

# MINUTES OF STANWICK PARISH COUNCIL ANNUAL MEETING HELD ON

**Date:** 17<sup>th</sup> May 2018

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

**Time:** 7.15 p.m.

**Present:** Councillors:-  
N Peck (in the chair)  
T Chinery  
S Glanville-Hughes  
S Kitchener  
D Munday  
M Partrick

## **18.1 ELECTION OF THE CHAIRMAN**

After proposal and voting, it was

### **RESOLVED**

That Councillor Peck be elected as Parish Council Chairman for 2018-19

Councillor Peck signed the declaration of office.

## **18.2 ELECTION A VICE CHAIRMAN**

Nominations were received for Cllr Chinery and Cllr Roberts. After proposal and voting, it was

### **RESOLVED**

That Councillor Chinery be elected as Parish Council Vice Chairman for 2018-19

## **18.3 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Roberts.

## **18.4 DECLARATION OF INTEREST**

Cllr Munday declared an 'other' interest in item 18.26 b and a DPI with dispensation in item 18.31.

## **18.5 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 12th April 2018 be approved as a correct record and signed by the Chairman.

## **18.6 ANNUAL REVIEW OF DELEGATION OF POWERS TO THE CLERK**

The Clerk is the Proper Officer of the Council and the Responsible Financial Officer. The Clerk has delegated authority specified within the Financial Regulations. The Clerk has delegated authority to make adjustments to financial arrangements and to transfer money between the bank accounts via telephone instruction but not to sign cheques. The Clerk also has authority to sign grounds maintenance consortium work orders.

With regard to the cemetery, the Clerk has delegated authority under Local Government Act 1972 s101 to determine the application of the seven year residency rule on whether a resident or non-resident fee should be applied will be based on the residency status of the deceased rather than the owner of the Exclusive Right of Burial. (Minute 69 July 2011).

The Clerk has delegated authority to grant dispensations to Councillors with regard to the Code of Conduct and Disclosable Pecuniary Interests.

Where authority is delegated on specific matters, that authority is detailed in the appropriate Minutes.

The Council has adopted a policy regarding officer decisions in accordance with Openness of Local Government Bodies Regulations 2014, which the Clerk must adhere to.

It was proposed and

### **RESOLVED**

That the Council is satisfied with these arrangements.

## **18.7 APPOINTMENT OF COMMITTEES**

It was proposed and

### **RESOLVED**

That it is not appropriate to establish any committees

## **18.8 STANDING ORDERS AND FINANCIAL REGULATIONS**

It noted that NALC had issued new model Standing Orders and version tailored to the requirements of the Council has been circulated to all councillors prior to the meeting. It was noted that minor changes had been made to the Financial Regulations with the expectation that new model Financial Regulations will be issued by NALC over the summer. It was proposed and

### **RESOLVED**

That the revised Standing Orders and Financial Regulations be adopted with immediate effect.

## **18.9 REPRESENTATION ON OUTSIDE BODIES**

It was proposed and

### **RESOLVED**

That the Clerk be appointed to represent the Council on the East Northamptonshire Consortium for Grounds Maintenance.

That Councillor Munday be appointed to represent the Council on the Joint Action Group

That Councillor Kitchener be appointed to represent the Council on the Village Hall Trust

That Councillors Kitchener and Munday be appointed to the Ringstead Quarry Liaison Group

## **18.10 INVENTORY OF LAND AND ASSETS**

A schedule of assets with the asset value for accounting processes together with the insurance cover was circulated to all councillors prior to the meeting. The requirement in legislation to show the asset value as the acquisition value, without any depreciation or appreciation, was discussed.

## **18.11 INSURANCE COVER FOR ALL INSURED RISKS**

After consideration of cover provided and the Council's needs, it was proposed and

### **RESOLVED**

That insurance with Zurich Municipal be renewed at an annual premium of £989.72.

