

**Minutes of Staverton Parish Council Ordinary Meeting held on
Tuesday 2nd September 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 Thomas (STh), I Weaver (IW),

Others: 2 members of the public, District Councillor J Gilford,
S Foster (Clerk).

1. Acceptance of Apologies for Absence

E Kenworthy-Browne (EK-B) – unwell

S Taylor (STa) - working.

2.1 Declaration and Nature of Interests

JFG declared personal interest in respect of cheque 486 as the recipient.

2.2 Consideration of any dispensation requests received

None.

The order of the meeting was changed to accommodate members of the public present.

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

Planning no.	Description	Location	Comment
DA/2014/0641	Construction of dwelling (part retrospective)	Site at Whitmill Hill Farm, Badby Lane, Staverton NN11 6DE	<i>Proposal: to support the application. Proposed by JMG, seconded by SF. 5 for, 1 abstained. Carried.</i>

3. To approve and sign the minutes of the Ordinary Meeting dated 5th August 2014

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

Item 6.8: to delete the sentence “The matter is now being handled by the insurance company and JFG.”.

Item 8.13: Proposal amended to read “*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.*”.

Item 11.3: Replace “affix” with “manufacture back plates for later use with”.

Item 11.4: Proposal amended to read “*To revise those carrying out the Clerk's appraisal from 3 to 2, being the Chairman and a member of the HR Panel.*”.

Item 13.1: Replace “*debt*” in the proposal, with “*debtor's property*”.

Proposal: to make the above amendments and to accept the minutes as a true and accurate record of the meeting.

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

4. Open forum

No comment made.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

Nothing to report.

Proposal: JFG to email Roger Hayes, Mapping Officer for an update.

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

5.2 Update on proposed kissing gates on footpath FD8/17

The gates have now been installed. Thanks went to JFG for his persistence.

Proposal: JFG to write to Nick Wedgbrow of the Rights of Way Section with thanks. The Clerk to write to 3 landowners with thanks for their co-operation.

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

Proposal: to remove from the agenda.

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

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

JFG requested a copy of the latest maintenance invoice.

JFG circulated a report showing information regarding options for replacing lights. Discussion took place with regards to public consultation.

Proposal: to hold a public meeting on 7th October at 7.00pm to consult with public with regards to replacing lights and the financing thereof. JFG to prepare notes and photographs. Clerk to prepare a leaflet drop.

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

5.4 Report on mole catching

JFG reported that another trap had gone missing and two had been damaged during mowing.

5.5 Consideration of Empowering Councillors' Grant for 2014/2015

The Clerk reported that £1,000 had been received and banked. This grant is specifically for replacement of streetlighting.

Proposal: to remove from the agenda.

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

5.6 Presentation of Parish Council Deeds

The Clerk presented the Deeds for the pocket park.

Proposal: to remove from the agenda.

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

5.7 Posting of dog fouling notices

JFG and TG will manufacture 6 plates but no action to be taken on posting the signs at the moment.

Proposal: to remove from the agenda.

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

5.8 Confirmation of no objections from allotment holders to bees being kept at the allotments

The Clerk reported that written consent had so far been received from one allotment holder. She will chase the others for a response.

6. Representative's Reports

6.1 District & County Councillors

Nothing to report.

6.2 Finance Representative

JMG had spoken to the insurance company who confirmed that certain aspects of the insurance policy are standard cover and cannot be removed despite being surplus to Parish Council requirements. With regards to the Barn insurance premium, JMG had been given different figures on speaking to different people. The Clerk was requested to forward a copy of the Assets Register to JMG in order to make a calculation.

6.3 Footpath Representative

JFG will chase Nick Wedgbrow of the Rights of Way Section with regards to the footpath by the cricket field and Badby Lane.

6.4 Grass Cutting Representative

The Clerk was asked to contact the mowing contractor and request a trim of plants growing on pavements. It was noted that, under the contract, strimming should be carried out on a periodic basis.

6.5 Highway Representative

SF reported that she had passed a copy of NCC's response regarding the A425 to Mrs Nightingale and had had no further contact.

SF reported that she is arranging to meet with Ian Smith of NCC with regards to the dip on the A425 (outside Westwood and close to the junction of Daventry Road).

It is believed that the pile of spoils by the Toll House is still there but it is difficult to tell as the area is overgrown at the moment.

6.6 Parish Website

Website details will be placed on the leaflet notifying of the public meeting on 7th October.

6.7 Playing Field Representative

TG confirmed that he now has an inspection book and he reported minor issues which will be dealt with. It was noted that the hedge needs cutting. TG will source possible contractors.

6.8 Street Lighting Representative

A resident had reported problems with the light at the junction of Manor Road and The Orchard to a number of councillors as well as the Clerk. The matter has been passed on to EON.

