

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 16th November 2023
Venue: Committee Room, Village Hall, Stanwick
Time: 7.15 p.m.
Present: Councillors:- M Taylor in the chair
S Glanville-Hughes
S Kitchener
G Konstantinidis
Clerk to the Council J Hodgson
Members of the Public 2

23.113 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Partrick on medical grounds and Cllr Paterson and Cllr Ashby. It was proposed and

RESOLVED

That the reasons for absence be approved.

Apologies were received from NNC Councillor Levell, Howell and Wilkes.

23.114 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 11th October 2023 be approved as a correct record and signed by the Chairman.

23.115 DECLARATION OF INTEREST

Councillor Kitchener declared an interest in item 23.123d.

23.116 PUBLIC SPEAKING TIME

Residents of High Street raised the issue of parking congestion, particularly on High Street and traffic volumes in the village. High Street frequently became blocked through inconsiderate parking.

A greater level of parking enforcement was requested.

23.117 HIGHWAYS (Four Year Plan Pillar 4)

a. Parking congestion issues on High Street (opposite Stanwick Club)

It was noted that an email from Northants Highways had been circulated proposing the introduction of double yellow lines between the post box to the lamp post L3PPY on High Street, on the same side of the road as the Post Office. The aim would be to remove double side parking from the narrowest stretch of High Street and adjacent to the blind corner. Double yellow lines would not be installed on the same side as Stanwick Club. It was proposed and

RESOLVED

That the Parish Council supports the introduction of double yellow lines at this location and would issue a consultation to properties adjacent to the proposed double yellow lines and on completion of the consultation, submit the requisite paperwork to Northants Highways.

It was noted that the process for new double yellow lines would take approximately 18 months to complete. In the intervening period, the Parish Council would look to utilise temporary signs to improve parking decisions.

b. Double yellow lines at the junction of Samuels Close and Spencer Parade/West Street

Further to Minute 23.94 b it was noted that Northants Highways had responded with a slightly reduced scheme but was broadly in favour of the proposal. It was proposed and

RESOLVED

That the Parish Council would submit the appropriate paperwork for the introduction of double yellow lines at this location and notify residents accordingly.

c. Bollards at the junction of High St, Church St & Spencer Parade

It was noted that this project had not progressed due to the transition of the old Highways contract to the new arrangements. Northants Highways were only now in a position to consider community led schemes. The schemes and quotes previously prepared would need to be re-written as they were out of date. The Clerk had made a request to the Highways Liaison Officer that bollards were installed both sides of High Street simultaneously to resolve both issues at the same time. (Minute 19.177 03/2020 refers)

d. 'Stanwick' signs for Higham Road and Chelveston Road

As per 23.117 c above, new quotes were required.

e. To receive an update on the sign for Raunds Rd/Arris Lane junction

As per 23.117 c above, this is outstanding at Northants Highways.

23.118 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

There was no report to give.

23.119 FOUR YEAR PLAN

a. Councillor liaison representatives with community groups (Pillar 3)

It was agreed to recirculate the groups list via email for councillors to consider.

b. Highway signage re traffic speed & parking (Pillar 4)

It was agreed that Councillors Taylor and Konstantinidis would work with the clerk for deployment of the signs available.

23.120 MEETING CLOSURE

It was proposed and

RESOLVED

To exclude the press and public in pursuance of The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) on the grounds that the following item of business is confidential (Grounds Maintenance Contract)

23.121 PRELIMINARY AWARD OF GROUNDS MAINTENANCE CONTRACT

All tender documentation submitted was reviewed and considered.

The tenders were assessed in accordance with the

- Questionnaire Evaluation Methodology as provided with the invitation to tender
- The Tenders compliance with the Specification requirements as stated in the invitation to tender
- The Tenderers ability to provide burial services
- The value of the contract

This table set out the evaluation scores of those tenders that met the Pass Criteria

	Potential score	A	B	C	D
Basic Details	0.00%	0.00%	0.00%	0.00%	0.00%
Experience	40.00%	35.00%	30.00%	40.00%	40.00%
References	22.00%	22.00%	22.00%	22.00%	22.00%
Quality					
Assurance	4.00%	1.60%	0.00%	4.00%	4.00%
Health & Safety	28.00%	20.46%	9.24%	28.00%	28.00%
Equal					
Opportunities	4.00%	4.00%	0.00%	4.00%	4.00%
Accreditations	2.00%	0.00%	0.00%	2.00%	2.00%
	100.00%	83.06%	61.24%	100.00%	100.00%

The successful tenderer achieved a 100% score, provided a schedule in accordance with our specification and can offer full burial services.

