

WARMINGTON PARISH COUNCIL
Minutes of the 10th December 2018
7.30pm
In the Village Hall, Warmington.

1227. ATTENDANCE: Present: Cllr. Gillian Beeby, Cllr. Chris Ellard, Cllr. Nikki Howard, Cllr. Nigel Rudd Cllr. David Short, Cllr. Joanna Simpson (chairman), Cllr. David Strafford and Cllr. Steve Wallis. The clerk. 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.

1228. DECLARATIONS OF INTERESTS – Cllr. Nigel Rudd reaffirmed his standing personal interest as he is related to someone who works for the planning inspectorate. He also declared a pecuniary interest in works concerning the A47 at Sutton, as he has a property interest in the vicinity. Cllr David Short declared a pecuniary interest in matters relating to the annual November bonfire event

1229. CO-OPTION OF NEW MEMBERS OF THE PARISH COUNCIL: No candidates had come forward as potential co-optees. The vacancy would continue to be publicised by the clerk .

1230. It was **RESOLVED** to approve the minutes of the parish council meeting held on 8th October 2018, The minutes were signed.

1231. Questions and statements from members of the public: One of the members of the public shared information regarding an incident that he had discovered on Broadgate Way and reported to Anglian Water as it involved the egress of foul water. The situation appears to be resolved. There was a concern raised regarding a private residence having paved over public land under the management of the highways department. The clerk was instructed to raise this matter with the LHAⁱ.

The chairman reiterated that parish council meetings are not public meetings – they are meetings held in public. Members of the public are not permitted to participate in the meeting after the above agenda item without prior invitation from the chairman.

1232. DEVELOPMENT AND PLANNING MATTERS:

Click on underlined links to view:

- 3 Spinney Close – The new owner of the land between Spinney Close and Church Street was invited to briefly address the meeting with an update as to the overall proposals for the site. The owners have been in pre-application discussions with East Northamptonshire Council as the planning authority, but formal applications are yet to be submitted. They are mindful that the way the site was cleared has caused some concern and angst to neighbours and the wider community. The intention is to demolish the house that is already on the site and replace with a natural stone family home, to infill the space where the wall currently half-stands with a property facing on to the road, to convert a barn on the property to a single storey dwelling. It is envisaged at this stage that there will be between 3 – 5 new dwellings on the site.

The chairman of the parish council governance committee explained that the community is in the process of establishing a Neighbourhood Development Plan and an associated aspirations policy which will provide for the establishment of Local Liaison Groups in instances where planning applications are likely to be for more than one dwelling. Once the project is a little further along, a parish council governance sub-committee may like to become involved via a without prejudice and non-binding liaison group project.

- Update on 18/00032/MINVOC and 18/00031/MINVOC Variation of conditions of end dates to retrospectively extend the end date of operations |Elton Quarry, Peterborough Road, Warmington. The county council has granted permission for the time extension to 31st July 2020. Within the planning conditions, there are clauses which state that within six months of the date of the permission

(28 Oct 18), details of the hide and public access shall be submitted and agreed with the mineral planning authority and that within three months the first meeting of a Local Liaison Group will have been arranged. The clerk was instructed to follow up these points with the planning authority.

- Representation regarding A47 works at Wansford to Sutton had been submitted to the Highways Agency to make it aware of the relationship between Elton and Warmington parish councils.

- Correspondence from Elton Parish Council concerning had been circulated in advance of the meeting regarding the possibility of a planning application at the Sibson Garden Village site between Elton and Wansford. Whilst the parish council understood Elton's desire for assurances of support in potential objections, members felt that a carte blanche approach of support is not possible until details of what might eventually be put forward by the promoters of the Sibson project and that to agree to object is a little too close to predetermination than that parish council is comfortable with.

- There were no comments to submit for the East Northamptonshire Council replacement local plan submission, although members were encouraged to make their own observations as individuals. The parish council's view was submitted at a workshop at the beginning of December.

1233. UPDATE ON EMERGING ISSUES FROM WARMINGTON2031 NEIGHBOURHOOD DEVELOPMENT PLAN. The Warmington2031 committee is currently going through a 'checks and balances' process whilst a formal consultation with a limited number of government agencies are consulted by East Northamptonshire Council on the screening assessments in accordance with Habitat Regulations and SEA Regulations and 1998 Human Rights Act. The current public consultation concentrates on important open and amenity spaces in order that an evidence base can underpin any proposed policies.

