

Minutes of the Meeting of Staverton Parish Council

Tuesday 7th March 2017

Staverton Village Hall

Present: Parish Councillors: G Edwards (GE), S Frost (SF), J Gilford (JMG) Chairman,
T Gilford (TWG), T Glover (ToG), J Golding (JFG), I Weaver (IW),
Clerk – S Porter, Members of the public – 10

1 CHAIRMAN'S ANNOUNCEMENTS

- 1.1 Apologies received – M Nightingale (MN), County Councillor R Brown
- 1.2 Subsequent announcements – Nil

2 GOVERNANCE

- 2.1 Declaration and nature of interest – JFG & JMG – Item 13.2 SNDP - Personal, ToG – Chq No 656 – Personal & Prejudicial
- 2.2 Consideration of dispensation requests received - Nil

3 OPEN FORUM

- 3.1 Reports from members of the public – 2 of the school children detailed the “Park & Stride” scheme that the School are proposing and requested the Parish Council’s assistance to fund the pilot. A survey has been undertaken with the Parents and Children. Thanks were given to William Harrison and Lily Cartlidge for their excellent presentation. The Parish Council discussed the proposals, and the cost of £245 for the provision of a Stride Leader for the mornings in the Summer Term (£490 if used both morning and afternoon). The parents would park at The Countryman and walk to School. SF proposed that the Parish Council supports the pilot scheme in principle, IW seconded and all voted in favour. This will be discussed further at the April meeting.
- 3.2 Reports from District & County Councillors – District Councillor (JMG) - Ravensthorpe PC are currently consulting on their Village Design Statement. There has been amendment to the DDC Housing Scheme to take into account Northampton properties this affects any village that fall on the Northamptonshire boundary. Approval has been given to operate an online community lottery by DDC; the Playing Field committee may wish to look into this as it is a way of raising funds, or the Village Hall committee. Conservation reviews have now commenced with Upper and Lower Harlestone and Moulton being the first reviews to be undertaken. Priority is being given to review those villages that border Northampton first to try and protect them from the ever expanding Northampton Town

4 APPROVE MINUTES of the Parish Council Meeting held on the Tuesday 7th

February 2017 were amended to the following:

5.1 Staverton Fire Pump – Since no further has been made from the Museum, the Parish Council needs to seek an alternative location for the Fire Pump.

5.2 Trees outside the Village Hall – An e-mail has been received from Sheila Gilder (NCC) instructing that the tree in Croft Lane will have the dead wood removed and the contractor will advise if further action is needed.

13. Minute Taking - The SNDP Committee agreed and voted for that the Clerk is not required to attend the meetings at their recent meeting on 17th January 2017. JFG proposed that the Parish Council circulate the Clerk's job description, seconded by TWG and all voted in favour. It was then proposed by TWG that these minutes were a true and accurate record of the meeting, seconded by IW and all voted in favour.

5 MATTERS ARISING

5.1 Staverton Fire Pump – The Fire Pump remains in Weedon, and no further contact has been made by the Museum. The Fire Pump is not waterproof and would need to be stored undercover. The offer of storage from Simon Russell remains an option. JFG proposed that the Clerk contacts the Museum and asks how much longer they can store the Fire Pump for so that the Parish Council can agree its next location, seconded by ToG and all voted in favour.

5.2 Bird Bath, The Green – The bird bath will be installed in the tree trunk when the weather improves and the trunk has dried out sufficiently. Defer to April meeting.

5.3 Grass Verges Mowing Contract – Mike Freeman has returned the contract signed and has sent a copy of his insurance certificate. JFG proposed that the Parish Council receives the first cut during the week commencing 27th March, seconded by GE and all voted in favour. The Clerk will contact Mike Freeman to advise.

5.4 Spending of the CIL Money - Parish Councils will get a proportion of the CIL receipts raised from development in their Parish. If they have a Neighbourhood Plan in place, they will get 25% of the receipts and they will be expected to use these to deliver proposals in their plan. If so minded, they can return some of these receipts to higher authorities to enable mutually beneficial projects to proceed. Parishes that do not have a Neighbourhood Plan will get 15% of the receipts and this will be capped at an equivalent of £100 per dwelling. Local authorities that adopt the CIL must draw up a list (known as the Regulation 123 List) which specifies the infrastructure that will be funded by the CIL. Daventry District Council (DDC) has put the 'big ticket' items that serve a wide area on its list, such as major roads, secondary schools and waste facilities. Parish councils will receive a portion of the CIL that is raised in their parish. This portion is paid out twice a year, in April and October, and is to be spent on the parish council's own priorities for local infrastructure.

