

Staverton Parish Council Meeting of 3rd March 2015

Minutes subject to approval at the next meeting

Minutes of Staverton Parish Council Ordinary Meeting held on

Tuesday 3rd March 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), I Weaver (IW),

Others: 2 members of the public, S Foster (Clerk).

1. Acceptance of Apologies for Absence

E Kenworthy-Browne (EK-B) – holiday

S Taylor (ST) – working.

2.1 Declaration and Nature of Interests

None.

2.2 Consideration of any dispensation requests received

None.

3.1 To approve and sign the minutes of the Ordinary Meeting dated 6th January 2015

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

Item 7.1: DA/2015/1126. The proposer to be amended to IW.

Item 5.2: The paragraph be amended to read “Further complaints have been received from a number of

parishioners regarding street lights still not having been repaired. Considerable discussion took place including the

need for EON to carry out the now due three yearly maintenance service before any action is taken regarding

changing contractor. It was noted that three street lights are now permanently out and three are flickering. EON

has stated that they are waiting for ordered parts which are required to repair the accident-damaged street light on

Home Close. JFG reported that he had telephoned EON whilst in Portugal and had been given an assurance that

the faulty Street Lights would be attended to this present week. It was agreed that JFG would research whether

the Parish Council could raise the issue with OFGEM in the event that this assurance was not honoured. The

matter was deferred until the next meeting.”.

Item 5.5: After “with an opt out” add “by either party”.

Item 5.7: To replace “ JFG and TG would meet to discuss to discuss with the agreement that adjustments could be

made to the adopted document if necessary” with “the Clerk would provide JFG with the tracked changes version

to review in order that he could send his comments through to the Parish Council”.

Item 6.3: After “with regards to” add “the proposed stile on”.

Item 10.1: The discussion paragraph to be replaced with “JMG highlighted that the RTI information had not been

attached to the Clerk's salary sheet this month. This was a requirement of SPC Financial Regulations and enabled

the Parish Council to check that the correct amount of tax & national insurance was being deducted. The Clerk

agreed to ensure the RTI information would be provided in the future.”.

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

the meeting.

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

Further amendment to the draft confidential minutes will be discussed during the confidential part of the meeting.

4. Open forum

Two members of the public made comment with regards to planning application DA/2015/0114.

The order of the meeting was altered to accommodate the presence of the members of public.

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

Planning

no.

Description Location Comment

DA/2015/011

4 (

Not within

Staverton parish)

Change of use of dwelling, associated outbuildings and outlying land to a mixed use for the purposes of a dwelling and health/fitness education with some overnight stays, and construction of separate parking area to partly serve the said use

Badby Lodge Farm,

Staverton Road,

Badby NN11 3DD

Proposal: to object on grounds of historical concerns over ribbon development on Staverton Lane, being detrimental to the enjoyment of the lane; inappropriate change of use detrimental to the peace and quiet of the countryside; likely to cause nuisance, as already reported; commercial use of this scale being inappropriate for the lane; and concerns over whether the house and services can accommodate the number of people residing there. Planning policies to be added to objection.

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

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5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

NCC has now submitted the papers to the Inspectorate.

5.2 Consideration of changing street lighting maintenance contractor

All street lights, except Home Close, have now been repaired. EON have advised that the new lantern

will be available this week and should be scheduled to be installed next week.

5.3 Consideration of updating from mercury street lighting

(Deferred to May 2015)

JFG is awaiting pricing for the 2 No. proposed new street lights in Braunston Lane from Aylesbury Mains Ltd.

5.4 Report on mole catching

There is little activity at the moment.

Proposal: To remove from the agenda.

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

5.5 Consideration of letting of Barn 2015/2016

Roof repairs will be carried out when the weather permits.

Proposal: to write to the current occupier with an assurance that the roof will be repaired properly and

request an indication before 7th April 2015 as to whether he will be renewing the lease when it ends in

May. The Clerk to circulate a copy of the lease in the circulation box.

