

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 29<sup>th</sup> June 2023

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

**Time:** 7.15 p.m.

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

## **23.34 APOLOGIES FOR ABSENCE**

All councillors were present. Co-option candidate Mr Ashby sent his apologies.

## **23.35 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 18<sup>th</sup> May 2023 be approved as a correct record and signed by the Chairman.

## **23.36 DECLARATION OF INTEREST**

There were no declarations made.

## **23.37 PUBLIC SPEAKING TIME**

There were no members of the public present.

## **23.38 VACANT COUNCIL SEAT**

It was noted that due process had been followed, a poll had not been called and the Parish Council had advertised the vacancy. One candidate had nominated themselves. It was proposed and

### **RESOLVED**

That Jonathan Ashby be co-opted to the Parish Council.

### **23.39 PLANNING CONSULTATIONS**

**NE/22/00851/OUT** Outline: Erection of up to 450 dwellings, a community / retail / and or health facility, improvement works to the existing A6 / Bedford Road roundabout including provision of shared pedestrian / cycle access, parking, landscaping, drainage features, open space, and associated infrastructure (All matters reserved except access from the A6 / Bedford Road) at Land East Of A6 And Roundabout At Bedford Road Rushden

It was proposed and

#### **RESOLVED**

That the Parish Council did not have any comment to make.

### **23.40 SCHEDULE OF PAYMENTS**

It was proposed and

#### **RESOLVED**

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

### **23.41 COMMUNITY GARDEN**

The current issues with a lack of volunteers was discussed. It was agreed that the Parish Council should be supportive in enabling the community garden to be more inclusive and increase their volunteer basis.

### **23.42 FOUR YEAR PLAN**

a. Review the Four Year Plan document

It was agreed that the Plan document did not require any amendments but the Council should ensure that the Plan was a document that could be rolled forward and be a plan for more than the initial period of 2021-2025. It was agreed that the actions plans should be reviewed to determine the direction of the plan in the short to medium term.

b. Pillar 4: Crossing to Stanwick Lakes

It was reported that Highways England have issued a work order to raise the canopy on the trees on the roundabout to improve visibility and sight lines. It was noted that Mr T Pursglove MP had agreed to contact North Northants Council and Highways England about the crossing point and would attend a site meeting.

### **23.43 MINOR REPAIR WORKS**

It was noted that a number of minor repairs works to be completed by Mr Mission had been authorised by the Clerk, including repairs to the bus shelter, resetting slabs in the church yard and refurbishment of the cabinet at the cemetery.

#### **23.44 ALLOTMENTS**

##### **a. Allotment Site Rules**

It was noted that the Site Rules had initially been drawn up in 2015 when the site was established. Other than minor changes in 2019, this was the first major review. The proposed amendments had been circulated to all councillors prior to the meeting.

#### **RESOLVED**

That the revised Allotment Rules be adopted with immediate effect. All tenants are to be provided with a copy by email and given 14 days to raise any issues.

##### **b. Councillor allotment liaison**

It was agreed that Cllr Paterson would be the liaison.

##### **c. Allotment deposit for new tenants**

It was noted that it has been Council practice to request a deposit equivalent to one year's rent as a deposit when the tenancy agreement is first signed. The majority of sites are left in a reasonable condition and the deposit is returned when the tenancy ends. However, a recent case has meant that the Parish Council needed to employ a contractor to clear a plot at a cost of £200.00. The Parish Council has the option within the Site Rules to recover costs.

It was proposed and

#### **RESOLVED**

The deposit from new tenants would remain at one years rent according to plot size.

##### **d. Alternative water taps arrangements**

It was agreed to trial a standard outdoor tap with lock cap.

#### **23.45 METAL DETECTING POLICY**

It was proposed and

#### **RESOLVED**

That the policy that forms Appendix B be adopted with immediate effect.

The current licence holder is to be informed that this policy has been adopted.

