

WARMINGTON PARISH COUNCIL

Minutes of the meeting of Warmington Parish Council meeting
8th April 2021 by electronic communication in a virtual setting at 7.00pm BST

1685. ATTENDANCE AND APOLOGIES

PRESENT: Cllr Philip Douglas, Cllr Jean Fisher, Cllr Christine Litawski, Cllr Nigel Rudd, Cllr Debbi Scotting (chairman), Cllr David Short and Cllr David Trafford. **Officer present:** The clerk, North Northamptonshire Council (NNC) ward councillor Wendy Brackenbury and members of the public.

1686. DECLARATIONS OF INTERESTS:

- Cllr Debbi Scotting declared an interest in any matters pertaining to the quarry application.

1687. MINUTES:

It was **RESOLVED** to approve minutes of the council meetings held on 11th February 2021 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.

Nigel Rudd joined the meeting at this point.

There was a non-agenda-ed, non-binding discussion regarding ditches and verges.

David Trafford joined the meeting during the discussions.

Wendy Brackenbury joined the meeting during the discussions.

1688. RECEIVE QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:

There were none.

1689. REQUEST TO REPEAT HOSTING OF FOREST SCHOOL IN BIG GREEN (BG) POCKET PARK

Lucy Flitton had requested to use BG pocket park to facilitate a forest school, on Mondays, aimed at a toddler and pre-foundation stage age group in the mornings (9.30am for an hour-and-a-half home-schooled children in the afternoon (12.30pm for 2 hours). There was an explanation of what [forest schools](#) are and the [intention](#) for this specific proposal, drawing attention to an in depth [handbook](#) that accompanies the school. It was explained and acknowledged that there is use of tools, so a degree of risk involved, but in a controlled environment limiting the risk to a low level. The children will be permitted to light fire with a flint and steel, but in a completely controlled way, with risk mitigations in place.

David Short joined the meeting during the presentation.

It was confirmed that the maximum number of children would be 15, plus parents. Currently interest levels from families within the village are high enough to make the venture viable, but the issue of parking could be one to be taken into consideration should it be necessary to encourage people who would have to drive to the venue. Parking without causing nuisance was agreed to be a priority.

The importance of communicating with the pocket park maintenance gangs was agreed and Lucy will try to become involved. It was agreed that a notice along the lines of "Free range children at play" would be put on to the gate whilst the activities are in progress.

It was **RESOLVED** that the council agrees to the proposal and feels the project will be a fabulous asset to the village. It was agreed, subject to confirmation from the council's insurance underwriters, to go forward with the project on a six-month trial period first, just to make sure that it works and that there are no problems using the previous licence as a basis to proceed,

1690. DEVELOPMENT AND PLANNING MATTERS:

- a) NE/21/00445/FUL | Alteration to detached garage, first floor side extension, installation of PV cells to rear elevation (new extension) and associated works. | 1 Church Street Warmington. It was **RESOLVED** that the council has no objections or further comment to make.
- b) NE/21/00060/FUL | Single storey ground floor extension to side and front of house to create a lounge extension, new porch and downstairs bathroom | 22 Orchard Close Warmington (as amended). The council had no comment to make.
- c) It was noted that 20/01710/FUL | Extensions and alterations following removal of existing garage and outbuildings to form two storey side extension and four bedrooms over the first floor; and addition of new porch | 21 Broadgate Way had been passed without the parish council having had opportunity to discuss the application.
- d) Spinney Close applications – there had been no update on the appeals lodged.
- e) The restaurant area and fuel station at Warmington Service area to west of A605 planning applications remain outstanding. Traffic survey data analysis of a survey carried out at the end of February had been submitted the previous day to the planning portal. It was agreed that the governance committee will meet to focus on the latest

papers. The clerk is trying to organise a meeting between representatives from the parish council, county highways and the promoters of the project to discuss the parish council's concerns, in particular highways and traffic modelling. The council will make the point that the traffic flow data obtained will not be reflective of 'normal' times as it was collected during a national lockdown / working from home period when vehicle movements were much lighter than the have been in the past and will at some point probably revert to.

