

Minutes of the Meeting of Staverton Parish Council

Tuesday 6th June 2017

Staverton Village Hall

Present: Parish Councillors: G Edwards, 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 and 6 members

1 GOVERNANCE

- 1.1 Apologies received – R Brown (County Councillor)
- 1.2 Subsequent announcements – Nil

2 GOVERNANCE

- 2.1 Declaration and nature of interest – Nil
- 2.2 Consideration of dispensation requests received – Nil

3 OPEN FORUM

3.1 Reports from members of the public – Many thanks were given for all the hard work undertaken on the Playing Field rejuvenation project. Problem with flooding problems in around Braunston Lane/Home Close since a pot hole repair was undertaken. Concerns with car parking around the school area 24 hours a day, this is especially dangerous to cars coming down Braunston Lane and turning left. Many thanks were also given for the grass cutting contractor, as this is much improved this year.

3.2 Reports from District & County Councillors – No DDC reports were given due to the upcoming election. NCC - Robin Brown has awarded the PC £500 for the “Park and Stride” trial project from the Empowerment Fund. SF proposed that this is accepted, seconded by MN and all voted in favour. JFG pointed out that since the PC had not taken advantage of last year’s £500, this has now lapsed.

4 APPROVE MINUTES of the Parish Council Meeting held on the Tuesday 2nd May 2017 – The following amendments were made:

- 1.9 Neighbourhood Plan Representatives – JMG, JFG and ToG – Proposed by TWG, seconded by IW
- 6.5 Election of Parish Council Representative Trustees to the Staverton Education Foundation – The current term of the Parish representatives has expired and the Trust need to

be notified, along with Representatives. The Clerk will write and notify the Representatives and invite them to reapply.

6.6 Election of Parish Council Representative Trustees to the Staverton Relief in Need - The current term of the Parish representatives has expired and the Trust needs to be notified, along with Representatives. The Clerk will write and notify the Representatives and invite them to reapply.

7.1 Footpath Representative update (JFG) – The Clerk has written to the NCC Environment portfolio holder to arrange a meeting with JFG/JMG about the issues with Rights of Way, and to discuss the recent installation of Six stiles used as Footpath Limitations, which were installed either, contrary to the NCC Policy of the Rights of Way Improvements Plan and the DEFRA Guidelines, or in the wrong place, or both.

JFG then proposed that the minutes were a correct record of the meeting, seconded by IW and all voted in favour. (GE abstained as was not present at the meeting).

5 MATTERS ARISING

5.1 Bird Bath, The Green – Mark Spindler will be installing the bird bath on The Green this coming weekend.

5.2 Internet Banking – JMG has made many phone calls and visits to the Bank to try and set up the online banking. Forms need to be downloaded and signed by 2 authorised signatories for the Clerk to have “view-only” permission, once this has been approved; a further form needs to be signed by 2 authorised signatories to enable the Clerk to have primary user access. JFG proposed that the PC proceed, seconded by GE and all voted in favour. It was proposed by ToG that JMG writes an Internal Control Policy for Internet Banking, seconded by TWG, and all voted in favour.

5.3 Code of Conduct – Training dates are awaited by NCALC.

5.4 Spending of the CIL Money Policy - JMG has spoken with Tim Cantwell at DDC who confirmed the PC will receive two payments in a year, the one already received and another in October. DDC are going to send JMG a spreadsheet of when the PC can expect receipts in the future and how much so that the PC can plan. The next receipt is not until October, an annual report is due to be presented to the PC by December this year. The PC needs to put a list together of items that we would like to see any CIL monies spent on, these should tie in with the Neighbourhood Plan priorities. DDC are sending JMG the DDC policy and the 123 list to enable us to see examples of CIL can be spent on. Once this is received JMG will produce a policy for adoption by the PC, once this is adopted, JMG will produce the annual report.

6 BUSINESS

6.1 Disability Discrimination Policy – It was proposed by ToG that the PC adopt this policy, seconded by TWG and all voted in favour.

6.2 Internal Audit 2016-17 – Many thanks were given to the Clerk for a good report with the following suggestions

Asset Register – The location of the Deeds needs to be added to the list. This will then be adopted by the PC in July and published on the website.

Draft Minutes – To comply with the Transparency Code, draft minutes should be published on the website within 30 days of the meeting.

Transparency Code – The Clerk will check on a monthly basis that all items are published.

Cheque Stubs – Extra care will be taken to ensure all initialling of cheque stubs is undertaken.

It was proposed by GE that all the recommendations were approved by the PC, seconded by SF and with 7 votes in favour and 1 against (JFG); the vote against was only for the publication of the draft minutes before approval.

6.3 SNDP Committee – JMG reported that since the Committee last met they have had several workshops to:

- produce a Site Assessment Statement and Parish Questionnaire Statement
- review the SNDP in light of DDC's comments on the first draft, the project plan and the Housing Needs data

The Committee have also had further site meetings with developers and have more scheduled to determine what sites are deliverable, what community benefit is on offer and gain an idea of site layout plans. There is also a meeting scheduled with DDC to discuss further their comments on the first draft plan.

