

## **WARMINGTON PARISH COUNCIL**

Minutes of the meeting of Warmington Parish Council Land Management Committee

16<sup>th</sup> January 2020 at 7.00pm

In the Village Hall, Warmington.

- 1452. ATTENDANCE - PRESENT** John Atkinson, Cllr Gillian Beeby, Philip Brashaw, Cllr Philip Douglas, Cllr Chris Ellard, Cllr David Strafford (chairman), and Cllr David Short. Officer present: The clerk. Also present: One member of the public. Apologies received from Derek Rowell due to personal commitments. It was **RESOLVED** to accept these apologies. Apologies also received from Richard Bream who had been invited to the meeting as the new allotments co-ordinator, but unable to attend for personal reasons.
- 1453. DECLARATIONS OF INTERESTS:**
- Cllr David Short declared a personal nonpecuniary interest in the item relating to the churchyard gates.
- 1454.** It was **RESOLVED** to approve the minutes of the full parish council meeting held 12<sup>TH</sup> September 2019. The chairman signed the minutes.
- 1455. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:** There was an observation regarding a planning enforcement matter and a neighbourhood policing matter. There were no observations relating to land management issues that the committee has statutory powers to act on.
- 1456.** There were no matters arising from previous minutes not dealt with elsewhere on agenda.
- 1457. PROTOCOL / GOVERNANCE MATTERS:**
- Declarations of interest – the chairman distributed forms which all members are expected to lodge with monitoring officer at East Northamptonshire Council.
- GDPR – the chairman encouraged members to familiarise themselves with the law regarding **statutory** restrictions regarding privacy and protection of data. Members are not permitted to share individual's email addresses without permission (e.g. In cc on emails relating to any council matter or use people's email addresses for private use in non-council matters if that email address has been obtained through council business) or to use any information about a person without their permission or refer to a person by any means that could identify them.
- 1458. ASSET MANAGEMENT AND BUDGET:**
- a) A report detailing spending for 2019/20 broken down by individual cost points had been circulated in advance of the meeting. It was noted that the Land Management budget is spent for the financial year and consequently there is no money for any last quarter activity. There was some difficulty in understanding the accountancy management reports. This may necessitate additional work to produce easy-to-understand reports prepared by the RFO rather than software driven accounts reports.
  - b) Details of the full budget for the next financial year, by way of the December full council minutes, had been circulated in advance of the meeting, with agreed expenditure for Land Management Committee highlighted.
  - c) It was agreed that a request to the full council would be presented with the February full council agenda for discussion at that meeting detailing aspirations for consideration for an Awards for All grant from the National Lottery fund. The items for inclusion will be an outdoor gym, bike-racks (for standing up bikes against) and an additional access to accommodate wheelchairs and buggies.
  - d) It was agreed that Philip Douglas will carry out risk assessments of all areas where the parish council has Occupiers Liability obligations to keep users and visitors safe. A schedule of inspections and format of risk assessment sheets were distributed with the agenda for approval. Further discussions regarding the requirements and detail of each inspection would be dealt with under working party arrangements and clerk's delegate authority.
  - e) It was **RESOLVED** that a sub-committee/working party would prepare an advisory draft specification for 3-year tender document for amenity groundworks from 2021/22 season. Those involved would also prepare the urban verges draft specification. Both tender documents will be approved by full council.
  - f) It was **RESOLVED** to authorise the clerk to investigate costs of clearance works of pipe under the cemetery entrance and by default, the neighbouring drive. She would prepare a proposal with a recommendation to vire costs from the flood budget and bring to February meeting for approval.
- 1459. FIREWORKS EVENT:**
- a) It was **RESOLVED** that, to formalise health and safety and insurance / licence obligations, a sub-committee of the Parish Council land management committee be formed, with co-optees from outside the committee as necessary. It was further agreed that the sub-committee would take responsibility for risk management of additional Land Management Committee activities. The parish council will at all times remain the principle party. The initial sub-committee will be made up of Philip Douglas, Debbi Scotting and the clerk. Ad-hoc members would be in attendance as necessary, according to the activity under assessment.

