

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 15<sup>th</sup> November 2018  
**Venue:** Committee Room, Village Hall, Stanwick  
**Time:** 7.15 p.m.  
**Present:** Councillors:- N Peck (in the chair)  
S Glanville-Hughes  
S Kitchener  
D Munday

## **18.114 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Chinery, Councillor Partrick and Councillor Paterson. It was proposed and

### **RESOLVED**

That Councillor Chinery, Councillor Partrick and Councillor Paterson reasons for absence be approved.

## **18.115 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 20<sup>th</sup> September 2018 be approved as a correct record and signed by the Chairman

## **18.116 DECLARATION OF INTEREST**

Councillor Munday declared an interest with dispensation on matters relating to the cemetery.

## **18.117 PUBLIC SPEAKING TIME**

None.

## **18.118 REPORT FROM COUNTY COUNCILLOR HUGHES**

Councillor Hughes reported on the situation at the county council with particular reference to child services.

## **18.119 REPORT FROM DISTRICT COUNCILLOR HOWELL**

Councillor Howell provided a written report and highlighted the salient points.

## **18.120 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.

The contract with BT Business has been renewed for a further 24 months with a slightly lower monthly cost.

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

The claim for September has been received. A claim for October has not been submitted as the required threshold had not been achieved.

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

The second quarter's payment of tax and national insurance has been made.

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

None.

#### **v. Amendments to the asset register**

None.

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

None.

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

None.

### **b. Report from the Internal Control Councillor**

Cllr Kitchener confirmed the internal control check for September and October had been completed 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. Cemetery water risk assessment**

An initial water risk assessment provided by Cemetery Development Services was received. It was noted that this had been provided free of charge. It was agreed that a decision on whether a more detailed risk assessment should be commissioned should be deferred until the future of cemetery provision is more certain.

**e. Budget for 2019-2020**

The budget estimates and explanation papers that were circulated to all councillors prior to the meeting were considered. The Council gave consideration to the unanticipated expenditure incurred this year such as the tree works at Mallows Grange and cleaning of the war memorial together with the impact this had had on the council's general reserve. The Council was aware of the need to restore some of the general reserve balance and to set aside a sum for the future of burial provision.

After examining the financial position of the Council, it was proposed

**RESOLVED**

That the budget shown in Appendix B be approved for 2019-20

That of the addition to reserves, £4000.00 be allocated to the cemetery fund.

**f. Precept for 2019-2020**

After considering the budget set in 18.120 e above, it was proposed and

**RESOLVED**

That a precept demand under s41 of the Local Government Finance Act 1992 be issued to East Northamptonshire Council for £71545.00 for the year 2019/20 as Stanwick Parish Council has calculated that the budget requirement, as calculated in accordance with s50 of this Act, is £71545.00

**g. Allotment rent for 2020**

Further to Minute 18.101 e and the emailed response from Stanwick Allotment Society, it was proposed and

**RESOLVED**

That the Allotment Rent for 2020-21 would remain at £35.00 for a full size plot, £17.50 or a half size and £8.25 for the quarter size plot.

**h. Membership of CPRE (Campaign for the Protection of Rural England)**

Following consideration of the benefits of membership, it was proposed and

**RESOLVED**

That the Council should renew membership at a cost of £36.00 per annum and that the cheque should be prepared for payment.

**i. Request to install a bench at the bus shelter on Spencer Parade**

It was noted that three separate people had requested that a bench is provided at the bus stop.

There are 6 bus stops in Stanwick, four with shelters that are owned by Stanwick Parish Council.

The only bus stop that has space to allow for a bench is next to the gardens on Spencer Parade. At all other locations, with the exception of next to Parish Fields on Raunds Road, the installation of a bench will take up too much of the footpath.

After consideration of the likely costs, it was proposed and

**RESOLVED**

That the decision should be deferred to the new financial year.

**j. Match funding grant offer to the Community Garden Group**

Further to Minute 18.37 it was noted that the Group had received funding from Awards for All and it was therefore proposed and

**RESOLVED**

That the £1000.00 match funding be released and a cheque drawn accordingly.

**k. Purchase of linseed oil for the treatment of the Stanwick Millennium Sign**

It was proposed and

**RESOLVED**

That the ten litres of linseed oil should be purchased to enable STEP to treat the Sign in the interests of preserving it.

**18.121 PLANNING MATTERS**

**a. Planning consultations**

**18/01938/FUL** First floor extension at the rear of house & alterations to existing roof lights at The Old Gospel Hall, Villa Lane

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 does not object to the proposal on the understanding that the adjacent water course, Stanwick Brook, will not be affected, such as, the sides and floor of the stream will not be damaged and pollutants will not enter the water course.

