

## **WARMINGTON PARISH COUNCIL**

Minutes of the 8<sup>th</sup> October 2018

7.30pm

In the Village Hall, Warmington.

**1200. ATTENDANCE** Present: Cllr. Gillian Beeby, Cllr. Chris Ellard, Cllr. Nikki Howard, Cllr. Nigel Rudd Cllr. David Short, Cllr. Joanna Simpson (chairman), Cllr. David Strafford and Cllr. Steve Wallis. The clerk. Also present: Members of the public and Steve Cheeseman as a member of the governance committee with specialist knowledge regarding planning matters and Warmington 2031.

**1201. RECEIVE DECLARATIONS OF INTERESTS** – Cllr. Nigel Rudd reaffirmed his standing personal interest as he is related to someone who works for the planning inspectorate.

**1202.** It was **RESOLVED** to approve the minutes of the parish council meeting held on 15<sup>th</sup> August 2018, The minutes were signed.

**1203. CO-OPTION OF NEW MEMBERS OF THE PARISH COUNCIL:** No candidates had come forward as potential co-optees. The vacancy would be publicised by the clerk.

**1204. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:** There were none.

**1205. DEVELOPMENT AND PLANNING MATTERS:**

- 18/01707/REM | Reserved matters: Appearance, Landscaping, Layout and Scale pursuant to planning application 17/02219/OUT: Outline: Erection of detached chalet bungalow (All matters reserved except access) dated 06.02.2018. | 21 Broadgate Way Warmington It was **RESOLVED** that the council has no objections or further comment to make.

- 18/01685/FUL | Single storey rear extension | 26 Stamford Lane Warmington. It was **RESOLVED** that the council has no objections or further comment to make.

- 3 Spinney Close. This was not a planning application, but an acknowledgement of the concerns raised by interested parties, particularly regarding safety of the wall on Church Street, and an update to confirm that the parish council is in touch with planning enforcement officers at East Northamptonshire Council, who have confirmed that they have no current outstanding issues with the situation. In terms of what action, the parish council can take, there is none until any planning application is received and all matters will be related to material planning considerations in the usual way.

- Update on 18/00032/MINVOC and 18/00031/MINVOC Variation of conditions of end dates to retrospectively extend the end date of operations | Elton Quarry, Peterborough Road, Warmington. There is no update yet. The planning authority has agreed a time extension to the actual application process but not determined the application – the clerk will chase the officer dealing with the case.

- Update on any other recent planning and licensing matters – the clerk reported that recent applications commented on had received planning permission.

**1206. UPDATE ON EMERGING ISSUES FROM WARMINGTON2031** Steve Cheeseman gave an overview of the proposed next phases draft Neighbourhood Development Plan (NDP) that will be going out for further consultation in the parish. This has been re-worked from the previous draft to include the comments, suggestions and observations at the workshops and meetings earlier in the year.

A priority is to ensure that the extant Village Design Statement becomes a more impactful planning tool by incorporating it into the NDP as design code.

It was **RESOLVED** to approve the recommendations to the parish council, circulated in advance of the meeting, and to adopt as the council's intentions the actions therein, viz:

- 1) Approve the draft WNP dated 1 October for community consultation with delegated authority to the Clerk in consultation with the Governance/WNPPG Chair to approve any final editorial amendments and to coordinate the process of consultation as set out below.

- 2) To enable specific consultation with Elton Parish Council.
- 3) To enable specific consultation with Elton Estates.
- 4) To arrange for online consultation and report back on proposed revisions to the document at WPC Governance meeting of 5 November 2018 and WPC full meeting of 10 December.
- 5) To convene a Workshop at the Village Hall on a date to be confirmed.
- 6) To require Kirkwells to review and proof the WNP for consultation purposes and subsequent Regulation 14 Examination.
- 7) To convene the 2031 Group to consider the consultation responses to the draft WNP ahead of the WPC Governance meeting on 5 November.
- 8) To liaise with East Northants Council and emerging Local Plan to ensure a best fit.
- 9) To approve in principle the draft WPC Aspirations document subject to amendment through the consultation process.
- 10) To approve in principle the production of a Warmington Conservation Area Plan subject to an appropriate fit with the contents of the WNP 2031.
- 11) To work with the ENC and emerging North Northants Unitary Authority (NNUA) to ensure the WNP is embedded as part of the future planning context for the area.
- 12) To commit to a 3year rolling review of the WNP following formal adoption of the WNP and Aspirations Appendix document.
- 13) To advise the relevant Governmental organisations of the WPC support to defer Warmington Parish Council elections from May 2019 to May 2020 to enable formal completion of the WNP consultation/adoption process in 2019 and dovetail with the anticipated emerging NNUA elections.

