

Minutes of the Extraordinary Meeting of Staverton Parish Council

Thursday 12th July 2018

Staverton Village Hall

Present: Parish Councillors: G Edwards (GE), S Frost (SF), J Gilford (JMG), T Gilford (TWG),

T Glover (ToG) (Chairman), M Nightingale (MN), I Weaver (IW), Clerk – S Porter and 2 members of the public

1 OPENING PROCEDURES

1.1 Apologies received – R Frost (DDC), R Brown (NCC), J Golding (JFG)

1.2 Subsequent announcements - Nil

2 GOVERNANCE

2.1 Declaration and nature of interest – IW - Item 10.1 – Friend of applicant

2.2 Consideration of dispensation requests received - Nil

3 GUEST

3.1 Sgt Sam Dobbs – Northamptonshire Police – Daventry Neighbourhood Sergeant – Apologies sent will be attending the August meeting.

4 OPEN FORUM

4.1 Reports from members of the public (excluding SNDP items) – Nothing to report

4.2 Reports from District & County Councillors

DDC (JMG) – Regulation 18 has commenced at DDC with the Settlements and Countryside Local Plan. Staverton has not altered in the hierarchy.

The unitary consultation is underway and JMG has attended workshops and presentations. There will be a significant impact on all services highlighted and examples of what could be seen was Housing/Planning. S106 monies have been released from the large developments in the District. There has been a Living Wage review for DDC Officers. Community grants are available to apply for. Charities will be exempt from the garden waste annual fee of £35.00

5 MINUTES

5.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 5th June 2018** and the Extraordinary Meeting held on **Tuesday 12th June 2018**

Minutes of **Tuesday 5th June 2018**, GE proposed that the following amendments, submitted by JFG, are accepted, seconded by JMG and all voted in favour (SF & MN abstained):

Item 5.1 reference item 7.3 Last sentence;- "JFG advised that he is not happy with the process and the way that the letters have been drafted before the PC have discussed the matter". The following amendment was proposed without notice by JMG, seconded by SF and with 6 votes in favour and 1 against: item 7.3 Last sentence; -"JFG advised that he is not happy with the process and the way that the letters have been drafted before the PC have discussed the matter - JMG advised that 7 out of 8 PC members were present at the workshop before the PC discussed the matter. The Chairman allowed the amended amendment in breach of the Minutes Policy. JMG proposed the amended amendment, seconded by SF and with 6 votes in favour and 1 against: This was incorrectly minuted by the Clerk in the June minutes and has been rectified.

5.1 Appointment of PC - Rights of Way Representative – GE advised he was to resign as Playing Field Representative. SF proposed that GE becomes the Rights of Way Representative and TWG becomes the Playing Field Rep, seconded by IW and all voted in favour.

5.2 Archiving of Parish Records – The archiving of files has taken place by JFG and SF. JFG will store the historic minutes and ToG the remaining documents of specific interest. JFG requests that the PC discuss having the minutes professionally bound by the printers. This will be discussed in July and expenditure approved.

6.16 Weed killer on grass verges – Daventry Road – A complaint had been received from Roland Maplethorpe as a resident has been putting weed killer on the grass verges outside his property to prevent dogs messing on the grass. This area is now all dead. JFG will visit the resident for an informal chat.

6.17 Parish Council practice for the Clerks Correspondence – JFG requests that all correspondence sent from the Clerk be put in the black box in accordance with our normal practice.

GE proposed the following amendments submitted by JFG, no seconder; these amendments will not be made.

7.1 SNDP Open Forum - J Vale - Concerns have been raised over what he called the "big fat juicy lie", in the SNDP and comments that were submitted during the consultation process. At J Vale's request, TOG assured him that this would be minuted.

After 7.2, ToG proposed that we adjourned the meeting due to the time. JFG proposed an amendment that the planning applications and finance be completed before closing the meeting, seconded by JMG and all voted in favour, seconded by IW and all voted in favour.