This decision is made on the assumption that the materials will be sympathetic to the existing structure and there are no objections from adjoining properties.

**18/02027/FUL** Erection of an agricultural building for egg packing and storage on existing free- range egg unit at Holywell Farm

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 does not object to this application on the basis that there will not be an increase in the number of vehicle movements.

**18/02081/FUL** Total of GIA of 36,850 sq ft (amended from 26,850) providing 27,000 sq ft of managed business space which will provide a mix of lettable office (17,500sqft) and business starter units (9,500sqft) all within a B1 use class (a/b/c), available on flexible letting terms within a high quality managed environment with shared facilities at Land Off A45 London Road Raunds

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 does not object to the proposal provided light pollution is minimised and appropriate archaeological reports are in place.

**18/02043/FUL** Construction of a hydrogen fuelling building with on-site hydrogen generation, storage, ancillary maintenance and storage units, security fencing, and hardstanding at Chelveston Renewable Energy Park

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 does not object to the proposal providing it is not operated on a commercial basis i.e. available to the general public.

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

The Council was disappointed to note that 18/01593/PDU had been determined as not requiring prior approval.

**c. Non-statutory consultation for the Local Plan Part II**

It was noted that East Northamptonshire Council had launched a consultation on the Local Plan part II, the details of which had been forwarded to all councillors.

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

None.

#### **18.123 CLERK'S REPORT FROM THE NATIONAL SLCC CONFERENCE**

It was noted that a written report had been made available to all councillors and the main points were highlighted at the meeting.

#### **18.124 COMMUNITY SAFETY**

##### **a. Report from the Joint Acton Group**

None.

##### **b. Current community safety issues**

None.

##### **c. NCC proposal to join the double yellow lines between Dolben Ave & West Street**

It was noted that a 'no objection' response had been issued on this proposal on behalf of the Parish Council.

##### **d. Neighbourhood Watch briefing**

It was noted that meeting between the area co-ordinator and interested residents had been arranged by the Clerk and was held on 8<sup>th</sup> November. As a result, three new schemes are being set up (Parklands, Villa Lane and High Street). A repeat of this meeting will probably be held in the new year.

#### **18.125 PATHFINDER II**

It was noted that the public community meeting had been held on 1<sup>st</sup> November. The formal report from the civil engineer is outstanding. The Clerk provided two reports, one on how the Parish Council could support the Pathfinder project and the other on the condition of the drainage infrastructure on Chelveston Road following a site visit with representatives of STEP.

#### **18.126 GROUNDS MAINTENANCE**

##### **a. Cemetery safety report**

The Clerk presented a report as a follow up to the ICCM Memorial Management Inspection Workshop that identified what action needs to be taken with regard to memorial safety.

##### **b. Minutes of Grounds Maintenance Consortium meeting Sept 2018**

The Minutes were noted.

**c. Work to trees on Manningham Road**

Further to Minute 18.98 it was noted that individual contributions from residents had been received and the work had been instructed.

**d. Quote for work to trees on Wetenhall Road trees**

Further to Minute 106 b a quote for the identified work was received at £590.00. It was noted that by merely reducing the height the self-set trees would create a cycle of costs as the work would be required every couple of years. It was therefore proposed and

**RESOLVED**

That the work should be instructed and that Alchemy Tree Surgery be approached to ask whether the costs can be reduced if the work is undertaken at the same time as the work to the trees on Manningham Road.

**e. Complaint about trees overhanging from Wetenhall Road trees into a Raunds Road property**

It was noted that a Councillor had received a verbal complaint.

**18.127 ALLOTMENTS**

**a. Minutes of the Community Garden Meetings & the Allotment Society Meetings**

The Minutes were noted.

**b. Quote for the provision of CCTV**

Further to Minute 18.107 c a quote from Bee Tee Alarms was received. After consideration of the costs and reports provided to previous council meetings, it was proposed and

**RESOLVED**

That the Council will not proceed with the proposal to provide CCTV at the allotment site at the present time.

**c. Allotment Society & Parish Council Heads of Agreement**

Further to Minute 18.97 it was noted that the document had been circulated to all allotment tenants and the Clerk had not received any objections or negative comments from the tenants. The Allotment Society requested three minor changes. It was proposed and

**RESOLVED**

That the Heads of Agreement as shown in Appendix C, that includes the amendments requested by the Allotment Society, be adopted with immediate effect.

That the Allotment Tenancy agreement be reissued to all tenants to include membership of the Allotment Society and to change the rent collection date to April to facilitate easier accounting procedures within the Council.

