

## **WARMINGTON PARISH COUNCIL**

Minutes of the Full Council Meeting 9<sup>th</sup> October 2017

7.30pm

In the Village Hall, Warmington.

**1017. 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; 5 members of the public.

**1018. DECLARATIONS OF INTERESTS –** Cllr Nigel Rudd declared a non-pecuniary, personal interest as he is related to someone who works for the planning inspectorate. The chairman asked Cllr Rudd to elucidate on interests, from a governance point of view. Cllr Rudd explained the rationale behind declarations of a pecuniary of personal interest, stemming from the Nolan Principles and made statute by the 2011 Localism Act - The basic principle is that a councillor should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare any interests and relationships.

**1019.** It was **RESOLVED** to approve the minutes of the parish council meeting held in July 2017. The minutes were signed.

**1020. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:** A member of the public reiterated and expanded on some points contained in a written submission to the council concerning a planning proposal within their neighbourhood. The concerns were echoed by another neighbour.

**1021. CO-OPTION OF NEW MEMBERS OF THE PARISH COUNCIL:** No candidates had come forward. The need to comply with the council's co-option policy and to complete the application were emphasised.

### **1022. DEVELOPMENT AND PLANNING MATTERS:**

- I. 17/01758/FUL | Single-storey rear extension, addition of a chimney to rear elevation and replacement and reduction in size of front window. | 14 School Lane Warmington. It was **RESOLVED** that the council has no objection to the proposals in the application nor further comment to make.
- II. 17/01999/FUL | New dwelling to rear of property | 21 Big Green Warmington It was **RESOLVED** that the council would submit an objection to the proposals contained within the application on the grounds of character, scale, parking, a matter of precedent, high density and vehicular access.

### **1023. NEIGHBOURHOOD / COMMUNITY PLANNING:.**

- a) It was **RESOLVED** to formally appoint Nigel Rudd as chairman of the Neighbourhood Plan group / steering committee.
- b) There was an in depth report of the launch weekend activities. The event was considered a tremendous success, the council and the neighbourhood planning team are pleased with the level of interest and the calibre of engagement as a starting point for the consultation process.
- c) The reasoning behind the proposed appointment of Claire Bradley at Kirkwells to assist with the Warmington2031 project was explained to the council. It was **RESOLVED** to appoint Kirkwells as the contracted consultants
- d) The contract with the consultant would be approved at a later date and signed after then.

### **1024. GOVERNANCE MATTERS:**

- a) It was **RESOLVED** to approve the recommended policy for use of a prepaid debit payment card, which had been circulated in advance of the meeting.
- b) The matter of a village hall representative/trustee remains unfilled. It was recommended that several members have an informal meeting with the village hall committee to discuss ongoing matters and to see if there is an alternative way of working together in the interim to keep dialogue open.

c) It was **RESOLVED** to agree the recommendation from working party to appoint Underwood and Weston as the contractor for the works for war memorial refurbishment and agree the draft application to WMT for funding. It was agreed that the council would underwrite the costs of the work – this will be ratified at a later meeting.

d) It was **RESOLVED** to agree delegated procurement authority to the clerk for sundry items for Fun Field to complement new changing facilities and improvement works, within a budget of £500, in accordance with de-minimus arrangements per financial regulation 3.4, plus the cost of the fire extinguishers.

**1025. COMMUNITY MATTERS:** Feedback during the neighbourhood plan launch event, per minute 1023b informed the council that residents were keen to have improved landscape and amenity services. It was **RESOLVED** to approach identified contractors with a view to taking on the devolved highway urban verge cuts per annum to facilitate amenity as well as safety/statutory cuts, with part payment being received from Northamptonshire County Council. The draft invitation to tender for works was approved. Submissions will be discussed at the December council meeting a decision made at that meeting.

**1026. LAND MANAGEMENT:**

e) Grounds maintenance: It was **RESOLVED** to approve the proposed specification and previously circulated invitation to tender for groundworks and grass-cutting contract for 3-year period commencing April 2018, to March 2021. Submissions will be discussed at the January land management meeting and a decision made at that meeting.

f) Fun Field

i) The installation date of the pavilion has been put back to November 6<sup>th</sup>. An additional cost of £100 for installation due to removal and reinstatement of fencing to allow for vehicles to access the field was approved. It is anticipated that there will be unforeseen additional costs arising from the installation of the unit once it is in situ. It was agreed that the clerk, in consultation with the chairman of the LMC, would authorise any such expenditure which would be allocated against the budget expenditure code relating directly to the S106 reserve, £37,643. As a 25% deposit of the overall £31,672.60 was paid on 4<sup>th</sup> September, the balance of the cost of the unit, £24,993.75, which includes the modification for locks and doors, authorised by the clerk in consultation with the chairman of the LMC, after the September meeting, would become due on sign off immediately following installation of the pavilion and its insurance.

ii) It was agreed that the renaming of the Fun Field / new pavilion would be discussed at a future date.

iii) Installation of new goal posts, procured with NCC empowering communities councillor's grant, cost of £1134 was approved.

iv) Repairs to the storage facility costing £500 were approved. The contractor is to advise the clerk what materials are necessary in order that the council can procure them, saving the VAT element.

v) Proposed works to BMX area would be discussed in the new year

vi) It was agreed that an outdoor gym plus eco-wood benches in fun field and possibly pocket parks rather would be sought via grant funding.

g) **PLAY AREA**

i) The clerk and a co-opted member of the land management committee had met with a representative of the supplier of the defective trimtrail. The supplier has admitted liability under guarantee for the equipment, but the guarantee covers goods only, not delivery or installation. It was **RESOLVED** that the clerk will requested installation costs from the companies quoting for repairs to the play area and liaise with the chairman of the council and both committees once costs are received. A decision will be made on the best way forward and instructions issued under delegated authority to the clerk

ii) The invitation to quote for other repairs at the play area had been circulated in advance. It was **RESOLVED** to delegate authority to the clerk to appoint a contractor based on Best Value principles and financial regulations.

iii) It was **RESOLVED** to delegate authority to the clerk to appoint a contractor based on Best Value principles and financial regulations for hedge cutting works and cleaning works at the play area.

iv) The chairman thanked Gillian Beeby for the huge amount of time and resources she had put in to investigating issues at the play area, for the effort she has put in to the project and from bringing matters to the attention of the parish council. Her enormous efforts are greatly appreciated.