The minutes of **Tuesday 5th June** were then agreed as a true and correct record of the meeting, proposed by GE, seconded by IW, and all voted in favour (SF & MN abstained)

The minutes of extraordinary meeting held on **Tuesday 12th June 2018**, GE proposed that the following amendment, submitted by JFG, no seconder.

4.2 Complaint from Mr Walter – ToG produced a draft reply to the complaint and this was circulated to the PC. JFG raised concerns over the content of ToG’s written and circulated view and that the response has come from the Chairman and not from the Clerk, as the Complaints Policy states; this appears to have been approved by members of the PC by e-mail and not during a public meeting. Following an in depth discussion, JFG outlined a different approach to the reply following which, JMG proposed that a response be sent from the Clerk, and read out the detailed contents of the letter, seconded by TWG and all voted in favour.

The minutes of the extraordinary meeting held on **Tuesday 12th June 2018**, GE proposed that the following amendments, submitted by JFG, are accepted, seconded by JMG and all voted in favour (SF & MN abstained)

5.6 Rights of Way Representative (GE) – FD15 - The diagonal footpath from the wood through the barley field towards Badby has been marked (poison spray) but is less than 2ft wide in most places. 1 metre is the minimum requirement. JMG reported that there has been a change of attitude at NCC and is hopeful that a meeting can now be arranged with the Rights of Way team. JFG and GE will draft a letter. This was proposed by IW, seconded by JMG and all voted in favour.

7.1 Website Representative update – Quotes are being obtained by ToG. A specification needs to be provided detailing what is expected from the website. A demo needs to be provided to the PC and a quote for uploading and transferring the existing data.

The minutes of **Tuesday 12th June** were then agreed as a true and correct record of the meeting, proposed by GE, seconded by JMG, and all voted in favour (SF & MN abstained)

6 MATTERS ARISING

6.1 Parish & Town Councils Meeting – Thursday 14th June – IW attended and made some notes, which were passed to the Clerk.

6.2 Staverton Church Clock – The Reading Room Trust may be able to assist with financial support for the Clock repairs. ToG proposed that this item is removed from the agenda, seconded by MN and all voted in favour.

6.3 Weed killer on grass verges – Daventry Road – JFG has visited the resident and signs have gone up on the verges. The verges will be seeded once the weather conditions are right. ToG proposed that this item is removed from the agenda, seconded by GE and all voted in favour.

6.4 Professional binding of Parish Records – Defer to August

6.5 Vine Tree Farm – ToG proposed that this item be removed from the agenda, seconded by GE and all voted in favour.

6.6 Street Lighting Upgrade – Defer until August.

6.7 Asset Register update – Defer until August

7 BUSINESS

7.1 New Model Standing Orders 2018 for Review – JFG and JMG have both made amendments to the new model which have been circulated. All of these will be considered together at the August meeting.

7.2 National Grid Gas – Land Registry Application for the legal title of the Gas Site, Daventry Road, Staverton – No lease has been received as yet from National Grid Gas.

7.3 Traffic Calming schemes for the Village – Proposals have been put forward to the PC from John Vale for approval. The scheme to be considered by the PC involves a portable vehicle activated speed sign and gateway entrance to the village. Costs range from £14-19,000, dependant on the sign chosen. It was proposed by TWG that the option of the cheaper sign and gateway be applied for, seconded by GE and all voted in favour. JMG and J Vale will submit an application in principle to DDC for grant funding with delegated authority given by the PC. Parish councillors will submit their comments in support of the scheme to JMG.

7.4 New PC Website – All current information will remain with a new website. A specification has been provided by ToG. The new website will be modernised and be available to easily upload documents. It was proposed by ToG, seconded by TWG and all voted in favour to get quotes.

7.5 Website Domain Renewal – ToG proposed that the PC renew for one year at a cost of £20.00 plus VAT, seconded by JMG and all voted in favour. ToG will pay the invoice and be reimbursed by the PC.

