

## **WARMINGTON PARISH COUNCIL**

Minutes of the meeting 23<sup>rd</sup> April 2018.

7.30pm. In the Village Hall, Warmington.

**1100. ATTENDANCE** Present: Cllr. Chris Ellard, Cllr. Nigel Rudd Cllr. David Short, Cllr. Joanna Simpson (chairman), Cllr. David Strafford, Cllr. Andrew Stone and Cllr. Steve Wallis. Officer present: The clerk; two members of the public.

**1101. DECLARATIONS OF INTERESTS** – Cllr Nigel Rudd reaffirmed his standing personal interest as he is related to someone who works for the planning inspectorate.

**1102.** It was **RESOLVED** to approve the minutes of the parish council meeting held in February. The minutes were signed.

**1103. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:** The chairman explained the purpose of this item on the agenda and reiterated that it is the sole opportunity for members of the public to partake in the meeting, unless at the invitation of the chairman. If the parish council has not been made aware of an issue arising at this juncture in advance of the meeting, it is unlikely to be furnished with the facts to hand; therefore in accordance with the council's standing orders, such matters will be addressed by the council in writing following the meeting.

A point was raised about the lack of agenda on the website and noticeboard for which the clerk apologised.

**1104. CO-OPTION OF NEW MEMBERS OF THE PARISH COUNCIL:** No candidates had come forward. The chairman explained that in the recently distributed parish council newsletter, a short article was included encouraging people to come forward.

### **1105. DEVELOPMENT AND PLANNING MATTERS:**

- 18/00648/FUL | Two storey extension to side of bungalow, single storey extension to front to form entrance hall. | 32 Big Green Warmington. It was **RESOLVED** that the council has no objections or further comment to make.

- 18/00472/FUL | Construction of small stable block. Two loose boxes, tack room and hay store and associated boundary treatment | Rectory Farm Lutton Road Warmington. It was **RESOLVED** that the council has no objections or further comment to make.

**1106. WNPPG / WARMINGTON2031 NDP:** There was a short report on matters to date. Items of note included:

- The necessity to encourage responses to the survey before the deadline of 1st May 2018, as more responses are required to ensure as wide ranging opinions as possible.

- The signoff of the first grant and return of unspent monies is in hand, along with preparations for the next grant.

- The emerging replacement Local Plan is behind schedule. This means that the Warmington plan should be completed in time to inform the local plan's policies for Warmington parish.

### **1107. GOVERNANCE MATTERS:**

a) It was **RESOLVED** to confirm on the Annual Governance Statement for 2017/18 form, which had been circulated in advance of the meeting, that the parish council has a sound system of internal control, including for the preparation of the accounting statement and can answer yes to all the questions in the annual governance statement in section 1 of the annual return.

b) GDPR – It was **RESOLVED** to appoint NorthantsCALC as the council's Data Protection Officer and further **RESOLVED** to enter into a Service Level Agreement as circulated in advance of the meeting.

c) The production of a revised asset register, detailing fixed assets for audit/accounting purposes, replacement costs for insurance purposes and a schedule of works and allocation of sinking fund reserves from the precept was in hand. The meeting thanked Chris Ellard and David Strafford for the work that went into taking the photographs and checking the asset list. This information will help inform the work necessary to complete the register.

It was agreed to advise Western Power that 5 street lights are omitted from their inventory for historic reasons.

d) The clerk had distributed emails regarding the availability of @warmington.org addresses to members some weeks ago. Members undertook to let the clerk know how they currently use email software on various devices and whether they need assistance setting up new ways of working. Following the implementation of GDPR, it will not be acceptable to use private email addresses for any council business.

#### **1108. COMMUNITY MATTERS:**

a) The commercial bus company, Stagecoach, has confirmed its intention to withdraw the route number 24 from the village of Warmington from 27<sup>th</sup> May 2018. That route will be combined with the X4 service which will still serve the parish, but via the stops by Warmington services on the A605. This situation is far from ideal as the A605 is a major road used constantly by heavy traffic and more than a mile from some parts of the village. The county and district ward councillors are arranging a meeting of interested parties to receive information from the county bus transport manager at KierWSP and discuss future funding options for alternative public transport solutions.

