STANWICK PARISH COUNCIL

2025 Silver Jubilee Year

Chairman: Councillor Mark Taylor
Clerk to the Council: Ms J. L. Hodgson
www.stanwickparishcouncil.org.uk

MINUTES of COUNCIL MEETING

Date:	17th July 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
	Members of the Public	0

25.48 APOLOGIES FOR ABSENCE

Apologies were received from NNC Councillor Howell.

25.49 COUNCILLOR RESIGNATION

It was noted the resignation of Cllr Paterson, for family reasons, had been received. This creates a Council vacancy. The formal process to call for a poll is due to end 17th July 2025. If a poll is not called, the Council will be able to co-opt to fill the vacancy in accordance with Parish Council policies.

25.50 MINUTES

It was proposed and

RESOLVED

That the Minutes of the Meeting held 19th June 2025 be approved as a correct record and signed by the Chairman.

25.51 DECLARATION OF INTEREST

Cllr Kitchener declared a DPI in agenda item 25.58 d.

25.52 PUBLIC SPEAKING TIME

There were no members of the public present.

25.53 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

NNC Councillor Wright introduced herself and outlined the challenges she was facing as the Cabinet member for Children, Education and Families.

25.54 STANWICK ROVERS FOOTBALL CLUB

Further to Minute 25.36 the communications with members of the Club's committee this year were reviewed. Cllr Taylor had attended the Clubs AGM on 7th July and gave a verbal report on that meeting.

It was agreed that as a matter of urgency, the Club be required to provide the Council with details of committee members following the AGM, together with copies of their governing documents. It was proposed and

RESOLVED

That until the Club has provided satisfactory evidence that it is operating within the required standards by the Football Association, the Council is unable to renew the hire agreement for use of the recreation ground for the 2025-26 season. The Clerk has delegated authority under S101 Local Government Act 1972 to determine if the 2025-26 hire agreement can be issued.

25.55 FOUR YEAR PLAN

a. Draft Four Year Plan 2025-2029

It was agreed that the format of the draft Strategic Plan should be used and that the accompanying companion document should be revised to meet the 2025-29 Four Year Plan. It is expected that these documents will be presented for adoption at the September meeting.

b. Legacy Projects

Legacy Projects initiated by the previous Council were reviewed. Legacy Projects are projects that will make a long term change and long term benefits to the parish of Stanwick. These projects will tie in with the Council's strategic plan. By their very nature, legacy projects require funding, either through existing Earmarked reserves, securing a grant or via the precept (local tax).

Existing projects: Environmental improvements at Stanwick Cemetery; Expansion of Stanwick Cemetery; Environmental enhancements at Mallows Grange; Improvements at Stanwick Recreation Ground and Heritage Project

It was proposed and

RESOLVED

That all of these projects be carried forward.

25.56 CLIMATE & NATURE CHAMPION

Northants CALC has launched a Climate & Nature Champion Scheme. The Climate and Nature (CAN) Champion will act as the council's key point of contact and advocate for environmental sustainability, biodiversity, and climate resilience. This voluntary role supports the council in identifying, promoting, and coordinating local action on climate and nature. The CAN Champion Scheme will drive the dissemination of guidance, the sharing of good practice, and the identification of challenges and solutions to those challenges.

It was agreed to defer this appointment until the council vacancy is filled.

25.57 COUNCILLOR PORTFOLIOS AND GROUP LIAISONS

A written report had been made available to all councillors outlining the potential benefits of councillor portfolios and group liaisons roles following Minute 25.23.

It was agreed that the it would not be viable to assign portfolios and liaisons posts to individual councillors as it would not be appropriate for a council of Stanwick's size as there are too many groups and only 7 councillors.

It was agreed that community groups be asked to provide details of their key committee post holders and their AGM dates. The Council will aim to send a representative to group AGMs where possible.

25.58 FINANCIAL MATTERS

a. Internal Control

i. Financial reports

It was noted that reporting for this section of the meeting had been amended to reflect the guidance provided in the Smaller Authorities' Audit Appointments (SAAA) Practitioners Guide 2025.