The next step in the process is to make the current version of the draft plan available to everyone and arrange an online consultation, with some workshop events. The consultation findings will be incorporate into the next version of the NDP, which will be for submission for statutory consultation, in compliance with regulation 14 of The Neighbourhood Planning (General) Regulations 2012.

From the consultations to date, a number of matters have come to light which residents would like to see happen within the parish, but which cannot, due to statute limitations, be included in a Neighbourhood Plan as they are not strictly planning issues. These are known as Warmington Parish Council Aspirations and are expected to develop with further consultation. These are appended to these minutes for the record on the clear understanding that these are not adopted policies or stated intent by the council at this stage.

There was a discussion around liaison with neighbouring parishes which concluded that Warmington Parish Council would work together so that their respective neighbourhood plans support one another. There was a further discussion around the council's 3<sup>rd</sup> party support so that all members were aware of issues.

The council extended a vote of thanks to Steve Cheeseman as well as the other members of the project team for the enormous amount of work put into the project.

#### **1207. GOVERNANCE MATTERS:**

- a) The external auditors report had been circulated in advance of the meeting. It was noted that that the audited accounts have been signed off with no matters of concern brought to the attention of the auditors, a wrong figure submitted had been noted, but the explanation acceptable to the auditors. It was **RESOLVED** to adopt the audited accounts.
- b) The 2018/19 accounts to date had been circulated in advance of the meeting. It was **RESOLVED** to adopt these as verification of the council's financial position at 30th September 2018.

- c) Proposed virement of budgeted cost points to allow for overspent areas to have funds vired from underspent budgets had been circulated in advance of the meeting. It was **RESOLVED** to approve the proposals:

	Previous Budget	Vired Budget	Difference
Clerks Expenses	150	550	400
Office expenses	550	800	250
Audit	750	520	-230
Meeting Room Hire	400	450	50
Training budget / courses	350	450	100
Election Expenses	750	180	-570
Grasscutting	3000	2250	-750
Cemetery	1000	1800	800
RoSPA inspection	200	150	-50

- d) Some of the grant applications applied for in recent months had been done so under delegated authority. To comply with the requirements and spirit of openness and transparency, details of these were confirmed as below. The Awards for All grant and the ENC empowering communities grants had been awarded in full. The Nenescape grant application had been turned down in this round, but an invitation to reapply had accompanied the reply. The ENC CFF results would be known towards the end of October / early November. A second application with more detail would be necessary when the CFF application passes stage one of the process. At that point, further discussions will take place at a meeting as to routes, signage etc.

SOURCE	FUNDED EXPENDITURE	MINUTE	AMOUNT	MATCH FUNDING
East Northamptonshire Council empowering communities	4no A4 noticeboards at the Fun Field	May 2018 1139f	£1,000	No
Awards for All	Giant Swing - £2,800 Pick up sticks/cone climber £3,400 Seating £2,500 Noticeboards £800 Planters £500	May 2018 1139e	£10,000	No
Nenescape	Other capital costs £2,000 Capital Equipment & materials £500 Activity Equipment & materials £500	None (working party)	£3,000	£3,000 (volunteer time)
East Northamptonshire Council Community Facilities Fund (CFF)	Direction Signage- £1,500 Cycle symbols- £500 Year One Greenway Path surface £33,167 Year Two Greenway Path surface £32,500	None	£50,000	£17,667

- e) It was **RESOLVED** to confirm the addition of Nikki Howard and Gillian Beeby to the bank mandate, once the new signatory procedure becomes electronically enabled via the bank's online facilities.
- f) Cemetery procedures following correspondence between the clerk and one of the undertakers who families use to facilitate burials in the churchyard: members were asked to consider the council taking over contracts with gravediggers. Considering the connotations of various scenario, it was agreed to keep the arrangements as they are currently, but that the governance committee would consider levying an additional fee on the existing fees for cemetery

maintenance purposes, so that if spoil is not removed, the parish council has the means to clear and make good the ground.

