

## WARMINGTON PARISH COUNCIL

Minutes of the meeting  
held on Monday 12<sup>th</sup> May 2008  
At 7.30pm  
In the Village Hall, Warmington

- 1. TO ELECT A CHAIRMAN.** Mr Rowell welcomed everyone to the meeting and asked for nominations for Chairman. There being no nominations forthcoming the matter was discussed in some detail. Mr Dixon pointed out that over the last ten years the work of a Parish Council has increased amazingly. He pointed out that the role of Chairman is a voluntary one and in its current format is perhaps too much for one person to handle. Mr Dixon suggested considering splitting the tasks up between Councillors via the use of sub committees for example planning, finance, correspondence, attending outside meetings etc. Dr Helstrip had also suggested the use of sub committees. Mr Ellard proposed and Mr Dixon seconded that a Policy meeting be held in the next two to three weeks to address these issues.

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In the meantime the question of a Chairman needed to be resolved. Mr Ellard suggested having different people chairing different meetings. Mr Rowell pointed out that this could cause problems with continuity, particularly where specific projects were concerned. All Councillors were given the opportunity to give their views on the issue of Chairmanship. Some pointed out that they felt that they could not undertake the role through lack of experience, others had either personal or work commitments or a combination of all three. Mr Ellard suggested that he would be willing to stand as Vice Chairman with a view to standing as Chairman when he was free from other commitments and had gained more experience. Mr Short suggested that although he does have a lot of paperwork he would stand as Chairman to alleviate the situation. With a considerable amount of issues still to be addressed at the forthcoming Policy meeting, Mrs Simpson proposed and Mr Ellard seconded that Mr Short chair this meeting. AIF

- 2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.** Not applicable at this time

### **3. ATTENDANCE**

Mr D Short (Chairman)	Mr D Rowell
Mr M Dixon	Mrs J Simpson
Mr C Ellard	Mr I Cutler

7 Parishioners were also in attendance together with Councillor D Brackenbury and PC Bill DeGauza.

- 4. TO RECEIVE APOLOGIES FOR ABSENCE :** Apologies were received and accepted from Councillor Heather Smith, Dr T Helstrip and Mr N Donaldson
- 5. TO ELECT A VICE CHAIRMAN :** Mr Rowell proposed and Mr Ellard seconded that Mr Dixon be appointed as Vice Chairman. AIF
- 6. TO APPOINT REPRESENTATIVES WITH SPECIFIC AREAS OF RESPONSIBILITY**  
Mr Rowell proposed and Mr Dixon seconded that this be discussed further at the Policy meeting. AIF
- 7. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2008 AND THE INTERIM MEETING HELD ON 18<sup>th</sup> APRIL 2008.** Mr Ellard proposed and Mr Rowell seconded that the minutes be signed as a true and accurate record of events. AIF
- 8. TO SIGN THE ACCOUNTS AND SUPPORTING FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2008.** Mr Dixon proposed and Mr Rowell seconded that the accounts and supporting financial statements be signed as accurate records. AIF.

**9. DECLARATIONS OF INTERESTS For items on the Agenda.** Mr Rowell and Mr Cutler expressed personal interests in Planning item 15 i) as members of the Working Men's Club.

**10. TO RECEIVE A POLICE AND NEIGHBOURHOOD WATCH REPORT.** PC DeGauza reported that there were 59 crimes in Warmington over the year to March 2008. The majority of these were theft from motor vehicles and criminal damage, most of the latter being petty damaged caused by youngsters. Crime in Warmington is relatively low and the figures are also often bumped up with the inclusion of crime that takes place at the garage. In the year to date there has only been one crime. Mr Rowell asked if any speed checks were due to take place in the village. PC DeGauza suggested that this could be arranged and that he would come with the laser gun when possible. The areas that cause concern are the entries to the village and Stamford Lane. PC DeGauza suggested that members of the Parish Council could be present at the speed checks and try out the laser gun themselves. He pointed out that Community Support Officers can use the laser gun but they can only give warnings. The findings of all speed checks would be reported back to the Parish Council. PC DeGauza drew attention to survey cards which residents can complete and return to the Police informing them of any concerns that they may have. These concerns will then be discussed and priorities drawn up for policing. PC DeGauza distributed some of the cards to the meeting.