The Budget Variance and Quarterly Variance Reports, together with the bank reconciliation covering all accounts were presented on the website for all to view. It was proposed and

RESOLVED

That the financial statements are approved by the Council as a correct record.

It was noted that the Nat West Liquidity Account that had required 95 days' notice prior to closure. This was initiated on 16th April 2025 at the end of the notice period the funds will be transferred to the Nat West current account, at which point the funds will be moved to Unity Trust Bank by the Clerk and the accounts at Nat West closed. The Clerk has delegated authority to confirm the most advantageous time to move the Nat West funds to ensure the Council does not incur unnecessary banking fees.

The Council is now in a position to examine the Financial Service Compensation Scheme Risks (FSCS) and to maximise investment return opportunities. Enquiries are to made for suitable products.

Outstanding invoices requiring payment to the Council:

Invoice reference	Debtor	Purpose	Amount	Date invoice issued	Date payment due
INV 87	Bowls Club	Annual rent	40.00	02/07/25	01/08/25
INV 88	Bowls Club	Printing	£5.85	02/07/25	01/08/25

Note, paid invoices are not reported in this section. Refer to table of receipts in Appendix A.

Value of long-term investment held i.e. funds not held in instant or notice bank accounts or other short term investments – zero.

ii. Report in relation to VAT

It was noted that VAT claims for May and June, £129.51 and £1057.23 respectively, have been received.

iii. Report in relation to PAYE

It was noted that proper processes were being followed and the first quarter payment made to HMRC.

iv. Grants received or given

There was no report to give.

v. Fixed Asset Register

Further to updated guidance contained in the SAAA Practitioners Guide 2025, it was proposed and

RESOLVED

That the changes to the presentation of the Fixed Asset Register be approved. It was agreed that the rationale for an item to be included on the Asset Register is for an item to be the potential subject of an insurance claim and that general consumables are not included as fixed assets

vi. Incident reports on council owned land

No reports had been received of injuries on parish council land.

b. Schedule of payments

It was proposed and

RESOLVED

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

c. Report from the Internal Control Councillor

It was reported that Cllr Kitchener had completed the internal control check on 2nd July and all was found to be satisfactory.

d. Grant application from Stanwick Village Hall

Councillor Kitchener took no part in the discussion or voting on this item.

A grant application from Stanwick Village Hall towards replacement blinds to the main hall for £300.00 was considered. It was proposed and

RESOLVED

That subject to Northants CALC confirming that there was not a conflict of interest by the Council providing a grant whilst being a tenant of the Village Hall Trust, the Council would award a grant of £300.00. The Clerk has delegated authority under s101 Local Government Act 1972 to finalise the awarding of the grant.

Annual budget of £1800.00 is set for grants in the current financial year. There will be £1500.00 remaining if this grant is awarded.

e. Grant application from Stanwick Pre-school

A grant application from Stanwick Pre-school towards replacement manager's laptop for £300.00 was considered. It was noted that the Pre-school is a registered charity and a significant asset to Stanwick. It was proposed and

RESOLVED

That a grant of £300 be awarded towards the purchase of a laptop.

Annual budget of £1800.00 is set for grants in the current financial year. There will be £1200.00 remaining if this grant is awarded together with the grant under 25.58 f

f. Metro Bank

Further to Minute 25.41, it was proposed and

RESOLVED

That the Council would not proceed with Metro Bank as the bank had previously provided incorrect information and it could not provide a product that met the Council's needs.

g. Bank Signatories

It was proposed and

RESOLVED

That Councillor Paterson be removed as a signatory from the bank accounts.

h. Unity Trust Bank accounts

Further to Minute 25.24 a, it was noted that the changes had been completed.

i. Recreation Ground Litter Bins

A written report re the condition of the litter bins at the recreation ground, including replacement costs, had been circulated to all councillors prior to the meeting. It was proposed and

RESOLVED

That the broken bin lid be replaced, the replacement oil drum convertor purchased from Melba Swintex at a cost of £113.00 and the rusted litter bins be painted to help preserve the structure. Mr Mission is to be instructed to undertake this work.

j. Inspection of Council outdoor assets

It was agreed to make arrangements to inspect Council outdoor assets, for the purposes identifying an remedial works and/or potential improvements and associated budgetary implications (to inform the budget setting process) via email.

