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:	18th September 2025	
Venue:	Committee Room, Village Hall, Stanwick	
Time:	7.15 p.m.	
Present:	Councillors:-	M Taylor in the chair
		J Ashby
		G Banks
		S Glanville-Hughes
		B Johnson
		S Kitchener
	Clerk to the Council	J Hodgson
	Members of the Public	1

25.92 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Konstantinidis due to family commitments. It was proposed and

RESOLVED

That the reason for absence be approved.

Apologies were received from NNC Ward Councillors

25.93 MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 21st August 2025 as a correct record

25.94 DECLARATION OF INTEREST

Councillor Kitchener declared an other interest in agenda item 25.98.

25.95 PUBLIC SPEAKING TIME

A representative of Stanwick Bowls Club raised issued concerning the condition of the surface of Arris Lane.

25.96 NCALC CONFERENCE

Members of the Council were not available to be delegates for the NCALC Conference 4th October 2025.

25.97 CAN REPRESENTATIVE

It was proposed and

RESOLVED

That Councillor Glanville-Hughes be appointed as the CAN representative (Climate & Nature Champion, NCALC)

25.98 STANWICK BOWLS CLUB

Councillor Kitchener took no part in the discussion of this item. A letter from Stanwick Bowls Club regarding the surface condition of Arris Lane was circulated to all councillors prior to the meeting.

It was noted that is lane by default was owned by the Crown as there was no other owner. It was agreed that the Council did not want to open itself up to vicarious liability. It was agreed that advice should be sought from partner agencies as they must have had experience of a similar situation in other locations. It is known that Northants Highways would not be interested in adopting the lane as the expense of bringing it up to an adoptable standard would be prohibitive.

Note, Cadent had laid tarmac in a portion of the entrance.

25.99 NORTH NORTHAMPTONSHIRE COUNCILLORS

There no reports to give.

25.100 VOTING DECISIONS AT NORTH NORTHANTS COUNCIL

The voting decisions at North Northants Council 3rd Sept relating to the former East Northants Area were discussed and noted.

25.101 FINANCIAL MATTERS

a. Internal Control
   i. Financial reports including the annual automated payment review

The Budget Variance 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.

Outstanding invoices requiring payment to the Council – None. Note, paid invoices are not reported in this section.

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

Parish Council Financial Regulations require the Council to review its direct debit and standing order mandates on an annual basis.

Payments are made by direct debit to Wave for water supply at the cemetery (monthly); Yu Energy for the street lighting (monthly); Flotek for phone and broadband (monthly); North Northamptonshire Council (litter bin emptying, election costs etc) (as required); the Public Works Loan Board (twice a year); the Information Commissioners Office (annually) for data protection registration; Agilico for printing costs; Peac for printer hire.

Payments are made by Standing Order to the Local Government Pension Scheme (clerk) (monthly), Stanwick Village Hall Trust (office hire) (monthly) and the Clerk (salary) (monthly).

RESOLVED

That the Council is satisfied that these arrangements should continue.

It was noted that the electricity supplier for the five lamp columns, Yu Energy, had advised from 13/09/2025, all electricity consumption currently billed across the MPANs will be consolidated onto one MPAN: 1170000064168. The other account will be closed. This will changes to the way the unmetered electricity supply is billed. The terms and conditions of supply under the remaining MPAN will be unaffected by this change

ii. Report in relation to VAT

It was noted that VAT claims for July and August, £942.61 and £404.63 respectively, have been received.

iii. Report in relation to PAYE

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

iv. Grants received or given

Further to Minute 25.58 e a grant payment of £200.00 has been made to Stanwick Pre-school as this was the sum required to secure the purchase. The sum of up to £300.00 has been approved by Council.

v. Asset Register.

