

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 21st September 2023

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:- M Taylor in the chair
J Ashby
S Glanville-Hughes (at 19.45)
S Kitchener
G Konstantinidis
J Paterson
Clerk to the Council J Hodgson
Members of the Public 0
NNC Councillor H Howell

23.88 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Partrick. It was proposed and

RESOLVED

That the reason for Cllr Partrick's absence be approved.

It was noted that Councillor Glanville-Hughes had advised she may be late. Apologies from NNC Cllr Wilkes and Levell were noted.

23.89 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 17th August 2023 be approved as a correct record and signed by the Chairman.

23.90 DECLARATION OF INTEREST

There were no declarations made.

23.91 PUBLIC SPEAKING TIME

There were no members of the public present.

23.92 gREPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

Councillor Howell apologised for her recent absence from Parish Council meetings due to North Northants Council commitments. She gave a verbal report on the financial pressures North Northants Council was facing and the budgetary complications this was causing.

23.93 ACTIVE COMMUNITIES FRAMEWORK

The Parish Council considered the NNC Active Communities Framework Town & Parish Council Survey and directed the Clerk to respond as the draft response previously circulated.

23.94 DOUBLE YELLOW LINE CONSULTATIONS

a. Dolben Avenue/Mansfield Street consultation

Further to Minute 23.62 e a report on the consultation undertaken in August 2023 had been circulated to all councillors prior to the meeting and had been made available on the Parish Council website to view. It was proposed and

RESOLVED

That the Parish Council would not pursue the double yellow line proposal at this location at this time.

It was recognised that there were a number of complex issues round the issue of parking on Dolben Avenue that should be explored further. Cllr Howell offered to look into the issue of off road parking for two properties on Dolben Avenue.

This Consultation aligns with Pillars 3 and 4 of the Four Year Plan

b. Samuels Close/West Street consultation

Further to Minute 23.82 a report on the consultation undertaken in August/September 2023 had been circulated to all councillors prior to the meeting and had been made available on the Parish Council website to view.

There was a majority in favour of the double yellow lines at this location. It was proposed and

RESOLVED

That the consultation report be shared with the Highways Liaison for their comment.

This Consultation aligns with Pillars 3 and 4 of the Four Year Plan

23.95 FINANCIAL MATTERS

a. Internal Control

i. Budget variance report and statement of accounts

The budget variance and statement of accounts were noted.

ii. Report in relation to VAT

It was noted that VAT reclaim for July and August, £1069.75, had been paid by HMRC

iii. Report in relation to PAYE

It was reported that the second quarters payment to HMRC had been prepared.

iv. Grants received or given

Further to Minute 23.77 it was noted that the Stanwick Cinema Group thanked the Parish Council for their offer of sponsorship but it had been decided to discontinue Stanwick Cinema at St Laurence Church and the sponsorship was no longer required. The funds had not been released.

iv. Amendments to the Asset Register.

It is not necessary to make any changes to the Asset Register.

v. Incident reports on council owned land

There were no incidents reported.

Cllr Glanville-Hughes arrived 19.45.

b. Report from the Internal Control Councillor

The internal control checks of the accounts was completed on 16th August and 14th September 2023 and everything was found to be 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. External Audit Report and note the conclusion of audit

It was noted that the External Audit Report had been received on 27th July 2023 and the Notice of Conclusion of Audit had been published on the website and notice board as required.

It was noted that there were no matters identified by PKF Littlejohn LLP as part of their audit..

e. External Audit closure letter

The External Audit closure letter had been circulated to all councillors prior to the meeting. Particular attention was drawn to the penultimate paragraph, specifically

‘Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.’

It was noted that the Clerk did use an email address specifically for Parish Council purposes and this could be ‘handed over’ to a future clerk. The Council could have access to this account with the appropriate password/code. However it was also recognised that in the event of an unplanned change over of Clerk, there could be difficulties with changing over the account details due to the secondary authorisation factors that were linked to the Clerks personal mobile phone number and email account.

It was proposed and

RESOLVED

That to enhance the Parish Council business continuity arrangements, the email address linked to the website should be used, with associated costs, as any changes required could be made via the 123 Reg platform.

f. Annual review of cemetery fees

A financial report was considered. It was proposed and

RESOLVED

That interment fees should be increased from 1st October 2023 in recognition of increasing costs incurred by the Council and to reflect some of the officer time costs.