The Warmington2031 Neighbourhood Development Plan group would be meeting on 17th December. Once the statutory 'Regulation 14' consultation is ready to begin, the clerk will call a meeting of the parish council, in January, in order to approve the draft consultation.

1234. GOVERNANCE MATTERS:

a) A delegated powers policy, adopted at the October meeting and forming an appendix to the financial regulations was noted.

b) The Chairman of the Governance Committee explained the background to the updated Code of Conduct in accordance with that of East Northamptonshire Council and Councillor's handbook which had both been circulated in advance of the meeting. He is a member of the Standards Board at East Northamptonshire Council and as such sees occurrences of difficulties arising with the conduct of members because of avoidable misunderstandings.

There is a clear difference between a person's personal life and that of their 'professional' role as a member of the council, but certain behaviours can lead to damage to the reputation of the council as people do not always see the distinction.

He explained that with the background of a council which receives very good audit reports, has a robust governance base in place and a very able clerk and mindful of the ways of working which will change as the new unitary system emerges, it is vitally important that Warmington Parish Council has a strong voice and continues to be seen within the overall North Northamptonshire local government sector as a professional council. The council needs to continue to work effectively with members abiding by the behaviour codes expected and fully conversant with the role of the council and its members, hence the handbook.

He further explained that the local elections had been moved from 2019 to 2020, so the term of office for current elected members would be 5 years rather than the usual 4.

The fact that non-councillor appointed members of the council's committees are also bound by the council's code of conduct was reiterated. Non-councillor appointed members of committees with

voting powers (i.e. Land Management and Warmington2031) are beholden by statute to complete Declaration of DPIⁱⁱ forms and send to the monitoring officer at East Northamptonshire Council.

It was resolved to adopt the revised code and the notification of the contextual explanation for the revision and the handbook was instructed to be formally recorded.

c) The handbook to clarify roles, duties, powers and limitations within the structure of the parish council had been circulated in advance of the meeting. As per point b above, it was confirmed that all members have received the paper which was commended to members as essential to read in order that they understand that the council has no alternative other than to execute its duties in compliance with statute.

d) There was an update regarding the purchase of Orchard Pocket Park in Eaglethorpe. Northamptonshire County Council has agreed that the parish council can included in the conveyance all potential activities that the land may be used for in the future, thus precluding those uses from future implementation of the overage clause. The parish council will push to have the overage term reduced from 100 years, merely because that is such a long time and unusual in such circumstances.

e) The Chairman of the GCⁱⁱⁱ reported on recent meetings with Elton Parish Council and Elton Estates. Both were positive meetings and the parish council is building good working relationships with both parties. LLG^{iv}s are likely to be formed to become involved with the reservoir maintenance and bird hide project and possibly any alterations to the development at the working men's club development on Chapel Street.

The clerk and Chairman of the GC will provide Elton Estates with a draft plan outlining proposals for an extension to the cemetery and proposals for the play area between the working men's club site and Nene Pastures will be sent forward.

f) There was a short update on the current Greenway Project proposals and involvement of walking groups.

g) It was resolved that the 2nd stage CFF application would be completed by the Chairman of GC, the Warmington2031 committee and the clerk under delegated powers.

h) Details of current outstanding projects will be circulated to all members. The governance cycles, annual rhythm of inspections & risk assessments was circulated with the agenda and the importance of insurance requirements and a written risk assessments for every activity undertaken by the council was reiterated.

i) The importance of supporting the clerk in being able to submit her portfolio for CiLCA^v qualification was explained. It was resolved to pro-rata costs of submission of papers and associated training.

j) A discussion paper for proposal to audio-record meetings for broadcast via the internet had been circulated in advance of the meeting. Resolved whether to proceed and resolve which equipment to purchase.