## **18.12 MEMBERSHIP OF OUTSIDE BODIES**

After consideration of the merits of belonging to the organisations, it was proposed and

### **RESOLVED**

That membership of Northamptonshire County Association for Local Councils, Northamptonshire A.C.R.E, Open Spaces Society, the Society of Local Council Clerks and National Society of Allotments and Leisure Gardeners should be continued and that the Clerk is authorised to pay the membership fees as renewal of membership becomes due.

## **18.13 ANNUAL REVIEW OF BANKING ARRANGEMENTS**

It was agreed that the arrangements are satisfactory.

#### **18.14 ANNUAL REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

The current policy was found to be satisfactory.

#### **18.15 ANNUAL REVIEW OF FREEDOM OF INFORMATION ACT PROCEDURES & FOI/DPA REQUESTS MADE DURING THE YEAR**

It was noted that the schedule of information available from the Council had been updated. It was proposed and

#### **RESOLVED**

That the revised schedule of information be adopted.

It was noted that there had not been any requests for information under the Freedom of Information Act nor the Data Protection Act during the past twelve months.

#### **18.16 ANNUAL REVIEW OF THE POLICY FOR DEALING WITH THE MEDIA**

The current policy was found to be satisfactory.

#### **18.17 CALENDAR OF MEETINGS**

It was proposed and

#### **RESOLVED**

That the calendar of meetings that forms Appendix A be approved

#### **18.18 COUNCILLOR PORTFOLIOS**

It was proposed and

#### **RESOLVED**

Councillor Kitchener would hold the portfolio for Finance and Internal Control and Councillor Munday should hold the portfolio for Community Safety.

#### **18.19 PUBLIC SPEAKING TIME**

None.

#### **18.20 ENC & NCC COUNCILLORS REPORTS**

Written reports were provided by Cllr Hughes and Howell.

#### **18.21 FINANCIAL MATTERS**

## **a. Internal Control**

### **i. Budget variance report and statement of accounts**

The budget variance report and statement of accounts were received and the contents noted.

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

The claim for March have been received from HMRC and a claim for April totalling £344.35 has been submitted.

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

The final quarter's payment of tax and national insurance has been paid.

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

The sponsorship agreed as per Minute 17.232 had been paid at full amount of £52.00 even though one of the runners had to withdraw at mile 20 due to injury.

### **vi. Incident reports on council owned land**

There have been no reports of any incidents on Council owned land.

### **vi. Reports from volunteer inspectors**

The clerk reported that she had undertaken an operational inspection of the play area equipment at the recreation ground. The matting under the 2.4m swing requires monitoring as it is lifting on one side. The vegetation growing through the back fence should be cut back to the fence line. It was agreed that this work should be undertaken.

## **b. Schedule of payments**

It was proposed and

### **RESOLVED**

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

## **c. Approval & adoption of the Accounts & Supporting Statement for year ending 31/03/18**

It was noted that the Accounts, as shown in Appendix C, had been prepared on a 'receipts and payments' basis as opposed to an 'income and expenditure' basis has had previously been the custom. The figures shown on the Accounts for the year ending 31<sup>st</sup> March 2017 had similarly been prepared to provide a like for like comparison. It was proposed and

### **RESOLVED**

That the Annual Accounts and Supporting Statement for 2017-18 be approved and adopted.

#### **d. Internal Auditor Report**

The report from the Internal Auditor was received and the contents noted. It was agreed that the points raised by the Auditor regarding the Council's co-option policy should be deferred to the July meeting for consideration. The report did not raise any financial matters for consideration.

#### **e. Section 1 of the Annual Governance & Accountability Return for 2017-18**

The Statement of Assurance was read out and the Council directed the completion of the responses. It was noted that the Council's responsibilities had been satisfied during the year 2017/18 and duly Minuted. It was proposed and

#### **RESOLVED**

That the Chairman should complete and sign the Statement of Assurance.

