STANWICK PARISH COUNCIL

Chairman: Councillor Mark Taylor
Clerk to the Council: Ms J. L. Hodgson

MINUTES of COUNCIL MEETING

Date:	15th May 2025	
Venue:	Committee Room, Village Hall, Stanwick	
Time:	7.15 p.m.	
Present:	Councillors:-	M Taylor in the chair
		J Ashby
		G Banks
		B Johnson
		S Kitchener
		G Konstantinidis
	Clerk to the Council	J Hodgson
	NNC Councillor	H Howell
	Members of the Public	0

25.1 ELECTION OF THE CHAIRMAN FOR THE CIVIC YEAR

After proposal and voting, it was

RESOLVED

That Councillor Mark Taylor be elected as Parish Council Chairman for the civic year 2025-2026.

Councillor Taylor read out the Declaration of Office and signed the declaration.

25.2 DECLARATIONS OF ACCEPTANCE OF OFFICE AS COUNCILLOR

It was noted that declarations had been received from the six councillors present. It was agreed that the seventh councillor could complete the declaration before attending a meeting.

25.3 RETURN OF ELECTION EXPENSES

It was noted that all councillors should return the form to North Northants Council, including 'nil' returns.

25.4 REGISTER OF MEMBER'S INTERESTS

Councillors were reminded to complete the online form on the North Northants Council website within 28 days of taking office.

25.5 REGISTER OF INTERESTS

Councillors were reminded that it is their responsibility to ensure their register entries are kept up to date.

25.6 ELECTION OF VICE CHAIRMAN

After proposal and voting, it was

RESOLVED

That Councillor Susan Kitchener be elected as Parish Council Vice Chairman for the civic year 2025-26.

25.7 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Paterson. It was proposed and

RESOLVED

That the reasons for absence be approved.

Apologies were also received form NNC Councillors E Wright and K Harrison.

25.8 DECLARATION OF INTEREST

There were no declarations made.

25.9 MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 20th March 2025 be approved as a correct record and signed by the Chairman.

25.10 COUNCILLOR CODE OF CONDUCT

The Councillor Code of Conduct was reviewed, the seven principle of public life acknowledged and the Civility & Respect Pledge was acknowledged. The Parish Council had signed Civility and Respect Pledge in February 2023. The Chairman signed the Pledge to reaffirm the Council's commitment

25.11 COUNCILLOR DEVELOPMENT TRAINING MATRIX

Councillors were reminded of the NCALC training matrix. Each Councillor has a personal allowance in the annual budget £140 per councillor that allows for Foundation Stage courses plus other training. Cllr Johnson requested to take the Rights of Way course. Cllrs Banks and Johnson are booked on to two of the Foundation stage courses.

25.12 ANNUAL REVIEW OF DELEGATION OF POWERS TO THE CLERK

In accordance with Standing Order 5.j.v. the Council reviewed the 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 and the Standing Orders. The Clerk has delegated authority to make adjustments to financial arrangements and to transfer money between the bank accounts but not to sign cheques or authorise BACS payments.

With regard to the cemetery, the Clerk has delegated authority under Local Government Act 1972 s101 to determine the application of the residency rule on whether a resident or non-resident fee should be applied. (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 in accordance the Council's Code of Conduct.

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.

The Clerk's job description as overseen by the Staffing Committee details the extent of the role.

25.13 APPOINTMENT OF COMMITTEES

a. Staffing Committee and Events Committee

It was proposed and

RESOLVED

That the Staffing Committee and Events Committee be continued.

b. Members of the Staffing Committee and Events Committee

It was proposed and

RESOLVED

That the Staffing Committee be appointed with Cllr Kitchener, Cllr Konstantinidis and Cllr Ashby as members. Cllr Johnson is appointed as the first alternate member.

That the Events Committee be appointed with Cllr Taylor, Cllr Banks and Cllr Ashby as members. Cllr Kitchener is appointed as the first alternate member.

c. Terms of Reference for the Staffing Committee and Events Committee

It was proposed and

RESOLVED

That the Terms of Reference for the Events Committee and the Staffing Committee be re-adopted without amendment.

d. Committee meeting dates

It was agreed that the date of the first Events Committee meeting be moved to 19th June 2025. The date of the first Staffing Committee Meeting will be set in due course.

e. Other committees

It was agreed that it was not necessary to establish any further committees at this time.

