

WARMINGTON PARISH COUNCIL

Minutes of the 11th December 2017

7.30pm In the Village Hall, Warmington.

1043. 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.

1044. DECLARATIONS OF INTERESTS – Cllr Nigel Rudd declared a non-pecuniary, personal interest as he is related to someone who works for the planning inspectorate.

1045. It was **RESOLVED** to approve the minutes of the parish council meeting held in October 2017. The minutes were signed

1046. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:

- There was an observation regarding the amenity value of some trees at an empty property in the village which may be the subject of future speculative planning. It was agreed that the person bringing this to the attention of the parish council would alert the tree officer at East Northamptonshire Council in the first instance and revert to the parish council if that course of action is no satisfactory.

- There were a number of points raised regarding an item to be discussed later in the meeting regarding the period of exclusive right of burial at the Parish Council's cemetery regarding matters which, in effect, relate to the parish council's cemetery standing orders. The chairman advised that this had been highlighted as one of the areas of administration which the governance committee chairman and clerk have already highlighted as important to address and which would be looked at during the course of 2018.

- A question was asked regarding the up to date situation regarding the play area. The chairman was pleased to confirm that all works highlighted by RoSPA as being priority had been addressed, other than the trim trail, which was still in progress. The defective equipment has been removed and the council is expecting the replacement to be delivered within the next 7-10 days and installation by Christmas. This timescale was fully dependent on the manufacture fulfilling their delivery time as previously assured.

1047. 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.

1048. DEVELOPMENT AND PLANNING MATTERS:

i) 17/02553/PDU | Change of use of an Agricultural Building to create a Single Dwellinghouse (Use Class C3 Class Q) and for associated operational development. | Davys Lodge Morborne Road Warmington was noted as a permitted development application (which means that the parish council has no automatic right to comment)

ii) Withdrawal of 17/01999/FUL - New dwelling to rear of property | 21 Big Green Warmington was noted.

iii) Conservation area(s) for part(s) of the village / parish is under consideration at East Northamptonshire Council following an approach by some residents. The clerk will share the details once received, for discussion going forward.

1049. WNPPG: There was a short report on matters covered to date as the project group proceeds with the Neighbourhood Plan. All information is on the warmington2031.org website.

1050. GOVERNANCE MATTERS:

a) The draft budget for 2017/18 detailing proposed capital / revenue expenditure up to 2020 had been circulated in advance of the meeting, following extensive review by the clerk/RFO in conjunction with the chairman of the governance committee. That chairman gave a short presentation detailing the reasons for the various proposed increases and a broad explanation of what the parish council aims to achieve over the next 3 year budgetary period, the strategic intention to create a 'sinking fund reserve' so that the parish council is in a robust financial position should any discretionary services carried out by Northamptonshire

County Council be abruptly halted, as that council is currently in financial crisis. It was **RESOLVED** to adopt to the recommended budget, as appended to these minutes.

- b) It was **RESOLVED** to demand the recommended precept for 2017/18 of £55,518.00
- c) The current asset register had been circulated between meetings so that all members could acquaint themselves with its content and consider whether any items were missing or any items specifically not insured should be covered. It was agreed that David Strafford will appraise each item on the register, take a photo, identify current replacement value and ascertain usage and maintenance information in the case of machinery etc, reporting in the first instance to the chairman of the governance committee. All members will consider any additional items to be included in the insurance cover and the matter dealt with at the earliest opportunity in 2018.
- d) It was **RESOLVED** to adopt a draft recommended Risk Assessment document which had been circulated in advance. This assesses the risks faced by the council and the measures it has in place to mitigate those risks.
- e) It was **RESOLVED** to adopt a draft recommended Internal Control document, which had been circulated in advance. This document details the measures in place, in conjunction with the financial regulations, to minimise financial and governance risk, per d above.
- f) The matter of exclusive right of burial, proposed as 50 years, tabled for debate was deferred to be discussed with all other matters relating to the council's role as a burial authority.
- g) Details of the possibility of more competitive electricity consumption costs were explained by the clerk. It was **RESOLVED** to devolve authority for this decision to the clerk, in consultation with the chairman of the governance committee, to tie in a contract price for a fixed period of 51 months
- h) Social media management involving promotion of Warmington2031, advising people of pertinent issues and facilitating discussions was noted
- i) A short initial awareness synopsis about the upcoming necessity to comply with the new General Data Protection Regulations (GDPR) was given. However, more Local Council sector specific advice will be forthcoming in the new year once the bill has proceeded through parliament and the requirements pertinent to first tier councils are clearer.
- j) It was **RESOLVED** to apply for a Northamptonshire County Council empowering communities grant for contribution to community access to the fun field
- k) It was **RESOLVED** to authorise training days for the clerk to attend Practitioners Conference and Regional Seminar in 2018.

