

WARMINGTON PARISH COUNCIL

Minutes of the full council.

10th June 2019 7.30pm

In the Village Hall, Warmington.

1332. ATTENDANCE - PRESENT: Cllr Gillian Beeby, Cllr Chris Ellard, Cllr Nikki Howard, Cllr Nigel Rudd (chairman), Cllr Debbi Scotting and Cllr David Short. The clerk and the administration officer. 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 Philip Douglas, Joanna Simpson and David Strafford due to personal commitments. It was **RESOLVED** to accept these apologies.

The chairman welcomed Christin Litwaski and congratulated her on her appointment to the role of Administration Officer.

1333. 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 declared a personal interest on Greenway matters as a relative has offered some advice in a professional capacity.
- Cllr Debbi Scotting declared a personal interest in planning item relating to Elton2 mineral extraction as she lives close to the site and has received a notice from the planning authority.
- Cllr David Short declared a pecuniary interest in planning item relating to Elton2 mineral extraction as he has business dealings with the landowner.
- Cllr Gillian Beeby declared a personal interest in planning item relating to Elton2 mineral extraction as she has a relationship with someone involved with the 'Say no to Elton2' campaign group.
- Cllr Nikki Howard declared a personal interest in planning item relating to the Workings men's club planning application as she is related to close neighbours.

1334. It was **RESOLVED** to approve the minutes of the annual meeting of the parish council held on 9th May 2019. It was **RESOLVED** to approve the minutes of the parish council meeting held 13th May 2019, with the insertion of apologies from Cllr Gillian Beeby. The minutes were signed. Notes from Elton2 LLG meetings on May 18th, and June 3rd were acknowledged.

1335. There were no matters arising from the minutes not dealt with elsewhere on this agenda.

1336. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC: There was a discussion regarding the procedural arrangements for submission of representations regarding Elton2 to Northamptonshire County Council as the planning authority. The chairman explained that the parish council would be discussing the matter at that evening's meeting and then again at the July meeting. Depending on the information and fact finding up to that stage, it may be necessary to hold an additional meeting to finalise the final submission at another parish council meeting. The planning authority has granted an extension for submission of comments to the parish council up until the end of July. It has confirmed that it will accept representations from members of the public up until the meeting of the planning management committee, currently anticipated to be in September, but is not able to issue an official extension to the submission timeline to all parties. The clerk will obtain confirmation of this in writing. The parish website and social media would be updated.

1337. WARMINGTON2031 - NEIGHBOURHOOD PLAN: The last stage in consultations, regulation 16, would be going live on 14th June running to 29th July. It will then proceed to an independent inspector. The anticipated options are that it will be either passed with no amendments, passed with suggest amendments or rejected. Depending on that stage, the referendum is expected to take place in the autumn.

1338. LICENCE, DEVELOPMENT AND PLANNING MATTERS:

a) 19/00919/FUL | Two storey and single story rear extension to dwelling | 3 Spinney Close Warmington. The council concluded that it was unable to support this application in any way as there are discrepancies between what is shown on plans and what has already been built. There is inconsistency in the plans and those submitted under separate applications for the same site. A holistic approach must be applied to the entire site in order that the interdependent relationships of the proposed buildings can be considered.

b) **ELTON2: LOCATION:** Elton Quarry, Peterborough Old Road, Eaglethorpe, Warmington, Peterborough, PE8 6SN.

Councillor Short left the meeting for the duration of this item.

There was a brief update on recent public meetings – LLG at the [Elton Boat Club](#) and the [Annual Parish Meeting](#). Significant amounts of investigative work are underway by various people in the wider community addressing the 10 mains issues covered by the application in order that if there are grounds for objection, full details can substantiate material planning objections submitted by the parish council. This application will be carried forward to the July meeting for further consideration. However, in the meantime it was **RESOLVED** to delegate authority to clerk in liaison with the chairman and the secretary of the Warmington2031 group to submit a separate representation regarding a procedural challenge at a date prior to the end of the consultation process.

c) There was a short update on the working men's club development. There is no firm news regarding the S106 off site open space contribution. The clerk will maintain communications with the appropriate officer regarding this matter. There was a discussion regarding operating procedures and times

1339. GREENWAY: There was an update on project progress to date. Under the clerk's delegated authority, it was **RESOLVED** that:

- The chairman and administration officer would finalise the specification for the project from the underpass to the boundary with Elton parish.
- The next stage would be to have a legal agreement drawn up with Elton estates for the protection of all parties.
- Following satisfactory completion of the previous stages, the project will proceed to a tender process.

1340. LAND MANAGEMENT MATTERS:

a) Interim arrangements for training of for volunteers carrying out ground works on behalf of the parish council, for H&S, due diligence and insurance purposes had been received. Paul Stamper is the lead co-ordinator of working party arrangements.

b) The latest inspections reports of Nene Pasture play area and the recreation ground had been circulated with the agenda. A small number of minor issues requiring repair were identified, although the purposeful damage to the bird deterrent spikes was of more serious concern. This will carry forward to the land management committee meeting later in June.

c) The RoSPA inspection is taking place on July 1st with Cllr Beeby accompanying the inspector with the clerk or administration officer if possible.

d) Allotments would carry forward to the land management committee meeting later in June.

1341. GRANT UPDATES:

- The grant applications for Red Kite Heritage Trail (RKT) project had not been successful. The debrief from Nenescape was that it was because the other projects put forward had larger target audiences, so the funding benefitted more people than the RKT project. Nenescape was fully supportive of the project and suggested that the council applies for a heritage grant to take it forward.
- The clerk will arrange the closure of Awards for All grant.
- It was **RESOLVED** to form a working party to identify un-met need for further capital or community grant investment, to report to future parish council meeting for consideration and arrangement for proper project management (including existing capacity commitments.). Cllr Gillian Beeby will lead on this working party.