It was agreed that the council would try to gain information from other councils to establish what their experiences had been and would also investigate legal implications as far as GDPR^{vi} ("personal data is any information relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a home address....") and new legislation regarding the accessibility of websites^{vii}. The parish council's committees will be consulted as well, as delegated decisions are resolved in those meetings. Research into possible recording equipment and possible live-casting will be investigated as well as alternative means of community engagement for people without the means of access to the internet.

k) It was resolved that the council would reply in support of the proposals outlines in the LGR^{viii} reorganisation consultation paper from the DHCLG^{ix}.

l) The council needs to be aware of the limited capacity of the organisation and therefore an action list review will become a standing agenda item so that decisions made can be tracked and projects managed properly. The importance of completion of a project was reiterated. The clerk will try to devise a way of constantly sharing information and keeping data up to date.

1235. RFO REPORT: The proposed budget for 2019/20 had been circulated in advance of the meeting. There were no queries regarding any of the cost points or income streams. It was resolved to adopt the following budget and resolve a precept income of £57,350, which is in line with RPI and an increase of 3.3%

Precept <i>LGFA^s S41</i>	57,350.00	Admin costs	
Interest	357.00	Salary <i>LGA^{xi} 112</i>	16997.00
memorial fees	750.00	Pension (Pensions Act 2008)	1,020.00
Allotment rents	372.00	Insurance <i>LGA^{xii} 111</i>	1,353.00
Fun field income	2,500.00	Clerks Expenses <i>LGA^{xiii} 111</i>	450.00
Fireworks income	2,500.00	Office expenses / <i>LGA^{xiv} 111</i>	800.00
Revenue income	63,829.00	Audit <i>LGA^{xv} 111</i>	600.00
S106 from WMC	5,900.00	Meeting Room Hire <i>LGA^{xvi} 111</i>	500.00
Awards for all grant		Chair's allowance <i>LGA^{xvii} 15(5)</i>	100.00
Locality grant	2,500.00	Training budget <i>LGA^{xviii} 111</i>	1,000.00
CFF	50,000.00	NCALC <i>LGA^{xix} 111</i>	470.00
Nenescape	3,000.00	Members mileage allowance <i>LGA^{xx} 111</i>	100.00
Capital / Grant income	61,400.00	SLCC <i>LGA^{xxi} 111</i>	110.00
Reserves c/fwd	71,500.00	Section 137 payments <i>LGA^{xxii} 137</i>	200.00
TOTAL INCOME/CURRENT ASSETS	196,729.00	Election Expenses	750.00
		Admin expenditure	24,450.00
		Running costs	
		Street Lighting ^{xxiii}	4,200.00
		Litter pick / refuse mgt <i>HA^{xxiv} S96</i>	250.00
		Misc / grants / WWI	2,500.00
		Cycle Way maintenance <i>HA^{xxv} S43, 50</i>	1,000.00
		Defibrillator <i>PHA^{xxvi} s234</i>	2,000.00
		Traffic monitoring <i>HA^{xxvii} S274a</i>	350.00
		Flood project <i>PHA^{xxviii} s260</i>	2,000.00
		Future revenue/capital	1,574.00
		Ex NCC discretionary services	2,500.00
		Amenity Works	
		Urban highways maintenance <i>HA^{xxix} 136</i>	1,000.00
		Landscaping / environment <i>HA^{xxx} S96</i>	1,000.00
		Village Tree works <i>HA^{xxxi} S96</i>	3,500.00
		Environmental / Civic pride <i>HA^{xxxii} S96</i>	1,000.00
		Land Mgt Cttee	
		Grasscutting (all except ff) <i>PHA^{xxxiii} S164</i>	2,300.00
		Fun field grasscutting <i>PHA^{xxxiv} S164</i>	600.00
		Football grasscutting <i>PHA^{xxxv} S164</i>	350.00
		Churchyard <i>LGA^{xxxvi} 215</i>	1,000.00
		Cemetery <i>LGA^{xxxvii} 214</i>	1,500.00