**d. Community Garden ‘tool check’**

It was noted that the chairman and secretary of the Community Garden Group had checked the tools to ensure that were fit for purpose. This was undertaken on 23/10/18

### **18.128 CHRISTMAS FAYRE ARRANGEMENTS**

The arrangements were noted including publicity. It was also noted that three new sets of lights had been purchased for the tree to replace broken sets.

### **18.129 TELEPHONE BOX REFURBISHMENT PROJECT**

The Council considered whether it would be appropriate to relocate the telephone box as part of the refurbishment project to allow better future maintenance. It was agreed that the telephone box should remain situated at its current location.

### **18.130 CLERK'S DIARY**

25/09/08	Allotment Society AGM
26/09/18	Site meeting with tree surgeon
26/09/18	Meeting with head teacher re Armistice
01/10/18	NACRE's Good Neighbours Event (1 day)
03/10/18	Meeting with reps of STEP re flood prevention
17/10/18	Visited resident of Higham Ferrers to collect information for Stanwick Remembers
12/11/18	LGPS winter forum

### **18.131 LIST OF CORRESPONDENCE**

The list that forms Appendix D was received.

### **18.132 NEXT SCHEDULED MEETING**

The next meeting will be on 17<sup>th</sup> January 2019.

Meeting closed at 9.12 pm

**Chairman**

## Appendix A

### *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
794	S Chambers – replacement Xmas lights	60.00
795	Poppy Appeal - Wreath	40.00
796	East Northamptonshire Council - grounds maintenance 09/18	1620.00
797	East Northamptonshire Council - cleansing 08/18	13.70
798	Stanwick Village Hall Trust – contribution to screen fitting	50.00
799	A & R Print - Armistice printing	204.00
800	East Northamptonshire Council – grounds maintenance 08/18	1782.58
801	N Wood (Plot 11) – deposit refund	30.00
802	D Tinsley (plot 10) – deposit refund	30.00
803	David Hales Elec Services – repairs to electrics in church yard	464.41
804	N Brailsford – East Street triangle path repairs	190.00
805	S Smith – East Street triangle path repairs	150.00
806	Valuation Office Agency – cemetery land valuation	996.48
807	NCALC (JP) – Planning Nuts & Bolts	36.00
808	SLCC Enterprises Ltd - Conference	300.00
809	J Hodgson – Website costs, mileage, Stanwick Remembers sundries & refreshments, Chicken wire & canes (cemetery)	458.70
810	IMI Cleaning & repairs to war memorial	2244.00
811	Stanwick Village Hall Trust – Room hire 11/18	80.88
812	Stanwick Pocket Park Group – annual grant	200.00
813	Stanwick Bowls Club – annual grant	200.00
814	Stanwick Community Garden – annual grant	200.00
815	Greyhound Leisure – repairs to play equipment	96.00
816	A&R Print Solutions – Christmas printing	140.30
817	East Northamptonshire Council – Cleansing Sept 18	13.70
818	Cash (petty cash)	85.00
819	Emma Kendrick – Xmas entertainer	150.00
820	Mr Mission – works at rec, cemetery & Parish Fields	1165.00

The above payments were approved \_\_\_\_\_ Chairman  
15th Nov 2018

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

Date		Detail	Amount
28.09.18	DDM	BT Business	51.47
01.10.18	STD	Stanwick Village Hall Trust	210.00
09.10.18	STD	Local Govt Pension Scheme	491.58
11.10.18	DDM	E-on	13.66
14.10.18	DDM	Wave (Anglian Water)	5.00

29.10.18	DDM	BT Business	53.47
01.11.18	STD	Stanwick Village Hall Trust	210.00
09.11.18	STD	Local Govt Pension Scheme	491.58
12.11.18	DDM	E-on	14.11
14.11.18	DDM	Wave (Anglian Water)	5.00

Receipts:

<b>Date</b>	<b>Detail</b>	<b>Amount</b>
11.09.18	East Northamptonshire Council - grant	135.00
19.09.18	HMRC – VAT refund	1015.56
25.09.18	East Northamptonshire Council - precept	30772.50
04.10.18	Stanwick Rovers FC – annual rent	125.00
05.10.18	L Lambourne (plot 11) – new tenant	27.50
05.10.18	P Elliott (plot 10) – new tenant	42.50
11.10.18	HMRC – VAT refund	204.19
29.10.18	C Evans (MG Trees)	50.00
30.10.18	JM Ireland (MG Trees)	50.00
31.10.18	C Taylor (MG trees)	50.00
05.11.18	Cornish (MG Trees)	50.00
08.11.18	Stanwick Races Group – contribution to Stanwick Remembers	70.00
13.11.18	J & S Shearer (MG Trees)	50.00
13.11.18	J Mole (MG Trees)	50.00
13.11.18	P & T Lucas (MG Trees)	50.00