1342. GOVERNANCE MATTERS:

a) It was **RESOLVED** to appoint the chairman of the governance committee as chairman of a governance sub-committee to consider staffing issues, including approval of the admin assistant contract of employment and job description. Cllr Debbi Scotting was appointed to the sub-committee. Philip Douglas was appointed in his absence to this sub-committee, subject to his agreement in consultation with the chairman of the council.

b) It was **RESOLVED** to increase the pay rate for the administration assistant by 1 SCP following satisfactory completion of initial 3 month period.

c) The internal auditor's submission of the Annual Governance and Accounts Return (AGAR) and separate internal audit report and recommendations were received and noted. The clerk's delegated decisions would be properly agenda-ed and minuted going forward to demonstrate compliance with the report's recommendations. An interim audit would be undertaken in the autumn by which time the new accountancy software should be in place.

d) Section 1 of the AGAR along with guidelines laid out by SAAA Practitioners Guide had been circulated with the agenda. It was **RESOLVED** that the members of the council acknowledged their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Furthermore, members confirmed, to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, for each of the statements, to answer in the affirmative to confirm: The council prepared accounting statements in the proper manner; made proper arrangements and accepted responsibility for safeguarding public money and resources in its control; has only done what it has the legal power to and has complied with proper practices in so doing; gave all persons the opportunity to inspect and question the accounts; considered and documented risk and dealt with them properly; arranged for an internal audit and disclosed everything it should have about business activities and **RESOLVED** to approve section 1 of the AGAR. The chairman and the clerk signed the annual governance statement.

e) It was **RESOLVED** to pay the clerk 4 day's equivalent hours from 2018/19 financial year and 30 hours TOIL/overtime in light of May/June workload.

f) Adoption of governance procedures and policies would carry forward to July for further discussion. The chairman gave a short [PowerPoint presentation](#) which summarised the parish council's aim and matters of priority emerging from the neighbourhood plan process.

1343. COMMUNITY / COUNCIL MATTERS:

a) Under the clerk's delegated authority, the administration officer and Cllr Philip Douglas have preparations for the stand at church garden party on 28th June to promote parish council and receive public feedback.

b) The council noted the police crime report from Cllr Nikki Howard.

c) The meeting was reminded about the flood training on 6th July 10am to midday

1344. The clerk's delegated decisions

1345. ACCOUNTS MATTERS:

a) It was **RESOLVED** to approve Section 2 of the AGAR. The RFO and chairman signed the form

b) The link to the accounts to date for 2019/20 was not live – the clerk undertook to forward them to members.

c) It was **RESOLVED** to approve accounts for payment below, including those paid under delegated powers marked with an asterisk:

| Goods/service | Supplier | Nett | Gross |
|--|-----------------------|----------|----------|
| Siding footpaths | CGM | 252.00 | 302.40 |
| Siding footpaths | CGM | 378.00 | 453.60 |
| Siding footpaths | CGM | 357.00 | 428.40 |
| Electricity consumption | SSE | 368.24 | 439.33 |
| Play equipment | Playscape Playgrounds | 7,995.00 | 9,594.00 |
| Highways on the 25th April and 27th May. | CGM | 304.00 | 1,180.20 |
| Play Area and Adjacent Bank 26th April, 13th and 24th May. | | 12.00 | |
| Nene Pastures green 26th April, 13th May & 24th May. | | 67.50 | |
| Churchyard 25th April, 13th and 28th May. | | 189.00 | |
| Cemetery 25th April, 13th and 28th May. | | 90.00 | |
| Rec ground 25th April, 15th and 27th May. | | 132.00 | |
| Football pitch | | 72.00 | |
| Electricity | SSE | 404.26 | 482.38 |
| Prep of consultation & basic condts Statement | Kirkwells | 700.00 | 840.00 |
| Pension Payment (paid) * | NEST | | 178.93 |
| Footpath spraying (paid)* | CGM | 15.00 | 18.00 |
| Salaries (paid)* | | | 1,377.32 |
| Multipay setup fee (paid) | Unity Bank | 50.00 | 50.00 |
| Local Councils Explained books (paid)* | NALC | 34.98 | 34.98 |
| Rotivator repairs (paid)* | MowerMan | 40.00 | 40.00 |

| | | | |
|---|-------------|--------|--------|
| Website hosting SQL databases (paid)* | Inonis | 11.88 | 14.26 |
| Allotment tap installation (paid)* | J H Roofing | 580.00 | 580.00 |
| streetlight maintenance (repairs) (paid)* | Eon | 68.56 | 82.27 |
| Allotment shed padlock (paid)* | Amazon | 9.56 | 11.48 |
| Lenovo laptop (paid)* | Amazon | 233.33 | 280.00 |

1346. It was agreed to hold meeting(s) to clarify officer/member protocol, ways of working, address concerns of past ways of working and ensure proper working practices and best practice going forward prior to the July meeting.

1347. NOTICES / CORRESPONDENCE ETC:

1348. CONSIDER FUTURE AGENDA ITEMS TO BE CARRIED FORWARD:

Dog bins, new sign for the recreation ground, a permanent BBQ at the recreation ground, refresh Warmington.org, update photos, defibrillator promotion, VE day celebrations

DATE OF NEXT MEETING: 7.30PM, WARMINGTON VILLAGE HALL

Approved by Warmington Parish Council:

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| Signature of Chairman of following meeting: | | Date |
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