

Minutes of the Meeting of Staverton Parish Council

Tuesday 7th November 2017

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 1 member of the public

GOVERNANCE

1.1 Election of Chairman – SF proposed that ToG be elected as Chairman, seconded by MN and with 6 votes in favour and 1 abstention, this was carried. ToG signed his Declaration of Office.

1.2 Election of Vice Chairman – JFG proposed GE; however GE stated he did not want to hold

the position of Vice Chairman. MN proposed TWG, seconded by SF and all voted in favour. TWG

signed his Declaration of Office.

1.3 Apologies received - Nil

1.4 Subsequent announcements - Nil

2 GOVERNANCE

2.1 Declaration and nature of interest – JMG - Chq No 708 (Personal & Prejudicial)

2.2 Declaration of Interest and the Staverton Neighbourhood Development Plan Committee – This e-mail was circulated to all the PC. JMG proposed that this item is removed from the Agenda, seconded by IW and all voted in favour.

2.3 Consideration of dispensation requests received - Nil

3 OPEN FORUM

3.1 Reports from members of the public – Nil

3.2 Reports from District & County Councillors

JMG (DDC) – The NCC budget consultation will have a large impact on DDC, NCC have large financial issues to address. Meetings have been taking place involving all 7 MP's, the Secretary of State, and the District and Borough Councils. A lot of the problems are being caused with the funding of the Health and Social Care sector, there will hopefully be a new model put in place (ACO) and this will deliver the frontline services. DDC may have to take on various services. Statutory Obligations will be cut by NCC.

4 MINUTES

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on the **Tuesday 3rd October 2017**

The proposed amendments were discussed:

Item 4 - 2nd Paragraph

JFG expressed disappointment that the SNDP committee were not allowed to make amendments to the minutes of what was a Joint Meeting between them and the Parish Council. JMG advised that any PC member could forward any amendments on behalf of the SNDP Committee. JMG re-confirmed the advice given by NALC on the voting process given at the 12th September meeting and advised only PC members were able to vote at Parish Council meetings. JMG quoted Standing Order 1 (q) which states that a point of order shall be the Chairman's decision. JFG advised that he was not raising a point of order.

5th Paragraph

JMG withdrew her already inserted additions and asked that paragraphs 11 through to 15 be removed.

Item 6.7 - The Vet (Ian Fitzgerald) has complained that several children are cycling across his car park and making this area muddy. Since this is outside the PC's control, they could only advise that some "No Cycling" signs are erected to try and deter this.

Item 7.1 -An e-mail has been sent to NCC's Rights of Way Officer - Nick Wedgbrow concerning the complaint with FD15 from the previous meeting. A follow up email has also been sent as no reply had been received. JFG advised that we are still awaiting a conclusion with this path from the complaint, which was originally sent in 2015.

JMG tabled the following amendment and ask that the word additions in Item 4 - 5th para is changed back to read amendments – GE proposed this amendment, seconded by SF and all voted in favour, JFG against.

Extraordinary Meeting held on **Tuesday 31st October 2017:**

Item 3.1 - Approval of minutes of the Extraordinary Meeting held on the **18th October 2017** – JFG pointed out what he considered to be a number of serious inaccuracies within these minutes when compared with the recording that was made at that meeting and proposed that the PC abandon the minutes produced and that the Clerk reproduce an accurate set of minutes from the recording made, this was seconded by GE, and with 2 votes in favour (JFG, GE), 3 abstentions (IW, MN, ToG) and 3 votes against (SF, JMG, TWG). This proposal was not carried.

TWG proposed that the minutes are approved as a correct record of the meeting, seconded by SF and with 4 votes in favour (TWG, JMG, SF, MN), 2 abstentions (IW, GE) and 1 against (JFG). The minutes were signed and dated by the Chairman.

Item 4.1 -Training in Code of conduct and Standing Orders – There is a NCALC training course planned for Monday 14th May 2018; this discussion will be deferred until the PC meeting on Tuesday 7th November. JFG asked for the Code of Conduct document to be circulated to all members for information.

Item 6.1 - Letter from Sam Willoughby (Architects) – A letter has been received advising that their Client would like to handover land to the rear of the Church, stating that no trees would need to be removed and there would be no overdevelopment of the site, which would be of benefit to the village. JFG proposes that the Clerk replies with the same response as before, with a slight amendment to the wording, seconded by TWG and all voted in favour.

These amendments were proposed by JFG, seconded by GE and all voted in favour to approve the minutes.