Wendy Brackenbury, the ward county councillor, plans to attend the Warmington Annual Parish Meeting on Monday 30<sup>th</sup> May and will be able to speak about buses and potential alternatives.

b) The War Memorials Trust has agreed grant funding towards the cost of remedial works to the war memorial. The cost of the works is quoted at £2670. The grant is £1980 and donations received to date total £220. The council is content to underwrite the shortfall and pay for any funding necessary between the grant and donations received and the quoted cost of the works.

c) Following ongoing requests for someone to take over the role of flood warden, Mrs Christine Litawski had been in touch offering to volunteer for the role. It was formally agreed to appoint her as the new flood warden. The clerk was asked to ensure she had seen the existing emergency plan documentation. Mrs Litawski is already in touch with the emergency plan team at Northamptonshire County Council and has discussed a meeting with them.

d) The litter pick arrangements had not been confirmed or publicised, so would not be going ahead on 26<sup>th</sup> April – this would be picked up as a topic at the Annual Parish Meeting on 30<sup>th</sup> April with volunteers asked to supply their information.

e) Strategic planning to consider community need for amenities and recreational facilities would take place once the feedback from the surveys was complete and collated.

f) There is not yet a response from the county council regarding the pocket park leasehold / freehold arrangements. Pruning demonstration and works at Orchard Pocket Park had been a great success.

g) The clerk was instructed to advise the new grass-cutting contractor that the area around the base of the new cabin had not been strimmed.

h) The meeting noted the extensive highway tree works kindly undertaken on behalf of community by Nene Valley Tree services.

#### **1109. FUN FIELD:**

a) A request had been received to allow use of barbecues at the Fun Field for a gathering of various village families in July. There was a wide ranging discussion considering various options, with the safety of all users of the field as the primary concern.

It was agreed that Nigel Rudd and David Strafford would visit the Fun Field and identify a specific area in the field which to be identified as the area in which it would be permissible to use barbecues. They will present this proposal, with a plan and photographs in advance of the May parish council meeting.

In the meantime, the clerk will draw up a summary of the acceptable use of the Fun Field for organised events to advise people that the field is not exclusively available for any particular group, but teams paying will have sole use of the changing rooms and football field. All users must share the area. There will be no dogs and only gas barbecues, not charcoal, are allowed and only with prior specific permission from the parish council.

Users such as the school and football teams are responsible for their own risk assessments and insurance arrangements. The parish council will not be responsible for any misadventure arising from non-adherence to the guidelines, unreasonable use of any part of the field or matters beyond its control.

- b) Use of the field by the school for sports day in June was noted and it was confirmed that confirm arrangements will be in place to provide utility services.
- c) It was agreed that expenditure on equipment would be discussed following the implementation of the asset management schedule.
- d) The importance of a marketing strategy to get more use of the existing facilities was emphasised, with the Annual Parish Meeting coming up being a prime opportunity. Whilst the field has been used for organised village functions in the past, now that there are easily accessible, smart and welcoming facilities in a well-cared for setting, the expectation is that people from the community will make the most of this new amenity.
- e) The latest monthly inspection report had been circulated with the agenda and was noted.

#### **1110. PLAY AREA**

- a) The latest monthly inspection report had been circulated with the agenda and was noted.
- b) It was agreed to leave the double gate access to the play area locked closed until a specific request to open them was received from the grass-cutting contractors.
- c) The land management committee would arrange a working party arrangement to clean the slides, swing seats and other areas and put bird deterrents on tops of swing units.
- d) It was agreed that expenditure on equipment would be discussed following the implementation of the asset management schedule.
- e) The meeting noted the extensive tree works kindly undertaken on behalf of the parish council by Nene Valley Tree services.

#### **1111. ALLOTMENTS:**

- The parish council is no longer to collect horticultural society subscriptions.
- There are a number of new plot holders.

**1112. CHURCHYARD:** The gardener had requested mulch or failing that manure – David Short kindly agree to donate some. There is no facility at the churchyard to dispose of arisings and the parish council expects the contractor to dispose of these.