A report had been circulated in advance of the meeting, the contents noted and it was agreed that as areas of immediate concern had been dealt with and there is no budgeted expenditure, the improvements to the play area would be carried out as a managed project over time.

**h) ALLOTMENTS**

i) The cost of proposals for works at the allotments to repair fencing and have a drop off area had been circulated in advance. This was agreed and works can commence as soon as feasible. The contractor is to advise the clerk of what materials are necessary in order that the council can procure them, saving the VAT element.

ii) All but one rent has been received, thanks to Roger Litawski the return of the new licences was in hand and the letter regarding individual sheds had been sent to Elton Estates.

i) **ROSE GARDEN:** Quotes for works had been circulated in advance of the meeting. It was **RESOLVED** to appoint Hughgardens to carry out the works. The cost of bringing the rose garden to good order immediately, in time for Remembrance Sunday, would be £360 and the ongoing contract would be £720, subject to review after 6 months

j) **FIREWORKS EVENT** - It was **RESOLVED** to approve procurement of a new gazebo that would be for wider community use and suitable for more than occasional use. It was further **RESOLVED** to purchase a liveried valence wrap for the gazebo with the warmington2031.org logo on it, as it can be used for the fireworks as well as other community events and as a fence/wall advert too.

k) **POCKET PARK** - Detail of a community event hosted by Warmington Horticultural Society to promote fruit tree pruning had been circulated in advance of the meeting. The council was very much in favour of this proposal and supports it a great deal. It was agreed that Orchard Pocket Park can be used, subject to normal risk assessments etc.

**1027. FINANCIAL MATTERS:**

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

Payee	Goods / Service	Nett	Gross
S Rodger	Salary		496.92
Nest	Pension		83.66
R J Warren	Fun field cutting	387.74	465.29
	Village cutting	610.02	732.02
Inkwell	Leaflets	65.00	65.00
1and1 website	Website	18.10	21.83
Pettit Sports	5 aside nets, flags, white liner & goals	1028.10	1233.72
Audit	BDO LLP	200.00	240.00
Came & Co	Insurance		1144.66

Argos	Laminator	25.00	29.99
XL displays	Display boards	159.50	191.40
National Conference	SLCC	59.34	71.21
Materials	Coles	160.29	192.35

b) Audited accounts to year ending 31 March 2017 were received and noted. The auditor's comments were noted and it was agreed to review risks and audit practices when setting budget and precept for following years.

c) Second quarter accounts were received, noted and approved.

d) Contingency for virement between budget headings had been circulated in advance of the meeting, and it was noted that the possibility of using money earmarked for the fun field project for other open space areas would be allowable.

e) Budgetary requirements for 2018/19 to facilitate preparation at governance committee November meeting and approval at December full council meeting should be passed to the clerk in time for preparation of the draft figures, in consultation with the chairman of the governance committee, prior to the November meeting. Outline budgets for capital expenditure to 31/3/21 must be advised as well.

#### **1028. NOTICES / CORRESPONDENCE ETC:**

- The clerk reported on attendance as Warmington representative at the NorthantsCALC AGM, which was mostly attended by members rather than officers. It had been an excellent event and very informative.
- Note highways matter brought to the council's attention had been passed to the highway department and landowners.
- Arboreal works details had been circulated in advance of the meeting. The parish council has responsibility for trees on its land and thanked Cllr Andrew Stone for agreeing to carry these out free of charge. The clerk will advise the appropriate bodies of intended free of charge works to 'orphaned' areas and areas belonging to the county council highways division.
- There was a discussion regarding policing and recent incidents of crimes.
- A communication had been received from the owner of the land abutting Hautboy Walk regarding fencing – the council is content that the height of the fence is raised to safeguard the privacy of the land concerned. If the fence is to be replaced, the council would like its fence returned.

#### **1029. FUTURE AGENDA ITEMS TO BE CARRIED FORWARD: DONM 11<sup>TH</sup> DECEMBER:**

- Casual vacancies
- Speed of vehicles – consider community speed watch and covert cameras
- Cycle Way update

**1030. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** It was *RESOLVED* to exclude members of the public present from the following agenda item as content could be prejudicial to the public interest.

The clerk left the meeting at this point, along with members of the public at 9.30pm

**1031. STAFFING MATTERS:** It was *RESOLVED* that the clerk's contracted working hours would be increased to 17 per week and SCP 31, backdated to the beginning of the current financial year. From April 1<sup>st</sup>, contracted working hours will increase to 20 per week and increase to SCP 32 and thereafter by 1 SCP every 6 months, although the council may withhold an increment if it considers performance falls below the level expected, following a formal appraisal. (In the event that the clerk achieves local council recognised qualifications, additional LCPs will be accredited)

**DATE OF NEXT MEETING: 11<sup>TH</sup> DECEMBER 2017 7.30PM, WARMINGTON VILLAGE HALL**

**Approved by Warmington Parish Council:**

**Signature of Chairman  
of following meeting:**

**Date 11<sup>th</sup> December 2017**