There was a unanimous vote in favour of the contract award.

23.122 RE-OPEN MEETING

The meeting was re-opened to the public and press.

It was proposed and

RESOLVED

That the Grounds Maintenance contract be awarded to Turney Landscapes Ltd.

The solicitors Wellers Hedley LLP be instructed to prepare a contract.

A 'standstill period' will be in place between 17th November 2023 and 29th November 2023.

23.123 FINANCIAL MATTERS

a. Internal Control

i. Budget variance report and statement of accounts

The budget variance report and statement of accounts were received and noted. The quarterly budget variance report was received and noted.

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

A VAT claim combining September and October for £570.34 was received on 5th November.

iii. Report in relation to PAYE

There were no matters to report.

iv. Grants

It was noted that a grant had been made to Stanwick Races Group for £266.20 for insurance costs related to the village Christmas lights (Minute 23.79 refers). The grant was awarded in accordance with Financial Regulation 4.1, in discussion with the Chairman.

The annual leisure grants for Stanwick Bowls Club, the Community Gardens and Stanwick Pocket Park Group have been prepared for payment.

The sponsorship agreed for the Stanwick Scarecrow Festival (Minute 23.78) has not been required and the funds had not been released.

It was noted that the Clerk had agreed to stand as referee for a grant application being made by the Bowls Club for upgrading the club house heating system.

iv. Amendments to the Asset Register.

There were no amendments required.

vi. Incident reports on council owned land

There were no reports to give.

b. Report from the Internal Control Councillor

It was noted that the accounts were inspected on 18/10/23 and 10/11/23 and everything was 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. Lease for the parish office 2024

Councillors Kitchener took no part in this item. It was proposed and

RESOLVED

That the terms of the lease be accepted with the rent at £240.00 per month and that Councillors Taylor and Glanville-Hughes be authorised to sign the lease on behalf of the Council.

e. Budget for 2024-2025

There was a detailed consideration of the current economic climate and the cost of living crisis faced by residents at this time. It was noted that the Council was faced with inflationary increases in its costs. It was agreed that it was fiscally prudent for the Parish Council to accrue funds for repairs and renewals projects such as repairs at St Laurence Church yard and other

potentially expensive items of work. This is in accordance with the Parish Council Financial Reserves Policy. After examining the budget costs it was proposed and

RESOLVED

That the budget that forms Appendix B to this Minute totalling £85,631.00 be approved. It was agreed that the 'Church wall fund' be renamed as St Laurence Church fund to encompass all repairs in external areas including walls, paths and floodlighting.

The increase represents a 4.973% increase in the overall budget and equates to an average of 52p per month per household, based on 770 properties.

f. Precept for 2024-2025

After considering the approved budget for 2024-25

It was proposed and

RESOLVED

That a precept demand under s41 of the Local Government Finance Act 1992 be issued to North Northamptonshire Council for £85,600.00 for the year 2024/25 as Stanwick Parish Council has calculated that the budget requirement, as calculated in accordance with s50 of this Act, is £85,600.00

g. Daffodil Trail Sponsorship

A request for sponsorship for the prizes of the Daffodil Trial was received from Stanwick Pocket Park Group. It was proposed and

RESOLVED

That the Parish Council would provide 'High Street' vouchers for the value of £25, £15 and £10 as prizes for the Daffodil Trail to be held in March 2024.

h. Grant application Stanwick Races Group

A grant application for £400.00 from Stanwick Races Group for the hire of portable toilets for Race Day 2024 was considered. The village hall toilets are not sufficient to meet the demands of the day. It was recognised that this was a 'new cost' as a solution to a problem identified. It was proposed and

RESOLVED

That a one-off grant of £400.00 is approved. Stanwick Races Group is expected to either retain sufficient proceeds from each race to cover these costs and other contingencies or meet these costs from Race fees from 2025 onwards so that the event is fully self-funded.

i. Grant application from Stanwick WI

A grant application for £400.00 from Stanwick WI for ‘speaker fees’ was considered. Stanwick WI required financial support as the group had not financially recovered from the effects of the covid 19 lock downs and had not been in a position to fund raise for four years.

It was agreed that a decision could not be made at this time as more information was required. The Parish Council needed to be mindful of the fact that the Stanwick WI may close or relocate out of Stanwick and any grant given should primarily be for the benefit of those residing in Stanwick. For the application to be considered further, the Parish Council would require details of the recovery plan for Stanwick WI for it to be on a firmer financial footing.

