

WARMINGTON PARISH COUNCIL

**Minutes of the meeting of Warmington Parish Council meeting
9th July 2020 by electronic communication in a virtual setting at 7.00pm BST**

1544. ATTENDANCE AND APOLOGIES

PRESENT: Cllr Sophie Crisp, Cllr Philip Douglas, Cllr Jean Fisher, Cllr Nigel Rudd (chairman), Cllr Debbi Scotting, Cllr David Short and Cllr David Strafford. **Officer present:** The clerk and Steve Cheeseman as Warmington 2031 WNPⁱ consultant advisor and project manager of the Greenway. 2 members of the public, including ENCⁱⁱ ward councillor David Brackenbury.

1545. 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 David Short declared a personal interest in planning item 5 (min 1548)(f)

1546. MINUTES:

It was **RESOLVED** to approve minutes of the council meetings held on 11th June 2020 as a true record of that meeting. The chairman will hand signed minutes to the clerk at a future stage once restrictions on social distancing are eased and it is safe for them both.

1547. RECEIVE QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:

There were none.

1548. DEVELOPMENT AND PLANNING MATTERS:

- a) 20/00674/VAR | Variation of Condition 3 - Approved plans - pursuant to application 19/00598/FUL - to allow for minor amendment to bedroom 1 wing and siting of car port Condition Number(s): | 3 Spinney Close Warmington. The parish council considers that the proposed amendments are not acceptable as submitted. The proposal is to move the car port as approved from being about 1m away from the neighbour's wall to immediately next to the wall. The car port is a tall building with a solid gable wall at the end next to the wall. The ground level of the site is 400mm above the neighbouring level (it used to be the same). The solid wall is imposing, and the neighbouring building is listed. The neighbour feels he will have to rebuild his stone wall higher to retain his privacy. The new car port wall will prevent maintenance of the stone wall and the raised ground level will risk damp damage to the stone wall which forms the wall to two neighbouring buildings within the curtilage of the listed building. Additionally the drawings submitted do not represent the Barn as built. This was the subject of an enforcement case but it is unclear if this has been resolved. However, rather than object to the application, the council will propose a solution of either removing the car port entirely and leave a simple parking area or use a flat roofed car port with an open timber structure to allow maintenance of the wall and reduce the impact on the listed building and amenity of its occupants.
- b) 20/00675/AMD | Non-material amendment to revise building footprint - pursuant to application 19/01495/FUL - erection of single storey dwelling | Land Between 53 And 59 Church Street Warmington. The clerk reported that notice had been received that afternoon refusing planning permission on the basis that the planning authority considers the proposed amendments to be material changes rather than non-materials amendments.
- c) It was noted that items of planning enforcement have been drawn to the attention of the LPAs. The council will be
- d) Update on planning matters recently considered by WPC:
 - Refusal of planning permissions 20/419/OUT and 20/416/FUL have both been refused on a number of grounds, primarily as they are beyond the local and neighbourhood plan village boundaries and other reasons contained within the officers report. The parish council was disappointed to note the Warmington Neighbourhood Plan Design Code misrepresented (the Case Officer stated that the outbuildings complied with WNP Policy W3 which is the Design Code despite the fact that WPC submitted strong evidence that they did not comply.) It was **RESOLVED** to delegate a response to ENC report regarding WNP content and application responses to the clerk.
 - The lack of pre-application dialogue between prospective applicants and Warmington Parish Council remains a concern to the parish council, as the dialogue does not currently take place and there appears to be no system by which it is automatically promoted. East Northamptonshire Council planning policy and development management senior officers have been approached for advice as to how dialogue can be encouraged. No action was agreed other than to chase up existing requests.

- Update on the expiry date of Elton reservoir reinstatement and bird hide conditions. It was agreed to submit further observations to the 19/00033/MINFUL quarry application regarding the application process.
 - It was also agreed to submit a breach of conditions observation against the reservoir applications (18/31/MINVOC and 18/32/MINVOC) with as much evidence as can be gathered from our records.
- e) 20/00632/FUL | Replacement of existing brick built two-bay garage, with an oak timber framed, 4-bay garage with storage above | Rectory Farm Lutton Road Warmington Northamptonshire PE8 6UT. It was *RESOLVED* that there is no objection to the proposals, but the council noted that the planning application was below the standard expected to enable people to make an informed decision.
- f) Appeal received against refusal of Conversion of an agricultural general-purpose concrete framed building to a residential building (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q) at Agricultural Barn At TL07938 90654 Taylors Green Warmington. The nature of the appeal / permitted development application was discussed again at some length. It was *RESOLVED* that a comment would be made on the nature of the application in the particular the preference to the final appearance of the building being more in keeping with a rural barn. It was clarified that this is an appeal against a decision already made into the legality of permitted development (in which the law assumes that the existing agricultural building is capable of functioning as a dwelling and the structurally strong enough to take the loading which comes from the external works to provide for residential use, that the building would be considered to have the permitted development right. The permitted development does not allow for the construction of new structural elements for the building, so the council's comments will not be taken into consideration)
- g) Promotion of Manor Court Longhurst Housing: As part of the development of the former working men's club site, there had been 2 affordable houses for rent and 2 for part buy, which had both been allocated. On the rest of the site, there is one remaining unsold property. There were five eligible candidates for the rented properties.

