

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 29<sup>th</sup> September 2022

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

**Time:** 7.15 p.m.

<b>Present:</b>	<b>Councillors:-</b>	<b>N Peck (in the chair)</b>
		<b>S Glanville-Hughes</b>
		<b>S Kitchener</b>
		<b>G Konstantinidis (from 7.23pm)</b>
		<b>M Partrick</b>
	<b>Clerk to the Council</b>	<b>J Hodgson</b>
	<b>Members of the Public</b>	<b>0</b>

This meeting has been rearranged from 15<sup>th</sup> September 2022 following the sad death of Her Majesty Queen Elizabeth II. Members of the Council stood for a minutes remembrance to mark the death of the Queen.

## **22.72 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Paterson and Taylor. It was proposed and

### **RESOLVED**

That the reason for absence be approved.

Apologies had been received from NNC Councillors Howell, Levell and Wilkes.

## **22.73 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 18<sup>th</sup> August 2022 be approved as a correct record and signed by the Chairman.

## **22.74 DECLARATION OF INTEREST**

Councillor Kitchener declared an 'other interest' in item 22.91b.

## **22.75 PUBLIC SPEAKING TIME**

There were no members of the public present.

## **22.76 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS**

There was no report given.

## **22.77 GROUNDS MAINTENANCE CONTRACT**

Further to Minute 22.51, the latest situation was discussed. It was agreed that the Parish Council preferred option was to remain within a consortium. Concern was raised as to whether the Council would have sufficient officer time to manage a contract on a day to day basis if it was to withdraw from the consortium. It was agreed that when a contract specification was received, the Council should look to seek quotes to both determine whether the consortium contract offered best value and to have a backup plan in the event that the consortium is dissolved.

Cllr Konstantinidis arrived 7.23pm.

## **22.78 FOUR YEAR PLAN**

- a. Review the first year of the Plan

A report reviewing the progress of the Four Plan was received and noted. It was felt that there had been significant achievements, even if all action points had not been completed.

- b. Action plan for year 2

It was proposed and

## **RESOLVED**

That the Year Two action plan be adopted as presented. It was agreed that any plans for significant expenditure should be deferred until the after the budget for 2023-24 had been approved.

- c. Safer crossing point over A45 at Stanwick roundabout (27)

It was noted that the grass on the roundabout was being cut more frequently which had a limited effect of improving visibility of oncoming traffic for pedestrians. It was agreed that the a safer crossing point should be raised again with ward councillors and Mr T Pursgove MP.

## **22.79 GREEN STRATEGY**

It was agreed that the Annual Parish Meeting should be 'green themed'. It was also agreed to make enquiries with the ward councillors how North Northants Council waste management could extend recycling for domestic households so that more items could be put into the recycling wheelie bin.

## **22.80 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. All expenditure for the Platinum Jubilee has been completed. The total expenditure was £952.75 against a project budget of £3000.00.

The Parish Council Financial Regulations require the Council to review its direct debit and standing order mandates on an annual basis.

Payments are made by direct debit to Wave (water supply at the cemetery) (monthly), Npower Business (previously E-on) for the street lighting (monthly), BT Business (monthly), North Northamptonshire Council (grounds maintenance costs, election costs etc) (as required) and the Public Works Loan Board (twice a year), the Information Commissioners Office (annually) for data protection registration

Payments are made by Standing Order to the Local Government Pension Scheme (clerk) (monthly), Stanwick Village Hall Trust (office hire) (monthly) and the Clerk (salary) (monthly).

## **RESOLVED**

That the Council is satisfied that these arrangements should continue.

### **ii. Report in relation to VAT**

It was noted that submitted claims for August and September, £1883.68 and £2943.74 respectively, have been received from HMRC.

### **iii Report in relation to PAYE**

It was noted that changes to the contribution rates as given in the Chancellor of the Exchequers September mini budget should be automatically implemented as part of the 'Basic Tools' HMRC PAYE program used by the Parish Council. The second quarter payment to HMRC has been prepared.

### **iv. Grants received or given**

There was no report to give.

