

WARMINGTON PARISH COUNCIL

Minutes of the meeting of Warmington Parish Council meeting

7pm, 9th September 2021 in Warmington Village Hall

1705. ATTENDANCE, APOLOGIES AND WELCOME TO NEW MEMBERS

PRESENT: Cllr Richard Bream, Cllr Karen Denny, Cllr Philip Douglas, Cllr Christine Litawski, Cllr Debbi Scotting (chairman),, Cllr David Short and Cllr David Strafford. Apologies received from Kevin Overton due to personal reasons. It was **RESOLVED** to accept apologies. Officer: The clerk was present by zoom link due to covid isolation. One member of the public present.

1706. WELCOME

As this was the first meeting of the council since the short inaugural meeting of the new council in May at which the chairman was elected, the chairman welcomed all members, especially those newly elected. She made it clear that whilst covid restrictions have been lifted in all but cases of actual infection or positive test results, people were free to sit at such distance that they felt most comfortable with and encouraged to wear face covering if they wanted to.

Since the May meeting, the clerk has been expediting business on behalf of the council and any necessary decisions have been made in accordance with the council's approved scheme of delegation.

1707. DECLARATIONS OF INTERESTS:

Cllr David Short declared a personal interest in planning item 6 (min 1710 (a)) and item 11 (min 1714(d))

Cllr Debbi Scotting declared a personal interest in planning item 6 (min 1710 to do with the quarry)

1708. MINUTES:

It was **RESOLVED** to approve minutes of the council meetings held on 8th April 2021 and 13th May 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.

1709. RECEIVE QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:

There were none.

1710. DEVELOPMENT AND PLANNING MATTERS:

- a) Update on quarry: The quarry is now underway and the first LLG meeting has been held on site. The trees and the poplars have been taken out and the fencing has been installed around phase one. The Bailey bridge is in situ and in use. The haul road is repositioned from being per the original plans where it would have gone through the shallows, but it was built temporarily closer to PD1 footpath because there were birds nesting in the shallows. Rather than move the haul road again, as the biodiversity/eco and planning teams are content with the siting, it is to stay in the revised position. The Warming2031 team and community members who scrutinise such matters are content with the repositioning. The parish council requested a revised dust and noise assessments which have been presented to North Northamptonshire Council (NNC). The final stages of the reservoir are being addressed, with completion expected in the coming autumn. The siting of the bird-hide overlooking the reservoir has been agreed, with it being on the southwestern end of the reservoir site, very close to PD1, in order that it is accessible to school children. There will be information in the hides about the excavators and machinery, so that the facility can be used for education purposes regarding engineering and extraction, as well as for nature. Access will be from PD1 – there is no public access to the quarry or reservoir site.
- b) In the wider quarry area, the wash plant is installed and operational. The point at which PD1 right of way crosses with the extraction site haul road has been surfaced so it will not become a quagmire in the winter. There is still a degree of concern about the safety of the crossing area which is still to be finalised.
- c) As part of the S106 agreement, there will be £50,000 available to spend on community benefit assets – the final details about the method of management of the money are still to be agreed.