1549. LOCAL GOVERNMENT REORGANISATION:

Cllr Brackenbury updated the meeting as to the current progress and implications for future council tax, with the emergence of the new unitary authority.

1550. GOVERNANCE MATTERS:

- a) It was *RESOLVED* to receive first quarter accounts for 2020/21 fiscal year and to adopt as accurate record of the council's financial situation. The preparation and presentation of the accounts were far easier for members to understand. Monthly reports would be circulated as they are produced by the local council sector specific commercial software (Rialtas business services (RBS) Alpha) but quarterly accounts will be presented in this way for the time being whilst members became used to the new software.
- b) It was agreed that the appraisal and arrangements would continue to be as per the previous years, i.e. the appraisal will be performed in the coming autumn to inform the budget preparation process in November and December. The process is delegated to the chairman and the chairman of the governance committee.
- c) The chairman of the governance committee led on procedural governance relating to:
- Employed positions: The procedures to oversee the employment and communication processes are based on local council sector best practice and have been agreed by full council.
 - Role of the clerk/RFO: The recent training all members undertook emphasised that the clerk's role is a professional one supported by a professional body and is enshrined in legislation. The clerk takes instruction from the council, not from individuals, and operates within the parameters of known council policy and best practice.
 - Recruitment and payment procedures for consultants: Future recruitment of consultants will be included in the next review of Financial Regulations and Standing Orders.
 - Councillor/volunteer undertakings requirement for documentation and record keeping. The governance committee chairman explained that there are limitations to occasions where members are performing their role as a councillor. No councillor can unilaterally make a decision or act on behalf of the council. There are a few situations where the role of councillor extends beyond a formal meeting, for example when channelling information passed from members of the public to the council. However, in a situation where a member undertakes to carry out a task, the role of the individual changes slightly from a councillor to a volunteer. If the task is undertaken on behalf of the council, it must be permitted in advance by the council or clerk under delegation. All members are insured for their actions when undertaking them either in the role of councillor or volunteer, but volunteer actions must be advised to the clerk and recorded. It was

RESOLVED that, as part of the asset management database, a simple record is kept of donations to the parish of time and equipment, whether from members of the council or public. It was further **RESOLVED** that installation/planting/placing of any equipment must not be undertaken without permission from the council so that appropriate risk assessment can be undertaken to avoid public liability issues. Any third parties volunteering to assist with parish council led activities or general duties is covered by the same obligation to inform the clerk who and by the council's insurance. It was made clear that this requirement is only for people undertaking something connected directly with the council. Failure to provide the clerk with proper details in advance may lead to a person not being insured.

d) Training feedback from 24th June 2020 The consensus was that the trainer did very well considering it was the first 'Off to a Flying Start' by Zoom, graded at 7-8 by members, and remote training ought to be encouraged. An interim follow up for members after a couple of years in post should be sought and sessions following major legislative updates would be welcomed.

e) Communication: Any correspondence requiring action or input by the parish council must be copied to the clerk. The clerk does not take direction from individual members of council or committees. The project management database is accessible to all councillors to track a project's progress and to ask questions in the comment part of the dropbox on which it is hosted – this should be default method of checking where a matter is between meetings. All members should use their allocated @warmington.org email accounts to receive and send all email. The clerk will investigate whether there is a means by which they can all be stored on a central (virtual) server. The importance of GDPR compliance was reiterated – everyone's device on which they receive their email correspondence and parish council data must be password protected so that if lost, personal data is not at risk.

f) LGA consultation response regarding standards is in progress. The clerk will furnish the chairman of governance with a copy of information received from East Northamptonshire Council concerning its potential response to the consultation.

1551. GOVERNANCE (INSURANCE) AND LAND MANAGEMENT COMBINED MATTERS:

a) The risk assessment for the re-opening of the recreation ground play equipment and the play area between Nene Pasture and Manor Court post COVID19 had been circulated in advance of the meeting. The council does not have the capacity to clean all the equipment or monitor usage to enforce minimum numbers, social distancing or a one-way system. The risk assessments state these facts. The COVID19 safety posters that had been circulated by the clerk were approved and will be sited at entrances to the areas where there is play equipment. The onus remains a civic responsibility to adhere to government advice.

b) It was **RESOLVED** to receive the annual RoSPA report for the recreation ground and the play area with contents noted. Some of the items highlighted during the accompanied inspection (the upright on the 'pick up sticks' climbing unit plus signage) had already been addressed. The land management chairman has contacted the contractor for playground repairs already for items requiring attention at the recreation ground.

c) The RoSPA check list for the play equipment at both play areas – the recreation ground and between housing estates – had been received and circulated. This will be carried out at least monthly and a copy submitted to the clerk electronically. The land management chairman will lead on the first inspection.

d) The risk assessments for the allotments had been forwarded to the clerk and logged.

e) Risk assessments to the headstones at the cemetery and churchyard have been arranged to be carried out later in July, with erection of temporary memorial stabilising structures at any headstones found to be unsafe. The cost is £300 for the inspection and £39 per memorial.