### **v. Amendments to the Asset Register.**

No amendments were required.

### **vi. Receive any incident reports on council owned land**

There were reports to give.

### **vii. Receive reports from volunteer inspectors**

There were no reports to give.

### **b. Report from the Internal Control Councillor**

It was noted that the accounts were inspected on 09/08/22 and 14/09/22 and everything was satisfactory. The internal control pro forma has been enhanced to cover online banking and the debit card.

**c. Unity Trust Bank**

It was noted that the accounts with Unity Trust Bank had been opened. It was proposed and

**RESOLVED**

That the Internet Banking Policy be adopted with immediate effect.

That a standing order be set up between Nat West plc and Unity Trust Bank to transfer funds as required. That the Clerk have delegated authority under s101 of the Local Government Act 1972 to make all necessary transfers and alterations to the standing order.

That £70,000 of capital reserves be held in the Unity Trust Bank deposit account to spread the risk exposure of the council.

**d. Schedule of payments**

It was proposed and

**RESOLVED**

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

**e. External Audit Procurement with SAAA Ltd**

Smaller Authorities Audit Appointments Ltd is responsible for procuring external audit arrangements for smaller authorities and those smaller authorities have the option to 'opt out' of this arrangements. The procurement process is set out in Local Audit (Smaller Authorities) Regulations 2015 and is onerous and expensive. It was proposed and

**RESOLVED**

That the Parish Council will not opt-out of the SAAA Ltd procurement process. No further action is required.

**f. Annual review of cemetery fees**

A financial report was considered. It was proposed and

**RESOLVED**

That the fee for interment be increased to cover the increased costs from 1<sup>st</sup> November 2022. Single depth: £350.00, double depth: £465.00 and ashes interment: £145.00. All other fees are to remain unchanged.

**g. Annual review of allotment fees**

A financial report was considered. It was proposed and

**RESOLVED**

That the allotment rents for the year commencing 1<sup>st</sup> April 2024 be increased to £40 pa for a full size plot, £22.00 pa for a half size and £12.00 for a quarter size plot. All tenants are to be notified accordingly. The increase is to reflect the rising costs for site management.

**h. Review Stanwick Rovers Football Club rent for 2023 to 2024**

It was noted that the rent had not been altered for a number of years. It was proposed and

**RESOLVED**

That the rent for 2023-24 would be £140.00.

**i. Safer surfacing under the Nexus**

It was noted that the Council was still waiting for Playground Facilities Ltd to agree to a meeting so that a scheme of remedial works could be agreed. Recent email exchanges were noted. It was agreed that a further request be made for a meeting.

**j. Yellow gate at the play area**

Further to Minute 22.78 it was noted that a repair kit had been ordered for the gate and should be received in early October.

**k. Grant Application Form & Grant Awarding Policy**

It was proposed and

**RESOLVED**

That the revised Grant Application Form & Grant Awarding Policy be adopted with immediate effect.

**l. Grant application for £600.00 towards Christmas lights**

It was proposed and

**RESOLVED**

That a grant for village Christmas lighting be approved. That the grant payment should be set up via BACS after the meeting.

## **22.81 PLANNING MATTERS**

### **a. Planning consultations:**

**NE/22/01067/FUL** Two storey side extension, single storey front extension and a dropped kerb: 2 Mansfield Street

After consideration of the available planning documents, it was proposed and

### **RESOLVED**

That the following response be sent to North Northants Council

The Parish Council does not object to this proposal. However, the Council requests that careful consideration is given to road safety of the junction Mansfield Street and Dolben Avenue as this is a site of accidents and near misses. This has been raised with the Highways liaison officer previously. The Council notes that Highways have stipulated pedestrian visibility splay requirements and these should be adhered to.

The Council would prefer to see permeable surfacing to accommodate surface water run-off.

This decision is made on the assumption that the materials will be sympathetic to the existing structure and that there have been no objections from adjacent homeowners.

**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. Location: 1 St Laurence Way

After consideration of the available planning documents, it was proposed and

### **RESOLVED**

That the following response be sent to North Northants Council.

