

**Minutes of Staverton Parish Council Annual Meeting held on
Tuesday 6th May 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: 1 members of the public, District Councillor J Gilford, S Foster (Clerk).

1.1 Election of Chairman & completion of Acceptance of Office

Proposal: to appoint Tony Glover as Chairman.

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

TG duly completed the Acceptance of Office, witnessed by the Clerk.

1.2 Election of Vice-Chairman & completion of Acceptance of Office

JFG and IW offered to stand as Vice-Chairman.

Paper ballot held between JFG and IW as proposed Vice-Chairman. Result was 5 for JFG, 2 for IW. Therefore, *JFG appointed Vice-Chairman.*

JFG duly completed the Acceptance of Office, witnessed by the Clerk.

A vote of thanks was given to IW.

1.3 Acceptance of Apologies for Absence

S Taylor (STa) – working.

1.4 Declaration and Nature of Interests

None.

1.5 Consideration of any dispensation requests received

None.

2.1 Review of Register of Members' Interests

No changes made.

2.2 Review and adoption of Standing Orders

Deferred to extraordinary meeting to be held on Tuesday 20th May.

2.3 Review and adoption of Financial Regulations

Deferred to extraordinary meeting to be held on Tuesday 20th May.

2.4 Review and adoption of Policy documents

– to include draft Policy 009 (Publication of draft minutes)

– to include draft Policy 010 (Press and Media)

Deferred to extraordinary meeting to be held on Tuesday 20th May.

2.5 Review of Freedom of Information document

Proposal: to make changes suggested on circulated copy.

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

2.6 Appointment of Responsible Finance Officer

Proposal: to appoint the Clerk as Responsible Finance Officer.

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

2.7 Appointment of Parish Council Representatives

Finance representative

JMG

Footpath representative	JFG
Grass representative	EK-B
Highways representative	SF
Playing field representative	TG
Street lighting representative	JFG
Website representative	TG

Proposal: to appoint the above above Parish Councillors as representatives.

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

2.8 Review of Assets Register

Deferred to extraordinary meeting to be held on Tuesday 20th May.

3. Open forum

Nothing to report.

4. To approve and sign the minutes of the ordinary meeting dated 1st April 2014

The minutes had been circulated. Amendments requested were:

Item 2.1: to read “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 guideline that the relationship was not a direct but extended relationship.”.

Item 3: to read: “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.”.

Item 5.2: to read “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. 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.”.

Item 5.3: “authority” to be replaced with “agreements in place”.

Item 5.6: second proposal to read: “*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 PC and passed onto the tenant*
- *the tenant reimburses the PC for any monies paid in connection with the insurance immediately.”.*

Item 5.8: second sentence to read “Discussion took place regarding the viability of the skateboard ramp.”.

Item 10.1: text to read: “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 make the above alterations and accept the minutes as a true and accurate record of the meeting.

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

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

JFG reported that, he had emailed Roger Hayes for an update and in Roger Hayes’ absence, he had received a response from Ann Holt stating that, in the event of an appeal, it would be dealt with by exchange of papers unless the inspector says otherwise. JFG undertook to remind the Mapping Team that the Parish Council had already asked for a hearing.

5.2 Recovery of debt

The Clerk had been unable to progress the matter as she had been trying to contact Paul Adams at DDC. She should have been trying to contact Paul Evans regarding appointment of a bailiff. The Clerk was also asked to speak to Court Services with regards to serving a judgement to the wrong address giving the task the highest priority. JMG suggested as it was such a high priority the task be completed in time to be dealt with at the extraordinary meeting that was being held. All agreed.