25.14 POLICIES THAT ARE REVIEWED ANNUALLY

It was proposed and

RESOLVED

That the following policies be readopted as indicated

Standing Orders (minor amendments required due to regulatory changes)
Financial Regulations (minor amendments required due to regulatory changes, plus addition of para 6.9) See Appendix A
Complaints procedure (no amendments required)
Freedom of Information Policies (Schedule of Information; Supplementary Policy) (no amendments required)
Data Protection Policies (Data Breach; Data Protection; General Privacy; Privacy) (no amendments required)
News Media Policy (no amendments required)
Social Media Policy (no amendments required)
Internet Banking Policy (no amendments required)

25.15 FREEDOM OF INFORMATION/DATA PROTECTION ACT REQUESTS

It was noted the number of data subject access requests and requests made under the Freedom of Information Act in the previous 12 months was zero.

25.16 REPRESENTATION ON OUTSIDE BODIES

It was proposed and

RESOLVED

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

That Councillor Kitchener be appointed to the Ringstead Quarry Liaison Group

That Councillor Johnson be appointed as the Police Liaison Representative.

25.17 ANNUAL REVIEW OF INVENTORY OF LAND AND ASSETS

It was agreed that the inventory of land and assets, as circulated with the agenda, was accurate.

25.18 INSURANCE COVER

The Parish Council had entered a three year undertaking with Clear Councils. However as Clear Councils have changed their underwriter from Aviva to Ecclesiastical Insurance Office plc.The change in underwriter means that the Council is released from its 3 year undertaking and can seek alternative providers. The 2024-2025 premium was £984.09. The budgeted sum for 2025-26 (premium plus 10%) is £1082.00 and the new premium would be £1,093.71.

Alternative quotes had been sought from Zurich plc and James Hallum Council Guard, both of which provided more expensive quotes.

It was proposed and

RESOLVED

That insurance with Clear Council's be renewed for the year 2025 to 2026 at a premium of £1093.71, to be paid prior to the renewal date.

25.19 INTERNAL AUDITOR FOR 2025-26 & THE DATA PROTECTION OFFICER

It was noted that the NCALC Internal Audit Service (IAS) Terms of Reference had been circulated to all members prior to the meeting. It was agreed that the IAS satisfied the requirements for independence and competence. It was noted that auditors provided by the IAS would be certified under the new PIALC accreditation. Principles of Internal Auditing Local Councils (PIALC) is an online sector specific learning course designed to establish a more regulated and standardised process for internal auditing within local councils. The course covers essential principles and guidelines to ensure effective and efficient internal audit practices. It was proposed and

RESOLVED

That the Parish Council would continue to engage Northants CALC Internal Audit Service and Data Protection Service for the year 2025-26 and pay fees when due.

25.20 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 (NCALC), Northamptonshire A.C.R.E, Open Spaces Society, the Society of Local Council Clerks (SLCC) and National Society of Allotments and Leisure Gardeners and CPRE should be continued and that the Clerk is authorised to pay the membership fees as renewal of membership becomes due.

25.21 EXPENDITURE UNDER LGA 1972 S. 137

It was noted the maximum permissible expenditure under Local Government Act 1972 section 137 for the year 2025-2026: £16,518.00 (£11.10 per elector). This limit, set by the Department

for Levelling Up, Housing and Communities, allows councils to spend a limited amount on purposes for which they lack specific statutory powers, subject to specific restrictions.

25.22 DATES, TIMES AND PLACE OF ORDINARY MEETINGS

It was agreed that the ordinary meetings of the full Council would be held on 17th July 2025, 18th Sept, 20th Nov, 15th Jan, 19th Mar, 21st May 2026, with the Annual Parish Meeting on 16th April 2026 at Stanwick Village Hall.