Type of interment	Resident	Non-resident
The body of a stillborn child or a child whose age at the time of death did not exceed 18 years	£0	£0
The body of a person whose age at the time of death exceeded 18 yrs Single depth	£400.00	£800.00
The body of a person whose age at the time of death exceeded 18 yrs Double depth	£500.00	£1000.00
The body of a person in an existing grave whose age at the time of death exceeded 18 years	£350.00	£700.00
Cremated remains	£175.00	£350.00

g. Annual review of allotment fees

A financial report was considered. The allotments as a community facility was discussed and it was noted that the local tax payers did subsidise costs to a degree. It was noted that the annual grass cutting costs may change under a new grounds maintenance contract arrangement. It was therefore agreed to leave any decision about rents for existing tenants be deferred to January 2024 which would provide a sufficient notice period in the event a change to rent levels was agreed.

Following advice from the legal advisor at National Allotment Society, it was proposed and

RESOLVED

That any allotment tenant that did not reside within the parish boundary would be required to pay an extra 25% levy on the annual plot fee as they would not be Stanwick tax payers and as such local tax payers would be subsidising them. The Allotment Rules and tenancy agreement are to be changed with immediate effect.

It was noted that all plots were presently let to Stanwick residents and there was a waiting list of Stanwick residents together with a waiting list of Raunds residents.

h. Stanwick Rovers Football Club rent for 2024 to 2025

It was noted that the rent had been increased for 2023-24 to £140.00 per annum. It was agreed to maintain the rent at £140.00 for 2024-2025.

i. Tree works

Further to Minute 23.81 , it was proposed and

RESOLVED

That a quote for £790.00 be accepted to reduce the sycamore tree.

23.96 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/23/00631/FUL	Single storey rear/side extension at 4 Hill House Gardens

Table to show Planning Consent refused:

Planning reference number	Planning details and address of property that the application relates to
NE/23/00094/FUL	Single storey rear and front extension with a double storey side extension (Re-submission of NE/22/01067/FUL) at 2 Mansfield St
NE/23/00665/FUL	To square off property, and a new roof with a first floor added within the loft space at Midlothian, Spencer Parade

23.97 MINUTES OF THE COMMITTEE MEETINGS

The draft Minutes of the Staffing Committee and Events Committee were noted.

23.98 MEETING/TRAINING REPORTS FROM COUNCILLORS

The Clerk attended the Northants ACRE Rural and Sustainable Futures Thematic - 19th September (webinar). Recommended to Councillors wanting to understand more about the LAPS (Local Area Partnerships – health) and about active travel and the Greenway Strategy. The speaker from Brightwayz could be a useful contact for the Council especially with the development of the Green Strategy and regarding school transport plans.

The Clerk also attended a webinar re Design Code Pathfinder Showcase (20/09/23) that explained the new aspect of the planning system, the ‘Design Code’, and how it can be used on a local level.

23.99 CHURCH PATH

Further to Minute 23.83, it was noted that the main gate to the church path had been padlocked shut and path closure notices placed at either end.

It was agreed that a meeting should be arranged with the Parochial Church Council to discuss how progress could be made.

23.100 COUNCILLOR WALKABOUTS TO DATE

The report that forms Appendix B was noted. It was agreed to obtain a quote for a significant reduction of the Manningham Road shrub bed be obtained to allow for the removal of the self-set trees and other undesirable vegetation.

23.101 COMMUNITY SAFETY

a. Joint Action Group

It was reported that the Police priorities remained unchanged.

b. Current community safety issues

There were no new issues to raise.

23.102 GROUNDS MAINTENANCE

a. Update on the progress of the tendering process

It was noted that four direct solicitations had been issued. A further six companies had responded to the advert on Contracts Finder. Questions from prospective tenderers were responded to within 24-48 hours. The window for questions being asked closed 15th September 2023. The closing date for receipt of sealed bids via post is 29th September. No tenders received via email will be considered as per the invitation instructions.