1552. LAND MANAGEMENT MATTERS:

a) Fireworks event: It was **RESOLVED** that the Land Management Committee fireworks working party meets prior to the September committee meeting to consider and assess the risks of holding the firework display, in light of the ongoing Covid19 situation to bring to September Land Management Committee meeting for decision.

b) New signage has been organised for the play areas and recreation in accordance with the RoSPA report.

1553. PROJECT MANAGEMENT UPDATE:

Project management progress and council priorities tracker workbook link had been circulated in advance of the meeting:

a) S106 money from Manor Court development. The process for receipt of the proceeds of the S106 agreement, which is consideration by ENC lawyers. As the parish council is not party to the actual agreement, the principle of it being the recipient of the funds must be established, along with the question of whether the uplifted receipt being

applicable to any project. The options and project allocation of the capital income is a matter of priority to assess and confirm that it will be spent lawfully.

b) Housing needs survey: The governance committee working party had met the previous week and would again the following week to ascertain the information needed from a survey and consider whether it will be necessary to involve consultants. A housing survey is an aspiration in the Neighbourhood Development Plan and a parish council priority. The council will liaise with the Warmington Almshouse Trust regarding requirements and the potential to fulfil a need should any be identified.

c) Greenway: Contact has been made with the drainage board regarding necessary consents for a new, wider, bridge. A guideline to the is £6-10,000. The cost of low impact surface reinforcements for the parkland section and the costs would be in the order of £4500 for 200m of reinforcement matting which binds to the grass to provide a more stable surface with a life of 15-20 years. Delegation to progress the project was agreed, in accordance with the delegation policy.

d) The Red Kite / Green Men trail project will form part of the 1553(a).

1554. COMMUNITY MATTERS

a) A discussion had arisen as a result of the recent training session regarding members' contact information being available on publicly accessible media such as the website and noticeboards. The clerk is the default point of contact for all council matters. It was agreed that it is down to personal preference how much information members wish to divulge, with their personal data and wellbeing the priority in this matter.

1555. HIGHWAYS ISSUES:

a) The monitoring of the waste bins at the old A605 filling station had not quite gone to plan but members would continue to monitor and liaise with the operator of the snack facility in situ and East Northamptonshire Council waste department. Members will try to organise more of a rotor system to monitor the situation.

b) Traffic speeds and road safety: The council has been investigating the possibility of obtaining a VASⁱⁱⁱ / SID^{iv} with the highways team at Northamptonshire County Council highways partner. This will carry forward to the October meeting.

c) Parking and road safety on the old A605 at Warmington filling station had been raised at the end of the previous meeting. A meeting had been held with highways. Yellow line parking restrictions is not an option, there have been no reported accidents in the vicinity since the turn of the century and the trees between the A605 and the slip road cannot be removed. Members will continue to monitor and document with photographic evidence whilst trying to come up with potential solutions to the situation.

1556. CLERKS REPORT:

Details of decisions made under delegated powers and reports on matters arising from previous minutes had been circulated on the report circulated.

1557. ACCOUNTS MATTERS:

It was *RESOLVED* to approve the following accounts for payment:

Goods/Service	Payee	Nett	Gross
May amenity works & verges	CGM	605.00	726.00
April footpath vegetation path clearance	CGM	12.50	15.00
April churchyard path works	CGM	31.00	37.20
April path spraying	CGM	15.00	18.00
November hedge works play area (south)	CGM	180.00	216.00
Path clearance in December	CGM	15.00	18.00
November hedge works play area (north)	Cgm	25.00	30.00
Underpayment from last year	CGM	6.00	6.00
Training	Ncalc	264.00	264.00
Lighting maintenance contract	Eon	241.18	289.42
June amenity works & verges	CGM	605.00	726.00
PAYE	HMRC		768.98
Play equipment inspections & advice	RoSPA	256.50	370.80

1558. MATTERS TO BE CARRIED FORWARD: There was an update on the matter of the ditch on Broadgate Way which is to be followed up in the autumn. The clerk has continued to strive, with limited success, to deal with the technical aspects of the lighting tender documents. The Warmington2031 WNP lead will help with the remaining detail and help amalgamate aspects of the tender that need to take Neighbourhood Plan policies into consideration.

1559. DATE OF NEXT MEETING: 8TH OCTOBER 2020. (Land Management Committee 10th September 2020) Date of future meetings available online: [COUNCIL MEETING DATES](#)

The chairman declared the meeting closed at 21.27

DATE OF NEXT MEETING: TBC	
Approved: Signature of chairman	Date

ⁱ WNP = [Warmington Neighbourhood Plan](#)

ⁱⁱ ENC = East Northamptonshire Council

ⁱⁱⁱ VAS = [Vehicle Activated Sign](#)

^{iv} SID = [Speed Indicator Device](#)