

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

**Tuesday 2<sup>nd</sup> January 2018**

**Staverton Village Hall**

**Present:** Parish Councillors: G Edwards (GE), S Frost (SF), J Gilford (JMG), T Gilford (TWG),

T Glover (ToG) (Chairman), J Golding (JFG), M Nightingale (MN), I Weaver (IW),

Clerk – S Porter and 5 members of the public

## **GOVERNANCE**

1.1 Apologies received – Robin Brown (NCC)

1.2 Subsequent announcements - Nil

## **2 GOVERNANCE**

2.1 Declaration and nature of interest – DA/2017/1169 – SF and IW (personal and prejudicial)

JMG advised that she has handed the Clerk an amended Register of Interests form for submitting to DDC and uploading to the website.

2.2 Consideration of dispensation requests received - Nil

## **3 OPEN FORUM**

3.1 Reports from members of the public – John Vale advised that he has circulated the traffic monitoring programme to all the PC, and this survey will be undertaken in January 2018. The invoice will be addressed to the PC for payment.

3.2 Reports from District & County Councillors – Due to the festive break, there are no reports from DDC. NCC have announced the latest budget cuts, with Phase 2. JMG proposed that County Councillor R Brown will be invited to attend the next meeting, seconded by TWG and all voted in favour (JFG abstained).

## 4 MINUTES

### 4.1 APPROVE MINUTES of the Parish Council Meeting held on the **Tuesday 5<sup>th</sup> December 2017**

JFG proposed the following amendments for the minutes of 05.12.2017, seconded by GE and all voted in favour:

Item 6.1 To add "grass verge" after A425, on the second line.

Item 6.2 To add "Parish Council" before Representative, on the third line.

Item 6.5 To add "ToG confirmed that he had attended the DDC presentation on this item during September 2016" at the end of the item.

Item 9.1 To read "MN proposed that the PC support this application, seconded by GE and all voted in favour. JFG identified that there is now a large barn immediately adjacent to the confines of the listed building and this will be reported to the Planning Enforcement Officer for his comments"

Item re. Former Chairman's Resignation Letter To add at the beginning "JFG informed the Council that he had asked for this to be put on the agenda as he had been denied sight of the letter in question and had apparently been referred to the Freedom of information appeals procedure. And at the end "JFG added that if the letter was considered confidential it should have been marked as such, even so the Resignation is to the Council who elected the Chair and should have been available to all councillors from the outset"

GE proposed the following amendments to the minutes of 05.12.2017, seconded by SF and all voted in favour:

10.2 Chq 717. GE stated that he did not think that Parish Councillors should claim for personal ink cartridges.

7.1 Feedback Forms. 1st Proposal. 6 votes in favour and 1 against (GE). I asked for my reason to be included for voting against. "As he had checked some of the feedback and had found errors, omissions and inaccuracies"

JMG proposed the following amendments to the minutes of 05.12.2017, seconded by SF and with 6 votes in favour, GE abstained, JFG against:

Item 7.1 JMG advised of the anomalies highlighted in relation to the analysis by GE, two had been recorded incorrectly and the spreadsheet altered accordingly. Following the amendment the calculations did not change significantly, in some instance the figure did not change and in others by just 1%.Of the remaining anomalies highlighted the consultants had gone through all of the emails, and the feedback spreadsheet and were of the opinion that the comments are recorded and assessed correctly.

(Due to the amendments not being received with 24 hour's notice required, this amendment will not be included in the approved minutes).

With all the amendments, JFG proposed that the minutes of 05.12.2017 are an accurate record of the meeting and will be signed and dated by the Chairman, seconded by MN and with 6 votes in favour and 2 against (JMG, TWG)

**APPROVE MINUTES** of Extraordinary Meeting held on **Tuesday 19<sup>th</sup> December 2017** – The approval of these minutes will be deferred until the next meeting once clarification on the amendment of minutes is confirmed by NCALC. The amendments from JFG were approved, however amendments from JMG were received after the 24 hour period.

## **5 MATTERS ARISING**

5.1 Village Car Parking Policy & Response Letter – JFG proposed that this item is deferred for 6 months, seconded by SF and with 5 votes in favour, and 2 against (MN, JMG)

5.2 DDC – Parish & Town Councils Meeting – SF attended the meeting. NCC Highways announced significant budget cuts in 2018/19 for the road maintenance programme. Sgt Sam Dobbs recommended all villages have a Neighbourhood Watch Scheme; the Police resources have suffered significant cuts.

5.3 Historic England - Consultation on draft Advice Note on Neighbourhood Planning and the

Historic Environment - JMG circulated to all and submitted the response from SPC.