- d) An in-house parish specific online reporting system has been created, enabling people to report transgressions or concerns about the quarry site or vehicular movements to/from the site on the A605.
- e) Neighbourhood Plan: It is approaching 2 years since the Neighbourhood Development Plan was 'made' following referendum in 2019. It was **RESOLVED** to commence a review of the plan, to ensure it remains relevant and reflective of the needs of the community and therefore plays a part in the plan led planning system as well as a community document should the planning system change going forward. The Warmington Neighbourhood Plan (WNP) has been given weight in recent planning appeals, citing policies within the plan to be contrary to the application, and therefore dismissing the appeal as non-conforming with planning policy. The advisory committee will again be led by Steve Cheeseman in an advisory and consultative role. In addition to the clerk, David Trafford, Richard Bream and Philip Douglas will join the advisory committee meetings and the people who participated in the committee previously will be contacted too.
- f) NE/21/01105/FUL | Two storey rear extension to provide extra bedroom on first floor and further living space on the ground floor | 1A Stamford Lane Warmington was on the agenda, but had during the course of the day of the meeting been determined by the planning department and permission had been refused
- g) NE/21/00389/FUL | Conversion of Agricultural Buildings to three residential dwellings | America Farm Building Morborne Road Warmington. The parish council has not objected to this application, although it has drawn attention to the lack of reference to the Warmington Neighbourhood Development Plan. Due to the potential important heritage information that may be contained within the site, the parish council and the county archaeological advisor have noted the necessity of an Historic England level 2 (or equivalent) record of the site, which will involve a programme of works. The highways authority's comments include reference to visibility splays and to access shared with agricultural vehicles.
- h) Applications 1474 and 1473 – Garage and Coffee Shop proposals. The applicant has agreed with the highways authority and planning department that double yellow lines will be installed along the 'old A605/Peterborough Road' access slip road where HGVs and other vehicles currently park. It was agreed that the parish council is content that the double yellow lines will disperse the danger and potential for traffic congestions that lorries parked in the slip road would be likely to cause. Traffic congestion is an unknown but not a matter that can easily be planned out. It was **RESOLVED** that the council supports the revised plans indicating double yellow lines
- i) There was an update that the recent appeals to the planning inspectorate regarding planning proposals at Spinney Close had all been dismissed.
- j) A summary of external planning applications at Chesterton (north of the A605, west of the A1), Titchmarch (Thrapston) and at Thorpe Waterville had been distributed with the agenda so that all members were aware of potential issues that could impact A605 traffic and therefore the parish.

1711. CLERKS REPORT AND UPDATE OF ONGOING PROJECTS -

The project tracker circulated with the agenda remains a live document and taken as read, although the clerk apologised that due to her covid illness, some matters were not as up to date as they ought to be. There was a brief discussion regarding bus shelters on Orchard Close and A605 which will be tabled for decision at the October meeting. Vegetation on Hautboy Lane is a matter for highways. Orders have been placed for hedge works on Dexter Way.

1712. CHAIRMAN'S NOTICES:

An application has been submitted for inclusion in the roll-out of 20mph advisory speed limits in the village, if the trials in other areas of the unitary area are successful. An approach had been made to the council regarding the potential sale of the village pub and the matter of it being designated as an asset of community value, under provision in the 2011 Localism Act. As the pub has been for sale for some time without a community led proposal coming forward, it was felt inappropriate that an asset of community value was an option at this stage.

Co-option will be advertised going forward with a view to appointing anyone who may come forward, at the October meeting.

The chairman would be hosting a village meeting the following week in lieu of the annual village meeting which was unable to go ahead due to covid lockdown restrictions (March 1st – June 1st is the timeframe within which the statutory annual meeting should occur). The meeting will, by necessity, be a little different to the usual format in order to minimise close contact and to conduct the meeting in a covid compliant manner. People would be invited to raise any questions and/or suggestions about community issues via feedback forms which will be collected and collated.

1713. GOVERNANCE MATTERS:

- a) It was **RESOLVED** to adopt the recommended North Northamptonshire Council (NNC) council code of conduct, incorporating the council's extant bespoke policies.
- b) The report from the internal auditor had been circulated with the agenda and taken as read. The point raised by the auditor regarding the council's committee system was discussed. Concern was raised that if the committee structure in place at the current time were to be disbanded, monthly meetings could end up being taken up with the minutiae of what the committees, and most importantly the working parties/sub-committees that the structure facilitates. The downside of having committees in place of monthly meetings is that because the committees are limited in their decision-making powers and the delegation to officer(s) should be kept to executing policies and decisions only, there are instances where there can be a long time (nearly 3 months at the extreme) to wait for discussion and decisions about matters which the committees are unable to address (planning and accounts being examples). It was agreed that the council would review the existing terms of reference for committees and how that enables the sub-committee system to work. The existing committees would henceforth meet alongside monthly parish council meetings (excluding August), rather than instead of, and reports on activities to be submitted via agendas and taken as read at full council meetings and minuted as such.
- c) The report from external auditor PKF Littlejohn states that based on its review of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting their opinion drawn to the attention of the authority: The Internal Auditor's response to Objective F is inconsistent with information in the bank reconciliation. The clerk has confirmed the petty cash has not been spent or added to during the year.
- d) Proposed update to Financial Regulations had been circulated with the agenda in advance of the meeting. It was agreed that the maximum amount of money to be committed under delegation by a committee or an officer to be £1,000. Anything over that amount to be authorised by full council. The section regarding credit references for bank authorisers to be removed.

