

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 16th March 2023

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:- N Peck (in the chair)
S Kitchener
M Partrick
J Paterson
M Taylor
J Hodgson
Clerk to the Council
Members of the Public 0
NNC Councillor R Levell

22.193 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Glanville-Hughes and Konstantinidis. It was proposed and

RESOLVED

That the reason for absence be approved.

Apologies were also received from NNC Councillors Howell and Wilkes.

22.194 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 23rd February 2023 be approved as a correct record and signed by the Chairman.

22.195 DECLARATION OF INTEREST

There were no declarations made.

22.196 PUBLIC SPEAKING TIME

None.

22.197 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

Councillor Levell reported on the proposed changes to the North Northants Council Planning Committee arrangements and on the new interactive Discover Northants Hub opening 20th March 2023.

22.198 FOUR YEAR PLAN

- a. Pillar 4 Community Safety: A45 crossing – The latest response from Highways England was received.

22.199 FINANCIAL MATTERS

- a. Internal Control

- i. Receive the budget variance report and statement of accounts

The budget variance report and statement of accounts were received and noted. It was noted that due to small business rate relief, council rates would not be due for the cemetery for 2023-2024.

- ii. Receive a report in relation to VAT

It was noted that VAT reclaims for January 2023 and February, £276.05 and £811.41 respectively, had been paid by HMRC.

- iii. Receive a report in relation to PAYE

It was noted that the final payment submission had been made to HMRC for the tax year ending 5th April 2023.

It was noted that the legal duty to make a declaration regarding pension enrolment had been completed on 14th March 2023. This will next be required in 2026.

- iv. Grants received or given

There was no report to give.

- v. Amendments to the Asset Register

There were no amendments required.

- vi. Receive any incident reports on council owned land

There was no report to give.

- b. Report from the Internal Control Councillor

It was noted that the accounts had been inspected on 7th February and 14th March and everything was satisfactory.

- c. Schedule of payments

It was proposed and

RESOLVED

That the schedule of payments that forms Appendix A to this Minute be approved for payment

- d. Annual review of the effectiveness of internal control

It was noted that the relevant extracts of Practitioners Guide for Smaller Authorities in England had been provided to all councillors prior to the meeting.

RESOLVED

That the Council is satisfied with the effectiveness of internal control for the previous twelve months.

22.200 PLANNING MATTERS

- a. Planning consultations: None
- b. Planning decisions made by North Northamptonshire Council

Table to show Planning Consent granted:

Planning reference number	Planning details and address of property that the application relates to
NE/22/01410/FUL	Single storey front extension and insertion of 2 ground floor windows at 1 Brookside
NE/22/01403/FUL NE/23/00036/LBC	Removal of an existing single storey glazed conservatory, and construction of a single storey traditionally built lean-to The Cottage, Stanwick Hall Farm, Villa Lane
NE/22/01145/VAR	Variation of conditions pursuant to 20/01548/FUL. Proposed Dwelling (Resubmission of 20/01147/FUL)., Condition Number(s): , Condition 2 - approved plans , Condition 3 - boundary treatments, Condition 9 - storage of waste containers, Condition 11 - landscaping proposals, Condition 14 - retention of parking area, Conditions(s) Removal: To be signed off with details to do so attached incorporating changes such as the decision to utilise the existing double dropped kerb. No changes to conditions just signing off in conjunction with the updated drawing attached. At 1 St Laurence Way

Table to show Applications that have been withdrawn by the applicant:

Planning reference number	Planning details and address of property that the application relates to
NE/22/01247/FUL	Proposed dwelling at Land Next To 2, Rectory Close

- c. Planning Committee at North Northants Council

Proposed changed to the Planning Committee structure following a 'peer review' were noted. This will impact when planning applications in Stanwick can be 'called in' to committee. It was noted that there had been changes to the previously proposed plans and the matter would be considered by the full Council at North Northants Council shortly.

- d. Consultation on proposed modifications to the East Northamptonshire Local Plan Part 2

There was no comment to made.

22.201 MEETING/TRAINING REPORTS FROM COUNCILLORS

There were no reported given.

22.202 CORONATION WEEKEND PLANS

- a. Parish Council 'stall' for Stanwick Day 8th May

It was agreed that the Council should have stall in the village hall for the event with relevant material and consultation opportunities. Councillors will cover the event on a rota basis.

