

Staverton Parish Council Meeting of 7th April 2015

Minutes of Staverton Parish Council Ordinary Meeting held on

Tuesday 7th April 2015 at 7.30pm in Staverton Village Hall

Present: Parish Councillors: T Glover (Chair) (TG), J Golding (Vice Chair) (JFG),

S Frost (SF), J Gilford (JMG), E Kenworthy-Browne (EK-B),

I Weaver (IW),

Others: 0 members of the public, S Foster (Clerk).

1. Acceptance of Apologies for Absence

S Taylor (ST) – working.

2.1 Declaration and Nature of Interests

TG and JFG declared personal interests in cheques 519 and 520 respectively.

2.2 Consideration of any dispensation requests received

None.

3.1 To approve and sign the minutes of the confidential portion of the meeting and approval of

addition of such to the minutes of the Ordinary Meeting dated 3rd February 2015

It was noted that, for reasons of transparency, confidential minutes cannot be kept.

Confidential

matters should be discussed in private with concise minutes recorded. If necessary, a file note can be

drawn up.

Proposal: to accept the minutes of the confidential portion of the meeting as a true and accurate record

of the meeting.

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

3.2 To approve and sign the minutes of the Ordinary Meeting dated 3rd March 2015

Draft minutes had been circulated. The following amendments were discussed:

Item 5.1: Replace “Papers have now been submitted” with “NCC has now submitted the papers”.

Item 5.2: Replace “for repair” with “to be installed”.

Item 5.3: After “awaiting pricing” add “for the 2 No proposed new street lights in Braunston Lane”.

Item 6.7: Replace “elephant” with “ horse mobile”.

Proposal: to make the above amendments and to accept the minutes as a true and accurate record of

the meeting.

Proposed by JFG, seconded by JMG. 5 for. 1 abstained. Carried.

4. Open forum

No members of the public in attendance.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

A hearing date of 11th August 2015 has been set to be held at County Hall. JFG (as Staverton Footpath

Representative) has requested both NCC and the Planning Inspectorate for the hearing to be moved to

Staverton Village Hall. This has proved unsuccessful as yet despite transport difficulties of witnesses

getting to Northampton. JFG believes that guidelines for the venue of the hearing have not been

followed. JFG was asked to raise the matter with County Councillor Robin Brown.

5.1.1 The appointment of an Independent Legal Representative for the DMMO and Diversion of FD7

Proposal: to appoint Dr Steven Hollowell as independent legal representative in regards to the above

DMMO and Diversion Order for a nominal fee of £50 to cover expenses and to confirm that to him by

email on Wednesday 8th April.

Proposed by JMG, seconded by EKB. 5 for. 1 abstained. Carried.

5.1.2 Possible Parish Council hire of Staverton Village Hall for the DMMO and Diversion of FD7 Hearing

Defer.

16

Minutes subject to approval at the next meeting

Staverton Parish Council Meeting of 7th April 2015

5.2 Consideration of changing street lighting maintenance contractor

Defer to May 2015.

5.3 Consideration of updating from mercury street lighting

Deferred to May 2015.

5.4 Consideration of removal of overhanging branches on the copper beech tree on The Green

Michael Venton of DDC had given permission for branches to be removed and had requested that

photographs be taken before work is undertaken as well as afterwards.

5.5 Consideration of written inspection on the beech tree on The Green

Clarification had been received from B Hatton that in order for him to provide information as to what

remedial works might be necessary, a picus test needs to be undertaken.

Costs for removing the tree had been sought and were provided to Parish Councillors.

Proposal: to make an application to DDC for removal of the leaning beech tree on The Green and to

arrange for the tree to be felled in such a way as to make a table of the stump at a cost of £390 by

Treetops.Com Ltd.

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

Proposal: to remove from the agenda.

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

5.6 Consideration of letting of Barn 2015/2016

The current lease is due to finish on 25th April 2015. TG has started repair works to the roof but the

current lessee has not yet confirmed whether he intends to continue the rental. The Clerk was requested to find out what his intentions are before 15th April 2015 and to advertise on the noticeboards in the village and at Skylark Farm, if confirmation had not been received in writing that he

intended to continue with the tenancy. It was noted that the contract will be renewed on the same

basis as the current one.

5.7 Consideration of play area inspection report

The inspection report had been circulated. The skateboard ramp has been removed and the ground

will be filled. TG will work through the priority list.

Proposal: to remove from the agenda.

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

5.8 Consideration of Neighbourhood Plan

TG has met with a number of people who wish to be involved in drawing up a Neighbourhood Plan.

The DDC consultation for designation of the neighbourhood area is currently running.

6. Representative's Reports

6.1 District & County Councillors

JMG did not make a report as she is in purda at the moment.

6.2 Finance Representative

Items will be covered separately on the agenda.

6.3 Footpath Representative

JFG reported that he had met with Nick Wedgbrow re a number of issues, including the stile at The

Hall. EKB expressed disappointment that JFG had not been in contact with the residents of The Hall

and reported that she understood that they were planning to install a stile themselves. JFG is awaiting

further information from NW and will chase him. EKB asked to be copied into JFG's email so that she

can advise the residents at The Hall.