- g) It was reiterated that review of meetings will take place at the Annual Meeting of the Parish Council in May.
- h) There was a brief update regarding the procurement of Orchard Pocket Park in Eaglethorpe. The chairman of the Governance Committee and the clerk had met with the parish council's solicitor on site and he was pursuing matters with the seller's conveyancers. It was agreed that the parish council is not content to agree to the overage levels proposed in the Heads of Terms received from the other party.

**1208. COMMUNITY MATTERS:**

- a) It was agreed that the parish council will lead in the parish's participation in the national 'Beacons of Light' event on the early evening of 11<sup>th</sup> November, in co-operation with the Royal British Legion (RBL). The new beacon will be lit at that event – the details of where the event will take place are to be finalised via working party discussion and the final decision devolved to the clerk. The two public areas to be considered are the open space near the play area or the churchyard. The chairman is willing to lead the event but felt that it might be more appropriate that a member of the RBL lit the beacon.
- b) The parish council expressed its appreciation of the input into the restoration of the war memorial in the churchyard by Dr Paul Stamper. Without doubt, the funding would not have been secured without his specialist knowledge and handling of the project. All present expressed their admiration of how good the memorial looks now. A plaque has been purchased to acknowledge the financial input of residents and the RBL in the purchase of the flagpole in the churchyard.
- c) There was an update regarding the Speedwatch event which would be coming to an end during the week of the meeting. It has been a successful first campaign.
- d) Management and promotion of the Fun Field: The clerk will monitor and manage bookings and associated administration and the day-to-day maintenance and management of the fun field. All members of the council and the land management committee will consider ideas to encourage publicity for the Fun Field and ways to encourage its use as a community facility.
- e) Proposals to take forward the Awards for All funded Community Lottery grant to first stage of project:

*Cllr. Gillian Beeby left the meeting at this point 21.15.*

A working party had been convened to prepare suggestions to bring to the council to consider the next steps in the community facilities project. The meeting expressed its thanks at the time and effort that had been put into this fact finding.

As there is clear evidence from the Warmington2031 questionnaire as to the needs and aspirations of residents, it was agreed that the procurement of benches, more or less in line with the grant application, will be delegated to the clerk in consultation with the Chairman of the Land Management Committee. Whilst the questionnaire responses indicate clearly community support for play equipment for older children and teenagers, there is no indication as to specifics of what is required. The Awards for All Lottery organisation has made it very clear that it expects community involvement in the spending of grant funds it awards from grass roots up and the application stated that this process would be employed. It was agreed to engage with the end users in order to ascertain what facilities they would get most use from, within the framework of the limited funds available. Cllr. Nikki Howard would in the first instance speak with a relative who is close in age with the target group and see whether there is a way of garnering views via an online survey or similar. It will be necessary to organise a working party to put together the information prior to approaching the target users – Cllr. Howard will liaise with the clerk who will

organise such an event with the chairman of the Land Management Committee and other interested parties.

The clerk will investigate matters surrounding street furniture on highways land, particularly beyond the 'urban setting' within the 30mph signs and the possibility of having the 30mph limit moved.

- f) Use of temporary flood lights at the football pitch for midweek training – this was not discussed as it was no longer a requirement of OTFC.
- g) Information regarding an 'Exercise Brewer' had been circulated in advance of the meeting. This was a rehearsal exercise of a major incident in the village and had taken place the previous weekend with a reasonable degree of success. Thanks were extended to the emergency/flood co-ordinator and those residents who participated in the event.
- h) The installation of a defibrillator in the phone box is an ongoing project. The electrician is trying to establish the best way of earthing the phone box so that the equipment can be safely installed.

