

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

**Tuesday 7<sup>th</sup> June 2016**

**Staverton Village Hall**

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

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

Clerk – S Porter

Members of the public – Nil

## **1 CHAIRMAN'S ANNOUNCEMENTS**

1.1 Apologies received – S Frost (SF) - holiday, County Councillor Robin Brown - Woodford meeting

1.2 Subsequent announcements – The Badby Road boot camp planning application has been granted on Appeal, but with strict conditions imposed.

## **2 GOVERNANCE**

2.1 Declaration and nature of interest - Nil

2.2 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 (District Councillor) reported that the Vision for Daventry town centre is gaining momentum. A planning application is expected soon for a food store and possible cinema. Should approval be granted, work would start this year. The 4,500 homes development is also moving forward, and this will help protect villages, by demonstrating the 5 year land supply. The results of recent Ofsted reports for Northamptonshire are due tomorrow to be publicised.

**4 APPROVE MINUTES** of the Parish Council Meeting held on the **Tuesday 3<sup>rd</sup> May 2016** – IW proposed, TWG seconded and all voted in favour that the minutes were a true and correct record. These were signed and dated by the Chairman.

## **5 MATTERS ARISING**

5.1 Dog Fouling Signs – The intention was to undertake a review of where all enforcement signs in the village should be displayed then the PC will liaise with DDC to confirm where they wished signs to be displayed. JFG will survey the village, and liaise with ToG. The report will then be forwarded to the Clerk for sending to Environmental Health.

5.2 Stone/Tile Cutting – Stone World storage facility, Vine Tree Farm – TWG will review the conditions for the site with the DDC Planning Enforcement Officer. The main concern is the selling to the public from the unit. There is a caravan on site; however this is for storage only.

5.3 30mph Repeater Signs – This item was deferred to 6.10

## **6 BUSINESS**

6.1 Adopt Financial Regulations 2016 – JMG has reviewed the new regulations and advised that these are adopted by the Parish Council. GE proposed that the Financial Regulations 2016 are adopted, seconded by IW and all voted in favour.

6.2 Asset Register Review 2016 – This has been circulated and approved by all.

6.3 Terms of Reference for Website Representative – This has been deferred to the July meeting.

6.4 Review Open Forum recording policy – ToG proposed that this is satisfactory, seconded by MN and all voted in favour.

6.5 Review of pavements in the village – County Councillor Robin Brown has advised that villages need to prioritise projects, Staverton currently has none listed. MN will produce a list of pavements in the village that need attention and improvement for the next meeting.

6.6 Fire Pump – Plans for collection and storage – The storage facility in Weedon is moving to Hampshire and the Parish Council have been asked to take the Fire Pump back. The Clerk will contact Daventry Museum and Skylarks and ToG will contact Simon Russell to see if any can provide storage for the Fire Pump, which was left to the Parish Council in 1769.

6.7 Replacement Tree for The Green – TWG proposed that no replacement tree is needed, this was seconded by JFG and all voted in favour.

6.8 Appointment of Tree Warden – JFG proposed that MN be Tree Warden for the village, this was seconded by IW. The Clerk will notify NCC.

6.9 Parish & Town Councils Liaison Meeting – Thursday 16<sup>th</sup> June – JFG proposed IW and SF attend on behalf of the PC, this was seconded by TWG and all voted in favour.

(Private and Confidential)

6.10 Re-deployable Average Speed Cameras - GE proposed that that PC proceed with the trial offered, JFG seconded and all voted in favour. TWG will review the street lighting measurements, to confirm if 30mph repeater signs can be erected.

6.11 Internal Audit Report 2015-16

a) Asset Register – additional details needed

b) Legal Powers to Spend – list all expenditure on the minutes

c) Low Reserves - noted

GE proposed that this advice is accepted, seconded by IW and all voted in favour.

6.12 NCALC – New Salary Scales for 2016-2018 – IW proposed that the 1% pay increase, backdated to April, was accepted, this was seconded by ToG and all voted in favour. TWG proposed that an appraisal for the Clerk be undertaken following one years' service, this was seconded by JFG, and all voted in favour. The appraisal will be undertaken by JMG and ToG.

6.13 Village Hall – Annual Flower and Produce Show – MN proposed that a trophy, to the value of a “one off cost” of £25, be sponsored by the Parish Council for the Show on Monday 29<sup>th</sup> August, this was seconded by IW and with 6 votes in favour and 1 against. GE proposed that the Cake category be sponsored, seconded by ToG and with 6 votes in favour and 1 against. GE has volunteered to present the trophy at the Show, and IW will inform the Village Hall Committee.

