

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 21<sup>st</sup> March 2024

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

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

## **23.187 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Partrick on medical grounds.

### **RESOLVED**

That the reason for absence be approved

Apologies were also received from NNC Councillor Howell.

## **23.188 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 22<sup>nd</sup> February 2024 be approved as a correct record and signed by the Chairman.

## **23.189 DECLARATION OF INTEREST**

Councillor Kitchener declared an interest in agenda item 23.194 e.

## **23.190 PUBLIC SPEAKING TIME**

None.

## **23.191 PRESENTATION BY uDig**

Mr Roberts of uDig outlined the proposals for a flag-ship scheme to host research and training excavations at Stanwick Hall, between May and September for 3 to 5 years. This is a

commercial venture where individuals could gain or improve archaeological skills. Attendees would enrol for specific time blocks and stay on site or nearby.

The impact of traffic was discussed and the Council was advised that all vehicles would be parked within the grounds of Stanwick Hall. Attendees would stay on site overnight, potentially camping or at Stanwick Hotel.

uDig is keen to limit any impact on the local community other than educational and experiential. Tickets will be advertised for the lecture programme being set in place now which will be held at the Stanwick Hotel, Stanwick Hall and Stanwick Lakes. Further heritage walks and talks are planned in partnership with Stanwick Lakes.

### **23.192 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS**

Cllr Wilkes reported on English Tourism Week and the North Northants Council Tourism Strategy. He also referenced the £10m funding to pot hole repairs.

### **23.193 FOUR YEAR PLAN**

A report reviewing the first half of year 3 was received and reviewed. It was proposed and

#### **RESOLVED**

That the Clerk is authorised to apply for any grants to meet objectives of the Four Year Plan

### **23.194 FINANCIAL MATTERS**

#### **a. Internal Control**

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

The budget variance report and statement of accounts as published on the website was noted. It was noted that the Raunds Skate Park Crowd funding that the Parish Council had contributed too, had reached the £10,000 target.

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

VAT for January and February 2024, £538.00 and £154.33 respectively, had been received from HMRC.

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

The Final Payment Submission has been put through Basic Tools and the final payment of Tax and NIC for the year ending 5<sup>th</sup> April 2024 has been prepared for payment. It was noted that the Clerk had attended a HMRC webinar on year end processes.

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

There was no report to give.

v. Asset Register

It was not necessary to make any amendments to the Asset Register

vi. Incident reports on council owned land

There have been no reported incidents since the January meeting.

b. Report from the Internal Control Councillor

It was noted that the Internal Control check had taken place on 18<sup>th</sup> March 2024 and all 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. Annual review of the effectiveness of internal control

The requirements for the annual review as set out in the proper practices determined by the Joint Panel on Accountability and Governance (JPAG) 2023 had been circulated to all councillors with the agenda papers.

It was proposed and

**RESOLVED**

That after reviewing the requirements of the proper practices as set out in JPAG, the Council is satisfied with the effectiveness of Internal Control for the year 2023-2024.

e. Grant application

Councillor Kitchener took no part in this item.

A grant application from Stanwick Community Badminton Group for £85.00 for a replacement umpire table was considered. It was noted that sufficient funds remain in the 2023-24 grants budget to cover this amount. It was proposed and

**RESOLVED**

That the Parish Council purchase an umpire table at a cost of £85.00 and donate it to the Badminton Group.

f. Email account obligations

It was noted that set out in the proper practices determined by the Joint Panel on Accountability and Governance (JPAG) 2023 it states that every authority should have an email account that belongs to the council and to which the council has access. This would ideally be a .gov.uk or .org.uk. It was noted that the Cabinet Office launched the Parish Council Domains Helper Service. Councils will receive enhanced support from a short list of domain registrars who are experienced in working with parish and town councils as well as access to Cabinet Office funding of £100 plus VAT to help with their move, should a council wish to move to .gov.uk.

It was proposed and

## **RESOLVED**

That the Council would remain with the org.uk arrangements.

### **g. Annual Newsletter**

It was noted that the newsletter had been printed via an external company and arrangements made to deliver it to all homes.

