

**Minutes of Staverton Parish Council Meeting held on
Tuesday 1st April 2014 at 7.30pm in Staverton Village Hall**

Present: Parish Councillors: T Glover (Chair) (TG), I Weaver (Vice Chair) (IW), S Frost (SF), J Gilford (JMG), J Golding (JFG), E Kenworthy-Browne (EK-B), S Thomas (STh).

Others: 3 members of the public, District Councillor J Gilford, S Foster (Clerk).

1. Acceptance of Apologies for Absence

S Taylor (STa) – working.
J Golding – going to be late.

2.1 Declaration and Nature of Interests

JMG requested clarification on whether she should declare an interest on item 5.2. The Clerk advised it was for individual councillor to decide if there was an interest, not the Parish Council. JMG decided that no declaration was necessary on the basis there was no pecuniary interest and as per DDC's guidelines that the relationship was not a direct but extended relationship.

2.2 Consideration of any dispensation requests received

None.

3. Open forum

A member of the public addressed the Parish Council in relation to one of the stiles on Well Lane/The Woodlands. A letter was passed to the Clerk. The Chairman ruled that, in the absence of the Footpath Representative, the matter would not be discussed.

4. To approve and sign the minutes of the ordinary meeting dated 4th March 2014

The minutes had been circulated. One comment had been made and was discussed.
Proposal: to accept the minutes as a true and accurate record of the meeting without alteration.

Proposed by EK-B, seconded by SF. 5 for. 1 abstained. Carried.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

Deferred in the absence of JFG.

5.2 Recovery of debt

The Clerk reported that no progress had been made as she needed to take advice regarding appointing a bailiff. She was advised to speak to Paul Adams at Daventry District Council. Comment was made as to the address used for serving the judgement. JMG reported that the address on the judgement was neither the residential address nor the business address of the previous barn tenant and therefore advice should be sought as to whether the judgement was valid as per the email she had circulated and whether a bailiff should be appointed as there would be no items of value at the address to seize in the name of the previous tenant. This would be clarified by the Clerk. It was noted that, in future, a utility bill should be shown as evidence.

JFG arrived at 7.55pm.

5.3 Update on proposed kissing gates on footpath FD8/17

JFG advised that NCC now have the agreements in place to proceed with kissing gates and look to raise the funds. JFG was updated with regards to the earlier discussion during public forum.

5.4 Consideration of changing street lighting maintenance contractor and mercury street lighting

The Clerk reported that figures obtained from EON were:

White light 36W PLL or 42W PLT = £325 + VAT

Orange golden light 70W SON = £425 + VAT

She will now obtain a comparable quote from another contractor and clarify what works are provided for the costs.

5.5 Consideration of cutting back foliage and trees on the playing field
TG reported that the work has been done and the remnants will be taken to the tip. Thanks went to TG for his hard work.

Proposal: to remove from the agenda.

Proposed by IW, seconded by SF. All in favour. Carried.

5.6 Consideration of Barn rent

TG reported that he had spoken to the builder interested in renting the barn following the last meeting. However, he had decided not to take up the Parish Council's offer. Another tenant has come forward. Discussion took place.

Proposal: to ring-fence £700 empowerment grant funding. To lease the barn in it's current state at £18.25 per week. To offer to concrete the floor in 12 months' time and, if carried out, consider raising the rent.

Proposed by EK-B, seconded by IW. 6 for. 1 against. Carried.

Proposal: that:

- *the rental agreement be amended to reflect current legislation*
- *a deposit of three months' rental is secured prior to the tenant taking possession*
- *payments from the tenant are taken via direct debit*
- *the insurance for the barn is paid in the first instance by the Parish Council and passed on to the tenant*
- *the tenant reimburses the Parish Council for any monies paid in connection with the insurance immediately.*

Proposed by JMG, seconded by STh. All in favour.

Proposal: to remove items 5.6 and 5.7 from the agenda.

Proposed by STh, seconded by IW. All in favour.

5.7 Consideration of advertising the vacancy at the Barn

See item 5.6 above.

5.8 Consideration of safety inspection on play area

TG reported that he has all materials for the medium/high priority work except for the skateboard ramp. Discussion took place regarding the viability of the skateboard ramp. Parish councillors were requested to assess the equipment for discussion at the May meeting. TG to carry out temporary repairs to the ramp.

5.9 Consideration of draft Standing Orders

TG, IW and the Clerk had met and a draft document had been circulated showing tracked changes. Any comments were requested to be sent to the Clerk ready for the May meeting.

5.10 Appointment of Street Lighting Representative

Proposal: to appoint John Golding as Street Light Representative on a temporary basis.

Proposed by TG, seconded by STh. All in favour.

5.11 To receive grievance from the Clerk
Proposal: to remove from the agenda.
Proposed by TG, seconded by IW. All in favour.

5.12 Update on drainage/flooding issue adjacent to The Orchard

Severn Trent Water had reported that they had carried out a complete cleanse of the main sewer and there is no longer any debris. However, a member of the public reported that during last week's storm the gully had still flooded in although it was noted that the drain had not overflowed. SF will contact NCC Highways to request cleaning of the gully.

5.13 Consider request from parishioner to purchase commemoration bench

Discussion took place and it was agreed that parish councillors would look at sites in time for the May meeting. TG will discuss the design of a bench with the family concerned. The matter of a bench on Braunston Lane was mentioned. SF volunteered to speak to Robert Clark about re-installing a bench in the area.