Areas known to require attention include: bollards at recreation car park

25.59 PLANNING MATTERS

a. Planning consultations

NE/25/00634/TPO T1; Lime - 20%/4- 5m reduction. Replace historic brace with 8 tonne system. Location: 33 Hill House Gardens

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

RESOLVED

That the Council will not make a comment and will rely on the tree officers opinion.

b. Planning decisions made by North Northamptonshire Council

Table to show Planning Consent granted:

Planning reference number	**Planning details and address of property that the application relates to**
NE/25/00313/FUL	First floor extension, new rooflights to southern roof plane at 54 East Street

c. Planning Appeal

It was noted Planning Appeal **APP/M2840/W/25/3367852** (App. Ref. **NE/25/00142/PDU)** Conversion of part of agricultural barn to residential. Hillstone Farm Higham Road had been received. It was agreed that the Council had no new information to submit.

25.60 COMMUNITY SAFETY EVENT 6th SEPTEMBER 2025

The plans in place were reviewed. It was agreed that it was important to generate public attendance. It was proposed and

RESOLVED

That the clerk has delegated authority under s101 of the Local Government Act 1972 to make publicity arrangements and incur expenditure as she deems appropriate.

25.61 PROPOSED BANNER STRUCTURE AT ST LAURENCE CHURCH

Further to Minute 25.37 correspondence from the Diocese was considered. It was proposed and

RESOLVED

That the Council was very disappointed at the Diocese response and the content of their response. The Council will cease to pursue this opportunity. The Council will consider prohibiting any banners placed on the church wall as the Parish Council bears the financial burden of the wall's maintenance and up keep.

The Council will seek to erect the banner structure on the Spencer Parade gardens. It was noted that the Parish Council owns this land.

25.62 MEETING/TRAINING REPORTS FROM COUNCILLORS

Councillor Taylor reported that he had completed the Foundation stage of the NCALC Councillor Development Framework and has applied for his certificate.

Councillors Banks and Johnson have completed their Code of Conduct in Practice course.

25.63 EXTERNAL ACCOLADE OPPORTUNITIES

Further to Minute 24.216 it was noted that the nomination of Richard Cade for the Rose of Northamptonshire was successful. It was agreed that it would be positive for Stanwick for individuals and groups be nominated for appropriate recognition and awards. It was agreed to create a list of 'worthy' individuals and groups and the Council would seek nomination opportunities.

25.64 MINUTES OF COMMITTEES

a. Events Committee Meetings

The Minutes were noted.

25.65 COMMUNITY SAFETY

a. Current community safety issues

High Street at the junction with Hillstone Court was raised as a concern as vehicles approached the blind bend too fast. Northants Highways have previously stated that there was no action they could take with that regard.

b. Speed Indication Device (SID)

It was noted that the Westcotec SID was over ten years old and was unreliable. It was agreed that alternative devices should be investigated with a view to seeking grant funding.

25.66 GROUNDS MAINTENANCE

a. Update on invasive species action

Further to Minute 24.220 e, Highways England have accepted responsibility of the land where the Japanese Knotweed is growing (Cotton Lane, Public Right of Way PH8) and had agreed to take action.

b. Contract performance log

Recent issues were noted.

c. Children's play area

A report outlining the action taken following the 2024 independent inspection report was considered. It was noted that the majority of the 2024 findings had been completed. It was noted that two specialist quotes were required. It was proposed and

RESOLVED

That the main play area sign would not be replaced and that the uneven surfaces would not be made up as it was grassed area and such wear was to be expected.

It was agreed that the wear on all shackles/bushes/chains etc be examined on a councillor inspection to inform members whether a program to replace all items was required as part of the 2026-27 budget.

25.67 HIGHWAYS MATTERS

a. Matters arising

The North Northants Highways Community Liaison Officer (CLO) had been asked for an update on 6th June and 15th July. An email response advised that the CLO had changed.

The CLO has requested that the bollards are one of the first scheme to be completed this financial year.

The CLO advised that 'Stanwick, please drive carefully' signs for Higham Road and Chelveston Road were very low on the departments list. The Clerk as requested costs to determine if the project could be expediated.