It was agreed that the steel tree guards should be added to the Asset Register. It was proposed and

RESOLVED

That the tree guards should be added to the insurance schedule upon installation.

vi. Incident reports on council owned land

There have been no reported accidents on Council owned land

b. Report from the Internal Control Councillor

It was reported that Cllr Kitchener had completed the internal control check on 17th September and all 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. Secondary bank account

Further to Minute 25.58 f and 25.41 it was reported that it was proving very difficult to find a bank account that would offer an account to the Parish Council without transaction fees and provided the services the council requires. It was proposed and

RESOLVED

The Nat West bank accounts should be utilised as a secondary bank account with consideration given to cost implications. The signatory arrangements should be reviewed and any necessary changes delayed by the expectation that the account would be closed, should now be activated.

e. Stanwick Rovers FC – annual hire fees

It was noted that each year the Council was required to review the annual pitch rent charged to Stanwick Rovers Football Club. In exchange for the fee they had exclusive use of the area as a football pitch and training area and undertook all grounds maintenance, marking out etc for that area. The fee for the 2025-26 season of £145.00 has been paid.

It was proposed and

RESOLVED

That the annual rent for the football pitch and training area be increased annually by the rate of inflation application as at 1st March each year, rounded up to the nearest £5.00. This would bring the process in line with how allotment and cemetery fees are calculated each year.

f. Desk chair in the Parish Office

It was proposed and

RESOLVED

That the clerk be allocated £150.00 to purchase a replacement desk chair for the parish office.

g. Fitness equipment

Further to Minute 25.82, it was note that the warranty claim to HAGS for the failed item of fitness equipment has been accepted. A replacement is being manufactured.

h. Projects and budget calculations

Members of the Council were asked to suggest projects or schemes that could be considered as part of the budget setting process for the year 2025-26.

Suggestions included a notice board Mallows Grange (to be situated in the Manningham Road open space); Safety barriers at the base of the path alongside Hawkes Technical as the Parish Council owned this path; funding for an additional speed indication device to provide wider parish coverage; picnic/leisure seating to replace items made of wood that were showing signs of deterioration; potential repairs to the Lych gate; a project to make the war memorial more accessible and bat boxes for the cemetery.

25.102 PLANNING MATTERS

a. Planning consultations**:** None

b. Planning decisions made by North Northamptonshire Council: None.

25.103 'SAFER IN STANWICK'

'Safer in Stanwick' event held on 5th September 2025 was reviewed. A report from the Clerk together with a report from the Local Area Partnership representative and feedback from participants had been circulated to all councillors. It was noted that all of the feedback was positive. It was agreed that an event be held each September, focussing on different themes on a cyclical basis.

25.104 'STANWICK DIARY DATES'

'Stanwick Diary Dates', printed and distributed by the Parish Council two to three times a year was reviewed. It was noted that a larger volunteer delivery team was being created as the initial delivery areas were large and onerous. At present there are 16 individuals or teams that have agreed to undertake deliveries but full coverage has not yet been achieved.

It was proposed and

RESOLVED

That the production of the Stanwick Diary Dates leaflet was a good use of public money and anecdotal evidence suggested it was having a positive impact on community cohesion and raising the Council's profile.

25.105 MEETING/TRAINING REPORTS

It was noted that Councillors Johnson, Ashby and Banks had completed further 'Foundation' level training courses and that Councillor Glanville-Hughes was booked in on the third course required as part of Foundation level.

25.106 CHRISTMAS FAYRE 30th NOVEMBER

It was noted that plans were underway. A nominated person is required to oversee the public during the switching on of the Christmas Lights.

A new Christmas banner is required.

25.107 BENCH

Further to Minute 25.86 it was noted that the member of the public had offered a donation to the Council.

The Council's preferred option is Glasdon benches (Jubilee Phoenix with arms) replacement of the bench at the junction of Villa Lane and High Street and at the junction of Newbridge Lane and Church Street. It was agreed that the Council should be included on the benches in some manner if possible.

25.108 FOUR YEAR PLAN/LEGACY PROJECTS

a. Pillar 1(1.2): Tree planting proposals and grants applications

It was proposed that grant applications be made to purchase 6 Poplar trees for the cemetery, 2 lime trees and 2 beech trees for the pocket park and trees such as holly, spindle, silver birch and crab apple for the Spencer Parade Garden.

It was noted that a degree of ground clearance and cutting back of old wood would be required at the Spencer Parade Garden. This cost would be met from the grounds maintenance and green budgets.