## **11. REVIEW, ADOPTION AND READOPTION OF PROCEDURES AND POLICIES**

- ❖ Standing Orders
- ❖ Financial Standing Orders
- ❖ Risk Assessment Policy
- ❖ Health and Safety Policy
- ❖ Complaints Procedure
- ❖ Equal Opportunities Policy

Mr Ellard proposed and Mrs Simpson seconded that all of the above Policies and Procedures be readopted in their current form. AIF

- ❖ Newsletter Policy. Mr Ellard proposed and Mr Cutler seconded that the draft Newsletter Policy be adopted without revision. AIF.
- ❖ Internal Auditor Terms of Reference. The Clerk explained that this is a model document received from NCALC the purpose of which is to set down terms and conditions for the Internal Audit Service. The document suggests a review every three years, but the Clerk suggested that it be on the Agenda annually with other procedures and policies so that it is not overlooked. Mr Rowell proposed and Mr Ellard seconded that the Terms of Reference be adopted. AIF. Mr Short signed the document.

## **12. ITEMS FOR DISCUSSION**

- a) Highways Matters - identification of areas requiring attention.
- Safety visit by Verity Chilver, Community Engineer, NCC. Mr Rowell reported that safety issues primarily around the School were looked at on this visit. There is little or no money for improvements unless it can be shown that accidents have happened. Verity Chilver suggested completing a "Highways Improvement Request for 2009/10" form for a 20mph zone along Church Street. It was agreed that this be done.
  - Parking on East Crescent, Church Street. Following a complaint letters have been sent out to parents from the School requesting that parents park with sensitivity. A Police Community Safety Officer has also attended to monitor the situation.
  - Survey of dropped kerbs. Dropped kerbs are very expensive and it is unlikely that money would be available for them
  - Speeding Initiative. Speeding has been addressed in the Police Report above.
  - Dog bins. The dog bin has now been installed outside the Pocket Park on Big Green

- b) Street Lights – lights requiring maintenance. None
- Church Street project. The cost of the street lighting project is £17,985.50. To date grants totalling £11,000 have been obtained. The Parish Council had suggested a willingness to put £5,000 towards the project. Councillor Heather Smith is hopeful that she will be able to provide the additional £1,985.50 required. Mr Ellard proposed and Mrs Simpson seconded that the £5,000 from the Parish Council be confirmed and that the work be undertaken. AIF
- The footpath improvement is to be undertaken by NCC under the Walking and Cycling budget. To date no plans have been received. The Clerk to write to request an update and plans, informing NCC that the street lights have been ordered.
- c) Landscape Management
- Village litter pick. Mr Rowell reported a very successful litter pick, with not so much rubbish as before.
  - Grass cutting. Mr Rowell clarified that the NCC grass cutters only cut within the village to either the 30 mph sign or the village sign
  - Rights of Way Improvement Plan 2007 – 2011. The Clerk has contacted ROW to see if a hard copy is available, but has received no response to date.
  - Eaglethorpe Water Problem. Water is still leaking. The Clerk telephoned Richard Hall ROW and informed him of possible link with the Willow Walk. He to pass this information on to his colleague and ensure that Anglian Water are contacted.
  - Planting on Taylors Green. Mr Reid has been looking into this. To be on the next Agenda
- d) Fun Field – Progress report  
Mr Short had nothing to report, no meetings having been held
- e) Play Area
- Inspections. Mrs Simpson had contacted RoSPA, but their inspections are more expensive than Wicksteed Leisure.
  - Safety Matting. Mrs Simpson also contacted RoSPA to try and obtain specifications for laying safety matting. To date she has not received a response and intends to search the internet for relevant information. To be on the next Agenda.
- f) Future Village Projects. Further to the informal meeting with the Youth prior to the Annual Parish Meeting, future projects may involve consideration of a dirt track for BMX bikes, a Youth Shelter and a hard surface for sports. The prime concern is land. Mr Butter and Mrs Scotting, the instigators of the Youth meeting, hope to hold another meeting in 3-4 weeks time
- g) Parish Council newsletter. Mr Rowell pointed out that at the last meeting concern was expressed regarding the publication of the minutes in Five All Magazine. They were not published verbatim and thus lost some of their meaning. Mr Dixon reported that the newsletter is currently being funded by a grant which should last until the end of this financial year. After that decisions will need to be made as to whether the Parish Council will fund it, further funds be sought, it be reduced to one page etc. Mrs Simpson had been asked by Mr Northern if he can receive a copy. Mr Rowell also suggested giving copies to local businesses. It may also be possible to approach them for some funding in the future. Mr Ellard suggested making the newsletter available at a central point, possibly in the Post Office.
- h) Consideration of subscription to NALC “Local Council Review” @ £14. Mr Rowell proposed and Mr Dixon seconded that the Parish Council subscribe to this magazine. AIF

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## 15. PLANNING – Update and to consider applications received

- a) Review of Village Design Statement. Mr Ellard reported that he and Dr Helstrip had met and produced a table of proposed amendments. They are still to meet with Mr Montecalvo. Mr Ellard suggested that this meeting take place and then the document be circulated amongst Parish Councillors and discussed at a Parish Council meeting.
- b) 4 Bosworth Close – EN/08/00031/FUL – Extend existing garage to front and create new room over garage and single storey rear extension – Mr G Wilcox – Planning permission received.

