

WARMINGTON PARISH COUNCIL

Minutes of the meeting of Warmington Parish Council meeting

31st August 2022 Warmington Village Hall 7pm

1863. Attendance and Apologies

PRESENT: Cllr Richard Bream, Cllr Karen Denny, Cllr Philip Douglas, Cllr Christine Litawski, Cllr Kevin Overton, Cllr Debbi Scotting (chairman), Cllr David Short and Cllr David Strafford. Officer present: The clerk. Also in attendance, North Northamptonshire Council ward member Wendy Brackenbury. Apologies for none attendance received from ward members David Brackenbury and Geoff Shacklock

1864. Declarations of interests:

There were none

1865. Minutes of the meeting held on 14th July 2022

With the correction of the date of the meeting, it was **RESOLVED** to approve the minutes of the previous meeting.

1866. Questions and statements from members of the public: There were none.

1867. Licence, Development and Planning Matters:

- NE/22/01029/FUL | Side extension with new front and rear dormers. | 1A Stamford Lane Warmington Peterborough PE8 6TW: The council has no objections but agreed to make observations to bring to the attention of the planning officer so that a professional view might be taken. The council is concerned over the proximity to the immediate neighbouring property, but not so much as to object to the proposal. The Warmington Neighbourhood Plan (WNP) Design Code (part of the statutory planning policy as WNP Policy W3) has not been considered in the previous delegated report but the SPD on extensions was given considerable weight. The WNP holds more weight than an SPD so its planning policies should be considered BEFORE and in priority over an SPD. A 'swift brick' is required in the conditions in accordance with the WNP.
- In response to the council's query regarding extension to the planning permission for the temporary cabin on the recreation ground, the planning authority advised that permission is required but is unlikely to be withheld. It was **RESOLVED** to proceed with applying for permission.

1868. Clerks / chairman report and update of ongoing projects:

A number of matters relating to the council's ongoing projects were discussed:

- The clerk is to chase the third parties who have been involved in the greenway project in other parts of the county to assist with the heritage trail in Warmington. A discussion ensued regarding the greenway trail in Warmington which is yet to be completed, in part because of the need for joint signage between the greenway and heritage trail (to minimise excess street furniture in keeping with the Warmington Neighbourhood Plan) and in part due to a lack of understanding in the initial stages of the limitations of pathways in the grounds of Elton Hall.
- The asset mapping project, in conjunction with Northants CALC and the new unitary authorities has been completed.
- There is a problem with the rowing machine at the new gym installation which will be addressed at the council's October meeting
- The speed indicator device programme has been delayed due to the abeyance of contractual work by the North Northamptonshire Council highways authority's outsourced partners, due to the renegotiation of the contract, which is due to commence in September. The new posts on which the SIDs will be mounted cannot be installed until the contractors can install them. It is important to note that the installation of the posts was paid for in May, but the licence has not yet been paid, as an invoice is yet to be received from the highways team.
- Succession/continuity planning is a priority at the current time.

1869. Governance:

- a) Website update: Karen Denny and Christine Litawski have input an enormous amount of effort to project manage the porting of the website to a new platform. There are one or two outstanding links to be 'tweaked' but the new site is almost ready to launch. All councillors will 'beat test' the draft site, trying all of the links and reading the webpages to make sure that there are no dead links and information is where it should be. Any problems will be reported by email to the website working group members or the clerk.
As part of continuity arrangements, if necessary, Aubergine, as the website provider, may be required for the purposes of uploading documentation. The matter of email addresses was discussed at the outset of the project but was not included in the quotation or instructions to date. A quotation will be obtained for both services,
- b) It was **RESOLVED** to note and approve the re-formatted accounts and budget reporting format, as necessitated by new accounts management software arrangements.

- c) It was **RESOLVED** to receive and approve quarterly accounts to 30th June 2022, noting bank balances. This had been an exceptional quarter in terms of number of transactions and turnover, due to the busyness of the council. Kevin Overton has carried out an in-depth and robust internal control function of the accounts software, bank records, online banking, invoice records and other accounts records to ensure that the reports are correct and that the new system is fit for the council's needs. The council thanked him for this process.

Bank balances at 30th June 2022:

Prepaid card/petty cash	£-23.43
Lloyds/UTB multipay mastercard	£141.33
Nationwide	£76,418.85
UTB deposit	£98,640.76
UTB current	<u>£3,444.27</u>
	<u>£178,339.12</u>

- d) At the meeting the following week, the council would consider up to date expenditure against budget and agree virements.
- e) It was **RESOLVED** to receive conclusion of audit of accounts to 31st March 2022, noting the internal audit report and the correction of previous year brought forward figure. The auditor's comments regarding governance are noted, especially with regard to risk management.
- f) It was noted that an interim audit will be conducted during week commencing 5th September. The cost of the interim audit is covered in the council's annual audit fee.
- g) It was approved that the clerk will set-up Microsoft onedrive, as part of the handover of laptop to the chairman.
- h) It was noted that the current long term Insurance renewal arrangements ceases at end September. An updated asset register would be supplied to brokers for consideration of a new contract, which will be dealt with under delegated authority and ratified at meeting following instigation of the contract.

1870. Amenity Matters:

- a) A number of reports of separate incidences of criminal damage to the bird hide and anti-social behaviour thereabouts and in the immediate vicinity have been received over the preceding weeks. It was agreed that this would be reported to the police, developer who provided the bird hide, and the landowner.
- b) Approve agreement to cover third party costs as part of play area lease. It was **RESOLVED** to agree to the third party costs of approximately £3,600, but not if the landowner pulls out of the potential agreement.

1871. Community Matters

- a) It was agreed that the plan of ashes plots must be put in the porch of the cemetery without further delay.
- b) It was **RESOLVED** to allow procurement of Exclusive Right of Burial (EROB) imminently required cemetery ashes plot (plot number 62)
- c) The newsletter will be completed by the end of September

1872. Correspondence:

1873. Accounts matters:

It was **resolved** to approve the following payments:

Goods/Service

Lighting at Nene Pastures	Eon	1305.14	1566.17
Groundworks & verges	CGM	760.05	912.06
Rose garden	Hughgardens		66.00
NCALC training	Northants CALC	14.00	16.80
Dog bin emptying	North Northants Council	154.75	185.70
Sadolin	Amazon	166.64	199.98
Fence stain	Amazon	46.54	55.84
Printer ink	Amazon	16.49	19.79
Cabin Cleaning	Danielle Hurcombe		175.00
Cabin electricity	Eon		53.36
Webhosting	Ionos	13.00	15.60
Wages and pensions			1,477.15
Streetlighting electric	SSE	172.26	180.86
Cemetery rates			22.00

1874. Matters for future meetings:

New gym 'snagging', and footpaths and DMMO will be discussed at October's meeting

1875.

It was **RESOLVED** to To exclude members of the public present from the following agenda items as content could be prejudicial to the public interest.

1876. Receive draft tender for 2023 – 2026 amenity cutting and urban verge cutting

The draft tender was discussed at length and appropriate alterations put forward for agreement at the meeting the following week.

1877. Staffing matters –

The council received the clerk's resignation and learnt of arrangements so far for recruitment of replacement officer. In the meantime, Kevin Overton is content to take on the role of acting RFO for the purposes of inputting bank payments for authorisation

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 21.50

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