

WARMINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council and May meeting
7.30pm In the Village Hall, Warmington.

Before the meeting started, the outgoing chairman thanked members of the parish council and the co-opted committee members, in particular Steve Cheeseman for his Warmington2031 input, and the clerk for their support of her 2 years' service as chairman.

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

1309. It was **RESOLVED** to appoint Cllr Nigel Rudd as chairman of Warmington Parish Council. He duly made his declaration of acceptance of office and signed the same.

1310. The chairman welcomed councillors Debbi Scotting and Phillip Douglas who had been co-opted at a duly convened meeting of the parish council held on Wednesday 9th May. Both councillors had signed his/her declarations of office / GDPR and other papers in the prescribed format.

1311. ATTENDANCE: PRESENT: Cllr Gillian Beeby, Cllr Chris Ellard, Cllr Nikki Howard, Cllr Nigel Rudd (chairman), Cllr Debbi Scotting, Cllr David Short, Cllr Joanna Simpson and Cllr David Strafford. The clerk. Also present: Approximately 26 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 Phillip Douglas due to long standing personal commitment. It was **RESOLVED** to accept these apologies.

1312. 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 Debbi Scotting declared a personal interest in planning item relating to Elton2 mineral extraction under agenda item 12(g) / minute 1320 as she lives close to the site and has received a notice from the planning authority.
- Cllr David Short declared an interest in planning item relating to Elton2 mineral extraction under agenda item 12(g) / minute 1320 as he currently has a tenancy licence to farm the area in question. It was not clear what the nature of his interest he was declaring.

1313. It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th due to the important nature of matters to be considered and the volume of time sensitive items which necessitate due consideration at this evenings meeting: **ADOPT AND/OR RE-ADOPT GOVERNANCE PROCEDURES AND POLICIES:**

- | | |
|--|--------------------------------|
| • Risk Assessment Policy* | • Equal opportunities Policy * |
| • Parish Council Aims and Objectives * | • Cemetery Standing Orders * |
| • Financial Regulations* | • GDPR policy |
| • Standing Orders * | • Logo for parish council |
| • Co-option policy * | • Complaints Procedure |
| • Health and Safety Policy * | • |

1314. It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th due to the important nature of matters to be considered and the volume of time sensitive items which necessitate due consideration at this evenings meeting: **Identify GOVERNANCE PROCEDURES AND POLICIES TO BE RECOMMENDED FOR ADOPTION AT JUNE MEETING FOLLOWING DISCUSSION AND OPPORTUNITY TO CONSIDER FURTHER:**

- | | |
|--|---|
| • Proposed motions policy and protocol | • Terms of reference for committees |
| • Asset Risk Assessment Policy | • Standards in public life / dignity at work policy |
| • Memorial safety policy | • Code of Conduct |
| • House style for parish council | • |

1315. It was **RESOLVED** to confirm the following appointments /representatives to outside bodies and specific roles:

- Warmington Charities – David Short
- Alms House trustees – Chris Ellard and David Short would remain as trustees. It was noted that the matter of the alms house trust will be discussed at a future parish council meeting.

The matter of a parish council representative on Warmington Village Hall trust committee as a trustee remains in abeyance for the time being. Clarity regarding the potential individual liability on the person nominated last year as a trustee and compliance with necessary best practice and statutory requirements remains a concern due to governing document. Until the situation is clear to the satisfaction of the person involved, the parish council supports their standpoint.

1316. It was **RESOLVED** to appoint Cllr Nikki Howard as chairman of the governance committee and Cllr David Strafford as chairman of the land management committee. Should vice-chairman be deemed necessary, the committees will appoint these as appropriate.

Appointments to the committees would be ratified at the June 13th meeting of the council by which time Cllr Philip Douglas will have made his preference known. Cllr Debbi Scotting will be appointed to the governance committee.

1317. It was **RESOLVED** to approve the minutes of the Governance Committee meeting held 8th April 2019, with the reinsertion of an accidentally deleted phrase of 'It was **RESOLVED** to remove' at the start of 1297(g). The minutes were signed. Minutes of the meeting of 9th May meeting had been circulated in advance and would be held over to the June 13th meeting for approval.

