

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 17th August 2023

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:- M Taylor in the chair
J Ashby
S Glanville-Hughes
S Kitchener
M Partrick
Clerk to the Council J Hodgson
Members of the Public 0

23.67 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Konstantinidis and Paterson. It was proposed and

RESOLVED

That the reason for absence be approved.

23.68 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 20th July 2023 be approved as a correct record and signed by the Chairman.

23.69 DECLARATION OF INTEREST

There were no declarations made.

23.70 PUBLIC SPEAKING TIME

There were no members of the public present.

23.71 FOUR PLAN: ACTION PLANS

a. End of Year 2 report: The report was noted.

b. Overarching action plan: the Plan was noted

c. Year 3 Action Plan: it was agreed that it was noted fiscally prudent to add actions at the present time and that outstanding actions from Years 1 and 2 should be progressed.

- d. Four Plan delivery: It was noted that delivery had been constrained by the UK financial situation and rising costs.

23.72 DRAFT 'PLANNING PRE-APPLICATION PROTOCOL'

The draft protocol had been circulated to all Councillors prior to the meeting. It was noted that it differs from and is complimentary to the 'Legal Protocol for Dealing with Developers'.

RESOLVED

That the protocol that forms Appendix A be adopted

23.73 'STRATEGIC DEVELOPMENT CONSIDERATIONS FOR STANWICK'

The briefing paper, circulated to all Councillors prior to the meeting, was received and noted.

23.74 OPEN SPACES IN STANWICK

The background paper on open spaces in Stanwick, circulated to all Councillors prior to the meeting, was received and noted.

23.75 POTENTIAL DEVELOPMENT ZONES

The back ground paper 'Potential development zones around Stanwick', circulated to all Councillors prior to the meeting, was received and noted.

23.76 STRATEGIC PLANNING

Further to agenda items 23.73, 23.74 and 23.75 above, the Council was mindful that the Neighbourhood Plan expires in 2031 and a new Neighbourhood Plan would require a number of years work prior to 2031 if a new plan were to be in place when the current plan expires. It was noted that East Northamptonshire Local Plan Part II was scheduled to be adopted by North Northants Council in December 2023 and it included strategic planning policies that would influence development in Stanwick. It was also noted that central government was yet to legislate following the white papers issued on the subject of development.

It was agreed that the Council will give periodic meeting time to strategic development.

23.77 STANWICK CINEMA GROUP

A funding application from Stanwick Cinema Group was received together with a financial spreadsheet from the previous season. After consideration of financial structure, concern was expressed at the 'heating' donation made by the organisers each month. However, the overall benefits as an amenity for Stanwick residents were given a higher priority and it was

RESOLVED

That £200.00 sponsorship of the Stanwick Film Night be agreed as it offered a local amenity to residents, aligning with Pillar 2 of the Four Year Plan.

23.78 STANWICK SCARECROW FESTIVAL

It was proposed and

RESOLVED

That the Parish Council sponsor the map production for the Scarecrow Festival being organised by Stanwick Pre-School up the value of £100.00 as this aligns with Pillar 2 of the Four Year Plan.

23.79 GRANT APPLICATION FROM STANWICK RACE GROUP

The issues surrounding the cost of public liability insurance for the Christmas lights installations was discussed. It was agreed to defer the decision to the September meeting to allow for further information from the Christmas Lights Group.

23.80 COUNTY FLAG

It was proposed and

RESOLVED

That a county flag be purchased from Zephyr (Thrapston) 180cm x 90cm Northamptonshire flag in IEP, finished ready for hoisting at £99.95 for flying on appropriate days as this aligns with Pillar 3 of the Four Year Plan.

23.81 SYCAMORE TREE IN THE CORNER OF THE BOWLING GREEN SITE

It was noted a resident of John Eagle Close had raised a concern about a sycamore adjacent to their boundary within the grounds of Stanwick Bowls Club. It was noted that when the house was built and the boundary fence erected the tree was much smaller and not considered an issue. It was noted that it is likely to be a self-set tree as sycamores are prolific in the parish. It was agreed that a quote should be obtained for felling the tree. It was suggested that the affected residents be invited to plant a suitable replacement (Pillar 1 of the Four Year Plan). The Bowls Club are to be notified of the proposed action.

23.82 DOUBLE YELLOW LINES: SAMUELS CLOSE AND WEST STREET

It was noted that the general publicity surrounding the consultation for introducing double yellow lines at the junction of Mansfield St and Dolben Ave had led to a request for lines to be considered at the junction of Samuels Close and West Street. It was agreed that a consultation with affected residents should be carried out. This aligns with Pillar 3 of the Four Year Plan.

23.83 MAIN CHURCH PATH

Further to Minute 23.60, it was noted that the Clerk had met with a representative of Blueprint Designs to obtain a cost for works associated with the requisite planning application.

