

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 17<sup>th</sup> January 2019

**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  
J Paterson  
ENC Councillor Howell

## **18-144 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Partrick.

## **18-145 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 3<sup>rd</sup> January 2019 be approved as a correct record and signed by the Chairman

## **18-146 DECLARATION OF INTEREST**

Councillor Paterson declared an interest in item 18.157 (allotments)

## **18-147 PUBLIC SPEAKING TIME**

None.

## **18-148 REPORT FROM COUNTY COUNCILLOR HUGHES**

A report was not received

## **18-149 REPORT FROM DISTRICT COUNCILLOR HOWELL**

A written report was circulated to all councillors. Cllr Howell drew attention to the forthcoming changes to the Stagecoach bus time table and the need to make the public aware that a number of ENC taxi licence plates had been stolen and vigilance should be exercised when using taxi services.

Cllr Howell outlined the proposed timetable for the transformation to unitary status but emphasised that the situation was very fluid as they were dependent on decisions being taken by the secretary of state.

It is expected that the shadow authority should start to function from July 2019 and integration of services the North Northamptonshire area would be ongoing.

It is expected that the new unitary authority will come into being in April 2020 with elections taking place in May 2020.

The Minutes to the ENC Transformation Committee are available on the East Northamptonshire Council website in the 'committees' section.

Cllr Howell left the meeting (7.37pm)

## **18-150 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.

E-on have advised that their costs for the electricity supply for the street lights will be increasing from 21<sup>st</sup> January 2019. It was noted that the Clerk had asked Utility Aid Ltd if there was a cheaper supplier for the Council and has been advised that there is not.

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

The claims for October and November has been received. A claim for December has not been submitted as the required threshold had not been achieved.

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

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

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

None. The Community Garden Group have expressed their thanks to the match funding that was released at the November meeting. The Group has been very successful in securing funding from a variety of sources and if they are able to complete their plans with remaining funds, they will return a portion to the Parish Council.

#### **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 had been completed on 11<sup>th</sup> January 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. Local Government Pension Scheme (LGPS) Discretionary Policies**

It was noted that Central Government dictates how the Local Government Pension Scheme is regulated. Every employer that is a member is required to have a 'discretions policy'. The issues for discretion are set by government but each employer is expected to have its own policy as to how it will handle that discretion. Councillors are not permitted to be members of the scheme.

Change to the LGPS Regulations requires the Council to review the existing discretions policy (adopted 2014) to include new discretions introduced by, or amend existing discretions affected by, the amendment regulations.

It was proposed and

### **RESOLVED**

That the Clerk records the new discretion polices as directed by the Council. The existing discretion policies remain unaltered.

It was noted that the Council could undertake a full review of all discretionary policies at a future point in time should it wish to do so.

## **e. Data Protection Officer Service offered by NCALC at a cost of £10.00 pa.**

GDPR Regulations (May 2018) require that local authorities have a specialist Data Protection Officer and NCALC offered to provide a DPO (Data Protection Officer) Service. The UK legislation varied the EU regulations and parish and town councils are not required to have a specialist DPO by law. However, it is good practice to have access to such a service. Last year NCALC offered the service for free and found that it has been utilised. They are therefore offering it as an opt-in service at £10.00 per year. It was proposed and

### **RESOLVED**

That it would be best practice to opt-in to the DPO Service from 1<sup>st</sup> April 2019.

## **f. National salary award (WEF 1/04/2019)**

It was noted that the National Joint Council for Local Government Services (NJC) had agreed new pay scales for 2019-2020. It was also noted that the 'spinal column points', the structure

upon which the pay scales are arranged, had been redefined to incorporate the introduction of the national living wage. Consequently the Clerk's spinal column point is 29. It was proposed and

**RESOLVED**

That in accordance with Council policy the salary increase set out in the national salary award be implemented from 1<sup>st</sup> April 2019.

**g. 2019 Parish Office rental agreement**

It was noted that the annual lease agreement required approval. The level of rent was not being increased. It was proposed and

**RESOLVED**

That two councillors should sign the agreement.

**h. Damage to the church boundary wall**

On the night of 20<sup>th</sup> December 2018 a vehicle hit the church wall. There are no details relating to this accident. As the Council has previously placed the wall 'on risk' it can make an insurance claim. The insurers require one quote and this has been obtained from R Farrow. It was agreed that an insurance claim should be submitted on this basis.

**i. Pathfinder II funding**

Further to Minute 18-125 it was noted that a site meeting had been held to discuss the feasibility of clearing the culvert in front of the cemetery. It was not known whether a quote would be received in time for submission under the scheme or what the amount would be.