It was acknowledged that as these are NALC model 'one size fits all' regulations covering 10,000+ local councils, there are some parts that are not applicable to Warmington Parish Council as they do not reflect what happens in practice. The financial regulations will be reviewed on an on-going basis so that they properly reflect and regulate the council's way of working, and properly protect public finances in the way they are designed to. The chairman thanked Christine Litawski for her work on this review.

- e) The clerk, Karen Denny and Christine Litawski would meet as a working party to formalise the council's needs for a new WGAC compliant website. Suppliers would be identified, and business proposals brought to council for a decision as soon as possible. A member of the public would like to be involved in the working party process. Terms of reference will be agreed in advance of the October parish council meeting.
- f) It was agreed to remove sections 2, 5, 10 and 16 from the Aims and Objectives which guide the council's decisions and overarching policies. The sections to be removed are either now obsolete or because they are part of the planning system by default or not a priority for the council. "Community Engagement in Planning by pre-application consultation" cannot be encouraged any more than it already is by default and cannot be enforced. The planning authority details the Warmington

Neighbourhood Development Plan as the first planning document for applications for the parish. "Working with bodies such as the Wildlife Trust and Natural England to record and maintain biodiversity and minimise damage" is covered by the council's statutory obligation to consider effects on biodiversity in every decision it makes. The parish council's input into the management of the village hall is limited by the trust's obligations to the charity commission combined with the charity's commitment to having parish council representation amongst its trustees covering the parish council's commitment to community representation. The parish council has powers to financially support the village hall and would consider any approaches for funding. The parish council feels that Destination Warmington is not a current priority as the council is at capacity in terms of projects to manage. The flood management / alleviation project was agreed as a priority

- g) The heritage trail was agreed to be as a very high priority as it covers off so many positive aspirations for the community. Any community aspirations transpiring from the village meeting to be held the following week will be considered at a future date.

1714. PROJECT MANAGEMENT UPDATE:

- a) Greenway: Update. The ground installation part of the project of PD1 is complete, with the exception of some grass reinforcement where the Ferns copse meets Elton Park. The highway authority will be installing the bridge at the brook in Elton Park in the autumn which will enhance the scheme, the brief of which was to take the greenway to the county boundary within the powers afforded to a local council. The remaining part of the project is signage, which will tie in with the heritage trail project.

1715. LAND MANAGEMENT MATTERS:

- a) Orchard pocket park: The chairman thanked Karen Denny for the tremendous amount of work that had gone into producing an extensive maintenance management programme for Orchard Pocket Park in Eaglethorpe, which had been circulated in advance of the meeting and taken as read. In turn, Karen thanked a number of members of the community who had been conducting wildlife surveys and doing voluntary manual work. The clerk and Karen Denny will draw up risk assessments covering for public amenity use as well as volunteer working guidelines.

The parish council has statutory duties as far as the park is concerned which means that much of the necessary works cannot be undertaken purely by volunteers. Under the delegation scheme, the clerk has instructed works to be undertaken by CGM

It was **RESOLVED** to accept and adopt the management plan as the working document to inform the day-to-day works at the orchard, the short- and medium-term spending and the organisation of volunteer works, under the direction of Karen Denny, as lead councillor, in conjunction with the clerk for any minor financial essentials.