4.2 **APPROVE MINUTES** of the meeting of the Staverton Neighbourhood Plan Committee held on **10th October 2017** – An amendment was made changing R Frost to read as Rupert Frost, and then JMG proposed that these minutes are approved, seconded by MN, with 4 votes in favour and 4 abstentions (as they were not members of the SNDP Committee)

5 MATTERS ARISING

5.1 Update on Parish Waste Bins – This item will be deferred until the cost of an additional bin is discussed, along with the seasonal changes affecting the quantity of rubbish left in the bins.

5.2 Police Liaison Representative – GE has received an e-mail to attend the first meeting of the newly formed group, 30 parishes have volunteered to take part so far. A report will be provided at the December meeting.

5.3 Car Parking Safety Notice & Policy – The parking leaflet has been delivered around the village. JFG will compile a standard reply for those who responded to the leaflet. JFG has produced a draft policy for comments. JFG proposed that once the policy is adopted, that the Clerk co-ordinates the incidents/photos reported, this was seconded by ToG and all voted in favour.

5.4 Mobile Home on Mr Ransford's field – The response from DDC regarding this mobile home was accepted by the PC. Concerns of the mobile stables on the Daventry Road will be reported to DDC for their comments. JFG proposed, MN seconded and all voted in favour.

6 BUSINESS

6.1 Trees on A425 – Highway Danger – MN has received a letter asking for trees to be planted on the grass verges to prevent vehicles parking and the resident has offered to pay for the trees. MN will survey the area and report back at the December meeting with the type, amount and exact location. NCC will need to provide approval and the PC will be responsible for the ongoing maintenance costs.

6.2 NCALC Training Course – Code of Conduct in Practice – It was proposed by JFG, seconded by SF and all voted in favour that the Clerk will reserve two places on the course, booked for Monday 14th May 2018 7-9pm and the PC will decide nearer the time who will attend.

6.3 Parish Council Minute Policy – JFG proposed that the minute policy is adhered to by the PC with brief and concise minutes being produced for a trial period by the Clerk, seconded by JMG and all voted in favour. Amendments for draft minutes must be circulated 24 hours prior to the meeting.

7 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN

7.1 AECOM Site Assessment Report – JMG has produced the briefing note detailing the report from the Consultants. It was proposed by JMG, seconded by SF and all voted in favour to be adopted.

7.2 SPC Site Assessment statement & DDC Site Toolkits – This item is still in progress and will be deferred.

7.3 Submission of 4th tranche grant application – A decision is awaited on the outcome for the grant application; this is expected by the end of the week. Funding has been disallowed for the website; however this can be applied for through NCALC Transparency Fund for the upgrade that is needed for the SNDP. JMG proposed that ToG applies for this funding, seconded by GE and all voted in favour.

7.4 Kirkwell's Consultants – The quote from Kirkwells has been used for the grant application. JMG proposed that pending a successful application, Kirkwells be appointed as Consultants, seconded by SF and all voted in favour.

7.5 Consultation event 18th November 2017 – JMG proposed that: the format of the consultation event be agreed as detailed in the briefing note circulated to all councillors: that version 5 of the newsletter be approved for delivery within the Parish: that ToG be given approval to engage printers as per the quotation (s) that had been circulated along with delegated authority to instruct further expenditure should the need arise up to and within the grant amount approved: that the criteria for delivery of the Parish newsletter is the same as that used for the delivery of the Parish Questionnaire, i.e. residents, businesses and community. Only comments from parishioners would be taken in to account, this was seconded by MN and all voted in favour.

JMG quoted as part of the pre-debate/discussions on who the newsletter should go to from the Site Assessment for Neighbourhood Plans guidance/toolkit which advises any preferred options should be shared with the community, which includes say school, church, village hall, pub, garage etc.

7.6 Staverton Neighbourhood Development Plan Document -The document has been circulated to the PC with the proposed comments from DDC. ToG proposed that this is accepted and that JMG will make the changes, seconded by MN and all voted in favour. JMG will produce hard copies for the PC once completed.

7.7 Parish Magazine Article – JMG is producing the article for the magazine.

7.8 Staverton Parish Council November newsletter – This has already been covered in 7.5

7.9 Proposal not to rescind any previous resolutions in connection with the site adoption process as a result of the advice received from Danny Moody's on the 01/11/2017 that it was not necessary – MN reads out "Without Prejudice – It is not acceptable for any manipulation or coercing of any councillor on this Parish Council. No personal prerogative should take precedence when taking part of voting on any work being undertaken by the Parish Council". I am not mentioning any names but he knows who he is.