A site meeting had also been held to obtain a quote for cut back the overgrown hedging to expose the ditches on Chelveston Road. This would facilitate easier maintenance of the ditch, enhance litter picking opportunities and give pedestrians somewhere to step off the road to avoid traffic. A quote for re-stating the verge grips is outstanding.

It was proposed and

**RESOLVED**

That providing the Council does not become responsible for functions that are the duty of another authority the Clerk should proceed with the grant application as the parish would benefit without a cost to the Parish Council.

**18-151 PLANNING MATTERS**

**a. Planning consultations - none**

**b. To note planning decisions made by East Northamptonshire Council - none**

**18-152 ANNUAL RISK ASSESSMENTS REVIEW**

It was noted that the risk assessment reports together with the individual area reports had been circulated to all councillors prior to the meeting and were available on the website. It was proposed and

## **RESOLVED**

That the risk assessments presented for the Cemetery, Parish Fields, Mallows Grange Public Open Space, the Memorial Gardens, Parish Office and Finance and Governance be accepted and adopted.

That the Allotment and Community Garden Risk Assessment be amended to reduce 'level of risk' classification for risks two and three from 'High' to 'Medium' and that the risk assessment report be accepted and adopted.

It was noted that future consideration could be given to requiring councillors to sign a central register indicating that they had read such reports.

## **18-153 MEETING/TRAINING REPORTS FROM COUNCILLORS**

None.

## **18-154 WCAG 2.1 REGULATIONS & COOKIE REQUIREMENTS**

The Clerk explained the EU regulations that require local authority websites to have a prescribed level of accessibility to all users. This will require alteration to both of the Parish Council websites and an accessibility statement that the Government Digital Services department will be issuing a template for. If there are areas of the website that are not accessible, the Parish Council will be required to provide an alternative form of the content if it is requested to do so.

It was also noted that there was a regulatory requirement to have a 'cookie' banner on the website and a cookie statement/policy even though the Parish Council does not use analytics or monitor user activity.

## **18-155 COMMUNITY SAFETY ISSUES**

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

It was reported that there had been a burglary in the village. The local police priorities would be continued for a further 12 weeks. The issue of the stolen taxi licence plates was highlighted.

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

It was noted that there appeared to be a growing problem with use of nitrous oxide in the village.

### **c. Neighbourhood Watch information meeting on 2/02/19**

It was noted that there would be a meeting for interested residents.

## **18-156 GROUNDS MAINTENANCE ISSUES**

### **a. Minutes of the grounds maintenance consortium meeting**

The Minutes were noted.

### **b. Cemetery flower beds**

Further to Minute 18.101 i it was noted that the expected work to the flower beds in the cemetery had not taken place as the council had been let down by the supplier. Bedding plants have not been ordered as they would be destroyed by rabbits.

### **c. Guidance on unauthorised occupation of land**

It was noted that guidance from the Chief Constable and the Police and Crime Commissioner had been received outlining processes for dealing with the unauthorised occupation of land had been received and circulated to all councillors.

### **d. Operational inspection of play area and agree any next steps**

The operational inspection carried out on 13<sup>th</sup> December 2018 was received. It was noted that work was instructed to remove graffiti from the Nexus. It was also noted that there were a number of items listed as 'monitor' which in the longer term will have financial implications.

### **e. 2019 Urban Highways Grass Mowing agreement**

It was noted that the agreement would be signed and returned by the Clerk for the maintenance of the highway verges.

## **18-157 ALLOTMENTS**

### **a. Minutes of the Community Garden Meetings and the Allotment Society Meetings**

The Minutes were noted.

### **b. Allotment pedestrian gate & the internal gates**

A request was received from the Community Garden Group to leave the pedestrian gate into the Allotment site permanently unlocked. The Group believe that the locked gate is barrier to the community i.e. people living in Stanwick, coming into the community garden and using it as it is intended.

For clarity, this does not affect the vehicle access gates from Raunds Road to the car park, nor the vehicle access gates from the car park to the allotment site. These gates should be locked when they are not in use.

There are internal gates on the fence that separate the social area and community garden from the allotment area. It was suggested that these pedestrian gates could be locked to deter trespass.

It was noted that the Clerk had advised the allotment tenants of the proposal in December and only a couple of comments had been made. Concern had been expressed that there was a risk that the gate could be left open and this would allow rabbits into the allotments. The internal fence, installed by the Community Garden Group, is not ‘rabbit proof’.