The Chairman read out loud the draft set of SNDP mins for the 4th May and reported

that the Committee had written to the developers of The Beeches, The Croft, beside the school and Silverbirch to ask for a site layout plan and proposal to include the following:

- Rational for the site design in all aspects of the development of the land
- A plan of the proposed completed development
- Details of access, pedestrian links, car parking, and landscaping
- Any community benefit offer

Enclosed with this communication was (1) a schedule of the Housing Need data, (2) a revised copy of our Vision, Objectives and Goals which have been amended since we last communicated, (3) a development brief, (4) the draft SNDP policies and (5) Proposal Guidelines.

Also included was a table of what the SNDP Committee were looking for:

SITE	No of dwellings	Type
Larger Site	11	Social Housing (Rented)

		1 x two bed flat/bungalow 1 x two bed bungalow 1 x two bed house 1 x two bed bungalow/extra care Market Housing/Starter Homes/Private Rental 1 x 2 bed flat x 2 bed houses 1 x 2 Bed House/bungalow x 3 Bedroom Houses 1 x 2 Bed Flat/3 Bed House
The Beeches	3	Market Housing 1 x 3 Bed bungalow 1 x 3 Bed Bungalow/extra care 1 x 2 Bed House/Bungalow
The Croft	2	Market Housing 2 x Bungalow
TOTAL	16	

The Croft have emailed to say they are looking to apply for approval to demolish the garage and old sheds close to Croft Lane. This would provide an improved vehicular access to the plot. They are encouraged to believe that the application will be successful. They have noted the various criteria and aim to apply for the construction of two dwellings focused on the needs of elderly people who wish to retain independence within their own homes. There does not seem to be any show-stoppers in the criteria, which seemed sensible and achievable within a properly thought out proposition.

ToG, JMG and JFG met with the owners of the Beeches and their architect. They have chosen a local architect who has done work in the village before and is familiar with Staverton.

Two accesses were discussed, all at the meeting felt the Well Lane access would be best. This would enable the Green to stay as it is, and not bring any more traffic on to it. As there is already an access to a house down Well Lane it was felt that there would not be an issue with access. They are though going to find out about ownership of the lane. As there would only

be four houses off Well Lane i.e. two bungalows, one house and the house at the bottom of the road, it would remain un-adopted. They had consulted the other properties off the top of Well Lane who had confirmed they would welcome works to Well Lane. As the access off Well Lane will not involve as much roadwork as the other access they felt this would make the site more deliverable. They took away the firm directive that the SNDP committee do not want to see a site layout that would enable more infill or plots that facilitate large extensions, and advised them the strategy was to have bungalows residents could down size to, freeing up larger houses in the village for families to move into and bring children to the school. They felt the issues the committee had highlighted could be dealt with by way of design, their only concern was affordability, but until they had put everything in the mix they could not indicate if this would be an issue or not.

A meeting is scheduled for the Silver Birch site. The developer is Joe Draper who built Windmill gardens and they have now engaged a surveyor/engineer from Corby.

The site next to the school have declined a meeting as they feel they have enough information and they hope to have the information to the committee in time for their next meeting scheduled for the 13th June.

It was confirmed by JMG that all 4 sites are still being considered by the Committee. The other area the committee are currently debating is the CONFINES MAP

GE proposed that MN joins the SNDP as a Parish Council Representative Committee Member, this was seconded by SF and with 3 votes in favour (GE, MN, SF) and 3 votes against (JFG, TWG, ToG), IW abstained, the casting vote was with the Chairman, who voted against.

The Chair asked for the reason to be recorded as to why she had voted against the addition of another PC representative on the committee: A neighbourhood committee should try to be diverse and have members from all parts of the community. It must consider whether the committee is made up from different places and sections of the community eg. Age, local business and residents, male and female. The committee should not have a membership where the make up would mean the majority of its members are Parish Councillors, the committee should be 'driven' by residents of the community. Currently there are three PC members on the committee and four residents from the village. To have another PC representative would unbalance the ratio. However, MN could approach the committee to join as a resident of the village.

GE asked for the SNDP draft minutes of the meeting of the 4th May to be displayed on the website. JMG advised there had been issues in relation to the production of the set of minutes for the 4th May but as soon as they were approved they would be published and that in future draft minutes would be published as per the decision made earlier on in the agenda. After further discussion GE withdrew the request.

SF arranged for Ian Boyes (NCC) to attend on 24th April 2017 to discuss the parking issues around the School. This meeting was attended by JMG, SF and JFG. Various options were considered, such as three marked spaces along Glebe Lane, however this would cost in the region of £18-£20,000. Ian Boyes recommended the best option would be a car park next to the School.

Confidential - A full transcript of the Clerk's notes are available from the meeting.

6.4 Quote for Mole Trapping – Playing Field – A quote has been received for £140.00 from Hawkflyer, a further two quotes will be obtained by the Clerk for consideration at the July meeting.

6.5 Church Fields – Gully Clearance – Weed killing and a mechanical sweep has been requested from DDC, the Clerk has confirmation and been issued with a Job Number.

