

WARMINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

11th May 2015

7.30pm

In the Village Hall, Warmington.

544. It was **RESOLVED** to appoint Chris Ellard as chairman of the parish council for the forthcoming 12 months.

545. ATTENDANCE: Present: Chris Ellard (chairman), Doug Jose, Ian Middleton, Graham Reid, Paul Schofield, David Short and Morag Wilson. Also present: The clerk and members of the public. Apologies received and accepted from Jo Simpson due to holiday and Nigel Rudd who had previously advised that he had a business commitment and would be arriving after the start of the meeting. The chairman welcome Paul and Nigel to the parish council and congratulated members on being re-elected in the first contested election for some time.

All members had completed their acceptance of office forms prior to the start of the meeting, with the exception of Jo Simpson and Nigel Rudd. It was **RESOLVED** that the forms could be submitted by the start of the next meeting in the case of Jo and Nigel, in accordance with 1972 Local Government Act. S83(4).

546. RECEIVE DECLARATIONS OF INTERESTS – David Short declared a Declarable Pecuniary Interest in agenda item 552 c as he is a part owner of the land in questions

547. It was **RESOLVED** to appoint David Short as vice-chairman of the parish council for the forthcoming 12 months.

548. It was **RESOLVED** to appoint Paul Schofield as an additional online banking signatory. It was further **RESOLVED** to re-adopt the following procedures and policies, the details of which had been circulated in advance of the meeting and taken as read by all members:

- Complaints Procedure
- Equal Opportunities Policy
- Internal Auditor Terms of Reference
- Confirm acceptance of receipt of agenda by email (which had been signed as part of the acceptance of office form)
- Health and Safety Policy
- Risk Assessment Policy

It was **RESOLVED** to appoint working parties / individuals to review the council's Governance Procedures and Policies and submit draft copies in advance of the applicable meetings, with reports for adoption at a later meeting:

- Standing Orders – The clerk will circulate new model S/Os prior to the June meeting
- Cemetery standing orders – For review at the September meeting
- Financial Standing Orders and asset register – A working party consisting of Graham, Nigel and Chris would prepare draft documents in advance of the June meeting.
- Emergency Plan / Flood resilience - This is in hand and once procedures are documented, drafts would be circulated by Graham prior to adoption
- Terms of reference for committees with powers under the Parish and Community Councils (Committees) Regulations 1990 – The clerk will liaise with Nigel Rudd over this matter. It was agreed that the importance of committees' statutory compliance and the necessity of all members understanding the legal parameters within which all committees must operate is of paramount importance.
- Parish Council's short and long term aims and objectives. There was some misunderstanding as to why this is important, with a reliance on dealing with matters

as they arise seen as achieving the council's aims, but with the upcoming opportunities for parish councils, a robust and proactive approach is encouraged by the sector. This will be discussed at the next couple of meetings.

The chairman explained that members must be provided with information in advance of a meeting in order that they can give matters due consideration and consider what other information they require to be available in time for the meeting. This will facilitate expeditious and robust decision making processes in a timely manner.

550. APPOINT REPRESENTATIVES WITH SPECIFIC AREAS OF RESPONSIBILITY:

- Alms Houses – PC representative on alms houses trust were appointed Minute 504 from the February meeting clarifies that David Short and Chris Ellard were elected on May 14th for a period of 4 years
- Village Hall committee representative: Morag Wilson
- Warmington Charities: Paul Schofield will join Chris Ellard
- Rights of Way: John Atkinson (non PC member)
- Pocket Parks: Graham Reid and Doug Jose
- Road Safety & Highways: Derek Rowell (non PC member) and Doug Jose
- Conservation & Tree Warden: Graham Reid
- Allotments: Doug Jose
- Play Area: Jo Simpson with Morag Wilson in reserve
- Neighbourhood Watch: Doug Simpson and Paul Schofield
- Planning, Street Lights: Nigel Rudd, with Ian Middleton in reserve
- Fun Field committee: Graham Reid, David Short and Morag Wilson
- Flood warden and emergency plan co-ordinator: Graham Reid
- E-councillor – Website co-ordinator and social media: Bernie Clapp has taken over as administrator of the website. The clerk is looking after the parish council part of the website. It was agreed that the clerk and Paul Schofield will liaise to develop a strategy for a parish council presence on the more popular social medium

The chairman reminded members that no decisions can be taken by any individual councillor or committee member – all decisions must be made in a lawfully convened meeting (this includes all committees concerned with parish council affairs) and can only be delegated to an officer of the council.

551. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC There was a request that the members of the committees dealing with delegated parish council affairs could be included in the distribution of the papers for consideration at the relevant meeting. There was also a comment to say that there was a need for a noticeboard at the Fun Field and a question regarding the litter pickers belonging to the parish council. There was also a question regarding the clarification of procedures regarding submission of items under 'public time' in the context of prior notification of matters on the agenda.

