

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

**Tuesday 1<sup>st</sup> August 2017**

**Staverton Village Hall**

**Present:** Parish Councillors: G Edwards, S Frost (SF), J Gilford (JMG) Chairman,  
T Gilford (TWG), T Glover (ToG), J Golding (JFG), M Nightingale (MN), I Weaver (IW),  
Clerk – S Porter and 2 members of the public

## **1 CHAIRMAN’S ANNOUNCEMENTS**

**1.1 Apologies received** – County Councillor Robin Brown

**1.2 Subsequent announcements** – Nil

## **2 GOVERNANCE**

**2.1 Declaration and nature of interest** – Personal & Prejudicial – DA/2017/0624 (JFG)

**2.2 Consideration of dispensation requests received** – Nil

**2.3 Standing order 2 – Conduct at meetings** - The Chairman reminded all present of Standing Order 2:

a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b) If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c) If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**2.4 Clarification on who can attend a Closed Meeting**

NCALC have advised when a Council or Committee excludes members of the public and press for an item then only the members of the committee are permitted to remain, along with whoever is taking minutes. A councillor attending a committee meeting who is not a member of that committee must leave the meeting with the other members of the public and press when instructed to do so.

### **3 OPEN FORUM**

3.1 Reports from members of the public – The footpath from the village to the Hotel (along the A425) is very overgrown, especially on the corner by the junction, and in need of cutting back. JFG will contact NCC Highways.

3.2 Reports from District & County Councillors – Nil

### **4 APPROVE MINUTES** of the Parish Council Meeting held on the **Tuesday 4<sup>th</sup> July 2017** – The following amendments were suggested by JFG:

Item 4/6.3 SNDP Committee - The Chair reorganised the agenda to give her Neighbourhood Plan Representative update

Item 5.3 "Deeds for the Barn" should read "Deeds for the Playing Field"

Item 6.1 "Recreation Ground" should read "Playing Field".

Item 6.7 The first bin is larger than the second Bin.

Item 7.6 Neighbourhood Plan Representative update (JMG) – Neighbourhood Plan Representative update (JMG) – It was proposed by IW, seconded by SF and all voted in favour that the SNDP minutes (draft and approved) will be circulated to the entire PC to give full transparency for all. MN states that the draft minutes do not always accurately record the SNDP meetings. JFG reported that he had been approached by members of the public asking if the allegations made against him by MN at the previous meeting, were correct. JFG proposed that a full internal enquiry should be undertaken into these allegations; this was seconded by MN and with 2 votes in favour, 2 abstentions and 1 against, this proposal was carried.

JFG then proposed that the minutes be approved as a true and correct record, seconded by TWG and with 4 votes in favour and 1 against (MN), ToG and JMG abstained. These were then signed and dated by the Chairman.

JMG confirmed that the resolution 7.6 as amended is not lawful and that no investigations into another member of the Parish Council should be undertaken by anybody but the Monitoring Officer at DDC. For this to happen the person asking for the investigation should write direct to the Monitoring Officer at DDC. The clerk of the Parish Council (SPC'S Monitoring Officer) and D Moody (Chief Executive of NCALC) had also confirmed this

advice. The Chairman advised there was no need for further debate on this matter as three external specialists had confirmed the advice given and to do so would obstruct the transaction of business at a meeting.

## **5 MATTERS ARISING**

**5.1 Parish & Town Councils Meeting Minutes** – 15<sup>th</sup> June 2017 – These were circulated by email and a copy provided for information purposes.

**5.2 Renewal of Barn Lease** – JFG pointed out that contrary to advice given at the last meeting the Tenancy Agreement clearly provided for Barn insurance to be recovered from the tenant, in addition to the rent paid, as provided for in section 16 of the agreement and that the rent being paid was only the rent as required within that lease. JMG will check the records and advise if the insurance was included in the rental payments for 2016-17.

G Baughan has confirmed that he will remain as the tenant for a further year.

**5.3 Asset Register Update** – JFG has provided an updated street lighting listing on the Asset Register. MN proposed that the Clerk will update and then circulate for approval at the September meeting, seconded by IW and all voted in favour.

**5.4 Wicksteed Playground Inspection 2017** – TWG has arranged for a working party to meet at the Playing Field on Sunday 6<sup>th</sup> August at 10am. The group will start with the jobs listed with the highest priority on the inspection report.

## **6 BUSINESS**

**6.1 Update on Parish Waste Bins** – ToG will undertake swapping the two bins, the larger bin by the telephone box, which is usually half empty, will be swapped with the smaller bin on The Green, which is often overflowing

**6.2 Land at Staverton – Letter from Sam Willoughby Architects** – The clerk was requested to write back and advise that the land in question was no longer being considered as a viable site for the SNDP Committee. Any planning permission could be undertaken through the DDC Planning Department. The Clerk was also asked to include the PC's reasons for not supporting the previous application.