It was reported that Marshalls Lane was blocked by a fallen tree but has now been cleared.

6.4 Grass Cutting Representative

The Clerk was asked to check when mowing will begin.

17

Minutes subject to approval at the next meeting

Staverton Parish Council Meeting of 7th April 2015

6.5 Highway Representative

Croft Lane is due to be closed for up to 3 days from 13.04.15. SF reported that a tree outside the

village hall is entangled in the telephone line. IW will report this back to the Village Hall Committee.

The Clerk reported that the new bollards erected at the corner of Daventry Road are part of the Safer

Routes to Schools Scheme. She was asked to find out what the purpose of the ones by the pocket

park serve as they restrict the view of the highway and will cause issues for grass mowing.

6.6 Parish Website

TG has updated the website. A request for advertising had been received from outside the village. It

was agreed that this would not be appropriate at this time. Staverton businesses could be asked

whether they would increase their presence on the website for a small annual cost.

6.7 Playing Field Representative

TG reported a need to budget for a new vehicular gate.

6.8 Street Lighting Representative

Following further enquiries, the street light on Braunston Lane had finally been fixed earlier today.

It was noted that street lights 3 and 13 are now cutting out. JFG will report.

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

Planning no. Description Location Comment

DA/2015/0205 Construction of dwelling
(part retrospective)

Site at Whitmill Hill Farm, Badby

Lane, Staverton NN11 6DE

Proposal: no objections.

Proposed by IW, seconded by TG. 3 for.

1 against, 1 abstained. Carried.

7.2 Planning Appeals

Planning no Description Location Decision

None

7.3 Planning Applications - Decisions

Planning no Description Location Decision

DA/2015/0006 Conversion of barn and outbuilding to
dwelling and partial demolition and rebuild
of boundary wall and associated structure

The Stables, Manor Road,

Staverton NN11 6JD

Withdrawn

DA/2015/0081 Variation of Condition 2 of DA/2014/0692

(Construction of gamekeepers cottage) to
amend layout of dwelling

Land at Vinetree Farm,

Daventry Road, Staverton

Approved

DA/2015/0094 Variation of Condition 2 of DA/2008/1057 (Demolition
of existing dwelling and former dwelling and
construction of replacement dwelling) relating to use of
brick instead of stone to construct dwelling

Staverton Hill Farm, Badby

Lane, Staverton NN1 6DE

Approved

7.4 Planning – Non-material Amendment and Permitted Development Applications to DDC

Planning no Description Location

DA/2015/0009 Prior approval for change of use of
agricultural building to dwelling

Building, Daventry Road, Staverton

8. Clerk's Correspondence

8.1 HSBC Statements Noted

8.2 NCC Notification of temporary closure of Croft Lane Noted

8.3 BT Adopt a Kiosk Clerk to ask whether any plans
for the phone box

8.4 Police & Crime

Commissioner

Parish Special Constables and their role Noted

18

Minutes subject to approval at the next meeting

Staverton Parish Council Meeting of 7th April 2015

8.5 EON Change of Deemed Contract rates Noted

8.6 Clerks &

Councils Direct

March 2015 issue Noted

8.7 LCR Spring 2015 issue Noted

8.8 C Gibson Planning application DA/2015/0006 Noted

8.9 T Davies/C

Clark

Comments to DA/2015/0014 Noted

N/A NCALC E Update (By email) Noted

N/A NCALC Pensions/EON/Elections (By email) Noted

N/A NCALC Elections – Be election ready (By email) Noted

N/A NCALC Local Council Awards Scheme (By email) Noted

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque Payee Details Amount (GBP) Authority

Cost VAT Total

505 EON Street light maintenance 119.20 23.84 143.04PCA 1959

515 BHA Trees Ltd Tree Inspection 180.00 36.00 216.00Open Spaces Act 1906 ss9/10

516 S Foster Salary 499.05 0.00 499.05LGA 1972 s112

517 S Foster Expenses 37.81 0.00 37.81LGA 1972 s112

518 Wicksteed Leisure

Ltd

Inspection 45.00 9.00 54.00LGA(MP) 1976 s54

519 T Glover Postage 1.72 0.00 1.72LGA 1972 s112

520 J Golding Photocopying 6.00 1.20 7.20LGA 1972 s112

JG advised that there had been no attachment to the clerk's salary schedule and that the code the

clerk currently had meant there would be some tax due for deduction.

The clerk advised she had not had time to run the HMRC real time payroll but would do so, confirming

she would deduct the tax accordingly before the payment of any cheque.

Proposal: to approve Cheque 505 and to send a letter to B Hatton requesting a settlement in the total

amount of Cheque 515.

Proposed by JFG, seconded by EKB. All in favour. Carried.

Proposal: to approve Cheques 516 to 520.

Proposed by EKB, seconded by SF. 4 for. 2 abstained. Carried.