**1209. HIGHWAY MATTERS:**

- a) Grit bins – It was reported that the winter services team at Northamptonshire County Council's contractors, KierWSP, had agreed to let the grit bin at Big Green remain and they will service it. It was **RESOLVED** to keep all of the other grit bins which have been earmarked for removal. Members will give some thought to how they will be maintained with rock salt in for discussion at the next meeting. The clerk will investigate highways and insurance implications.
- b) The clerk will follow up on a query raised by a member regarding the statutory obligations on a highways authority to keep roads clear of snow with NorthantsCALC and the county highways contractors if possible.
- c) The clerk will prepare an Invitation to Quote for hedges at Dexter Way, along with those at the allotments and the Fun Field on Buntings Lane.
- d) A request for dog bins to be installed at the parish council's expense had been submitted. The relevant East Northamptonshire Council officer had been inspecting via a site visit earlier that week and would report back.

**1210. LAND MANAGEMENT MATTERS:**

- a) It was **RESOLVED** to approve the one submission received in reply to the invitation to quote for maintenance works at the cemetery at £1,600.
- b) A regular cemetery visitor had submitted views regarding existing facilities at the cemetery. The person had expressed dismay that the wrought iron bench was to be removed and asked to be considered should it be available. It was agreed that the council would deliver it to the person's premises free of charge.
- c) It was **RESOLVED** to allocate an initial budget of £250 for community Christmas gathering on 16<sup>th</sup> December at village hall. It was agreed to delegate power to the clerk for any necessary procurements, financial commitments and licensing matters in conjunction with an LMC working party or the Chairmen.
- d) The allotments hedge would be dealt with as agreed under minute 1209(c)
- e) Hedge cutting at entrance Buntings Lane boundary of the fun field would be dealt with as agreed under minute 1209(c)
- f) The latest position regarding damage to football pitch side-lines was discussed. Thanks were extended to the member of the public who had provided top soil and infilled all of the cracks free of charge in the last few weeks. Confirmation of guidelines from HSE had been received and circulated in advance of the meeting and the immediate cessation of the use of herbicide would be incorporated into Land Management and parish council policies. Members of the LMC have already been tasked with potential solutions of damage caused by drought situations in the

future, but as the problem had only been where the grass had been killed, it is anticipated that in the future, there will not be a recurrence to such a hazardous degree.

- g) Notes from the fireworks party working party had been circulated in advance of the meeting. The clerk will make the arrangements for the procurement of the fireworks which will be stored in accordance with statute. The budget of £1000 detailed in the notes was agreed, as it is within the overall budget for the event as per the accounts, subject to completion of the comparison exercise to ensure value for money.
- h) There have been no significant issues or problems with the collection of rents at the start of the 2018/19 season. The Allotments Supervisor continues to carry out the role with meticulous attention and all plots are at an acceptable standard.
- i) It was **RESOLVED** to allocate a small area of the allotment gardens for a plot for the village school in accordance with the report received from the Allotment Supervisor in advance of the meeting. The council thanked him for his work with the school in bringing this to fruition – all members agreed that this was a very pleasing turn of events at the allotments. There will be no charge for the plot; the clerk will forward a licence for the protection of all parties.

**1211. CLERKS REPORT:** The clerk gave a short report on the recent SLCC AGM she had attended, as well as representing the parish council at the Northamptonshire County Association of Local (Town and Parish) Councils which had very much focussed on the upcoming restructuring of the county, almost certainly into two unitary authorities, and how very important the role of Local (Town and Parish) Councils and Councillors would be going forward. The following evening would be the Oundle Town and cluster village update meeting and the JAG meeting is on 17<sup>th</sup> October – she would be representing the council at both of these, as well as the Oundle VA AGM.