## **23.195 PLANNING MATTERS**

### **a. Planning consultations: None**

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

Table to show Planning Consent granted:

<b>Planning reference number</b>	<b>Planning details and address of property that the application relates to</b>
NE/23/01198/FUL	Demolition of building/structures to include the Plumbing shop, loft barn, large shed style structures and a single storey building previously used as a showroom/office at 25 Church Street
NE/23/01270/FUL	Single storey side extension, section of pitched roof to replace flat roof and hardstanding to replace garage at Midlothian, Spencer Parade
NE/23/01263/FUL	Proposed detached garage at 54 East Street
NE/23/01266/FUL	Demolition of building/structures to include the Plumbing shop, loft barn, large shed style structures and a single storey building previously used as a showroom/office; Construction of a two storey and single storey rear extension, widening of existing entrance with new gate and Change of use of part of land from mixed use to residential at 25 Church Street

### **c. Planning Appeal**

It was noted that the Planning Appeal for 23/00018/REF Proposed dwelling Land Next To 2 Rectory Close has been dismissed, meaning the decision for refusal to grant planning permission was upheld.

## **23.196 ANNUAL PARISH MEETING (What's Happening, Stanwick?)**

It was noted that publicity items had been prepared. A donation of wine for the event was offered and accepted. It was proposed and

## **RESOLVED**

That a budget of £25.00 be set for crisps and soft drinks.

### **23.197 CHURCH PATH**

Further to Minute 23.177, it was noted that the Diocesan Advisory Committee (DAC) had rejected the Parish Council proposal for the remedial works to the church path at their March 2024 meeting. (Email 19/03/24 refers)

It was noted that the Parish Council had been asking for guidance from the DAC for a number years and that only at this point had they expressed any definite view. If the DAC had engaged sooner as requested, then the matter could have been potentially resolved by this time.

It was noted that the DAC was due to make a site visit and consider the matter further. It was agreed that the Parish Council would not take any action until further communication had been received from the DAC.

It was proposed and

## **RESOLVED**

That the Council view is that it has a greater responsibility to public safety and local tax payers than the Church of England. This had guided the actions of the Stanwick Parish Council to date and would continue to do so.

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

There were no reports given.

### **23.199 ANNUAL SCHEDULE OF TRAINING**

The report that forms Appendix B was received and noted.

### **23.200 ANNUAL POLICY REVIEW SCHEDULE**

The report that forms Appendix C was received and noted.

### **23.201 D-DAY 80<sup>th</sup> ANNIVERSARY**

The latest information received regarding arrangements for the anniversary on 6<sup>th</sup> June 2024 had been circulated to all councillors prior to the meeting. It was agreed that the suggested flag and light of peace would not be purchased, however, the Council would make a display with our knitted poppies and considered a battery operate lantern display for the village hall window.

### **23.202 COMMUNITY SAFETY**

a. Report from the Joint Action Group

There was no report to give.

b. Current community safety issues

Operation Spring Clean, arranged by STEP, had been a success with nearly 50 volunteers attending.

c. Parking congestion on Church Street

The matter of parking congestion on Church Street as raised by a member of the public was discussed. It was agreed to monitor the situation as there were no direct solutions available at this time.

**23.203 GROUNDS MAINTENANCE**

a. Grounds maintenance consortium

It was noted that as at 29<sup>th</sup> February 2024, Stanwick Parish Council had left the East Northants Grounds Maintenance Consortium.

b. New contract arrangements

The Contract had been signed by Turney Landscapes Ltd and Stanwick Parish Council as per Minute 23.172.

**23.204 ALLOTMENTS**

a. Minutes of the Community Garden Committee Meeting

The Minute as provided on the Parish Council website were noted.

**23.205 LIST OF CORRESPONDENCE**

The list that forms Appendix D was received. No further action was required.

**23.206 NEXT SCHEDULED MEETINGS**

18<sup>th</sup> April 2024 Annual Parish Meeting (What's Happening, Stanwick?) 19.00 to 21.00

16<sup>th</sup> May 2024 Annual Council Meeting 19.15

27<sup>th</sup> June 2024 Events Committee Meeting (19.00)

18<sup>th</sup> July 2024 Council meeting (19.15)

19<sup>th</sup> September 2024 Council meeting (19.15)

21<sup>st</sup> November 2024 Council meeting (19.15)

Councillor Glanville-Hughes gave her apologies for the Annual Parish Meeting 18<sup>th</sup> April.  
Councillor Ashby gave his apologies for the Annual Council Meeting on 16<sup>th</sup> May.