- b. General plans for Stanwick Day

The progress made to date was noted.

- c. Village bunting or similar

It was noted that the village hall would arrange some external decorations as part of their cream tea event.

22.203 MINUTES FROM THE STAFFING COMMITTEE MEETING

The Minutes were noted.

22.204 CHURCH MAIN PATH

Further to Minute 22.154 a scheme specification to lift and remove the concrete path, edge and lay tarmac was agreed. It was agreed that quotes should be obtained on this specification for cost comparison purposes. It was further agreed that once the cost was determined, a meeting should be held with the Parochial Church Council and representatives of the Diocese to discuss their contribution to the works.

22.205 COMMUNITY SAFETY

- a. Joint Action Group

There was no report to give.

- b. Current community safety issues

It was noted that large nitrous oxide cannisters (catering size) had been found in the open and concealed at Stanwick Pocket Park. A Police Officer had met with R Cade on site and suggested CCTV. All further incidents are to be reported via the online police reporting form.

It was proposed and

RESOLVED

That the Council should purchase a number of ‘Smile You are on CCTV’ signs for use at the pocket park as a potential deterrent.

22.206 POLICIES

- a. Standing Order 18

It was proposed and

RESOLVED

That Standing Order 18 be updated to the April 2022 modification as issued by NALC with immediate effect.

- b. Financial Regulation 11e

It was proposed and

RESOLVED

To amend Financial Regulations para 11e to read “The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post.” And to delete “Each tendering firm shall be supplied with a specifically marked envelope in which...” in entirety.

- c. Annual summary of policy reviews

The annual summary that forms Appendix B was received.

22.207 GROUNDS MAINTENANCE

- a. Operational inspection

It was noted that the quarterly operational inspection of the play area had been completed on 23rd February 2023. There appears to be an increasing problem with graffiti. Maintenance works as identified in the independent inspection need to be arranged.

- b. Grounds maintenance consortium

It was noted that a further meeting of consortium members was yet to be arranged.

22.208 ANNUAL SCHEDULE OF TRAINING

The schedule that forms Appendix C was received and noted.

22.209 CEMETERY

- a. Memorial application form

It was proposed and

RESOLVED

That the memorial application form terms and conditions be amended with immediate effect.

- b. Environmental impact of ashes interment & the implications for future plans

It was noted that there was an emerging science about the impact on plants and ground conditions were ashes were scattered or interred. It was agreed that this should be taken into consideration when development plans for the cemetery were made.

- c. 'Area of quiet reflection'

Further to Minute 22.103 g it was noted that email contact had been made owners of the black memorial bench.

- d. Environmental improvement plans

The planting undertaken as part of the scheme to improve biodiversity was noted.

22.210 HIGHWAYS

- a. Signage options for Raunds Road/Aris Lane as proposed by Northants Highways

It was agreed that sign B was preferred.

22.211 'CHAIN OF OFFICE'

The option to add a King Charles emblem to the Chain of Office was discussed. It was agreed that given the cost of living crisis and other financial pressures being experienced by the Council, it was not appropriate to spend money on the Chain at this time.

22.212 PUBLIC OPEN SPACES ADJACENT TO CLEBURNE CLOSE

Further to Minute 22.179 it was noted that the matter had been raised with Grand Union HA and a response was expected from the Property Manager.

22.213 ALLOTMENTS

- a. Minutes of the Community Garden Committee Meeting

There were no Minutes available

- b. Expenditure for the redesign of plots 9 & 10

Expenditure of up to £105.00 was authorised to redesign the plots.

22.214 LIST OF CORRESPONDENCE

The list that forms Appendix D was received. No other action is required.

22.215 NEXT SCHEDULED MEETINGS

30th March 2023 Grounds Maintenance & Cemetery meeting

20th April 2023 Annual Parish Meeting 19.00 to 21.00

18th May 2023 Annual Council Meeting

20th July 2023

21st September 2023

16th November 2023 (Budget setting)

Meeting closed 8.06pm

Chairman

Appendix A

Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of payments made outside of the meeting by cheque (Financial Regulation 6.8)

Cheque no	Payee and reason	Amount
None	None	£0

Table 2: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
none	none	£0

Table 2a : Schedule of BACS payments made between meetings

	Payee and reason	Amount
None	None	£0

Table 2b : Schedule of BACS payments presented for authorisation at the meeting

Payee and reason	Amount
Stanwick Village Hall Trust – committee room hire etc March 2023	£56.00
Northants CALC – training: JLH & SGH	£75.60
HMRC – final quarter tax & NI	£1348.77

