

# **Minutes of the Extraordinary Meeting of Staverton Parish Council**

**Tuesday 12<sup>th</sup> June 2018**

**Staverton Village Hall**

**Present:** Parish Councillors: J Gilford (JMG), T Gilford (TWG), T Glover (ToG) (Chairman),

J Golding (JFG), I Weaver (IW), Clerk – S Porter and 2 members of the public

## **1 OPENING PROCEDURES**

1.1 Apologies received – G Edwards (GE), S Frost (SF), M Nightingale (MN)

## **2 GOVERNANCE**

2.1 Declaration and nature of interest - Nil

## **3 OPEN FORUM**

3.1 John Vale requested confirmation of what is required for the grant application which will be submitted to DDC with regards to the traffic calming measures in the village. JMG advised that a wish list be prepared for the Parish and when the criteria for grant funding is released, the application is submitted for the most important projects. DDC will then be able to commit the funds before the unitary council is formed, which is in approximately 9 months time.

A neighbouring resident raised concerns as to the quality of plans submitted for planning application DA/2018/0162.

## **4 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN**

4.1 Feedback Report (November 2017) – The amended feedback report was produced by TWG and circulated. This provides openness and transparency to the audit trail and shows the processes involved. JFG raised concerns to the accuracy of the report. TWG proposed that the report is approved, seconded by JMG, 4 votes in favour and 1 against.

4.2 Complaint from Mr Walter – ToG produced a draft reply to the complaint and this was circulated to the PC. JFG raised concerns 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. 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.

## **5 REPRESENTATIVES UPDATES**

5.1 Grass Mowing Representative update (JFG) – The June cut has been undertaken, some areas have been missed and the contractor will be notified when next in the village.

5.2 Highways Representative update – The preferred option for the traffic calming will be presented to the PC at the July meeting.

5.3 Playing Field Representative update (TWG) – TWG has asked for quotes for two picnic benches, in both wooden and plastic styles. A working party will be arranged to undertake the minor works identified on the Wicksteed report. JMG advised that quotes are obtained for a replacement to the wooden tower climbing frame for when the DDC grant funding opens.

5.4 Street Lighting Representative update (JFG) – JFG advised that he is awaiting confirmation of SPC finances from TWG before the order is placed.

5.5 Police Liaison Representative update (GE) - Sgt Sam Dobbs will attend SPC in July to answer any questions. April Crime's - A425 Layby 1 x Anti-social behaviour, Staverton Park 1 x Burglary, Glebe Lane 1 x burglary, End of Church Fields 1 x Anti-social behaviour.

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.

## 6 PLANNING

	<b>TYPE</b>	<b>REFERENCE</b>	<b>LOCATION</b>	<b>DETAIL</b>
6.1	Application	DA/2018/0162 (Amended)	The Stables, Manor Road, Staverton	Construction of detached two vehicle car port
TWG proposed that the PC support this application, seconded by IW and all voted in favour.				
6.2	Application	DA/2018/0429	Plot 1, Land at former Hospital Site, Badby Lane, Staverton	Construction of one detached dwelling and ancillary works
IW proposed no objections, seconded by TWG and with 4 votes in favour and 1 against (JFG)				
6.3	Application	DA/2018/0373	The Beeches, The Green, Staverton	Listed Building Consent for structural repairs to roof structure including addition of steel channels to provide support to decaying timber members, installation of new timber rafters alongside existing rafters, replacement of missing timber braces
JFG proposed no objections, seconded by JMG and all voted in favour.				

## **7 WEBSITE (ToG)**

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.

## **8. PRIVATE AND CONFIDENTIAL – Public and Press excluded**

### **8.1 Clerk's Salary & Hours Review**

The Parish Clerk left the room prior to this section commencing.

The chairman read out a verbal report on the Clerks recent annual appraisal to the council. It was reported that the clerk had maintained a 100% attendance record and had provided a level of work beyond the satisfactory standard required.

With regard to the National Joint Council for Local Government Services (NJC) National Salary Award, the PC confirmed that it will apply the recommended pay increase as supported by NALC and SLCC. This to be back dated to the implementation date accordingly

TwG asked for it to be minuted that in the history of the PC's dealings with the Clerk, one member of the council has always worked against the Clerk.

JMG Proposed: Having received a verbal report that the Clerk has not only performed satisfactorily but above her duties and in light of the fact that the PC has not conducted an annual appraisal for the last 3 years, that the PC increase Clerks spinal point from 19 to 22 as if the appraisal be undertaken and that this increase be back dated accordingly. IW proposed an amendment to the proposal: That the salary scale is increased by an extra spinal point to 23. Proposed by IW, seconded by TWG 3 in favour, 1 against (JFG), 1 abstention (JMG). Amendment carried therefore superseding the original proposal.

The council members who carried out the appraisal reported that the actual hours worked by the Clerk were well in excess of those set out in the contract of employment. This is an ongoing situation rather than an occasional occurrence. Proposal ToG: To increase the monthly hourly requirement from 21 hours per month to 22 hours per month, seconded by TWG, 3 votes in favour.

1 Against (JFG). 1 Abstention (JMG)

**Meeting Closed: 9:11pm**

Next PC meeting will be on the Tuesday 3<sup>rd</sup> July 2018 at 7:30pm