

Minutes of the Annual Meeting of Staverton Parish Council

Tuesday 3rd May 2016

Staverton Village Hall

Present: Parish Councillors: S Frost (SF), J Gilford (JMG), T Glover (ToG),

J Golding (JFG), M Nightingale (MN), I Weaver (IW)

Clerk – S Porter

Members of the public – 2 plus County Councillor Robin Brown

1 GOVERNANCE

1.1 Election of Chairman & completion of Acceptance of Office – It was proposed by JFG that JMG be Chairman, this was seconded by IW, and all voted in favour. The declaration of acceptance was signed and witnessed by the Clerk.

1.2 Election of Vice Chairman & completion of Acceptance of Office – MN proposed ToG as Vice Chairman, this was seconded by SF, and all voted in favour. The declaration of acceptance was signed and witnessed by the Clerk.

1.3 Acceptance of Apologies for Absence – G Edwards (GE) - work, T Gilford (TWG) work

1.4 Review of Standing Orders – IW proposed that these are adopted in the current form, seconded by JFG and all voted in favour.

1.5 Review of Financial Regulations – This was deferred to June, as some amendments have been proposed by NCALC. The Clerk will update and circulate prior to the meeting.

1.6 Review of Policy documents – JFG proposed that these are adopted in the current form, seconded by IW and all voted in favour.

1.7 Review of Freedom of Information document – SF proposed that this is adopted in the current form, seconded by IW and all voted in favour.

1.8 Review of Assets Register – JFG to review and this was deferred to June.

1.9 Appointment of Responsible Finance Officer – SF proposed that the Clerk continue with the RFO position, this was seconded by IW, and all voted in favour.

1.10 Appointment of Parish Council Representatives – All votes were in favour.

Village Hall – IW – Proposed by ToG, seconded by SF

Finance – JMG – Proposed by ToG, seconded by SF

Footpaths – JFG – Proposed by IW, seconded by ToG

Grass Cutting – MN – Proposed by JFG, seconded by IW

Planning – TWG, Proposed by SF, seconded by IW

Highways – SF – Proposed by ToG, seconded by JFG

Playing Field – ToG – Proposed by IW, seconded by SF

Street Lighting – JFG – Proposed by IW, seconded by MN

Neighbourhood Plan – ToG – Proposed by SF, seconded by IW

Website – ToG – Proposed by IW, seconded by SF. JFG will create a Terms of Reference for the website representative, to be adopted at the June meeting.

2. Declaration and Nature of Interests – ToG – Cheque No 587 – Reimbursement of expenses. Item 9.4 JMG – Cheque No 593 - Reimbursement of expenses for refreshments for the Annual Parish Meeting

2.1 Consideration of any dispensation requests received – Nil

3 OPEN FORUM

3.1 Reports from members of the public – Nil

3.2 Reports from District & County Councillors – County Councillor Robin Brown reported that the Leader and Deputy Leader of the County Council were stepping down with new appointments in place from Monday 9th May, this may well lead to a new cabinet and roles may change within the County Council. MN complained about the state of the pavements in the village, Cllr Brown advised that these will only be repaired if these are demonstrated to be a Health & Safety risk. The Clerk will add this to the Agenda for June.

4 APPROVE MINUTES of the Parish Council Meeting held on the **Tuesday 5th April 2016** – JFG proposed that the minutes were agreed to be an accurate record of the meeting and were signed and dated by the Chairman. SF raised concerns as to the recording of the public open forum in the minutes, and therefore this policy will be reviewed in June.

5 MATTERS ARISING

5.1 Public Footpath from Badby Lane to opposite Staverton Park Hotel – DDC Planning Department have advised that planning permission was granted in 2009 and therefore no further action is required. ToG proposed that this item can be removed from the Agenda, this was seconded by JFG, and all voted in favour.

5.2 Dog Fouling Signs – JMG has been advised that DDC will review the new signage in the village and confirm who posted all the additional signs. This will be discussed at the meeting in June.

5.3 Stone/tile cutting at the Stoneworld storage facility at Vine Tree Farm – This will be deferred to June, when TWG can provide an update.

6 BUSINESS

6.1 Audit - Approve Annual Governance Statement 2015/16 – It was proposed by IW, and seconded by MN, and all voted in favour that Section 1 of the External Audit form can be approved.

6.2 Audit - Approve Accounts 2015/2016 – It was proposed by SF, and seconded by MN, and all voted in favour that Section 2 of the External Audit form can be approved.

6.3 Bird Bath – The Green - ToG advised that there are many designs, styles and colours, at an approximate cost of £100. The order time is around 4 weeks. JMG proposed a plain, glazed, rolled rim, basic design, in a green gloss, seconded by SF and all voting in favour with JFG abstaining. The planting of a replacement tree on The Green will be discussed in June, along with the appointment of a Tree Warden for the village.

