

## **WARMINGTON PARISH COUNCIL**

Minutes of the meeting of Warmington Parish Council meeting

13<sup>th</sup> January 2022 Warmington Village Hall 7pm

### **1764. ATTENDANCE AND APOLOGIES**

**PRESENT:** Cllr Richard Bream, Cllr Karen Denny, Cllr Kevin Overton, Cllr Debbi Scotting (chairman), Cllr David Short and Cllr David Strafford. Officer present: The clerk. One member of the public. Apologies for none attendance received from Philip Douglas and Christine Litawski due to personal reasons. It was **RESOLVED** to accept the apologies. Apologies received from Ward Councillor Wendy Brackenbury.

### **1765. DECLARATIONS OF INTERESTS:**

Cllrs Overton, Scotting and Strafford each declared personal but nonpecuniary interest in the planning applications on the agenda. It was clarified that this did not preclude them from taking part in the discussions and they would not need to absent themselves from the meeting.

### **1766. MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> DECEMBER 2021**

It was **RESOLVED** to approve the minutes of the previous meeting

### **1767. QUESTIONS AND STATEMENTS FROM MEMBERS OF THE PUBLIC:**

Concerns were raised about the speed of some vehicles on Church Street and a verge. The chairman spoke briefly about some planned measures to mitigate speeds at which people travel, including a village gateway scheme, a speed indicator device which can be moved to different sites in the village and the fact that the parish council has nominated the village to be considered for expansion of the 20mph scheme mooted by the Unitary council in 2021.

### **1768. LICENCE, DEVELOPMENT AND PLANNING MATTERS:**

a) Applications 20/1473 and 1474 – fuel station and drive through restaurant

It was noted that the two applications have finally received planning consent.

b) NE/21/01841/FUL | Attic conversion including single-gable roof extension and rear dormer; Installation of additional side windows; Ground floor extension to front; Garage conversion to create ancillary workshop; Associated internal alterations | 10 Bosworth Close Warmington

It was **RESOLVED** that the council has no objections but would like to comment on the gable end windows, asking that the planning officer pays particular attention to the enquiry as to whether they ought to have obscured glass to prevent overlooking; the word ancillary does not seem to appear in the actual application documents and the parish council would prefer that it is removed from the description and permissions, and replaced with incidental to, so that the garage could not be used as a standalone ancillary habitable building. The extension requires inclusion of a swift brick in line with Warmington Neighbourhood Development Plan.

c) NE/21/01724/FUL | Single storey rear extension | 11 Big Green Warmington Northamptonshire PE8 6TU

It was **RESOLVED** that the council has no objections or further comment to make.

### **1769. CLERKS REPORT AND UPDATE OF ONGOING PROJECTS**

The up -to-date project tracker, circulated with the agenda, was taken as read. There were no matters arising for clarification.

### **1770. CHAIRMAN'S NOTICES**

a) Elton Quarry and reservoir:

There was a brief report on the response received from the extraction company, IVL, in response to December's minutes. (Abridged details appended to these minutes)

b) Annual Parish Meeting:

Will take place on 28<sup>th</sup> April 2022. This would take the form of a 'freshers week/trade show type of event' with a presentation incorporated into the evening.

c) The annual pancake race will proceed on March 5<sup>th</sup>.

**1771. GOVERNANCE MATTERS:**

a) It was *RESOLVED* to approve the following budget, which had been circulated in advance of the meeting:

**Budget Income**

|                                    |         |
|------------------------------------|---------|
| Precept                            | 80,247  |
| Interest Received                  | 210     |
| Recreation Ground Income           | 1,716   |
| Allotments Rent                    | 360     |
| Memorial Fees                      | 765     |
| Fireworks/Bonfire party            | 3,200   |
| S136 Urban verges income           | 1,016   |
| ENC CFF Other grants (reserve)     | 27,000  |
| Total (incl £27'000 from reserves) | 114,514 |