STh left the meeting at 9.00pm.

5.14 Consider mole catching quotes for Braunston Lane playing field

JFG reported that he had set traps which had, unfortunately, been removed overnight. He will set them again and put a notice on the playing field gate advising that the traps are a temporary measure and asking people not to remove them. Anyone with an issue should be requested to contact the Clerk.

6. Representative's Reports

6.1 Footpath representative

TG has sawn down the tree on Marshalls Lane as NCC had not responded. JFG to advise County Council of this. Thanks went to TG.

6.2 Highway representative

SF reported that the mud on Catesby Lane was now gone and she had spoken to Mr Godber who will clear the ditch at the side of the A425.

6.3 Street Lighting representative

Once the Clerk has a comparable quote from Aylesbury Mains, she will pass the matter to JFG.

6.4 Grass Cutting representative

The Clerk was asked to contact the mowing contractor for a start date.

6.5 Playing Field representative

TG reported that he is working through the list of repairs from the recent inspection.

Proposal: to allow TG funds of up to £200 to action repairs required.

Proposed by EK-B, seconded by JMG. All in favour. Carried.

6.6 District & County Councillors

JMG reported recent District Council matters and answered questions from Parish Councillors and members of the public. She circulated precept figures for villages in the District and was asked to provide resident numbers for each village.

6.7 Parish Website

Nothing to report.

7.1 Planning Applications - Full Plans available 15 minutes prior to meeting

Planning no.	Description	Location	Comment
DA/2014/0189	Work to trees in a conservation area	Green Farm House, Glebe Lane, Staverton NN11 6JF	Deferred to the end of the meeting. JFG left the meeting before discussion took place. <i>Proposal: to support the application.</i> <i>Proposed by TG, seconded by SF. All those in attendance in favour. Carried.</i>

7.2 Planning Appeals

Planning no	Description	Location	Decision
None			

7.3 Planning Applications - Decisions

Planning no	Description	Location	Decision
DA/2013/0727	Demolition of former hospital buildings, construction of 4 dwellings, new vehicular access and drive. Closure of existing access.	Land at former hospital site, Badby Lane, Staverton NN11 6DE	Approved
DA/2014/0079	Demolition of existing extension. Construction of two storey rear extension and insertion of two dormers to front elevation	Old School House, Oakham Lane, Staverton NN11 6JQ	Approved

8. Clerk's Correspondence

8.1	Police	Crime report – January/February 2014	To go on website
8.2	DDC	Year book (by email)	Noted
8.3	DDC	Invitation to web briefing evening (by email)	Clerk to attend
8.4	Police	New PCSO – Jane Coaley (by email)	Noted
8.5	HMRC	Paying PAYE electronically	Noted
8.6	LCR	Briefing – Spring 2014	Noted
8.7	Clerks & Councils Direct	01/03/14	Noted
8.8	HMRC	PAYE Notice of employee's tax code	Noted
8.9	Northants ACRE	Parish Council supporter and publication order form	No action
8.10	Trading Standards	News (by email)	Noted
8.11	HSBC	Statements x 3	Noted
8.12	DDC	Information on the Care and Repair service (by email)	Noted
8.13	NCC	Trading Standards News (by email)	Noted
8.14	DDC	DOF Newsletter (by email)	Noted

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque	Payee	Details	Amount (GBP)			Authority
			Cost	VAT	Total	
452	S Foster	Salary	203.43	0.00	203.43	LGA 1972 s112
453	S Foster	Expenses	52.68	0.00	52.68	LG(FP)A 1963 s5
454	Wicksteed Playscape	Inspection	45.00	9.00	54.00	
455	NALC	LCR Subscription	17.00	0.00	17.00	LG(FP)A 1963 s5

JMG noted that the Clerk's mileage and telephone allowance should be shown as taxable. The Clerk undertook to implement it the following month (the new tax year) and to arrange for a new tax code.

Proposal: to authorise payment of the above cheques.

Proposed by EK-B, seconded by SF. All in favour. Carried.

10.2 Income received

£308.75 HMRC VAT Reclaim

£ 0.04	HSBC Interest
10.3	Bank account balances as at 26.03.14
HSBC Business	£6,193.48
HSBC Deposit (Barn)	<u>£ 700.19</u>
Total	£6,893.67
Uncashed cheques	<u>£ 0.00</u>
Total available	£6,893.67

11. New business

11.1 To agree deadline for receipt by Clerk of new items for Parish Council agenda and the form of such requests

Discussion took place.

Proposal: for any new items for the agenda to be notified to the Clerk by the end of Tuesday when an agenda is published on the following Wednesday with background information to be circulated to all Parish Councillors.

Proposed by JMG, seconded by JFG. All in favour.

11.2 Consideration of new Model Financial Regulations

A meeting will be arranged between JMG, TG and the Clerk to go through the new model.

11.3 Review of Freedom of Information document

To be dealt with at the same meeting as 11.2.

11.4 Consideration of part-funding purchase of Charles Arnold-Baker Local Council Administration book

The Clerk requested 50% funding of the above book with the other 50% to be funded by Badby Parish Council.

Proposal: to fund 50% purchase of Edition 9 of Charles Arnold-Baker Local Council Administration.

Proposed by TG, seconded by SF. All in favour. Carried.

1. 12. Date of next Ordinary Meeting of the Parish Council

Tuesday 6th May 2014.

The Chairman closed the Meeting at 10.15pm.