6.4 Adoption of Terms of Reference for Staverton Parish Council Planning Representative – ToG proposed that the Terms are adopted, seconded by MN, and all voted in favour.

6.5 Dangerous Dogs – Leaflet Delivering – During the delivering of leaflets around the village, SF suffered a dog bite injury to her hand. The householder was aware, and has taken measures to install a guard behind the letter box. The Clerk will report the incident to the DDC Dog Warden.

6.6 Drayton Grange Football Club – Use of the Sportsfield – IW proposed to support the project presented to the Parish Council last month, this was seconded by SF and all voted in favour with JFG abstaining.

7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update (JFG) – The complaint has been acknowledged by NCC Rights of Way. JMG has offered to negotiate to avoid the complaint being escalated and so a resolution can be reached. This was proposed by SF, seconded by IW and all voted in favour.

7.2 Grass Mowing Representative update (MN) – The Clerk will pass the contractor details on to MN, JFG advised that the strimming around the village is in need of improvement.

7.3 Highways Representative update (SF) – The 30mph small signs on the A425 will be replaced by NCC.

7.4 Playing Field Representative update (ToG) – Tesco have confirmed the grant funding of £12,000 and ToG advised that further lottery grants are available of £10,000. The project will ideally be separated into two age groups, 0-5 and 6-10 years. A working party will be formed to provide designs and proposals, which will be submitted to the Parish Council for approval.

7.5 Street Lighting Representative update (JFG) – JFG is awaiting quotes from E-On for Phase 2.

7.6 Neighbourhood Plan Representative update (ToG) – The consultation results have been produced. The Vision Statement has been produced; there are 6 straight forward policies to be produced over the next few months, along with 2 more complicated. A further grant application has been awarded, and regular meetings are being held. The existing Village Design Statement will be utilised.

8 PLANNING

The Parish Council noted the following planning permission granted:

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Approval	DA/2015/1127	Land off Shuckburgh Road, Staverton	Change of use of land from agriculture to a use for the purposes of secure dog exercise and training areas, the construction of an associated timber building for indoor training, behaviour modification, administration and ancillary sales, and formation of associated

				parking and an internal access track
--	--	--	--	--------------------------------------

9 FINANCE (JMG)

9.1 Finance Representative update – Copy of the annual accounts (2015/16) approved earlier in the meeting

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 586	S Porter	Salary & Expenses – March 2016	£167.31		LGA 1972 s112
	Payment	Chq 587	A Glover	Expenses – April 2016: Keys for Playing Field	£10.00		PHA 1875 s164
	Payment	Chq 588	HMRC	PAYE Q4	£78.60		LGA 1972 s112
	Payment	Chq 589	Nice n Stripy	Grass Cutting – March 2016	£140.00		HA1980 s96
	Payment	Chq 590	E-On	Street Lighting Jan-Mar16	£469.44	£78.24	PCA 1957
	Payment	Chq 591	NCALC	Subs 2016-17 £260.26 Internal Audit £162.00	£422.29		LGA 1972 s143
	Payment	Chq 592	Wicksteed Playgrounds	Annual Inspection	£54.00	£9.00	PHA 1875 s164

It was proposed by IW that the cheques (excluding Chq No 587) be approved for payment, this was seconded by SF, and all voted in favour.

It was proposed by IW that Chq No 587 be approved for payment, this was seconded by SF and all voted in favour, with ToG abstaining.

9.3 Income received

C Mansell Barn Rent Arrears £15.00

9.4 Bank account balances as at **19.04.16**

HSBC Business £ 2235.56

HSBC Deposit (Barn) £ 701.15

Total **£ 2936.71**

Uncashed cheques £ 60.00

Total available **£ 2876.71**

Less May Cheques £ 1341.64

Bank Balance £ 1535.07

9.5 Subsequent cheques - Cheque No 593 – Mrs J Gilford – Providing refreshments for the Annual Parish Meeting £46.90 – It was proposed by IW, seconded by SF and all voted in favour to approve the payment, with JMG abstaining. (Legal Power – LGA 1972 s15(5) & 35(5))

10 CLERK'S CORRESPONDENCE

10.1 Citizen's Advice Daventry & District – No precept funding has been allocated for a grant payment in 2016/17. JFG proposed that the request is declined, this was seconded by IW, and all voted in favour.

11 WEBSITE (ToG)

11.1 Website Representative update - The files are in the process of being updated on the website to conform to the Transparency Act.

12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 7th June 2016

Meeting Closed: 9:10pm