It was noted that the Clerk had requested that the church wardens provide a drawing/map of all infrastructure under or near the path as this would be required prior to any works commencing.

It was noted that the church wardens had been requested to arrange a meeting with the Diocese to discuss how the work would be paid for and this was yet to be organised.

It was noted that the Parochial Church Council had been asked to confirm that they would take appropriate steps to ensure public safety during the Church Fete on 2nd September.

It was noted that further consideration may be required before any agreement is reached as to the methodology of the works.

23.84 LAND BEHIND CUMBERLAND AVE

Further to Minute 23.61 it was noted that Cllr Kitchener and the Clerk had met on site with a representative of Grand Union Housing Association, J Butcher, on 3rd August 2023.

Mr Butcher had subsequently confirmed the option to purchase the land to the rear of 28 Cumberland Avenue had been passed to their assets team for review and that he had passed to their contractors the need to install the fence to the rear of 26 Cumberland Avenue.

It was noted that any contract to sell the land to Grand Union HA should explicitly state that Grand Union HA and any subsequent owner is responsible for the maintenance of the boundary including fencing in perpetuity.

23.85 SCHEDULE OF PAYMENTS

It was proposed and

RESOLVED

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

23.86 NCALC 76th ANNUAL CONFERENCE 7th OCTOBER

A delegate was not nominated at this time as not all councillors were present at the meeting.

23.87 NEXT SCHEDULED MEETINGS

21st September 2023

12th November Remembrance Sunday Service at War Memorial

16th November 2023 (Budget setting)

December: Nine Carols Service at St Laurence Church

18th January 2024

21st March 2024

18th April 2024 Annual Parish Meeting (format to be agreed)

Meeting closed 8.21pm

Chairman

Stanwick Parish Council

Planning Pre-application Protocol

1. Stanwick Parish Council welcomes early engagement with planning applicants on major or complex proposals.
2. Applicants are expected to comply with the policies set out in the Stanwick Neighbourhood Development Plan and Joint Core Strategy, East Northants Council planning policies and North Northants Council planning policies.
3. Stanwick Parish Council undertakes to facilitate positive pre-application discussions between applicants, its councillors and the community. It will also, where appropriate, participate in discussions with other planning stakeholders and decision makers.
4. Stanwick Parish Council undertakes to:
 - Seek and encourage early engagement regarding evolving planning proposals;
 - Respond positively to requests for assistance or advice from applicants;
 - Work constructively with applicants to identify means to mitigate any potential negative impact of the proposal;
 - Facilitate, where useful, public meetings to allow community engagement and consultation by applicants;
 - Conduct all pre-application engagement in public;
 - Make all information received publicly available, usually on Stanwick Parish Council's website, where appropriate;
 - Keep applicants informed of the process and outcomes of engagement;
 - Meet the applicant's requirements as closely as possible within available resources.
5. Applicants seeking pre-application engagement should:
 - Contact the Clerk on clerk.stanwickpc@outlook.com at the earliest opportunity so that arrangements for pre-application engagement can be put in place;
 - Set out in writing (email preferred) the nature of the proposal with as much information as possible and the nature of engagement or advice that is sought. In addition, any other relevant information such as supporting documentation, target dates, issues with statutory consultees or potential public concerns would also be helpful;
 - Prepare a presentation for meetings before Councillors if this would be helpful to the applicant. Where possible, these should be a power point presentation and supplied to Stanwick Parish Council at least 10 days in advance of the presentation. Supporting information should also be supplied electronically;
 - Not represent the conduct of any pre-application engagement as implied or explicit approval for any proposal;
 - Approach the Clerk in the first instance and avoid contact with individual councillors.
6. This 'Planning Pre-application Protocol' should be read in conjunction with the 'Legal Protocol for dealing with developers in respect of pre-planning application developments' as these protocols will be applied concurrently.

Date protocol adopted 17 August 2023

Minute reference 23.72

Appendix B

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	£0

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

Payee and reason	Amount
PKF Littlejohn LLP – external auditor fee	£504.00
Stanwick Village Hall Trust : Community room hire Aug 23	£20.00

The above payments were approved (signature line)_____Chairman

Date signed 17th August 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
24.07.23	HM Land Registry	£3.00
03.08.23	HM Land Registry	£3.00
10.08.23	Raunds Hardware 2 x padlocks	£34.98

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

Date	Method	Payee and reason	Amount
28.07.23	DDM	BT Business	£46.01
01.08.23	DDM	North Northants Council GM May	£2834.72
01.08.23	DDM	North Northants Council May 23	£15.48
03.08.23	STD	Stanwick Village Hall Trust Office rent July 2023	£218.00
04.08.23	STD	Unity Trust Bank	£3000.00
09.08.23	STD	Northamptonshire Pension Fund	£602.08

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
03.08.23	Stanwick Rovers FC annual rent	£125.00

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

End.