1051. COMMUNITY MATTERS: Urban verge cuts – It was noted that tender submissions will not be considered at this meeting due to an oversight on two tender processes running in tandem, meaning that it is not possible to differentiate between tender submissions and therefore a potential risk of compromise. The deadline for the second tender is 15th December 2017, after which the clerk will open all tenders in the presence of at least the chairman of the governance committee. The tenders will then be summarised in report format for consideration and decision at January's land management committee meeting for the village cutting and February for the urban highway cutting.

1052. LAND MANAGEMENT:

a) **FUN FIELD:**

- i) There was a short update on pavilion installation and a presentation including breakdown of costs, projected revenue costs & income and finalised letting rates.
- ii) Application 17/02469/FUL | Addition of external illumination to portable changing room (application required by condition 4 of application 17/01503/FUL) – Recreation Ground, Peterborough Road, Warmington was noted. It was **RESOLVED** to purchase security lighting as detailed in the planning application.

- iii) Arrangements for cleaning of the changing room unit at £15 per clean and engagement of a person from the village was briefly discussed. The council's brokers had confirmed that anyone undertaking such a role with the knowledge of the council would be covered by its insurance but that the council's duty of care to users was important. A risk assessment for the unit is crucial. The two chairmen of the council's committee were tasked with preparing a risk assessment for users of the unit.
- iv) Security arrangements, including ad-hoc access to the outside toilet facilities, would be considered going forward. A list of key holders and access arrangements would be documented.
- v) There was an explanation regarding removal of gate and fencing on Dexter Way entrance necessary to facilitate delivery of the changing room unit. It was **RESOLVED** to approve supply and installation of estate fencing panel and hand gate at the cost of approx. £1200
- vi) Unfortunately, the heating in the changing room unit is inadvertently being used irresponsibly. It was **RESOLVED** to approve supply and installation of timer switches approximately £80 installed.
- vii) It was **RESOLVED** to approve supply of materials and installation of ramp to access outside accessible toilet at a cost of approximately £750 installed. The clerk will apply for this to be partly grant funded, as per 1050j above
- viii) It was **RESOLVED** to approve supply of materials and labour for the improvement of access path from Peterborough Road entrance – Approximately £200 labour and £300 materials
- b) **PLAY AREA**
- i) The defective trimtrail has been removed and the replacement, supplied under guarantee and free of charge, is expected on or around 15th December.
- ii) The other repairs identified as necessary following the RoSPA report have been carried out
- c) **ALLOTMENTS** – Sir William Proby has agreed that allotment holders may have individual sheds on their allotments and communal area grasscutting has been completed. These will be dealt with in detail at the January meeting of the land management committee.
- d) **CHURCHYARD** – It was agreed to allow wood mulch to be applied at the rose beds. The council thanked Andy Stone for supplying this free of charge. The clerk will chase the contractor regarding the disposal of initial weeding/clearance arisings.
- e) **FIREWORKS EVENT** – There was a brief discussion and the accounts for the event shared. The arrangements for the 2018 display would be considered during the first half of 2018
- f) It was agreed that repairs to the John Deere mower that has been in cemetery shed and now with Peterborough Garden Machinery were untenable, as the mower is not used and the repairs would be expensive, the mower having a broken crank shaft. The clerk will take up the matter with Peterborough Garden Machinery.