It was noted that the Clerk had offered non-financial support.

23.124 PLANNING MATTERS

a. Planning consultations

NE/23/01024/FUL Replacement of existing house and garage roofs and the addition of dormers. Internal alterations to Ground and First Floor. Location: 32 Raunds Road

It was proposed and

RESOLVED

That the Parish Council objects to the application. The Parish Council is concerned that the three storey frontage of the dwelling will be out of keeping with the street scene and the village setting in general.

The Parish Council is aware that there is not any access to the side of the property and no rear access either. The Parish Council would like to see a construction method statement that sets out how any work to the rear of the property will be undertaken.

In the event the work proceeds, the Council would expect frontage to be constructed of materials that match identically in appearance. This would either be through re-using tiles etc from the rear of the roof to supplement the front elevation or using a completely new set of tiles, for example. This is to ensure the resultant dwelling does not detract from the street scene by presenting a mix-match of materials.

In the interests of mitigating the effects of climate change, the Parish Council would expect the scheme to include water harvesting schemes and to minimise surface water run-off from hard surfacing.

b. Planning decisions made by North Northamptonshire Council

Planning reference number	Planning details and address of property that the application relates to
NE/23/00680/TPO	TPO 142 - T1 yew - remove low young growth up to a height of 3.5 metres. Reduce the height by approximately 3 metres and the sides by approximately 1 to 2 metres at 32 Hill House Gardens

Table to show Planning Consent refused:

Planning reference number	Planning details and address of property that the application relates to
NE/22/01405/FUL	Proposed tennis court. Stanwick Hall, Higham Road

c. Planning Appeal: NE/22/01247/FUL Appeal Reference No. APP/M2840/W/23/3324976

The Parish Council did not have any new comment.

23.125 CHURCH PATH

a. Meeting with PCC on 18th October 2023

The notes from the meeting with the Parochial Church Council were noted and agreed as correct.

b. Preferred course of action

It was noted that the Parish Council had the option of completing the refurbishment of the path as quickly and economically as possible or to undertake a bigger project involving improving access with hand rails etc and applying for grant funding etc (This would necessitate a longer timescale). It was proposed and

RESOLVED

That the Parish Council preferred course of action would be to repair the path as quickly and economically as possible. Any further enhancements should be undertaken by the Parochial Church Council.

c. Proposal for refurbishment

Further to 23.125 b above, it was noted that proposal had been circulated to all councillors and the Parochial Church Council. The Parochial Church Council had emailed to say members broadly supported the proposal. It was agreed that a full proposal be prepared for submission to the Parochial Church Council and the Diocese Advisory Committee.

23.126 MEETING/TRAINING REPORTS FROM COUNCILLORS

There were no reports to given.

23.127 ANNUAL PARISH MEETING

It was agreed to revert to the Stanwick Showcase format and those groups that the Parish Council had supported during the year be requested to give a short report at the meeting. The aim should be to make the meeting ‘of the parish, by the parish, for the parish’. It was agreed that consideration would be offering a free glass of wine, providing the necessary licence cover was in place.

23.128 COMMITTEES

- a. First alternate to the Events Committee

Further to Minute 23.47 b, this item was deferred until other councillors could be present.

- b. Minutes of Events Committee Meeting 19/10/2023

The Minutes were noted.

23.129 POLICIES

- a. Complaints Policy & Complaints Management Pro-forma

It was proposed and

RESOLVED

That the revised Complaints Policy and the new Complaints Management Pro-forma be adopted with immediate effect.

- b. Meeting start times

After considering the advantages of changing the meeting start time, it was agreed to not change the start time as one councillor would have difficulty with an earlier start time.

- c. Scheduled Policy Review

It was proposed and

RESOLVED

That the following policies as amended be re-adopted with immediate effect: Cemetery Memorial Safety; Parish List Policy & Stanwick Parish List; and Tree Management Policy

RESOLVED

That the following policies had been reviewed and were re-adopted with immediate effect without amendments: 'Conditions of use for Stanwick Recreation Ground'; 'Conditions of use for Spencer Parade Gardens'; and 'Play area inspection protocol'

23.130 COMMUNITY SAFETY

- a. Joint Action Group

There was no report to give.

- b. Current community safety issues

Recent incidents of anti-social behaviour were discussed including damage to fencing on the path to the recreation ground, Heras fencing and property damage. It was noted that all incidents should be reported to the Police and an incident number obtained.