#### **23.46 EVENTS COMMITTEE**

##### **a. Terms of Reference for an Events Committee**

It was proposed and

## **RESOLVED**

That the Terms of Reference for the Events Committee that form Appendix C to this Minute be approved and adopted.

b. Councillor members of the Events Committee

It was proposed and

## **RESOLVED**

That Cllr Paterson, Cllr Glanville-Hughes and Cllr Taylor be appointed as Councillor representatives on the committee.

### **23.47 STANWICK DAY**

The feedback summary was considered. It was noted that there had been a number of positive outcomes for various community groups.

### **23.48 DATES OF THE NEXT SCHEDULED MEETINGS**

20<sup>th</sup> July 2023

21<sup>st</sup> September 2023

12<sup>th</sup> November Remembrance Sunday Service at War Memorial

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

Meeting closed 8.10 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
National Allotment Society – annual subscription	£66.00
ESPO – purchase of tables to donate to pre-school	£421.20

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

Payee and reason	Amount
Tapiochre – Annual website support fee	£180.00
HMRC – 1 <sup>st</sup> quarter tax & NI	£1349.95
Stanwick Village Hall Trust – meeting room hire June 2023	£33.00
Duane Holben (Mr Misson) Bus shelter clean & fill allotment pond	£105.00

The above payments were approved (signature line) \_\_\_\_\_ Chairman  
Date signed 29th June 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
21.06.23	McAfee – 2year subscription	£64.99
26.06.23	Raunds hardware – superglue to mend magnets	£4.49

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

Date	Method	Payee and reason	Amount
18.05.23	DDM	Wave – water rates	£5.00
25.05.23	DDM	nPower Business Solutions – street lights	£25.26
30.05.23	DDM	BT Business	£45.60
03.06.23	STD	Stanwick Village Hall Trust Office rent June 2023	£218.00
04.06.23	STD	Unity Trust Bank	£50.00
09.06.23	STD	Northamptonshire Pension Fund	£622.08
19.06.23	DDM	nPower Business Solutions – street lights	£23.31
19.06.23	DDM	Wave – water rates	£5.00
28.06.23	DDM	North Northants Council Apr 23	£2247.16
28.06.23	DDM	BT Business	£51.74

Table 5: Money received since the last meeting:

<b>Date</b>	<b>Where the money was received from</b>	<b>Amount</b>
29.05.23	Central England Co-op Ltd Funeral Disbur	145.00
05.06.23	Central England Co-op Ltd Funeral Disbur	340.00
06.06.23	Central England Co-op Ltd Funeral Disbur	145.00
06.06.23	HMRC VAT refund	689.50
07.06.23	S Jarvis plot 9A	35.00
12.06.23	L Spiers 10B	17.50
19.06.23	P Arneill 10 A	35.00
19.06.23	Central England Co-op Ltd Funeral Disbur	90.00
20.06.23	S Roberts 9B	35.00
22.06.23	G Waddington #10C	17.50
26.06.23	W Ordynowski plot 11	£70.00
29.06.23	Central England Co-op Ltd Funeral Disbur	600.00

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

**Stanwick Parish Council**

**Metal Detecting Policy**

**Introduction**

1.1 Metal detectors are widely used as a tool for archaeology, locating underground services and as a fascinating and enjoyable hobby. From time to time the Parish Council receives requests for permission from individuals or organisations wishing to carry out metal detecting on land owned or managed by the Council.

1.2 This document sets out the policy of the Council regarding such requests and is effective from the date that it is adopted.

**Policy Scope**

2.1 This policy applies to all land under the Parish Council's ownership or management, regardless of location including its parks, allotments, grazing land, cemeteries, woodlands, verges and open spaces.

2.2 Whilst this policy is as comprehensive as possible, it does not cover every situation. Individual requests that occur outside of this policy's scope will be dealt with on a case-by-case basis at the Council's discretion.

**Legislation**

3.1 Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws the use of metal detectors on land owned or managed by the Parish Council is regulated by this policy.

