

## **WARMINGTON PARISH COUNCIL**

Minutes of the 14<sup>th</sup> May 2018 7.30pm

In the Village Hall, Warmington.

**1118.** It was unanimously **RESOLVED** to elect Joanna Simpson as chairman for the forthcoming year.

**1119.** There was a brief interlude as a mark of respect and in order that people present could reflect on the life and input to the community of Anna Webb, clerk to the council from 1999 to 2011 and her family. Anna is remembered fondly by many members of the council and the community and was an excellent clerk.

**1120. ATTENDANCE** Present: Chris Ellard, Cllr. Nigel Rudd Cllr. David Short, Cllr. Joanna Simpson (chairman), Cllr. David Strafford and Cllr. Steve Wallis. Apologies received from Andrew Stone due to personal circumstances - It was **RESOLVED** to accept these apologies. Officer present: The clerk. Also present: members of the public.

**1121. DECLARATIONS OF INTERESTS** – Cllr Nigel Rudd reaffirmed his standing personal interest as he is related to someone who works for the planning inspectorate.

**1122. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** It was **RESOLVED** to exclude members of the public present from the following agenda item due to the confidential nature of the process and the risk of breaching data protection guidelines.

**1123. CO-OPTION OF NEW MEMBERS OF THE PARISH COUNCIL:** Four application duly completed application forms had been received and circulated in advance of the meeting. The applicants were of very high calibre and each had excellent qualities to offer the parish council. After some consideration, it was **RESOLVED** to co-opt Nicola Howard and Gillian Beeby to the parish council. The clerk was instructed to ask the other two applicants whether they would consider joining one of the committees.

**1124.** It had been intended that a short training re-cap based on 'Good Councillor Guide' and NALC guidelines would take place at this point, but due to the number of items of business to be discussed during the evening, and the importance of the matters at hand, it was agreed to postpone this. However, the chairman reiterated how important it is that all members make sure they are fully conversant with the contents of the papers distributed by the clerk to accompany this agenda point.

It is imperative that employees, volunteers and members of the council & all committees fully understand the distinction of roles within the council. This way, the clerk is clear about being the person to execute decisions or policy matters made by the council and the members are clear that they are in a governance role, making decisions in properly convened public meetings with no decision-making powers as individuals or executive capacities. In accordance with Standing Order 25, "no councillor shall issue orders, instructions or directions." The authorisation to issue orders etc can come from the clerk only.

**1125.** It was **RESOLVED** to adopt or re-adopt the following governance procedures and policies:

- Risk Assessment Policy
- Parish Council Aims and Objectives
- Financial Regulations
- Standing Orders
- Co-option policy
- Complaints Procedure
- Health and Safety Policy
- Equal Opportunities Policy
- Risk Assessment Policy
- Terms of reference for committees
- Cemetery Standing Orders

**1126. APPOINT REPRESENTATIVES TO OUTSIDE BODIES / SPECIFIC ROLES:**

- Warmington Charities: Chris Ellard and David Short are re-appointed as trustees to the Warmington Almshouse Charitable Trust. David Short was re-appointed to the Warmington Charities Trust.
- Warmington Village Hall trustee.
- Appoint new bank signatories, for online authorisations.

The last two items were delegated to the clerk to appoint members, in consultation with the chairman

of the governance committee and the parish council.

**1127.** It was unanimously **RESOLVED** to elect Nigel Rudd as chairman of the Governance Committee and David Strafford as chairman of the Governance and Land Management Committees for the forthcoming year.

**1128.** It was **RESOLVED** to approve the minutes of the parish council meeting held in April 2018. The minutes were signed.

**1129. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:** There was a comment regarding the possibility of the bridge over the river, from the A605 at the Ashton roundabout into the town, being weight limited to vehicles over 3.5 tonnes. Whilst this comes under the remit of county highways and is in Ashton and Oundle parishes, the council was asked to add its support to having the bridge fully functional and available to all traffic at the soonest possible opportunity.

**1130. DEVELOPMENT AND PLANNING MATTERS:** No planning applications had been received, but it was noted that at a future meeting, the matter of land off Spinney Close for auction would be highlighted.

**1131. STREET LIGHTING:** It was agreed to approach three firms regarding the replacement street lighting project and ask them to come to survey the village and submit a proposal of LED lighting designs, to include the colour/warmth of lighting, shape of designs and wattage. From these proposals, the parish council will choose a contractor to work with and take the project forward.

**1132. FOLLOW UP TO MATTERS ARISING FROM THE APM:**

a. Written comments and questions received during the course of the very well attended Annual Parish Meeting and replies had been circulated in advance of the meeting. It was agreed that a task and finishing group would deal with this matter and circulate a response for consideration and approval at the next meeting.

b. At the meeting, there had not been the interest shown in NHW that indicated pursuance of this matter.

**1133. HIGHWAYS VERGE CUTTING** Would be discussed later in the meeting.

**1134. COMMUNITY MATTERS:**

a. AED: It was agreed to go ahead with the purchase of an AED £1,000/ Housing box £496 plus installation, to include reconfiguration of the bookshelves as well as the electrical works. It was **RESOLVED** that the clerk will make the necessary arrangements, in consultation with Cllr Ellard and other members as necessary, and place orders accordingly, including booking training schedules.

**1135. COMMUNITY LED PLANNING:**

b. A Warmington2031 update report by way of a visual report was presented and is appended to these minutes.

c. It was **RESOLVED** to approve the application for second phase of the grant from Grantscape / Locality which had been circulated in advance of the meeting.

d. Details of a workshop regarding site allocation of land for employment purposes in the East Northamptonshire Council area, regarding the emerging local plan had been circulated in advance of the meeting. Nigel Rudd was nominated to attend and report back.

