

Minutes of Staverton Parish Council Meeting

Tuesday 1st September

Staverton Village Hall

Present: Parish Councillors: G Edwards, S Frost (SF), J Gilford (JMG) – Chairman, T Gilford (TWG), T Glover (ToG), J Golding (JFG) Vice Chairman, M Nightingale (MN),

I Weaver (IW)

Clerk – S Porter and 1 member of the public

1 CHAIRMAN’S ANNOUNCEMENTS

JMG welcomed Margaret Nightingale to the Parish Council, and also thanked all the Councillors for the hard work and assistance provided recently at the Parish Meeting and Extraordinary Meeting along with preparing the planning objections.

2 GOVERNANCE

2.1 Declaration and nature of interest – Nil

2.2 Consideration of dispensation requests received – Nil

2.3 Local Code of Conduct – IW proposed that the Parish Council adopt the latest changes. ToG seconded and all voted in favour. The Clerk will amend the necessary parts of the document and re-circulate an electronic copy to all councillors.

3 OPEN FORUM

3.1 Reports from members of the public – Nil

3.2 Reports from District & County Councillors – R Brown (NCC) sent his apologies, JMG reported that DDC has been on summer recess.

4 APPROVE MINUTES of the ordinary meeting held on the **4th August 2015**, GE proposed that these are adopted, MN seconded and with one abstention, these were signed by

the Chairman, and for the extraordinary meeting held on **27th August 2015**, the following amendments were made, TG – changed to ToG throughout the minutes, and item DA/2015/0537, was amended to read “After some discussion and amendments, the planning objections were submitted to DDC” then JFG proposed that these were adopted, TWG seconded and all voted in favour.

5 MATTERS ARISING

5.1 Telephone Box Update – JFG advised the Parish Council that the refurbishment works have now been completed and photos have been sent to BT. JFG has expenses to cover for the supplies purchased, and asked if these could will be

submitted for consideration payment in October. Agreed

6 BUSINESS

6.1 The Green – What to do with the Beech Tree Stump? The village newsletter has not yet been delivered. A polycarbonate bowl has been offered to ToG free of charge for possible use as a bird bath. It was decided to wait to see if any suggestion came from the village newsletter article.

6.2 The Barn – The new tenant has signed the lease, paid the rent for a year upfront and taken possession of the barn. JMG highlighted that there was an anomaly in that the council should have received a three month deposit and it was not clear as to whether any insurance had been paid. It was proposed by IW, seconded by GE, that a letter will be sent from the Clerk/JMG to thank the tenant for his payment and to discuss with the tenant when the next payment will be due. JFG will obtain an updated quote for repairs to the barn roof.

6.3 Vine Tree Farm Storage Units – The Planning Enforcement Officer has visited the site and identified the unit which is working unsocial hours. He is continuing to work on the case and the Clerk will ask for an update for the next meeting.

6.4 Village Street Signs – JFG has inspected the village signs and identified that a wash is needed on many of them, ToG has volunteered to undertake this task. SF will approach R Brown for his consideration of NCC Empowering Money for village gateway signs.

6.5 House of Lords – The Development and Implementation of National Policy for the built environment – It was decided by the Parish Council that no comments were necessary.

6.6 BDO – External Audit Report – The Parish Council noted the comment of the £1.00 difference, caused by rounding up and also that the rest of the Audit was clear, with no comments raised.

7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update – JFG has e-mailed the Rights of Way Officer, Nick Wedgebrow, for an update on outstanding footpath issues. The Public Inquiry has taken place concerning the DMMO and Diversion and we await the Inspectors report.

7.2 Grass Mowing Representative update – The grass cutting has been undertaken after a 7 week wait. A new contractor will be sourced for next year due to the unreliability and illness of the current contractor. TWG proposed that notice be served to the current contractor, seconded by GE and all voted in favour. This will be an agenda item for the October meeting. Thanks were given from TWG to JFG and ToG for undertaking the grass cutting during the contractor's absence.

7.3 Highways Representative update – SF reported that a cutback of the nettles and overgrowth is still awaited past the Staverton Park Greenkeepers Yard but in the meantime she had cut back the nettles so that the path was walkable. SF will contact Robin Brown to ask for his assistance in this matter. Ian Boyes will be contacted about planned maintenance on the pavements around the village which is much needed.