3.2 It is illegal for anyone to use a metal detector on a designated area (e.g., Scheduled Monuments (SM), Sites of Special Scientific Interest (SSSI), or Ministry of Defence property) without permission from the appropriate authority.

3.3 Stanwick PC cannot give permission on privately owned land as permission must be gained from the landowner. Confirmation of land ownership can be confirmed at [www.landregistryservices.com](http://www.landregistryservices.com) at the individual's own expense.

3.4 Anyone wishing to metal detect should seek permission of the landowner before metal detecting. Excavations as a result of illegal metal detecting could constitute criminal damage or an offence under the Theft Act.

**Policy**

4.1 In general, metal detecting is not permitted on any land owned, leased or managed by the Council (especially allotment land, the cemetery and the church yard), this includes any land to which the public has a right of access.

#### 4.2 There will only be three exceptions:

- where detecting is part of an approved programme of archaeological research, or
- where detecting is necessary in order to recover personal items that have been lost and digging will not be required or surface metal that would cause damage to people or machinery, or
- for identification of services by a statutory undertaker.

#### 4.3 Parish Fields Raunds Road

- The Parish Council may consider issuing a permit for metal detecting at the site of Parish Fields excluding the area of the Allotments, Community Garden and Social Area
- All information requested by Stanwick PC in the application for a grant of permission must be provided.
- Terms and Conditions placed by Stanwick PC on the grant of permission for the use of a metal detector on its land must be followed and complied with
- Permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Parish Council. The decision to grant permission will be made at a Council meeting.
- The Parish Council reserves the right to withdraw permission at any time and this may be executed by the Clerk without reference to full Council in advance.
- Parish Fields includes Stanwick Pocket Park that is managed by lease by Stanwick Pocket Park Group. Stanwick Pocket Park does not have authority to issue permission for metal detecting on site.
- Any permitted metal detecting within Stanwick Pocket Park must not interfere with the planting or other site management being carried out by the Pocket Park Group.
- A maximum of one licence will be permitted at any one time as agreed with Stanwick Pocket Park Group.
- For clarity, this means only one person at a time may use metal detecting equipment on site and that person must be licenced.
- The number of permitted licences will be reviewed periodically and may be increased or reduced in consultation with Stanwick Pocket Park Group.
- Licences will be issued for a maximum of 12 months.
- A waiting list will be maintained and on expiration of the current licence the next person on the waiting list will be offered a licence. The current holder can elect to be added to the end of the waiting list. If there is no other person on the waiting list, the current holder will be offered a further one year licence.
- A fee is not charged for a metal detecting licence. This will be periodically reviewed and the Parish Council reserves the right to introduce a fee.
- The terms of the licence are agreed by full Council and a copy will be made available on request.

#### 4.4 Archaeological research

4.4.1 Persons or organisations wishing to carry out archaeological research will need to apply in writing to the Council for permission to use a metal detector as well as to undertake



associated survey work on land owned, leased or managed by the Parish Council. All requests must detail:

- the scope and purpose of the proposed metal detecting activity,
- the exact location of the proposed activity,
- the date and duration of the activity,
- a guarantee of full re-instatement to the satisfaction of the Parish Council of any area that has been subjected to any form of excavation by the activity, along with a guarantee to cover any expenses incurred by the Council if the re-instatement fails to meet the standards required.

4.4.2 All information requested by Stanwick PC in the application for a grant of permission must be provided. Terms and Conditions placed by Stanwick PC on the grant of permission for the use of a metal detector on its land must be followed and complied with.

4.4.3 This policy recognises that removal of an archaeological object from its context, unless carried out by an experienced archaeologist, can cause the loss of valuable contextual information, as well as damage to the artefact itself.

4.4.4 Permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Parish Council. The decision to grant permission will be made at a Council meeting.