- b) The annual RoSPA report findings had been circulated in advance of the meeting. This included a post-installation inspection of the cone climber and the see-saw at Nene Pastures (NP) play area. Repair of the items highlighted in the recreation ground inspection, which had been conducted in June, had been passed to Playscape Playgrounds for repair.

Works at NP include replacement of D shackle on the nursery swings, monitor the orange upright on the nursery swing, repairs to the matting installation under the new see-saw. The clerk has instructed the supplier of the balance beam to repair under warranty in accordance with the RoSPA report. It was pleasing to note the low risks on all equipment and, from photos, how well the grass has taken under the new equipment.

- c) It was **RESOLVED** to appoint Richard Bream as lead member to carry out monthly inspections of the play equipment at Nene Pastures and Recreation Ground. The clerk will forward the RoSPA check list.
- d) Fireworks party in November: It was agreed that David Strafford will organise a parish council working party to pull together arrangements for the fireworks event. Any deviation from previously agreed ways of working to be agreed by the council. The budget for all expenditure is £1530 .
- e) Recreation ground: It was agreed that the changing rooms will remain closed and not made available to the football teams, but the toilet accessible from the outside will remain available.

1716. COMMUNITY/AMENITY MATTERS:

- a) It was agreed to carry path improvements and lighting in Nene Pasture park area forward to the October meeting. In the meantime, a price will be sought for installed street lighting as well as solar, for which we already have one quote.
- b) Jubilee 2022: Confirmed date 4th June 2022. A Working Party will take forward a Party in the Park type event at the recreation ground – this will be agreed amongst members for ratification at a future meeting. The council's committee structure Terms of Reference allow for non-councillor members of the working party.
- c) Matters for 16th September Village Meeting will cover planning updates including quarry; lighting update; future community amenities and facilities; jubilee party; heritage trail committee; 20mph village limit and there will be opportunity for people to submit additional proposals for consideration.
- d) Recreation ground facilities: Regardless of where funding is coming from or who is driving a project, the parish council has a duty of care and a duty of due diligence as it will be the principle in any project that is developed on land for which it has legal occupier's liability duties.

It is important to ascertain from the parish what facilities would be most used and most popular among the highest number of people, to maximise usage and capital outlay benefit. The information that was gathered as part of the Neighbourhood Plan indicated that there might be more support for other options if people were given choices. These would include but not be limited to:

- MUGA / outdoor gym – consider whether the council should consider a community project for a multi use games area, which could be used for ball games (football, volleyball etc), racquet sports, skating and skateboarding and hockey
- An outdoor gym
- Pump track / bike track
- Rewilding / wildflowers

The Pump track suggestion was raised previously, and some exploratory work has been undertaken. As is essential, the landowner has been approached for 'in principle' permission and has requested detailed specification as to what is being proposed. The original information regarding the funding for the project has changed so further scoping is required and will form part of a detailed project plan should this be the chosen project.

1717. HIGHWAY MATTERS:

- a) Broadgate way – It was noted that an officer from North Northamptonshire Council had supported the parish council by visiting residences close to the area where the fly-tipping and ditch clearance and speaking to householders. The problem seems to have stopped since.

The clerk is meeting with the landowner of the land adjoining Broadgate Way to discuss the ditch and the tree roots that remain in the ditch. If clearance is not forthcoming, the matter will be passed to county highways flood management team for enforcement action.

There are blocked culverts on Taylors Green / Broadgate Way ditches – the highways authority has written to the landowner responsible.

- b) Rights of Way:
 - The council is considering application(s) for DMMO to ensure legal status in perpetuity for established rights of way. Whilst individuals can submit, the parish council is aiming to encourage as much submissible evidence as possible to support applications for inclusion.

