

WARMINGTON PARISH COUNCIL

Minutes of the meeting of Warmington Parish Council Governance Committee

7th November 2019 at 7.00pm

In the Village Hall, Warmington.

- 1423. ATTENDANCE - PRESENT:** Steve Cheeseman, Cllr Nikki Howard (chairman), Cllr Nigel Rudd, Cllr Debbi Scotting and Paul Stamper. Also present: The clerk and one member of the public until the end of the 4th item on the agenda.
- 1424. Declarations of interests:**
- Cllr Debbi Scotting declared a personal interest non pecuniary in planning item relating to Elton2 mineral extraction as she is a close neighbour to the proposed site.
 - 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.
- 1425.** It was **RESOLVED** to approve the minutes of the full parish council meeting held 11th March 2019.
- 1426.** A member of the public, representing Fotheringhay village meeting, spoke of the concerns raised by some of the people who live in Fotheringhay, about the moorings planning application which would be discussed later in the evening. Due attention was paid to the points made.
- 1427. Licence, Development and Planning Matters:**
- a) Appeal of appeal against planning decision APP/G2815/W/19/3230410 - 3 Spinney Close – It was noted that the appeal for development of two dwellings had been dismissed by the inspector.
 - b) 19/01638/FUL | Single storey rear extension and insertion of door opening to front elevation | 8 Chapel Street Warmington
 - c) 19/01610/FUL | Change of use of land for 8 riverside moorings and altered highway access | TL05481 92859 Fotheringhay Road: Whilst the council has no objection in principle, it would like the following comments to be taken into consideration: The council is content with the proposal for riverside moorings within the parish as part of its Neighbourhood Plan and Destination Warmington aspirations. The planning statement states that the moorings are none permanent but seems to contradict this by suggesting tenants can lease the moorings for up to a year. The historical setting of Fotheringhay Castle, Church and the ancient listed bridge combined engender against support for permanent moorings. The council objects to moorings on the south bank of the river. The council would want tight conditions within any planning permissions to ensure enforcement allowing only one or two days mooring at a time. The council will ensure that Historic England is consulted.
 - d) There was a brief discussion regarding the Elton2 mineral extraction proposals. It was agreed that the council would approve the applicants request to attend a meeting of the parish council to present ongoing suggestions related to the overall scheme.
 - e) A request had been received from the building contractor's street lighting supplier at the new housing development on Chapel Street at the previous site of the working men's club. It was agreed that the council is content to adopt only LED lighting in keeping with the LED lamps installed on Chapel Street within the last 5 years, with the possibility to have the lumen output turned lower during the quietest part of the night.
- 1428. Neighbourhood Planning / Warmington2031:**
- a) The council was very pleased that the result of neighbourhood plan referendum held on 24th October 2019, supported the plan with a 92% majority and a 48% turnout. The expectation is that East Northamptonshire Council Planning Policy Committee will consider the recommendation that the plan be adopted on 11th December 2019, after which the plan will be 'made' and a statutory document against which proposals submitted in planning applications can be assessed.
 - b) A final meeting of the Warmington2031 committee to cover the neighbourhood plan was deemed unnecessary. However, the committee would be maintained as an advisory sub-committee of the governance committee to scrutinise planning applications as they are received.
 - c) It was **RESOLVED** to delegate conclusion of neighbourhood plan accounts and unspent grant repayment to the clerk and the secretary of Warmington2031 committee.
- 1429. NENESCAPE / GREENWAY/DESTINATION WARMINGTON:** The draft of the invitation to engage with the council with a view to tendering for the works to the Greenway had been approved for distribution to the 3 firms identified at the previous, full council, meeting as well as PGR in Oundle and AMT in Elton. Going forward, Grantscape grant applications for the bridge works over the brook at the boundary with Elton parish will be considered.

CFFⁱ round 8 funding from East Northamptonshire Council will be applied for to finance the Red Kite Trail project to complement the Greenway project.

1430. CLERKS REPORT: Reports of [progress](#) from previous resolutions and [decisions](#) made under delegated powers were received. The procurement process of the Orchard Pocket Park was progressing.

