

**Draft Minutes of Staverton Parish Council Ordinary Meeting held on
Tuesday 4th November 2014 at 7.30pm in Staverton Village Hall**

Present: Parish Councillors: T Glover (Chair) (TG), J Golding (Vice Chair) (JFG), J Gilford (JMG), E Kenworthy-Browne (EK-B), S Taylor (STa),

S Thomas (STh), I Weaver (IW),

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

1. Acceptance of Apologies for Absence

S Frost (SF) – on holiday.

EK-B will be arriving late.

2.1 Declaration and Nature of Interests

None.

2.2 Consideration of any dispensation requests received

None.

3. To approve and sign the minutes of the Ordinary Meeting dated 7th October 2014

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

Item 5.2: After “LED lighting” add “along the main road”.

Item 6.3: Replace “being way-marked” with “installing new furniture”.

Item 6.5: Add “(Highway signs)” after “DA/2014/0622”.

Item 6.5: Add “of poor road repair” after “with regards to the issue”.

Item 6.8: To add at the end of the last sentence “The Parish Council considered lighting on The Green is adequate at this time.”.

Further amendments will be discussed regarding the confidential part of the meeting.

Proposal: to make the above amendments and to accept the minutes as a true and accurate

record of the meeting.

Proposed by STh, seconded by JMG. 5 for. 1 abstained. Carried.

4. Open forum

A member of the public reported contact with Severn Trent in relation to sewage issues. A letter requesting support from the Parish Council was passed to the Clerk.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

Nothing to report.

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

JFG circulated a written proposal regarding street light 31. Discussion took place.

Proposal: "That the Staverton Parish Council should endorse their resolution which was carried at their September meeting, but unfortunately not minuted. In that they should instruct Eon to Remove and Dispose of Street Lamp 31 (Daventry Road/Allotments) and terminate the power supply. Further that since this is a capital item the instruction should be given by the Clerk."

Proposed by JFG

Amendment to proposal: To remove the first sentence of the above proposal.

Proposed by TG, seconded by IW. 2 for. 3 against. 1 abstained. Not carried.

Original proposal as proposed by JFG, seconded by JMG. 3 for. 3 abstained. Carried.

JFG reported that he had researched LED lights but these were not available in a yellow effect.

5.3 Consideration to instruct EON to remove and dispose of street lamp number 31 (Daventry Road/Allotments) and terminate the power supply. Further that since this is a Capital Item the instruction to EON should be given by the Clerk

No discussion necessary.

Proposal: To remove from the agenda

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

5.4 Report on mole catching

JFG reported that the moles are still active. He noted that 8 mole traps have been stolen and 3 damaged so he has 3 left. He will, however, be away for November.

5.5 Revision of Standing Orders in relation to:

- a. number of days' notice required for Motion requiring Written Notice;
- b. number of days required for resubmission of Written Notice so that it is understood A meeting had been held between the Clerk, TG, JMG and JFG.
Proposal: to have 7 days' notice required for Motion requiring Written Notice and 4 days for resubmission of Written Notice so that it is understood.
Proposed by TG, seconded by STh. All in favour. Carried.
The Clerk circulated folders containing copies of Standing Orders, Financial Regulations and Policies. The Clerk was requested to add the Communications Policy on the agenda for the December meeting.

EK-B arrived at the meeting at 8.20pm.

- 5.6 Consideration of quotes for written inspection on the beech tree on The Green
Three quotes had been received and circulated. JFG reported a fallen tree in the pocket park. It was accepted that contact should be made with Michael Venton at DDC.
Proposal: To obtain a quote from Cutting Edge within 14 days. If not provided, to accept the lowest quote already received.
Proposed by JFG, seconded by JMG. All in favour. Carried.

- 5.7 Consideration of draft Planning Policy Statement
The Clerk had circulated an initial draft. It was agreed that EK-B, JMG, TG and IW would meet to discuss further and report back to the December meeting.

- 5.8 Consideration of draft policy regarding recording of Parish Council meetings
An initial draft based on the DDC policy had been circulated. It was agreed that this could be reduced in size and submitted to the December meeting.

6. Representative's Reports

6.1 District & County Councillors

JMG reported that some villages are installing defibrillators. Discussion took place and it was agreed that IW would raise the matter with the Village Hall Committee.

6.2 Finance Representative

Nothing to report.

6.3 Footpath Representative

JFG reported that works had been completed on the footpath by the cricket field and Badby Lane although he would be requesting more way-markers be erected as well as sending a letter of thanks to N Wedgbrow at the Rights of Way Section.

It was noted that the area by the lower gate on Well Lane is very uneven. JFG will take a look and contact N Wedgbrow at the Rights of Way Section.

6.4 Grass Cutting Representative

It was reported that the last cut of the year had now taken place. Consideration of future mowing will be added to the December agenda.

6.5 Highway Representative

Further to the letter received earlier in the meeting from a member of the public, the Clerk was tasked with writing to Severn Trent in support of the need for action to be taken.

6.6 Parish Website

Nothing to report.

6.7 Playing Field Representative

It was noted that the small gate has been fixed.

A complaint had been received regarding removal of shrubbery from the side of the Barn making it less secure. It was agreed that this had been done in order to prevent anyone climbing onto the roof of the Barn and, as a result, the Barn was now more secure than before. Discussion took place with regards to the roof.

Proposal: to authorise TG to purchase bitumen to a maximum cost of £100.

