

Minutes of Staverton Parish Council Ordinary Meeting held on

Tuesday 1st July 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), 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) - bereavement
S Thomas (STh) – childcare issue.

1.2 Declaration and Nature of Interests

TG declared an interest in Cheque 472 as the recipient.
JFG declared an interest in Cheque 474 as the recipient.
JMG declared a personal interest in item 8.1.

1.3 Consideration of any dispensation requests received

None.

2.1 Review and adoption of Policy documents

JMG and JFG had met and JMG had subsequently circulated amended copies. JMG advised the proposed policies had been modelled using NALC guidance. Further amendments were discussed.

*Proposal: to adopt the policy documents as amended during the above discussion.
Proposed by JMG, seconded by STa. All in favour. Carried.*

2.2 Consideration of risk assessment

A draft had been circulated.

JMG made comments which will be implemented into the document:

(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.

Proposal: to adopt the risk assessment document as amended.

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

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 the Freedom of Information document produced was a procedure as oppose to a policy and volunteered to take the action forward to produce one.

At this point in the meeting, the Chairman changed the order of the agenda to accommodate the Tree Warden's presence.

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

Planning no.	Description	Location	Date received
DA/2014/0449	Work to and removal of trees within a conservation area	Warwick House, The Woodlands, Staverton NN11 6JN	<i>Proposal: to support the application. Proposed by SF, seconded by STa. All in favour. Carried.</i>

3. Open forum

No comment made.

4.1 To approve and sign the minutes of the ordinary meeting dated 3rd June 2014

Item 5.7: addition of "more" after "Two".

Item 6.5: addition of "see saw" before "mats".

Item 11.1 in the confidential minutes: Last sentence of the Exclusion of the Clerk paragraph altered to read "The Clerk had withdrawn from the meeting."

Decision deferred to the end of the meeting.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

JFG reported that he had been in contact with R Hayes of NCC. RH had advised that the Modification Order matter was the next on his to do list.

5.2 Recovery of debt

The Clerk reported that the electoral roll shows the address used for serving of the County Court Judgement as being that of the debtor. However, concern was raised that this is not where he is residing. Discussion took place as to how to proceed. JFG was tasked to carry out a Land Registry search. The Clerk was tasked with contacting NALC to seek advice as to how best to proceed and what possible legal costs might be. JMG requested that this matter be discussed as a confidential matter in future.

5.3 Update on proposed kissing gates on footpath FD8/17

JFG reported that Nick Wedgbrow of NCC was off sick until 14th July and so the matter was deferred.

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

The Parish Council is now in possession of quotes from EON and Aylesbury. JFG will study both and report back to the August meeting.

5.5 Consideration of repairs to Braunston Lane notice board

Repairs have been carried out.

Proposal: to remove from the agenda.

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

5.6 Consider request from parishioner to purchase commemoration bench

TG reported that NCC Highways was unlikely to approve siting of a bench at the bus stop by the Staverton Park Hotel. He had relayed the information to the family and was awaiting a response.

Proposal: to remove from the agenda until further correspondence is received.

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

5.7 Report on mole catching

JFG reported that of the two traps which had gone missing, one had been returned. He had reset the traps earlier today and would report back to the August meeting.

5.8 Consideration of Empowering Councillors' Grant for 2014/2015

The Clerk was tasked with making an application for £1,000 towards streetlight improvements, in particular replacement of mercury lamps.

6. Representative's Reports

6.1 Footpath representative

JFG reported that further complaints had been received regarding FD13 which he had reported to NCC.

6.2 Highway representative

SF reported that she had been handed a letter from a member of the public this evening. SF was tasked with contacting NCC Highways in relation to reinstating 30mph roundels on the A425 and the Clerk was tasked with responding to the member of public to let them know the action being taken.

6.3 Street Lighting representative

Nothing to report.

6.4 Grass Cutting representative

Not present. It was noted that some complaints have been received regarding grass mowing. It was also noted that the mowing contractor had recently had staffing issues as well as been ill himself.

6.5 Playing Field representative

A request had been received to cut back a laurel hedge which is considered to be pushing against a neighbour's fence. TG would carry out the work in the autumn and noted that the hedge would need pruning annually.

6.6 District & County Councillors

JMG reported on her attendance at the recent Parish & Town Councils' meeting. Presentations had been given by the Police on staffing and crime rates; Northants Fire & Rescue on defibrillators; NCC Highways on road repairs; and the Wellbeing Project on re-organisation of the service.

6.7 Parish Website

TG reported that he is keeping the website up to date.