It was agreed that the bids would be opened and evaluated by the Clerk and Councillors on 10th October 2023 and that a Council meeting would be held on 11th October to formally receive the tender evaluations and the actions of the Parish Council including whether or not it would withdraw from the Consortium.

b. Update on the NNC procurement process

It was noted that North Northants Council had not entered the contract procurement process and it was anticipated that this would be launched on 16th October 2023 with an expected contract start date after 1st April 2024.

It was noted that on the 31st August 2023 the Clerk had requested a date from North Northants Council by which the Parish Council had to declare if it would withdraw from the Consortium. This information is outstanding.

23.103 LIST OF CORRESPONDENCE

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

23.104 NEXT SCHEDULED MEETINGS

11th October 2023 Council Meeting
18th October 2023 Meeting with Parochial Church Council (proposed date)
19th October 2023 Events Committee Meeting (19.00)
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 8.42pm

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
Ian Morris-Pascoe 2 x taps for the allotments	£25.00

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

Payee and reason	Amount
Duane Holben Mr Mission Various works	£580.00
Stanwick Village Hall Trust Sept meeting room hire incl. event support	£35.00
HMRC Second quarter tax & NI (to be paid 6/10/2023)	£1350.15
Northants CALC Ltd: JH 'How to Handle Complaints'	£50.40

The above payments were approved (signature line)_____Chairman

Date signed 21st September 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
21.08.23	Zephyr TVC (Northamptonshire Flag)	£137.94
19.09.23	Stanwick Post Office - stamps	£10.40

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

Date	Method	Payee and reason	Amount
17.08.23	DDM	Wave – water rates	£5.00
17.08.23	DDM	nPower Business Solutions – street lights	£21.33
20.08.23	DDM	North Northants Council GM June	£2755.04
20.08.23	DDM	North Northants Council June 23	£15.48
29.08.23	DDM	BT Business	£43.63
03.09.23	STD	Stanwick Village Hall Trust Office rent Sept 2023	£218.00
04.09.23	STD	Unity Trust Bank	£50.00
09.09.23	STD	Northamptonshire Pension Fund	£602.08
17.09.23	DDM	Wave – water rates	£5.00
17.09.23	DDM	nPower Business Solutions – street lights	£20.94

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
17.08.23	Stanwick Bowls Club Annual rent	£40.00
24.08.23	Maynard Memorials	£190.00
29.08.23	S Blenkharn Mon Masons AA2	£90.00
29.08.23	S Blenkharn Mon Masons 602	£10.00
04.09.23	DJ Saddington #65	£145.00
08.09.23	HMRC VAT reclaim	£1069.75
14.09.23	A Abbotts & Sons #B5	£245.00
18.09.23	Stanwick Rovers FC: balance of annual rent	£15.00

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

Appendix B

Walkabout notes

17th August 2023

Present Cllrs Taylor, Glanville-Hughes, Kitchener & Ashby

Spencer Parade Gardens:

- Certain amount of crown lift required to ensure path is accessible
- Cutting back of shrubs to path to allow free passage should be included in grounds maintenance schedule (completed August 2023)

St Laurence Church Yard

- On-going issues with main path
- Succession planting of trees should be considered in view of the age of the trees present and the expected lifespan thereof.

24th August 2023

Present: Cllr Glanville-Hughes, Kitchener, Ashby, Konstantinidis & Paterson

Mallows Grange:

- Open space to east of Wetenhall Road forms good wildlife habitat
- Manningham Road shrub bed:
 - elder in central bed to be removed
 - shrub/tree belt to north of footpath to be flailed back in autumn to path edge.
 - Self-set sycamores in front of the shrub/tree belt to be cut down and stump killer applied
- Cleburne Close path:
 - Crown lift of tree belt to ensure free access and good light distribution

Recreation ground:

- Promote use of adult fitness kit through media channels
- Can path from Mansfield Street be weed sprayed?
- Broken fence by Needham Road is outstanding