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

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

The written report had been circulated.

Proposal: to write to Bruce Hatton and ask for completion of information regarding his points 1.3.2 and

1.3.3. The Parish Council feels that it cannot fulfill its duty of care based on the information provided

as the report contains no information as to remedial works to be carried out or recommendations for

the future of the tree. The Clerk to obtain quotations for removal of the tree for the April meeting.

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

5.7 Confirmation of amended street light inventory

The amended inventory had been circulated and the Asset Register updated.

Proposal: to remove from the agenda.

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

5.8 Consideration of Neighbourhood Plan

To include consideration of draft designation of neighbourhood area letter

A draft letter had been circulated. JFG will supply a paper copy of the map required.

Proposal: to send the letter to DDC.

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

5.9 Consideration of amendments to adopted Policy 009 - Planning

A copy incorporating JFG comments had been circulated.

Proposal: To replace “envelope” with “confines” throughout the document and to adopt it as amended

Policy 009; to re-submit the Policy to DDC and to remove from the agenda.

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

5.10 Update on Parish Meeting to be held on 5th February 2015

The draft minutes had been circulated for information only. The addition of apologies from one

member of the public should be added.

Proposal: to remove from the agenda.

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

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6. Representative's Reports

6.1 District & County Councillors

JMG reported that DDC had agreed a 2% increase in budget, forward funding for the college and to

dispose of some freehold land at the Academy. She reported a change in legislation regarding dog

fouling which now allows an Enforcement Officer to challenge dog owners.

6.2 Finance Representative

JMG gave feedback from training attended by herself and the Clerk.

6.3 Footpath Representative

JFG will be meeting with Nick Wedgbrow to discuss outstanding issues.

6.4 Grass Cutting Representative

The Clerk reported that she is waiting for the return of the signed copy of the mowing contract.

6.5 Highway Representative

Nothing to report.

6.6 Parish Website

Nothing to report.

6.7 Playing Field Representative

JFG offered to replace the foot on the horse mobile and was given permission to repaint the elephant

and the horse during the summer.

6.8 Street Lighting Representative

Nothing to report.

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

| Planning no. | Description | Location | Comment |
|--------------|-------------|----------|---------|
|--------------|-------------|----------|---------|

| | | | |
|--------------|---|--------------|--|
| DA/2015/0081 | Variation of Condition 2 of planning permission | DA/2014/0692 | |
|--------------|---|--------------|--|

(Construction of gamekeepers cottage) to amend layout of dwelling

Land at Vinetree Farm,
Daventry Road, Staverton

Proposal: No objection.

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

| | | | |
|--------------|---|--------------|--|
| DA/2015/0094 | Variation of Condition 2 of planning permission | 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

NN11 6DE

Proposal: Objection on the grounds of the building being of significant style and

size and it is prominent and visible in it's setting.

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

7.2 Planning Appeals

Planning no Description Location Decision

None

7.3 Planning Applications - Decisions

Planning no Description Location Decision

None

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

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7.5 Planning – General

Consideration of report from tree warden of works to tree at The Old Vicarage, Staverton

It was noted that a Lebanon cedar tree had been removed. Although permission for it's removal had

been granted in 2002, it was noted that permission from DDC should be sought before any future

works be carried out.

