

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

**Tuesday 5<sup>th</sup> June 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), I Weaver (IW), District Councillor Rupert Frost,

Clerk – S Porter and 6 members of the public

## **GOVERNANCE**

1.1 Apologies received – M Nightingale (MN) and County Councillor R Brown

1.2 Subsequent announcements - Nil

## **2 GOVERNANCE**

2.1 Declaration and nature of interest – SF – Chq No 740 (Personal and Prejudicial), JFG – Chq No 741 (Personal and Prejudicial),  
GE handed his amended Register of Interests form to the Clerk.

2.2 Consideration of dispensation requests received - Nil

## **3 OPEN FORUM**

3.1 Reports from members of the public (excluding SNDP items) – Concerns raised to speeding in the village, especially Braunston Lane, not just on the A425.

3.2 Reports from District & County Councillors –

**DDC (J Gilford & R Frost)** – The new Waste System (123+) commenced on the 4<sup>th</sup> June. Priorities for Daventry Town Centre are the Cinema, School and Retail Park, with works commencing in September 2018. The Women's Cycle Tour – Stage 2 Finish will be in Daventry on 14<sup>th</sup> June and passing through Staverton. DDC have formed a Reorganisation Group, comprising of 6 members, to deal with the forming of the Unitary Council. Daventry District will be merged with South Northants and Northampton Borough. A consultation paper will be produced for Parish Councils and the public. Workshops will be set-up and all are urged to attend. The consultation starts on 13<sup>th</sup> June.

NCC Accounts have not been signed off for 2017-18 and will not balance. Serious financial difficulties and anomalies have been identified. S106 monies have been spent which have not been in accordance with conditions imposed. There will be a deeper and wider range of cuts to all services and no spending is authorised. Bus services will be cut and Libraries closed. Parish Council's will have to fund local projects. DDC have money to assist and will aim to provide match funding. Large scale redundancies are inevitable with the merging of the Councils.

## **4 MINUTES**

**4.1 APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 1<sup>st</sup> May 2018**  
– JFG proposed that the following amendment be made to the May Minutes:

Item 5.1 reference item 7.3: Last sentence;- "JFG advised that he is not happy with the process and the way that the letters have been drafted before the PC have discussed the matter - JMG advised that 7 out of 8 PC members were present at the workshop before the PC discussed the matter. The Chairman allowed the amended amendment in breach of the Minutes Policy. JMG proposed the amended amendment, seconded by SF and with 6 votes in favour and 1 against

There was no seconder for this amendment proposal to the May Minutes.

JMG proposed that the May Minutes are adopted, seconded by SF and with 5 votes in favour (JMG, SF, IW, TWG, ToG), 1 against (JFG) and 1 abstention (GE). The minutes will be signed and dated by the Chairman.

## **5 MATTERS ARISING**

**5.1 Appointment of PC - Rights of Way Representative** – GE advised he was to resigned as Playing Field Representative. SF proposed that GE becomes the Rights of Way Representative and TWG becomes the Playing Field Rep, seconded by IW and all voted in favour.

**5.2 Archiving of Parish Records** – The archiving of files has taken place by JFG and SF. JFG will store the historic minutes and ToG the remaining documents of specific interest. JFG requests that the PC discuss having the minutes professionally bound by the printers. This will be discussed in July and expenditure approved.

**5.3 Vine Tree Farm – Tile Cutting** – DDC Environmental Health and the Planning Enforcement Officer are investigating and this item will be deferred until the July meeting.

## **6 BUSINESS**

**6.1 Parish Council Representatives to the Staverton Relief in Need Charity** – The PC Representatives need to be confirmed on the charity. The Clerk will contact the Secretary and advise that ToG is currently one of the PC Reps but is happy to stand aside and let Kath

Dark continue as before, however she would need to reapply for the position. The accounts are required for the website and noticeboard.

6.2 New Model Standing Orders for Review - JFG has circulated some amendments. This will be deferred to the July meeting.

6.3 National Grid Gas – Land Registry Application for the legal title of the Gas Site, Daventry Road, and Staverton – JFG has received advice from NCALC. GE proposed that JFG compose a letter of reply, seconded by JMG and all voted in favour.

6.4 Speed Reduction Signs for the Village – Budget costings are required based on a specification provided. J Vale, SF and JFG will proceed with obtaining quotes. JMG advised that DDC are providing funding for rural community projects. GE proposed that proposals be prepared ready for submission to DDC when the funding opportunities start, seconded by TWG and all voted in favour. IW will investigate the possibility of 20mph speed limit through the village, especially around the School and Braunston Lane.

6.5 New PC Website – ToG is obtaining quotes, and this will be discussed further in July.

6.6 Wicksteed – Annual Inspection Report 2018 – No high risk items have been identified. There are some medium and several low risk identified. The working party will have a couple of weekends to deal with these issues.

6.7 Waitrose Cheque for the Playing Field - The cheque has been received and TWG will get quotes for a replacement picnic table. Discuss at the July meeting.

6.8 Staverton Fire Engine – The Clerk has been in touch with the Museum who are currently home for the Fire Engine. The Clerk will contact Maria Taylor at DDC to ask if there are any funding opportunities available to house the Fire Engine back in the village and the process involved.

