

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

**Tuesday 2<sup>nd</sup> May 2017**

**Staverton Village Hall**

**Present:** Parish Councillors: S Frost (SF), J Gilford (JMG) Chairman, T Gilford (TWG), T Glover (ToG), J Golding (JFG), M Nightingale (MN), I Weaver (IW) and Clerk – S Porter

## **1 GOVERNANCE**

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

1.2 Election of Vice Chairman & Acceptance of Office - MN proposed ToG as Vice Chairman, this was seconded by IW, 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) – Holiday

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

1.5 Review of Financial Regulations – JMG proposed that these are adopted in the current form, seconded by IW and all voted in favour.

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

1.7 Review of Freedom of Information document - IW proposed that these are adopted in the current form, seconded by SF and all voted in favour.

1.8 Review of Asset Register – The new play equipment and defibrillator will be added to the listing and this will be adopted at the June meeting.

1.9 Appointment of Parish Council Representatives

Finance – JMG – Proposed by ToG, seconded by SF

Footpaths – JFG – Proposed by IW, seconded by TWG

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

Planning – TWG, Proposed by SF, seconded by MN

Highways – SF – Proposed by ToG, seconded by IW

Playing Field – Chairman of the Committee (TWG) – Proposed by IW, seconded by MN

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

Neighbourhood Plan – JMG, JFG and ToG – Proposed by TWG, seconded by IW

Website – ToG – Proposed by IW, seconded by SF.

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

Reading Room Trust – MN – Proposed by JFG, seconded by ToG. This will be confirmed as acceptable by the Trust, as the usual representative from the PC is the Chairman.

## **2 DECLARATIONS OF INTEREST**

2.1 Declaration and nature of interest - Nil

2.2 Consideration of any dispensation requests received – SNDP Committee for a period of 2 years as all considered to have an interest in the village. SF proposed that this request is granted, seconded by TWG, with 2 votes in favour and 1 abstention (JMG, ToG, JFG and IW did not vote as members of the SNDP Committee)

## **3 OPEN FORUM**

3.1 Reports from members of the public - Nil

3.2 Reports from District & County Councillors - Nil

**4 APPROVE MINUTES** of the Parish Council Meeting held on the **Tuesday 4<sup>th</sup> April 2017** – JFG expressed concerns about the length of item 7.6, and stated the content be better kept in the SNDP Committee minutes, which are available to view on the website. SF proposed that the minutes are a true and correct record of the meeting, seconded by TWG and with 6 votes in favour and 1 against; these were signed and dated by the Chairman.

## **5 MATTERS ARISING**

5.1 Bird Bath, The Green – This project will be undertaken by GE, ToG and another volunteer in the near future.

5.2 Committee Clerk Vacancy – MN and GE are volunteering to take minutes at the SNDP Committee Meetings. ToG proposed that this item is now removed from the agenda, seconded by TWG, and all voted in favour.

5.3 Parking Problems in the Village – Meeting with Ian Boyes, NCC Highways has taken place on 24<sup>th</sup> April 2017 with JMG, SF and JFG in attendance. The school parking issues

were discussed with the only options being expensive to undertake. The pavements were also reviewed, however with limited funding available for repairs at present. MN would like this pursued should the opportunity arise.

5.5 Housing Needs Survey – DDC will have a final verified report available for the PC to review at the June meeting. There have been 44 responses, which is approximately a 22% response rate. All the information gained will be fed into the SNDP.

5.6 Drayton Grange Juniors FC response to complaint about toilet facilities/dog waste bin – The complaint was acknowledged by DGFC, and they have advised the PC that a dog waste bin will be in place shortly. The public toilet facilities were mentioned at one of the previous PC meetings, although DGFC state that this was not the case, a copy of these minutes will be sent to the Secretary.

5.7 Code of Conduct – JFG advised that when a personal and prejudicial interest is declared, that councillor should then leave the room when the matter is discussed. There appears to be some confusion over this, and a read through of the Code of Conduct should be undertaken by all.

5.8 Police Report - There has been a lack of attendance from the police to deliver the annual report at the Parish Meeting in recent years. The Clerk will send a letter to Stephen Mold, Police Crime Commissioner to state the PC's concerns.

## **6 BUSINESS**

6.1 Internet Banking – Defer to June

6.2 Disability Policy – ToG has produced a Policy, which will be circulated to all for adoption at the June meeting. This will then be uploaded to the website.

6.3 The Rights of Way Improvement Plan – JFG has provided a detailed response to the Rights of Way team. In summary, the most used paths are FD2 (Braunston Lane) and FD14 (circular walk by the Cricket field) and the least used FD11 (Shuckburgh Road) and FD14 (to Badby Lane). FD18 is not used as well as it could be due to stiles on the route. ToG proposed that these comments are submitted, IW seconded and all voted in favour.