8. Clerk's Correspondence

8.1 NCALC (email) No capping for Parish Councils Noted

8.2 DDC (email) Local Parish Elections Noted

8.3 DDC (email) Changes in Neighbourhood Plan consultation timeframe Noted

8.4 DDC (email) Local Parish Elections 2015 Noted

8.5 NCALC (email) Opportunity at Daventry Town Council Noted

8.6 DDC (email) Don't be a Tosser Anti Roadside Litter Campaign Noted

8.7 DDC (email) Dog fouling campaign Noted

8.8 DDC (email) Parliamentary, District and Parish Elections, 7th May 2015

– Candidacy and Agents Briefing

Noted

8.9 NCALC Update (previously circulated by email) Noted. Clerk to apply for Neighbourhood Planning grant

8.10 T Gilford Non-repair of damaged street light Clerk to acknowledge receipt

8.11 DDC Variation to Register of Electors Noted

8.12 NCC (email) Draft Information and Advice Strategy Noted

8.13 G Hill Proposed development in Staverton Clerk to acknowledge receipt

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 23.84 143.04 PCA 1959

511 S Foster Salary 279.32 O.OO 279.32LGA 1972 s112
512 S Foster Expenses 44.40 O.OO 44.40LGA 1972 s112
513 NCALC Training – Year End Audit 68.00 O.OO 68.00LGA 1972 s112
514 EON Street lighting 271.98 54.40 326.38PCA 1959
515 BHA Trees Ltd Tree Inspection 180.00 36.00 216.00Highways Act 1980 s96
Proposal: to withhold Cheque 505 until the end of next week. If repair to Home Close street light has been made, to approve the cheque for payment. If not, the Clerk to notify EON why cheque is withheld; to withhold payment of Cheque 515 until complete report received (see 5.6 above); to approve Cheques 511, 512, 513 and 514 for payment.
Proposed by IW, seconded by SF. All in favour. Carried.

10.2 Income received

£ 0.04 HSBC Interest

£314.45 VAT Reclaim

£ 5.00 Barn debt – December arrears

£ 5.00 Barn debt - Arrears

10.3 Bank account balances as at 25.02.15

HSBC Business £ 9,121.82

HSBC Deposit (Barn) £ 700.63

Total £ 9,822.45

Uncashed cheques £ 148.20

Total available £ 9,674.25

10.4 Confirmation of HMRC PAYE submissions

Submissions had been circulated. JMG will raise queries with the Clerk direct.

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10.5 Consideration of Transparency Code for Smaller Authorities

JMG reported the new Transparency Code coming into force in July 2015 which will apply to Staverton

Parish Council.

11. New business

11.1 Consideration of NCC Urban Highway Grass Mowing 2015 Grant of £514.26

Notification of the grant had been circulated.

Proposal: to accept and sign the Urban Highway Grass Mowing 2015 Grant of £513.26.

Proposed by JMG, seconded by IW. 4 for. 1 abstained. Carried.

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

It was noted that removal of damaged lower branches overhanging the road is required.

Proposal: to write to DDC for permission to remove 2/3 lower branches overhanging the road.

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

11.3 Report of JFG Meeting with Micheal Venton re. Parish Council concerns/removal of Trees in

Well Lane and his reply

JFG had agreed with TG that he would meet with MV to discuss comments to the December planning

application. It was noted that following tree works, the holly and pine tree remain whilst 3

sycamore

trees had been removed. The contractor had no brief to repair the wall.

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 7th April 2015.

Confidential matters discussed in meeting closed to the public

13.1 Recovery of debt

JMG confirmed that the debtor should be sent a statement of balance at the beginning of each month

to confirm the amount of the debt owing. The Clerk requested clarification of “the charge” and was

tasked with providing quotes for placing a charge on the debtor's property by a solicitor and whether it

could be done online.

13.2 Communication: How it's working following last year's Clerk's appraisal

A meeting had taken place between the Clerk, JMG and TG. As a result of the meeting, better communication and a more productive working relationship is being established.

Proposal: to remove from the agenda.

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

13.3 General discussion regarding taking of minutes

Discussion took place with regards to the length of minutes, the number of amendments and the time

taken to discuss them during meetings.

Proposal: to circulate any comments before a meeting so as to negate the need for in-depth discussion

at meetings and to remove from the agenda.

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

JFG requested that a copy of the finalised February minutes be placed on the noticeboard.

The Chairman closed the meeting at 9.50pm.

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