

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 30<sup>th</sup> March 2023

**Venue:** Committee Room, Village Hall, Stanwick

**Time:** 7.15 p.m.

**Present:** Councillors:- N Peck (in the chair)  
M Partrick  
J Paterson  
M Taylor  
J Hodgson  
0  
Clerk to the Council  
Members of the Public

## **22.216 APOLOGIES FOR ABSENCE**

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

### **RESOLVED**

That the reasons for absence were approved.

It was noted that Councillor Konstantinidis was absent.

## **22.217 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 16<sup>th</sup> March 2023 be approved as a correct record and signed by the Chairman.

## **22.218 DECLARATION OF INTEREST**

There were no declarations made.

## **22.219 PUBLIC SPEAKING TIME**

There were no members of the public present.

## **22.220 ALLOTMENT PLOT**

It was noted that the Clerk, in conjunction with the Chairman, had refused permission for chickens on a half size allotment plot. The tenant disputed this decision as the tenant felt that not all factors had been taken into consideration and consequently the matter was escalated to full Council.

It was noted that the tenant had been invited to address the meeting. However, the tenant was not present. It was proposed and

## **RESOLVED**

On the basis of the available information at the meeting, the decision to refuse would be upheld. The tenant is welcome to reapply for permission to keep chickens after 6 months from this meeting.

### **22.221 EXTENSIONS WORKS AT THE RECREATION GROUND**

It was noted that Stanwick Rovers Football Club had commenced work on the extension to the club house in line with the planning permission they had received (19/01429/FUL). A number of verbal complaints had been received by the Clerk and a councillor about the resulting ground conditions. One resident had made a complaint via email. An email exchange between the Club and the Clerk were noted.

It was agreed that the club chairman had responded fully to the issues raised and that the desired outcome for the Parish Council was that the works were completed.

It was agreed that the Club should be requested to improve the quality of the ground reinstatement including levelling and stone picking when ground conditions permitted. It was further agreed that the Council should monitor the situation and request that it is kept fully informed.

### **22.222 PLANNING CONSULTATIONS**

**NE/23/00273/FUL** Single storey front extension and insertion of 2 ground floor windows - Re-submission of approved Scheme Ref: NE/22/01410/FUL at 1 Brookside

After consideration of the planning documents, it was proposed and

## **RESOLVED**

That the following response be sent to North Northants Council.

The Parish Council does not object to the proposal. This decision is made on the assumption that there are no objections from adjoining properties and that materials used are sympathetic to the environs.

### **22.223 GROUNDS MAINTENANCE CONTRACT**

#### **a. Grounds Maintenance tender pack**

It was noted that after consideration of the anticipated contract value over a four year period and including VAT, the procurement would for a contract below the UK Tendering Threshold for goods and services. It was noted that the Public Contracts Regulations 2015 (SI 2015 No 102) would apply. It was further noted that the Council's Standing Orders and Financial Regulations would apply.

It was noted that the Public Services (Social Value) Act 2012 does not apply. The 2012 Act only applies (Sections 1(15) and (16)) to a Public Service Contract that is covered by Part 2 of the Public Contract Regulations. Contracts below threshold are dealt with in Part 4 of the Regulations and are not covered by the 2012 Act.

The documentation to be used for the tender process was reviewed (Introduction to Specification, location maps, site area, Tender Questionnaire, Invitation to Tender, and Key Points document)

It was proposed and

**RESOLVED**

That the tender documents as circulated to Councillors prior to the meeting be used as the basis for the tender requests.

b. Advertising the contract opportunity

It was noted that the “Contracts Finder Advertising Rules” in Part 4 of the Public Contracts Regulations 2015 (SI 2015 No 102) apply to all contracts valued above £25,000 and below the relevant UK Tendering Threshold.

