

Minutes of Staverton Parish Council Meeting

Tuesday 3rd November 2015

Staverton Village Hall

Present: Parish Councillors: S Frost (SF), J Gilford (JMG) Chairman, T Gilford (TWG),
T Glover (ToG), J Golding (JFG), M Nightingale (MN), I Weaver (IW)
Clerk – S Porter

1 CHAIRMAN'S ANNOUNCEMENTS

1.1 Apologies received – G Edwards (GE) – work commitments

1.2 Guidelines for format of meeting – JMG advised the Council she was finding it very difficult to Chair the meetings. Previously meetings have been very informal but unfortunately Councilors are speaking across each other and going off on a tangent from the agenda item. The effect of this means that we all feel uncomfortable and in some instances Councillors feel that their voice is not being heard.

The Chair had therefore looked up the NALC guidelines for Chairing of meetings and reminded all of Best Practice. JMG explained to the Parish Council that meetings need to become formal and more controllable to make chairing the meeting far easier. All were reminded to be respectful, with no raised voices and only speak through the Chair.

SF asked that the council reconsider the decision to allow the Vice Chair & Chair to put forward amendments to the draft minutes prior to a meeting and proposed that only the Chairman reviews the draft minutes, this was seconded by IW, and with 4 votes in favour and 2 abstentions, this was agreed.

1.3 Guidelines for declaration and nature of interest – Councillors were reminded of their responsibilities in connection with conduct and having an interest to declare.

The chairman quoted examples of where an interest should be declared:

- Financial implication, ie. payment of monies to a councillor an interest is declared
- Connected person' or in some instances have a 'conflict of loyalty'

In broad terms this means family, relatives or business partners. The term also includes a Councillors spouse or unmarried civil partner, children, siblings, grandchildren and grandparents as well as business colleagues.

A conflict of interest is any situation in which a Councillor's personal interests or loyalties could be seen to prevent them from making a decision only in the best interests of the Council.

The Chair also reminded each councillor it is for them to determine if they have a conflict not the Chair/Clerk to point it out.

1.4 Subsequent announcements – Nil

2 GOVERNANCE

2.1 Declaration and nature of interest – ToG – Cheque payment for reimbursement of expenses

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 – Nothing to report

4 APPROVE MINUTES of the Parish Council Meeting held on the **Tuesday 6th October 2015** – The minutes were amended to read Item 6.3 - “Update from SF confirms that R Brown (NCC) could make use of some of his Empowering Fund to contribute towards new village name signs”.

5 MATTERS ARISING

5.1 Barn Rent – JMG to contact the tenant with regards to the lease payment.

5.2 Code of conduct

6 BUSINESS

6.1 The Barn Roof Repairs – Quotes have been circulated by JFG. ToG confirms that the barn roof is currently water tight and there have been no problems reported. The repairs will be left until the tenancy review next May.

6.2 Village Name Signs – SF states that R Brown (NCC) has confirmed that money is available in his Empowering Fund to contribute towards the village name signs. NCC can design and provide costs if necessary. There are many differing designs/sizes and along with varying costings. JFG said he was of the opinion that next year's Empowerment Grant was already committed to the improvements in the Street Lighting. JMG will prepare a budget forecast to determine the parish funds available.

6.3 Grass Mowing Contract – Tender process – The existing contractor has been cancelled. Adverts need to be placed in the newspapers and costs will be obtained from the Clerk. Many thanks were given to JFG for the grass cutting he has undertaken within the village.

6.4 Safer Routes to School Programme – The Parish Council and the School were requested to hold a meeting to determine a solution to the parking problems.

SF reported that the single yellow line that she proposed in July had not been supported by the Parish Council. JMG advised that another school were operating a pilot scheme and ticketing parents that were parking irresponsibly by way of delegated powers. After discussion it was decided the Parish Council should wait for a reply from the School to letter sent in October.

6.5 Community Speedwatch – The information was circulated. JFG proposed his interest, along with the support from MN and several village residents, there were 6 votes in favour to proceed, with 1 vote against.

6.6 Transparency Fund – ToG reported that funding is available to provide support for the Transparency Act. All voted in favour to proceed with the grant application.

6.7 DDC – Parish & Town Councils Meeting – Thursday 17th December 6:30pm – It was agreed that SF and IW will be attending on behalf of Staverton Parish Council. Any agenda items are to be submitted by 20th November.

7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update (JFG) – The Definitive Map Modification Order has been confirmed, however the Diversion Order, to which the Parish Council objected, was granted at the recent Appeal. Many thanks were given to JFG for the hard work he had undertaken in progressing this.

7.2 Grass Mowing Representative update (TWG) – JFG has undertaken some grass cutting around the village, however the Playing Field still needs cutting. TWG will make some enquiries to get this work done.

7.3 Highways Representative update (SF) – A meeting was held between Ian Smith and MN and SF. They had a walk around the village, including Braunston Lane, Home Close, Daventry Road, Manor Road and Glebe Lane. There is no funding currently available for the footpaths to be maintained, however there may be surplus funds at the end of the year. Ian Smith has confirmed that M Pell can cut back the trees and hedgerows along Daventry Road to assist the walkers and that this work can be undertaken immediately. SF proposed that this work proceeds, JFG seconded, and all voted in favour.

The road sweepers from DDC visited the village, but following an unsatisfactory trip, JMG confirmed that they will return to do a better job. This will involve the clearing of the gutters from all the village signs to the centre of the village.

