

WARMINGTON PARISH COUNCIL

Minutes of the full council.

8th April 2019 7.30pm

In the Village Hall, Warmington.

These minutes related to matters in the order with which they were dealt rather than the published order of business.

Nigel Rudd chaired the meeting as Joanna Simpson had sent advance apologies.

1290. It was **RESOLVED** to appoint Cllr Nigel Rudd to chair this meeting.

1291. ATTENDANCE: PRESENT: Cllr Gillian Beeby, Cllr Chris Ellard, Cllr Nikki Howard, Cllr Nigel Rudd (chairman), Cllr David Short and Cllr David Strafford. 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. Apologies received from Joanna Simpson due to long standing work commitment. It was **RESOLVED** to accept these apologies.

1292. RECEIVE DECLARATIONS OF INTERESTS – Cllr Nigel Rudd reaffirmed his standing personal interest as he is related to someone who works for the planning inspectorate. Cllr Nikki Howard declared a personal interest in planning under agenda item 5 / minute 1295 as she has relatives living very close to the working men's club development.

The clerk declared that she has an interest in discussions regarding her salary scale.

1293. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC: There were none.

1294. It was **RESOLVED** to approve the minutes of the Governance Committee meeting held 12th February 2019.

1295. LICENCE, DEVELOPMENT AND PLANNING MATTERS:

19/00534/LBC | Proposed replacement of windows and stable door to rear elevations | 61 Church Street Warmington. It was **RESOLVED** that the council has no objections or further comment to make.

Item of note only:

- An application for a certificate of lawful development application reference 3 Spinney Close had been received by East Northamptonshire Council. The council is fully aware that this planning process does not countenance formal consultation. However, due to the complexities of the issues at hand and potential for precedence and challenge to the emerging Warmington Neighbourhood Development Plan, there was general approval that a degree of representation was necessary. The person acting as the Warmington2031 steering group lynchpin was the person best placed to speak with East Northamptonshire Council in the first instance. It was agreed that the clerk would liaise with members of the governance committee to prepare a response raising the various concerns on behalf of the community.

- Warmington Mill planning application withdrawal and refusal of licence had been circulated with the agenda.

- The outcome of Warmington Mill LLG meeting held 2nd March 2019 was summarised in the parish council's submission as part of the application process.

- There was a discussion regarding the latest progress regarding working men's club planning proposals. A marketing board has appeared. One of the discharge of conditions involving the management of site traffic is available on the planning portal, but details of management of construction traffic off site was not apparent. There was a speculative discussion regarding the developer's affordable housing obligations. It was agreed that the matter would be carried forward to the scheduled May meeting of the parish council and the clerk will establish the facts in the interim.

1296. UPDATE ON EMERGING ISSUES FROM WARMINGTON2031 Neighbourhood development plan. Steve Cheeseman updated the council on the proposed plan following the Regulation 14 consultation and resulting comments received. It was agreed that the matter of the revised Warmington Neighbourhood Plan (WNP) for submission to East Northamptonshire Council for next stages, including regulation 16 and formal inspection and associated

documentation, be carried forward to the 13 May 2019 meeting of Warmington Parish Council. In the interim, the WNP would be discussed by the WNPPGⁱ and draft proposals circulated to members in advance of that meeting.

1297. GOVERNANCE MATTERS:

- a) Approval of section 1 of the Annual Governance and Accounts Return (AGAR) would be deferred to the 13 May 2019 meeting of Warmington Parish Council.
- b) Confirm clerk's 6 monthly pay increment in accordance with contract was carried forward to the end of the meeting.
- c) Matters regarding role for an Administration Assistant was carried forward to the end of the meeting.
- d) The recommendation to delegate grant applications to the clerk, in consultation with the chairman of the parish council and Gillian Beeby was agreed. The grant funds are an East Northamptonshire Council member empowerment grant and Nenescape Grant for the Red Kite Heritage Trail project.
- e) It was **RESOLVED** to apply for a Unity Bank Multipay Card Recommendation: It was **RESOLVED** to accept and adopt business conditions and limits of £1,000 for the clerk and £250 for other officers and cash limit, for the clerk only, of £500. It was further **RESOLVED** to suspend financial regulations for the specific purpose of payment for land registry searches with the objective of establishing land ownership as part of the community flood alleviation project. The council's financial regulations state that personal bank cards should not be used
- f) An approach from Warmington Toddler Group for soft play equipment had been received. The recommendation to provide grant aid to the toddler group was not carried, although it was fully acknowledged that the toddler group provides a critical resource for families. It is fundamental in improving people's wellbeing and providing opportunities for families. In principle, the parish council supports the addition of soft play equipment to help fulfil some of the learning through play outcomes that it will provide. The physical challenges and the subsequent health benefits that any grant funding would contribute to were acknowledged. It was agreed that a formal approach to ensure sustainability of the project will be established so that the parish council can demonstrate due diligence and best practice in protecting public money. This must encompass assurances of adequate insurance cover and storage space. As any grant funding from the council should be commensurate to the benefit to the parish and approximately 50% of the families enjoying the facilities are from outside the parish, not all of the funding should be sought from within the parish. The clerk will send the chairman of the toddler group committee details of other grant funding sources aimed at immediately neighbouring areas and which are likely to be very supportive of the proposals. As there is an expectation that the parish council will contribute in some way to the project the grounds of promotion of healthy living, it expects a level of commitment from the toddler group that it will become a formal walking group user of The Greenway once it is established through the village.
- g) Stephen Wallis as a Unity Bank authoriser. The appropriate papers were signed.
- h) remove Doug Jose as Nationwide Building Society account signatory and appoint David Trafford as signatory. The appropriate papers were not signed.
- i) It was **RESOLVED** to re-invest the matured funds in Nationwide Building Society account in to a Business 95 Day-Saver account.