1318. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:

- Points were raised regarding the use of orchard pocket park, with tree safety/climbing and open fires being the principal areas of concern.
- A number of points regarding the mineral extraction planning application on the agenda were raised which would be borne in mind as discussions about this matter progressed. The chairman advised the meeting that the on the following Saturday morning, a Local Liaison Group (LLG) meeting would be taking place at the Elton Boat Club clubhouse at which points could be raised directly to the applicant and the planning department.
- The meeting agreed that a file containing parish council minutes would be kept in the phone box on Hautboy Lane junction with School and Church Lanes.

1319. WARMINGTON2031 - NEIGHBOURHOOD PLAN: All relevant documents had been circulated prior to the meeting. The council extended its huge thanks, on behalf of the whole community, to the Warmington2031 group for the vast amount of work that had gone into the project.:

- It was **RESOLVED** to receive as read and approve the draft consultation statement, the responses consultation statement and the draft neighbourhood plan and aspirations appendix.
- It was **RESOLVED** that any non-material changes (such as grammar, spellings or technical alterations) would be made under delegated officer powers in consultation between the chairman and the Warmington 2031 group leaders, subject to ratification).
- It was **RESOLVED** that the documents will now be presented the East Northamptonshire Council for the next stage in the process known as the regulation 16 consultation from which the submission to an external examiner will follow.

1320. LICENCE, DEVELOPMENT AND PLANNING MATTERS:

- a) 19/00688/FUL | Single storey rear extension | 11 Broadgate Way Warmington.. It was **RESOLVED** that the council has no objections or further comment to make.
- b) 19/00587/FUL | Single Storey rear kitchen extension to link part garage conversion | 12 Stamford Lane Warmington. It was **RESOLVED** that the council has no objections or further comment to make.
- c) 19/00671/FUL | Erect PVCu conservatory to side of property | 29 Chapel Street Warmington. It was **RESOLVED** that the council has no objections or further comment to make. (It was noted that this application is that of one of the newly co-opted councillors who would have declared an interest and left the meeting had he been present)

d) 19/00598/FUL | Conversion and extension of existing barns to form dwelling | 3 Spinney Close Warmington

e) 19/00597/FUL | Erection of single storey dwelling, accessed via 3 Spinney Close (Resubmission of 19/00027/FUL) | Land Between 53 And 59 Church Street Warmington

Applications 19/00597/FUL and 19/00598/FUL were viewed as symbiotic projects with a potentially synergistic effect on the immediate locale and precedent for future development in the parish and dealt with accordingly, by submitting identical representation to the planning authority for both. It was **RESOLVED** that there is no objection but comments would be submitted:

- As the Warmington Neighbourhood Development Plan (WNP) has been approved by the Parish Council for regulation 15 and 16 consultations and examination stage, the applicant should have regard to the contents of the WNP in respect of matters including but not limited to the local liaison group process, design code, housing mix, access to site, car parking and village design statement.

- Residents and neighbours to be encouraged to make representation to the ENC planning portal on particular matters where appropriate as WPC not the decision maker.

- 3 Applicants are encouraged to use the LLG process and talk to the WPC prior to submitting any future applications.

f) 19/00468/LDP The outcome of the legal development planning enquiry was noted, whereby East Northamptonshire Council certified as legal the proposal for a single storey side and two storey rear extension and the erection of three outbuildings within the curtilage of 3 Spinney Close, Warmington.

The parish council noted that the applicants for this development should have regard to the benefits of the local liaison group process as set out in the emerging WNP.

g) ELTON2:

- 19/00035/MINFUL: PROPOSED DEVELOPMENT: **Retrospective mineral application for an extension to the existing plant and ancillary works site** in order to provide additional operational space for material treatment, stockpiling and temporary storage with restoration to agricultural land

LOCATION: Elton Quarry, Peterborough Old Road, Eaglethorpe, Warmington, Peterborough, PE8 6SN

- 19/00034/MINVOC: PROPOSED DEVELOPMENT: **Section 73 application to vary conditions 2, 3, 7 & 26 of planning permission 18/00032/MINVOC to enable a new replacement low profile processing plant to be erected as well as to import reclamation material**, a proportion of which will need to be treated to make it suitable for restoration and an extension of the completion date to 31 July 2030

LOCATION: Elton Quarry, Peterborough Old Road, Eaglethorpe, Warmington, Peterborough, PE8 6SN

- 19/00033/MINFUL: PROPOSED DEVELOPMENT: Phased mineral extraction, construction of a Bailey bridge to cross a branch of the River Nene, importation of reclamation material including ancillary activities, with restoration to agricultural pasture and wet woodland

LOCATION: Elton Quarry **Extension**, Land North Of Eaglethorpe, Elton Estate, Warmington, Northamptonshire

Applications 19/00035/MINFUL, 19/00034/MINVOC and 19/00033/MINVOC were viewed as symbiotic projects with a potentially synergistic effect on the parishes of Warmington, Fotheringhay and Elton and will be dealt with accordingly.