f) Elton Quarry and Elton reservoir matters. A virtual meeting with the applicants had taken place in the past few days. Preparation work is due to commence imminently. A length of one metre and a half high animal proofed fencing along the line of poplars trees that are due to be removed. The Environment Agency will be involved, as fencing on flood plains is discouraged, however, because there are open quarries, the area must be protected to stop wildlife and people becoming endangered. The Bailey Bridge will no longer necessitate a crane, but the concrete pads approved in the planning will proceed as approved. Heras fencing will be used all along the haul road as a safety measure – it will be a long-term temporary construction. The final repatriation works on the reservoir will be starting late spring this year, with a view to having finished by the autumn at which point the bird hide will be in place.

This coming autumn should see the fence up, trees down, the site fence, the haul road, and the wash plant in place with Heras fencing around it all. The crossing point or PD1 Greenway and the haul road will be fully concreted from 3 gates to gates – one that leads to PD1 through The Ferns to Elton, one that leads to the reservoir and one towards the wash plant and exit on to the A605 near Lady Margaret Cottages, almost at the boundary with Elton Parish. Whilst these works are taking place, concrete will be deposited at southwestern end of PD1 close to the mill pond where the surface becomes damaged during flooding. At the concrete 3-gates crossover point there will be a permanent banksman who will stop all traffic should there be users on The Greenway, including the Greenway users, and allow greenway traffic priority over the haul road traffic.

A NNCⁱ ward councillor will be the chairman of the local liaison group which will be set up following the appointment of new unitary councillors on 10th May.

The S106 community fund of £50,000 will be made available to NNC on commencement of the project. Warmington Parish Council has the control of how this money is spent, within the conditions laid down in [the S106 legal agreement](#).

1691. CLERKS REPORT AND UPDATE OF ONGOING PROJECTS - REPORT TO BE TAKEN AS READ:

There was a brief Q&A session regarding the online project and ongoing actions tracking document. The wildflower verge on Taylors Green will be addressed in the autumn (due to seasonal constraints). The clerk has not yet ordered the door closer for the outside toilet.

1692. CHAIRMAN'S NOTICES:

An approach has been made to the council to re-open discussions regarding the possibility of a pump track in the village, most likely to be sited at the recreation ground. Initially, it was going to be presented at this evening's meeting, but now the intention is to carry it forward to the new term council and to present proposals to the whole village at the annual village assembly, which is most likely to be held at the end of May.

Other topics to be included at the annual village assembly are to be passed to the clerk in plenty of time.

1693. PROJECT MANAGEMENT UPDATE:

Greenway: The parish council is working as hard as possible with the owner of the land that PD1 passes over to agree a solution to the final part of the Greenway project. As far as NNC is concerned, the completion of this last 200 metres will be the crown of its project to link Peterborough and Wellingborough. Currently, the project is stymied as a solution to the surfacing that will facilitate easy navigation for cycles, buggies and mobility aids. The bridge across the often-flooded area at the foot of the slope is also a matter for negotiation. The council will be meeting with the landowners shortly.

1694. LAND MANAGEMENT MATTERS:

a) Hedge planting: The whips have all been planted and it was noted purchase had been grant funded from the ENRMFⁱⁱ.

b) Phase 4 of recreation ground hedge management is the last part of the 'planning out crime' initiative to allow wide line of sight across the recreation area by reducing it to about 1.2m tall at a cost of £1200. It was **RESOLVED** to approve this work to proceed at the appropriate time.

c) In December, it was agreed to purchase a cone climber for the play area. The council approached four firms with an invitation to submit a quotation for supply and installation of a cone climber, with several surfacing choices. None of the suppliers had replied in such a way that was totally satisfactory. Two of the companies had failed to

submit at all. A third was a large supplier in the marketplace and had been in touch to advise that the prices would be too high, which proved to be the case along with the fact that their product was not as required. The fourth quote had been sent to email address stipulated in the ITQ (itq@warmington.org) but also to the clerk's business address and blind copied to a parish councillor. It was accepted that this approach undermined the member's and the council's transparency and openness objectives. However, in the absence of a firm stated tender process, whilst this transgression could have compromised integrity, it was deemed not to have done because all councillors had been made aware of the situation. Furthermore, because neither the member or the clerk had opened or read the erroneously received email and due to a limited number of alternative options going forward, it was **RESOLVED** that the council would proceed with the quote received, on grass matting at £5,575 installed. It was further **RESOLVED** to delegate powers to the clerk via a virtual task and finish group to try to procure an additional piece of equipment for the play area within the budgeted amount.