There should be a formal consultation of the proposed changes to the double yellow lines in the autumn.

The directional sign for the recreation ground has not been ordered.

It was Northants Highways would not proceed with reducing the speed limit on Chelveston Road from 60mph to 40mph, between the 30mph sign to the B663. For a 40mph road, the

guidance recommends to include frontage development along one side, or intermittent development at various points along one or both sides of the road, but Chelveston Road is simply a rural road fronted by fields with nothing to tell a driver why it would be treated differently to other rural roads. Therefore unfortunately the Panel did not feel able to support this requested lower limit as it did not meet the set criteria in the guidance. It was agreed that the Council would not pursue this action.

It was the view of the CLO that the safety barrier on Spencer Parade, is unlikely to be feasible given the narrow path and it being directly adjacent to the vehicle access for Hawkes Technical. Anything that could be installed could be readily bypassed, which seems to defeat the object**.** The Parish Council does not agree with this assessment and will continue to lobby for a safety barrier.

Regarding the drainage on Public Right of Way PH11, officers had not been able to make contact with the land owner.

The Highways Area Manager has agreed to instruct work to cut down the shrubs of West Street that obscure the sight lines of people using the crossing point.

25.68 ALLOTMENTS

a. Minutes of the Community Garden Committee Meeting

The Minutes were noted.

b. Date for the annual councillor allotment site inspection

It was agreed to set a date via email. It was noted that the children's picnic bench was rotting.

25.69 PROPOSED ANNUAL "STANWICK" EVENT

It was noted that community member had made the suggestion for an annual event where various community group held events at a fixed point in the year to establish a regular event. This has been discussed at the Events Committee Meeting and the attendees were supportive of the idea. The proposal suggests a group made up of the interested groups are the organising party, separate to the council. It may be appropriate for the council to facilitate an initial meeting.

It was agreed that the Council supported the proposal in principle but the Council would not be directly involved and the Clerk would not be expected to have a direct involvement. Councillors as private individuals could be involved if they wished.

25.70 LIST OF CORRESPONDENCE

The lists that forms Appendix C was received. No other action is required

25.71 NEXT SCHEDULED MEETINGS

6th September 2025 Community Safety Event (1-4pm)
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 9.17 p.m.

Chairman

Appendix A

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
C Hilbourne – 2nd Xmas stall booking fee paid in error - refund	MT JA	£10.00
Steel Landscaping Co Ltd - cemetery tree guards	MT JA	£1920.00
Internal Transfer for cash flow (Instant Access to Current Acct)	JA MT	£10,000.00
D Holben Rec repairs & GM	JA MT	£420.00

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
Turney Landscapes Ltd June invoice	£2449.08	JA GB
Stanwick Village Hall Trust -meeting room hire	£22.00	JA GB

The above payments were approved at meeting 17/07/25
_____Chairman

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

Date	Payee and reason	Amount
None	None	None

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

Date	Method	Payee and reason	Amount
25.06.25	DDM	Flotek (Phone & Broadband)	£63.60
30.06.25	DDM	Agilico – printing costs	£120.94
30.06.25		Unity Trust Bank monthly charge	£6.00
03.07.25	STD	Stanwick Village Hall Trust – office rent	£240.00
09.07.25	STD	Northamptonshire Pension Fund	£635.06
09.07.25	DDM	Yu Energy June 2025 street lights	£24.90
09.07.25	DDM	Yu Energy June 2025 sensor regulator	£7.71
14.07.25	DDM	Public Works Loan Board (half yearly payment)	£2108.83
17.07.25	DDM	Wave – water rates	£5.00

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
18.06.25	D Fraser - Xmas stall x 1 Bethan Boutiques	£5.00
25.06.25	C Hilbourne Xmas	£10.00
26.06.25	St. Community Graden Xmas	£10.00
30.06.25	Interest	£729.38
03.07.25	HMRC Refund	£1057.23
04.07.25	Squirrels Xmas booking	£10.00
14.07.25	Village Hall photocopying invoice 89	£15.00
14.07.25	Pocket Park photocopying invoice 86	£14.20