Discussion took place with regards to contacting the street light representative. It was agreed that a list of contact details showing areas of representation be placed on the noticeboard.

Proposal: to place a list of Parish Council representatives and the contact email address for the area of responsibility on the Parish Council noticeboard.

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

With regards to the lamp post on Home Close which had been hit by a car, EON will prepare a quotation to repair the light for the Parish Council to claim from the insurer involved.

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

Planning no.	Description	Location	Comment
DA/2014/0622	Three non-illuminated sponsorship signs	Roundabout at Junction of Daventry Road/Staverton Road/Badby Lane, Staverton	Objections lodged on 11.08.14 through delegated powers by SF with thanks to the Clerk for assistance
DA/2014/0641	Construction of dwelling (part retrospective)	Site at Whitmill Hill Farm, Badby Lane, Staverton NN11 6DE	Dealt with above.
DA/2014/0692	Construction of gamekeepers cottage	Land at Vinetree Farm, Daventry Road, Staverton	<i>Proposal: To support the application on the basis that the property is a tied cottage.</i> <i>Proposed by JMG, seconded by JFG. All in favour. Carried.</i>
DA/2014/0704	Removal of Condition 3 of planning permission 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	Staverton Hill Farm, Badby Lane, Staverton NN11 3DE	Discussion took place regarding concerns. It was noted that a site visit with DDC should be held. <i>Proposal: TG and JFG to hold site meeting with DDC and to respond to application through delegated powers.</i> <i>Proposed by JMG, seconded by STh. All in favour. Carried.</i>

pond (revised scheme)) to allow existing access to be retained

DA/2014/0726 Work to tree within a Conservation Area Orchard Cottage, Glebe Lane, Staverton NN11 6JF The Tree Warden's report was read out.

Proposal: To support the application.

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

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	DDC	Yearbook revision (By email)	Noted
8.2	NCC	Important information from NCC	Place on Braunston Lane noticeboard
8.3	HSBC	Statement	Noted
8.4	Solagen	Brochure	Noted
8.5	NCALC	Update	Noted
8.6	Glasdon	Brochure	Noted
8.7	DDC	Update from Parish & Town Councils' Meeting (By email)	Noted

8.8	DDC	Letter to Parish Councils (re planning training) (By email)	Noted
8.9	NCALC	Response re Proposed Increase in Membership Subscription	Noted
8.10	NCALC	Notice of Annual General Meeting on 18 th October 2014	Noted
8.11	DDC	Alterations to register of electors	Noted
8.12	NCC	New mobile library timetable	Place on Braunston Lane noticeboard

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque	Payee	Details	Amount (GBP)			Authority
			Cost	VAT	Total	
483	S Foster	Salary	226.58	0.00	226.58	LGA 1972 s112
484	S Foster	Expenses	59.35	0.00	59.35	LGA 1972 s112
485	Village Hall	Hall hire	128.25	0.00	128.25	LGA 1972 s112
486	J Golding	Mole traps	18.79	0.00	18.79	LGA 1972 s112

Proposal: to authorise payment of the above cheques.

Proposed by TG, seconded by IW. 4 in favour. 1 abstained. Carried.

10.2 Income received

£ 0.04 HSBC Interest

£1,000.00 NCC Empowerment Fund Grant

10.3 Bank account balances as at 27.08.14

HSBC Business £ 7,269.92

HSBC Deposit (Barn) £ 700.39

Total £ 7,970.31

Uncashed cheques £ 0.00

Total available £ 7,970.31

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

Including correspondence from external auditor
Awaiting receipt.

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

TG, JMG and the Clerk had met and a forecast document circulated. Some discussion took place. JFG will email comments to JMG for clarification. It was noted that this is a working document which will change constantly. JMG will prepare models showing various precept increases as a cost per household figure.

11. New business

11.1 Revision of Standing Orders in relation to:

- a. members of the public being able to film meetings;

Proposal: To remove "not" from item 3l in Standing Orders and to present a draft policy at the October meeting based on the DDC model placing stipulations on recording of meetings. Proposed by JMG, seconded by TG. All in favour. Carried.

- b. number of days' notice required for Motion requiring Written Notice;
Deferred.

- c. number of days required for resubmission of Written Notice so that it is understood;
Deferred.

- d. Clerk's appraisal
Already covered.

11.2 Application to Vodafone Rural Open Sure Signal programme

TG reported that he has made an application and is awaiting response.

11.3 Consideration of rent charges on allotments

It was reported that national guidelines state that one year's notice be given of rent increase and that any increase should be to meet expenditure of the Parish Council on the allotments.

*Proposal: to make no increase on allotment rental at this time.
Proposed by JFG, seconded by JMG. All in favour. Carried.*

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 7th October 2014

Following discussion of the confidential portion of the meeting, the Chairman closed the meeting at 9.55pm.