List of correspondence 14th July 2023 to 14th September 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: Voluntary Impact Northamptonshire Friday Bulletin
2. Email NACRE Free wellbeing visit for isolated or cut off villages
3. Email: NCALC Friday mini eUpdate - 14/07/23 (circulated to councillors)
4. Email: NNC Leaders Update #54 (circulated to councillors)
5. Email: Save the Date - Mayor of Irthlingborough Town Council (April 2024)
6. Email: NNC Share feedback on services for Deaf, Hard of Hearing, Blind or Partially Sighted
7. Email: Voluntary Impact Northamptonshire Friday Bulletin
8. Email: Active Place Newsletter July 2023
9. Email: NACRE Parish Council Members - July 2023 E-Bulletin (circulated to councillors)
10. Email: On-street Electric Vehicle Charging Points: Notification of Batch 7 Sites Resident Engagement
11. Email: NNC Have your say on the future of sport and leisure in North Northamptonshire
12. Email: Save The Date - Higham Ferrers Civic Service
13. Email: **Save The Dates** Mayor of Rushden Town Council
14. Email: Annual Civic Opening of Rushden Feast and Fish & Chip Supper - Friday 15th September 2023
15. Email: NNC Leaders Update #55 (circulated to councillors)
16. Email: North Northamptonshire Works Programme
17. Email: Northants CALC eUpdate - Jul/Aug 2023 (circulated to councillors)
18. Email: A14 Junction 9 & 10 drainage renewal works final bulletin
19. Email: OSS July updates: Dartmoor backpack-camping | Our campaigning works | Images from Pembrokeshire (circulated to councillors)
20. Email: Mayor of Wellingborough's Gala Dinner, 29th September 2023 (Fwd to Chairman)
21. Email: NCALC Friday mini eUpdate - 04/08/23 (circulated to councillors)
22. Email: Voluntary Impact Northamptonshire Friday Bulletin
23. Email: SAVE THE DATE - Mayor Buckingham Charity Event - FRIDAY 19 APRIL 2024
24. Email: Invite - Higham Ferrers Civic Service
25. Email: NCALC Friday mini eUpdate - 11/08/23 (circulated to councillors)
26. Email: Councillor Drop In Event At Rushden Library (circulated to councillors)
27. Email: NNC Leaders Update #56 (circulated to councillors)
28. Email: Parish Council Members - August 2023 – Ebulletin (circulated to councillors)
29. Email: CPRE Does everyone see our membership newsletter Outlook?
30. Email: HMRC Important information for employers
31. Email: East Northamptonshire Local Plan Part 2 Inspectors Final Report notification
32. Email: Northamptonshire ACRE AGM notice (13/09/23)

33. Email: August National Allotment Society Newsletter
34. Email: Thrapston TC Party Evening - Saturday 14th October 2023 (Fwd to Chairman)
35. Email: CPRE Our Green Belt needs your help (circulated to councillors)
36. Email: NCALC Friday mini eUpdate - 18/08/23 (circulated to councillors)
37. Email: Voluntary Impact Northamptonshire Friday Bulletin
38. Email: CPRE Read our new State of the Green Belt report! (circulated to councillors)
39. Email: Have your say on our draft Electric Vehicle Infrastructure Strategy and services for unpaid carers
40. Email: Rushden TC Mayor's Civic Service & Reception - Sunday 1st October 2023
41. Email: NCALC Friday mini eUpdate - 25/08/23 (circulated to councillors)
42. Email: NNC Leaders Update #57 (circulated to councillors)
43. Email: Councillor Drop In Event At Rothwell Library On Wednesday 6th September and Wollaston Library Tuesday 19th September
44. Email: 6 weekly Teams meetings with the Commissioner, Chief Constable and Chief Fire Officer - Monday 4th September 2023
45. Email: Have your say on the Corby Local Cycling and Walking Infrastructure Plan
46. Email: OSS August updates: Dartmoor backpack-camping success | Eversley Award | Training date (circulated to councillors)
47. Email: Voluntary Impact Northamptonshire Friday Bulletin
48. Email: Consultation relocation of Wilby CE Primary School to the Glenvale Park development
49. Email: Two consultations: Public Spaces Protection Order for dog control / Environmental Permit: Easimix Concrete and Screen Ltd
50. Email: NCALC Friday mini eUpdate - 08/09/23 (circulated to councillors)
51. Email: Councillor Drop In Event At Rothwell Library On Tuesday 19th September (circulated to councillors)
52. Email: Active Place Newsletter September 2023
53. Email: SAVE THE DATE - Mayor Buckingham Charity Event - FRIDAY 3 MAY 2024
54. Email: North Northamptonshire Active Communities Awards 2023 - Nominations Close Soon

End