ToG reported that a concrete post has been fly-tipped in Braunston Lane; the Clerk will report this in to DDC.

7.4 Playing Field Representative update (ToG) – The swing bearings and shackles have been replaced and are fully operational. ToG proposed that the paint refurbishment is still to be undertaken to the swings at a cost of around £20, JFG seconded and all voted in favour to proceed.

7.5 Street Lighting Representative update (JFG) – JFG is awaiting a date to be confirmed for the installation of the three street lights that are currently on order.

7.6 Neighbourhood Plan Representative update (ToG) – The next stage of the Plan is a meeting in the Village Hall for consultation purposes, this will involve a presentation with a projector and screen.

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Application	DA/2015/0899/TC	Manor Road, Staverton	Installation of new cabinet and antenna
JFG proposed No Objections, ToG seconded and all voted in favour.				
8.2	Refusal	DA/2015/0429	Land at The Beeches, The Green, Staverton	Demolition of stables. Construction of one dwelling and garage.
8.3	DDC Planning Committee	DA/2015/0662	Badby Lodge Farm, Staverton Road, Badby	Change of use from residential (C3) to mixed use comprising residential (C3) and residential training centre (C2) – Retrospective (Resubmission)
Recommended for Approval				
JMG will attend as District Councillor to object to this application.				
8.4	Appeal Decision	PD/2015/0009	Barn off Daventry Road, Staverton	Change of use of agricultural building to a dwelling
Appeal Dismissed				

8.5 E-mail from Neil Cook re The Beeches – The Chairman advised the Council she had received a letter from a parishioner which felt that in their opinion The Parish Council have now set a precedence to allow for new construction within the conservation area by submitting a comment of no objections to this planning application.

8.6 Land off Daventry Road – Update from meeting held with DDC Planning Officer – JFG and TWG confirmed they had met with Steve Ellis, DDC Planning Officer for informal discussions and gave an update to the Parish Council.

8.7 Land of Daventry Road – Update from meeting held with the Developer – Notes were circulated to all Councillors following the meeting with Andrew Grainger (Developers) and JFG/ToG/TWG. The developers have suggested proposals for a smaller development. This

would however still be contrary to all the policies as stated in the previous application. The 5 year land supply has already been achieved by DDC. Extra land for the school is still proposed, along with the suggestion to move the allotments to allow the development to have a better access. The developers have a 9 year contract with the landowner. The developer's notes will be sent to S Ellis (DDC) and be available on file for any Parishioner to see.

JFG proposed a further meeting be held with S Ellis for a confidential/closed informal meeting so that all Councillors could attend, SF seconded and all in favour. A date will be arranged for December.

9 CLERKS CORRESPONDENCE

9.1 Vine Tree Farm Storage Units – Update from Planning Enforcement Officer has stated that the Environmental Health could be involved once dates and times of noise disturbance have been logged. The Unit which is causing concern, and used for food storage, is not answering calls or visits from the Enforcement Officer. Members of the Parish Council will monitor the site.

9.2 Stratford-on-Avon District – Gypsy and Traveller Local Plan - Noted

9.3 DDC – Local Development Scheme 2015-18 - Approved
- Settlements and Countryside Local Plan (Part 2a) - Noted

- Gypsy, Travellers and Travelling Showpeople Local Plan (Part 2b) – Noted

9.4 DDC – New Dog Control Orders in force from 1st December 2015 - These will be sent to ToG for publishing on the website.

9.5 Decision 8.2 from the Parish Council meeting of the 6th October 2015 – Meeting with Developer – SF, MN and IW feel that all the Parish Council should have been involved in the meeting and a vote should not have taken place with 3 councillors absent. JMG advised that quorum was still present so the correct procedures were followed (as advised by NCALC).

10 FINANCE (JMG)

10.1 Finance Representative update – JMG confirmed that the bank reconciliation is correct, along with the PAYE calculations. A budget monitoring sheet will be e-mailed to all for the next meeting.

10.2 Updating of HSBC mandate – New Signatories – TWG still to visit the Bank.

10.3 It was proposed by TWG, seconded by SF and all voted in favour that the following cheques be paid. ToG abstained.

Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
Payment	Chq 555	S Porter	Salary & expenses	£167.11		LGA 1972 s112

	Payment	Chq 556	T Glover	Swing Shackles x 2	£32.98	£5.27	
	Payment	Chq 557	E-On	Street Lighting – Oct 15	£474.60	£79.10	PCA 1957
	Payment	Chq 558	Information Commissioner	Data Protection Registration Renewal	£35.00		

10.4 Income received

£ 5.00 – Barn Debt Arrears

£4,927.17 – DDC ½ Year Precept

£1,945.00 – Groundwork UK

10.5 Bank account balances as at 19.10.2015

HSBC Business £14,240.14

HSBC Deposit (Barn) £ 700.91

Total **£14,941.05**

Uncashed cheques £ 128.00

Total available **£14,813.05**

Less November Cheques £ 709.69

Bank Balance £14,103.36

10.6 Subsequent cheques - Any invoices presented for payment already approved by the council but received after publication of agenda – Nil

11 WEBSITE (ToG)

11.1 Website Representative update – ToG confirmed that the minutes and agendas are all published and the content is up to date. The noticeboard has been updated with Parish Council contact details.

11.2 Outstanding items to be published on website – Nil

11.3 Items to be published on website from today's meeting – Nil

12 DATE OF NEXT PARISH COUNCIL MEETING - Tuesday 1st December 2015

Meeting Closed: 9:28pm