6.4 Spending of the CIL Money – JMG will produce a Policy to be adopted by the PC.

6.5 Election of Parish Council Representative Trustees to the Staverton Education Foundation – The current term of the Parish representatives has expired and the Trust need to be notified, along with Representatives. The Clerk will write and notify the Representatives and invite them to reapply.

6.6 Election of Parish Council Representative Trustees to the Staverton Relief in Need - The current term of the Parish representatives has expired and the Trust needs to be notified, along with Representatives. The Clerk will write and notify the Representatives and invite them to reapply.

6.7 Audit - Approve Annual Governance Statement 2016/17 - It was proposed by TWG, and seconded by MN, and all voted in favour that Section 1 of the External Audit form can be approved

6.8 Audit - Approve Accounts 2016/2017 - It was proposed by SF, and seconded by TWG, and all voted in favour that Section 2 of the External Audit form can be approved.

6.9 Litter Picking Services/Clean Green Co-Ordinator Project – JFG proposed that the litter picking services suggested offer from DDC be declined, seconded by TWG and all voted in favour.

## **7 REPRESENTATIVES UPDATES**

7.1 Footpath Representative update (JFG) – The Clerk has written to the NCC Environment portfolio holder to arrange a meeting with JFG/JMG about the issues with Rights of Way, and discuss the recent installation of SIX stiles used as Footpath Limitations, which were installed either, contrary to the NCC Policy of the Rights of Way Improvements Plan and the DEFRA Guidelines, or in the wrong place, or both.

7.2 Grass Mowing Representative update (JFG) – 3 grass cuts have been undertaken this year so far, there are a couple of areas which have been missed which JFG will advise the contractor of, but all is looking promising so far. ToG proposed that the Clerk contact DDC to arrange for the weed killing to be undertaken in the village gutters, seconded by JFG and all voted in favour.

7.3 Highways Representative update (SF) – SF praised the Staverton school children for their opening performance at the APM. The Park & Stride scheme is up and running for the Summer Term.

7.4 Playing Field Representative update (TWG) – Moles are causing problems on the playing field. The Clerk will contact Richard Ellis (Hawkflyer). The hardcore at the Barn entrance has been compacted by G Baughan. A working party is needed to finish the works to the climbing tower. The refurbishment project will be featured in the Daventry Express this week.

7.5 Street Lighting Representative update (JFG) – Phase 3 of the Street Lighting upgrade for 2017-18; 2 new street lights are planned for the back of the vicarage, and on the corner of Old Gardens, an electricity supply will be needed. Costings will be obtained by JFG for consideration at the PC meeting.

7.6 Neighbourhood Plan Representative update (JMG) - JMG referred back to the beginning of the meeting to advise the committee had requested a dispensation for all members as they all live in the village.

JMG confirmed that:

- The committee were awaiting training in Code of conduct and Standing Orders
- Minute taking was to be shared between GE and MN
- The Housing Needs Survey provisional data had been emailed around the committee and a workshop would be held to produce a Housing Need Statement.
- The Percentage completed column still had to be inserted into the project plan but once this was done it would be circulated to the PC
- A new member had requested to join the group but as they lived outside of the Parish the request had been declined.
- The SNDP had been amended to reflect more positive wording for Objectives (1), (2), (3) & the VDS section of the plan had been removed with its policies being retained in the policy section

- The committee had held various workshops to determine the sites to include within the plan but it was proving difficult to get the committee to agree on a methodology to use to conclude the sites. The intention was to have a meeting this Thursday to formally vote on the sites but if no decision was made then JG as chair would bring the matter back to the PC for direction
- Consultants had been engaged to assist in the preparation of:

1) Review of site assessment document/methodology

2) Review of Housing Needs statement

3) Health check before finalising the SNDP document

4) SEA statement if required

5) Reg14 consultation

- The first draft SNDP and supporting documents had been submitted to DDC. The first set of comments received back from DDC did not impact significantly on the framework of the plan. The second set of comments had been received today and would be circulated to the committee. Examples of how the plan had been amended following receipts of comments was:

The comment 'It is a small scale development of up to five dwellings' had been removed.

The Project Plan/Meeting Schedule had been set as:

WORKSHOPS: -

Saturday 6<sup>th</sup> May 2017 9am – Parish Questionnaire Statement

Saturday 13<sup>th</sup> May 2017 9am – Housing Needs Statement

MEETINGS: -

Thursday 4<sup>th</sup> May at 7.15pm.

