

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

**Tuesday 6<sup>th</sup> March 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 7 members of the public

The meeting opened with a minutes silence for the sad loss of Bob Frost, husband of Parish Councillor Shirley and former Parish Council Chairman.

JFG also advised that former Parish Councillor, Ian Wade, had also passed away recently.

It was unanimously agreed that a letter of condolences should be sent to the family of both former Councillors.

## **GOVERNANCE**

1.1 Apologies received – Nil

1.2 Subsequent announcements – ToG reminded the PC and the Public that Standing Orders will apply throughout the whole of the meeting.

## **2 GOVERNANCE**

2.1 Declaration and nature of interest – Chq No 727 – JFG (Personal and Prejudicial), Chq No 730 – ToG (Personal and Prejudicial)

2.2 Register of Interests information on village website – DDC should hold the latest PC Declaration of Interests information on all the Parish Councillors. The PC's details on the PC website have been deleted and a link to the DDC web page has been added to the PC's website. GE and JFG asked who had made this decision and on what authority as this should have been discussed and agreed with the PC first. ToG confirmed that he had decided.

2.3 E-mail from Staverton PC Chairman re Declaration of Interests – GE again invited any member of the PC to declare their membership to any political party or club. GE raised concerns over an over strong and unnecessarily email request received to declare his employment information. JFG asked why this email had come from the Chairman, as if it was considered necessary it should have been from and at the initiative of the Clerk as Monitoring Officer. JMG advised that all employment should be declared on the form. Amendments are still required to the forms held by DDC and this is being actioned.

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2.4 Consideration of dispensation requests received – Nil

### **3 OPEN FORUM**

3.1 Reports from members of the public

J Vale – Recommended that the website displays the Register of Interest forms locally.

Mr Walter – ToG read out an e-mail received from Mr Walter. He has raised concerns over incorrect information being stated in the January newsletter and also the incorrect spending of public money to print this.

Mrs Holliday – Requested that the report to be discussed in 7.4 be uploaded to the website.

Rupert Frost – Concerns that important presentation documents have been removed from the website. ToG offered to stand down as Webmaster if anyone else wanted to do it. Mr Frost also advised that he would like to put himself forward as administrator for the website. This will be discussed further at the April meeting.

3.2 Reports from District & County Councillors

DDC (JMG) – 123+ waste system will commence in June 2018 in the District. Food waste will be collected weekly, recycling fortnightly and general waste three weekly. Green waste collections need to be signed up for and will have an annual payment of £35.00. Home composters will be available for a special rate of £9,99, or alternatively green waste can be placed in the grey bin or taken to the local tip. A new bin will be provided for the recycling. The Council Tax budget will be set now that NCC's budget has been declared legal.

### **4 MINUTES**

4.1 **APPROVE MINUTES** of the Parish Council Meetings

It was proposed by GE that the following amendments be made to the minutes dated **Tuesday 6<sup>th</sup> February 2018**, seconded by TWG and 7 votes in favour (JFG abstained). These were then signed and dated by the Chairman.

Item 6.3 JFG proposed that a letter be written to the DDC Planning Dept to clarify any Planning Conditions and the School copied in so that they are aware.

8.1 Footpath Representative update (JFG) – Nothing to report

8.2 Grass Mowing Representative update (JFG) – Nothing to report

3.2 Reports from District & County Councillors – JMG (DDC) advised that a Section 114 notice (similar to Administration) has been issued to NCC which will have an impact on all services in the County and the District/Borough Council's. The Government could put in their own team to run the services. Robin Brown will be invited to attend the next PC meeting on the 6<sup>th</sup> March 2018.

7.2 SEA – Awaiting final SEA screening from DDC

7.5 The consultation will run for 6 weeks from 6<sup>th</sup> March to 26<sup>th</sup> April

It was proposed by GE that the following amendments be made to the minutes of the Extraordinary Meeting held on **Tuesday 20<sup>th</sup> February 2018**, seconded by TWG and all voted in favour. The minutes were then signed and dated by the Chairman :

Prior to Item 4 JFG proposed that the order of the Agenda should be rearranged to allow item 4.19 to be heard ahead of item 4.11. Agreed by all.

Item 4.2 GE decided not to present or discuss his comments due to negative comments from Councillors.

Item 4.11 JFG advised that the newsletter contained misleading and inaccurate information and that the Council appeared to be in denial.

Item 4.14 Kirkwell's consultancy invoice is for the sum of £5,000 plus VAT, although the VAT will be reclaimed to cover future expenditure beyond the cut off date

Item 4.16 Basic Conditions Statement - Workshops will take place during March and April to produce the Basic Conditions Statement.

Item 4.12 JFG proposed that an item be included advising of the inaccurate and confusing information contained within the January newsletter, seconded by GE and with 2 votes in favour (JFG, GE) and 6 votes against, this proposal was not carried.

Open Forum – Raised the query of the lack of written correspondence with Avant Homes.

## **5 MATTERS ARISING**

5.1 Storage of Parish records – IW is storing a couple of boxes of historic documents for a couple of months. JMG proposed that the historic minutes be sent to the NCC Archives Office, seconded by GE and all voted in favour.

5.2 Village Litter Picking – The village litter pick has been arranged for Saturday 31<sup>st</sup> March at 10am. SPC have no interest in taking over the litter picking from DDC for a nominal annual fee.