Parish councils have more freedom as to how they can spend their CIL portion so long as it addresses the demands that new development places on the local area and it is spent within 5 years of receipt (see Regulation 59). It should not be used for everyday repairs and maintenance such as grass cutting or service bills. Rather, it is intended for capital projects relating to the local infrastructure that parish councils typically have responsibility for: the village hall, the sports field, children's play areas etc. It is intended any Neighbourhood Plan will guide spending plans. Parish councils should also consider the merits of contributing

their CIL towards larger projects that provide benefit on a wider scale. This could be with neighbouring parishes or with DDC. to ensure transparency, both DDC and parish councils must publish a CIL report on an annual basis. This must be done by 31st December after the financial year end. So, for the 2016/17 year, the report must be published by 31st December 2017. We will need to do one as we have already received CIL receipts. The report must include: Total CIL receipts, Total CIL expenditure, a breakdown of CIL expenditure items, the amount of CIL retained from that year, the amount of CIL retained from previous years. DDC has a CIL reporting template that parish councils can use to meet their CIL reporting obligations. Whatever reporting format parish councils use, the report must be placed on their website (if they have one) and a copy sent to DDC.

It might also be good practice to include a summary of the CIL report in the parish magazine or newsletter and pin a copy onto the parish notice board. Please note, if a parish council does not spend its CIL portion within 5 years of receipt, there is scope for DDC to claw it back. The Spending of CIL monies will be discussed at the April meeting.

6 BUSINESS

6.1 Community Defibrillator – The training date has been arranged for Thursday 30th March at 7pm in the Village Hall, and 24 attendees are welcome.

6.2 Internet Banking – JMG advised the Parish Council that internet banking would assist in the prompt payment of contractors and for services provided. The procedures would still remain the same with payments listed on the Agenda for approval. JFG proposed that this idea is discussed with HSBC Bank and the PC moves forward with the idea, as long as additional security is in place with 2 Parish Councillor signatories required to approve online transactions processed by the clerk, seconded by TWG, and all voted in favour. JMG will visit the Bank to progress this further.

6.3 Code of Conduct - The Clerk will check with NCALC for training dates and add to the Agenda for discussion when one is announced to determine who will attend.

6.4 Disability Policy – Under the Transparency Act, a Disability Policy is to be adopted and published. JMG will send through a sample policy and this will be discussed further in April.

7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update (JFG) – There has been 2 incidents reported of anti-social behaviour from the donkeys by walkers using the Right of Way (FD8) through the field leading to The Woodlands. TWG proposed, that JFG reports this to NCC Rights of Way Officer, seconded by GE and all voted in favour. A tree beside the Cricket Pitch fell into the woods behind, and subsequently blocked the footpath. ToG dealt with this and the access through is now available.

7.2 Grass Mowing Representative update (JFG) – Dealt with earlier in the meeting (Item 5.3)

7.3 Highways Representative update (SF) – There is a ditch overflowing before Skylarks and also flooding outside the Dog Training Unit, Shuckburgh Road (A425). SF will report

this to NCC – Ian Boyes. The tree outside the Village Hall has still not been dealt with by NCC. TWG will advise the householder to contact BT about the tree in Home Close, which requires pruning. The mobile speed camera van has been in the village. The Clerk will ask for an update on the ANPR camera which was due to be installed in the village last year.

7.4 Playing Field Representative update (TWG) – The new climbing frame is in place, however work is still required on the edging. The old swings have been dug out and the new swings should be installed this weekend. The wet-pour surface will then be laid. The top soil remains, with no takers as yet. ToG has undertaken repairs to the Barn roof.

7.5 Street Lighting Representative update (JFG) – The column is now in place, however the PC still await the lanterns to be installed. JFG will send a letter of complaint due to the lengthy delays

7.6 Neighbourhood Plan Representative update (JMG) – Defer to 13.2

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Planning	DA/2017/0175/TC	Land off Badby Lane, Staverton	Installation of 1 No 21m lattice tower with 6 No antennas, 2 No 0.3m dishes, 3 equipment cabinets within compound and ancillary development
	JFG proposed no objections and that the PC support this application, seconded by ToG and all voted in favour.			
8.2	Planning	DA/2017/0158	8 The Orchard, Staverton	Demolition of existing single storey extension. Construction of two storey side extension (Revised Scheme)
	IW proposed no objections and that the PC support this application, seconded by ToG and all voted in favour.			
8.3	Granted	DA/2016/1119	The Old House, The Orchard, Staverton	Listed Building Consent for insertion of roof lights into barn outbuilding (revised scheme)
8.4	Granted	DA/2016/1137	Site at Whitmill Hill Farm, Badby Lane, Staverton	Construction of detached garage and store

9 FINANCE

9.1 Finance Representative update (JMG)

It was proposed by GE that Chq No's 655, 657, 658 & 659 were approved for payment, seconded by SF and all voted in favour.