1431. The need to promote candidacy of potential members of the council at the May 2020 election was duly noted, but not considered a priority prior to the Christmas break. Due publicity and promotion will be considered in the new year. important

1432. Community Safety: It was agreed that that should be additional first aiders on hand at events and that communications in case of emergency are considered as part of risk assessments. An allocation of training funding would be considered during the budget discussions.

1433. It was **RESOLVED** to approve payment of the following accounts due for payment:

| Goods/service | Supplier | Nett | Gross |
|---------------------------------|------------------|-------|---------|
| Salaries | | | 1183.71 |
| Pension | Nest | | 86.58 |
| Signs (allotments and cemetery) | SignsExpress | 55.00 | 66.00 |
| Work at the recreation ground | K H Roofing | | 311.00 |
| Groundworks | CGM | | 720.00 |
| Maintenance of equipment | Michael McDonagh | | 105.00 |
| Printing | Inkwell | | 177.60 |

At 10pm, the meeting was adjourned until the following Thursday at 7.30pm. During the second half meeting, standing orders were suspended in order that members of the council who were at the committee meeting as non-committee members were able to participate in the discussions.

1434. Governance

- a) The principle of procurement of asset administration software to complement recently installed accounts software, facilitating audit procedures and insurance requirements was approved in principle.
- b) Bank authorisations – the necessary paperwork for submission of one of the new signatory would be completed forthwith. The existing signatory member who has not been able to login will request a new PIN. The other authorised signatory’s reason for not being able to sign in was not known.
- c) Capacity for clerk’s CILCA qualification in context of GPC following May elections would be discussed during the clerk’s appraisal.

1435. Budgets and finance:

- a) Interim audit update: The meeting was expecting the auditor as part of the interim audit. However unfortunately, illness had forced alternative arrangements. At the annual audit of the 2018/19 accounts, the points detailed below had been raised. The council’s actions in response to each is also detailed:
 - Develop an action plan listing the projects the council is currently undertaking together with those it intends to introduce and include a regular agenda item at full council meetings to monitor progress and make resolutions.
 - This has been implemented by including an ongoing action sheet which is hyperlinked to each agenda – all action points resolved & agreed at meetings are added to it on an ongoing basis and NOT TAKEN OFF until completed. In addition, the council is guided in its objectives and aims by its stated [policy and public consultation documents](#)
 - Review the scope of current delegated powers and limit in accordance with Model Financial Regulations
 - This has been addressed via an [adopted policy](#) detailing the delegated powers protocol. Financial regulations were adopted as part of the annual meeting review process, since which NALC model regulations have been updated. The updated version will be considered at the 2020 annual meeting.
 - Arrange for long standing members to receive training so that they will be able to complete projects successfully as well as understand fully their responsibilities regarding accountability, governance and transparency.
 - This is being addressed by new members attending ‘Off to a Flying Start’ training, the distribution of ‘Local Councils Explained’ to all members, distribution of Eupdates from NorthantsCalc and Good Councillor guides and the council’s adopted ‘handbook’ of roles and responsibilities.

- Purchase sector specific financial and administration software tailored to the council to enable the clerk to manage the council's activities more effectively by having all relevant information in one place.
- Purchased and very successfully implemented.
- Arrange for interim audit in early October to monitor the implementation of these actions.
- This process is addressing the actions and appropriate paperwork will be sent to the auditor, with accounts to end of first 6 months

b) An initial draft of the budget to be approved in December had been circulated in advance of the meeting. Areas of expenditure were discussed in much detail. The accounts coding of each cost point was analysed as well so that the software in which the council has invested can be utilised to the maximum effect for accountancy as well as day-to-day management and cost control. It was agreed that the clerk would produce a revised draft based on the discussions during the meeting and circulate to members for response by the middle of the following week. There will be chance for members to scrutinise in advance of the meeting at which the budget and precept are agreed.

The meeting closed at 10.14pm

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| Date of next meeting: 13 th March 2020 | | |
| Approved by Warmington Parish Council: | | |
| Signature of Chairman of following meeting: | | Date |

ⁱ CFF = [Community Facilities Fund](#)