6.9 Internal Audit Report 2017-18 – The following report was received and read out

a) Asset Register – JFG and the Clerk will update

b) General Reserves – The low reserves were noted by the Auditor, however JMG advised this was a cash flow issue not a lack of reserves.

c) Approval of expenditure – The payment highlighted by the Auditor was incorrect as this payment was approved as part of the SNDP grant process.

d) PC E-Mail Addresses – Individual e-mails have been advised and this has been noted.

6.10 Approve Annual Governance Statement 2017-18 – It was proposed by IW that the Annual Governance Statement be approved, seconded by TWG and all voted in favour.

6.11 Approve Accounting Statements 2017-18 - It was proposed by IW that the Annual Accounting Statement be approved, seconded by TWG and all voted in favour.

6.12 Parish & Town Councils Meeting – Thursday 14<sup>th</sup> June – IW will attend on behalf of SPC.

6.13 Street Lighting Upgrade – The final phase will cost £4,267 plus VAT for Light No 6 Church St/Daventry Road (wall mounted), Light No 26 Daventry Road/Churchfields (wall mounted) and Light No 28 Manor Road/Farriers (pole mounted). For due diligence purposes, TWG will check the reserves and cash flow to enable this project to proceed. JFG proposed that subject to the funds being available that the final phase proceeds, seconded by JMG and all voted in favour.

6.14 DDC – Community Governance Review – IW will obtain more information from the DDC Parish & Town Councils Meeting and this will be discussed further at the July meeting.

6.15 Staverton Church Clock – The PC have no budget to assist with funding the clock repairs. JFG proposed that the Church Warden be referred to the Reading Room Trust charity to request funding, seconded by SF and all voted in favour (ToG abstained)

6.16 Weed killer on grass verges – Daventry Road – A complaint had been received from Roland Maplethorpe as a resident has been putting weed killer on the grass verges outside his property to prevent dogs messing on the grass. This area is now all dead. JFG will visit the resident for an informal chat.

6.17 Parish Council practice for the Clerks Correspondence – JFG requests that all correspondence sent from the Clerk be put in the black box in accordance with our normal practice.

## **7 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN**

### **7.1 SNDP Open Forum**

J Vale - Concerns have been raised over the accuracy of the SNDP and comments that were submitted during the consultation process.

K Edwards – Requested what timescales are involved with the next process. When will the comments be assessed from the consultation feedback?

7.2 Regulation 14 comments and consequential Plan amendments – The response template has been completed. Several comments still need to be discussed and points to be actioned with Plan amendments to be made. Further clarification is required from DDC.

GDPR legislation which has come into force from 25<sup>th</sup> May requires that consent is required from all respondents to the Regulation 14 process, before this is accepted by DDC. The template form used by Kirkwells should have included this but was incorrect. JMG proposed that an explanation be sent to all respondents, along with an apology (57 in total) once the wording is approved by the PC, seconded by SF and all voted in favour.

ToG adjourned the meeting due to the time and an extraordinary meeting called to finish the Agenda, seconded by IW and all voted in favour.

JFG proposed that the planning applications and finance be completed before closing the meeting, seconded by JMG and all voted in favour.

## 9 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
9.1	Application	DA/2018/0276	Staverton Hill Farm, Badby Lane, Staverton	Construction of new office building in lieu of building to be converted to offices under planning approval DA/2009/0550 which is to be demolished
	JFG proposed that the PC object to the planning application and advise that this is development in open countryside, seconded by JMG and all voted in favour.			
9.2	Refusal	DA/2018/0252	3 Oakham Lane, Staverton	Conversion of loft to habitable space including front and rear dormers
9.3	Appeal	DA/2017/0740	The Croft, Croft Lane, Staverton	Listed Building Consent for replacement of window in north wall of sitting room with single glazed metal framed french doors

## 10 FINANCE

### 10.1 Finance Representative update (TWG)

Chq's 739, 742-744 – It was proposed by GE that these cheques be paid, seconded by IW and all voted in favour.

Chq No 740 – It was proposed by IW, seconded by GE that this cheque is paid, all voted in favour (SF abstained)

Chq No 741 – It was proposed by IW, seconded by GE that this cheque be paid, all voted in favour (JFG abstained)

10.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 739	S Porter	Salary & Expenses – May 2018	£365.00		LGA 1972 s112
	Payment	Chq 740	S Frost	APM Expenses	£76.78		LGA 1972 s111
	Payment	Chq 741	J Golding	Printing	£13.92	£2.32	LGA 1972 s111
	Payment	Chq 742	M Freeman	Grass Verges – April 2018	£135.00		HA1980 s96
	Payment	Chq 743	Wicksteed	Playing Field Inspection 2018	£54.00	£9.00	LGA1976 s19
	Payment	Chq 744	Came & Co	Insurance Renewal 2018-19	£723.67		LGA 1972 s111

#### 10.3 Income received:

Barn Rent	£ 91.67
Barn Rent Arrears	£ 5.00
Precept	£ 5,379.00
VAT Return	£ 3,717.21
<b>Total</b>	<b>£ 9,192.88</b>

#### 10.4 Bank account balances as at **19.05.18**:

HSBC Business	£10,922.18
HSBC Deposit	<u>£ 701.83</u>
Total	£ 11,624.01
Uncashed cheques	£ 6.00
Total available	£ 11,618.01
Less June Payments	£ 1,368.37

**Bank Balance                      £ 10,249.64**

**Extraordinary Meeting called to finish the adjourned agenda with additional planning applications included is planned for Tuesday 12<sup>th</sup> June - 7:30pm**

**Meeting Closed – 10pm**