

**Minutes of Staverton Parish Council Ordinary Meeting held on
Tuesday 5th August 2014 at 7.30pm in Staverton Village Hall**

Present: Parish Councillors: T Glover (Chair) (TG), J Golding (Vice Chair) (JFG),
S Frost (SF), J Gilford (JMG), S Taylor (STa), S Thomas (STh),

I Weaver (IW),

Others: 1 member of the public, District Councillor J Gilford,
S Foster (Clerk).

1.1 Acceptance of Apologies for Absence

E Kenworthy-Browne (EK-B) – away.

2.1 Declaration and Nature of Interests

TG declared personal interest in respect of cheque 482 as the recipient.
JFG declared personal interest in respect of cheque 481 as the recipient.

2.2 Consideration of any dispensation requests received

None.

3. To approve and sign the minutes of the Ordinary Meeting dated 1st July 2014

Draft minutes had been circulated. The following amendments were made:

Item 2.1: After first sentence, add “JMG advised the proposed policies had been modelled using NALC guidance.”

Item 2.2: After second sentence, add “(1) An extra control be put in place that before the Clerk presents financial information to the Parish Council for sign off that she meets with the Financial Representative to get the information verified (This could be done electronically).

(2) The Clerk uses an electronic spreadsheet that enables the reconciliation of the bank, budget monitoring and the year end audit sheet to be produced at the same time thereby reducing the Clerk's time in administrative duties whilst putting additional controls in place.”

Item 2.2: After the proposal, to add “It was agreed the financial representative would meet with the Clerk before the next meeting.

The Chairman and the Clerk confirmed the new processes in connection with business

continuity had now been implemented and that the Chairman now held an envelope containing all the data.

JMG advised that the risk assessment called for a register of conditions where grants had been secured and pointed out that the Empowerment Grant the Parish Council had been given needed to be spent within 12 months otherwise they would need to get special permission to carry the funding forward.

JMG also advised that the Freedom of Information document produced was a procedure as opposed to a policy and volunteered to take the action forward to produce one.”.

Item 5.2: After “Land Registry search”, to add “and to contact the ex-tenant”.

Item 8.5: Comment to be added “JMG highlighted that councils spending less than £25,000 will no longer require an external routine annual audit and there is now a requirement that Parish Councils have a web site.”.

Item 8.11: Comment to be added “JMG & the Clerk to discuss the production of a bank reconciliation that agreed to the figures produced on the agenda.”.

Item 8.12: Alter to read “JMG raised various questions in connection with the insurance documentation. JMG to forward the said questions to the Clerk for her to raise with insurance company. Clerk to raise invoice to cover Barn insurance premium.”.

Item 10.4: Add at the end of the sentence “ahead of the next meeting”.

Item 10.6: Add new paragraph to read “JMG reminded all Parish Councillors that when incurring expenditure on behalf of Staverton Parish Council, they must obtain an invoice in the name of the Parish Council so that any VAT can be claimed.”.

Discussion regarding the confidential portion of the draft minutes was deferred to the end of the meeting where amendments could be discussed in confidentiality.

Proposal: to make the above amendments, to defer decision regarding the confidential portion of the minutes to the end of the meeting but to accept the non-confidential minutes as a true and accurate record of the meeting.

Proposed by JMG, seconded by JFG. 6 for. 1 abstained. Carried.

4. Open forum

No comment made.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

No update to report.

5.2 Update on proposed kissing gates on footpath FD8/17

JFG reported that agreement had now been reached with all parties and the gates should be in place by the end of August.

5.3 Consideration of changing street lighting maintenance contractor and mercury street lighting

JFG now has comparative quotes from two contractors. Discussion took place as to whether there is a requirement to replace wooden lampposts which have a limited life and to standardise those lampposts within the village. It was agreed that there is no budget at the moment to replace lamp posts and this would need to be built into the 4-year plan. JFG will obtain pricing for various options. County Councillor Brown confirmed that a change of allocation for the 2013/2014 Empowerment Fund grant was possible if requested.

5.4 Report on mole catching

JFG reported that another trap had gone missing and there is now evidence of one or two moles on the playing field. He will start setting the traps again but needs to purchase more traps.

Proposal: for JFG to purchase 5 traps to a maximum expenditure of £20.

Proposed by TG, seconded by STa. All in favour. Carried.

5.5 Consideration of Empowering Councillors' Grant for 2014/2015

The Clerk reported that an application had been made for £1,000 towards street lighting.

6. Representative's Reports

6.1 District & County Councillors

a. County Councillor Brown answered queries regarding NCC cutting funding to NCCALC and whether the grass mowing grant was under question. He noted that the NCCALC funding was part of NCC's discretionary monies which had been decreased by 50% and so NCC has had to look at significant changes to the services it provides. With regards to the grass mowing grant, no change would be made during this financial year but he noted that the grant will come under pressure in future years.