It was suggested that pupils from the Primary School and members of community groups could be involved in the planting.

It was proposed and

RESOLVED

That the Clerk has authority to proceed with this project and apply for grants.

b. Piller1 (1.3): 'Stanwick – Please drive carefully'

The signs for Chelveston Road and Higham Road had been an aspiration of the Four Year Plan 2021-2025 to help create a sense of 'place' but it had not been possible to progress the project with Northants Highways.

Northants Highways have advised that the cost, should the Parish Council agree to fund the project, would be £1500 to £2000 and there would be an expectation for the council to pay this up front with a 3-6 month lead time to the job completion.

It was proposed and

RESOLVED

That Council investigate costs to have village signs to match the existing signs present on West Street and Raunds Road.

It was noted that to have flower planters installed at Chelveston Road and Higham Road would necessitate an extension to the grounds maintenance arrangements as the volunteers of the Pocket Park Group should not be expected to maintain these.

c. Piller 1(1.2 Wild flower seeding proposals by Stanwick Pocket Park Group

A proposal for Stanwick Pocket Park Group to scatter wild flower seeds around the rose planters at the junction of Raunds Road & Spencer Parade, the verge on the northern boundary of St Laurence Church wall, the open area at the junction of Newbridge Land and The Avenue (where National Grid has dug up the grass) and along the verge at the fence line of the Pocket Park on Raunds Road.

The Pocket Park Group have suitable seed mixes to use. It will mean that these areas will require less grass cutting and the clerk will need to liaise with our contractors accordingly.

It was proposed and

RESOLVED

That the Council supports this proposal and if any part of the project did not perform satisfactorily, the areas could be brought back into the grass cutting contract.

d. Pillar 2: Banner display structure

Further to Minute 25.61 it was noted that the banner display structure has been completed in Spencer Parade Gardens. It was agreed that the Council would no longer permit banners to be secured to the church wall and that local groups should be advised accordingly.

It was noted that a sign had been attached to the post stating 'Do not climb'.

It was proposed and

RESOLVED

That the Protocol for the display of banners in Spencer Parade Gardens that forms Appendix B be adopted with immediate effect and should be circulated to all interested parties.

e. Pillar 3 (3.5): Speed Indication Devices

Further to Minute 25.84 the grant application to the OPFCC for £5000.00 was nearing completion. This would fund two new solar units that could be placed on posts in accordance with the existing s50 licence. An email has been sent to North Northants Council Highway Regulations to confirm that the existing licence is sufficient for our purposes. It was noted that Higham Ferrers had paid Northants Highways to instal independent posts but the same type of SID unit was attached to lamp posts in Finedon.

Northants Highways have advised that work is currently scheduled to be completed by 2026. Fix My Street reference 8039934. This Council was disappointed at the Northants Highways proposed timescale.

The response from North Northants Council regarding the road changes at the junction of Wetenhall Road and the new fixed SID for Raunds Road was noted. The Council found this response unsatisfactory as the scheme was still not showing signs of process.

f. Pillar 3: CPR and defibrillator course for Stanwick residents

Members considered facilitating a CPR and defibrillator course for Stanwick residents, run by the First Responders including costs likely to be incurred (hall hire and donation to First Responders). It was proposed and

RESOLVED

That the Council supports this proposal as a public benefit and arrangements made.

25.109 <u>CEMETERY</u>

a. Memorial safety inspection

It was noted that it had been five years since the last full inspection and a full inspection was now due and it was agreed that a site meeting be scheduled for a safety inspection to take place.

b. Councillor training for cemetery memorial safety

It was noted that the ICCM held training courses that members of the council could attend. This included a 'classroom' session and a practical session in a cemetery. It was noted that Councillors Glanville-Hughes and Kitchener, together with the Clerk had completed this training course.

c. Grave Reservation Fee

It was noted that clarity was required in the Rules of the cemetery regarding the fee in cases where a living holder relinquished the reservation. It was noted that the fee covered administration costs when the Grave Reservation Notice was issued and similar administration costs would be incurred if a reservation was relinquished. It was also noted that no part of the

fee was refunded upon the death of the holder (para. 4.7 of the Cemetery Rules). It was proposed and

RESOLVED

That no part of the grave reservation fee would be refunded if the reservation was relinquished during the person's life time.

d. Lych Gate

It was noted that the central pin in the Lych gate arch had been secured. It was proposed and

RESOLVED

That a cash payment of £60.00 be made to R Cade for this work.