The above payments were approved (signature line)_____Chairman

Date signed 16th March 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
28.02.2023	Tanks'R'us – replacement taps for allotments x 6	£129.17

Table 4: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
28.02.23	DDM	BT Business	£35.10
03.03.23	STD	Stanwick Village Hall Trust - office rent	£218.00
04.03.23	STD	Transfer from Nat West to Unity Trust Bank	£50.00
09.03.23	STD	Northamptonshire Pension Fund	£622.08

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
06.03.23	HMRC – VAT claim for Feb 2023	£811.41

Note: *The General Power of Competence adopted 20th May 2021*

Report to Stanwick Parish Council meeting 16th March 2023 – Annual Policy Review Summary

Prepared by J Hodgson

Policies reviewed in the year ending 31st March 2023

Code of Conduct	Complaints Policy	Data Breach Policy Data
Protection Policy	Data Subject Access Request	Financial Regulations
FOI Model Scheme	FOI Supplementary Policy	General Privacy Notice
News Media Policy	Privacy Policy	Social Media Policy
Standing Orders		
Co-option Policy	Dignity at Work Policy	Disciplinary Policy
Document Retention Policy	Equality Policy	Grant Awarding Policy
Grievance Policy	Information Security Policy	
Information Security Asset Inventory	Pension Fund Data Protection Policy	
Recruitment Policy	Supplementary Planning Policy for Sustainability	
Speed Indication Device Protocols x 2		

New Policies in the year ending 31st March 2023

Communication Policy	Electronic Communication Policy	Facebook Policy
Internet Banking Policy	Notice Board Policy	
Training & Development Policy	Vexatious Complaints Policy	Website Policy

Policies referred to the Staffing Committee

Appraisal Protocol

Policies to be reviewed in the Year ending 31st March 2024

Annually reviewed policies

Code of Conduct	Complaints Policy	Data Breach Policy
Data Protection Policy	Financial Regulations	FOI Model Scheme
FOI Supplementary Policy	General Privacy Notice	News Media Policy
Privacy Policy	Recruitment Policy	Social Media Policy
Standing Orders		

Other policies requiring review in the civic year

Cemetery Memorial Safety	Green Strategy	Internet Banking Policy
Parish List Policy	Pension Policy	Homeworking Policy
Lone Worker Policy	Play area inspection protocol	Tree Management Policy
Conditions of use for Stanwick Rec		
Conditions of use for Spencer Parade Gardens		

Other policy reviews may be required necessitated by changes to legislation, regulations or new guidance from NALC.

Schedule of training undertaken 2022/23

Name	Date of training	Training details	Provider	CPD points
S Glanville-Hughes	30/03/22	How to Green Your Community networking event	N ACRE	1
J Hodgson	29/03/22	Payroll: annual reports and tasks	HMRC webinar	.5
J Hodgson	30/03/22	How to Green Your Community networking event	N ACRE	1
J Hodgson	31/03/22	The Energy Market: An overview, the current crisis, & cost mitigation strategies	ICCM	.5
J Hodgson	28/04/22	Questions and answer session including new Environment Agency regs. for cemeteries	ICCM	.5
J Hodgson S Glanville-Hughes	11/05/22	Cutting Carbon	Scribe webinar	.5
J Hodgson	25/05/2022	Freedom of Information Act	Scribe webinar	.5
J Hodgson	15/06/2022	Deploying Electric Vehicle Infrastructure Into Your Villages And Towns	Scribe webinar	.5
J Hodgson	30/06/2022	Changing roles of Town & Parish Councils	SLCC/Prof Steven Griggs de Montfort Uni	1
J Hodgson	30/06/2022	Questions and answer session webinar	ICCM	.5
S Glanville-Hughes	28/06/2022	Code of Conduct in Practice	N CALC	1
J Hodgson	07/09/2022	Finance summit	SLCC	2
J Hodgson	14/09/2022	Expenses & Benefits	HMRC webinar	.5
J Hodgson	20/09/2022	Empowering Parish & Town Councils	NCALC	1
J Hodgson	12/10/2022	EVCPs & Local Councils	NCALC	.5
J Hodgson	14/10/2022	Scribifest – see agenda for details	Scribe	1.5
J Hodgson	20/10/2022	AMP - Things to Consider Conference	NCALC	1
J Hodgson	23/11/22	Managing Conflict & Code of Conduct Breaches	Scribe	.5
J Hodgson	29/11/2022	Grant writing	Scribe	.5
J Hodgson	06/12/22	How to write a successful funding bid	NCALC	1
S Glanville-Hughes	09/01/23	Common Land	NCALC	1
J Hodgson	25/01/23	‘The Future of Local Councils’	SLCC	1
J Hodgson N Peck M Taylor	02/02/23	Civility & Respect part 1	NCALC	1
J Hodgson	03/02/23	Options for reducing the impact of ash on ground conditions	ICCM ; Simon Heldon Faunus Gp Ltd	.5