**6.3 Playing Field Deeds** – JMG to locate and add location to the Asset Register.

**6.4 Internet Banking** – JMG needs to write a letter to HSBC confirming that the Clerk will be an authorised user of the online bank accounts.

## **7 REPRESENTATIVES UPDATES**

**7.1 Footpath Representative update (JFG)** – Nothing to report. GE reports that the path to the Catesby Road is overgrown as is the path to Ransfords.

**7.2 Grass Mowing Representative update (JFG)** – This is still good. The grass verge outside 1 Daventry Road has been destroyed and this is more noticeable now the hedge has been cut back. JFG will investigate.

**7.3 Highways Representative update (SF)** – SF is still investigating the flooding on the A425 and the rut outside The Hatch. Problems with the parking around the School are being reported, along with parents allowing children to get out on the road side, which is dangerous. From September 2017, the school will be full to capacity with 111 pupils which could cause more problems. GE reported that a fallen tree on the Badby Road, by the roundabout, is blocking the pavement. SF will check.

**7.4 Playing Field Representative update (TWG)** – The mole trapping is underway. Recently a football tournament has taken place on the Playing Field without permission and this needs to be addressed. JFG took away the task to try and contact the organiser.

**7.5 Street Lighting Representative update (JFG)** – A quotation has been received from E-on for two street lights to be installed (£530 each), new connection (£663 each) plus trench and duct (£25 per metre). Light No 32 to be disconnected and removed (£200). All costs exclude VAT. JFG proposed that the PC proceed, seconded by ToG and all voted in favour.

**7.6 Neighbourhood Plan Representative update (JMG)** - The Committee have met several times during the last month to discuss various elements of the plan. They have yet to fully engage the consultants, documents have been sent for comment but until they have all the documents completed they are unable to commence work. The Committee have progressed well, guided by John Vale and John Golding, with negotiations in connection with the possible five sites identified for development. An article has appeared in the Parish newsletter to try and get engagement /comments from Parishioners.

**7.6.1 Amendment of SNDPWG Terms of Reference in connection with minute taking process** – The Parish Council passed a resolution at their July meeting that all minutes’/notes draft and approved be circulated to them along with the Committee. In the ToR for the SNDP committee the minutes will be taken by the clerk and the secretary shall circulate notes to SNDP Committee members for comment and amendment and the SPC in a timely fashion. It also says minutes shall be made publically available on the SPC website. The SNDP Committee has 2 x minute clerks, but no secretary. The secretary role falls to the Chair. Clarification has been sought from the National Association of Local Councils as to when minutes have to be published by. NCALC have confirmed SPC and any committee of SPC (under the Transparency Code) has a duty to publish minutes of all meetings within one month of the meeting to which they relate. The Parish Council took the decision to publish draft minutes within 7 days of their meeting. At an SNDP workshop the logistics of this process was discussed and it was concluded so long as the SNDP are meeting on a fortnightly basis the duty to publish formal minutes within 30 days will be met without the need to publish draft minutes. The SPC normal procedure is that the minutes are produced within 3 days and circulated to the Chair who then checks them for accuracy and advises the clerk of

any factual alterations they consider should be done. The clerk then decides whether to amend or reject any suggested amendments and circulates to the council within seven days of the meeting, for approval at the meeting held 14 days later.

At the workshop it was put forward that the Committee recommend to the PC that as they rely on volunteers to undertake the taking of minutes which results in various styles and approaches with them often needing amendment it would be best not to publish draft minutes. However, it was considered that approved minutes could be published within 14 days of a meeting.

It was proposed by IW that on the recommendation of the SNDPWG that the previous resolution for the SNDPWG process be rescinded and that the process as detailed above be adopted with the one exception that both the original minutes and amended minutes be circulated to the Parish Council, seconded by SF and all voted in favour to proceed (JFG abstained).

**7.6.2 Amendment of SNDPWG Terms of Reference in connection with creation of a Coordinator role** - Item (e) of the TOR state that an agenda shall be prepared by the Chair of the SNDP giving at least three clear days' notice of meetings. The SNDP committee have proposed a new position be created that in the absence of the Chair, a Co-ordinator of the Committee be appointed to produce the Agenda, which ToG has agreed to undertake. The Chairman would be elected on the night of the meeting.

TWG proposed this amendment to the Terms of Reference be agreed, seconded by GE and all voted in favour to proceed (ToG abstained)

**7.6.3 Amendment of SNDPWG Terms of Reference in connection with the Code of Conduct** - JMG has circulated the advice from the DDC Monitoring Officer, who has confirmed any member of the SNDP committee who is not a councillor, has no national legal obligation, nor Staverton Code of Conduct obligation on them to disclose interests at all. The Localism Act and the Code does not apply to non-Members. It is acknowledged that there is laudable intent to show transparency of non-Members who have been asked to sit on the SNDP Committee, so there is some value in that – but there is no Code of Conduct enforcement mechanism applying to them. The SNDP have therefore removed all the declaration of interest forms from the PC website.