7.6 Staverton Fire Engine returning to the Village – IW proposed that the Fire Engine remain in the Museum in Hampshire, seconded by GE and all voted in favour (ToG abstained)

7.7 Street Lighting Upgrade – Final Phase – Defer until August

7.8 DDC – Community Governance Review – SPC have no comments to make.

7.9 The Barn Lease – Confirmation has been received from G Baughan that he wishes to continue The Barn lease for a further year.

7.10 Replacement of Playing Field vehicle access gate – It has been agreed by all that a new gate and posts are required. JMG proposed that a specification and quotes are obtained ready for approval in August, seconded by MN and all voted in favour. ToG to circulate quotes once received.

7.11 Quotes for replacement picnic tables in Playing Field – TWG has obtained quotes to replace the existing picnic tables ranging from £190 plus VAT for a wooden bench up to £460 plus VAT for plastic. SF proposed that 2 wooden picnic tables be purchased, using the Waitrose grant funding, seconded by IW, and all voted in favour. The remaining monies from the grant will be used to fund a WW1 Memorial Bench for installation on The Green, with the current bench that is situated there, being re-located to the Playing Field. Proposed by MN, seconded by SF and all voted in favour.

7.12 Quotes for Wooden Climbing Frame in Playing Field – DDC grant – Defer to August.

7.13 Visibility hazard from over hanging Pocket Park branches – ToG will arrange a working party – Proposed by TWG, seconded by MN and all voted in favour.

7.14 DDC – Future Northants Consultation (Unitary Councils) – Councillors are urged to complete the online consultation. JMG advised that it is proposed that there would only be 1 unitary councillor to 5000 electorate, which makes it unfair with the urban and rural mix. There would be a governance of area committees to aid the planning process. MN proposed that the Clerk submit comments from SPC, seconded by IW and all voted in favour.

7.15 Staverton Vets – Footpath (FD14) sign request – The vets have produced laminated signs for the posts in the car park stating “No Bikes” and has requested permission to erect these. GE proposed permission is granted, seconded by SF and all voted in favour. GE will advise the Vets.

7.16 DDC – Public Spaces Protection Order Consultation – Enhanced Dog Control Powers – The PC agreed that dog owners should complete the form online.

7.17 DDC - WW1 Memorial Benches - £300 cost – Discussed under 7.11

7.18 Braunston Lane – Resurfacing of footpath – This will be deferred until the August meeting, when consideration will be given to submit an application to DDC for grant funding for this project. MN has received a quote from NCC Highways of £20,000 for the resurfacing and making up of the pavement.

8 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN

8.1 SNDP Open Forum – Malcolm Holliday requested e-mail confirmation that his data consent forms have been received for both himself and Jay. Clerk to confirm.

8.2 SNDP Update – The data consent form has had a 79% response rate. Only 12 remain to respond, of which 3 are statutory consultees, who will automatically be consulted again anyway. GE advised two on the list that had been circulated had given their consent. Of the remaining respondents either they had generated no changes to the plan or their comments had been taken into account as part of the amendments made following other responses received, therefore with their comments in or not the plan would not change.

The exercise has now been completed, JMG proposed that following the consent exercise undertaken, as recommended by both DDC & Kirkwells, that the plan is amended so that the comments of those whose formal consent had not been received are still included, but that their contact details are not included and an explanation given as to why these details have not been included in the plan (GDPR legislation introduced), seconded by SF and all voted in favour.

Following the workshops it had been decided that in the interests of openness and transparency that any significant changes proposed to the plan as part of the Reg 14 consultation exercise be debated in public.

JMG proposed and SF seconded, and all voted in favour:

- a) In the absence of anyone wanting to change the Conservation section that it remain as is
- b) Wording as circulated from MN will be inserted with regards to the importance of Trees
- c) Rupert Frost's name to be inserted as person presenting the petition as he has confirmed he has never had an objection to his name being published but asks that the consultation document be open and transparent in relation to how the petition was presented
- d) Traffic Report to be referenced within the plan (JV to produce report to upload to website)
- e) External consultants name will be published
- f) The Playing Field to be referenced in the Community projects section.