Note: *The General Power of Competence adopted 15th May 2025*

Appendix B

Planning Application initial assessment sheet

Ref number	NE/25/00634/TPO
Proposal	Lime 20% 4-5m reduction, replace historic brace
Site address	33 Hill House Gardens

If relevant	
Planning Policy references	A TPO is an order made to protect certain trees which are important to a local area because of their intrinsic beauty, the special contribution they make to the landscape or street scene, or because of some other special quality, such as rarity or historic significance. A TPO may cover any type of tree including single, group, woodland or hedgerow trees but not hedges, bushes or shrubs. The order will specify the location and species covered and the properties affected. Anyone who intends to carry out work to a tree that is protected by a TPO must apply for, and receive, consent before carrying out the work. Stanwick does not have any conservation areas.
Conformity to Stanwick Neighbourhood Plan. Available on our website to download and view.	N/A Open Space Policy 4 does not provide for works on trees.
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.	N/A
Distance to SSSI/RAMSAR	N/A
Bio-diversity Net Gain (new build only)	N/A

Off road parking	N/A

Appendix C

List of correspondence 9th May 2025 to 9th June 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 - 09/05/25 (circulated to councillors)
2. Email: Notification of Mayor of Thrapston Town Council
3. Email: Rushden Town Council's Annual General Meeting & Mayor Making 2025 – 2026
4. Email: Northants CALC Training Newsletter - Tuesday's Training Treat (circulated to councillors)
5. Email: NCALC Friday mini eUpdate - 16/05/25 (circulated to councillors)
6. Email: CPRE Join our online Town Hall with Mary-Ann Ochota (circulated to councillors)
7. Email: NCALC Friday mini eUpdate - 23/05/25 (circulated to councillors)
8. Email: Newly appointed Mayor and Deputy Mayor Irthlingborough Town Council
9. Email: OSS Camping confirmed on Dartmoor's commons (circulated to councillors)
10. Email: Hello from Northampton Acre's newly appointed Rural Housing Enabler!
11. Email: Northants CALC eUpdate - May/Jun 2025 (circulated to councillors)
12. Email: Thrapston TC civic service
13. Email: Northants ACRE Events (circulated to councillors)
14. Email: **Save the Dates ** Mayor of Rushden Civic Events
15. Email: Northants CALC Training Newsletter - Tuesday's Training Treat
16. Email: Notification of essential maintenance works - A14 River Nene bridge joint replacement

List of correspondence 10th June 2025 to 3rd July 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.

	Method	Title	C'llors	Website	F'book
1	Email	**Save the Dates ** Mayor of Rushden Civic Events			
2	Email	Northants CALC Training Newsletter - Tuesday's Training Treat	X		
3	Email	Notification of essential maintenance works - A14 River Nene bridge joint replacement	X	X	X
4	Email	A positive vision for the future (Slow Ways)	X		X
5	Email	NCALC Friday mini eUpdate - 13/06/25	X		
6	Email	Northants CALC Training Newsletter - Tuesday's Training Treat (Village Greens)			

7	Email	LGPS Your employer newsletter is here essential updates inside!	Staffing Comm		
8	Email	NCALC Friday mini eUpdate - 20/06/25	X		
9	Email	Mayor's Afternoon Tea at Rushden Hall - Sunday 10th August 2025			
10	Email	NNC Help to shape alcohol support services through the Alcohol Needs Assessment			
11	Email	Northants CALC Training Newsletter - Tuesday's Training Treat	X		
12	Email	NCALC Friday mini eUpdate - 27/06/25	X		
13	Email	NNC Local Link newsletter - Issue 1 (June 2025)	X		
14	Email	Community Alert Message [#467397647]	X		X
15	Email	North Northamptonshire Council Neighbourhood Planning Update			
16	Email	Northants CALC Training Newsletter - July 2025	X		
17	Email	Northamptonshire Serious Violence Prevention Partnership Newsletter			
18	Email:	Mayor's Afternoon Tea and Tour of Rushden Hall - Sunday 10th August 2025			
19	Email	North Northamptonshire Council Residents' Satisfaction Survey 2025	X	X	X

End