5.3 Update on proposed kissing gates on footpath FD8/17

JFG and EK-B updated the meeting. Following the April meeting, JFG had spoken to Nick Wedgbrow at NCC Rights of Way who advised that no works had yet been carried out by NCC and that he had had no contact with Mrs Nightingale. EK-B advised that the landowner adjacent to the Well Lane stile had been advised of an unsafe wall and so had undertaken

some works, including the temporary removal of the stile and the raising up of the lower ground level. JFG confirmed this to be so. EK-B asked whether NCC could install the new gates instead of the landowner reinstating the old stile. JFG advised that the fence (stile) had not yet been removed and the wall had already been repaired. He confirmed that he had an email from Nick Wedgbrow (the Rights of Way Officer) dated 7th March which advised that the installation of all three kissing gates were then approved for imminent installation. JFG had advised Nick Wedgbrow of the new ground levels and in return had been told that the appropriate funding has since been approved by the NCC.

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

No response has yet been received from a second contractor.

5.5 Consideration of cutting back foliage and trees on the playing field Should have been removed from the agenda.

5.6 Consideration of safety inspection on play area
It was noted that TG has dealt with the highest priority works.
Proposal: to remove from the agenda.
Proposed by ST, seconded by EK-B. All in favour. Carried.

5.9 Consideration of draft Standing Orders See item 2.2 above.

5.10 Update on drainage/flooding issue adjacent to The Orchard

SF reported that there had been no flooding during heavy rain on 5th and 6th April. She will continue to monitor.
Proposal: to remove from the agenda and deal with monitoring under Highways Representative Report.
Proposed by SF, seconded by IW. All in favour. Carried.

5.11 Consider request from parishioner to purchase commemoration bench

TG has had no response from his email to the family regarding siting of the bench. Deferred.

5.12 Consider mole catching quotes for Braunston Lane playing field

Two moles have been caught. JFG will continue work.
The title of this item will be changed to Report on mole catching.

6. Representative's Reports

6.1 Footpath representative
Nothing to report.

6.2 Highway representative

SF reported that Robert Clarke will re-site a bench on Braunston Lane.
JFG reported concerns over spoils left on the highway verge following clearance of flooding by Hangman's Cottages on the main road. SF will request their removal.
SF reported that she had attended a recent planning training course at NCALC which she found very interesting.

6.3 Street Lighting representative

JFG requested contact details of contractor.

6.4 Grass Cutting representative

Grass cutting has resumed for the current year.
JFG requested clarification regarding dog fouling signs. TG has them and requested suggestions as to where to put them up.
It was noted that the bin by the bus stop is again being filled with dog mess. It was noted that some kind of notification asking people to place dog waste in a more appropriate bin is needed.

6.5 Playing Field representative

JFG reported that not as much cutting back had been carried out to trees on the playing field, adjacent to Mike Hutt's bungalow, as requested by the Tree Warden. He would rectify this.
TG reported that one cradle swing and one bench swing need to be replaced following the recent inspection. However, the remaining seats cannot be matched up.
Proposal: to purchase one cradle and one bench swing seat at the most reasonable price and to the nearest match possible.
Proposed by JFG, seconded by ST. All in favour. Carried.

6.6 District & County Councillors

District Councillor unable to report as currently under purda rules due to upcoming election.

6.7 Parish Website

TG reported that the website is being updated regularly.

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

Planning no.	Description	Location	Comment
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DA/2014/0290	Removal or and works to trees subject to TPO DA228	Whitmill Cottage, Badby Lane, Staverton NN11 6DE	<i>Proposal: no objection but request whether this is to be the access for the new development.</i> <i>Proposed by JFG, seconded by EK-B. All in favour. Carried.</i>
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TG reported that the Tree Warden wished to step down at the earliest opportunity. JFG asked why she had not been receiving hard copies of the planning applications as previously agreed. TG advised that a notice would be put on the notice board advertising the vacancy. JFG informed the Parish Council that he understood that the Tree Warden would continue until such time as a replacement was found and that we should write a letter of thanks to the present Tree Warden (Sheila Milne) for her services to date. Agreed.