It was proposed by TWG that three inward looking views be included (6, 7 & 2) as circulated, seconded by MN and all voted in favour.

It was proposed by SF that the paragraph change as per the consultant's recommendation be implemented in stating that following the consultation exercise whilst some residents would like to see growth in the village, the majority of respondents did not want to allocate sites, seconded by MN and all voted in favour.

It was proposed by IW that the DDC comment in relation to ref 19-47 be implemented as per the Parish Councils consultant's recommendation, seconded by MN and all voted in favour.

IW proposed that a change of wording to DDC's comments of "up to 10 dwellings" be changed to "about 10 dwellings" as per the consultants and DDC's recommendation, seconded by MN and with 4 votes in favour and 2 abstentions (GE & TWG)

JMG then proposed that the SNDP be submitted to DDC with the above amendments, seconded by TWG, with 6 votes in favour and 1 against (GE).

The Basic Conditions Statement draft document had already been produced. All that remained was to cut and paste the amended Policies following the completion of Regulation 14 and the changes made as a result of the consultation. JMG proposed, seconded by SF that the basic conditions statement be submitted to DDC and all voted in favour.

GE agreed to proof read hard copies of the documents.

The Consultation document will require 2 more workshops in July (24th/26th) in preparation for the August meeting.

9 REPRESENTATIVES UPDATES

9.1 Grass Mowing Representative update (JFG) – No report

9.2 Highways Representative update (SF) – SF advised that the school children have been undertaking their cycling proficiency tests. Concerns have also been raised with the proposed 50mph speed limit on the A425, as this could mean less highway maintenance.

9.3 Playing Field Representative update (TWG) – Working party required to undertake the items identified on the Wicksteed annual report.

9.4 Street Lighting Representative update (JFG) – No report

9.5 Police Liaison Representative update (GE) – 2 crimes have been reported in May; arson and criminal damage and also a burglary in Croft Lane.

9.6 Rights of Way Representative (GE) – The joint letter from GE/JFG is still to be produced to the Rights of Way team. The path mentioned at the June meeting is currently walkable due to the current weather conditions, although once rainfall comes, this will change.

10 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
10.1	Application	DA/2018/0527	Warwick House, The Woodlands, Staverton	Work to tree within a conservation area
	MN proposed that the PC supports the application, seconded by JMG and all voted in favour (IW abstained)			
10.2	Granted	DA/2018/0162	The Stables, Manor Road, Staverton	Construction of detached two vehicle car port

11 FINANCE

11.1 Finance Representative update (TWG)

IW proposed that the following accounts be paid, seconded by SF and all voted in favour.

11.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 745	S Porter	Salary & Expenses – June 2018 2016-17 Backdated £88.20 2017-18 Backdated £206.64	£468.68		LGA 1972 s112

				2018-19			
				Backdated £34.44			
	Payment	Chq 746	M Freeman	Grass Verges May/June 2018	£540.00		HA 1980 s96
	Payment	Chq 747	NCALC	Code of Conduct Training x 2	£72.00		LGA 1972 s111
	Payment	Chq 748	E-On	Street Lighting April-June 2018	£681.66	113.61	PCA 1957 s3

11.3 Income received:

Barn Rent	£	91.67
Barn Rent Arrears	£	5.00
Waitrose Cheque	£	462.00
Interest	£	0.12
Total	£	558.79

11.4 Bank account balances as at **19.06.18**:

HSBC Business	£10,106.48
HSBC Deposit	<u>£ 701.95</u>
Total	£10,808.43
Uncashed cheques	£ 0.00
Total available	£10,808.43
Less July Payments	£ 1,762.34
Bank Balance	£ 9,046.09

12 WEBSITE (ToG)

12.1 Website Representative update – Discussed under items 7.4 and 7.5

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 7th August 2018 7:30pm

Meeting Closed: 9:35pm