The Parish Council is of the opinion that the development should adhere to the conditions of the original planning consent granted by North Northants Council and therefore objects to the variation.

**NE/22/01132/VAR** Variation of condition 2 to replace approved drawing 35-13-02A with drawing 35-13-02 F pursuant to 14/00372/FUL. Two storey front extensions and associated alterations. Location: 3 Chapel Lane

After consideration of the available planning documents, it was proposed and

### **RESOLVED**

That the following response be sent to North Northants Council.

The Parish Council does not have any comment to make.

**b. Planning decisions made by North Northamptonshire Council**

Table to show Planning Consent granted:

<b>Planning reference number</b>	<b>Planning details and address of property that the application relates to</b>
NE/22/00109/FUL	Garage conversion to residential annexe ancillary to existing dwelling at 62 High Street
NE/22/00461/FUL	Proposed first floor side and ground floor front extensions at 19 Needham Road
NE/22/00932/FUL	Change of use of part of an agricultural building to equestrian, change of use of part of an agricultural field to equestrian, and the construction of a menage (30m x 60m) at High Mere Farm, Raunds Road

**c. Public Consultation for a Part A2 Environmental Permit for a drinks can manufacturing facility at Ball Kettering, Plot 4b Segro Park, Kettering Gateway**

**RESOLVED**

That the Council has no comment to make.

**22.82 MEETING/TRAINING REPORTS FROM COUNCILLORS**

There was no report to give.

**22.83 MINUTES FROM THE STAFFING COMMITTEE**

The Minutes from the Staffing Committee were noted.

**22.84 CHRISTMAS FAYRE 2022**

The details of the Christmas Fayre planning meeting held in September was noted. It was proposed and

**RESOLVED**

That the Parish Council would sponsor the Fayre and a budget of up to £400.00 was agreed to be spent at the Clerks discretion. This budget is to cover officer time and material costs.

**22.85 CEMETERY MATTERS (Minute 22.52 refers in part)**

It was agreed that rather than set up a working party, Councillors would have a site meeting followed by a dedicated Council meeting to determine how to proceed.

## **22.86 EMAIL ADDRESS FOR THE CLERK & COUNCILLORS**

Consideration was given to the recommendation by SAAA Ltd and other sector bodies that all councils should have an email address that is an authority owned generic e-mail address using gov.co.uk or .org.uk. It was proposed and

### **RESOLVED**

The Council would continue with its existing arrangements at this time although arrangements should be made to ensure that the chairman had access to the email account in the event of an emergency.

## **22.87 SECOND COUNCILLOR WALKABOUT**

It was proposed and

### **RESOLVED**

That works identified in Appendix B be authorised.

It was also noted that a safety inspection of the headstones in St Laurence Churchyard should be arranged.

## **22.88 CLERK'S WRITTEN REPORT**

A written report had been made available on the website. No further action was identified.

## **22.89 LAND OWNERSHIP QUERY**

It was noted that a resident had raised an ownership query regarding a parcel of land off the grassed area at Cleburne Close, separated from the open space by fencing. It was agreed that further enquiries should be made, including possible legal costs for sale of all or some of this land, and all possible options should be discussed at a later meeting.

## **22.90 COMMUNITY SAFETY**

- a. Report from the Joint Action Group

There was no report to give.

- b. Current community safety issues

It was noted that there had been local verbal reports of antisocial behaviour such as posters being taken down and damage at the pocket park.

## **22.91 HIGHWAYS**

- a. Northamptonshire Highways

A written report had been made available on the website and was noted.



**b. Path from Spencer Parade to Mansfield Street**

The path from Spencer Parade to Mansfield Street is not part of the Highways Register and all maintenance, lighting and associated costs fall upon the Parish Council. Consideration was given to whether the Parish Council should bring the path up to an 'adoptable' standard so that it could be transferred to the Highways Register and cease to be a Parish Council responsibility. It was agreed that further information should be obtained so that the council could make an informed decision on how to proceed.

**c. Arris Lane**

A written report had been made available on the website. It was noted that progress had been made and the Bowls Club were pleased with the outcome.