#### **1113. CEMETERY:**

- a) A request had been received that the parish council consider the purchase of pyracantha 'Red Column' to infill along the leylandii hedge, belonging to the neighbour, which has died back following the works carried out at the cemetery the previous year. It was agreed that the parish council does not want to commit to this without considering the costs and the fact that a longer part of the hedge will require attention as well.
- b) The porch area will be added to the asset register correlation documentation and highlighted for some necessary attention should it prove necessary.
- c) It was **RESOLVED** to approve cemetery charges, details of which had been circulated in advance of the meeting. The new charges will be: £120 interment; £200 for purchase of Exclusive Right of Burial (ERB) for a grave burial. Ashes plots will be £100 ERB and £60 interment. Permission to erect a headstone will be £75, flat tablet for ashes, £75 and vases etc £45.

The standing orders will be reviewed at the annual meeting in May as usual.

- d) There was an update regarding moles and spoil from graves. The moles have gone and the molehills dispersed. The grave diggers are being encouraged to remove the spoil by the undertakers, the clerk and Cllr David Short, at the same time.

#### **1114. FINANCIAL MATTERS:**

- a) Draft accounts year end to 31/3/18 were presented but could not be taken or approved as there are still some loose ends to tie up. The clerk will meet with the governance committee chairman to finalise the accounts so that clear figures are available at the annual parish meeting the following week and for approval at the annual meeting in May.

- b) 2018/19 accounts to date – the year is less than 21 working days old so little to report.
- c) It was **RESOLVED** to reinvest Nationwide funds in 95 day access account.
- d) It was **RESOLVED** to approve payments detailed below:

Payee	Goods / Service	Nett	Gross
SSE	Electricity	365.02	435.37
Landmark Trading	Pocket park protection	117.90	141.48
Grim to Prim	Cleaning		82.50

**1115. NOTICES / CORRESPONDENCE ETC:**

- RoSPA - Playsafety inspection has been confirmed for June or July.
- NALC/SLCC pay settlement has been agreed and will be advised by NALC in due course.
- Details of Armed Forces day grants had been circulated in advance.
- A speaker has requested to represent a project connected with the war memorial works, at the Annual Parish Meeting.
- A letter regarding the parish council had been received by a member of the public asking some pertinent questions focussing on some of the issues the council has been trying to address in recent months. The information gathering for the response serves as a useful exercise for the Annual Parish Meeting as well as a focus for the council.

**1116. CONSIDER FUTURE AGENDA ITEMS TO BE CARRIED FORWARD:** Nothing extraordinary was noted

**1117. ANNUAL PARISH MEETING MATTERS:**

It was agreed that the items to be dealt with at the Annual Parish Meeting would be dealt with in a logical sequence.

The parish council chairman chairs the meeting and will begin by introducing the role of the parish council and the who/why/when topics, speaking about the various things the council covers and plans this year.

Matters to be covered include

Community Issues: Assets, Fun Field & cabin, Litter Pick, Pocket Parks, Defibrillator, Flood Warden, War Memorial, NHW, streetlighting,

Governance Issues: Warmington2031

The chairman and the clerk will prepare a presentation. David Strafford and Nigel Rudd will speak on the assets / fun-field issues and Warmington2031 and will send presentations to the clerk in advance of the meeting.

Future meetings (all full council unless otherwise indicated (LMC = land management GC = Governance)):

14 <sup>th</sup> May	11 <sup>th</sup> June	9 <sup>th</sup> July	10 <sup>th</sup> Sept LMC	8 <sup>th</sup> October	5 <sup>th</sup> Nov GC
10 <sup>th</sup> Dec	14 <sup>th</sup> Jan '19 LM	11 <sup>th</sup> February 19	11 <sup>th</sup> March '19	8 <sup>th</sup> April '19	29 <sup>th</sup> April APM
13 <sup>th</sup> May	10 <sup>th</sup> June induction	8 <sup>th</sup> July	9 <sup>th</sup> Sept 19 LMC	14 <sup>th</sup> October	11 <sup>th</sup> November GC
9 <sup>th</sup> Dec 2019	13 <sup>th</sup> Jan 2010 LMC	10 <sup>th</sup> February	9 <sup>th</sup> March GC	13 <sup>th</sup> April 2020	27 <sup>th</sup> April '20 APM

<b>Approved by Warmington Parish Council:</b>		
<b>Signature of Chairman of following meeting:</b>		<b>Date 14<sup>th</sup> May 2018</b>