**Budget Expenditure**

|                                |        |
|--------------------------------|--------|
| Salaries                       | 21,000 |
| Pension                        | 1,260  |
| Staff Mileage & Benefits       | 300    |
| Staff other Expenses           | 100    |
| Training                       | 1,000  |
| Chairman's Allowance           | 100    |
| Bank Charges                   | 200    |
| Audit Fees                     | 675    |
| Professional Fees              | 2,500  |
| Subscriptions & Memberships    | 750    |
| Insurance                      | 2,000  |
| Stationery                     | 200    |
| Postage                        | 100    |
| Office costs                   | 210    |
| Telephone & Broadband          | 315    |
| Website                        | 350    |
| IT                             | 1,200  |
| Elections                      | 1,000  |
| Meeting Room Hire              | 650    |
| Neighbourhood Plan             | 0      |
| NP commitments                 | 1,250  |
| Flood project administration   | 200    |
| Street Lighting consumption    | 1,500  |
| Street lighting maintenance    | 1,000  |
| Refuse Arrangements            | 1,500  |
| Grants & Donations Paid        | 1,000  |
| Maintenance - Cycle Way        | 1,000  |
| Defibrillator                  | 250    |
| Traffic Monitoring             | 1,506  |
| Flood Project                  | 1,850  |
| Future Revenue/Capital/Conting | 2,690  |
| Ex NCC Discretionary Services  | 1,300  |
| Landscaping/Environment/Civic  | 1,000  |
| War memorial                   | 120    |
| Maintenance - Urban Highway    | 1,600  |
| Extra contract amenity works   | 3,000  |
| Tree Works                     | 1,500  |
| Regular hedge /grounds works   | 3,810  |
| Grass Cutting                  | 0      |
| Litter Picking                 | 50     |
| Pocket Park                    | 1,500  |
| Bonfire Night                  | 1,600  |
| Bonfire night donations        | 1,600  |
| Asset Management               | 2,500  |
| Cohesion Event                 | 2,500  |
| RoSPA Inspections              | 500    |
| Maintenance/amenity: Play Area | 1,000  |
| Maint'nce/amenity: RecreationG | 1,000  |

**RESERVES:**

|                                       |        |
|---------------------------------------|--------|
| General reserve                       | 63,005 |
| Highway safety                        | 14,069 |
| Balance of grant award for Greenway   | 26,800 |
| Cohesion event (jubilee)              | 6,000  |
| Land management                       | 3,000  |
| Churchyard wall                       | 2,500  |
| Land procurement matters              | 4,000  |
| Fireworks surplus (incl minute 1757d) | 2,195  |

|                               |        |
|-------------------------------|--------|
| Cabin-maintenance & cleaning  | 1,000  |
| Maintenance/amenity: Football | 1,000  |
| Allotments Expenditure        | 500    |
| Churchyard                    | 2,000  |
| Cemetery                      | 1,000  |
| Rates                         | 300    |
| Heritage trail (reserves)     | 27,000 |
| Cemetery land procurement     | 6,000  |
| Lighting loan repayment       | 3,478  |

b) The annual governance *risk assessment* had been circulated in advance of the meeting.

It was agreed to update the document to reflect the change in local government structure, from East Northamptonshire Council to North Northamptonshire Council as necessary. It was **RESOLVED** to approve the risk assessment as robust and sufficient to minimise the council's risk exposures.

c) The *internal check control* had been circulated in advance of the meeting.

It was **RESOLVED** to approve the risk assessment as a robust document against which the council can satisfy itself that its governance procedures are under constant and extensive scrutiny, with all aspects of proper governance considered and challenged as necessary

d) Internal audit confirmation

The practitioners guide by way of the council's obligations in preparing *arrangements for the AGAR*<sup>i</sup> after 31/3/22 year end had been circulated with the agenda and noted. Approval of *Northants CALC IAS* was reaffirmed

e) It was **RESOLVED** to proceed with procurement of new Scribe accountancy software to start in April 2022.

f) Asset Mapping

It was **RESOLVED** to engage with Northants CALC's (NCALC) Asset Mapping Project (AMP) and to create an AMP Working Group comprising one officer and two councillors. The project will proceed as information is forthcoming from NCALC

#### **1772. LAND MANAGEMENT MATTERS:**

a) Lighting and reinstatement of the walkway at Nene Pastures

It was **RESOLVED** to proceed thus: There will be a feeder pillar at the north-east (Dexter Way) end of the pathway, which Eon will be contracted to instal. Ducting will proceed along the pathway, in a south-westerly direction to a site agreed on plans circulated in advance of the meeting and suitable bollards erected at those sites after the path laying works have been completed.

The clerk, with assistance from Cllr Bream if necessary, will discuss the option of the council's appointed groundworks contractor carrying out the ducting works as part of the pathway groundworks and proceeding if it is expeditious and cost effective to do so.