**d. Defect in the offroad access to the allotments gates**

It was noted that a defect in the tarmac adjacent to the kerbs had been repaired by Northants Highways indicating their acceptance of responsibility for this location.

**e. White line reinstatement & issue raised re protected verge**

It was noted that a request had been put to Northants Highways to reinstate the white lines at the junction of Church Street and Raunds Road in the interests of highway safety. A report had been made that the 'protected' verge of Higham Road had been cut in September when the protected species was in flower and this had been referred to Northants Highways.

**22.92 STREET LIGHTING**

A written report had been made available on the website. It was agreed that costs be obtained for a safety inspection in accordance with the IEE regulations.

**22.93 WPD'S WORKS TO THE SUB-STATION ON THE AVENUE**

It was noted that Western Power Distribution are intending to carry out works on the substation and this will result in the removal of a mature tree. There is a lease between East Midlands Electricity and the Parish Council (transferred from Raunds Town Council in 2000) for the site.

It was agreed that the Council would prefer that a mature tree is provided by way of compensation rather than tree whips.

**22.94 ALLOTMENTS**

**a. Community Garden Meeting**

The minutes to the meeting were noted. The issue of the condition of the raised beds (Minute 22.32 refers) had been discussed at their meeting. It was agreed that the Community Garden Committee should be advised that the raised beds were not covered by a warranty and the Committee should be asked for their proposals.

**22.95 LIST OF CORRESPONDENCE**

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

**22.96 NEW LEASE WITH STANWICK BOWLS CLUB**

It was proposed and

**RESOLVED**

That Councillors Peck and Glanville-Hughes be authorised to sign on behalf of the Council.

**22.97 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 17<sup>th</sup> November 2022. Cllr Partrick gave his apologies for this meeting.

Meeting closed 9.15pm

**Chairman**

## Appendix A

### Schedule of Payments presented for authorisation at the meeting.

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

Cheque no	Payee and reason	Amount
1134	Mr GR Dowsett (Alchemy Tree Surgery) replacement cheque	£1650.00

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

Cheque no	Payee and reason	Amount
1135	SLCC Enterprises Ltd – Finance Summitt JH	£54.00
1136	HMRC – 2 <sup>nd</sup> quarter tax & NI	£1277.93
1137	Stanwick Pocket Park Group – spring bulbs for cemetery	£6.00
1138	Stanwick Village Hall Trust – committee room hire Sept 2022	£48.00
1139	J Paterson – refund of allotment deposit	£15.00
1140	J Hodgson – Platinum Jubilee photographic record	£122.21

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

	Payee and reason	Amount
03.10.22	Claire Sykes – 4 x clean of play equipment (June – Sept)	£40.00

The above payments were approved (signature line) \_\_\_\_\_ Chairman  
Date signed 29th September 2022

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
22.08.22	Post Office Ltd – stamp to Unity Trust Bank	£2.05
31.08.22	Thing-me-Jigz – storage box for minute books	£3.99
01.09.22	QD Stores – storage box	£2.99
13.09.22	Post Office Ltd – stamp to Wellers Hedley Solicitors	£1.05
14.09.22	HM Land Registry – Title Register Malloes Grange (online)	£3.00
15.09.22	123 Reg – email renewal (online payment)	£43.06
21.09.22	Stanwick Shop - batteries	£5.24
22.09.22	IAE – Prosafe major repair kit (for yellow gate)	£270.00

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

Date	Method	Payee and reason	Amount
30.08.22	DDM	BT Business	£37.18
03.09.22	STD	Stanwick Village Hall Trust - office rent	£218.00
31.08.22	DDM	North Northamptonshire Council – grounds maintenance	£2678.41
09.09.22	STD	Northamptonshire Pension Fund	£588.12
17.09.22	DDM	Wave – cemetery water rates	£5.00
26.09.22	DDM	nPower Business Solutions - street light power	£21.04

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
29.08.22	R Carr Allotment plot 19	27.70
02.09.22	Bowls Club annual rent	£40.00
05.09.22	E-on refund on transferred electricity account	£9.47
08.09.22	A Abbotts (ashes interment)	280.00
09.09.22	HMRC	£2943.74
13.09.22	Blenkharn Monumental Masons	£10.00

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

## Appendix B

### Actions identified at walk about 2

#### Spencer Parade Garden

1. Tree over hanging main path and shrubs encroaching on path

**Agreed action:** Both to be cut back before the Christmas Fayre. Check when winter shrub maintenance is due to take place.