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

Planning no.	Description	Location	Comment
DA/2014/0480	Listed Building Consent for internal and external refurbishment, infilling of window on extension. Demolition of rear extension and creation of rear porch.	Warwick House, The Woodlands, Staverton NN11 6JN	Withdrawn
DA/2013/0483	Revised proposed following grant of DA/2013/0727 for erection of houses and garages at Plots 2, 3 and 4	Land at Former Hospital Site, Badby Lane, Staverton NN11 6DE	<i>Proposal: to object on the grounds that it would become over-development of the site.</i> <i>Proposed by JFG, 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
DA/2014/0290	Removal of and works to trees subject of TPO DA228	Whitmill Hill Cottage, Badby Lane, Staverton NN11 6DE	Granted
DA/2014/0340	Demolition of existing building. Construction of replacement agricultural building	Bridge Ground Farm, Shuckburgh Road, Staverton NN11 6BG	Granted

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

Planning no	Description	Location	Decision
None			

8. Clerk's Correspondence

8.1	WNJPU	Consultation: Community Infrastructure	JMG to submit comments.
-----	-------	--	-------------------------

8.2	NCALC	Update (Already circulated by email)	Noted
8.3	DDC	Yearbook (by email)	Noted
8.4	NCC	Flood Bus (by email)	Noted
8.5	LCR	Summer 2014	<p>JMG highlighted:</p> <ul style="list-style-type: none"> • that councils spending less than £25,000 will no longer require an external routine annual audit. • There is now a requirement that Parish Councils have a web site
8.6	DDC	WW1 commemorations (by email)	Noted
8.7	DDC	Food recycling (by email)	Noted
8.8	DDC	DDC Grant for Winter Activities (by email)	Noted
8.9	DDC	Invitation to Development Control Stakeholder Workshop (by email)	No one to attend
8.10	DDC	Update on Community Strategy (by email)	Noted
8.11	HSBC	Statements	JMG & the Clerk to discuss the production of a bank reconciliation that agreed to the figures produced on the agenda.
8.12	Came & Co	Insurance documentation	<p>JMG raised various questions in connection with the insurance documentation.</p> <p>JMG to forward the said questions to the Clerk for her to raise with insurance company.</p> <p>Clerk to raise invoice to cover Barn insurance premium.</p>

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque	Payee	Details	Amount (GBP)			Authority
			Cost	VAT	Total	
470	S Foster	Salary	222.03	0.00	222.03	LGA 1972 s112
471	S Foster	Expenses	26.53	0.00	26.53	LGA 1972 s112
472	A Glover	Padlock	9.26	0.00	9.26	LGA 1972 s112
473	N Freeman	Mowing	140.00	0.00	140.00	LGA 1972 s214
474	J Golding	Timber	11.36	2.27	13.63	LGA 1972 s112
475	NCALC	Training (Extra to Chq 467)	5.00	0.00	5.00	LGA 1972 s112

Proposal: to authorise payment of the above cheques.

Proposed by IW, seconded by SF. 4 in favour. 2 abstained. Carried.

10.2 Income received

£ 0.04 HSBC Interest

£ 44.00 2013/2014 PAYE payment from Clerk

10.3 Bank account balances as at 25.06.14
HSBC Business £ 7,477.92

HSBC Deposit (Barn) £ 700.31

Total £ 8,178.23

Uncashed cheques £ 20.00

Total available £ 8,158.23

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

JMG raised some issues. It was agreed that she and the Clerk would meet to discuss ahead of the next meeting.

10.5 Presentation of internal audit report for financial year 2013/2014
As above, the Clerk and JMG will meet to discuss queries raised by JMG.

10.6 First quarter financial update for financial year 2014/2015

JMG noted that forward projection showed an overspend by year end in at least 3 areas. It was agreed that she, TG and the Clerk would put together a 4-year forecast for the next meeting.

JMG reminded all councillors that when incurring expenditure on behalf of Staverton Parish Council they must obtain an invoice in the name of Staverton Parish Council so that any VAT can be claimed.

10.7 Update of bank mandate for HSBC accounts

The HSBC bank mandate was updated to include JMG. On his request, STa was not included on the mandate.

11. New business

11.1 See below

11.2 Clerk's report on attendance at Clerk's Cuppa

The Clerk reported that she had attended the above event at Silverstone. Presentations had been made on the subject of Twitter, Facebook and electronic communication.

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 5th August 2014

The Clerk was requested by the Chairman to leave the meeting during discussion of employment matters. She left the meeting at 9.40pm.

The Chairman closed the Meeting at 10.22pm.

-