It was proposed by IW that Chq No 656 be paid, seconded by TWG and all voted in favour (ToG abstained)

9.2	Type	Reference	Payee	Detail	Gross	VAT	Authority
-----	------	-----------	-------	--------	-------	-----	-----------

					Amount	element	
	Payment	Chq 655	S Porter	Salary & Expenses – Feb 2017	£206.15		LGA 1972 s112
	Payment	Chq 656	A Glover	Playing Field Materials	£121.52	£20.25	LGA 1976 s19
	Payment	Chq 657	SADS UK	Heated Cabinet – Defibrillator	£335.00		LGA 1972 s111
	Payment	Chq 658	Aylesbury Mains	S/Light Maint Feb 17	£80.16	£13.36	PCA195 7 s3
	Payment	Chq 659	C Dawes	Bird Bath	£50.00		LGA 1972 s111

9.3 Income received:

Groundwork UK - SNDP £ 1,285.00

Total £ 1,285.00

9.4 Bank account balances as at **19.02.17**:

HSBC Business £11,408.66

HSBC Deposit (Barn) £ 701.46

Total £12,110.12

Uncashed cheques £ 1,445.30

Total available £10,664.82

Less March Cheques £ 792.83

Bank Balance £ 9,871.99

10 CLERK'S CORRESPONDENCE

10.1 Meeting with the Stephen Mold – Police Crime Commissioner – Noted, no interest.

11 WEBSITE (ToG)

11.1 Website Representative update – The Transparency documents are almost complete. The minutes from the PC and SNDP Committee meetings are all updated.

12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 4th April 2017

13. PRIVATE & CONFIDENTIAL (Public & Press excluded)

13.1 Clerk's Job Description – Following the circulation of the Clerk's job description, JFG proposed that the wording be changed to "To prepare and issue in consultation with the Chairman, agendas for meetings of the Council, the Parish Meeting and its committees, unless specifically excused by resolution of the Parish Council", seconded by TWG and all voted in favour.

JFG proposed that the Clerk is excused from attending the SNDP Committee meetings, seconded by ToG and all voted in favour. IW proposed that the Parish Council advertise for a Committee Clerk, this was seconded by SF and all voted in favour. This will be advertised as a voluntary position initially, and if no response then salary would need to be discussed. This will be advertised on the noticeboard and the website.

13.2 Staverton Neighbourhood Development Plan

JMG would like to thank the members past and present of the SNDP committee for all the hard work they have undertaken. It is very challenging for small communities to produce neighbourhood plans not everybody will agree with its contents, it is about getting the balance right.

There has been very interesting and wide-ranging debates along the way to get where the SNDP Committee are today in the first presentation of a draft plan.

A plan is not just about building houses; it is about building homes, strengthening communities and ensuring that we create better lives for future generations.

Done well, with genuine local consent planning authorities and other decision-makers must have regard to policies in the plan where this is material to a development proposal

- 1st Step is the SNDP Committee define and designate a neighbourhood area which we have done
- Then the SNDP Committee prepare a plan
- 2nd Step as part of the process to prepare this plan, the SNDP Committee have to engage with the community which has been done via consultation events and the Parish Questionnaire
- The SNDP Committee itself has then identified and assessed options by way of analysing the questionnaire and meeting with landowners/developers
- The SNDP Committee has also engaged with stakeholders i.e. DDC for guidance and have reported back to each meeting on the committees progress
- The purpose of presenting a draft plan is so that the committee can engage/consult with the Parish Council on its findings so far and obtain comment on the key decisions that have been made at committee level before passing it through to DDC for informal consultation
- It would have been remiss of the committee to consult with DDC if the SPC were not in support of the document
- Once the Committee had had the Parish Council comments the Committee can continue with the process of producing a and undertake informal discussions with developers and DDC

- Following these consultations the plan will come back to the Committee for sign off before step 3 commences which would be a formal six week consultation with the residents and all statutory bodies including DDC
- After this six week consultation the Committee would meet again to review the plan and amend/revise accordingly
- The plan would then come back to the Parish Council for sign off before being formally submitted to DDC in step 4 – pre-submission consultation
- DDC then take the plan to step 5 which is examination and dependent upon the outcome of this either take it to referendum or send back to the Parish Council.

Following discussions, several amendments have been put forward to JMG for the SNDP Committee to discuss.

1. The use consistent wording in the document when referring to the Parish Questionnaire replacing any wording referenced to the actual question ‘less than ten’
2. Not using acronyms but type the wording out in full each time
3. Re-visit the calculations in relation to Housing Need particularly the 75% figure in the wording preceding the Housing Needs table
4. Look at the use of the word community in 5.17- is this the appropriate word to use?
5. Page 50, amend to read Old Daventry Road

The Parish Council then confirmed its support in relation to:

- The three sites chosen:
- The intention to restrict the dwelling type on The Croft & The Beeches:
- The decision to re-draw the village confines map to enable the sites chosen to be within the confines area.

JMG advised that the confines line as drawn on the maps circulated to the PC may well change after consultation with DDC and the Landowners, however it would be reported back to the committee that the Parish Council supported the principle to re-draw the confines map.

There was then a significant debate on the number of houses identified in the plan i.e. three on the Beeches, two on the Croft, five on Silver Birch, in relation to:
TWG proposed that a Housing Needs Survey be undertaken by DDC, seconded by SF and with 4 votes in favour and 2 against, this will be arranged by JMG.

JFG proposed that the SNDP only allows for 10 dwellings over the next 12 years, this needs to be reviewed by the Committee and the total increased to 15, seconded by SF and with 4 votes in favour and 2 against.

Meeting Closed: 10:42pm