7.4 Playing Field Representative update – There is a problem with moles on the playing field. ToG will obtain quotes and provide an update at the October meeting. The skateboard ramp is now covered and grassed over. A price to replace 8 shackles has been provided to the sum of £864 plus VAT. JFG and ToG will have a meeting to discuss any alternative solutions and bring quotations to the October meeting.

7.5 Street Lighting Representative update – JFG is awaiting an updated quote from Aylesbury Mains for the 3 street lights.

7.6 Neighbourhood Plan Representative update – The grant application is underway for the funding of an estimated £2,400 that is required. Prior to receiving the funding an 8 page questionnaire has been compiled by the Committee and this is ready for printing and distributing to each house in the village. To print in colour would cost £400, black and white would cost £130, this is for 220 copies.

The Reading Room Trust has offered to donate £100 towards the printing costs, with a request for the remaining balance from the Parish Council. This will be discussed at the October meeting.

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
	The following were noted by the Parish Council:			
8.1	Permission	DA/2015/0395	Warwick House, The Woodlands, Staverton	Listed Building Consent for the provision of new soil pipe to rear elevation and internal studwork partition to create en-suite in master bedroom
	DDC Planning Committee	DA/2015/0545	Staverton Hill Farm, Badby Lane, Staverton	Change of use of store above garage to temporary self-contained residential accommodation Recommended for approval at the Meeting to be held on Wednesday 2 nd September

8.2 JFG advised that recently a tree had fallen in the Pocket Park, this was removed by ToG with permission from DDC.

9 CLERKS CORRESPONDENCE

9.1 NCALC Update – July/August 2015 – “Off to a Flying Start” training course is advertised for 23rd September. TWG and MN will be booked to attend.

9.2 NCC – 20 Million Steps weekend – 18th-20th September – Noted

9.3 Letter received from Mr Walter with regards to the bollards by the School, which will be removed at the request of the Parish Council, and has suggested alternative positions for them. A reply will be sent.

10 FINANCE (JMG)

10.1 Finance Representative update – JMG stated that the bank reconciliation and PAYE information is all correct. It was also reported that payment to the HMRC for outstanding tax owed by the previous Clerk was expected for 2014-15. JFG proposed, TWG seconded that repayment be asked from S Foster, with 3 votes in favour and 4 votes against, this was not carried. IW proposed to leave the outstanding payment, having been paid by the Parish Council and sign off the loss, ToG seconded and with 4 votes in favour and 3 against, this was carried. Dates were agreed for the Audit for 2015-16, this being 13th June 2016.

10.2 Updating of HSBC mandate – GE and TWG to visit the HSBC to become additional signatories.

10.3 It was proposed by IW, seconded by TWG that the following accounts be paid. A letter of thanks will also be sent to Dr. S Hollowell from JFG.

	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 546	S Porter	Salary & expenses	£180.71		LGA 1972 s112
	Payment	Chq 547	S Hollowell	Works for the Public Inquiry	£50.00		
	Payment	Chq 548	BDO	External Audit Fee 2014-15	120.00	20.00	
	Payment	Chq 549	E-On	Street Lights July 2015	£87.31	£17.47	PCA 1957
	Payment	Chq 550	DDC	Election Costs May 2015	£83.00		

10.4 Income received

£ 10.00 Barn Debt – Arrears

£ 1,115.40 Barn Lease – Annual Rent

10.5 Bank account balances as at 19.08.15
HSBC Business £ 8,884.03

HSBC Deposit (Barn) £ 700.79

Total **£ 9,584.82**

Uncashed cheques	<u>£ 632.01</u>
Total available	£ 8,952.81

It was advised that the Deposit account be changed to a Reserve account and all ring fenced reserves be placed in this to earn additional interest.

11 WEBSITE (TG)

11.1 Website Representative update – ToG reported that all approved minutes were now displayed on the website along with the major planning application details and the Planning Aggregator tool. Uploading *pdf files continues to be a problem, it was determined this is a web hosting issue.

12 DATE OF NEXT ORDINARY MEETING OF THE PARISH COUNCIL – Tuesday 6th October 2015

Meeting Closed: 8:55pm