1298. COMMUNITY / COUNCIL MATTERS:

- a) Some years ago, whilst he was the chairman of Warmington Parish Council, Chris Ellard designed and drew the parish council's current logo, which incorporates many of the parish's landmarks as well as red kite. This was the first opportunity in context the council has had to acknowledge how pleasing the logo is and to formally thank him for this much appreciated contribution. It was agreed as appropriate that the council should have corporate signage incorporating the logo and the house style of header affixed to all parish council property. The clerk will prepare a draft example for modification/approval and gather some signage costs for approval.

b) An invitation to host a stand at the church garden party on 28th June to promote parish council and receive public feedback has been received from the church PCCⁱⁱ. It was agreed to receive a further report on the matter at the May 13th meeting of the parish council.

c) Feedback report from meeting with Ingrebourne Valley Arrangements for Greenway procurement. This item was moved to the end of the meeting,

d) The draft Emergency Plan and Flood Alleviation document had been circulated in advance of the meeting. It was agreed to approve the draft plan for publication on the community website. The full version will be finalised following the discussion at the annual village meeting regarding a community wide 'skills audit'.

1299. HIGHWAY MATTERS:

a) The highways safety group including Northamptonshire County Council highways and community safety (e.g. police) agreed at the start of the year to recommend that the urban speed limit approaching the village along the Peterborough Road from the east exit from the A605 should be moved to north-east of the junction with Buntings Lane. To do this involves a road traffic order which in turn follows a statutory procedure before the 30mph signage can be moved further out from the village. It was **RESOLVED** that Warmington Parish Council will not be contributing financially towards the costs involved with altering the legal position of the urban speed limit or the signage. The clerk will maintain the dialogue with the highways officers to try to move the process along as quickly as possible.

b) Highways grounds maintenance contract: From time to time, under delegated authority, the clerk, or a volunteer on behalf of the clerk, instructs the highways contractors to carry out ad hoc work, including the 'siding out' (i.e. widening by removing encroaching grass) of pavements. The clerk explained that the contract between Northamptonshire County Council highways and Warmington Parish Council precludes areas beyond the urban highway (i.e. outside of the 30mph signs) and the council is not expected to cut outside of its contracted area. However, in order to keep the area that will be included within the redefined urban area, per minute 1299(a) above, the contractors will be required to work on pavements bordering 60mph roads. They are content to do this at their own risk.

1300. LAND MANAGEMENT MATTERS:

a) A proposal had been received to allow third party use of Orchard Pocket Park for the purpose of hosting a forest school, initially for children from Warmington School in the EYFSⁱⁱⁱ age group. The proposal to approve the use of the pocket parks for the forest school was not carried. A number of questions were raised which require clarification before the parish council is able to give permission for the requested use to the benefit and approval of all potential users of the area, including the volunteers who look after the pocket parks as well as the proposed forest school. It was agreed that the potential forest school facilitator attends either the May parish council meeting or the annual village meeting in May.

b) The rationale behind the location of the new play equipment for older (year 6 /KS3^{iv}) children had been distributed in advance of the meeting. The proposal to approve the recommended siting of the new play equipment was agreed and the clerk given delegated authority to proceed with procurement. The clerk reiterated that the council is duty bound to consider crime and disorder in every decision it takes and best practice should be followed always. She stated that community and safety concerns had been circulated or discussed in advance of the meeting as officer's advice and would be minuted as public record:

- Placement was not in the best interests of public safety as it does not adhere to guidelines in generic 'Planning out Crime' guidance, being out of view of houses, the furthest possible distance from homes in cases of urgent need.
- The two closest access entrances are on 60mph roads and on the main route out of the village onto a trunk road.
- A proper risk assessment would indicate placement near to Dexter Way entrance as preferable.
- The equipment initially recommended for older children, particularly the log pile, is multi-functional and as such offers a low-key rural solution to a teenage shelter 'hang-out' place, being a place for socialising as well as way of exercising through play. Best practice for such projects advocates ownership in a safe environment as young people will without adult supervision.

c) Arrangements regarding parking on Peterborough Road as the Council's February 2019 decision was revisited and overruled by the governance committee at its March meeting in favour of alternate approach involving signage and the placement of traffic cones. It was agreed that a progressreport would be made at a meeting later in the year following the implementation of the new signage and use of the cones. The matter would be highlighted via social media.

d) The latest monthly recreation ground and play area inspections had been circulated in advance of the meeting. The chairman of the land management committee undertook to insert wood filler into a finger entrapment on the climbing unit in the Nene Pastures play area. CGM, the groundworks contractors, had been asked to treat areas around bases of play equipment with herbicide so as not to have to trim.

e) It was agreed to allocate £500 to replace the cemetery fence immediately to the left and right of the archway entrance.

1301. ACCOUNTS MATTERS:

a) It was **RESOLVED** to Annual accounts to 31st March 2019 would be deferred to the May meeting of the parish council.

b) It was **RESOLVED** to Approval of Section 2 of the AGAR would be deferred to the May meeting of the parish council.

c) It was **RESOLVED** to approve the following paid accounts:

		NETT	VAT
Webhosting	1and1	4.99	1.00
Delivery/Prime	Amazon	7.99	
No Parking signs	Ebay	91.92	
Shed for flood equipment	Kybotech (t/a Gdn Buildings Dir)	359.42	71.88
Defibrillator signage	Defib Store	80.00	16.00
Webhosting	1and1	76.04	15.21
Refreshments at pancake race	Glebe Stores	7.78	
Cleaning	K. Penta	40.00	
Bank charges	Unity	18.00	
Bench refurbishment		400.00	
Rebuilding bins	J Howe	210.00	
Traffic cones	Amazon	64.47	
Cleaning	K Penta	20.00	
Fun Field grasscutting	CGM Group	68.00	13.60
Litter pick signage	Coles Builders	46.52	9.31
Water at Allotments	Anglian Water	40.53	
Water at Fun Field	Anglian Water	54.14	
Fixings	Earth Anchors	74.00	14.80

1302. REPORT FROM MEMBERS ON OUTSIDE BODIES: There was a report regarding November's village hall AGM. The village hall committee is planning to have WiFi installed and update the AV system.

1303. NOTICES / CORRESPONDENCE ETC: None were discussed.

1304. CONSIDER FUTURE AGENDA ITEMS TO BE CARRIED FORWARD:

- Awards for All grant application.
- Dog Bins.
- Recreation ground signage.
- Barbecue facilities at the recreation ground.
- Warmington toddler group grant funding.
- Promotion of the defibrillator.

- Presence at church garden party.
- Warmington.org.

1305. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 It was **RESOLVED** to exclude members of the public present from the following agenda items as content could be prejudicial to the public interest.

1306. A report had been circulated in advance of the meeting. It was **RESOLVED** to delegate authority to the clerk in consultation with the chairman of the governance committee to approve the procurement of the Greenway Project as reported.

1307. It was **RESOLVED** that a job description and advertisement for the role of Administration Assistant would be drawn up by the clerk and promoted via social media locally. The contract of employment and SCP for salary scale spectrum would be in keeping with similar roles advertised by other local councils (Moulton and Weymouth (SCP 18 under the previous 'Green Book' scale, SCP 7 on the new scale following regrading after implementation of the statutory minimum living wage)

1308. It was **RESOLVED** that the SCP for the clerk's position would be increased to SCP 35 under the previous 'Green Book' scale, SCP 29 on the new scale)

DATE OF NEXT MEETING: 13TH MAY 2019 7.30PM, WARMINGTON VILLAGE HALL

Approved by Warmington Parish Council:

Signature of Chairman of following meeting:		Date
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ⁱ WWNPPG – Warmington Neighbourhood Plan Project Group

ⁱⁱ PCC – Parochial Church Council

ⁱⁱⁱ EYFS – Early Year Foundation Stage

^{iv} KS3 – Key Stage 3