It was agreed that advice be sought from the North Northants Council Conservation officer regarding on-going care of the timbers of the Lych Gate, with consideration being given to potential habitation of bats in its roof.

It was agreed that costs of suitable bat boxes be investigated with advice being sought from the Bat Conservation Trust with a view of enhancing habitat options at the cemetery.

e. Lych Gate & insurance

It was agreed that advice should be sought with a view to include the Lych Gate on the insurance schedule.

f. Councillor site visit 03/09/25

It was noted that a public notice had been one display since 15th September 2025 giving notice of the proposed removal of self-set trees and shrubs, detailing the affected graves. The public Notice was on the Parish Council website, the notice board and had been published on Facebook, giving interested parties until 31st October 2025 to contact the Council. The affected graves are shown in Appendix C.

It was noted that the display cabinet at the cemetery was being refreshed. It was noted that the Ministry of Justice had advised that an Exhumation Licence would be required to remove the existing patio.

25.110 <u>COUNCILLOR WALKABOUTS</u>

Outcomes of the two councillors walkabouts where not specified elsewhere in this meeting were discussed. See Appendix D for details.

25.111 <u>MINUTES OF COMMITTEES</u>

a. Minutes of the Events Committee Meetings

The Minutes were noted.

b. Minutes of the Staffing Committee Meetings

The Minutes were noted.

25.112 POLICIES

Policies requiring review in the civic year. The amendments listed below where identified to Councillors. It was proposed and

RESOLVED

That the following be adopted with recommended amendments as appropriate
Cemetery Memorial Safety – minor amendment to 6.1
Metal Detecting Policy – Policy to remain in place with no alterations
Printer Policy and Fees – Policy to remain place with no changes to the fees charged
Supplementary Planning Policy for Sustainability – no amendments required
Training & Development Policy – minor amendments to section 4
Tree Management Policy – update to Clerk's email address.

25.113 COMMUNITY SAFETY

a. Current community safety issues of antisocial behaviour

Issues that were being experienced at present were discussed. It was agreed that CCTV options should be investigates although the presence of CCTV is unlikely to be a deterrent but may assist in a prosecution.

25.114 GROUNDS MAINTENANCE

a. Balfour Beatty

The content of an email re notices on lamp posts was noted. No further action would be taken.

b. Hedges by the gate to the War Memorial at St Laurence Church

It was noted the two large hedge plants that flank the path to the war memorial have been infected by 'Box Blight'. Box blight is a severe fungal disease caused by *Calonectria pseudonaviculata* and *Calonectria henricotiae* that affects box plants (Buxus spp.), causing brown leaves, dieback, and bare patches. This is national problem and has been affecting box shrubs in Stanwick for the past few years.

Potential remedies include dig up and destroy badly affected box plant; cut back or cut out affected parts of less severely attacked box plants; and remove fallen leaves from the centre and around the base of affected plants and strip off the surface of the topsoil.

It was proposed and

RESOLVED

That both affected hedges be completely removed as the hedges were severely affected and the fungus was being carried to nearby shrubs at the Duke of Wellington PH.

The Parochial Church Council should be advised of the work to take place.

c. Amenity areas & works by National Grid

It was noted that works in August and September by National Grid to upgrade infrastructure for electrical supply had taken place where they did not have consent to undertake works, the amenity space at the junction of Newbridge Lane and The Avenue. The Clerk to the Council had contacted Western Power Distribution (WPD) to ask if compensation would be given for the spring bulbs planted by Stanwick Pocket Park Group following local fundraising. WPD have issued a cheque for £100.00 to the Pocket Park Group.

d. Yew trees flanking the church path

Further to Minute 25.88 a quote from Turney Landscapes, for £250.00, to cut back the yews to the line of the central church path was considered. This would be undertaken in January after the Christmas lights have been removed. It was noted that advice had been given that one third of the tree could be cut back at any one time.