Cemetery rates <i>LGA^{xxxviii} 214</i>	135.00
RoSPA inspection <i>PHA^{xxxix} S164</i>	200.00
Litter pick / refuse mgt <i>LA^{xl} ss5-6</i>	100.00
Pocket Parks <i>PHA^{xli} S164</i>	200.00
FF maintenance <i>PHA^{xlii} S164</i>	2,620.00
Play area repairs <i>PHA^{xliii} S164</i>	500.00
Changing /football m'ance <i>PHA^{xliv} S164</i>	1,350.00
Bonfire Night <i>LGA^{xlv}145</i>	1,500.00
Allotments <i>SHAA^{xlvi} S23, 25</i>	1,500.00
Asset management	2,050.00
Cohesion events <i>LGA^{xlvii}145</i>	800.00
Contingency	500.00
Community Expenditure	40,079.00
Grand Funded	
Neighbourhood Planning Localism <i>T&PA 1190S61F(1),(2)^{xlviii}</i>	2,500.00
Total revenue expenditure	67,029.00
Grant match funded	
CFF grant	50,000.00
Nenescape	3,000.00
CFF match funding from res	17,000.00
Revenue plus expenditure	134,672.00
Capital Projects	
S106 play equipment	6,000.00
Grant funded expenditure	
BMX reclamation	
Fun field improvements	
Total expenditure from income/match fund	140,672.00
Reserve Capital Projects	
Land acquisition <i>LGA^{xlix}126</i>	5,000.00
Arboricultural	3,000.00
Street lighting reserve	4,000.00
Churchyard wall capital	1,000.00
Reserve Revenue Projects	
Election expenditure	1,200.00
General reserve	39,500.00
TOTAL EXP PLUS RESERVES	196,729.00

1236. COMMUNITY / COUNCIL MATTERS:

a) WWI and flagpole feedback. Cllr Chris Ellard commended the chairman and organisers of the beacon lighting event on it being so well attended and presented. There was a concern raised about the organisation, but it was generally felt that as it was envisaged to be a short and relatively low-key and sombre event, it was to be deemed as very successful. The council apologised to the Royal British Legion that the flagpole plaque had not been installed.

b) The Community Speedwatch Campaign earlier in the autumn has been successful, resulting in letters sent to 7 people reminding them of speed limits and the dire consequences of hitting a pedestrian at speeds in excess of the limits. The scheme is free of costs to the council, is run by volunteers and included high visibility speed limit reminder posters from time-to-time plus covert speed monitoring equipment. The scheme will continue in 2019.

c) Defibrillator update – there has been a misunderstanding regarding the fact that the telephone box is metal and unearthed. Despite assurances from BT and equipment suppliers, to install the equipment without an earth would be against NICEIC^l guidelines and current guidelines. The clerk has identified a firm who can carry out underground investigations to establish whether there are any underground services near the phone box. It was resolved to have the installation of the defibrillator and the ground works investigation and the installation of an earth spike carried out by one electrical contractor, to avoid complications should anything go awry.

The clerk will also arrange to book the village hall for training with EMAS^{li} or Oundle First Responders

d) Flood store Update – It was agreed to replace the shed in the cemetery with a new one to house the metal cabinet in which the flood store equipment will be housed. The clerk will make the necessary arrangements under delegated powers.

e) A letter from Oundle Volunteer Action explaining what that organisation does in terms of car journeys and befriending and anonymous data concerning the 31 users from Warmington had been circulated in advance of the meeting with a view to consider granting for current year and for 2019/20. It was agreed to pass this to LMC as a potential good cause to donate the surplus raised at the bonfire event.

f) Each of the people involved in the Every Man Remembered event in November at the church was thanked on behalf of the village for the work they put in to the event. A suggestion had been made to help cover out of pocket expenses in preparation of the event. It was agreed to pass this to LMC as a potential worthy cause to donate the surplus raised at the bonfire event.

g) There was a discussion regarding the formation of a festival committee to prepare for social events in the parish. It was agreed that events would be identified as they came forward and each event would be treated on its merit and ad-hoc Task and Finishing groups set up as standalone organisations for each event, rather than a standing committee. This allows for the council to appoint people from the wider community, depending on the skills needed for each event.