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- c) The Old Chapel, Chapel Street – EN/08/00096/FUL – Insertion of French doors to west elevation, insertion of roof lights to north elevation and associated works – Mr G Reid. Planning permission received.
- d) 18 Little Green – EN/08/00386/FUL – Detached single storey garage and workshop – Mr McCormack. Planning permission received.
- e) Home Farm, Ashton Wold – EN/08/00165/FUL – Conversion of redundant farm buildings to four holiday accommodation units and associated works – Dr C D Lane. No objections
- f) Working Men’s Club, 18-20 Chapel Street – EN/08/00479/FUL - Extension to working men’s club, new access and infrastructure - AC Building. No objections to the principle of development, but various enhancements are required to the current application.
- g) Tansor Grange Barns, Tansor Wold Road, Tansor – EN/07/02228/FUL – Conversion of existing barns to holiday accommodation – Ashton Estates – No objections
- h) 37A Chapel Street – EN/08/00687/FUL – Proposed extension and introduction of pitched roof – Mr J Clinton. Mr Rowell proposed and Mr Ellard seconded that there be no objections to this application. AIF.
- i) Working Men’s Club, 18-20 Chapel Street – EN/08/00477/FUL – Erection of 5 detached dwellings, new access and infrastructure - AC Building. The Clerk read out a letter from Dr Helstrip re this application. The Clerk pointed out that had Dr Helstrip been able to attend the meeting he would have declared a prejudicial interest and given his comments from the public gallery. His points may be summarised as follows:-

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- ❖ Density of Housing. The proposed application for five substantial two and three storey four bedroom houses is far in excess of the current density on Chapel Street. The VDS specifically states (p18) that “care must be taken to ensure that over development of the site does not occur”
- ❖ Domination of Street Scene by Proposed Development. The majority of housing on Chapel Street consists of bungalows, cottages and one and a half storey high dormer style houses, many of which a set well back from the road with wide gardens and significant front gardens. The proposed three storey house would front onto Chapel Street, almost abutting the existing footpath thus swamping other properties in the vicinity. The VDS (p18) states that new development needs to respect the general density applying in any particular part of the village and that “only in larger gardens should three storeys be used” There has been no attempt to give any of the proposed properties a garden setting commensurate with their size and their position on a traditional village street. Further the land for development sits considerably higher than the neighbouring land making the proposed development even more dominant.
- ❖ Use of Materials. The proposed housing development is to be in “stone”. It is important to ensure that this is of reasonable quality and colour match to the existing historic buildings in the vicinity. Guidance is given in the VDS p 19
- ❖ Vehicular access onto Chapel Street. Chapel Street is one of the main arterial routes through the village being utilised by cars lorries, large farm vehicles and the Stagecoach bus service. The proposed three storey house would significantly impact line of sight for the proposed houses and those leaving the Working Men’s Club car park. The area is already awkward with a sharp blind hand bend on Chapel Street, a triangle linking Hautboy Lane and Chapel Street and pedestrians regularly crossing at the point of access and the proposed development would exacerbate these problems.
- ❖ Car Parking. Each proposed house has a garage for one car and a single width driveway. It should be ensured that these garages are of a suitable width for an average car. With many families typically having two cars parking is likely to become an issue. The VDS (p12) states that “no roads in the village can accommodate street parking and still allow two-way traffic”
- ❖ Footpath. The proposed new footpath appears to reduce the Nene Pastures Play Area. This is totally unacceptable. The provision for the footpath should clearly be within the confines of the owned land.
- ❖ Recycle bins. Provision needs to be made for bins without inconveniencing the residents of Nene Pastures or Chapel Street.

❖ Working with the Social Club and Developer. It has been suggested to the Club that the application be withdrawn and a meeting held with all interested parties with a view to agreeing a design which would satisfy the majority of needs for all concerned. To date there has been no response to this offer.

Mr Rowell has received a copy of a letter sent to ENC Planning by Elton Estates the main points of which are as follows:-

- Footpath. They require further clarification re the proposed footpath. As owners of the open space area north of the application site they confirm that no approach has been made re the intention to provide a redirected footpath through the Play Area. Elton Estates feel that it would be more appropriate to retain the existing footpath access point to the west and create a new footpath link along the western boundary.
- Parking. Elton Estates are of the opinion that the proposed provision of parking is inadequate
- Recycling. Elton Estates consider the proposed location of the recycling bins to the rear of the replacement building to be inappropriate. The bins should be visible and accessible, their proposed location may lead to issues of safety and security in their use.