It was proposed and

RESOLVED

That the quote for works be accepted and the Parochial Church Council informed that the work would take place. The section of tree flanking the path would be cut back beyond the path line.

e. Butterfly Bank

Further to Minute 25.83, it was noted that a suggestion for pupils at Stanwick Primary had been submitted but there response from the school was outstanding.

f. Volunteer under the Councils Insurance Policy for undertake tree works

It was noted that Cllr Ashby has certain formal qualifications to use a chain saw. It was proposed and

RESOLVED

In certain circumstances, Councillor Ashby could be authorised by the Clerk to undertake items of work within the restrictions of his qualifications, as a volunteer of the Council and therefore be covered by the Council's insurance policy.

The Council reserves the right to revoke the volunteer status at any time.

This decision does not remove from the Council the duty to employ contractors to undertake work as appropriate.

g. Tree line on the public open space at Cleburne Close

It had been reported that a branch had fallen from a tree in the Cleburne Close public open space into the rear garden of a property of Cumberland Avenue. A visual assessment suggested that it would take a minimum of two people to completely sever and remove the branch

It was noted that garden waste was being dumped in the tree line and this appeared to be from properties of Cumberland Avenue.

It was proposed and

RESOLVED

That the Council contact the housing association to determine of they require the Council to undertake removal work in the tree as access will be required from the Cumberland Avenue property.

That the Housing Association be requested to ask their tenants not to fly tip their waste over the fence.

That a meeting with a tree surgeon be arranged to assess the condition of the trees in that line so that consideration can be given to any work required.

h. Norwegian Maple

An email from a resident of Mallows Grange was considered. It was agreed that a site meeting be arranged with the resident and two councillors and the Clerk.

25.115 <u>HIGHWAYS MATTERS</u>

a. Matters arising

It was noted that the issue of bollards for the junction of Spencer Parade and Church Street had been raised again with Northants Highways Community Liaison.

b. Public Right of Way consultation

"Proposed diversion of Public Footpaths PH6 (part) and PH7 (part) Parish of Stanwick and Extinguishment of Public Footpath VC24 in the Parish of Higham Ferrers"

It was proposed and

RESOLVED

That the Council did not have any comment to make.

c. Safety barriers at the foot of Parklands

Further to Minute 25.67 it was noted that the Community Liaison Officer had responded via email on 28th August stating "The available space is insufficient to accommodate the installation of a barrier. According to design standards, railings must be positioned a minimum of 450mm back from the edge of the carriageway to ensure safety and compliance. This requirement further reduces the usable width of the footpath, making it impractical to install a

barrier in this location. Additionally, the proximity to a vehicle access point presents further constraints, as any installation in such close quarters would pose operational and safety challenges, rendering the proposal unfeasible."

It was agreed that the Housing Association that owns the green space on Parklands be made aware of the safety issues and a suggestion made that the install staggered barriers towards the end of the hand rail in the interest of public safety.

A yellow advisory board has been attached to the lamp post adjacent to Parklands. This action has announced on Facebook and fifty public comments were made.

25.116 ALLOTMENTS

a. Matters arising

It was noted that the Treasurer of the community garden committee would be standing down at their next AGM. It was noted that if the committee could no longer function, the management of the community garden may revert to the Council.

25.117 CLERKS ANNUAL LEAVE

It was noted that the Clerk would be on annual eave between 24th September and 6th October 2025.

25.118 LIST OF CORRESPONDENCE

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

25.119 DATES OF THE NEXT SCHEDULED MEETINGS

20th November 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 9.22pm

Chairman

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**
None		

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 August 2025	£2528.39	
Stanwick Village Hall Main hall 06/09/25 & meeting room 18/09/25	£99.75	
HMRC second quarter tax & NI due after 05/10	£1836.97	
J Hodgson Expenses for Safer in Stanwick & allotment padlocks	£47.43	

The above payments were approved at meeting 18/09/25 _____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