1237. LAND MANAGEMENT MATTERS:

a) It was agreed that the maintenance works at the cemetery had been carried out to an excellent standard by the contractor involved. A maintenance programme must be instigated to keep it under control.

b) Community Christmas gathering on 16th December at village hall. There was a discussion regarding the maximum number of people permissible under the village hall's insurance policy, but it was felt that as people would be coming and going and it was not a formal seated event, it would be fine. The organisation of the deliveries of food and drink and accessories is all in hand.

c) There was a discussion regarding the bonfire event in November each year, noting the tremendous input into the event. The parish council is content to divest itself of this function, but it would not be happy that individual people might be putting themselves at potential financial risks if anything untoward should occur with either the event or weather. As the council has the insurances and financial capabilities to run the event as a community event in the worst possible scenario, it makes sense for the Land Management Committee to continue with the devolved responsibility for the event, with a sub-committee / working party carrying out organisation and the clerk carrying out any functions necessary under delegated powers. The parish council is utterly content with those involved on the sub-committee suggesting where surplus from the 2018 and future events might be spent,

with the limitation of the donations being for the benefit of the inhabitants of or visitors to Warmington.

d) The recommendation regarding funfield older children's play equipment would be discussed in January for decision at the February full council meeting.

e) Allotment rents have not increased since the allotments were made available in 2002/3. A suggestion has been put forward from the Allotment Liaison member of the Land Management Committee that rents increase from £24 to £30 / £12 to £15. He has provided national statistics which indicate that these rents will be towards the lower end of allotment rents charged nationally. The matter will be agreed at the Land Management meeting In January.

f) Installation of a water butt to collect rainwater from the shed at the allotments had been approved by the clerk under delegated powers. The cost of the work is approximately £250 and within the budget remaining unspent for the cost point

g) The changing cabin at the fun field had been found unlocked with the doors open on more than one occasion. The key safe had also been found open. It has not been possible to ascertain exactly what had been happening or who does or doesn't have keys, but now that the council is aware of the issue, it will monitor the building more closely.

h) Three new picnic benches have been installed on the fun field and one each in the pocket parks. Some more benches for the cemetery and noticeboards for the pocket parks are due for delivery imminently and will be installed before Christmas.

i) It was agreed that the hedges at the allotments, Dexter Way and Buntings Lane, from the junction with Peterborough Road to past the 'Black Hole' entrance, thus clearing the 30mph sign would be included in an invitation to quote which the clerk will send out. Potential contractors will arrange to meet with the chairman of the Land Management Committee.

1238. HIGHWAY MATTERS:

a) Concerns from residents had been raised regarding parking on Peterborough Road and Dexter Way while football matches take place at the Fun Field at weekends. One of the concerns is parking on pavements so that buggies and wheelchairs are inhibited from passing on the pavement. It was agreed that a white line would be painted on the pavement which will allow a passing width for users of the pavement. The chairman of the Land Management Committee would speak to the football teams.

b) Grit bins – various criteria for grit bin maintenance had been circulated in advance of the meeting. It was resolved that the council would employ the services of a building supplies company at the cost of £15 per bin and £4.67 per bag suggestion. Cllr Steve Wallis undertook to monitor the bins under the parish council's management and alert the clerk when refilling was required. The clerk would arrange to have labels made for the bins alerting members of the public. .

c) A sample of the licence arrangement with Northamptonshire County Council had been circulated in advance of the meeting and was approved.

d) There was an update on the village gateways project for the village. The council can either commission Northamptonshire Highways to carry out the work on its behalf or present the highways team with a plan of where the council would like to have gates installed with a specification of the gates and full details so that a licence can be approved. This is a significant exercise in terms of costs but the project would be taken forward and investigations made as to costs from alternative suppliers to the highways department.

e) The clerk has been in discussion with county highways regarding moving the 30mph limit and signs east / north further out of village on Peterborough Road. The reasons put forward centre on highways safety, the urban grasscutting and the cost of new gateways. An additional reason was put forward that people would be more likely to walk where there is not a national speed limit.

- f) There was a short discussion about the amenity grass-cutting. The parish council is pleased with the service and standard of work.
- g) It was resolved to procure benches on Little Green and Taylors Green with surplus funds raised at the bonfire evening.
- h) There was an update regarding the procurement of dog bins. The frustration has been the movement of personnel in the waste department, but the clerk will make a concerted effort to sort out the issue.
- i) The issue with the replacement street lighting project is simply a matter of capacity and time. The clerk will prioritise this for the new year.