**Chairman**

## 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
None	

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

Payee and reason	Amount
HMRC Final quarter tax & NI (to be paid after 6/04/24)	£1316.73
Stanwick Village Hall Trust Meeting room March 24	£22.00
Weller Hedley (grounds maintenance contract)	£1140.00

The above payments were approved (signature line) \_\_\_\_\_ Chairman

Date signed 21st March 2024

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
23.02.24	Raunds Skate Park Crowd funding	£500.00
05.03.24	Printpond (Newsletter)	£43.78
08.03.24	Cash withdrawal (newsletter delivery)	£40.00
19.03.24	Vistaprint (APM banner)	£47.80
19.03.24	Stanwick Post Office Gift cards x 3 for Daffodil Trail	£50.00

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

Date	Method	Payee and reason	Amount
28.02.24	DDM	BT Business	£44.21
03.03.24	STD	Stanwick Village Hall Trust Office rent January 2024	£240.00
04.03.24	STD	Unity Trust Bank: monthly transfer	£500.00
09.03.24	STD	Northants Pension Fund	£607.70
19.03.24	DDM	nPower Business Solutions – street lights	£40.11
19.03.24	DDM	Wave – water rates	£5.00

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
07.03.24	HMRC (Vat refund Feb 24)	154.33

Note: The General Power of Competence adopted 20<sup>th</sup> May 2021

## Appendix B

### Schedule of training undertaken 2023/24

Name	Date of training	Training details	Provider
J Hodgson	22/06/23	Public Health Funerals	ICCM webinar
J Hodgson	05/07/23	Virtual Planning Summit	SLCC
J Hodgson	04/09/23	Digital engagement & compassionate communications	ICCM webinar
J Hodgson	13/09/23	Complaint Handling	NCALC
J Hodgson	20/09/23	Design Code Pathfinder Showcase – What Parish and Towns Councils Need to Know	NALC/SLCC online
J Hodgson	21/09/23	Scribifest 2023 Conference	
J Ashby	01/10/23	Planning Nuts & Bolts	NCALC
J Ashby	02/11/23	Off to a flying start	NCALC
J Hodgson	22/11/23	Hard to reach communities	Scribe webinar
J Hodgson	14/12/23	ChatGPT webinar	Scribe
J Hodgson	15/01/24	Tackling Toxic Behaviour	Worknest (NALC)
J Hodgson	25/01/24	Q& A	ICCM webinar
J Hodgson	09.02.24	Equality, diversity and inclusion for councils	NCALC
J Hodgson	21.02.24	Community Engagement Summit	SLCC

## Appendix C

### Annual Policy Review Summary

#### Policies reviewed in the year ending 31<sup>st</sup> March 2024

Code of Conduct Policy	Complaints Policy	Data Breach
Data Protection Policy Regulations	Data Subject Access Request	Financial
FOI Model Scheme Notice	FOI Supplementary Policy	General Privacy
News Media Policy	Privacy Policy	Social Media
Policy		
Standing Orders		
Green Strategy		

#### Policies referred to the Staffing Committee & readopted by full Council

- Pension Policy – with amendments identified
- Privacy Notice for Staff & Role Holders (GDPR) – no amendments
- Homeworking Policy – no amendments



- Lone Worker Policy – no amendments
- Recruitment Policy – no amendments

### **New Policies in the year ending 31<sup>st</sup> March 2024**

Financial Reserves Policy  
Metal Detecting Policy  
Planning Pre-application discussion protocol

### **Policies to be reviewed in the Year ending 31<sup>st</sup> March 2025**

#### Annually reviewed policies

Code of Conduct Policy	Complaints Policy	Data Breach
Data Protection Policy Scheme	Financial Regulations	FOI Model
FOI Supplementary Policy	General Privacy Notice	News Media
Privacy Policy	Recruitment Policy	Social Media
Standing Orders		