The chairman gave a short [powerpoint presentation](#) which summarised the intention of the application which had only gone 'live' the previous Friday and which will require a number of public meetings to ensure people are aware of the extraction and reinstatement process and associated works. So that the parish council is kept apprised of the opinions of the community and so that people are kept abreast of the application, this will be achieved by a number of LLG meetings, commencing the following Saturday.

The parish council will aim to collate representations according to 10 principal areas of potential effect on the wider community:

- Socio-economic effects: Jobs, local spend, financial rates
- Rights of Way: Nene Way & Greenway
- Air Quality
- Landscape & Visual impact
- Archaeology & Cultural heritage
- Hydrology & Flood risk
- Ecology
- Noise
- Transport
- Agriculture & soils

The chairman will ensure that annual village meeting allows for a full airing and discussion of this matter and the parish council will endeavour to work with the planning authority to have the deadline date for public and statutory consultee representations and submissions extended.

h) For information only, there was an update on the ex-working men’s club site development. The clerk is in contact with the housing officer and the S106 officer at East Northamptonshire Council to keep abreast of those pertinent issues. There is to be affordable housing in accordance with the permission granted for the development. People interested in one of the homes should apply in the proper way which would be detailed on the village website.

1321. GOVERNANCE MATTERS:

a) It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th: Receive internal auditor’s submission of the Annual Governance and Accounts Return (AGAR) and separate internal audit report and recommendation(s). Note contents and resolve to carry forward to June meeting for further consideration.

b) It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th: Consider and approve [section 1](#) of the AGAR, in consideration with guidelines laid out by SAAA [Practitioners Guide](#). The clerk will contact NALC internal audit service / the auditor with a view to a further meeting taking place.

c) This item was moved to the end of the meeting: Opportunity to discuss matters outside the realm of proper practice, highlighted by the clerk

d) Receive and consider approval of 12-month timetable for upcoming civic year. The schedule for the civic year would be as follows, at 7pm unless otherwise indicated, switching to Thursdays from July, all full council unless otherwise indicated by LMC meaning land management committee and GC meaning governance committee:

10 th June - FC	24 th June LMC 6.30pm	11 th July	12 th Sept LMC	10 th October
7 th November GC	12 th December	16 th Jan ‘20 LMC	13 th February	13 th March GC
9 th April	7 th May Local Council Elections		AVM - TBC	

e) There was a discussion regarding proposed changes to the clerk’s email / letter footer. The had clerk suggested, that, in keeping with sector recommendations and to reflect the government’s interpretation of what the title ‘clerk’ means, a line underneath ‘Clerk to Warmington Parish Council’ clarifying ‘Executive and Responsible Financial Officer’ most appropriate and in line with best practice. For the time being, the footer will state Clerk and Responsible Financial Officer.

f) The consideration and approval of hire of village hall meeting room on weekly basis as working base for the clerk would be held over until the village hall was available at the appropriate time for such an arrangement.

g) It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th:: Consider clerk’s TOIL/ overtime in light of May/June workload and holiday to be paid from 2018/19.

1322. COMMUNITY / COUNCIL MATTERS:

a) The purpose / aim of stand at church garden party on 28th June to promote parish council and receive public feedback must be agreed prior to the event. It was **AGREED** to delegate to Philip Douglas to prepare a working paper to bring to the June council meeting for decision.

b) Police crime reporting: The police force is no longer able to attend parish council meetings on a monthly basis due to budgetary constraints causing cuts to policing numbers. The parish council is

expected to take the lead in establishing how the council can become more proactive in 'safer communities' initiatives and encourage more accountability to the parish council. It was agreed to nominate Cllr Nikki Howard to sign up to the appropriate websites to receive reports to bring to future meetings.

c) Reminder of necessity for co-opted non-councillor members with voting powers on parish council committees must complete a register of interest form. The appropriate chairmen will carry this forward to the committees as necessary.