#### **f. Section 2 of the Annual Governance & Accountability Return for 2017-18**

It was proposed and

#### **RESOLVED**

That the Chairman of the meeting should sign the Statement of Accounts on the Annual Return.

#### **g. Quotes for the replacement of the boundary fence (309 m) at Parish Fields**

Further to Minute 17.235 it was noted that two quotes had been requested with only one response being received. It was proposed and

#### **RESOLVED**

That the quote from MC Country Services Ltd be accepted and the work instructed at a cost of £2175.00 net.

#### **h. ICCM Management of Memorials Inspection Workshop**

It was proposed and

#### **RESOLVED**

That the Clerk and Cllr Glanville-Hughes should attend the ICCM Management of Memorials Inspection Workshop with costs met by the Council.

#### **i. Tree survey and urgent (priority 1) tree works**

Further to Minute 17.216 h the Tree Survey report was received. It was noted that there were a significant number of priority one works meaning that the work should be undertaken within one month. It was proposed and

#### **RESOLVED**

That quote for the priority one works for £1180.00 be accepted and work instructed.

#### **j. 2018-2019 National Salary Award**

It was proposed and

**RESOLVED**

That the National Salary Award be implemented with effect from 1<sup>st</sup> April 2018.

**18.22 PLANNING MATTERS**

**a. Planning consultations**

**18/00682/FUL      To convert existing integral garage at 4 Cleburne Close**

After consideration of the planning documents available and further discussions it was proposed and

**RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council has considered the documentation available and does not object to the proposal providing the material match the existing.

This decision made on the assumption that there are no objections from adjoining properties.

**18/00572/FUL      Erection of car port with integral glazed solar panels attached to existing garage at The Grange, 24 Grange Road (previously considered for a listed building consent - withdrawn)**

After consideration of the planning documents available and further discussions it was proposed and

**RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council has considered the documents available, the Parish Council does not object.

This decision is based on the assumption that there have been no objections from adjoining properties.

However concerns were expressed that the decision not to require a listed building consent had been made by East Northamptonshire Council.

**18/00907/FUL      Demolition of conservatory and erection of single storey rear extension 40 High Street**

After consideration of the planning documents available and further discussions it was proposed and

**RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council has considered the documentation available and does not object to the proposal providing the material match the existing.

This decision made on the assumption that there are no objections from adjoining properties.

#### **b. Planning decisions made by East Northamptonshire Council**

Consent granted:

18/00283/FUL	Single storey rear mono pitch extension, two-storey side extension 36 Raunds Road
18/00537/FUL	Proposed first floor extension above garage, storm porch and pitched roof canopies 31 High Street
18/00383/FUL	Rear extension and recladding to semi detached dwelling 16 Alfred Street

Consent refused:

17/02331/FUL	Replace lean to roof with first floor en-suite bedroom to side extension at 5 Parklands
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Application withdrawn

18/00573/LBC	Erection of car port with solar panels at The Grange, Grange Road
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#### **c. Planning Appeal in the case of 17/02331/FUL**

Details of the appeal were noted.

### **18.23 MEETING/TRAINING REPORTS FROM COUNCILLORS**

It was noted that it was good practice for councillors provide a report to the Council where they had acted as its representative at an external meeting or attended a training course or similar event.

### **18.24 DATA PROTECTION**

#### **a. Data Protection Policy**

Further to Minute 17.238 c it was noted that amendments had been made to the revised policy and it was proposed and

#### **RESOLVED**

That the Data Protection Policy dated May 2018 be adopted with immediate effect.

### **18.25 COMMUNITY SAFETY**

#### **a. Current issues**

Cllr Munday explained how the Joint Action Group (JAG) operated in this area and reported that the target of raising the profile of the police had been achieved through the 'neighbourhood alert' system.



### **b. Parking enforcement activity undertaken in Jan/Feb 2018**

It was noted that NCC Parking Enforcement had carried out increased patrols following an approach from the Parish Council. An analysis of those patrols had been provided to the Council. After further discussion, it was proposed and

#### **RESOLVED**

That the Parish Council would not purchase additional patrol hours from NCC Parking Enforcement.

