

WARMINGTON PARISH COUNCIL

Minutes of the meeting of Warmington Parish Council Governance Committee

12th March 2020 at 7.30 pm

In the Village Hall, Warmington.

1487. ATTENDANCE AND APOLOGIES:

PRESENT Steve Cheeseman, Cllr Nikki Howard (chairman), Cllr Nigel Rudd, Cllr Debbi Scotting, and Paul Stamper. Officer present: The clerk. Also present: One member of the public. Apologies received from Jo Simpson due to work commitments. It was **RESOLVED** to accept these apologies.

1488. DECLARATIONS OF INTERESTS:

- Cllr Nigel Rudd reaffirmed his standing personal interest, for which he has a dispensation to the end of the current parish council term of office, as he is related to someone who works for the planning inspectorate.
- Cllr Nigel Rudd and the clerk declared a pecuniary interest in discussion regarding the church gate as he has business dealings with the potential contractor.
- Cllr Debbi Scotting declared a personal interest in matters relating to matter to do with Ingrebourne Valley quarry application (as opposed to the reservoir application)

1489. MINUTES

It was **RESOLVED** to approve minutes of the governance committee meetings held on 7th and 14th November 2019 as a true record of those meetings.

1490. THERE WERE NO QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC.

1491. GOVERNANCE:

- a) The [annual risk assessment](#), which assesses the risks that council faces and identifies mitigating controls was considered. An additional risk of the possibility of too few elected members following resignations or an election or was identified as an additional risk and added to the document. Alteration to 'Land Management Committee' from Funfield committee was noted. It was **RESOLVED** to adopt the updated risk assessment.
- b) The [internal check control](#), which documents procedures and actions carried out as appropriate, in order to comply with AGAR requirements was considered. It was **RESOLVED** to adopt the updated internal control document.
- c) The arrangements for the upcoming AGAR were discussed and ongoing appointment of Northants CALCⁱ IASⁱⁱ was noted, but the potential for this to change at instant notice was also noted, in the light of the recently announced Cover-19 coronavirus pandemic.
- d) Housekeeping / GDPR – Recent breaches of use of personal data by some members of the council and its committees were reported. The clerk will register these breaches with the ICOⁱⁱⁱ. Reminders of all members' responsibilities will be circulated.
- e) Planning response form: It was agreed that going forward, all responses to planning applications on which the parish council is consulted for its opinion will use the Warmington2031 Neighbourhood Plan as its first reference. Steve Cheeseman has prepared a number of checklist documents and the clerk has drawn up a document that will be emailed to the planning authority as the council's submission document. There was a discussion regarding the means of publicising the neighbourhood plan and its ambitions to engage with householders and developers in advance of them commencing designs, to ensure compatibility with design expectations. The means of identification and processing this would be carried forward to the first meeting of the new council in May
- f) Members are regularly updated as to the current situation regarding the local government review and North Northants Unitary council formation. All members had received an invitation to visit the project management 'engine hub' of the new unitary. The clerk had attended one of the sessions. With regard to the local council elections due in May, if there is a delay, the council will carry forward to the reorganised date.
- g) In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, it was **RESOLVED** that the clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible in consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon resolution at the first meeting of the council after the council meeting at which the delegation was put in place"

1492. 2020/21 MONTHLY MEETINGS.

The following dates would be put forward to the first meeting of the new council in May. It was agreed to maintain meeting each 2nd Thursday: Annual meeting May 14th (APM 21st), June 11th, July 9th (LMC), September 10th, October 8th (LMC), November 12th (GC), December 10th, January 14th (LMC), February 11th, March 11th (GC), April 8th

1493. DEVELOPMENT AND PLANNING MATTERS

a. 20/00179/FUL | SINGLE STOREY REAR EXTENSION | 4 CHAPEL STREET WARMINGTON

It was **RESOLVED** that the council has no objections or further comment to make.

b. ELTON QUARRY EXTRACTION PROJECT.

The council's response remains a work in progress and will be submitted in due course. The determination period has been extended to at least the end of June 2020

c. NEIGHBOURHOOD AMENITY CONCERNS.

A matter of a particular property had been brought to the attention of the parish council by a member of the public. However, as the issues involved are such over which the council no powers or duties, the clerk referred the member of the public to the planning enforcement team at East Northamptonshire Council.

d. PLANNING ENFORCEMENT ISSUES.

The clerk will investigate contraventions of planning permission conditions at the development known as Manor Court under 16/00326/FUL and enforcement / planning law issues. She will raise these with planning enforcement.

A matter of a blocked right of way was raised at this juncture as well. The clerk will report the blockage of PD13 to the highways authority.

1494. GREENWAY/DESTINATION WARMINGTON/RED KITE TRAIL

It was **RESOLVED** that at the appropriate time, the council will pay for an emergency closure of right of way PD3 to allow Greenway works to proceed and for people to walk to Elton via an alternative route.

Signage for the new schemes will include local commercial businesses.

1495. CLERKS REPORT

e. [Progress](#) FROM PREVIOUS RESOLUTIONS AND [decisions made under delegated powers](#) WERE REPORTED.

f. THERE WAS AN UPDATE ON THE PROGRESS WITH THE PROCUREMENT OF ORCHARD POCKET PARK.

All is in place and the next meeting will confirm the transfer of money.

g. NEW COUNCILLOR PACK DEFERRED TO APRIL MEETING.

h. THE CLERK HAD ATTENDED THE SLCC CONFERENCE AND ALL PRESENTATIONS ARE AVAILABLE TO VIEW

i. DOG BINS.

The clerk is meeting with an officer from East Northamptonshire Council to consider placement of dog bins.

1496. PARISH COUNCIL NEWSLETTER,

It was agreed the focus of candidacy promotion at the May 2020 elections would be the headline for the newsletter and the other focus would be the calendar of events in the parish, including councillor surgeries.

1497. COMMUNITY SAFETY

The matter of the Peterborough Road speed limit placement was discussed, as the dismissal of the parish council's appeal had been received earlier that day. The council congratulated Philip who had evidently put forward a plausible case. Gateways for the speedlimit signage will go forward to a future meeting.

1498. PAYMENTS:

It was **RESOLVED** to approve the following payments:

Goods/service	Supplier	Nett	Gross
Allotment hedge works	Nene Valley Trees	250.00	300.00
Nursery swing replacement	Playscape	150.00	180.00
Meeting room hire	Warmington Village Hall		200.00

1499. THERE WERE NO MATTERS OUTSTANDING FROM PREVIOUS MINUTES

1500. FUTURE AGENDA ITEMS INCLUDED THE BUDGET AT THE AUTUMN GOVERNANCE MEETING AND INDUCTION AT THE ANNUAL MEETING

The chairman declared the meeting closed at 9.49pm

Approved by Warmington Parish Council:		
Signature of Chairman of following meeting:		Date

ⁱ Northants Calc = Northamptonshire County Association of Local Councils

ⁱⁱ IAS = Internal Audit Service

ⁱⁱⁱ ICO = Information Commissioners Office