**1136. LAND MANAGEMENT:**

a. **ALLOTMENTS:**

- It was **RESOLVED** to approve the increase in annual rent from the landowner for the allotment area, from £70 to £100.

- The village primary school is planning a trip to the allotments. Roger Litawski, the Allotment Manager, has been furnished with an HSE guide on risk, a risk matrix to be able to put risk levels into context and a risk assessment. The school will be advised that the trip is at its risk.

b. Amenity area grass cutting and Highway grass cutting from 1133 above. The council has new contractors as of 1/4/18 and the contract started well, with the operatives cutting the amenity areas prior to the commencement of the contract and then regularly for a short while. Then a combination

of a prolonged period of rain causing a backlog of work, a breakdown of a machine and unprecedented growth spurt of grass and spring foliage has left the grass areas of the village in a poor state. The clerk has had meetings and almost daily contacts with the area manager in an effort to get a clear schedule of works in order to bring matters to order.

However, as this is taking up almost 25% of her time, it was agreed that the clerk will delegate the investigation of what has happened and what the short term intentions are to Cllr Strafford, who will arrange a meeting with the contractors and report back accordingly.

c. Litter Pick – this had been held over from the last meeting. A date has not yet been arranged.

d. It was **RESOLVED** to approve procurement of bird deterrent plastic spikes for the swing unit frames at the play area.

#### **1137. FUN FIELD FACILITIES:**

a. It was agreed that weed killing of foliage around the base of the cabin is acceptable.

b. The proposed site of the BBQ area at the fun field was approved.

c. The draft of fun field safe use guidelines were approved, but with the proviso that additional notices about 'No Dogs' and reminders about litter.

d. It was **RESOLVED** to approve repairs to waste bin in the fun field.

e. Improvement works to Buntings Lane entrance gate would be reviewed with the asset list evaluation.

**1138. WAR MEMORIAL:** Donations for the works are being received, Paul Stamper has secured 75% funding from the War Memorials Trust for the works and the contractors have been advised as to when the works will be taking place. The clerk is still awaiting the faculty petition documents.

#### **1139. GOVERNANCE MATTERS:**

a. The clerk and governance committee chairman have reviewed the latest draft of the asset register database which is almost complete.

b. It was **RESOLVED** to approve an application to East Northamptonshire Council councillors' community fund for £500 towards War Memorial fund.

c. NALC/SLCC approved pay scales per the clerk's contract of employment were noted.

d. GDPR: The government is reviewing the necessity for local councils to appoint a data protection officer due to the limited amount of public data they hold and the necessity for that data to be on file. However, in all other respects the council aims to have a process in place by the 25<sup>th</sup> May date at which GDPR comes into effect.

e. It was agreed that the clerk can use the evidence of demand from APM feedback and Warmington2031 survey to apply for an awards-for-all grant for seating, older children's play equipment at the fun field and floral displays. This will be circulated for comment prior to submission. The clerk will also involve East Northamptonshire Council grant officer.

f. It was **RESOLVED** to approve a grant application to ENC empowering councillors fund for A4 size noticeboards at fun field.

g. The East Northamptonshire Council Communities Facilities Fund had just launched for the current year to carry forward to June and July meetings. Officers, members and co-opted committee members would be encouraged to consider what facilities would most benefit the residents of Warmington, bringing evidence from the recent Warmington2031 survey into the discussions.

#### **1140. FINANCIAL MATTERS:**

a. The virement of cost points actual vs budget for 2018/9 financial year would be discussed at the next meeting for agreement at the July end quarter review meeting.

b. It was **RESOLVED** to approve and adopt accounts to year end 31/3/18 for audit, which had been circulated in advance of the meeting. The Annual Governance and Accountability Return (AGAR) form was signed.

c. It was **RESOLVED** to approve payments detailed below, some of which had been paid under delegated authority since the last meeting (indicated by \*)

Payee	Goods / Service	Nett	Gross
Warmington Hort Soc	Subs collected		54.00
Elton Estates	Allotment rents		100.00
<a href="#">Inkwell</a>	NDP literature		545.00
<a href="#">Inkwell</a>	Newsletter		81.00
Groundworks	Grant repayment *		3648.85
Londis	Refreshments for APM*		18.48
12Pay	Payroll software*	61.00	73.20
GDC Electrics	2017/18 exp – Cabin electrics		882.38
Amazon	Grass seed		35.98
Wave	Water at allotments		76.82
SSE	Electricity consumption	311.34	354.58
Eon	Repairs & maintenance		327.62
Grim to Prim	Cleaning		45.00
SLCC	Training	296.50	343.80
SLCC	membership		92.50
Wave	Water at fun field		48.45
12 pay	Payroll software		61.00
Coles	Various for funfield	345.91	415.07
Ncalc	Membership	394.63	607.63
	2018/19 Audit service	213.00	

**1141. NOTICES / CORRESPONDENCE ETC:**

- Gigaclear rollout of high speed fibre optic to the premises internet provision
- Joint Action Group (JAG) newsletter
- Road closure notification for school fayre on 16<sup>th</sup> June
- Details of clerks training for reference.

**1142. CONSIDER FUTURE AGENDA ITEMS TO BE CARRIED FORWARD:**

- Grant from ENC Community facilities fund
- Northamptonshire County Council situation
- Pocket Park
- Verges on Dexter Way
- CallConnect buses
- Play Area

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

**DATE OF NEXT MEETING: 11<sup>TH</sup> JUNE 2018 7.30PM, WARMINGTON VILLAGE HALL**

**Approved by Warmington Parish Council:**

<b>Signature of Chairman of following meeting:</b>		<b>Date 11<sup>th</sup> June 2018</b>
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