### **18.26 HIGHWAYS MATTERS**

#### **a. 'Village only signs' on the B663**

It was noted that the signs agreed in May 2017 would be installed soon. The Council had agreed to meet this cost.

#### **b. Intermittent yellow lines on Spencer Parade**

A suggestion had been received via email from a resident for intermittent double yellow lines on Spencer Parade to create 'passing spaces'. The resident anticipated that this would remove six parking places. After due consideration it was proposed and

#### **RESOLVED**

That the Parish Council would not pursue the idea for passing spaces on Spencer Parade as alternative parking could not be provided for the affected households, the net effect of such a scheme would be to increase the speed of the traffic on Spencer Parade and potentially increase the volume of 'through' traffic. The Council is of the opinion that residents of Spencer Parade would not be supportive of the proposal.

### **18.27 GROUNDS MAINTENANCE**

#### **a. Grounds Maintenance Consortium meeting**

It was noted that the Clerk had attended the quarterly grounds maintenance meeting. The future of the Consortium is in question if East Northamptonshire Council ceases to exist under the new unitary authority arrangements.

#### **b. Continuing problem with dog fouling**

It was noted that dog fouling on pavements continued to be an issue.

#### **c. Grounds maintenance**

Concerns were expressed as to the current quality of grass cutting and these are to be raised with the contract supervisor. It was noted that the Clerk had arranged for the wall in Spencer Parade and the church yard boundary wall to be weed sprayed. In addition the area around the speed indication device on Raunds Road is to be cut back. It was requested that vegetation around the speed limit signs on Raunds Road be cut back to ensure drivers could see them. As NCC are unlikely to undertake this work it was agreed that it should be arranged locally.

### **18.28 LIST OF CORRESPONDENCE**

The list that forms Appendix D was received.

### **18.29 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 21<sup>st</sup> June 2018 to focus on matters relating to the allotments and community garden. Councillors Glanville-Hughes and Kitchener gave their apologies for that meeting.

### **18.30 CLOSURE OF THE MEETING**

It was proposed and

#### **RESOLVED**

That under section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act

### **18.31 MATTERS PERTAINING TO THE POSSIBLE CEMETERY EXTENSION**

Correspondence from the landowner was considered together with a verbal report from the Clerk regarding correspondence with the Diocese.

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

It was proposed and

#### **RESOLVED**

The cemetery is provided as a non-profit-making community benefit and the Council would incur significant costs creating a cemetery on farm land. Therefore the Council is not able to provide the purchase price specified by the landowner.

That the Clerk should continue the dialogue with the Diocese regarding an alternative site.

That the Clerk should make enquiries as to acquisition of land for burial purposes generally.

Meeting closed 8.37 p.m.

**Chairman**

## Calendar of meetings 2018/19

17 <sup>th</sup> May 2018	Annual Council Meeting
19 <sup>th</sup> July 2018	Council Meeting
20 <sup>th</sup> September 2018	Council Meeting
15 <sup>th</sup> November 2018	Council Meeting
17 <sup>th</sup> January 2019	Council Meeting
21 <sup>st</sup> March 2019	Council Meeting
18 <sup>th</sup> April 2019	Annual Parish Meeting
16 <sup>th</sup> May 2019	Annual Council Meeting
18 <sup>th</sup> July 2019	Council Meeting
19 <sup>th</sup> September 2019	Council Meeting
21 <sup>st</sup> November 2019	Council Meeting