JMG was asked to get clarification of the process of rescinding any resolutions, it was advised by Danny Moody (NCALC) that this is not needed and the advice was noted by all.

7.10 Proposal to ratify the decision of the SNDP on the 7th September and the SPC on the 12th September to include the site next to the school and the Braunston Lane site as the preferred sites for the neighbourhood plan, this was proposed by JMG, seconded by MN and with 6 votes in favour and 2 against (GE, JFG). JMG proposed that pending the consultation event [on the 18th November](#), this decision will be reviewed, seconded by SF and all voted in favour.

8 REPRESENTATIVES UPDATES

8.1 Footpath Representative update (JFG) – There has been no response from Nick Wedgbrow – Rights of Way. A letter needs to be sent to NCC asking the reason for the lack of response.

8.2 Grass Mowing Representative update (JFG) – 13 cuts have been undertaken by the contractor throughout 2017.

8.3 Highways Representative update (SF) – SF advised of the 1 day road closure of Badby Lane on Monday 27th November from 9:30-15:30

8.4 Playing Field Representative update (TWG) – The PC has been entered into the Waitrose green token scheme.

8.5 Street Lighting Representative update (JFG) – The street lights have now been installed. Some trees need to be cut back.

9 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
9.1	Planning	DA/2017/0987	Warwick House, The Woodlands, Staverton	Demolition of two single storey extensions and construction of two storey side extension
	JFG proposed that this application is not in keeping with the listed building status, seconded by GE and with 2 votes in favour and 5 abstentions; these comments will be submitted to DDC.			
9.2	Planning	DA/2017/0988	Warwick House, The Woodlands, Staverton	Listed Building Consent for demolition of two single storey extensions and construction of two storey side extension
	JFG proposed that this application is not in keeping with the listed building status, seconded by GE and with 2 votes in favour and 5 abstentions; these comments will be submitted to DDC.			
9.3	Planning	DA/2017/1006	The Stables, Manor Road, Staverton	Section 73 Application to substitute drawing GRO-243-PA-100 Revision A as approved under Condition 2 of DA/2015/0457 (as

				amended by NMA/2017/0064) to increase the size of the approved kitchen element including the use of folding doors in lieu of sliding doors
	JFG proposed that the PC support this application, seconded by MN and all voted in favour.			

10 FINANCE

10.1 Finance Representative update (GE)

It was proposed by GE that Chq No's 704-710 (excluding 708) be paid, seconded by MN and all voted in favour.

It was proposed by GE that Chq No 708 be paid, seconded by SF and all voted in favour (JMG abstained)

10.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 704	S Porter	Salary & Expenses – October 2017	£177.25		LGA 1972 s112
q	Payment	Chq 705	M Freeman	Grass Cuts Sept x 1	£135.00		HA1980 s96
	Payment	Chq 706	HMRC	PAYE 2017-18 Q2	£122.89		LGA 1972 s112
	Payment	Chq 707	E-On	Street Lighting July-Sept 17	£597.85	£99.64	PCA1957 s3
	Payment	Chq 708	Danetre Medical Practice	Photocopying Parking Leaflet	£8.00		LGA1972 s143

	Payment	Chq 709	Village Hall	SNDP Meetings July-Sept 17	£288.00		LGA1972 s143
	Payment	Chq 710	Aylesbury Mains	Street Light Repair Oct 17	£58.08	£9.68	PCA 1957 s3

10.3 Income received:

Barn Rent	£	91.67
Barn Rent Arrears	£	5.00
Total	£	96.67

10.4 Bank account balances as at **19.10.17**:

HSBC Business	£12,073.09
HSBC Deposit	<u>£ 701.64</u>
Total	£12,774.73
Uncashed cheques	£ 0.00
Total available	£12,774.73
Less November Cheques	£ 1,387.07
Bank Balance	£11,387.66

11 CLERK'S CORRESPONDENCE

11.1 Badby Parish – Draft Neighbourhood Plan Consultation – Noted

11.2 NCC – Northamptonshire Libraries and Information Service Review 2017 Consultation – Noted

11.3 NCC – Northamptonshire County Council 2018-19 Budget Consultation: Phase 1 – Budget cuts will affect bus services, parish enhancement gangs, weed killing, winter gritting, county councillor's empowering fund and reduction in rights of way staff. This will achieve £9million of savings; however £37.3 million is needed in total. The Trading Standards service will also be reduced. The Clerk will complete the consultation feedback online.

11.4 Badby Lane road closure – Monday 27th November from 9:30-15:30 – Noted

12 WEBSITE (ToG)

12.1 Website Representative update – Nothing to report.

13 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 5th December 2017