1323. HIGHWAY MATTERS:

a) Following increases in Northamptonshire County Council could taxes and re-allocation of highway's budgets the clerk had met with the highways gritting team whose members have been working hard to find mutually acceptable solutions. The council was pleased to note that the village will be reinstated to the precautionary gritting route for the current financial year and that the route would follow that taken by the school bus.

1324. LAND MANAGEMENT MATTERS:

b) It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th. To receive, consider and approve details and costs of training for volunteers carrying out works at the pocket parks.

c) It was agreed to hold an extra land management meeting in June.

d) Following consideration of representations received and further details regarding application for Forest School type activities, initially on a short-term licence for a 6-week period. It was **RESOLVED** to proceed with a simple 6-week licence to be issued by the clerk permitting the free use of Big Green Pocket Park as a pilot, subject to the exclusion of tree climbing, open-fire tasks and no local parking.

The details of activities undertaken and feedback from the pilot session would be reported to the council prior to any further forest school activity. Any future use of any pocket parks will be discussed with neighbours prior to discussions at a council or committee meeting.

1325. ACCOUNTS MATTERS:

a) It was **RESOLVED** to receive, approve and adopt [annual accounts](#) to 31st March 2019.

b) It was **RESOLVED** to defer this agenda item to the next parish council meeting on June 10th. Recommendation: Approve [Section 2](#) of the AGAR

c) It was **RESOLVED** to approve accounts for payment, including those paid under delegated powers indicated by an asterix:

Salary *	S Rodger		- 1,183.71
Pension *	NEST		171.79
Projector cable *	Amazon	5.82	6.99
Cleaning *	K Penta		40.00
membership *	Slcc		144.00
Rent for allotments *	W H Proby		100.00
Dog bin emptying *	East Northamptonshire	30.46	36.55
Streetlight maintenance *	Eon	241.18	289.42
PAYE *	HMRC		767.16
Electricity *	SSE		816.83
Printing *	Inkwell		58.80
Cemetery fencing		515.00	
Allotment shed roof		135.00	1265.00
Phone box signs		100.00	
Erecting new shed		545.00	
Office sundries		2.22	2.66
Office sundries	Amazon	4.83	5.80
Ethernet cable			19.97
Paper		7.49	20.99

Good councillor guides	Northamptonshire Calc		13.50
Path clearance 1		21.00	25.20
Contracted works		605.00	726.00
Path clearance 2	CGM	21.00	25.20
herbicide treatment		12.00	14.40
herbicide treatment		15.00	18.00
War memorial treatment		19.00	22.80
No parking sign materials		119.84	143.80
Cemetery shed materials	Coles Builders	20.62	24.74
Bins surrounds/ No parking sign materials		60.71	72.85
Flood store cabinet	Amazon	105.83	127.00
Padlocks for shed	Amazon	8.32	9.99
Padlocks for shed	Amazon	33.02	39.62
NDP consultancy	Kirkwells	1,000.00	1,200.00
Cemetery mole works	Pestforce		110.00

1326. It was *RESOLVED* to defer this agenda item to the next parish council meeting on June 10th: Opportunity to discuss matters outside the realm of proper practice, highlighted by the clerk

1327. NOTICES / CORRESPONDENCE ETC:

An email thanking the council for use of the recreation ground and recent improvements had been received and duly noted.

The annual village meeting will take place on May 30th at 7pm. This is not a parish council meeting and there is no duty to attend. The chairman of the parish council must call the meeting and must chair if present.

1328. CONSIDER FUTURE AGENDA ITEMS TO BE CARRIED FORWARD:

Awards for all grant, dog bins, new sign for the recreation ground, a permanent BBQ at the recreation ground, refresh Warmington2031.org, update photos, defibrillator promotion, administration assistant update, emergency flood plan training July 6th 10am to midday, all items highlighted above and update/re-assessment on project management from previous council resolutions.

1329. CLOSE OF MEETING:

There being no further business, the chairman declared the meeting closed at 10.33pm

DATE OF NEXT MEETING: 10TH JUNE 2019 7.00^{PM}, WARMINGTON VILLAGE HALL

Approved by Warmington Parish Council:

**Signature of Chairman
of following meeting:**

Date