## **6 BUSINESS**

6.1 Tree Planting on A425 Grass Verges – The landlord will not give permission for the planting of trees on the grass verges outside The Countryman. MN proposed that the Clerk write to him and ask that he has a sign on the wall fitted asking drivers to not park on the grass verges, seconded by GE and 5 votes in favour, JFG against and IW abstained. NCC will investigate the planting of 2 trees outside the property of Dr Moriaty, as he has offered to pay for these.

6.2 DDC - Settlements & Countryside Local Plan - Part 2 Draft Consultation – Comments are welcomed by individuals and the Parish Council. SPC will hold a workshop on Thursday 4<sup>th</sup> to discuss the consultation. An extraordinary meeting will be held on Tuesday 23<sup>rd</sup> January to approve the comments.

6.3 NCC – Budget Consultation 2018/19 – Phase 2 – The PC will review the budget cuts at the workshop and the comments will be approved at the extraordinary meeting on 23<sup>rd</sup> January.

6.4 Formally appoint an SNDP co-ordinator – JFG proposed JMG as SNDP Co-ordinator, seconded by SF and all voted in favour (TWG abstained). JFG to produce Terms of Reference.

## **7 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN**

JMG has circulated all the approved documentation to the PC. These documents have also been uploaded to the website. The consultant has been appointed and the Health Check is underway. All documents have been sent to DDC. Workshops will continue to be held to discuss any comments received before the PC meeting. The project plan is on schedule. IW proposed that J Vale proceed with instructing the traffic monitoring survey to be undertaken at a cost of £720 plus VAT, seconded by MN and all voted in favour.

## **8 REPRESENTATIVES UPDATES**

- 8.1 Footpath Representative update (JFG) – Nothing to report.
- 8.2 Grass Mowing Representative update (JFG) – Nothing to report.
- 8.3 Highways Representative update (SF) – The grit bins have been re-filled following the recent bad weather.
- 8.4 Playing Field Representative update (GE) – Nothing to report.
- 8.5 Street Lighting Representative update (JFG) – Awaiting quote from E-On for the final phase of upgrading the street lighting.
- 8.6 Police Liaison Representative update (GE) – No further updates.

## **9 PLANNING**

	<b>TYPE</b>	<b>REFERENCE</b>	<b>LOCATION</b>	<b>DETAIL</b>
9.1	Planning	DA/2017/1169	Staverton Park Golf Club, Daventry Road, Staverton, Northamptonshire, NN11 6JT	Construction of an 8 bay modular golf driving range stand, to replace existing open air bays, including new low level range lighting
	TWG proposed no objections, seconded by MN and all voted in favour (IW and SF abstained)			

## **10 FINANCE**

- 10.1 Finance Representative update (TWG)
- 10.2 Precept Planning 2018-19 – A copy of the budget sheet was handed to all the councillors. The budget was discussed and agreed and TWG proposed that Staverton Parish Council do precept upon Daventry District Council the total sum of £10,758.00, payable in two instalments in April and September 2018, seconded by GE and all voted in favour. This is a 3% increase on 2017/18.

It was proposed by SF that the following payments be made, seconded by IW and all voted in favour:

10.2	Type	Reference	Payee	Detail	GrossAmount	VAT element	Authority
	Payment	Chq 718	S Porter	Salary & Expenses – December 2017	£176.25		LGA 1972 s112
	Payment	Chq 719	Village Hall	SNDP Meetings x 3	£64.80		LGA 1972 s111
	Payment	Chq 720	E-On	A425 Lighting	£5,503.20	£917.20	PCA1957 s3
	Online	040118	HMRC	PAYE 2017-18 (Q3)	£81.71		LGA 1972 s112

### 10.3 Income received:

Barn Rent Arrears	£	5.00
Barn Rent	£	183.34
NCC Mowing Grant	£	514.26
Groundwork UK		£7,571.00
Interest	£	0.07
<b>Total</b>		<b>£8,273.67</b>

### 10.4 Bank account balances as at **19.12.17**:

HSBC Business	£18,073.59
HSBC Deposit	<u>£ 701.71</u>
Total	£18,775.30
Uncashed cheques	£ 324.00
Total available	£18,451.30
Less January Payments	£ 5,825.96
<b>Bank Balance</b>	<b>£12,625.34</b>

## **11 CLERK'S CORRESPONDENCE**

11.1 Tesco Bags for Help Scheme – GE will investigate the funding scheme, for continuing to replace equipment and safety surfaces in the Playing Field. TWG will also pass the Waitrose grant details to GE.

## **12 WEBSITE (ToG)**

12.1 Website Representative update – All documents uploaded.

**DATE OF EXTRAORDINARY PARISH COUNCIL MEETING – Tuesday 23<sup>rd</sup> January 2018**

**DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 6<sup>th</sup> February 2018**