25.23 COUNCILLOR PORTFOLIOS

It was agreed that more information about how 'councillor portfolios' could operate would be circulated to all councillors'

25.24 BANKING ARRANGEMENTS

a. Changes to signatories

It is necessary to make changes following the May 2025 elections as Cllr Glanville-Hughes did not stand for re-election. It was proposed and

RESOLVED

Cllr Glanville-Hughes be removed for the mandate. Cllrs Ashby and Banks be added to the mandate with Unity Trust Bank.

b. Unity Trust Bank "Multipay card"

Further to Minute 24.208 d, it was noted that there was a £50.00 set up fee together with a monthly fee of £3.00 to operate the card. The card was not directly provided by Unity Trust Bank, rather by Lloyds and there have been reports for poor customer service with Lloyds. The terms show that additional fee may be charged if there is insufficient expenditure on the card.

Unity Trust Bank is looking to provide their own debit card but this is unlikely to be prior to 2026. It was proposed and

RESOLVED

That the Council will not proceed with an application for a multi pay card with Unity Trust Bank. As a short term measure they Clerk is permitted to use her personal card and claim back costs incurred. A secondary bank that can offer a debit card is to be sought as a matter of urgency.

c. Accounts at Nat West Bank

Further to Minute 24.208 c it was noted that the automated payments had been moved to Unity Trust Bank and the majority of the balance on the current and deposit accounts had been transferred. Notice has been given on the Liquidity Account. When this account has been closed, the current account will also be closed.

25.25 GENERAL POWER OF COMPETENCE

It was proposed and

RESOLVED

That as the Parish Council satisfies the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 SI 2012/965 it adopts the General Power of Competence.

25.26 PUBLIC SPEAKING TIME

There were no members of the public present.

25.27 REPORTS FROM NORTH NORTHANTS COUNCIL COUNCILLORS

NNC Councillor Howell gave an over view of the changes since the Unitary elections on 1st May 2025.

Cllr Howell left the meeting at 7.50pm

25.28 FINANCIAL MATTERS

a. Internal Control

i. Budget variance report and statement of accounts

The Budget Variance and Quarterly Variance Reports, together with the statement of accounts were noted.

ii. Report in relation to VAT

There was insufficient VAT paid to make a claim in March, so a combined claim for March and April 2025 was submitted in and received in May for £131.85..

iii. Report in relation to PAYE

It was noted that the year processes had been completed in HMRC Basic Tools and the new tax year commenced. The final payment to HMRC for the year ending 5th April 2025 has been made.

iv. Grants received or given

There have been no grant awarded or received since the last meeting.

v. Accident reports on council owned land

There have been no accidents reported since the last meeting.

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. Report from the Internal Control Councillor

It was reported that the monthly internal control check had been completed on 14th May 2025 and everything was satisfactory.

d. Internal Audit

The Annual Internal Audit Report and narrative report, dated 22nd April 2025, had been made available to all councillors and the content noted. It was proposed and

RESOLVED

That the Council accepts the reports.

e. Receipts and Payments Accounts and Supporting Statement 2024-25

The Accounts and Supporting Statement shown in Appendix C had been made available to all councillors. It was proposed and

RESOLVED

That the Annual Accounts and Supporting Statement for 2024-25 be approved and adopted.

f. Section 1 of the Annual Governance & Accounts Return 2024-25

The Annual Governance Statement was circulated to all councillors with explanatory notes with the agenda. It was noted that the Council's responsibilities had been satisfied during the year 2024/25 and duly Minuted. It was proposed and

RESOLVED

That the Chairman should complete and sign the Annual Governance Statement section 1.

g. Section 2 of the Annual Governance & Accounts Return 2024-25

It was proposed and

RESOLVED

That the Council accepts the Accounting Statements 2024-25 as presented by the Responsible Financial Officer and that the Chairman should sign the Accounting Statements on the Annual Governance & Accountability Return section 2.

h. Dates for the exercise of electors rights

It was noted that the period for the exercise of electors rights to inspect the accounts would be 3 June – 14 July 2025.

25.29 PLANNING MATTERS

a. Planning consultations

NE/25/00313/FUL First floor extension, new rooflights to southern roof plane. Location: 54 East Street

The initial appraisal sheet that forms Appendix D was noted. It was proposed and

RESOLVED

That the Parish Council has no objection to the application.