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	Decision
None			

8. Clerk's Correspondence

8.1	NCALC	E-update (by email)	JMG and Clerk to discuss data protection and ACAS articles and report back
8.2	NCALC	New training course – Problem solving (by email)	Noted
8.3	DDC	Planning Practice Guidance goes live (by email)	Noted
8.4	HSBC	Statement sheet 119	Noted
8.5	DDC	Invitation to Parish & Town Councils' Liaison – 19 June 2014	No-one currently to attend

8.6	Wicksteed	Playground Safety Inspection follow up	Noted
8.7	HMRC	Updated PAYE notice	JMG and Clerk to discuss
8.8	HMRC	P60 notification	JMG and Clerk to discuss
8.9	NCALC	Update (already circulated by email)	Noted
8.10	Came & Co	Parish Matters	Noted
8.11	David Cameron	Employment Allowance	Noted
8.12	DDC	Conservation Training presentation and feedback request	Noted
8.13	NCC	Women's Tour poster – already on noticeboard	See below
8.14	M Nightingale	High fence on footpath between Well Lane and The Woodlands	Noted
8.15	DDC	Daventry Centenary Fete and Sports Day	See below

JFG asked which notice board was envisaged for the posters at 8.13 & 8.15 as we had had issues with this a few months ago. He reminded Councilor's that the Parish Council notice board was for Parish Council business only. This was confirmed by JMG (a former Clerk to the Parish Council) and a member of the public (a former Chairman to the Parish Council). Plenty of space was available on the reverse of this board or on either side of the community notice board in Braunston Lane.

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque	Payee	Details	Amount (GBP)			Authority
			Cost	VAT	Total	
456	S Foster	Salary	235.68	0.00	235.68	LGA 1972 s112
457	S Foster	Expenses	91.53	0.00	91.53	LGA 1972 s112
458	EON	Electricity	270.49	54.10	324.59	PCA 1959
459	EON	Maintenance	119.20	23.84	143.04	PCA 1959
460	NCALC	Subs & Audit	299.47	0.00	299.47	LGA 1972 s112
461	Came & Co	Insurance	1100.13	0.00	1100.13	LF(FP)A 1963 s5

Proposal: to authorise payment of the above cheques.

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

10.2 Income received

£ 0.04 HSBC Interest

£4,284.50 DDC ½ year precept

10.3	Bank account balances as at 28.04.14	
	HSBC Business	£ 9,936.17
	HSBC Deposit (Barn)	<u>£ 700.23</u>
	Total	£10,636.40
	Uncashed cheques	<u>£ 0.00</u>
	Total available	£10,636.40

10.4 Presentation of end of financial year 2013/2014 unaudited figures

The figures had been circulated. It was noted that overspend on a number of items had been authorised by the Parish Council at the time of expenditure.

10.5 Completion of Sections 1 and 2 of 2013/2014 Annual Return

Deferred to extraordinary meeting to be held on Tuesday 20th May 2014.

11. New business

11.1 Arrange Clerk's Annual Appraisal

TG, JFG, IW and the Clerk will meet on Wednesday 21st May 2014. Time to be agreed.

11.2 Consideration of request to keep bees on allotment
 Discussion took place regarding risk assessment and Parish Council liability.
Proposal: to reject a request to keep bees on an allotment.
Proposed by SW, seconded by IW. 6 for. 1 abstained. Carried.

11.3 Consideration of purchase of mole traps

Proposal: to agree for JFG to purchase 5 mole traps at a cost of @£5 each.
Proposed by SW, seconded by IW. All in favour. Carried.

11.4 Consideration of repairs to Braunston Lane notice board
 Discussion took place. TG and JFG will undertake the necessary works
Proposal: to agree maximum expenditure of £100 to carry out repairs to the Braunston Lane notice board.
Proposed by TG, seconded by ST. All in favour. Carried.

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

Tuesday 3rd June 2014.

An extraordinary meeting will be held on Tuesday 20th May 2014.

The Chairman closed the meeting at 9.55pm.