	Method	Payee and reason	Amount
25.08.25	DDM	Flotek (Phone & Broadband)	£63.60
31.08.25		Unity Trust Bank monthly charge	£6.00
03.09.25	STD	Stanwick Village Hall Trust – office rent	£240.00
09.09.25	STD	Northamptonshire Pension Fund	£711.44
09.09.25	DDM	PEAC quarterly printer rental	£204.16
09.09.25	DDM	Yu Energy Aug 2025 street lights	£25.01
09.09.25	DDM	Yu Energy Aug 2025 sensor regulator	£7.97
15.09.25	DDM	Wave – water rates	£5.00

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
01.09.25	Stanwick Village Hall INV 91	£34.00
05.09.25	HMRC refund	£404.63
09.09.25	V Swann Xmas x 1 000039	£5.00
09.09.25	C Lewis 000040	£105.00
18.09.25	St Laurence Church - Diary dates slip #41 INV 92	£34.00
17.09.25	G Foster Truly Personalised Xmas x 1	10.00

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

Stanwick Parish Council
Protocol for the display of banners in Spencer Parade Gardens

1. The structure in placed in Spencer Parade Gardens is the property of Stanwick Parish Council.
2. Any village or community group should apply to the parish clerk at least 96 hours (excluding weekends) prior to placing a banner.
3. The Clerk's decision is final on whether a banner can be displayed.
4. The structure will accommodate two banners at any one time. Where requests are received for more than two banners require display the following rules will be applied
1) Any banner on behalf of the Parish Council will have first priority
2) Other banners will be in date of event order
3) In cases where a banner is already in place, it will not be replaced by a banner for an event occurring at an earlier date, without the consent of the clerk and the group responsible for the banner that is already in place.
5. Placing and removing the banner:
1) Each village or community group is responsible to placing and removing their banner.
2) Each village or community group is responsible for ensuring the individuals placing and removing the banner do so in a safe manner, for themselves and members of the public. The Parish Council does not accept any liability for injuries or damage incurred during the process.
3) The Parish Council recommends that at least two people are present at any time a banner is placed or removed from the display structure.
4) Every effort is to be made to ensure the structure is not damaged in the placing and removing the banner.
5) The banner should be removed as soon as possible after the event and either stored or disposed of responsibly.
6. Banners
1) The information and graphics on the banner should conform to the Parish Council communication policies. Any village or community group should make enquiries with the clerk as to what content or purpose may be prohibited prior to commissioning a banner for display.
2) The maximum width of the banner is 2m
3) The depth between the display poles is 750mm
4) It is recommended that any new banners take into consideration these dimensions
5) Any pre-existing banners that have a width of more than 750mm will be permitted but will overhang the lower rail. The Council is sensitive to the need to 're-use' items and not cause village or community group to incur unnecessary expense.
6) Any banner remains the responsibility of the village or community group that placed it. The Parish Council does not accept any responsibility or liability for damage or loss.
7. The Parish Council will not permit banners to be displayed on the boundary wall of St Laurence Church or that are attached to the wall in anyway. This is because the wall is maintained at public expense and the Council is seeking to minimise damage to the wall.

Appendix C

Graves requiring self-set trees removing

Section: Bottom left 128 John A Knight 155 Thomas Marlow 167 Ethel Major Section: Middle left Note: the next 4 graves are in a line along the edge of the central path 273 Frank Partrick 288 Charles Neal 305 Louisa Neal 320 Elizabeth Jellis 287 Alfred Rollings (this grave is behind 288)	Section: Top left 594 S Cramp 586 P Couper 507 G Cameron – the rose needs a significant reduction Section: Bottom right 304 Flora Lovell 417 Freda Harris Section: Middle left 478 Florence Hardwick The next 4 graves form a block 323 Elizabeth Adams 302 Harriet Ann Betts 301 Frederick Barwick 324 Lewis T Russell

Appendix D

Councillor Walkabout 1 30th July: Action report

Allotments

Issue	Proposed action	Outcome
Tap cover by plot 20 missing	New cover to be supplied	Installed 10/09/25. New padlock purchased
Dry pallets & wood on plot 1	Tenant emailed (no response) Letter delivered to tenant's home address (10/09/25)	Contact has been made with the tenant
Children's picnic table showing sign of wear	Monitor condition of table. Seek grant funding for new items that are maintenance free	
Pile of builders rubble left near car park	Contact pocket park group for information. Response: to be removed by them	Partial removal has taken place. Waiting on TP to remove the rest
Crate of used plant pots left by allotment gates	Allotment tenants to be asked what they new about the items. No response	10/09/25 JH removed from site for disposal.