This decision is based on the assumption that the materials will be sympathetic to the existing structure and there will be no overlooking of the adjacent properties.

b. Planning decisions made by North Northamptonshire Council in respect of Stanwick

Table to show Planning Consent granted:

Planning reference number	Planning details and address of property that the application relates to
NE/24/01048/FUL	Detached garden/pool room. The Haybarn, Hall Farm, Higham Road
NE/25/00275/FUL	Partial conversion and extension to garage at 23 Cleburne Close

Table to show Planning Consent refused:

Planning reference number	Planning details and address of property that the application relates to
NE/25/00142/PDU	Conversion of part of agricultural barn to residential at Hillstone Farm, Higham Road
NE/25/00198/FUL	Replace house roof, add second floor dormers. Internal alterations to ground and first floor at 32 Raunds Road

25.30 MEETING/TRAINING REPORTS FROM COUNCILLORS

Cllr Taylor reported he had completed the NCALC course Finance for Councillors and was booked to take the course to complete the Foundation stage of training.

25.31 POLICIES

a. IT Policy

It was proposed and

RESOLVED

That an IT Policy as required by the Governance and Accountability for Smaller Authorities in England - Practitioners' Guide 2025 as circulated to all councillors was adopted with immediate effect. Appendix E refers.

25.32 COMMUNITY SAFETY

a. Current community safety issues

It was noted that the PCSO had made email contact and aims to have greater contact with the Council. A report has been emailed to him regarding antisocial behaviour at Stanwick Recreation ground by group of youths.

Report made to Highways England requesting the height of vegetation on the Stanwick roundabout be reduced to improve sight lines.

b. Community safety event 8th June 2025

It was agreed to postpone the Community Safety event planned for 8th June at the Village Hall. Minute 24.144c refers.

25.33 HIGHWAY MATTERS

a. Outstanding matters was noted.

Progress with outstanding matters was noted

25.34 GROUNDS MAINTENANCE

a. Contract performance log

The contract performance log was noted

b. Remedial action at the recreation ground play area

Further to Minute 24.132 the painting had been completed week ending 9th May 2025.

Further to Minute 24.208 j Mr Mission was due to complete his section of remedial works week ending 16th May.

It was agreed that a site inspection should be undertaken to assessment, what, if any further works were required.

c. Stanwick Bowls Club re use of the Community Pay Back Scheme

Further to Minute 24.171, a written report had been circulated to all councillors and the content was noted.

d. Junction of Chelveston Road and B633

It was noted that this T junction becomes a hazard every year due the height of weeds and grass. It is outside of the parish council's remit of county verges and it is the responsibility of Northants Highways. Northants Highways have advised: "this site is one of our "safety sites", subject to three cuts per season, the first of which is due tomorrow [9th May]. The next cut will be completed during June and the final cut in September (or sooner if growing conditions create visibility hazards). The mowing programme and frequency of mowing is agreed in collaboration with the Highways team at NNC.

If visibility issues arise between cuts please log it on Fix My Street as we'll make an assessment which may lead to us bringing cuts forward as required"

e. Pile of branches

It was noted that a resident had back hedge grow on the public open space at Cleburne Close Mallows Grange, resulting in a significant pile of branches that could be considered a fire hazard. It was proposed and

RESOLVED

That a letter to surrounding homes be distributed stating that residents should not be cutting back the vegetation. Arrangements should be instructed for the branches to be removed.

f. 'Butterfly Garden' at Stanwick Recreation Ground

Further to Minute 24.191 it was noted that the area had become overgrown. It was suggested that STEP could be asked if they would maintain the area. If this was not an option, Mr Mission could be instructed.

25.35 <u>ALLOTMENTS & COMMUNITY GARDEN</u>

a. Minutes of the Community Garden Meeting

The Minutes were noted.

b. Allotment rents

It was noted that all allotment rents due have been received

c. Rabbits

Further to Minute 24.177 b it was noted that rabbits continued to cause a nuisance at the allotment site. The legal adviser at the National Allotment Society had advised that "The main obligation on the council is to simply provide the allotment land itself. The council will have other obligations around matters like health and safety, equality, etc. therefore provided the council are trying to take reasonable steps to reduce the rabbits, you're not obligated to completely ensure the site is rabbit-free".