552. DEVELOPMENT AND PLANNING MATTERS:

a) 15/00719/FUL | Change of use from design studio and classroom to offices | The Tack Room Rectory Farm Lutton Road Warmington The council had no objections to the proposals in the planning application nor further comment to make

b) 15/00702/FUL | Replacement of entrance porch/lobby and internal alterations. | 47 Church Street Warmington. The council had no objections to the proposals in the planning application nor further comment to make

c) 15/00623/FUL | Proposed 2 detached dwellings with integral garages | Former 13 Big Green Warmington. *David Short left the room for the entire discussion and decision of this matter.* The council had no objections to the proposals in the planning application nor further comment to make

d) 15/00494/FUL | Conversion of agricultural building to residential dwelling and associated access works | America Farm Buildings Morborne Road Warmington The council had no objections to the proposals in the planning application nor further comment to make

e) Gravel Extraction site update. The reply received by the chairman from Northamptonshire County Council suggested that the lake has to be drained and relined with clay. It was agreed that there is a need to monitor the scheme closely.

f) FOOTPATH FROM HAUTOY TO ST MARYS LANE: The section of the path on land not owned by the parish council remains unlit. The clerk was instructed to discuss this matter with the management agents of the estate. Instructions for the signage had been given to the contractor, but a discussion regarding their siting was discussed nevertheless.

553. FLOODING – VILLAGE INITIATIVE – There was some confusion as to what had been agreed and on what grounds. Some members were mistakenly under the impression that the clearance works would be part of the pathfinder project. It was made clear that this was not the case and that all works are for the cost of the parish council.

With regard to further investigation work, the clerk advised that a contractor had agreed to do the work to clear the headwalls and had not needed help in identifying the sites. The clerk will ascertain from the consultants when the drainage company will be coming to carry out the second phase of CCTV drainage investigations and liaise with Doug Jose so that the contractor is able to meet with David Short a few days before to properly identify all of the sites and clear the headwalls, back about 1 metre to facilitate easy access.

With regard to clearance works, the contractors had requested that at the outpour site, to the west of Stamord Lane, be manned so that all the debris identified in the reports and videos can be immediately removed to avoid contamination of other water courses. However, because members had not seen the report and were not aware of the amount of debris to be removed, the degree of the issue was not appreciated. It was **RESOLVED** that the council would see what comes out of the pipes and take a decision at a later meeting. The clerk was instructed to advise the contractors and consultants accordingly, the work already having been agreed at the last meeting.

The clerk undertook to distribute the findings of the first report. There were no recommendations in the report.

554. CHURCHYARD WALL: The structural engineer whose initial advice had been sought had provided an opinion which had been sent to the DAC for comment and generally agreed in broad terms. It was **RESOLVED** to approach that engineer asking for a full specification on which an invitation to tender could be based and a faculty permission be granted.

555. FUN FIELD:

a) Pavilion update: The intention was to receive outline proposals to form basis of tender process and grant funding applications. There were no proposals available, and the parish council had not been advised of any plans, specifications or detailed requirements for the project. There was interjection from the floor resulting in no decision from the parish council. The pavilion tender project was nullified by the agreed course of action whereby the fun field

committee, with details of one costing proposal already in hand, would approach two other firms for comparison quotes.

b) Consideration of public consultation regarding S106 funds from St Marys Lane / Awards for All applications. This was seen as an ideal opportunity for the parish council to involve the wider community, to invite the school to a round table meeting. However, it was agreed that individuals would speak with other individuals for views, rather than an open consultation.

556. STREET LIGHTING - There had been a brief working party meeting with a representative from Eon to explain the situation with replacement of mercury lamps since the EU ruling banning their manufacture came into force in April 2015. The situation facing the parish council with regard to the lighting on Nene Pastures is twofold. There is a current stock of mercury lamps which can replace the existing ones as necessary for a finite length of time, after which alternative types of lighting will have to be investigated. However, should any of the glass bowls require replacement, a new fitting will be necessary because it is not possible to but glass bowls to fit the existing fitting. It will be necessary to look at alternative swan necks fitments as an ongoing project.

The clerk advised that the contract prices for consumption at the fun field had expired and an opportunity to contract at 11.08p for 1 year, 11.91p for 2 years of 11.91p for 3 years had arisen. It was **RESOLVED** to not contract at a metered rate of 16.16p (all prices per kwh and in addition to 27p per day standing charge)

557. NOTICE BOARDS – It was **RESOLVED** to commission a bespoke noticeboard to replace the current board at the junction of School Lane and Hautboy Lane, on the existing posts, at a cost of £2,033.51, as per quotes received in November and to try to source an additional A3 size noticeboard for the Funfield within the amount of the grant award £2,200.