It was noted that Chris Heaton-Harris and Robin Brown would be open to supporting an application to Vodafone (See 8.19 below).

b. District Councillor Gilford reported that two grants have recently been obtained by DDC for the Flore bypass and moving Northampton College from its current site to the University site. She also noted that legislation will be coming into force allowing the recording of meetings by members of the public. It was noted that Staverton Parish Council's Standing Orders currently require prior consent to be obtained.

6.2 Finance Representative

JMG reported that she and the Clerk had met to produce a spreadsheet for budget monitoring. This showed a current overspend by year end with no contingency monies available. JFG noted that the intention when setting the 2014/2015 budget had been to use some reserves rather than significantly increase the precept demand. JMG, TG and the Clerk would meet to finalise a 4-year plan which will be presented at the September meeting. Other Parish Councillors can attend if they wish. JMG noted that the Clerk will forward a spreadsheet to her and the Chairman each month for monitoring control.

6.3 Footpath Representative

Nothing further to report.

6.4 Grass Cutting Representative

In her absence, EK-B had sent a report that she has been in contact with the mowing contractor who assured her that he is now much better and hopes to be back on track for the rest of the year. It was noted that the standard of mowing is lower than previous years, in particular earlier today by the main road after strimming when grass was strewn all over the footpath. It was agreed to confirm to the contractor that he should continue the contract on the basis of fortnightly cuts rather than trying to catch up on the number of cuts made. Comment was made regarding the hedge overhanging the footpath on the A425. It was agreed that TG would speak to EK-B as the owner of the hedge regarding cutting it back. It was noted that NCC had not been mowing the area on the A425 near Compton Cottage, from the spur from the A425 up to the village sign. The Clerk was asked to contact Charlie Foster of NCC.

6.5 Highway Representative

SF reported that, following receipt of a letter at the last meeting, she had been in contact with Ian Boyes of NCC and had received a response stating that roundels and road markings on the A425 would be reinstated when possible but that, due to no accident/injury records in recent years, no further speed restriction works could be considered by NCC. The letter would be copied to the resident concerned.

It was noted that the trench across the A425 by the junction with Daventry Road is getting worse. SF will report the matter and IW was asked to report it as well, as a resident living nearby.

Proposal: SF to send a letter to Ian Smith of NCC regarding repair works required to trenching across the A425.

Proposed by JFG, seconded by IW. All in favour. Carried.

It was noted that a planning application had been received which would require an extraordinary meeting to discuss (DA/2014/0622, Three non illuminated sponsorship signs at the roundabout at the junction of Daventry Road/Staverton Road/Badby Lane).

Proposal: to delegate comment on planning application DA/2014/0622 to the Highway Representative.

Proposed by JFG, seconded by IW. All in favour. Carried.

6.6 Parish Website

TG reported that the website is up to date and that an invoice has been received for website fees.

6.7 Playing Field Representative

TG noted that a recent football match had been held on the playing field and residents had cut the grass. He will purchase a small book in which to note weekly inspections of the playing field.

JFG noted that he had repaired the safety surface by the see-saw and that the safety surface by the climbing frame also needs attention.

JFG passed information regarding signage to the Clerk for her to action.

6.8 Street Lighting Representative

It was noted that a lamp post on Home Close had been hit by a car. JFG will enquire as to whether payment for repairs can be passed directly to the insurance company.

7.1 Planning Applications - Full Plans available 15 minutes prior to meeting

Planning no.	Description	Location	Comment
TPO.DA/467 2014	Tree Preservation Order	Whitmill Hill Farm area, Staverton	<i>Recommendation received from the Tree Warden.</i> <i>Proposal: To support the application.</i> <i>Proposed by TG, seconded by STa. All in favour. Carried.</i>