Government guidance on the control of rabbit numbers had been circulated to councillors.

It was agreed that any local efforts to control the rabbit population should be in accordance with legislation and be humane.

25.36 <u>STANWICK ROVERS FOOTBALL CLUB</u>

Further to Minute 24.210, the council had been provided with a list of committee members and notified of their intention to apply for a TENS licence for the junior tournament. The Council had been advised by email that it would not consider the issues raised by the Council until after its AGM in July. It was agreed that the Council was very disappointed in lack of urgency expressed by the Club Committee to the Councils points raised in March and as such, the Committee should be advised as soon as possible that the council was minded not to renew the annual use of the pitch agreement.

25.37 BANNER STRUCTURE FOR THE CHURCH WALL

Further to Minute 24.220d, the new incumbent has decided that the issue should be referred to the Diocese. A response from the Diocese is outstanding. It was agreed that this should be followed up.

25.38 FOUR YEAR PLAN 2025-2029

It was noted that the Council formed in 2021 created a Four Year Plan to guide its actions of the term of office. It was agreed that this should be examined in detail at the July meeting.

25.39 LIST OF CORRESPONDENCE

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

25.40 NEXT SCHEDULED MEETINGS

19th June 2025 Events Committee Meeting (19.00 to 20.00)
17th July 2025 Council meeting (19.15)
18th September 2025 Council meeting (19.15)
20th November 2025 Council meeting (19.15)
15th January 2026 Council meeting (19.15)
19th March 2026 Council meeting (19.15)
16th April 2026 Annual Parish Meeting (19.00 to 21.00)
21st May 2026 Annual Council Meeting (19.15)

Meeting closed 8.36 pm

Chairman

Minor policy amendments

Standing Order 18 amended to

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

   i. the keeping of accounting records and systems of internal controls;

   ii. the assessment and management of financial risks faced by the Council;

   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

   iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

   v. whether contracts with an estimated value below [£60,000] due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

   v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility

for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Standing Order 14 amended to

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

Model Financial Regulations, changes to Section 5:

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.11. Contracts must not be split to avoid compliance with these rules.

Following the recommendation of the Internal Auditor, the following clause is to be added to the Financial Regulations as

6.9 The Clerk shall have delegated authority to incur expenditure up to £1500.00 in any situation that the clerk deems to be an emergency and it will be detrimental to the Council should the expenditure not be incurred. Where possible, this will be discussed with the Chairman in advance but this is not mandatory. Such expenditure must be reported to members of the Council at the earliest opportunity and formally reported to the Council at a meeting.

Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
None	None	None

Table 2a : Schedule of electronic payments made between meetings

Payee and reason. Financial regulation 7.7 Payment set up by the Service Admin (Clerk)	Authorised by	Amount
D Holben – repairs to the church path	MT JP	£1150.00
Stanwick Village Hall Trust APM Hall rent	MT JP	£62.75
Stanwick Village Hall Trust APM Hall rent	MT JP	£38.50
Parish Online	MT JP	£115.40

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

Payee and reason Payment set up by the Service Admin (Clerk)	Amount	Authorised by
West Northants Council – refund of overpayment made in error	£405.38	MT JP
Northants CALC Annual Subs , IAS, DPO	£1193.98	MT JP
Northants CALC Training MT	£42.00	MT JP
Stanwick Village Hall – meeting room hire May 2025	£22.00	MT JP
A Bignell – refund of allotment deposit	£35.00	MT JP
Open Spaces Society – annual subscription	£45.00	MT JP
James Michel (Amandian Decorating) painting at recreation ground	£740.00	MT JP
J Hodgson VE day, printer paper, stationery	£44.33	MT JP

The above payments were approved at meeting 15/05/25 _____Chairman

Table 3: Payments made on the corporate debit card (Clerk only) Financial Regulation 9