Proposed by TG, seconded by EK-B. All in favour. Carried.

6.8 Street Lighting Representative

JFG had reported one light on Well Lane and one on Manor road as blinking. He had been advised that this could be the result of a faulty lamp. It was noted that JFG has had difficulties in getting EON to come out to repair lights and to provide requested information. JFG is awaiting written confirmation of a quote for repair of the light on Home Close which was recently damaged by a resident. Once the written quote is received, the Clerk will advise the relevant insurance company with notification that the Parish Council will authorise EON to carry out the repair. The Clerk will also authorise EON to make the repair.

JFG reported that the light in the telephone box has gone out.

Proposal: to authorise JFG to purchase a new light bulb to a maximum cost of £10 and

replace the bulb in the telephone box.

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

JFG asked why the Representatives' contact details were not yet on the noticeboard as agreed at the September meeting. It was noted that the Clerk was still awaiting agreement from one Parish Councillor.

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

Planning no.	Description	Location	Comment
None			

7.2 Planning Appeals

Planning no.	Description	Location	Decision
None			

7.3 Planning Applications - Decisions

Planning no.	Description	Location	Decision
DA/2014/0483	Revised proposed following grant of DA/2013/0727 for erection of houses and garages at plots 2, 3 & 4	Land at former hospital site, Badby Lane, Staverton NN11 6DE	Approved
DA/2014/0704	Removal of condition 3 of DA/2009/0550 (Construction of replacement buildings for storage and display of reclaimed building materials including outside storage. Conversion of existing building to offices, car parking, vehicular access and pond (revised scheme) to allow existing access to be retained)	Staverton Hill Farm, Badby Lane, Staverton NN11 6DE	Refused
DA/2014/0751	Single storey extensions to front and rear	Stone Cottage, Croft Lane, Staverton NN11 6JE	Approved
DA/2014/0752	Single storey rear extension	7 The Orchard, Staverton NN11 6JA	Approved

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

Planning no	Description	Location	Decision
None			

8. Clerk's Correspondence

8.1	DDC	Daventry Calling Events for next issue (By email)	Noted
8.2	DDC	Neighbourhood Planning Grants (By email)	Clerk to apply for funding
8.3	DDC	Invitation to Parish & Town Councils' Liaison meeting (Email)	JMG to attend
8.4	DDC	Checking 'untaxed' vehicles (By email)	Noted
8.5	DDC	Clean up my community update (By email)	Noted
8.6	DDC	Invitation to Police/Crime Commissioner evening (By email)	Noted
8.7	DDC	The Big Switch (By email)	Noted
8.8	DDC	Christmas 2014 waste and recycling collections (By email)	Noted
8.9	NCC	Creating Sustainable Communities: Planning Obligation Framework and Guidance 2014 Refresh consultation (By email)	Noted
8.10	A Bland	Request for funding assistance (By email)	Noted
8.11	Clerks & Councils Direct	Magazine November 2014	Noted
8.12	HSBC	Statement	Noted
8.13	NCALC	Update (Previously circulated by email)	Noted
8.14	DDC	Joint Core Strategy Inspectors Report and follow up (By email)	Noted
8.15	NCC	Adoption of Northamptonshire Minerals and Waste Local Plan (By email)	Noted

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque	Payee	Details	Amount (GBP)			Authority
			Cost	VAT	Total	
492	S Foster	Salary	274.04	0.00	274.04	LGA 1972 s112
493	S Foster	Expenses	33.63	0.00	33.63	LGA 1972 s112
494	EON	Lighting Maintenance	119.20	23.84	143.04	PCA 1959

495	J Golding	Printing	16.74	0.75	17.49	LGA 1972 s112
496	EON	Electricity	277.03	55.41	332.44	PCA 1959

Proposal: to authorise payment of the above cheques.

Proposed by IW, seconded by STa. 6 for. 1 abstained. Carried.

10.2 Income received

£0.04 HSBC Interest

£5.00 Barn debt payment

10.3 Bank account balances as at 29.10.14

HSBC Business £10,773.57

HSBC Deposit (Barn) £ 700.47

Total £11,474.04

Uncashed cheques £ 37.00

Total available £11,437.04

10.4 Presentation and consideration of draft budget for 2015/2016 to include setting of precept

A working party had met and subsequently circulated a recommended draft budget.

Proposal: to accept the draft budget as recommended by the working party showing an increase of approximately £5 per household per year on a Band D property. The reason for the increase being mainly in view of proposed capital expenditure for replacement street lighting. Therefore, to make a precept demand on Daventry District Council of £9,854.35.

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

10.5 Report on HMRC compulsory pension scheme automatic enrolment

Discussion took place regarding the scheme. The Clerk was tasked with finding out what the staging date for implementation of the scheme will be for Staverton Parish Council.

11. New business

11.1 Consideration of letting of Barn 2015/2016

Following discussion, the current lessee will be notified of a 3% increase on renewal of a 12 month lease with an option to quit after 6 months.

11.2 Consideration of playing field inspection report and outstanding repairs

Discussion took place regarding the insurance requirement for an annual inspection and the need for repairs to be carried out. It was noted that all High and Medium Risk items had been dealt with. TG and JFG would report back to the December meeting what works are still required.

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 2nd December 2014

Following discussion of the confidential portion of the meeting, the Chairman closed the meeting at 10.00pm.