#### St Laurence Church yard

1. Some of the paving slabs on the path adjacent to the Duke of Wellington need resetting so they are stable

**Agreed action:** Obtain quote for the work.

2. Sections of the boundary wall are exhibiting signs that they will require repair in medium term

**Agreed action:** Commence financial planning (budgeting) for this future expenditure. Agree annual sum to be set aside for this purpose.

3. Main path to the church door requires repairs. Signage is in place advising caution. Parish Council waiting on the Diocese to discuss a plan of action.

**Agreed action:** Contact PC insurer to check implications of work being held up by the Diocese. The Diocese should be contacted direct

### List of correspondence 15<sup>th</sup> July 2022 to 9<sup>th</sup> September 2022

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: Voluntary Impact Northamptonshire Friday Bulletin
2. Email: North Northamptonshire Council houses in multiple occupation (HMOS) consultation survey
3. Email: NCALC Friday mini eUpdate - 15/07/22 (circulated to councillors)
4. Email: Weekly Schemes Works Programme For Councillors 15/07/2022
5. Email: A509 Isham Bypass Scheme Community Consultation
6. Email: Higham Ferrers TC Civic Service Invitation
7. Email: NCALC Friday mini eUpdate - 22/07/22 (circulated to councillors)
8. Email: NNC Update from the Leader of the Council #29 (circulated to councillors)
9. Email: NACRE PRESS RELEASE: Learn how to green your community buildings at a free online workshop
10. Email: Annual Civic Opening of Rushden Feast and Fish & Chip Supper - Friday 16th Sept
11. Email: Northants CALC eUpdate - Jul/Aug 2022 (circulated to councillors)
12. Email: Your July update from OSS (circulated to councillors)
13. Email: Voluntary Impact Northamptonshire Friday Bulletin
14. Email: CPRE Northamptonshire's Planning Update - summer 2022 (circulated to councillors)
15. Email: NNC Update from the Leader of the Council #30 (circulated to councillors)
16. Email: NCALC Friday mini eUpdate - 05/08/22 (circulated to councillors)
17. Email: Northamptonshire VCSE Assembly - Advice Thematic
18. Email; Rushden TC Mayor's Civic Service & Reception - Sunday 2nd October 2022
19. Email: notification of local 'family fun day' run by Homes for Ukraine
20. Email: Weekly Schemes Works Programme For Councillors 13/08/2022
21. Email: Police, Fire and Crime Commissioner - Newsletter August 2022 (circulated to councillors)
22. Email: Voluntary Impact Northamptonshire Friday Bulletin
23. Email: NCALC Friday mini eUpdate - 12/08/22 (circulated to councillors)
24. Email: NCALC Friday mini eUpdate - 19/08/22 (circulated to councillors)
25. Email: Active Places Newsletter Summer 2022
26. Email: NNC Update from the Leader of the Council #31 (circulated to councillors)
27. Email: Voluntary Impact Northamptonshire Friday Bulletin
28. Email: Notification of Substation maintenance. Adj 7 The Avenue, Stanwick, NN9 6PT
29. Email: Your August update from OSS (circulated to councillors)
30. Email: NCALC Friday mini eUpdate - 02/09/22 (circulated to councillors)
31. Email: Update from the Leader of the Council #32 (circulated to councillors)
32. Email: CPRE You are invited to a champagne reception (circulated to councillors)
33. Email: Formal Consultation: Proposed amalgamation of Tennyson Road Infant School and Alfred Street Junior School, Rushden
34. Email: Northants ACRE Village Viewpoint magazine (circulated to councillors)