1053. FINANCIAL MATTERS:

- a) It was **RESOLVED** to approve the following payments, those having been paid under delegated officer powers and financial regulations denoted by *:

Payee	Goods / Service	Nett	Gross
S Rodger	Salary	2731.86	4225.39
Nest	Pension		253.52
R J Warren	Funfield repairs and collected cut	285.00	342.00
	Play are hedge and leaf clearance	433.84	520.61
Brian Glover	Allotment grass cutting		80.00
Eon	Electricity consumption	367.19	440.63

Eon	Maintenance and repairs	278.30	333.96
Coles	Building sundries	210.60	252.72
Newflame	New fire extinguishers	229.08	274.90
Plascapes *	Trim trail removal	1497.00	1796.40
Playscapes*	Zip wire repairs	861.00	1021.20
Playscapes*	Play area repairs	2400.00	2880.00
Toolstation screws *	Screws		10.93
AVS fencing supplies *	Timber		106.43
Anglian Water	Fun Field usage		52.97
Anglian Water	Allotments usage		40.27
Kirkwells	NDP consultancy	1800.00	2160.00
David Strafford £172.65	Petrol to see new cabin		78.33
	Photos for changing rooms		38.87
	Sundries		4.45
	Breaker & generator to remove fence		48.00
John Atkinson	Seeds		24.00
Judith Brashaw	Fireworks expenses		130.96
Viking Direct*	Janitorial supplies		123.25
Petit Sports	White Liner	146.50	175.80

b) Proposals for virement of budget headings as per report circulated in advance of the meeting were approved.

1054. Notices / Correspondence etc: All pertinent correspondence had been circulated between meetings.

1055. FUTURE AGENDA ITEMS: DONM 12TH FEBRUARY 2018 – LAND MANAGEMENT 8TH JANUARY 2018 Allotment shed agreements to be agreed at the land management meeting. Cemetery standing orders / policy and appointment to outside bodies in future meetings.

1056. 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 9.05pm

1057. STAFFING MATTERS: New contract of employment and job description for the clerk was approved

January 8 th '18	Land Mgt	February 12 th	Full Council	March 12 th	Governance
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DATE OF NEXT MEETING: 8TH JANUARY 2018 7.30PM, WARMINGTON VILLAGE HALL

Approved by Warmington Parish Council:

**Signature of Chairman
of following meeting:**

Date 8th January 2018

APPENDIX: APPROVED BUDGET

Precept LGFAi S41	55,518.00	Salary LGAii 112	15,900.00
Interest	350.00	Pension (Pensions Act 2008)	954.00
memorial fees	500.00	Insurance <i>LGAⁱⁱⁱ 111</i>	1,350.00
S106 from WMC	11,900.00	Clerks Expenses <i>LGA^{iv} 111</i>	150.00
Allotment rents	288.00	Office expenses <i>LGA^v 111</i>	550.00
Fun field income	2,800.00	Audit <i>LGA^{vi} 111</i>	750.00
Fireworks income	2,500.00	Meeting Room Hire <i>LGA^{vii} 111</i>	400.00
Awards for all grant	10,000.00	Chair's allowance <i>LGA^{viii} 15(5)</i>	100.00
Locality grant	9,000.00	Training budget / courses <i>LGA^x 111</i>	350.00
WMT grant / donations	2,500.00	NCALC <i>LGA^x 111</i>	400.00
Highways payment	1,016.00	Members mileage allowance <i>LGA^{xi} 111</i>	100.00
Revenue income	96,372.00	SLCC <i>LGA^{xii} 111</i>	110.00
Reserves c/fwd	58,400.00	Section 137 payments <i>LGA^{xiii} 137</i>	200.00
	154,772.00	Election Expenses	750.00
		Admin expenditure	22,064.00
		<u>Other WPC / Gov Cttee spend</u>	
		Street Lighting ^{xiv}	4,200.00
		Urban highways maintenance <i>HAXv S96</i>	2,500.00
		Litter / refuse arrangements	100.00
		Misc / grants / WWI	700.00
		Cycle Way maintenance	1,000.00
		Defibrillator	1,000.00
		GDPR 2018 <i>GDPRxvi</i>	1,000.00
		Traffic monitoring <i>HAXvii S274A</i>	1,000.00
		Flood project <i>PHA36^{xviii} S260</i>	1,000.00
		Future revenue/capital 'sinking fund'	15,000.00
		Ex NCC discretionary services	2,500.00
		<u>Land Mgt Cttee</u>	
		Grasscutting <i>PHA^{xix} S164</i>	5,000.00
		Fun field grasscutting <i>PHA^{xx} S164</i>	1,400.00
		Football grasscutting <i>PHA^{xxi} S164</i>	1,600.00
		Landscaping / environment <i>HAXxii S96</i>	1,000.00
		Churchyard <i>LGA^{xxiii} 215</i>	2,000.00
		Cemetery <i>LGA^{xxiv} 214</i>	1,000.00
		Cemetery rates <i>LGA^{xxv} 214</i>	130.00
		RoSPA inspection <i>PHA^{xxvi} S164</i>	200.00
		Cleaning / refuse etc <i>Litter Act 1983 S5-6</i>	200.00
		Pocket Parks <i>PHA^{xxvii} S164</i>	200.00
		Village Tree works <i>HAXxviii S96</i>	500.00
		Environmental / Civic pride <i>HAXxix S96</i>	1,000.00
		Play area repairs <i>PHA^{xxx} S164</i>	500.00