ToG proposed that the Terms of Reference will be amended to reflect this, seconded by GE and all voted in favour (JFG abstained).

**7.6.4 Level of fee paid for hire of village hall by SNDP Committee** – The hire of the Village Hall by the SNDP Committee is paid for out of the funding received. This is not the discounted rate of £10.80 per hour, as the SNDP Committee does not pay up front for the meetings. The rate paid by the Committee is £12.00 per hour and this now includes electricity. JFG felt an opportunity was being missed as the meetings are not paid for in advance, as is done by the PC, and therefore means the discounted rate is not applied.

**7.6.5 Ratification of Parish Questionnaire Statement** – The majority of this work was completed by Jay Holliday and thanks go to her for documenting the analysis for all the Parishioners to read. GE and SF both have concerns that this information has only recently been provided to the whole of the PC, and they feel at a disadvantage to those PC members

on the SNDP Committee. Draft details would have been helpful before the final document. JFG pointed out that this information has always been available on the PC website, all be it in a different form. GE proposed that the document is ratified, seconded by SF and all voted in favour.

**7.6.6 SNDPWG Project/action plan/timeframe/risk assessment** – The Action Plan has been circulated to the entire PC. There will be joint PC/SNDP meetings held in the next few months to make a final selection on sites to include within the plan. JMG would also be providing an update on the deadlines contained within the plan each month to check the progress and the Plan is on track. JMG highlighted to the council there was now a risk in relation to the actual delivery of the plan as time was running out due to the grant process.

## 8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Planning	DA/2017/0532	<b>7 The Orchard, Staverton</b>	Front entrance porch
	JFG proposed that the PC support the application, seconded by GE and all voted in favour.			
8.2	Planning	DA/2017/0624	<b>Green Farm House, Glebe Lane, Staverton</b>	Remove two trees within a conservation area
	(JFG leaves the room whilst the application is discussed) GE proposed no objections, seconded by ToG and all voted in favour.			
8.3	Planning	DA/2017/0633	<b>The Old Vicarage, Church Street, Staverton</b>	Remove trees within a conservation area
	MN proposed no objections, seconded by SF and all voted in favour (JFG abstained)			

## 9 FINANCE

9.1 Finance Representative update (JMG) – CIL information has been received from DDC and a report will be provided by December 2017.

Chq's No 690-694 – IW proposed that these cheques be paid, seconded by MN and all voted in favour.

Chq No 695 – SF proposed that this cheque be paid, seconded by MN and with 6 votes in favour and JFG against.

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 690	S Porter	Salary & Expenses – July 2017	£177.45		LGA 1972 s112
	Payment	Chq 691	Village Hall Trust	Hall Hire Charges 2016/17	£480.00		LGA 1972 s133
	Payment	Chq 692	Staverton School	Park & Stride contribution	£245.00		LGRA 1997
	Payment	Chq 693	M Freeman	Grass Cutting x 2 (June)	£270.00		HA1980 ss43
	Payment	Chq 694	E-On	Street Lighting Apr-Jun17	£591.35	£98.56	PCA 1957 s3
	Payment	Chq 695	Parish News	Newsletter – SNDP Article	£25.00		LGA 1972 s111

### 9.3 Income received:

Barn Rent                      £    91.67

Barn Rent Arrears            £     5.00

**Total                              £    96.67**

### 9.4 Bank account balances as at **19.07.17**:

HSBC Business                      £ 9,239.44

HSBC Deposit                        £    701.58

Total                                  £ 9,941.02

Uncashed cheques                £    239.56

Total available	£ 9,701.46
Less August Cheques	£ 1,788.80
<b>Bank Balance</b>	<b>£ 7,912.66</b>

## **10 CLERK'S CORRESPONDENCE**

10.1 Future Parish Councillor Vacancies – The Clerk will respond to the enquiry and keep the details of interest on file.

10.2 NCC – Minerals & Waste Local Plan Adoption – Noted by the PC

10.3 Letter from residents re car parking on Braunston Lane/Glebe Lane corner – This will be discussed in the closed part of the meeting, and the Clerk will respond to the letter.

## **11 WEBSITE (ToG)**

11.1 Website Representative update – The Asset Register will be updated on the website once approved by the PC. No visitor stats are currently being provided by the website provider.

11.2 Items to be published on website from today's meeting – Nil

## **12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 5<sup>th</sup> September 2017**

## **13 Closed Meeting – Private and Confidential**

**Meeting Closed: 9:43pm**