Recreation ground

Issue	Proposed action	Outcome
Car park bollards and gravel require replacement/ remedial action	Consider costing withing 2026-27 budget and/or seek grant funding	
Butterfly bank needs a maintenance regime	10/09/25 email sent to Stanwick Primary to see if	

	they want to take the project on.	
Play equipment chains & shackles	Mr Mission instructed to oil the joints. Condition and wear to be monitored	Joint have been greased
Bearing unit on Nexus requires professional repair	Quote from Greyhound Leisure accepted by the Clerk	
Trees around bench require a crown lift (reduce nuisance and scope for damage)	Turney Landscapes to be instructed	Turney Landscapes instructed
Oil drum bin at entrance point with Needham Road requires replacement	Oil drum and oil drum convertor purchased	Work completed by Mr Mission
Ivy around tree trunks	Consider severing ivy	

Spencer Parade Gardens

Issue	Proposed action	Outcome
Crown lift around path to give 2m clearance	Instruct Turney Landscapes	Work completed by 6th Sept under usual contract costs
Location of site for banner structure	Site agreed	Structure complete 11/09/25
Consider planting scheme in front of QEII plaque	Flower carpet rose or similar to be planted	
Ivy growth on trees	Consider severing ivy	
Additional planting scheme for shady areas	JH & SGH to identify species to be added to grant applications	

Other

Issue	Proposed action	Outcome
Bench for 'Skip' outside the post office looks forlorn	Power wash and sweep around instructed (Mr Mission)	

Councillor Walkabout 2: 03/09/25

Stanwick Cemetery, The Pound and St Laurence Church

Present Cllrs Kitchener, Glanville-Hughes, Ashby and Banks & the clerk

Weather – cloudy and drizzle

Cemetery

Issue	Proposed action	Outcome
External Bollards – require refurbishment, one misaligned	Quote from Mr Mission to repaint bollards	

Lych Gate - wood appear rotted in places. The brace at the top of the arch has slipped.	Professional/expert advice required. May need linseed treatment – Council to determine extent of action to be taken	RC has re-set top arch brace. 10/09/25
Patio in the corner – patio area requires sweeping/power washing Consider planting a flower carpet rose in the centre area (this should not interfere with the bluebells growing there. Bench needs cleaning but otherwise appears sound.	Quote from Mr Mission to clean up the area Ask the Livingstone family to get bench refurbished	
Rabbit proofing wire lifted in 1 location	Ask Mr Mission to peg area down. (requested)	
Turning circle – trees need a crown lift 2m clearance	Instruct Turney's to do a crown lift Emailed 4/09	
Self-set trees on graves are overbearing and a nuisance	Instruct work to cut down and treat stumps to prevent regrowth. Public notices to advise of the work Affected graves to be identified	
Certain trees reaching end of life, especially hawthorn	Identify suitable replacement species and add to grant application to the tree council.	
Identify gaps in boundary where trees could be planted	Cllr S G-H work with Clerk to select trees and locations. Clerk to apply for grant	

The Pound (junction of Church Street and Newbridge Lane)

No direct issues identified.