## Budget for 2019-2020

**Receipts**

Cemetery fees	3000.00
Bowls club	40.00
Highway Verges	405.00
Stanwick Rovers	125.00
Interest	25.00
Grants	0.00
Miscellaneous	0.00
Allotment rents	691.00
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	4286.00

**Payments**

Staff costs	24000.00
Office costs	3600.00
Training	600.00
Insurance	1050.00
Subscriptions	1200.00
Room Hire	280.00
Election Reserve	0.00
Grounds maintenance	22500.00
Repairs and renewals	1500.00
Miscellaneous	2000.00
Loan repayments	4700.00
Section 137	0.00
Leisure grant	600.00
Parish Fields/allotments	1000.00
Street Lighting	165.00
Addition to reserves	8350
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	71545.00

**Heads of Agreement between Stanwick Parish Council and Stanwick Allotment Society**

**Stanwick Allotment Society (the Society) will:**

- Collect local information and maintain lists e.g. antisocial behaviour/vandalism/rats for transmission to the Allotment Manager.
- Meet quarterly as a committee unless more frequent meetings are required and hold an annual general meeting in September to which all tenants and appropriate Parish Council representatives are invited.
- Encourage tenants to approach the Society about any general site issues for onward transmission to the Allotment Manager.
- Encourage tenants to contact the Society if the tenant has a problem with maintaining their plot although the tenant can contact the Allotment Manager direct if preferred.
- Notify the Council via the Allotment Manager if a plot is not being cultivated in accordance with the Rules.
- Report any general site problems to the Allotment Manager
- Representative/s to attend a Council meeting twice a year (or more frequently if required)
- Request that a topic is placed on a council agenda when a decision is required by the Council (e.g. amendment to the Rules or site improvements) and attend that meeting to advocate for it.
- Arrange a tenant's meetings, social events etc
- Arrange surplus produce collection and donation schemes etc.
- Maintain a bank account for income from membership fees 2016-2018, miscellaneous grants and fund-raising activities in order to fund small improvement projects as agreed by the elected committee and, when necessary, the Parish Council

**Stanwick Allotment Society may:**

- Instigate small improvement projects and engage in fund raising to finance these projects.

**Stanwick Parish Council (the Council) will:**

- Provide an Allotment Manager, namely the Parish Clerk.
- The Allotment Manager will provide the following information to the Society:
  - Whether there is a waiting list (when requested by the Society)
  - When a tenant has changed
  - When a 'notice to improve' has been issued
- Invite a representative of the Society to the meeting where rent levels are discussed (although the Society will not be party to any vote)
- The Council agendas of May, July, September, November, January and March will include an Allotment and Community Garden item for consideration of current issues
- When appropriate, agenda items will be included on the agenda of meetings held at other times.
- The Parish Council will be a member of the National Allotment Society and will make enquiries with the National Society on behalf of the Stanwick Allotment Society if requested to do so or access information as requested.
- If the Council instigates a review of the Allotment Rules, the Council will notify the Society and provide the Society with an opportunity to comment.
- The Allotment Manager will be responsible for all site management not specified above.
- Provide a representative to attend the Society AGM.

**Membership of the Stanwick Allotment Society**

- Every tenant will automatically be a member of the Stanwick Allotment Society.
- Membership fees will not be charged over and above the plot rent.

October 2018

**List of correspondence received**

1. Email: ENC Gambling Act 2005 Policy Statement 2019-2022 Consultation (circulated to councillors)
2. Email: NCC consultation on Northampton car park charges
3. Email: NCC proposed relocation of Daventry library
4. Email: NCALC eUpdate Sept-Oct (circulated to councillors)
5. Email: NCC 'Your update from NCC' (Circulated to councillors)
6. Email: NCC consultation re withdrawal of services (circulated to councillors)
7. Email: PCC newsletter
8. Email: Invitation to Community led housing road show (circulated to councillors)
9. Email: HMRC employer bulletin
10. Email: NCALC mini eUpdate
11. Email: NCC newsletter (circulated to councillors)
12. Email: ENC Monitoring Officers briefing for Parish Council (circulated to councillors)
13. Email: NCC consultation on draft Local Offer for Care Leavers
14. Email: Open Spaces Society e-newsletter, autumn 2018 (circulated to councillors)
15. Email: Rural Wellbeing Newsletter autumn edition (circulated to councillors)
16. Email: ENC Town & Parish Briefing (circulated to councillors)
17. Email: November newsletter of Police & Crime Commissioner (circulated to councillors)
18. Email: Notification of changes to bus services
19. Email: ENC JCSS agenda & Minutes (circulated to councillors)