It was proposed and

**RESOLVED**

That the Council does not object to the principle that the pedestrian gate is left unlocked and supports efforts to encourage greater use of the community garden.

That it should be suggested to the Allotment Society that it use some its bank balance to install an appropriate gate closing mechanism as it would benefit all allotment tenants.

That the Council would look to provide padlocks in the two internal pedestrian gates.

**c. Letting status and waiting list status**

It was noted that there had been a change in allotment tenants and the waiting list is very short.

**18-158 USE OF REMOTE CONTROL VEHICLES AT THE RECREATION GROUND**

It was noted that areas of grass were being damaged by excessive use of a remote control vehicle near the adult fitness equipment. It appeared to be that one individual is responsible but this individual had not been identified. It was noted that damage to Parish Council property can be reported to the Police.

**18-159 STANWICK CHRISTMAS FAYRE AND LIGHT SWITCH ON**

It was agreed that the 2018 event had been a success. It was agreed that councillors would take a role in arranging the 2019 event. It was proposed and

**RESOLVED**

The services of E Kendrick be engaged as an entertainer for the 2019 Christmas Fayre.

**18-160 ANNUAL PARISH MEETING/STANWICK SHOWCASE**

It was agreed that the Annual Parish Meeting should be held as the Stanwick Showcase on 18<sup>th</sup> April. Councillors were invited to suggest attendees etc.

**18-161 NCC LIBRARY CONSULTATION**

Details for the consultation had been sent to all councillors.

### **18-162 CLERKS DIARY**

26/11/18 Site meeting with Absolute Drainage to discuss drainage issues at the cemetery

02/12/18 Run Xmas fayre

10/12/18 Grounds Maintenance Consortium meeting at ENC

03/01/19 Collect historic cemetery records from Raunds Town Council

04/01/19 Site meeting with S Barnwell re highway matters

09/01/19 Banking in Rushden (HMRC)

13/01/19 Site meeting with hedge cutter on Raunds Road

### **18-163 LIST OF CORRESPONDENCE RECEIVED**

The list that forms Appendix B was received.

### **18-164 NEXT SCHEDULED MEETING**

The next meeting will be on 21<sup>st</sup> March 2019.

Meeting closed at 8.40 p.m.

**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)

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
	None	

Schedule of payments presented for payment at the meeting

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
000707	East Northamptonshire Council Associated services Nov 17	£16.28
000708	East Northamptonshire Council grounds maintenance Nov 17	£2853.86
000709	Greyhound Leisure Ltd repairs at recreation ground	£1872.00
000710	Stanwick Village Hall Trust room hire Jan 18	£19.00
000711	Open Space Society – annual subscription	£215.00
000712	Society of Local Council Clerks - annual subscription	£215.00
000713	NCC Chairman’s Charities – event tickets	£30.00
000714	J Hodgson – travel to insurance seminar	£29.70

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

For information (Financial Regulation 6.5 & 6.6)

<b>Date</b>		<b>Detail</b>	<b>Amount</b>
11.01.18	STD	NCC Pensions	£467.38
11.01.18	DDM	E-on	£12.42
15.01.18	DDM	Anglian Water	£4.50
28.12.17	DDM	BT Business	£51.47

Receipts:

<b>Date</b>	<b>Detail</b>	<b>Amount</b>
21.12.17	HMRC – VAT refund November 17	£383.23
21.12.17	NCC Highways – Annual contribution towards verge cutting	£405.38
20.12.17	SR Football Club Annual rent	£125.00

### List of correspondence received

1. Email: ENC guidance regarding homeless people (circulated to councillors)
2. Email: Trading Standards newsletter #11
3. Email: NCALC Friday round up (circulated to councillors)
4. Email: NCC InNorthamptonshire
5. Email: VIN Countywide eBrief
6. Email: NCALC eUpdate Nov/Dec edition (circulated to Councillors)
7. Email: NCC Consultation Pharmaceutical Needs Assessment consultation
8. Email: NCC consultation 2018-19 Budget Consultation: Phase 2 (circulated to councillors)
9. Email: Zurich Insurance briefing on winter health and safety
10. Email: Notification from Highways England of works on the A45 (circulated to councillors)
11. Email: InNorthamptonshire newsletter re NCC budget proposals
12. CPRE Countryside Voice Winter 2017 & Field Work Winter 2017
13. Email: ENC JCSS agenda and papers for January meeting
14. Email: InNorthamptonshire newsletter Jan 18 (circulated to councillors)