7.2 Planning Appeals

Planning no	Description	Location	Decision
None			

7.3 Planning Applications - Decisions

Planning no	Description	Location	Decision
None			

7.4 Planning – Non-material Amendment and Permitted Development Applications to DDC

Planning no	Description	Location	Decision
None			

8. Clerk's Correspondence

8.1	NALC	Cycle 4 Cynthia (by email)	Noted
8.2	DDC	Focussed Allocations Review (by email)	Noted
8.3	DDC	5-Year Land Supply Meeting information (by email)	Noted
8.4	DDC	Parish & Town Councils' Meeting Minutes (by email)	Noted
8.5	DDC	WW1 Centenary Commemoration Ceremony (by email)	Noted
8.6	DDC	Polling Station Review (by email)	Clerk to respond
8.7	DDC	Year Book 2014 (by email)	Noted
8.8	NCALC	Rural Housing Policy Review Survey (by email)	No action by Parish Council. Responses can be made by individuals.
8.9	NCC	Changes to County Connect Bus Service (by email)	Noted
8.10	NCALC	Membership subscription fees	Discussion took place regarding 80% increase. <i>Proposal: to write to NCALC. JMG to supply information to the Clerk.</i> <i>Proposed by JMG, seconded by STh. All in favour. Carried.</i>
8.11	Police	June Report	Noted
8.12	Clerks & Councils Direct	July 2014 magazine	Passed to IW re Paul Clayden Advice on village halls.
8.13	G Whitehead	Bees on Staverton Parish Allotments	<i>Proposal: JFG to obtain verbal consent of other allotment holders and to supply contact email addresses to the Clerk for written consent to be obtained at which point a letter of agreement be sent to G Whitehead.</i> <i>Proposed by JMG, seconded by SF. All in favour. Carried.</i>

8.14	NCALC	Documents and policies	JMG and Clerk to clarify if any additional documents and policies required.
8.15	DDC	Various posters re Daventry Centenary of WW1 (by email)	Noted
8.16	DDC	Changes to Register of Electors (2 sheets)	Noted
8.17	HSBC	Statement	Noted
8.18	Helen Webb	Consideration of memorial bench or kissing gate	An enquiry had been made as to whether one of the new gates on Footpath FD8/17 could be purchased. NCC had advised that this was not possible. TG would advise the family and ask for further consideration.
8.19	DDC	Mobile phones – Enhanced 3G rural coverage	<i>Proposal: TG to make a preliminary application.</i>
			<i>Proposed by JFG, seconded by STh. All in favour. Carried.</i>
8.20	DDC	Wildflowers Project - 2 nd Phase (by email)	Possibly a strip in the playing field could be set aside. All to let Clerk know re attending 17.09.14 meeting.

9. Subsequent Correspondence

Clerk to contact insurance company re JMG queries.

10. Financial Report

10.1 Accounts for Payment

	Cheque	Payee	Details	Amount (GBP)			Authority
				Cost	VAT	Total	
476	S Foster	Salary		233.08	0.00	233.08	LGA 1972 s112
477	S Foster	Expenses		36.11	0.00	36.11	LGA 1972 s112
478	EON	Electricity		274.02	54.80	328.82	PCA 1959
479	N Freeman	Mowing		140.00	0.00	140.00	LGA 1972 s214
480	EON	Maintenance		119.20	23.84	143.04	PCA 1959
481	J Golding	Land Registry searches		12.00	0.00	12.00	LGA 1972 s112
482	T Glover	Website fees		120.00	24.00	144.00	LGA 1972 s112

Proposal: to authorise payment of the above cheques.

Proposed by STh, seconded by IW. 5 in favour. 2 abstained. Carried.

JFG requested confirmation of the insurance portion of The Barn.

10.2 Income received

£ 0.04 HSBC Interest

£265.50 Barn rent and insurance

10.3 Bank account balances as at 30.07.14

HSBC Business £ 7,306.97

HSBC Deposit (Barn) £ 700.35

Total £ 8,007.32

Uncashed cheques £ 0.00

Total available £ 8,007.32

10.4 Presentation of audited end of year figures for 2013/2014

Including correspondence from external auditor

JMG and the Clerk had met. It had been noted that the bad debt had not been included in the 2013/2014 figures. Options available were to change the figures now or carry the matter over to this financial year and write it off or account for it in 2014/2015 figures. JMG advised that the second option was preferable so as to avoid incurring additional external audit costs.

10.5 Presentation of internal audit report for financial year 2013/2014

The Clerk was requested to circulate final end of year figures.

Proposal: To remove from the agenda.

Proposed by TG, seconded by IW. All in favour. Carried.

10.6 Presentation of 4-year forecast covering financial years 2014 to 2018

JMG, TG and the Clerk had been working on the document which would be ready for presentation at the September meeting.

11. New business

11.1 Appointment of Parish Council Representative to the Village Hall Committee

Proposal: To appoint IW as Parish Council Representative to the Village Hall Committee.

Proposed by JMG, seconded by SF. All in favour. Carried.

11.2 Presentation of Parish Council Deeds

The Deeds were presented although it was noted that the Pocket Park Deed was not there. The Clerk would locate the Deed for the next meeting

11.3 Posting of dog fouling notices

TG and JFG would manufacture back plates for later use with the signs obtained from DDC.

STa left the meeting (9.50pm).

11.4 Revise standing orders in relation to the Clerk's appraisal - In accordance with Special Motion under Standing Order 7a

Proposal: To revise those carrying out the Clerk's appraisal from 3 to 2, being the Chairman and a member of the HR Panel.

Proposed by IW, seconded by SF. All in favour. Carried.

12. **Date of next Ordinary Meeting of the Parish Council**

Tuesday 2nd September 2014

The Chairman closed the Meeting at 10.10pm.