Date	Payee and reason	Amount
27.03.25	Cash withdrawal for delivery of the newsletter	£40.00
04.04.25	Reg 123 (3 yearly domain renewal)	£75.53
04.04.25	Vista Print Banner (Here Today banner)	£32.49
24.04.25	Cleverbridge piriform (C Cleaner)	£39.95
24.04.25	ASDA APM refreshments	£9.79
29.04.25	Yu Energy Mar 2025 DDM failed due to bank switch	£8.02
29.04.25	Yu Energy Mar 2025 DDM failed due to bank switch	£29.77

Table 4: For information (Financial Regulation 6.8 & 7.9) automated payments

Date	Method	Payee and reason	Amount
25.03.25	DDM	Flotek (Phone & Broadband)	£60.00
31.03.25	DDM	Agilico – printing costs	£60.95
31.03.25		Unity Trust Bank Monthly Service Charge	£6.00
03.04.25	STD	Stanwick Village Hall Trust – office rent	£240.00
04.04.25	STD	Unity Trust (transfer of funds)	£15000.00
09.04.25	STD	Northamptonshire Pension Fund	£635.06
17.04.25	DDM	Wave – water rates	£5.00
25.04.25	DDM	Flotek (Phone & Broadband)	£63.60
30.04.25	DDM	Agilico – printing costs	£6.92

Date	Method	Payee and reason	Amount
30.04.25		Unity Trust Bank Monthly Service Charge	£6.00
02.05.25	STD	Stanwick Village Hall Trust Office rent	£240.00
09.05.25	STD	Northamptonshire Pension Fund	£613.32
09.05.25	DDM	Yu Energy April 2025	£26.56
09.05.25	DDM	Yu Energy April 2025	£7.77

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
Various	Allotment rents	£754.00
11.04.25	Regency Horse & Carriage Masters (Ashes)	£185.00
16.04.25	NNC Finance (Empowerment funding)	£500.00
22.04.25	NNC Finance (precept)	£88160.00
23.04.25	L Lane Xmas fayre stall	10.00
23.04.25	Stanwick Race Group printing invoice	39.90
28.04.25	P Angus B4 ashes	185.00
30.04.25	C Hilbourne Xmas fayre stall	10.00
09.05.25	HMRC VAT reclaim	£131.85
14.05.25	Blenkharn Monumental Masons 702	£230.00

Note: *The General Power of Competence adopted 20th May 2021 and renewed 15th May 2025*

Receipts and Payments for the year ended 31 March 2025

2023/2024	Income			2024/2025
£				£
81545.00	Precept			**85600.00**
405.38	Agency Services		810.76	
5820.00	Cemetery Fees		4620.00	
40.00	Bowls Club		40.00	
140.00	Stanwick Rovers		140.00	
290.00	Miscellaneous		42.00	
886.05	Allotment fees/deposits		870.00	
1561.67	Interest		3547.64	
5693.76	VAT (recovered)		5945.83	
	Christmas fayre (new line)		140.00	
0.00	Grants received		2500.00	
	Total other receipts			**18656.23**
96381.86	**Total Income**			**104256.23**
	Expenditure			
£				£
31645.25	Staff costs			**34384.30**
4330.13	Loan payments			**4265.86**
8244.56	General Administration:		7833.29	
	Admin costs	5828.75		
	Training	114.50		
	Subscriptions	1100.52		
	Room Hire (Meetings)	311.75		
	Utilities	477.77		
	Election Fund	0.00		
931.79	Insurance		984.09	
0.00	Section 137		0.00	
24709.74	Grounds maintenance		19529.62	
2019.30	Repairs & Renewals		5928.98	
3527.30	Miscellaneous:		2182.64	
	Poppy Appeal	40.00		
	Grants/Sponsorship	900.00		
	Other	58.57		
	Christmas Fayre	208.33		
	Church flood light power	975.74		
600.00	Leisure grants		800.00	
320.14	Allotments		163.70	
39.00	Projects		0.00	
5686.01	VAT (incurred)		5679.17	
	Total other payments			**43101.49**
82053.22	**Total Expenditure**			**81751.65**
	Surplus			**22504.58**

Stanwick Parish Council - Supporting Statement for accounts for the year 2024/2025

Assets

At 31st March 2025 the following assets were held:

Land	
Cemetery	1.00
Recreation Ground	1.00
Amenity Area, Spencer Parade	2.00
Mallows Grange	10000.00
Parish Fields	75000.00
	85004.00
Street furniture	
10 Seats	325.00
4 Bus shelters	1264.00
6 Litter bins	44.00
3 Dog waste receptacles	3.00
2 Welcome to Stanwick signs	1480.00
Village Sign (Spencer Parade)	1.00
Jubilee Map (Spencer Parade)	999.00
Speed Indication Device (mobile)	3035.00
Planters x 4 (Spencer Parade)	1490.40
Outdoor notice board (on village hall)	955.00
Street lamps x 5	2003.00
Flagpole	393.00
Cemetery Notice Board	601.00
	12593.40
Recreation Ground	
Play equipment at the recreation ground	50000.00
NeXus play equipment	9950.00
Adult fitness equipment	10000.00
	69950.00
Office Equipment	
Furniture and fittings	1036.37
Lap top & software (2014 purchase)	615.45
Laptop (2022 purchase)	524.25
PA System	143.83
Projector & screen	620.83
Display boards x 10	857.60
	3798.33
General contents/Civic regalia	
Chairman's Chain of Office	1185.00

Community Garden	
Poly tunnel	946.67
Notice boards	2258.00
Tools	1706.00
Storage container	1795.00
Early years play tractor	2900
Seating	1303.00
	10908.67
Total value	182254.40

Value of assets stated according to acquisition values recorded in the Asset Register in accordance with proper practices. Insurance values will differ.

Borrowings

At the close of business on 31st March, the following loans to the Council were outstanding:

Public Works Loan Board (Parish Fields)	£53561.25	Final payment date 13/07/2059
Public Works Loan Board (Recreation Ground)	£1011.55	Final payment date 13/07/2027

Leases

At the year end the following leases were in operation:

Lessee	Purpose	Annual Rent	Year of expiry
Stanwick Rovers Football Club New lease from 2021 Lease review 1st July 2021 and every fifth anniversary of that date	Land for changing rooms	£1.00 per year	2051 (30 year lease)
Stanwick Bowls Club (new 2022)	Land for bowling green & club house	£40.00	2052
East Midland Electricity	Land on The Avenue for substation	£10.00. Paid as a commuted sum in 1999. Lease arranged by Raunds Town Council	2041

The Council leases a room for office space in Stanwick Village Hall on an annual lease to be the Parish Office.

Debts Outstanding

At the year-end there were no debts outstanding.

Capital Reserves

Capital Reserves are used to hold funds for specific capital projects. As the account attracts an interest rate, this account is also used to hold General Reserves that are not required for immediate access.

Reserve balances at 31st March 2025:

Green Projects Fund	£4,065.00
Cemetery Extension Fund	£52,598.00
Headstone Levy	£1,620.00
Playground Fund	£2000.00
Election Fund	£2,500.00
Parish Fields	£2,007.96
Church major fund	£8000.00
Office equipment renewal	£250.00
Cemetery future works	£1,000.00
General Reserve	£7822.23
Fencing Fund	500.00
	£82363.19

Tenancies

The Council does not hold a tenancy on any property.

The Council issued tenancies on 26 allotments in 2015. A re-design of the site layout increased the number of individual plots by 3 to make a total of 29 plots. Total allotment area remains the same. As at 31st March 2025, all plots were let.

Agreements

The Parish Council has entered into the following Agreements:

Management Agreement for Stanwick Pocket Park. Stanwick Pocket Park Group have a 25 year management agreement for the site until 2037.

Agreement to permit Stanwick Races Group to site a storage container at Parish Fields. Ten year agreement commenced February 2016 for ten years. A commuted sum for rent was paid in February 2016.

A user agreement between the Parish Council and the Community Garden Group was entered into in April 2016 for ten years. A commuted sum for the rent was paid in April 2016.

S.137 Payments

None. Note: General Power of Competence adopted 19th November 2015 and renewed 20th May 2021.

Agency work

During the year the Council undertook the following Agency work on behalf of other authorities:

For North Northants Council	Maintenance of grass verges	£405.38

This sum was received on 14th November 2024 from North Northamptonshire Council

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year: None

Race Relations (Amendment) Act 2000

In recognition of the Parish Council's responsibility under the Employers Duty of the Race Relations (Amendment) Act 2000 the Parish Council publishes the fact that the Council has one employee of White – British origin.