5.3 Letting of the School Hall for non-school activities – JFG will draft a letter of response to Adam Kite (DDC Planning Investigator) who has advised of no conditions attached to the planning application previously approved.

5.4 Car Parking – Communication from a School Governor says they are endeavouring to control the parking around the area and certain parents have been addressed.

The Village Hall should be doing more to advise users of the Hall of the parking problems in the area. JFG proposed that a polite letter be sent to the Village Hall Committee, seconded by

MN, and all voted in favour.

Bob Horner states it is illegal to park on the pavements or create an obstruction. The PC are unable to enforce this.

## **6 BUSINESS**

6.1 Tree Planting on A425 – MN proposed that two trees are planted outside Dr Moriatys, no seconder for this proposal. This item will be removed from the Agenda. Speeding solutions will be discussed further under Item 6.6.

6.2 National Grid Gas – A letter had been received from Addleshaw Goddard advising the PC that they intend to make a claim of Adverse Possession for the Gas Site in Daventry Road on behalf of the National Grid. This site and the surrounding land is currently registered with the Land Registry in the name of the PC under a possessor Title Number .NN308973. JFG provided a brief history of the land involved, and stated that the PC gave permission for the gas equipment to be sited on the land. It was proposed that a holding letter will be written by JFG, seconded by GE and all voted in favour.

6.3 SNDP Co-Ordinator – Terms of Reference – JFG proposed that the Terms of Reference are adopted by the PC, seconded by JMG and all voted in favour.

6.4 Planning Application DA/2015/1127 - Complaint re Dogwood – DDC Planning Officers are enforcing the removal of the metal container. MN has concerns regarding the portacabin sited in the Catesby Road, she was advised by both JFG and JMG that this has planning permission.

6.5 Change of PC e-mail address and website hosting – It was proposed by JMG that the existing PC e-mail address is retained, at a cost of £5.00 per month, seconded by TWG and all voted in favour. ToG will investigate the PC owning their own domain name, via a host.

6.6 Report of meeting with Ian Boyes - NCC Highways - Proposed Speed Reduction A425 – John Vale circulated a summary of the site meeting with Ian Boyes and read out suggestions that had been discussed to reduce speeding through the village. A restriction of traffic through the 30mph zone is required, and is stated in the SNDP, under the community plan. This will be discussed further in April once the report from NCC has been received.

6.7 Playing Field – Community Matters (Waitrose) – SPC received the majority of the green tokens in the Waitrose Scheme in February. TWG proposed that this money is ring-fenced for the Playing Field, seconded by GE and all voted in favour.

## **7 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN (JMG)**

7.1 Regulation 14/Response Forms and Project Plan/Workshops – The Plan has been printed. All consultation e-mails have been sent. The Workshop schedule has been planned to produce the Basic Conditions Statement and the Consultation Statement.

7.2 Feedback Analysis – November Consultation – TWG has produced a report, which has been circulated. Once some amendments have been made to the information, this will be published on the website.

7.3 Traffic Survey – JMG advised that amendments will be made to the policy as there is a lot of repetition, as advised by DDC. This survey should be clearly labelled as a community project, as advised in the Health Check.

7.4 January Newsletter – R Frost correspondence – The corrections advised by Rupert Frost were sent to Kirkwells for their comments, and the response was read out to the PC and the Public. Kirkwells advise there were no errors in the January newsletter, and the information that was provided was correct. JFG highlighted the difference between the PC comment/assertion that development locations would be decided by the DDC where as Kirkwells referred to it being decided by a Third Party which is not the same thing.

As such Kirkwells had distanced themselves from the PC comment which was not confirmed as correct. JMG proposed that all the comments from Rupert Frost, DDC and Kirkwells be discussed at the April meeting, seconded by JFG and all voted in favour.

## 8 REPRESENTATIVES UPDATES

8.1 Grass Mowing Representative update (JFG) – The grass cutting season will be starting from the end of March.

8.2 Highways Representative update (SF) – SF will have a meeting with JFG and John Vale to discuss the recent site meeting with NCC.

8.3 Playing Field Representative update (GE) – Successful fundraising campaign with Waitrose as discussed at Item 6.7

8.4 Street Lighting Representative update (JFG) – The last phase of the street lighting upgrade will cost £3,744 plus VAT. JFG will circulate the quote and this will be discussed further in April. Some lopping of the trees around various street lights will be needed

8.5 Police Liaison Representative update (GE) – Sgt.Sam Dobbs has been invited to attend a future PC Meeting.

## 9 FINANCE

9.1 Finance Representative update (TWG)

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 726	S Porter	Salary & Expenses – February 2018	£238.75		LGA 1972 s112
	Payment	Chq 727	J Golding	Street Light Numbers	£4.99		PCA1957 s3
	Payment	Chq 728	Kirkwells	Consultation – SNDP	£6,000.00	£1,000.00	LGA 1972 s111



(M Nightingale leaves the meeting)

10.2 NCALC – GDPR Toolkit Notes – Received and noted.

**11 WEBSITE (ToG)**

11.1 Website Representative update – All up to date.

**12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 3<sup>rd</sup> April 2018**

**Meeting Closed – 10:20pm**