1718. ACCOUNTS MATTERS:

It was **RESOLVED** to approve the following payments which had been submitted since April under devolved powers:

Date Paid	Payee Name	Amount Paid	Transaction Detail
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01/04/2021	Zeta lighting	3,162.92	Lighting deposit
01/04/2021	Easiprint	132.00	Newsletters
01/04/2021	Nene Valley Tree services	774.00	Tree works at rec
01/04/2021	East Northamptonshire Council	524.99	Dog bins
01/04/2021	Unity Trust Bank	18.00	Bank chg (paid 31/3/21)
01/04/2021	Sarah Rodger	1,216.66	Salary (paid 31/3/2021)
01/04/2021	Zeta lighting	-2.00	correction
01/04/2021	J9 t/a Barriers Direct	122.57	Bike racks
01/04/2021	Aldi	1.96	pens
01/04/2021	1&1 Internet/Ionos	6.00	Warm2031 website
01/04/2021	1&1 Internet/Ionos	71.93	Warmington internet package
01/04/2021	Mole Country stores	58.32	Stakes for fencing
06/04/2021	Lloyds Multipay Charge	3.00	Monthly fee
15/04/2021	East Northamptonshire Council	27.01	Cemetery rates
19/04/2021	1&1 Internet/Ionos	6.00	Warmington2031 website
20/04/2021	Amazon	9.99	Brush and pan for cabin
20/04/2021	DoorsForSecutiry	50.40	Door closer
20/04/2021	Amazon	18.99	cleaning equipment
21/04/2021	Amazon	22.00	Amazon
22/04/2021	SLCC	58.50	Practitioners conference
22/04/2021	SLCC	152.10	Membership (part)
22/04/2021	Eon Sustainable Energy	289.42	Maintenance contract
22/04/2021	WH Proby Elton Hall	100.00	Rent for allotment land
22/04/2021	East Northamptonshire Council	156.92	Dog bins
22/04/2021	HMRC	859.43	PAYE/NICE
22/04/2021	David Beardsley	102.85	Repair of boot scrapers
22/04/2021	Amazon	6.12	Cleaning supplies
22/04/2021	Amazon	1.80	Handwash
23/04/2021	SSE	458.55	Electricity consumption
24/04/2021	Amazon	14.18	Headphones (returned&credited)
24/04/2021	amazon EU	12.99	amazon EU
26/04/2021	NEST	188.71	Pensions
26/04/2021	Amazon-HomeGoods	5.41	Amazon
30/04/2021	Sarah Rodger	1,216.66	salary
30/04/2021	Northamptonshire CALC	706.65	Membership plus audit fee
04/05/2021	Lloyds Multipay Charge	3.00	Monthly charge
15/05/2021	Google	10.00	Domain name
17/05/2021	East Northamptonshire Council	24.00	Cemetery rates
19/05/2021	1&1 Internet/Ionos	6.00	Website
24/05/2021	SSE	486.61	electricity consumption
24/05/2021	Eon Sustainable Energy	44.55	Electricity in cabin
28/05/2021	NEST	193.98	Pension
01/06/2021	Sarah Rodger	1,216.66	salary
02/06/2021	Lloyds Multipay Charge	3.00	Monthly charge
09/06/2021	NEST	193.98	pension
09/06/2021	Coles Builders Merchants	42.81	Coles Builders Merchants
09/06/2021	Eon Sustainable Energy	37.97	Repair
09/06/2021	Pettitt Sports	394.86	Brushes and line marker