## Appendix B

### *Power of General Competence adopted 19<sup>th</sup> November 2015*

#### Schedule of payments made outside of the meeting (Financial Regulation 6.8)

Cheque no	Detail	Amount
	None	

#### Schedule of payments presented for payment at the meeting

Cheque no	Detail	Amount
000745	MJT Services – glass panel in office door	£170.00
000746	Stanwick Village Hall Trust - room hire May 18	£27.50
000747	Stephen J Pell – refurbishment of West St railings	£1640.00
000748	Office Depot (UK) Ltd - stationery	£37.50
000749	Alchemy Tree Surgery – tree survey	£990.00
000750	Northants CALC – annual subscription	£865.67
000751	J Hodgson - expenses	£60.44
000752	Stephen J Pell – works at recreation ground	£130.00
000753	K Smith – refund of overpaid allotment rent	£5.00
000754	Zurich Municipal - annual insurance premium	£989.72

The above payments were approved \_\_\_\_\_ Chairman  
17th May 2018

#### For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
28.04.18	DDM	BT Business	£51.47
09.05.18	STD	NCC Pensions	£467.38
11.05.18	DDM	E-on	£13.22
15.04.18	DDM	Wave (water rates at cemetery)	£4.50

#### Receipts:

Date	Detail	Amount
05.04.18	Williams (Allotments)	30.00
24.04.18	East Northamptonshire Council	30772.50
30.04.18	Zurich Insurance (insurance claim)	489.00
03.05.18	HMRC March VAT reclaim	£150.52
03.05.18	K Smith – allotment rent	£35.00
14.05.18	RGR Memorials - headstone	£90.00

## Stanwick Parish Council

## Receipts and Payments for the year ended 31 March 2018\*

2016/17	Income		2017/18
£			£
59358.00	Precept		61545.00
405.38	Agency Services	405.38	
3625.00	Cemetery Fees	3725.00	
40.00	Bowls Club	40.00	
120.00	Stanwick Rovers	125.00	
18.20	Misc	1173.00	
622.25	Allotment fees	720.50	
26.19	Interest	19.61	
15651.17	VAT	7175.03	
47500.00	Grants	0.00	
	Total other receipts		13383.52
127366.19	<b>Total Income</b>		74928.52
	<b>Expenditure</b>		
£			£
25992.16	Staff costs		23395.77
4780.05	Loan payments		4720.27
5831.77	General Admin	5569.16	
904.36	Insurance	995.13	
0.00	Section 137	0.00	
21532.62	Grounds maintenance	16645.77	
1673.45	Repairs & Renewals	7624.08	
4155.44	Misc	4348.51	
4018.88	Parish fields	970.99	
327.40	Neighbourhood/Parish Plan	461.60	
50000.00	Projects	10000.00	
15332.58	VAT	6792.39	
	Total other payments		53407.63
134548.71	<b>Total Expenditure</b>		81523.67
	<b>Deficit</b>		-6595.15

### List of correspondence received

1. Email: Raunds Library Management Group (circulated to councillors)
2. Email: notification of the change address for Redlands Farm
3. Email: NCALC – Inspectors report on NCC & Data Protection Officer proposals (circulated to councillors)
4. Email: ENC meeting papers for 9<sup>th</sup> April
5. Email: NCALC eUpdate (circulated to councillors)
6. Email: Open Space Society ‘Latest news’
7. Email: NCC Consultation on the provision and delivery of Universal Children’s Services and de-designation of Children Centres in Northamptonshire 2018
8. CPRE: Countryside Voice, Spring 2018
9. CPRE: Fieldwork, spring 2018
10. Email: HMRC Employer Bulletin
11. Email: notification of change to police chief inspector (circulated to councillors)
12. Email: Consultation on Direct Payments or Personal Budget rate for people with Personal Assistants
13. Email: Active Places newsletter
14. Email: Civic Voice newsletter
15. Email: CPRE Northants Summer Road Show - 7 June 2018 (circulated to councillors)
16. Email: Donation request from the Open Spaces Society
17. Email: Notification of new mayor at Irthlingborough TC
18. Email: Notification of new mayor at Thrapston TC
19. Email: Notification of new mayor at Higham Ferrers TC
20. Email: Notification of new mayor at Rushden TC
21. Email: CPRE agenda for their July meeting