6.14 Grass Verges Mowing Contract – The contract states 14 cuts per year for the village. Areas such as Croft Lane, Windmill Lane and the hill in the playing field are being missed, and no strimming is being undertaken. A quote will be requested for collecting the grass cuttings. JMG will contact the the Contractor to discuss the service the PC is receiving.

## 7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update (JFG) – There is still a problem with a broken stile, and a path not being cleared. This has been reported into NCC Rights of Way, but had a lack of response. JMG and JFG had advised the Portfolio Holder had agreed to a meeting with SPC to discuss the current issues. It is hoped the Rights of Way Team will be there too.

7.2 Grass Mowing Representative update (MN) – Discussed at 6.14

7.3 Highways Representative update (SF) – No report

7.4 Playing Field Representative update (ToG) – No funds have been received from Tesco as yet. Quotes have been received for £12,000 equipment.

7.5 Street Lighting Representative update (JFG) – Quotes are being sought for Phase 2 of the street lighting upgrade.

7.6 Neighbourhood Plan Representative update (ToG) – ToG reported that JMG had facilitated Alan Chandler Portfolio Holder from DDC to attend a recent meeting and help guide the group. Work was ongoing regarding the production of Objectives and Policies with the working party meeting every 2 weeks. JMG advised she had offered her services to the group and she hoped in the near future to have produced a Village Design Statement for the SPC to adopt. ToG advised that the group had recently lost members and were short on resources. ToG to approach the group with a view to confirming an additional SPC representative be appointed to the group as was the intentions of the PC, recorded in the June 2015 minutes, that there be three PC representatives on the group.

## 8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Application	DA/2016/0431	Site at Whitmill Hill Farm, Badby Lane, Staverton	Reinstatement of dwelling and two storey extension to rear (alternative scheme to DA/2015/0205)
	This application was not available on the website so no comments could be made. The Clerk will request a time extension.			
8.2	Application	DA/2016/0450	The Hall, Manor Road, Staverton	Works to trees within a Conservation Area
	JFG proposed no objections, seconded by GE, and will also ask that whilst the branches are being removed, that the trees are re-shaped following years of neglect. All voted in favour.			
8.3	Application	DA/2016/0449	The Hall, Manor Road, Staverton	Work to trees subject of Tree Preservation Order DA 31
	JFG proposed that the ownership of these trees are determined, seconded by ToG and all voted in favour. JFG will contact M Venton (DDC)			

8.4	Application	DA/2016/0513	The Cottage, Daventry Road, Staverton	Work to tree within a Conservation Area
JFG will get a report from the Tree Warden and send to the Clerk to submit to DDC, seconded by IW and all voted in favour.				

## 9 FINANCE (JMG)

### 9.1 Finance Representative update

It was proposed by TWG, seconded by GE and all voted in favour that the following cheques be paid:

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 594	S Porter	Salary & Expenses – May 2016	£354.52		LGA 1972 s112
	Payment	Chq 595	Parish News	N/Plan Article	£25.00		LGA 1972 s142
	Payment	Chq 596	S Frost	APM Food Expenses	£13.75		LGA 1972 s15(5) & 35(5)
	Payment	Chq 597	Nice n Stripy	Grass Cutting April 2016	£140.00		HA 1980 s96
	Payment	Chq 598	Village Hall Fund	N/Plan Meetings x 3	£60.00		LGA 1972 s144

### 9.3 Income received

½ Year Precept     £5,075.00

Barn Rent Arrears   £     5.00

Groundwork UK     £1,515.00

VAT Refund            £2,164.73

**Total**                    **£8,759.73**

9.4 Bank account balances as at **19.05.16**

HSBC Business                    £ 9,546.75

HSBC Deposit (Barn)                    £ 701.15

Total                                    **£ 10,247.90**

Uncashed cheques                    £ 0.00

Total available                    **£ 10,247.90**

Less June Cheques                    £ 593.27

**Bank Balance**                    **£ 9,654.63**

9.5 Subsequent cheques – 3 quotes have been received and reviewed from the Insurance Brokers for the insurance renewal due for 2016-17. Hiscox provide the best value quote, with an additional 5% reduction if a 3 year deal is accepted. This amounts to an annual premium of £666.97. Cheque No 599 was approved by MN, seconded by IW and all voted in favour to proceed.

## **10 CLERK'S CORRESPONDENCE**

10.1 DDC – Training for Members and Parishes – Houses in Multiple Occupation – No interest in attending.

## **11 WEBSITE (ToG)**

11.1 Website Representative update – The transparency documents are continuing to be updated on the website. The domain name Staverton.co.uk is not used and ToG proposed cancelling the subscription to save money, seconded by GE and with 6 votes in favour and 1 against.

## **12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 5th July 2016**

Meeting Closed: 9:26pm