It was **RESOLVED** to suspend normal tender/quotation procedures for these lighting works because the council is satisfied that best value principles apply in the case of proceeding with Eon as the lighting contractor as that company is historically the council's preferred contractor for lighting maintenance and the council is familiar with the costs of streetlighting contract works, thus satisfied that the cost quoted are in line with market rates. It was **RESOLVED** to proceed with the ducting and bollard installation works at a maximum cost of £2,179.

The matter of a lamp post and light in the open area would be carried forward pending discussions regarding land tenure. It was agreed that the lighting within the open space part of the park can be separated as a project separate to the path reinstatement and lighting.

b) Tenure for open space recreation area off Nene Pastures

It was **RESOLVED** that the council will proceed with the security of a lease at the open space and play recreation area at Nene Pastures to replace the current agreement. The council will employ one of the local council specialist legal firms for the work. In the meantime, the clerk will advise the land agents that the council cannot

take on responsibility for the boundary wall of the manor house, forming the curtilage of a different property, nor instal additional boundary fencing.

c) Orchard Close bus shelter :

It was **RESOLVED** to procure the services of the firm contracted to replace the bus shelter(s) for the demolition of the existing shelter, at a cost of £100. The waste management company who will be removing both bus shelters FOC will be requested to take them away at the same time

d) Preparations for Jubilee party in June:

It was agreed that a task and finish/working party will oversee the arrangements for the party. Cllr Bream undertook to report on the electricity supply available to power amps, discos, lighting etc. The legs/support part of the parish council's beacon have gone missing, so the unit is unusable as it is. A member of the public has agreed to make a new tri-stand for the beacon. It was agreed to spend £150 to mend the beacon.

The chairman agreed to put together an outline plan for the jubilee party, taking into account comments received by email and the suggestion of maypole dancing.

e) Feedback re projects :

The data captured by direct input and hand-filled reply slips had been analysed, collated and distributed in advance of the meeting. It was agreed that a copy of the report and the raw data would be made available via the community website.

It was **RESOLVED** that the priority projects would be the heritage trail, an outdoor gym and a covered area, with an open sided covered pavilion.

It was agreed that Cllrs Strafford and Overton would carry out investigations into potential sites, suppliers and sources for the outdoor gym and the covered pavilion. The clerk will investigate the possibilities regarding a project manager for the heritage trail project.

#### **1773. LAND MANAGEMENT MATTERS:**

a) No areas of concern had been highlighted by monthly safety inspection recreation ground and play park findings

b) Recreation ground ditch:

It was agreed that there is a clear need to have the ditch cleared, with provisos. There was an in-depth discussion weighing up the requirement to have the ditch completely clear of vegetation vs the need to maintain the ecological importance of the ditch as a habitat plus the potential impact of where the water eventually outpours to reach the river Nene.

There is speculation that the investigation plan map, forming part of the 2015 flood mitigation and maintenance report, circulated in advance of and viewed at the meeting, may not be correct. That map indicates only one culvert running from the ditch southeast of Eaglethorpe Barns and leading to a drain directly to the river backwater, north/downstream of Warmington Mill to the west of the A605. It indicates the culvert running towards Eaglethorpe, tuning 90 degrees near 6 Eaglethorpe and running NNW from there to the river. Local knowledge suggests that there are additional culverts, not shown at that map, which take water from the same ditch system to the mill pond via the underpass and storm drains in Eaglethorpe. When the mill pond is at capacity, the culverts backfill causing Eaglethorpe and the underpass to flood.

The conclusion was that more information is needed before an informed decision can take place. The clerk will investigate the records from the various investigations at the time of 2015 investigations and input from the environment agency would be sought too.

#### **1774. CORRESPONDENCE:**

It was agreed to engage with hedgehog corridor project at cost of £150 if the school will support the project by means of children being given one to take home.

#### **1775. ACCOUNTS MATTERS:**

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

| <u>Goods/Service</u> | <u>Payee</u>           | <u>Nett</u> | <u>Gross</u> | <u>Power</u>                          |
|----------------------|------------------------|-------------|--------------|---------------------------------------|
| Wages and pensions   |                        |             | 1,462.97     | LGA <sup>ii</sup> S112 & pensions act |
| Fire extinguishers   | New flame              | 77.75       | 93.30        | PHA '36 <sup>iii</sup>                |
| Training             | NorthantsCalc          |             | 30.00        | LGA <sup>ii</sup> S111                |
| Hedge works          | Nene Valley trees      | 1,200.00    | 1,440.00     | LGA <sup>ii</sup> S214                |
| Rose garden          | Hugh Gardens           |             | 100.00       | LGA <sup>ii</sup> S215                |
| PAYE                 | HMRC                   |             | 928.61       | LGA <sup>iv</sup> S112                |
| Mowerman/ S Garrett  | Grit for grit bins     | 197.44      | 236.93       | PHA '36 <sup>v</sup>                  |
| Earth anchors        | benches                | 1,338.00    | 1,605.60     | PHA <sup>vi</sup> S164                |
| Eon                  | electricity at cabin   |             | 10.33        | LG(mp) <sup>vii</sup> S19             |
| Iris Software        | 12pay payroll software | 66.00       | 79.20        | LGA <sup>ii</sup> S111                |