6.6 Parish & Town Councils Meeting – 15th June 2017 – IW and TWG will attend on behalf of the PC.

6.7 Staverton Parish Housing Needs Survey – The PC has reviewed the document and have no comments to make.

6.8 (JFG declares personal interest) Parish Council Representatives to Parish Charities Staverton Education Foundation – It was proposed by TWG, seconded by MN, and all voted in favour (JFG abstained) that John Golding and Maureen Mablethorpe are the PC representatives on this charity.

Staverton Relief in Need – It was proposed by SF, seconded by MN and all voted in favour that Anne Ward is the PC representative on this charity. One vacancy remains; this will be advertised on the noticeboard and on the website.

6.9 Report on Village Rubbish & Dog Waste Bins – ToG has produced a report of the bins. At the July meeting, ToG will propose the changes that could be made and a working party will be formed to undertake the work.

7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update (JFG) – Nothing to report

7.2 Grass Mowing Representative update (JFG) – There were a few problems with dead grass but this is now much improved.

7.3 Highways Representative update (SF) – SF will report the flooding issues on the A425 to NCC Street Doctor. There is also the problem of the rut outside the Hatch. There is some hedge overgrowth from The Croft, and the residents will be asked to cut these back.

7.4 Playing Field Representative update (TWG) – Wicksteed did the Playground Inspection on 2nd June and the Committee await the report. The Committee are awaiting an update on the Lottery grant funding application. There are plans for a Party in the Park for Summer 2018.

7.5 Street Lighting Representative update (JFG) – There has been a delay in obtaining the quotes from E-On, as the PC have yet to receive an explanation as to why there were problems with the previous order.

7.6 Neighbourhood Plan Representative update (JMG) – This report was given earlier in the meeting.

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Planning	DA/2017/0386	Land at Staverton Hill Farm, Badby Lane, Staverton	Construction of stable block, wash room, hay and equipment store and change of use of land to keeping of horses
	<p>Objections: The 18.7m X 31.3m complex would be visually prominent and intrusive as it is within a designated Special Landscape Area, and so does not meet the requirements of EN39 B. C. & D.</p> <p>The change of use of the land would result in a reduction of the area of the holding under Agriculture to below 5 Hectares when all other uncompleted permissions are provided for.</p> <p>The reduction of land under Agriculture would require review of DA/2013/0794/AG.</p> <p>Staverton Parish Council request that this application is determined by the DDC Planning Committee</p>			
8.2	Planning	DA/2017/0420	Barnbrook Cottage, Manor Road, Staverton	Removal of trees and work to tree within a conservation area
	No Objections			
8.3	Planning	DA/2017/0424	Moss Cottage, Manor Road, Staverton	Works to trees subject to TPO DA31
	No Objections			
8.4	Planning	DA/2017/0453	South Barn, The Orchard, Staverton	Remove tree within a conservation area
	No Objections			
8.5	Stopping Up Order	NATTRANS/EM/S247/2795 – DA/2016/1183	Land at The Hungerbarn, Staverton	Authorised Stopping Up of the Highway
8.6	Approval	DA/2017/0145	Barnbrook Cottage, Manor Road, Staverton	Extension of existing rear dormer, replacement of existing cement based render to front elevation and insertion of a porch canopy
8.7	Approval	DA/2017/0334	The Beeches, The Green, Staverton	Works to trees within a conservation area

9 FINANCE

9.1 Finance Representative update (JMG)

IW proposed that the following cheques be paid, seconded by SF and all voted in favour. Chq No 683 – GE abstained, JFG voted against.

9.2	Type	Reference	Payee	Detail	Gross	VAT	Authority
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					Amount	element	
	Payment	Chq 680	S Porter	Salary & Expenses – May 2017	£372.72		LGA 1972 s112
	Payment	Chq 681	Village Hall	SNDP Meeting x 1	£24.00		LGA 1972 s144
	Payment	Chq 682	Came & Co	Insurance Renewal 2017-18	£695.84		LGA 1972 s111
	Payment	Chq 683	Northants ACRE	Neighbourhood Plan Day	£60.00		LGA 1972 s111

9.3 Income received:

Barn Rent £ 91.67

Barn Rent Arrears £ 20.00

DDC ½ Year Precept £ 5,227.25

Total £ 5,338.92

9.4 Bank account balances as at **19.05.17**:

HSBC Business £ 8,707.76

HSBC Deposit £ 701.52

Total £ 9,409.28

Uncashed cheques £ 0.00

Total available £ 9,409.28

Less June Cheques £ 1,152.56

Bank Balance £ 8,256.72

10 CLERK'S CORRESPONDENCE

10.1 DDC – Part 2 Settlements & Countryside Local Plan – Parish Annex -Local Green Space – Noted; no comments as the PC are producing their own Neighbourhood Plan.

11 WEBSITE (ToG)

11.1 Website Representative update – The Clerk will submit the Internal Audit report for 2016-17 to ToG for publishing, along with the accounts summary.

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

Meeting Closed: 9:56pm