Appendix D

Stanwick Parish Council

Planning Application initial assessment sheet

Ref number	NE/25/00313/FUL
Proposal	First floor extension, new rooflights to southern roof plane
Site address	54 East Street

Date of SPC meeting:

If relevant	
Planning Policy references	East Northants Council Householder Extensions Supplementary Planning Document (adopted June 2020): • How an extension fits in with the character of its surroundings • Impact on the amenity of adjacent properties. • Implications for off road parking provision at the property. • Whether sufficient outside amenity space will remain within the curtilage of the property when the works are in place. • If there are any important trees which are affected by the works.
Conformity to Stanwick Neighbourhood Plan. Available on our website to download and view.	N/A
Conformity to "Supplementary Planning Policy for Sustainability and Mitigating the Effects of Climate Change" of Stanwick Parish Council. Available on our website to download and view.	Footprint of the dwelling will not be increased.
Distance to SSSI/RAMSAR	N/A
Bio-diversity Net Gain (new build only)	N/A

Off road parking	It is not clear from the application details available what the extension is to be used for. If it is an additional bedroom, there may be requirements for additional offroad parking provision.

Appendix E

IT Policy

This policy should be read in conjunction the suite of Communications policies that give more detailed guidance in some areas and the Information Security Policy.

1. Introduction

1.1 Stanwick Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

1.2 This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

2.1 This policy applies to all individuals who use Stanwick Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

2.3 Stanwick Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

4.1 Where possible, authorised devices, software, and applications will be provided by Stanwick Parish Council for work-related tasks.

4.5 Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

5.1 All sensitive and confidential Stanwick Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

6.1 Stanwick Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

7.1 Email accounts provided by Stanwick Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

7.2 Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

8.1 Stanwick Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

9.1 Mobile devices, should they be provided by Stanwick Parish Council, should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

10.1 Stanwick Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

11.1 Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

12.1 All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

13.1 Stanwick Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

14.1 Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

15.1 This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

16.1 For IT-related enquiries or assistance, users can contact Jenny Hodgson (Clerk to the Council).

16.2 All staff and councillors are responsible for the safety and security of Stanwick Parish Council's IT and email systems. By adhering to this IT and Email Policy, Stanwick Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Version	Date adopted	Minute ref	Reviewed
1			

Appendix F

List of correspondence 13th March 2025 to 9th May 2025

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 - 21/03/25 (circulated to councillors)
2. Email: Open Spaces Society (OSS) March update (circulated to councillors)
3. Email: Northants CALC eUpdate - Mar/Apr 2025 (circulated to councillors)
4. Email: CPRE Friend, we want to ensure local voices are heard in the Planning Bill (circulated to councillors)
5. Email: NNC Update from the Leader of the Council #97 (circulated to councillors)
6. Email: NCALC Friday mini eUpdate - 04/04/25 (circulated to councillors)
7. Email: NEWS RELEASE: Pledge on police bases moving forward (circulated to councillors)
8. Email: Minerals & Waste training slides (circulated to councillors)
9. Email: NCALC Northants CALC Training Newsletter - Tuesday's Training Treat
10. Email: Friday mini eUpdate - 11/04/25 (circulated to councillors)
11. Email: Fire Service launches public consultation for CRMP and standards of response (circulated to councillors)
12. Email: Northants CALC Training Newsletter - Tuesday's Training Treat 15/04 (circulated to councillors)
13. Email: NCALC Thursday mini eUpdate - 17/04/25 (circulated to councillors)
14. Email: CPRE Friend, Act for your countryside this Earth Day (circulated to councillors)
15. Email: NNC Update from the Leader of the Council #98 (circulated to councillors)
16. Email: NCALC Unitary Councils (circulated to councillors)

17. Email: Friday mini eUpdate - 02/05/25 (circulated to councillors)
18. Email; Friend, help us to urge the government for more ambition on rooftop solar to save our countryside (circulated to councillors)
19. Email: Northants CALC Training Newsletter - May 2025 (circulated to councillors)

End