1239. REPORT FROM MEMBERS ON OUTSIDE BODIES: Village Hall AGM and update re trusteeship on village hall will be held in abeyance until February.

1240. CLERKS REPORT: The clerk will be attending the regional conference and national conference in 2019. She gave details of leave later that week and during Christmas period. She declared an interest insofar as she had taken delivery of the old tables and benches removed from various sites that would have otherwise been put on the fireworks bonfire. She had given some money to the parish council's contractors in order that the council did not pay for the transport of the detritus.

1241. FINANCIAL MATTERS:

It was resolved to approve the payments detailed below, and note those paid under delegated authority marked *

Payee	Goods / Service	Nett	Gross
S Rodger	Salary		1135.34
Pension	Nest		176.80
SSE	Electricity – streetlighting		459.99
Inkwell	Christmas invitations	30.00	36.00
Grim to Prim	Cleaning		60.00

1242. NOTICES / CORRESPONDENCE ETC: There was nothing to report

1243. CONSIDER FUTURE AGENDA ITEMS TO BE CARRIED FORWARD:

- Village hall report in February
- County lines and cuckooing – police concerns for February
- Walkers groups/technical trails for walkers/toddler groups – engagement with Greenway project
- Pavements

14th Jan '19 LMC	11th February '19	11th March '19 GC	8th April '19	29th April APM
13th May 2019	10th June ??	8th July 19	9th Sept 19 LMC	14th October
4th Nov GC	9th Dec 2019	13th Jan 2020 LMC	10th February	9th March GC
APM Early March 20 APM	ELECTIONS	Key:	Land Mgt	Governance
				Full Council

DATE OF NEXT MEETING: 11TH FEBRUARY 2019 7.30PM, WARMINGTON VILLAGE HALL

Approved by Warmington Parish Council:

**Signature of Chairman
of following meeting:**

Date 11th February 2019

i	LHA =	Local Highways Authority
ii	DPI =	Disclosable Pecuniary Interest
iii	GC =	Governance Committee
iv	LLG =	Local Liaison Group
v	CiLCA =	Certificate in Local Council Administration
vi	GDPR =	General Data Protection Regulation
vii		The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
viii	LGR =	Local Government Reorganisation
ix	DHCLG =	The Department for Homes, Communities and Local Government
x	LGFA –	Local Government Finance Act 1992
xi	LGA –	Local Government Act 1972
xii	LGA –	Local Government Act 1972
xiii	LGA –	Local Government Act 1972
xiv	LGA –	Local Government Act 1972
xv	LGA –	Local Government Act 1972
xvi	LGA –	Local Government Act 1972
xvii	LGA –	Local Government Act 1972
xviii	LGA –	Local Government Act 1972
xix	LGA –	Local Government Act 1972
xx	LGA –	Local Government Act 1972
xxi	LGA –	Local Government Act 1972
xxii	LGA –	Local Government Act 1972
xxiii		Public Councils Act 1957 / Highways Act 1980
xxiv	HA-	Highways Act 1980
xxv	HA-	Highways Act 1980
xxvi	PHA –	Public Health Act 1936
xxvii	HA-	Highways Act 1980
xxviii	PHA –	Public Health Act 1936
xxix	HA-	Highways Act 1980
xxx	HA-	Highways Act 1980
xxxi	HA-	Highways Act 1980
xxxii	HA-	Highways Act 1980
xxxiii		Public Health Act 1875
xxxiv		Public Health Act 1875
xxxv		Public Health Act 1875
xxxvi	LGA –	Local Government Act 1972
xxxvii	LGA –	Local Government Act 1972
xxxviii	LGA –	Local Government Act 1972
xxxix		Public Health Act 1875
xl	LA -	Litter Act 1983
xli		Public Health Act 1875
xlii		Public Health Act 1875
xliiii		Public Health Act 1875
xliv		Public Health Act 1875
xlv	LGA –	Local Government Act 1972
xlvi	SHAA –	Small Holding and Allotments Act 1908
xlvii	LGA –	Local Government Act 1972
xlviii	T&P A	Town & Country Planning Act 1990
xlix	LGA –	Local Government Act 1972
l	NICEIC -	National Inspection Council for Electrical Installation Contracting
li	EMAS –	East Midlands Ambulance Service