It was noted that under the terms of the conveyance between Peterborough Diocese and Raunds Town Council, dated 1978, the fence panels the east side of the path between Mansfield Street and the recreation ground marked C -D on the conveyance map, is owned by the Parish Council. The fence on the west side of the path is not the responsibility of the Parish Council. The area marked A-B-C on the conveyance is not part of the public highway (John Eagle Close)

It was the view of the Council that the fence panels, in their present condition, were fit for purpose and as such the Council would monitor their condition.

23.131 ALLOTMENTS

a. Minutes of the Community Garden Committee Meeting

The Minutes were noted.

23.132 CHRISTMAS FAYRE

a. Review arrangements made

The plans were reviewed.

b. Councillor roles on the day

Councillors will assist where able to.

23.133 CEMETERY

a. Verbal report on memorials safety, Priority 1 & 2 fails

It was reported that the Clerk had undertaken a visual inspections of headstone previously recorded as Priority 1 or 2 fails.

The headstones for Graves 627 and 633 are moving on the ground anchors and letters have been sent to the owner of the grave rights. (Priority 2)

The headstones for Grave 161, 413 and 442 (Priority 1 fails) had been laid down since 2019 with no contact with the grave owners. It was recommended that these headstone were pocketed. It was proposed and

RESOLVED

That arrangements be made to pocket headstones on grave 161, 413, and 442

b. Bollards at the entrance to the cemetery

The condition of the bollards at the entrance to the cemetery was considered. It was proposed and

RESOLVED

That the bollards be painted and straightened.

23.134 LIST OF CORRESPONDENCE

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

23.135 NEXT SCHEDULED MEETINGS

December: Staffing Committee Meeting
December: Nine Lessons & Carols Service at St Laurence Church
18th January 2024 Full Council
25th January 2024 Events Committee
21st March 2024 Full Council
18th April 2024 Annual Parish Meeting

Meeting closed: 9.06 p.m.

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
Stanwick Races Group: Grant for Public Liability Insurance re Xmas lights	£266.20
Stanwick Village Hall Trust - meeting room hire Oct 23	£44.00

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

Payee and reason	Amount
Stanwick Bowls Club – annual grant	£200.00

Payee and reason	Amount
Stanwick Pocket Park Group – annual grant	£200.00
Stanwick Community Garden – annual grant	£200.00
Northants CALC – Training JA Planning Nuts & Bolts	£50.40
D Holben – bus shelter cleaning	£80.00
CPRE – annual subscription	£36.00
Royal British Legion – Remembrance Wreath	£40.00
J Hodgson – paper, ink, allotment tap locks, diary, sundries	£91.52
Stanwick Village Hall Trust - meeting room hire Nov 23	£22.00
Northants CALC – Training JA Off to a Flying Start	£57.60
SLCC – Membership JH 2024	£188.00

The above payments were approved (signature line)_____Chairman

Date signed 16th November 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
18.10.23	Stanwick Post Office – biscuits for meeting	£3.34
23.10.23	Optimalprint.co.uk Santa's Grotto posters	£16.64
24.10.23	'Limini Coffee' Sacks for refreshment zone enclosure	£23.40
27.10.23	B&M Stores: Xmas Fayre sundries	£13.50
31.10.23	Sticky Back Plastic Vinyl Shop – cover for Santa posters	£10.49
02.11.23	Instant Print – Fayre flyers	£44.97
07.11.23	Cash withdrawal for Xmas Flyer delivery	£40.00

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

Date	Method	Payee and reason	Amount
29.09.23	DDM	BT Business	£45.20
30.09.23		Unity Bank – quarterly fee	£18.00
03.10.23	STD	Stanwick Village Hall Trust Office rent Sept 2023	£218.00
04.10.23	STD	Unity Trust Bank: monthly transfer	£50.00
05.10.23	DDM	North Northants Council Jul 23	£3086.00
09.10.23	STD	Northamptonshire Pension Fund	£602.08
17.10.23	DDM	Wave – water rates	£5.00
17.10.23	DDM	nPower Business Solutions – street lights	£31.78
31.10.23	DDM	BT Business	£45.74
01.11.23	DDM	North Northants Council GM Aug	£2492.33
03.11.23	STD	Stanwick Village Hall Trust: Office hire	218.00
03.11.23	STD	Transfer to Unity Trust Bank	50.00
06.11.23	DDM	North Northants Council Jul 23: Cleansing	15.48
06.11.23	DDM	North Northants Council Aug 23: Cleansing	15.48