#### Other policies requiring review in the civic year

Accident Reporting	Charter of Expectations for Councillors	
Co-option Policy	Communication Policies x 7	Data Subject
Access Request		
Document Retention Policy	Information Security Asset Inventory	
Information Security Policy	Developer Pre-application protocol	Grant Awarding
Policy		
Internet Banking Policy	Member Allowances Policy	Pension
Discretions Policy		
Pension Fund Data Protection Policy		Personnel Policies
x 6		
Recording/Filming Meetings Policy	Recording Decisions Made By Officers	
Training Statement of Intent	Vexatious Complaints Policy	

Other policy reviews may be required necessitated by changes to legislation, regulations or new guidance from NALC.

### List of correspondence 12<sup>th</sup> January 2024 to 14<sup>th</sup> March 2024

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: NNC Update from the Leader of the Council #67 (circulated to councillors)
2. Email: Rushden TC Mayor's Civic Valentine's Dinner - Saturday 17th February 2024
3. Email: Equality, diversity and inclusion for councils 9 February 2024 10:00-11:00 (circulated to councillors)
4. Email: Permission for Chains - Ceremony of Remembrance at Stanwick Lakes
5. Email: NNC Update from the Leader of the Council #68 (circulated to councillors)
6. Email: January updates: News from Dartmoor | Our campaigning works! (circulated to councillors)
7. Email: NCALC Friday mini eUpdate - 26/01/24 (circulated to councillors)
8. Email: NACRE Friendship Visits and Warm Packs
9. Email: Have your say on North Northamptonshire Council All Age Carers Strategy 2024-2029
10. Email: North Northamptonshire Council LAP Briefing (circulated to councillors)
11. Email: Rushden TC Mayor's Music Night with 'Rock Choir' - Saturday 20th April 2024
12. Email: NCALC Friday mini eUpdate - 09/02/24 (circulated to councillors)
13. Email: NNC Update from the Leader of the Council #69 (circulated to councillors)
14. Email: NACRE Important Update: Martyn's Law Consultation & Webinars - Home Office
15. Email: NACRE e-bulletin - February 2024 (circulated to councillors)
16. Email: Parish Councillor Network Event - 13th March 2024 (10:30 - 12:30) (circulated to councillors)
17. Email: The Open Spaces Society: Spring 2024 Open Space magazine (circulated to councillors) .
18. Email: Have your say on two strategies: North Northamptonshire Urban Green Space Strategy and Homelessness and Rough Sleeping Strategy (circulated to councillors)
19. Email: NACRE Open Board - Wednesday 6th March 2023 (10:00 - 11:15) (circulated to councillors)
20. Email: NCALC Friday mini eUpdate - 23/02/24 (circulated to councillors)
21. Email: NNC Update from the Leader of the Council #70 (circulated to councillors)
22. Email: The next 6-weekly meeting with the Police, Fire and Crime Commissioner. Monday 4th March at 6pm. (circulated to councillors)
23. Email: Northants CALC Training - Cemetery Management and Compliance
24. Email: NACRE - Parish Councillor Network Event - 13th March 2024 - Rural Housing Enabler Programme (circulated to councillors)
25. Email: Open Spaces Society February updates: Path-block shock (circulated to councillors)
26. Email: NCALC Friday mini eUpdate - 01/03/24 (circulated to councillors)
27. Email: NNC Information Sessions - Kier Transportation (circulated to councillors)
28. Email: Corby Town Council Mayors Ball Friday 3rd May 2024
29. Email: NCALC Friday mini eUpdate - 08/03/24 (circulated to councillors)
30. Email: Northants CALC Training Newsletter - March 2024 (circulated to councillors)
31. Email: Library Drop In Session - Wellingborough Library 10am to 3pm Tuesday 19th March
32. Email: CPRE Spring Budget, hedgerow protections and more from the week (circulated to councillors)
33. Email: NNC Update from the Leader of the Council #71 (circulated to councillors)
34. Email: NACRE Village Halls Week Networking Event
35. Email: NACRE Northamptonshire ACRE Members Ebulletin (circulated to councillors)

End