- d) There was a discussion regarding an ultra vires situation whereby a member of the public has been involved in the repair of council property without the knowledge or sanction of the parish council, but in the best of faith as they were not advised by the member of the council with whom they had discussed the matter that the member had no authority to pursue the matter. It was **RESOLVED** to reimburse the person's costs of £102.85 update regarding boot scrapers at the cabin. It was further agreed to procure a set of replacement brushes under delegated powers.
- e) The only issue picked up at the last monthly inspections at the five aside nets had been addressed and re-fixed.

1695. COMMUNITY / AMENITY MATTERS:

- a) Benches: The bench that had been bought for installation at Spinney Close (minute 1637) had instead been installed on Peterborough Road. It had subsequently been stolen. This leads the council to consider the security of the other benches in open sites around the village necessitating checks to ensure that the 'earth anchors' that will, when properly installed in accordance with the maker's instructions, act as a huge theft deterrent because it makes the benches very difficult to uproot. It was agreed that 5 additional pairs of earth anchors for benches would be procured. The clerk will discuss the possible failure of the earth anchors with the manufacturers.
- b) Any future bench procurement will involve bench marking with a unique identifier.
- c) There was a discussion regarding a replacement of the Peterborough Road bench. Given that highways had previously advised that siting of a bench at the junction of Peterborough Rd and Buntings Lane would likely not be forthcoming and that to secure the bench would necessitate highway's permission and a utilities check, it was agreed to proceed with a new Surrey bench in the cemetery and a moulded bench to be sited in the rec in the south west corner, in the general vicinity of where the cricket nets used to be sited.
- d) The bus stop on the A605 was hit by a vehicle some weeks ago. The clerk has made unsuccessful efforts to have it secured and made good. There has been no police report of an accident. It was agreed that the person who had mended the brushes at the rec would be approached to see whether he would be able to help to fix it or advise at to next steps. ,
- e) Spring clean: Usual spring clean is impractical currently, but an alternative is the [Great British Litter Pick](#) which will be promoted via social media. The parish council's litter pickers have gone missing. Replacements are £14 each.
- f) Village signage: Replacement Warmington signs at village entrances; a village 'totem pole' type sign and boundary signs will be brought up at the annual village assembly.
- g) It was **RESOLVED** to re-join CPRE

1696. COMMUNITY SAFETY:

The first meeting of Police Local Representative (PLR) scheme event later in April was noted. The clerk is the PLR. The meeting is to learn about the Policing with Purpose policies and find out which sector and Local Policing Beat the parish is in, and who the police personnel are for the area. Not every single officer will be known by the end of April because recruitment is ongoing, but the structure of the team and the key contacts will be. There will be a report at the APM.

1697. GOVERNANCE MATTERS:

- a) Section 1 of the AGAR along with guidelines laid out SAAAⁱⁱⁱ in the JPAG^{iv} Practitioners Guide had been circulated in advance of the meeting. It was **RESOLVED** that 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 2021, for each of the statements, to answer in the affirmative to confirm: The council prepared accounting statements in accordance with the accounts and audit

regulations; made proper arrangements and accepted responsibility for safeguarding public money and resources in its charge; 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 financial and other risk and dealt with them properly; arranged for an independent internal audit and disclosed everything it should have about business activities. It was **RESOLVED** to approve section 1 of the AGAR. The chairman and the clerk will sign the annual governance statement prior to its submission to the internal auditor in a social distanced responsible way..

b) Details of decisions made by the clerk under delegation scheme noted as:

Instructed ditch clearance at Big Green Pocket Park	£ 250.00
Apple tree arisings clearance	£ 25.00
Requested bus stop damage to be investigated	
Applied for ENRMFF grant	£ 350.00
Purchased whips and protectors for rec ground hedging	£ 260.00
Instructed clearance of 'brush' between Church St & opp Pierce Cres	£ 250.00
Purchased stakes for rec hedge planting	£ 58.00

c) The current Coronavirus temporary measures allowing for remote meetings cease to be effective on May 6th. If it is not possible to convene a meeting of the council after this time, it was **RESOLVED** that the clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible in consultation with members by electronic means or telephone. The clerk will further consult with the chairman as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

1698. ACCOUNTS MATTERS:

a) Annual accounts to 31st March 2021 had been circulated in advance of the meeting. It was **RESOLVED** to receive, approve, and adopt the accounts as a true record of the council's activities in the year and its current bank and tangible assets. It was **RESOLVED** to express a note of gratitude to the clerk for the sterling work she's undertaken during the course of the last financial year.

b) Section 2 of the AGAR had been circulated in advance of the meeting It was **RESOLVED** to approve the accounting statements^v contained therein.

c) It was **RESOLVED** to approve accounts for payment including those paid under delegated powers:

Goods/Service	Payee	Nett	Gross
Wages and pensions			1332.25
PAYE/NIC	HMRC		859.43
SSE	Electricity	384.33	458.55
Dog bins emptying	ENC	130.77	156.92
Nalc membership + audit	NorthantsCALC		706.65
Allotment ground rental	Elton Estates		100.00
Streetlighting maintenance	Eon	241.18	289.42
Boot scraper repair	GDPR redacted		102.85
Training	SLCC	48.75	58.50

1699. COMMUNICATION MATTERS:

a) Within the local council sector, officers deal with communication matters. The clerk is appointed to deal with media matters and prepare press releases. Traditionally, articles for Five-All magazine and other publications have been carried out by the clerk in accordance with the council's protocol. However, it was agreed that function and some social media postings of will be carried out by volunteer member of the public, in accordance with page 3 of the council [handbook](#) and in line with council policy per d) and e) of the council's code of conduct.

b) There was a short update as to current situation and next steps regarding implementation of a compliant website content accessibility guidelines website as required by statute ([WCAG 2.1](#)). The website has not been

upgraded because of the move to unitary local government within Northamptonshire and the rationality of having a web presence that points to and sits happily alongside the next tier one. It was agreed that a task and finishing working party will progress this project and investigate in more detail and present findings and recommendations.

1700. ITEMS TO CARRY FORWARD TO FUTURE MEETINGS:

It was clarified that councillors who are not standing for re-election remain in post until 10th May. After that point they will be legally obliged to destroy all correspondence held electronically on their devices. An online cloud [storage repository](#) will be made available for outgoing members to upload documentation that should be with the council. All physical papers should be returned to the clerk.

1701. DATE OF NEXT MEETING: 13TH MAY 2021.

- a) All future meeting dates are online: [council meeting dates](#).
- b) The chairman thanked the councillors who are stepping down at the upcoming elections. It has been 6 years since the last election during which time the council has achieved an enormous amount and greatly developed as a professional body and local council.
- c) The chairman was congratulated on managing a very full and varied agenda in a timely and controlled manner.

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 20.58

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

ⁱ NNC = North Northamptonshire Council

ⁱⁱ ENRMF = [East Northants resource management fund](#)

ⁱⁱⁱ SAAA= [Smaller Authorities' Audit Appointments](#)

^{iv} JPAG = [Joint Panel on Accountability and Governance](#)

^v

Annual return	Last Year	This Year
	2019/20	2020/21
Balance brought forward	88,620	81,961
Precept	57,350	69,780
Other receipts	9,196	76,012
Staff costs (restated)	22,972	18,583
5 Loan interest	-	-
6 other payts (restated)	50,233	90,400
7 bal c/fwd.	81,961	118,770
8 cash & investments	81,961	118,770
9 assets	235,724	238,408