It was proposed and

**RESOLVED**

That the Council would directly solicit bids and simultaneously advertise the opportunity on Contracts Finder.

c. Local newspaper advertising

It was proposed and

**RESOLVED**

That the Council would suspend Standing Order 18 d iii in that it would not advertise in a newspaper as this is an outmoded form of media.

d. Evaluation methodology

It was proposed and

**RESOLVED**

That the evaluation methodology as circulated to Councillors prior to the meeting be used as part of tender consideration process and that the methodology be included in the tender pack.

e. Timetable for the procurement process

It was agreed that the draft time table included all necessary stages of the process and the dates would be fully populated prior to tenders being issued.

It was noted that the Council did not have an option for an online portal for potential bidders to log into and register questions.

It was noted that as the contract, if awarded, would not commence until 1<sup>st</sup> January 2024, the Parish Council would await the out come of a meeting with North Northants Council on 13<sup>th</sup> April 2023 prior to setting the date for the issue of the tender documents.

f. Legal services

It was proposed and

**RESOLVED**

That Wellers Hedley LLP be appointed to draw up the relevant legal documents in the event of a contract being awarded. This is to ensure public money is properly safeguarded.

**22.224 Cemetery**

a. Length of memorial permits

Further to Minute 22.103.h it was agreed that the Council accepted the principle of reducing the number of years that a memorial permit and introducing a scheme of rolling permissions.

A scheme is to be drawn up and presented at a future meeting for approval. It was noted that this would only apply to permits issued in the future and would not be retrospectively applied to permits already issued.

b. Length of Grant of Right of Burial

A scheme is to be drawn up and presented at a future meeting for approval. It was noted that this would only apply to Grants issued in the future and would not be retrospectively applied to Grants already issued.

c. To consider changing the grave pre-purchase regime (Minute 22.103 i refers) and to agree any changes

A scheme is to be drawn up and presented at a future meeting for approval. It was noted that this would only apply to Grants issued in the future and would not be retrospectively applied to Grants already issued.

d. Revised fee structure

It was agreed that a revised fee structure would be approved at the time that the new schemes were approved.

## **22.225 SCHEDULE OF PAYMENTS**

It was proposed and

### **RESOLVED**

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

## **22.226 PUBLIC SPACES PROTECTION ORDERS – pre-consultation questionnaire**

The North Northants Council questionnaire was considered and the Council directed the Clerk on how it should be completed.

It was agreed that the cemetery and St Laurence Church Yard be proposed as ‘dogs on lead’ areas.

## **22.227 NEXT SCHEDULED MEETINGS**

20<sup>th</sup> April 2023 Annual Parish Meeting 19.00 to 21.00

18<sup>th</sup> May 2023 Annual Council Meeting

21<sup>st</sup> May 2023 – Centenary Bowls Match with Stanwick Bowls Club

20<sup>th</sup> July 2023

21<sup>st</sup> September 2023

16<sup>th</sup> November 2023 (Budget setting)

Councillor Partrick gave his apologies for the meeting on 20<sup>th</sup> July.

The progress of the Coronation weekend Stanwick Day (8th May) were discussed and it was agreed that the plans were coming together well. The Councillor rota for the Parish Council stall was discussed and part populated.

Meeting closed 8.01 pm

**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
J Hodgson – printer ink	£113.56

The above payments were approved (signature line) \_\_\_\_\_ Chairman

Date signed 30th March 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
17.03.23	Safetysigns4less (CCTV)	£31.82
22.03.23	Cash for delivery of the newsletter	£40.00

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

Date	Method	Payee and reason	Amount
17.03.23	DDM	Wave (cemetery water rates)	£5.00
17.03.23	DDM	Npower Business (power to street lights)	£16.68
29.03.23	DDM	North Northants Council Jan 23	£1897.91
29.03.23	DDM	North Northants Council Jan 23	£14.27

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
29.03.23	D Martin Cemetery memorial	£90.00

Note: *The General Power of Competence adopted 20<sup>th</sup> May 2021*