The receipts and payment account detailing money raised at the 2019 fireworks event had been circulated in advance of the meeting. The event raised £274 surplus. The previous year raised £1,245 with £1,378 being spent on donations, leaving a deficit carried forward. This allows £141 for donation to causes for the benefit of residents of and visitors to Warmington. There was some confusion as to whether this money has already been promised to the retired people's Christmas lunch fund.

It was **RESOLVED** that 7<sup>th</sup> November 2020 would be the date of the event in November.

**1460. RECREATION GROUND:**

- a) The new BBQ area is almost finished. Once all is in situ, a full risk assessment will be carried out and proposals for new signage put forward for consideration.
- b) Proposals and grant funding for cycle racks and increased accessibility at recreation ground for wheelchairs and buggies had been considered previously in the meeting.
- c) Hedge Works: A summary of works required at the recreation ground had been circulated in advance of the meeting, with thanks to Philip Brshaw for preparing the specification. It was agreed that a working party would clear the area along Peterborough Road, between the pedestrian access and Buntings Lane, where coppicing was carried out in October. A further working party will plant saplings, to be supplied by The Woodland Trust. A contractor will be employed to install a post and wire fence once the planting has been carried out. The clerk will identify the budget source for the new fencing.

**1461. VILLAGE AMENITY:**

- a) Litter pick – It was agreed that, in conjunction with the clerk under the council's devolved powers policy, a task and finishing group will arrange the village litter pick and pancake race to take place on 25<sup>th</sup> February. The 'Community Safety' working party formed under discussion per minute 1459 previously in the meeting will undertake the necessary risk assessments in conjunction with task and finishing member(s). The council in general will promote and market the event.
- b) There was an update on the VE day celebration proposals. This is being led by Gillian Beeby who will prepare a report with costings for the February meeting for discussion at that meeting. The clerk will forward examples of accounts from other villages for similar types of events. As things stand currently, the allocated budget is unlikely to cover the planned activities, necessitating additional grant sources. The clerk will also try to identify sources of community cohesion funding.

**1462. INSPECTION OF PLAY EQUIPMENT:** The monthly inspections of the play area and recreation ground had been circulated in advance of the meeting. It was **RESOLVED** to replace the cradle seat that had been identified in the inspection as being damaged, albeit a low risk. The safety matting under the flat swings requires attention as it beginning to lift and whilst low risk does present a trip hazard.

**1463. CHURCHYARD:** Proposals for the repair of the gates to the churchyard had been agreed in principle at the December meeting of the parish council. It was **RESOLVED** to proceed with the more substantial repair of the gates as outlined in correspondence leading to that decision at a maximum cost of £500.

**1464. PLAY AREA:** The matter of hedge maintenance at the play area had been discussed in December under item 1442. It had not been possible to arrange a site meeting in the interim, but it was agreed that members would meet on site to discuss the matter and a decision would be made at the council meeting in February. In the meantime, social media notification would endeavour to engage public opinion.

**1465. ALLOTMENTS:** The hedge between the allotments and the highway requires an annual cut. The allotment holders will aim to carry this out themselves with assistance of some of the parish council equipment.

**1466. POCKET PARKS:** The meeting noted much appreciation to the volunteers who have been attending working parties to carry out pruning and hedge works in the pocket parks. There are a number of projects the group intends to work on, focussing on the Big Green pocket park as Orchard Pocket park is looking very good at the moment.

**1467. NON-LAND MANAGEMENT MATTERS** to recommend to full council:

- Parish council branding proposals – there was a discussion regarding the council's needs with regard to a logo for branding purposes. This matter would be taken forward for decision at the February meeting.
- Grit bins – the clerk will provide a map of grit bins in the parish and David Short will check the quantity of salt in each.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 21.50**

Date of next meeting: TBC		
<b>Approved: Signature of chairman</b>		<b>Date</b>