Name	Date of training	Training details	Provider	CPD points
J Hodgson	08/02/23	How to keep your Internal Auditor Happy	Scribe Academy (Zoom)	.5
J Hodgson	08/03/23	Civility & Respect part II	NCALC	1

Appendix D

List of correspondence 12th January 2023 to 9th March 2023

This list is comprised of generic or informational emails sent by other organisations and Councils rather than listing correspondence with members of the public. A separate list of correspondence with members of the public or correspondence on specific matters with other bodies is not maintained.

1. Email: NNC Leaders update #41 (circulated to councillors)
2. Email: Voluntary Impact Northamptonshire Friday Bulletin
3. Email: NCALC Friday mini eUpdate - 13/01/23 (circulated to councillors)
4. Email: NNC Community Funding
5. Email: Northamptonshire Police, Fire and Crime Commissioner's January Newsletter (circulated to councillors)
6. Email: Mayor of Wellingborough's Quiz Night 2.0!
7. Email: NCALC Friday mini eUpdate - 20/01/23 (circulated to councillors)
8. Email: Parish Council Members - January E-Bulletin (circulated to councillors)
9. Email: Active Places Newsletter January 2023
10. Email: NACRE Parish Council Network Event (circulated to councillors)
11. Email: NNC Leaders update #42 (circulated to councillors)
12. Email: NNC February Half Term Free Swimming Sessions
13. Email: Northants CALC eUpdate - Jan/Feb 2023 (circulated to councillors)
14. Email: GUS Brass Band Press Release
15. Email: Rural Crime Engagement Events
16. Email: notification of TTRO-2223-N527 High Street & Higham Road; road closure for 10th April
17. Email: Northants ACRE Winter 2022/23 Village Viewpoint (circulated to councillors)
18. Email: Friday mini eUpdate - 20/01/23 (circulated to councillors)
19. Email: Voluntary Impact Northamptonshire Friday Bulletin
20. Email: Friday mini eUpdate - 10/02/23 (circulated to councillors)
21. Email: The Mayor of Wellingborough Family Games Night, 24th February
22. Email: Place Development Event for all Ward and Town and Parish Cllrs and clerks (circulated to councillors)
23. Email: CPRE Friend, Star Count is coming
24. Email: Update from the Leader of the Council #43 (circulated to councillors)
25. Email: Voluntary Impact Northamptonshire Friday Bulletin
26. Email: Friday mini eUpdate - 17/02/23
27. Email: CPRE Friend, Star Count is now live!
28. Email: North Northants Place Development Briefing – Reminder
29. Email: N ACRE Parish Council Members - February E-Bulletin (circulated to councillors)
30. Email: Free Mature Drivers Roadshow – 2nd May 2023
31. Email: Friday mini eUpdate - 24/02/23
32. Email: Mayor of Wellingborough's Family Games Night, 24th February 2023 cancellation
33. Email: 6 weekly Teams meeting with the Police Commissioner rescheduled to Wednesday 8th March (circulated to councillors)
34. Email: NNC Leaders update #44 (circulated to councillors)

35. Email: OSS February updates: Environmental Improvement Plan | April training dates | Pavement licensing (circulated to councillors)
 36. Email: keep Britain Tidy Will your town or parish council support the Great British Spring Clean 2023?
 37. Email: Northants CALC Training Newsletter - March 2023 (circulated to councillors)
 38. Email: NCALC Friday mini eUpdate - 03/03/23 (circulated to councillors)
 39. Email: Voluntary Impact Northamptonshire Friday Bulletin
- End