She reported the following decisions made under delegated powers:

Aug-18	Items from Coles for play unit maintenance	90.00
Aug-18	Top soil for fun field	120.00
Sep-18	Allotment skip	144.00
Sep-18	Apple clearance	55.00
Sep-18	Slabs at war memorial	150.00
Oct-18	Raising tree canopies at Dexter Way	120.00

In all cases, either the chairman of the council or pertinent committee had been involved in the decision or the clerk had followed best value practices.

**1212. FINANCIAL MATTERS:**

- a) It was **RESOLVED** to approve payments detailed below, \*-paid under delegated authority or in accordance with financial regulations.

Payee	Goods / Service	Nett	Gross
J Howe*	Clearing of Big Green		55.00
S Rodger	Office costs	288.36	614.35
	Clerks expenses	325.99	
SSE	Electricity	338.31	403.54
Eon	Streetlight maintenance	241.18	289.42
CGM	Groundworks & highways	1077.00	1292.40
Eon	Changing rooms	15.83	16.62
PFK Littlejohn	Audit	300.00	360.00

Amazon*	Padlocks	12.49	14.99
Mick George*	Skip	120.00	144.00
1&1 Internet*	Warmington2031	4.99	5.99
1&1 Internet*	Warmington.org	59.94	71.93
Royal Mail *	Postage		3.93
Grim to Prim	Cleaning		80.00
HMRC	PAYE		661.88
Warm. Village hall	Meeting room hire		360.00
D Rowell	Gazebo repair		6.75

### 1213. NOTICES / CORRESPONDENCE ETC:

- a) A meeting with Stephen Mold, the Northamptonshire PCC, is scheduled for 23<sup>rd</sup> October at Wootton Hall.
- b) An email had been received from a resident concerned about the parish council's budget and precept. The clerk was instructed to reply explaining the background to the situation. The parish council's foresight anticipated the collapse of the county council with the cessation of all none statutory services as a necessary consequence of that course of events. In order to maintain the well-being, public amenities and quality of life for the people of the parish, the parish council has, since 2014, taken the decision to maintain robust reserves and earmarked funds, as well as having taken over some devolved services from the county council. In addition, the council has implemented several projects over the past few years and maintains its ambitions to provide amenity facilities for the inhabitants of the area, as well as preparing a neighbourhood plan to provide a clear pathway for the development of the parish and keeping the parish a vibrant and pleasant place to live. Every decision underpinning the council's fiscal policy is fully documented via minutes and accounts available online.
- c) A reply had been received from the office of the Secretary of State regarding the ongoing Local Government Review into the future of Northamptonshire in response to the parish council's submission of its stand. A copy is appended to these minutes.
- d) Under delegated powers, the clerk was asked to confirm to The George football team that its match fees would be reduced to £50 as requested.

*The chairman announced the meeting closed at 21.54.*

5th Nov GC	10 <sup>th</sup> Dec	14th Jan '19 LMC	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	4 <sup>th</sup> Nov GC	9 <sup>th</sup> Dec 2019	13 <sup>th</sup> Jan 2020 LMC
10 <sup>th</sup> February	9 <sup>th</sup> March GC	13th April 2020	27 <sup>th</sup> April '20	

**DATE OF NEXT MEETING: 10<sup>TH</sup> DECEMBER 2018 7.30PM, WARMINGTON VILLAGE HALL**

**Approved by Warmington Parish Council:**

**Signature of Chairman  
of following meeting:**

**Date 10<sup>th</sup> December 2018**

**Draft Parish Aspiration 1**

Warmington Parish Council will implement a 3 year rolling review of the WNP

**Draft Parish Aspiration 2**

Warmington Parish Council will establish Local Liaison Groups where appropriate.

**Draft Parish Aspiration 3**

Warmington Parish Council will commission housing needs research as appropriate and investigate whether social housing in keeping with the village character could be provided by a community scheme - possibly linked to the Almshouses which already provide community social housing through a charitable scheme which could be expanded to a not for profit community scheme as an incorporated charity.

**Draft Parish Aspiration 4**

Warmington Parish Council will arrange for the updating of the Design Code and VDS every 3 years.

**Draft Parish Aspiration 5**

Warmington Parish Council will update land holdings, local green space, important open space and established tree designations on a 3 yearly basis and seek relevant protection orders such as TPOs where appropriate.