558. MATTERS ARISING FROM PREVIOUS MEETINGS FOR INFORMATION ONLY AND ITEMS TO NOTE:

- **Pocket Parks:** A grant had been received from East Northamptonshire Council community grant scheme for a brush cutter for use at the pocket parks primarily and other parish council owned land. A brush cutter and associated safety equipment had been purchased. This must only be used by suitably trained people, with appropriate risk assessments undertaken as part of the process. It was agreed that Doug Jose would recommend further equipment to the value of approximately £130 to cover the remainder of the grant.
- **Bench donation:** The matter of the possibility of a bench for donation to the village had not been followed up. The clerk undertook to contact the farmer who manages the land in the area that the council felt it most appropriate to site the bench.
- **Web Site:** The management of the website has been taken over by a volunteer in the village, for which the parish council is enormously grateful. The clerk will continue to look after the council's pages a liaison with the webmaster regarding payment when it is due.

559. FINANCIAL MATTERS:

a. The timetable for approval of accounts and submission for audit were noted as 9th June. The arrangements for internal audit was explained, whereby the parish council contracts the services of Northants CALC which supplies a suitably independent and competent person to audit the parish council's accounts.

b. It was **RESOLVED** to approve payment of the following accounts:

| Payee | Goods / Service | Nett | Gross |
|--------------|-------------------|-------|-------|
| Village Hall | Village hall hire | 24.00 | 24.00 |

| | | | |
|-------------------------------|-----------------------------|---------------|----------|
| S Rodger | Salary | 376.18 | 469.98 |
| NortantsALC | RoW training | 90.00 | 90.00 |
| Horticultural Society | Hort fees | 60.00 | 60.00 |
| Grasscutting | R J Warren | 1,463.50 | 1,756.20 |
| Fun field grasscutting | R J Warren | 363.76 | 436.51 |
| Brushcutter & Accessories | Peterboro Gdn Machinery | 620.63 | 738.75 |
| Walcot Lodge Farms | 5 hrs hedge cutting | 125.00 | 150.00 |
| Northants CALC | Membership & Audit fee | 544.80 | 544.80 |
| Eon | Street lighting maintenance | 254.86 | 305.83 |
| East Northamptonshire Council | Cemetery rates | d/d over year | 134.40 |
| James Rowlett Tree Care | Tree Works | 1,120.00 | 1,344.00 |
| Water at fun field | Anglian Water | 59.74 | 59.74 |
| Water at allotments | Anglian Water | 23.64 | 23.64 |

560. GOVERNANCE MATTERS:

- a. It was **RESOLVED** to approve and adopt accounts to y/e 31st March 2015 as circulated in advance of the meeting.
- b. The statement of accounts and annual governance statement for the Parish Council accounts to 31st March 2015 had been circulated in advance of the meeting. It was **RESOLVED** to adopt the accounting statement, as detailed below, and answer each of the governance statements in the affirmative, each having been read out.

| | Year Ending | |
|---|---------------|---------------|
| | 31 March 2014 | 31 March 2015 |
| | £ | £ |
| Balances brought forward | 27,030 | 30,563 |
| (+) Annual Precept | 18,500 | 30,000 |
| (+) Total other receipts | 5,232 | 41,637 |
| (-) Staff Costs | 5,825 | 5,262 |
| (-) Total other payments | 14,374 | 58,219 |
| (=) Balances carried forward | 30,563 | 38,719 |
| Total cash and investments | 30,563 | 38,719 |
| Total fixed assets and long term assets | 158,303 | 158,303 |
| Total borrowings | | |

561. RECEIVE CHAIRMAN'S / CLERKS / COMMITTEE REPORT / UPDATE: There were no additional reports.

562. CORRESPONDENCE FOR ACTION: Information regarding a lottery grant funded rural wellbeing outreach project by ACRE was conveyed and it was agreed that Morag Wilson would champion this initiative in the village. The intention is that any issues particular pertaining to older people

would be highlighted and action to alleviate issues such as isolation and lack of an online presence.

563. CONSIDER FUTURE AGENDA ITEMS / AOB TO BE CARRIED FORWARD: It was requested that the relationship between the village, the parish council and Elton Estates be explained at a future meeting.

Dates for the 2016 have been provisionally booked with the village hall as follows and would be taken as approved unless advised otherwise.

| | | | | | |
|-----------------|-------------------------|------------------|-----------------------------------|----------------|-------------------------|
| January | Monday 11 th | February | Monday 8 th | March | Monday 14 th |
| April | Monday 11 th | May | Monday 9 th APM | June | Monday 13 th |
| July | Monday 11 th | September | Monday 12 th | October | Monday 10 th |
| November | Monday 7 th | December | Monday 12 th | | |

564. An opportunity for further public input was allowed. There was an observation regarding the planting of tree saplings in an inappropriate location on the approach to the village and an enquiry regarding protected wildflower verges, which the clerk undertook to investigate.

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| DATE OF NEXT MEETING: 8TH JUNE 2015 2012 7.30PM, WARMINGTON VILLAGE HALL | | |
| Approved by Warmington Parish Council: | | |
| Signature of Chairman of following meeting: | | Date 8th June 2015 |