Allotments <i>SHAA^{xxxi} S23, 25</i>	700.00
Clean outdoor equipment <i>PHA^{xxxii} S164</i>	200.00
Bonfire Night <i>LGA^{xxxiii} 145</i>	1,500.00
Changing room maintenance & running <i>PHA^{xxxiv} S164</i>	2,050.00
Running exps	71,244.00
<u>Grand Funded</u>	
Neighbourhood Planning Localism <i>T&PA 1190561F(1),(2)^{xxxv}</i>	11,500.00
Memorial ^{xxxvi} <i>S1</i>	2,500.00
Revenue expenditure	85,244.00
<u>Capital Projects</u>	
S106 play equipment	
Grant funded expenditure	12,000.00
BMX reclamation	
Fun field improvements	
Total expenditure from income	97,244.00
<u>Reserve Capital Projects</u>	
Land acquisition <i>LGA^{xxxvii} 126</i>	5,000.00
Information boards <i>LGA^{xxxviii} 142</i>	1,600.00
Street lighting reserve	4,180.00
Churchyard wall capital	1,000.00
General reserve	45,000.00
Total Budget	154,024.00

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- i LGFA – Local Government Finance Act 1992
 - ii LGA – Local Government Act 1972
 - iii LGA – Local Government Act 1972
 - iv LGA – Local Government Act 1972
 - v LGA – Local Government Act 1972
 - vi LGA – Local Government Act 1972
 - vii LGA – Local Government Act 1972
 - viii LGA – Local Government Act 1972
 - ix LGA – Local Government Act 1972
 - x LGA – Local Government Act 1972
 - xi LGA – Local Government Act 1972
 - xii LGA – Local Government Act 1972
 - xiii LGA – Local Government Act 1972
 - xiv Public Councils Act 1957 / Highways Act 1980
 - xv HA- Highways Act 1980
 - xvi GDPR- 2018 GDPR regulations
 - xvii HA- Highways Act 1980
 - xviii Public Health Act 1936
 - xix Public Health Act 1875
 - xx Public Health Act 1875
 - xxi Public Health Act 1875

xxii	HA-	Highways Act 1980
xxiii	LGA –	Local Government Act 1972
xxiv	LGA –	Local Government Act 1972
xxv	LGA –	Local Government Act 1972
xxvi		Public Health Act 1875
xxvii		Public Health Act 1875
xxviii	HA-	Highways Act 1980
xxix	HA-	Highways Act 1980
xxx		Public Health Act 1875
xxxi	SHAA –	Small Holding and Allotments Act 1908
xxxii		Public Health Act 1875
xxxiii		LGA – Local Government Act 1972
xxxiv		Public Health Act 1875
xxxv	T&P A	Town & Country Planning Act 1990
xxxvi		War memorials (Local Authorities' Powers) Act 1923 s1
xxxvii		LGA – Local Government Act 1972
xxxviii		LGA – Local Government Act 1972