**Draft Parish Aspiration 6**

Warmington Parish Council will seek to record and maintain the biodiversity of the areas local to the village so that future developments can be sited in areas that will cause the minimum damage to local ecology

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WNPPG First Draft Plan  
Version 0.9 - 1Oct2018-  
SCNR

**Draft Parish Aspiration 7**

Warmington Parish Council will work with relevant partners to establish a sustainable program for the maintenance of green spaces, wide verges, stone walls and paths within the parish.

3.1.

**Draft Parish Aspiration 8**

Warmington Parish Council will work with local owners, users, and East Northamptonshire Council to designate relevant community facilities as Assets of Community Value.

**Draft Parish Aspiration 9**

Warmington Parish Council will undertake an annual review of the local asset register and maintenance of community facilities

**Draft Parish Aspiration 10**

Warmington Parish Council will work with all parties to develop the village hall to include provision for the PC as a resident body and to give an improved focus to the community to improve cohesion and encourage better economic use of facilities.

**Draft Parish Aspiration 11**

The Parish Council should propose that the Local Highway Authority designates Taylors Green as a Quiet Lanes under The Quiet Lanes and Home Zones (England) Regulations 2006.

**Draft Parish Aspiration 12**

The Parish Council should look for opportunities to improve public transport within and to from the village

**Draft Parish Aspiration 13**

The Parish Council should seek to agree a scheme with local landowners to provide a sustainable transport route between Warmington and Elton .

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WNPPG First Draft Plan  
Version 0.9 - 1Oct2018-  
SCNR

**Draft Parish Aspiration 14**

The Parish Council should seek to keep pavements and footpaths clear of restrictions throughout the village and its surroundings.

**Draft Parish Aspiration 15**

Warmington Parish Council will work with relevant partners to promote **Destination Warmington** and other economic development opportunities.

**Draft Parish Aspiration 16**

Warmington Parish Council will promote the Local Liaison Group in the negotiations of S106, CIL and other developer contribution agreements.



Ministry of Housing,  
Communities &  
Local Government

**Ministry of Housing, Communities & Local  
Government**

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Our Ref:3866553  
Your Ref:

Date:**22 August 2018**

Dear Ms Rodger,

Thank you for your email and the letter sent on behalf of Warmington Parish Council to the Secretary of State regarding the reorganisation of local government in Northamptonshire. I have been asked to respond on his behalf.

As you state in your letter, the report of the independent inspector was clear in the need for a clean break from the practises of the county council. The Government believes that unitary structures are the best solution for Northamptonshire and agrees with the report that only by wiping the slate clean can service delivery and outcomes be improved. The report concludes that "A way forward with a clean sheet, leaving all the history behind, is required", and the Government agrees. However it is open as to what this 'clean sheet' should look like. The final proposals from the councils are expected before the end of the month and will be considered carefully.

You refer to the terms of the invitation issued to the councils, and the guidance that accompanied it, particularly with regard to the population size of any new authorities. This guidance was issued having had regard to past reorganisations, the Northamptonshire County Council Best Value Inspection Report of March 2018, and independent research. For example the County Councils Network in 2016 looked into lessons from previous unitarisations which found that the scale of a unitary council was key, with larger authorities able to deliver economies of scale while smaller unitary councils were more likely to be less resilient, putting key services at potential risk. There were similar findings in a report from ResPublica in November 2017.

The Secretary of State has appointed Commissioners to take over strategic financial management of the county council, and we are confident that they will move the council into a better financial footing and ensure it is ready for any reorganisation. It is imperative that any new councils created be successful and provide high quality services for residents, and the Government will work with the councils and Commissioners to ensure this happens. Conversations between Ministers and the Leaders of the councils have been notable for the willingness and enthusiasm to work together and deliver the best for the residents of Northamptonshire, and this is

an approach that we wholeheartedly welcome. As part of this, a continued prominent role for parish councils will no doubt be key.

Thank you again for taking the time to write and share your views on the reorganisation.

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