Mr Rowell and Mr Dixon met with Samantha Hammonds ENC re the first part of this application. She is due to contact Mr Rowell again re this second part. Councillor Brackenbury agreed to speak with Miss Hammonds and report back to the Clerk. He will ensure that the application is called into Committee and then the Parish Council will be able to make further representations. Mr Middleton pointed out that since the interim Parish Council Meeting an event has been held at the Club where 33 parked cars were counted, suggesting the inadequacy of the proposed 17.

It was agreed that the Clerk make a response to ENC detailing the above points.

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- j) 28 Church Street – EN/08/00519/FUL – Two storey side extension (re-submission) – Mr H Wooley. Mr Rowell proposed and Mrs Simpson seconded that there be no objections to this application. AIF.
- k) Further to the Annual Parish Meeting, the Clerk will revisit the plans for the School House to ascertain access issues.
- l) Mr Rowell suggested that in future a comment sheet not be included with Planning Applications. Comments should be given at the appropriate meeting. It was suggested that the envelope have a check list for Parish Councillors to tick when they have viewed the application.

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## 16. FINANCE

- a) To approve payment of accounts paid under Standing Order 14.2

EON Street Lighting	132.69
ABB Maintenance	269.27
W White Grass cutting	787.50
Elton Estates Allotment rent	55.00
S Harbour Rose Garden	45.00
D Rowell Phone calls and litter pick exp	29.36
V Hall Hire Cult Com Event & Meet 18/4	36.00
EON Electricity	132.69
S Harbour roses	27.00
NCALC Membership & Auditor	342.60
M Dixon Newsletter exp	97.26
ENC Empty dog bin	30.10

- b) To receive details of balances on accounts
  - Current Account

12710.74

▪ Deposit Account	14869.26
▪ Pocket Park Account	159.64
▪ Contingency Account	<u>4124.48</u>
	<u>31864.12</u>

c) To approve payment of outstanding accounts	
A Webb – Clerks Salary & Expenses	572.09
Village Hall Hire	15.00
D Rowell – Phone calls & mileage	26.08
D Rowell – petrol for Pocket Parks	12.23

Mr Ellard proposed and Mr Dixon seconded that items a – c above be approved. AIF.

d) To complete the Annual Return for the year ended 31<sup>st</sup> March 2008. Mr Dixon proposed and Mr Rowell seconded that the return be approved. It was agreed that the Parish Council complete the Statement of Assurance putting “Yes” in all boxes. AIF.

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e) To consider the provision of insurance. Allianz, the Parish Council’s current insurer, have now agreed to match the 15% reduction in premium offered by Norwich Union. In a similar way they are prepared to offer a further 5% discount should the Parish Council lock in for 3 years. The premium is not guaranteed but a 5% discount is given annually. Should the premium rise excessively or the Parish Council wish to get out of the contract they can do so by repaying the 5% discounts received. Mr Ellard proposed and Mr Dixon seconded that the offer from Allianz be accepted, a 3 year contract with a premium this year of £1,241.15. AIF

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#### 17. OUTSTANDING CORRESPONDENCE : None

#### 18. PARISH COUNCILLOR’S REPORTS

- Alms Houses. Mr Short reported that they are now waiting for the builders.
- Pocket Parks. Mr Rowell reported that the Pocket Parks are in good order. In a recent survey they were ranked in the top 13/14 in the County.
- Village Hall. Mr Cutler had nothing to report
- Warmington Charities. Mr Cutler had nothing to report
- Road Safety. Already covered above
- Tree Warden. Mr Dixon asked the permission of the Parish Council for Mr Barker to look at the trees on the old A605 and carry out some pruning where appropriate
- Rights of Way. No report
- Reports from Councillors attending outside meetings/courses. Mr Rowell and Mr Dixon attended a meeting with Miss Hammonds ENC, mentioned above.

#### 19. PARISHIONERS’ QUESTION TIME

- Mr Cooper pointed out that there is still a pot hole at the bottom of Big Green

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#### 20. DATE OF NEXT MEETING

The date suggested for the interim meeting is Monday 2<sup>nd</sup> June 2008. The next full Parish Council is on Monday July 14<sup>th</sup> 2008

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Mr Dixon proposed a vote of thanks to Mr Rowell for all of his hard work over the last fifteen years as Chairman. He has approached the role with loyalty, even-handedness and dedication for which the Parish Council is extremely grateful. On behalf of the Parish Council, Mr Dixon presented Mr Rowell with a signed Certificate which will be framed in due course.

The meeting closed at 9.15pm.