**1776. DATE OF NEXT MEETING:**

10th February 2022

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 21.44**

|  |  |             |
|--|--|-------------|
| <b>DATE OF NEXT MEETING: 10<sup>TH</sup> FEBRUARY 2022</b> |  |             |
| <b>Approved: Signature of chairman</b>                     |  | <b>Date</b> |

<sup>i</sup> AGAR = Annual governance and Accountability Return

<sup>ii</sup> LGA = [Local Government Act](#)

<sup>iii</sup> PHA 1936 = [Public health act](#)

<sup>iv</sup> LGA = [Local Government Act](#)

<sup>v</sup> PHA '36 = [Public health act](#)

<sup>vi</sup> PHA= [Public Health Act 1875](#)

<sup>vii</sup> LG(mp)= [Local Government \(miscellaneous Provisions\) Act 1976](#)

## WARMINGTON PARISH COUNCIL

Appendix to Minutes of the meeting of Warmington Parish Council meeting

13<sup>th</sup> January 2022 Warmington Village Hall 7pm

### **FOLLOW UP TO CHAIRMAN'S NOTICES MINUTED IN DECEMBER:**

During item 7, minute 1770 refers), the chairman summarised an email from IVL following up on points made in December. For the avoidance of doubt and in interests of full transparency, the email contents, abridged, were:

- the reservoir is now essentially finished including landscaping. Works remaining are the monitoring of habitats to ensure they colonise the site successfully. Details:
  - Establishment of wet grassland around the banks of the reservoir was sown in October 2021 and has now established into a short lush sward.
  - A single area of reedbed has been retained immediately east of the reservoir. Some areas of reedbed were removed (under ecological supervision) to ensure the restoration scheme is in accordance with the approved plan
  - The construction of four hibernacula consisting of logs, rubble and topsoil and were constructed directly east of the reservoir adjacent to the existing trees (The Ferns). Over the next year, vegetation is expected to colonise the piles and enhance the habitats further,
  - The shallows area, located to the south-west of the main body of water in the reservoir, required management as it had become inundated with undesirable young willow trees, since removed and re-used to create and 'top up' the hibernacula piles.
  - Installation of the bird hide in November 2021 with the installation of the access path and fencing expected to be completed in the next couple of weeks. This will ensure the bird hide has a good access link to the existing right of way (PD1). Discussions have also taken place with WPC over allowing local school children to plant native shrubs and trees to screen the hide as per the advice from IVL ecologists.
  - IVL has arranged for external landscapers to plant the remaining areas of wet woodland which straddle the new access road. Once this has been completed, no further landscaping or habitat creation works are required. The landscape management works and ecological monitoring surveys will continue to be undertaken in accordance with the subsequently updating EMS provided by IVL in response to Condition 12 of planning permission 20/00036/MINVOC.
- Ecological enhancement of extraction area now that preparation is complete:
  - A total of 15 bird and bat boxes have been ordered. The boxes will be installed upon delivery (expected within the next few weeks) in accordance with Plan 95010/E2/LS/1 (attached) with the remaining boxes given to WPC so they can identify potential areas that require further enhancement.
  - As the operations progress, further ecological and landscape enhancements will be undertaken, and updates can be provided.
  - Archaeology: Fieldwork required for Phase 1 of the extension site has been completed and agreed with the NNC archaeologist advisor. Ongoing fieldwork within the plant site will hopefully be completed later in the month.
- Section 106 monies have been paid to North Northamptonshire Council (both community benefit and highways contribution) . The parish council was reminded that there is no entitlement to the actual money – the legality is the community benefit, rather than specifically the money.
- No “gravel haulage trucks” reported as having been in Warmington village before Christmas are related to IVL operations at Elton Quarry as nothing had left the site until January. The meeting was reminded that should any potential breaches be observed, including vehicles turning where they should not be or accessing via the wrong access, specifics must be provided in terms of dates and times and vehicle registration numbers.