10.2 Income received

£ 0.04 HSBC Interest

£ 5.00 Barn debt

£237.25 Barn rent

10.3 Bank account balances as at 30.03.15

HSBC Business £ 8,645.81

HSBC Deposit (Barn) £ 700.67

Total £ 9,346.48

Uncashed cheques £ 359.04

Total available £ 8,987.44

10.4 Presentation of year end figures for 2014/2015

JMG circulated copies of end of year figures and asked that the following be noted:

- Income was up on the budget for 2014/15 mainly due to the County Council Empowerment grant that had been received for repairs to the barn roof
- The rent for the barn is now paid in advance which provides for better financial management of the asset

- Expenditure was well within budget with the main areas of difference being:
19

Minutes subject to approval at the next meeting

Staverton Parish Council Meeting of 7th April 2015

- o clerk's salary was over budget
- o grass cutting expenditure was reduced due to less cuts being undertaken
- o the planned expenditure on the barn had not been incurred. Therefore these monies would be

ring fenced and carried over into the next year

Also included within the paperwork circulated were the reserve figures to be carried forward to

2015/16:

- o Barn 4181.79
- o Playing Field 603.21
- o Street Lighting 4367.55
- o Contingency 193.93

BALANCE 9346.48 – agreed to bank

JMG also highlighted:

- The Parish Council would not know until 9th April as to whether there would be a cost of an election

to cover.

- The Parish Council no longer had a deficit budget
- There was now a medium term financial plan in place covering 4 years

JMG then went on to explain the changes that 2015/16 would bring in connection with the new Local

Audit & Accountability Act:

- The Parish Council would be absolved of the requirements to have an internal audit
- A new transparency code would be put in place
- In future the Parish Council would be able to appoint their own auditor
- The Parish Council would still have to complete the annual return form but that would now be the

end of the process unless a resident raises a question

- The Parish Council would no longer be required to submit accounts. The new system would be a

‘light touch’ approach. The only requirement would be to give headline figures in section 1 of the

annual return

- There would be a requirement to have a dedicated part of the web site that can list:

- o A copy of the PC's adopted budget for 2015/16

- o A list of any payments over £100

- o Statement of accounts & annual return

- o Staff costs

- o NCALC clerks pay scales

- o List of council assets
- o Any parish councillors expenses re-imbursed
- o Copies of all policies, standing orders, financial regulations and any risk assessments
- o An email address for a parishioner to use if they have any questions about the Council's finances

JMG advised that all these changes would mean the Councillor appointed to the financial role will need

to have a 'hands on' approach ensuring the Parish Council adheres to the internal controls in place. In

addition minutes would need to reflect accurately and in detail all financial matters discussed.

JMG asked that the following items be put on the agenda for the first meeting of the Council to

decide:

- Appointment of internal auditor
- Financial transparency

The Clerk would forward the documentation for the Chairman to publish on the web site.

20

Minutes subject to approval at the next meeting

Staverton Parish Council Meeting of 7th April 2015

10.5 Completion of Annual Return for financial year 2014/2015

JMG advised that the Clerk had been unable to meet with her prior to the meeting and that therefore

she had not been able to sign off section 2 of the annual return. JMG confirmed the figures presented

earlier in the meeting were a true record of the Parish Council's income & expenditure for 2014/15 and

could be used to populate section 1 of the annual return.

The Clerk and JMG will meet to complete Section 2 for presentation to the May meeting.

Proposal: to complete Section 1 of the Annual Return.

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

10.6 Confirmation of Clerk's PAYE tax code for financial year 2015/2016

The new tax code was noted although the confirmation paperwork has yet to be received.

JMG asked

it be noted that a tax code had been received on the 25th February to use for April payroll and that the

Clerk had written on it this had been amended to 338T and that the paperwork was being sent. JMG

also advised this code would mean tax would be due to be paid on the £449.05 figure presented for

payment and that technically a code should not be applied until the hard copy had been received.

11. New business

11.1 Confirmation of elections to be held on 7th May 2015

The Clerk confirmed she has an appointment at DDC at 10am on Wednesday 8th April to hand in any

completed nomination forms she has.

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 12th May 2015 – deferred one week due to Parish Council elections

It was noted that the Clerk has resigned and will be working 2 months' notice. Discussion took place regarding

where to advertise the vacancy and on what terms.

Proposal: JMG to arrange advertising of the vacancy for Clerk through NCALC, on the Parish noticeboard and

for 2 weeks in the Daventry Express. It was felt the cost would be in the region of £75 but in order to progress

the matter JMG was given authority to use her discretion. JMG was also requested to produce a job

description, person specification and interview documentation in conjunction with the Chair.

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

13. Confidential – Members of the public and press excluded

13.1 Recovery of debt

The Clerk reported that costs of applying for a charge on a property would be £150.

However, she had

been advised that a judge is unlikely to apply a charge on a permanent basis in view of the amount

owing. The Council therefore agreed not to proceed with applying for a charge on the property.

The Chairman closed the meeting at 10.05pm.

21

Minutes subject to approval at the next meeting