Tuesday 16<sup>th</sup> May at 7.15pm

- The committee were in the process of obtaining the comments DDC were intending to send in relation to the Housing White paper – Fixing our broken Housing Market to see if it would impact on the SNDP.
- ToG was investigating possible further grant funding that is available for those Parishes where they are including preferred sites within their plan.

## **8 PLANNING**

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Planning	DA/2017/0240	<b>Land at The Croft, Croft Lane, Staverton</b>	Listed Building Consent for demolition of part of shed and garage
	TWG proposed No Objections, seconded by IW, and with 6 votes in favour and 1 against.			
8.2	Planning	DA/2017/0301	<b>Daventry Sports Park, Browns Road, Daventry</b>	Enlargement of existing artificial grass pitch including provision of adjoining hard standing area and incorporating surface replacement; provision of a new 4.5m high ball-stop fencing around pitch; and siting of an equipment storage cabin adjacent to pitch
	ToG proposed No Objections, seconded by IW, and all voted in favour.			
8.3	Planning	DA/2017/0334	<b>The Beeches, The Green, Staverton</b>	Work to one tree and removal of one tree within a Conservation Area
	IW proposed that the PC support the application, seconded by SF, and all voted in favour.			
8.4	Stopping up Order	DA/2016/1183	<b>Land at The Hungerbarn, Staverton</b>	Stopping up of the Highway
	<p>JFG proposed that the PC object to the Order, seconded by SF and all voted in favour. Staverton Parish Council wish to make objection to the Order referred to on the following grounds; The Highway Verge in question forms a necessary part of the openness of the Street (cul-de-sac) known as the Orchard. It has been partly gravelled and used as parking for among others, the occupants of Hunger Barn, for several years now with the consent of the Highway Authority, primarily to avoid unsafe parking on the narrow carriageway.</p> <p>There are a number of private drives that access the Street immediately opposite this Verge, who by necessity have to reverse out on to what will otherwise become a restricted bottleneck. Any structures erected on the Verge would severely restrict traffic movements for these residents and users of the Street in general. Open verges are a characteristic of the village of Staverton that we would wish to retain and as referred to in our village Staverton Neighbourhood Development Plan.</p> <p>Neither the Applicant nor the Local Highway Authority has demonstrated that the verge in question is redundant, or is in fact no longer necessary.</p> <p>Staverton Parish Council would wish to see it remain as Public Highway.</p>			
8.5	Approval	DA/2017/0158	<b>8 The Orchard, Staverton</b>	Demolition of existing single storey extension. Construction of two storey side extension (revised scheme).

## 9 FINANCE

### 9.1 Finance Representative update (JMG)

It was proposed by JFG that the following cheques be paid, seconded by ToG and all voted in favour.

9.2	Type	Reference	Payee	Detail	GrossAmount	VAT element	Authority
	Payment	Chq 670	S Porter	Salary & Expenses – April 2017	£212.45		LGA 1972 s112
	Payment	Chq 671	Village Hall	SNDP Meetingsx 2	£40.00		LGA 1972 s133
	Payment	Chq 672	NCALC	Membership/Internal Audit 2017-18	£435.08		LGA 1972 s143
	Payment	Chq 673	E-On	Street LightingJan-March 2017	£536.14	£89.36	PCA1957 s3
	Payment	Chq 674	E-On	Street Lighting Upgrade	£2,112.00	£352.00	PCA1957 s3
	Payment	Chq 675	HMRC	PAYE 2016-17 Q4	£155.83		LGA 1972 s112

### 9.3 Income received:

Barn Rent                      £ 183.34  
Groundwork UK                £ 3,000.00

**Total                              £ 3,183.34**

### 9.4 Bank account balances as at **19.04.17**:

HSBC Business                      £ 7,545.68  
  
HSBC Deposit (Barn)                £ 701.52  
  
Total                                      £ 8,247.20  
  
Uncashed cheques                    £ 294.65  
  
Total available                        £ 7,952.55

Less May Cheques                      £ 3,491.50

**Bank Balance                      £ 4,461.05**

9.5 Subsequent cheques - It was proposed by IW that the following cheques be paid, seconded by MN, and all voted in favour (JMG/SF abstained from voting)

Chq 676      M Freeman                      Village Grass Cutting x 2      £270.00      HA1980 s96  
Chq 677      J Gilford                              APM Expenses                      £ 61.83      LGA1972 s111

Chq 678	Danetre Medical	APM Printing	£ 26.04	LGA1972 s111
Chq 679	S Frost	APM Expenses	£ 32.82	LGA1972 s111

## **10 WEBSITE (ToG)**

10.1 Website Representative update – ToG has advised that a Risk Register is required to comply with the Transparency Code. The Asset Register will be added once approved by the PC.

## **11 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 6th June 2017**

Meeting Closed 9:29pm