09/06/2021	Nene Valley Tree services	1,140.00	Tree works per arb report
09/06/2021	J H Roofing	55.00	Bike rack installation
09/06/2021	Inst crem & cem management	95.00	Inst crem & cem management
09/06/2021	HughGardens	60.00	HughGardens
09/06/2021	CGM Ltd	271.80	Groundsworks
15/06/2021	East Northamptonshire Council	24.00	cemetery rates
19/06/2021	1&1 Internet/Ionos	6.00	website fees
21/06/2021	SSE	414.10	Electricity consumption
23/06/2021	Turney Landscapes	600.00	Ditch works
23/06/2021	Rospa Playsafety	94.80	Recreation ground inspection
23/06/2021	Playscape Playgrounds	6,690.00	Cone climber supply & install
23/06/2021	HughGardens	70.00	Rose garden - May
23/06/2021	CGM Ltd	182.40	Urban highways
23/06/2021	CGM Ltd	36.00	Nov work - cemetery hedge
23/06/2021	CGM Ltd	18.00	Footpath leaf clearance
23/06/2021	CGM Ltd	114.00	Leaf and debris clearance
23/06/2021	Clearner	110.00	Cleaning
23/06/2021	Eon Sustainable Energy	44.55	Changing rooms
28/06/2021	T2M UrlShortner	67.53	Website direction tool
28/06/2021	1&1 Internet/Ionos	44.39	Website fee
30/06/2021	Sarah Rodger	1,268.99	Salary
30/06/2021	Coles Builders Merchants	10.70	Allotment tap accessories
30/06/2021	12Pay Ltd payroll	146.40	Payroll software
03/07/2021	Lloyds Multipay Charge	3.00	Monthly charge
07/07/2021	123reglimited paypal	3.59	123reglimited paypal
07/07/2021	Royal Mail	1.29	Paypal postage - burial certs
09/07/2021	NEST	193.98	Pension direct debit
15/07/2021	North Northamptonshire Council	24.00	Cemetery rates
15/07/2021	SSE	443.17	June electricity consumption
19/07/2021	1&1 Internet/Ionos	6.00	Warmington2031 fee
23/07/2021	Amazon Services Europe	57.89	Cemetery noticeboard
26/07/2021	Trend security	17.95	Trend antivirus security
26/07/2021	1&1 Internet/Ionos	15.60	ISP costs
28/07/2021	Zoom Video Comms inc	143.88	Zoom Video Comms inc
02/08/2021	Sarah Rodger	1,268.99	Salary
02/08/2021	Lloyds Multipay Charge	3.00	Monthly charge
09/08/2021	NEST	193.98	Pension
16/08/2021	North Northamptonshire Council	24.00	Cemetery rates
19/08/2021	1&1 Internet/Ionos	6.00	Warmington2031 website
19/08/2021	Trend security	-17.95	Antivirus software refund
20/08/2021	SSE	472.05	Electricity consumption
23/08/2021	Zeta lighting	26,241.36	Replacement lighting
23/08/2021	G Reid	475.00	Ride on mower
23/08/2021	Kompan Ltd	2,681.52	See-saw
23/08/2021	J H Roofing	105.00	Bench installation/rubbish removal
23/08/2021	Playscape Playgrounds	1,306.80	Seesaw installation
23/08/2021	HughGardens	80.00	rose garden maintenance
23/08/2021	Rospa Playsafety	474.00	Park inspection

23/08/2021	Northamptonshire CALC	203.50	Training
23/08/2021	Turney Landscapes	600.00	BG Pocket park ditch clearance
27/08/2021	SLCC	35.10	training
27/08/2021	SLCC	54.00	training
27/08/2021	Ady Pendred Signwriter	936.00	Phone box refurb
27/08/2021	J H Howe	2,900.00	Play park fencing
27/08/2021	Pettitt Sports	200.88	White pitchmarker fluid
27/08/2021	Rialtas Business Solutions	148.80	Alpha accounts software licenc
27/08/2021	Anglian Water	124.33	Water rates
27/08/2021	Anglian Water	91.53	allotment water
27/08/2021	HughGardens	128.00	July rose garden
27/08/2021	Zeta lighting	3,160.76	Zeta lighting
27/08/2021	HMRC	928.41	PAYE/NI
28/08/2021	1&1 Internet/Ionos	34.92	Website
31/08/2021	Sarah Rodger	1,268.99	Salary
31/08/2021	CGM Ltd	108.00	Alley clearance
31/08/2021	CGM Ltd	807.60	Amenity & highway works
31/08/2021	CGM Ltd	1,634.40	Amenity and highways works
31/08/2021	CGM Ltd	150.20	Amentity maintenance works
31/08/2021	CGM Ltd	752.40	Amenity maintenance works

1719. NEXT MEETING: : 14TH OCTOBER 2021

The chairman declared the meeting closed at 21.37

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