St Laurence Church

Issue	Proposed action	
Box shrubs at the entrance to the war memorial are seriously infected by 'Box Blight'	Item already scheduled for discussion on the Sept Council meeting	
Taxus lining the path way	Clerk is waiting for action plan and quote from Turney Landscapes	

Appendix E

List of correspondence 4th July 2025 to 11th September 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	NCALC Friday mini eUpdate - 04/07/25	X		
2	Email	PLR Update - July 2025	X		
3	Email	(ONH) Important consultations and changes to planning appeals that parishes need to know about			
4	Email	National Allotments Society July Newsletter			
5	Email	Northants CALC Training Newsletter - Tuesday's Training Treat	X		
6	Email	Notice of the 78th Annual Conference | 4 October 2025	X		
7	Email	Recruitment to Co-Opted Town and Parish Councillor for Code of Conduct	X		
8	Email	Mayor's Proms in the Park - Saturday 6th September 2025			
9	Email	Residents' Satisfaction Survey - Closing 27th July 2025	X		
10	Email	North Northamptonshire Council's Safer Communities Quarter One Update	X		
11	Email	July churchyard update (Wildlife Trust)	X		
12	Email	NCALC Friday mini eUpdate - 11/07/25	X		
13	Email	Northants CALC Training Newsletter - Tuesday's Training Treat	X		
14	Email	Local Link newsletter #2	X		
15	Email	NCALC Friday mini eUpdate - 18/07/25	X		
16	Email	Northants CALC Training Newsletter - Tuesday's Training Treat (CiLCA)			
17	Email	FW: Voting now Open - Recruitment to Co-Opted Town and Parish Councillor for Code of Conduct	X		
18	Email	NCALC Friday mini eUpdate - 25/07/25	X		
19	Email	IMPORTANT- Revised Voting Form - Re: Voting now Open - Recruitment to Co-Opted Town and Parish Councillor for Code of Conduct	X		
20	Email	Local Link newsletter - From Cllr Martin Griffiths, Leader of the Council	X	X	
21	Email	Annual Civic Opening of Rushden Feast and Fish & Chip Supper - Friday 12th September 2025			
22	Email	Environment Agency Maintenance taking place in your parish			

	Method	Title	C'llors	Website	F'book
23	Email	Have your say on harmonisation of North Northamptonshire Cemetery Regulations and share lived experience for Carers Strategy 2025 review			
24	Email	**SAVE THE DATES** Mayor of Rushden Events for 2026			
25	Email	Energy Efficiency Advice and Grants for local businesses and groups		X	X
26	Email	NCALC Friday mini eUpdate - 08/08/25	X		
27	Email	National Allotments Newsletter August			
28	Email	Police, Fire and Crime Commissioner Newsletter - August 2025	X	X	
29	Email	CPRE We're celebrating a big win for nature!	X		
30	Email	Local Link newsletter - From Cllr Martin Griffiths, Leader of the Council	X	X	
31	Email	See over 1 million uses of Slow Ways	X		
32	Email	Mayor of Thrapston 90's Night			
33	Email	Northants ACRE August update	X		
34	Email	NCALC Friday mini eUpdate - 15/08/25	X		
35	Email	Save the Date Mayor of Irthlingborough 11th October 2025			
36	Email	CORE Join others like you – write your will for free today	X		
37	Email	Come to our Open Spaces Society members' day, Saturday 13 September	X		
38	Email	Powering Change - Energy Efficiency Programme			
39	Email	Notification of essential maintenance works - A14 River Nene bridge joint replacement	X	X	X
40	Email	Mayor's Civic Service & Reception - Sunday 5th October 2025 Rushden TC			
41	Email	Have your say on ASC Direct Payments Policy / the proposed new Hackney Carriage Vehicle Driver Knowledge Test / share your lived experience of EHC			
42	Email	NCALC Friday mini eUpdate - 29/08/25	X		
43	Email	August updates: Commons Registration Act | Common land in Cornwall | Training courses this autumn	X		
44	Email	Local Link newsletter - From Cllr Martin Griffiths, Leader of the Council #5	X		
45	Email	Northants CALC Training Newsletter - Tuesday's Training Treat	X		
46	Email	Mayor of Irthlingborough's Save the dates			
47	Email	NCALC Friday mini eUpdate - 05/09/25	X		
48	Email	Have your say on proposals for Car Parking Strategy and Adult Social Care Transport Policy	X		

	Method	Title	C'llors	Website	F'book
49	Email	Have your say on Neighbourhood Plans for Grafton Underwood and Isham			
50	Email	Northants CALC Training Newsletter - September 2025	X		
51	Email	FW: Join us in celebrating Northamptonshire Day - 25 0ctober	X	X	

End