4.5 The terms of any permit granted will accord with the nationally recognised standards as set out by the National Council for Metal Detecting and all relevant legislation as a minimum.

Version	Date adopted	Minute ref	Reviewed
1			

## **Stanwick Parish Council**

### **Events Committee Terms of Reference**

#### **1. Purpose**

1.1 To facilitate the coordination village events between the various village groups and committees and the Parish Council.

1.2 To facilitate the coordination of village events for national celebrations

1.3 To enhance communication between the Parish Council and village groups and committees

1.4 To facilitate cross group working and support, sharing best practice and experiences

1.5 To seek volunteers for village events

1.6 To enable sharing of resources across community groups.

#### **2. Membership**

2.1 The Events Committee shall be comprised of 3 Council Members as determined at the Annual Council Meeting.

2.2 Village and community groups shall be invited to nominate up to 2 representatives to be members of the Events Committee. Individual members not associated with a specific group will be considered for co-option as community representatives.

#### **3. Meetings**

3.1 The Events Committee will, as a minimum, meet two times a year and additional meeting may be convened as required by the Committee.

3.2 The committee chairman will be appointed by the committee.

3.3 Meetings will be conducted in accordance with Stanwick Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and Minutes will be produced.

3.4 The meeting may be convened at a day and time convenient to the committee. For clarity, the meeting does not need to be held on a Thursday evening and may be convened in the day time providing the statutory notice is given.

#### **4. Sub-committee or advisory groups**

4.1 The Events Committee may appoint a sub-committee or advisory committee that may be comprised solely of non councillors for specific tasks with Terms of Reference. For example, to arrange the Christmas Fayre.

4.2 The sub-committee or advisory group may set its own meeting schedule but should be held in public.

4.3 The sub-committee or advisory group shall report to the Events Committee unless in exceptional circumstances, a report may be made direct to the full Council if the matter warrants it.

## **5. Quorum**

5.1 The quorum for any committee meeting or sub-committee meeting is 3.

## **6. Code of Conduct**

6.1 The adopted Code of Conduct will apply to all Council members and to non-council members if they are entitled to vote on any question which falls to be decided at any committee meeting or sub-committee.

## **7. Voting**

7.1 Parish Council members may vote on all matters unless they have a Disclosable Pecuniary Interest and a dispensation has not been granted by full Council. A quorum of 3 councillors is required whenever the vote is on a matter that non-councillors are not permitted to vote on.

7.2 Non-councillors may

- a. Vote on matters that do not have a financial implication for the Council unless it is within the properly assigned budget for a specific purpose.
- b. Vote on matters relating to management of land owned or occupied by the council (Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990)
- c. Vote on any function under section 144 of the 1972 Act relating to the promotion of tourism, and
- d. Vote on any function under section 145 of the 1972 Act relating to the management of a festival

7.3 All decisions will be made by majority.

## **8. Expenditure**

8.1 The Events Committee may only agree expenditure within budgets previously determined and assigned by the full Council for specific or general purposes.

## **9. Regulatory matters**

9.1 All activities and decisions made by this committee must comply relevant legislation.

9.2 No activity or decision should undermine or invalidate the Council's insurance.

9.3 Activities and events organized groups that have representatives on the committee are expected to undertake their own risk assessment and have appropriate insurances in place. It should not be assumed that the Parish Council's insurance will cover an event.

## **10. Grants**

10.1 Any village group that has a representative on this committee may apply to the full Council for a grant within the terms of the Council's Grant Awarding Policy and budgetary framework.

10.2 For clarity, this committee does not have powers to award grants.

## **11. Terms of Reference**

11.1 The Terms of Reference for the Events Committee will be set and approved by full Council. The Events Committee may not independently alter the approved Terms of Reference. It may request an amendment via the Parish Clerk.

## **12. Committee Dissolution**

12.1 The full Council may at any time, at a properly convened Council meeting, make a resolution to dissolve the Committee.

**Adopted 29<sup>th</sup> June 2023**