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
18.09.23	Lakeland Slate Company #725	£90.00
18.09.23	B Trafford Smith #19 Allotments	£24.80
31.10.23	E Mocanu – Xmas stall pitch fee	£5.00
05.11.23	HMRC VAT reclaim	£570.34
10.11.23	North Northants Council County verge	£405.38

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

Appendix B

Budget 2024-2025

Administration		£44,565.00
Staff costs	36000	
Admin costs	5102	
Training	838	
Insurance	1025	
Subscriptions	1200	
Room hire - meetings	400	
Elections	0	
Grounds Maintenance		£19,500.00
Contract works	17000	
Other GM works	500	
Bin emptying	200	
Tree Works General	1800	
Repairs & renewals		£10,500.00
General	3000	
Church Path	7500	
Miscellaneous costs		£2,140.00
Donations	40	
Other	150	
Grants	1800	
Christmas fayre	150	
Public Works Loan Board		£4,266.00
Leisure grants		£600.00
Projects		0
Allotments & Parish Fields		0
Utilities		£460.00
Street light power	400	
Water rates	60	
Cemetery rates	0	
Addition to ear-marked reserves		£3,600.00
Play area repairs	1000	
St Laurence Fund	2000	
Office equipment	100	
Fence repairs	500	
Total budget		<u>£85,631.00</u>

List of correspondence 15th September 2023 to 9th November 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: NCALC Friday mini eUpdate - 15/09/23 (circulated to councillors)
2. Email: Northamptonshire Police, Fire and Crime Commissioner's September Newsletter (circulated to councillors)
3. Email: Voluntary Impact Northampton weekly newsletter
4. Email: CPRE The results for Hedgelife Help Out are in! (circulated to councillors)
5. Email: Northants Choirs Raising Money for Motor Neurone Disease Association
6. Email: NCALC Friday mini eUpdate - 22/09/23 (circulated to councillors)
7. Email Irthlingboro' TC Quiz Night March 2024
8. Email: NNC Leaders Update #59 (circulated to councillors)
9. Email: NACRE Parish Council Members - September Bulletin (circulated to councillors)
10. Email: Open Spaces Society September updates: Our campaigning works | 75 years of the Gower Society | Photos from our archive (circulated to councillors)
11. Email: Northants CALC eUpdate - Sep/Oct 2023 (circulated to councillors)
12. Email: Voluntary Impact Northampton weekly newsletter
13. Email: North Northamptonshire Council welcomes Your Voice Matters (circulated to councillors)
14. Email NCALC Friday mini eUpdate - 06/10/23 (circulated to councillors)
15. Email: Open Spaces Society: Autumn issue of Open Space Magazine (circulated to councillors)
16. Email: Notification that planning application 22/00851/OUT (land adj to A6) would be considered at committee
17. Email: Councillor and Parish Council Drop In Event At Irchester Library On Wednesday 18th October
18. Email: Northamptonshire ACRE – CEO press release (circulated to councillors)
19. Email: NCALC Friday mini eUpdate - 13/10/23 (circulated to councillors)
20. Email: NNC Leaders Update #60 (circulated to councillors)
21. Email: The next virtual councillor meeting with the PFCC and both Chiefs on Tuesday 17th October (circulated to councillors)
22. Email: Voluntary Impact Northampton weekly newsletter
23. Email: NCALC Friday mini eUpdate - 20/10/23 (circulated to councillors)
24. Email: CPRE Our new report on Local Green Spaces is out! (circulated to councillors)
25. Email: Councillor and Parish Council Drop In Event At Earls Barton Library On Thursday 2nd November
26. Email: NNC Leaders Update #61 (circulated to councillors)
27. Email: Age UK Northamptonshire - Community Responders
28. Email: N ACRE Parish Council Members - October Ebulletin (circulated to councillors)
29. Email: Parish Online Newsletter #44
30. Email: NCALC Friday mini eUpdate - 27/10/23
31. Email: Voluntary Impact Northampton weekly newsletter

- 32. Email: Local Government Boundary Commission for England final recommendation for North Northamptonshire (circulated to councillors)
 - 33. Email: Rushden TC Mayor's Community Christmas Carol Service
 - 34. Email: Higham Ferrers TC Save the date
 - 35. Email: NNC two consultations: Hackney Carriage dezoning review and Corby Station Link
 - 36. Email: NNC Leaders Update #62 (circulated to councillors)
 - 37. Email: Northants CALC Training Newsletter - November 2023 (circulated to councillors)
- END