

Minutes of the Meeting of Staverton Parish Council

**Tuesday 4th September 2018
Staverton Village Hall**

PRESENT: Parish Councillors: G Edwards (GE), S Frost (SF), T Glover (ToG) (Chairman), J Golding (JFG), M Nightingale (MN), I Weaver (IW), Clerk – S Porter and 7 members of the public

OPENING PROCEDURES

1.1 Apologies received – J Gilford (JMG), T Gilford (TWG), R Brown (NCC)

1.2 Subsequent announcements – JFG suggested that the Chair should take this opportunity to clarify the comments he made at the Clerk's Appraisal as promised in reply to JFG's several e-mails. ToG advised this would be deferred to the end of the meeting when this would be discussed in closed session.

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 (excluding SNDP items) – Mr Holliday advised that he is still waiting for answers from the PC from January 2018 with regards to the Settlement Hierarchy. No feedback has been forthcoming and the comments made to DDC from the PC, with regards to the Local Plan Part 1 consultation, were not robust enough to change the category which Staverton falls into. Rupert Frost also feels that Staverton are in the wrong category, and should not be a Secondary Village, but moved to the lower rating of "Other"

3.2 Reports from District & County Councillors

R Frost (DDC) – At a recent DDC meeting, it was ratified that the two unitary councils would be going ahead from Spring 2020. These being named East and West Northants. DDC would be in West Northants, along with South Northants and Northampton Borough. All councils, except for Corby, were in agreement with the proposals.

4 MINUTES

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 7th August 2018**

The following amendments were provided by JFG for the minutes:

5.1 **APPROVE MINUTES** of the Extraordinary Meeting held on Tuesday 12th July 2018

GE advised that the Present list excluded GE and SF. After this was amended, GE proposed that the minutes be approved as a correct record of the meeting, seconded by JMG and all voted in favour (JFG abstained).

This amendment was proposed by JFG, seconded by MN and all voted in favour.

6.1 Weed killer on grass verge – Daventry Road – JFG advised that he had visited the residents and placed signs re dog fouling on the grass verges. JFG stated that Roland Maplethorpe had specifically denied that he had made any such complaint. He further questioned as to where the complaint had come from. To avoid any discrepancies of this kind we should ask for complaints to be made in writing to the clerk, as per our usual practice. ToG proposed that the signs are now removed, seconded by MN and with 2 votes in favour and 5 abstentions, this proposal was carried.

This amendment was proposed by JFG, seconded by GE and with SF, ToG, IW and MN abstaining. Carried.

6.6 Visibility hazard from over hanging Pocket Park branches – ToG advised that he had cut back the overhanging shrubbery to increase the visibility. JFG asked, given that the trees were in the Conservation Area. Had the DDC Arboriculture Officer been contacted? He was told not.

This amendment was proposed by JFG, seconded by GE and all voted in favour.

11 Finance

JFG asked when the vote on the clerks new salary scale was to take place. Deferred to the end of the meeting.

This amendment was proposed by JFG, seconded by GE and all voted in favour.

Item 15 Private and Confidential (Public and Press excluded)

15.1 Clerk's Salary Review – JFG brought to the attention of the PC that at the meeting on the 12th June 2018, the Clerk's salary was not voted on. For clarification purposes, IW had proposed at that meeting, seconded by ToG that the salary scale be increased from 19-23 as per his amendment to the original proposal by JMG of 19 -22. In the event, no final vote had been taken. To conclude the matter with 5 votes in favour, 2 abstained (GE, JMG) and 1 against (JFG). Carried.

This amendment was proposed by JFG, seconded by GE and all voted in favour.

With all amendments approved, GE proposed that the August minutes are adopted as an accurate and correct record of the meeting, seconded by MN and all voted in favour.

5 MATTERS ARISING

5.1 Professional binding of Parish Records – JFG has put all the minutes together in year order and Image IT will be binding these historic records, although this may not be possible for all years due to the quantity of pages involved and these years may need to be split. JFG advised that the Annual Parish Minutes from 2015 onwards appear not to have been approved. This will be discussed at the October meeting.

5.2 Ordering of replacement picnic tables in Playing Field – ToG proposed that he pay for the two wooden picnic tables, which were approved at the August meeting, seconded by GE and all voted in favour, ToG will order, pay and reclaim the money at the next meeting.

5.3 Ordering of replacement of Playing Field vehicle access gate – ToG proposed that he order the gate, that was approved at the August meeting and will pay on delivery, seconded by MN and with 5 votes in favour and 1 against (JFG).

5.4 Traffic Calming scheme for the Village – DDC Grant Application – This is to be discussed at DDC.

5.5 Braunston Lane Footpath – DDC Grant Application – MN advised that this will be discussed by DDC in October.

5.6 Staverton Relief in Need Charity Trustees – JFG proposed that SPC acknowledge that Kath Dark remains as a Trustee for the Charity until 2020, when the current term for the Trustees expires, seconded by SF and all voted in favour. The Clerk will write to the Secretary of the Charity to confirm.

6 BUSINESS

6.1 National Grid Gas – Draft Lease of the Gas Site, Daventry Road, Staverton – JFG has made initial contact with the LGSS Solicitors and is waiting to speak with someone. He will continue to chase.

6.2 New PC Website – 2 quotes have been received. One for £450.00 from Tony Goodman and another for £3,000 upwards from SearchQuest. Further quotes will be obtained.

6.3 DDC – Settlements and Countryside Local Plan Part 2 – Proposed Submission Consultation – This is SPC's opportunity to change Staverton's current listing in the Local Plan as a Secondary Service village to a status of "Other villages". The village has no functioning bus service, shop or takeaway and no football pitch. GE proposed that the PC write to DDC and explain that SPC has made an error in the previous consultation response and has now realised that Staverton has been placed in the

wrong category, this was seconded by JFG and all voted in favour. It was agreed that GE will produce the words and circulate to all for approval before submission to DDC from the Clerk.

6.4 Stratford-on-Avon District Council – Draft Strategic Housing Land Availability Assessment (SHLAA) 2018 – Noted

6.5 NCC Highways – Review of NCC owned grit bins – The PC object to the removal of any of the grit bins within the parish, being the highest village in Northamptonshire, it is prone to extreme weather conditions. SF will produce a letter to send to NCC – Winter Maintenance Team. JFG asked that a letter of thanks be sent to Simon Russell for his assistance with moving the grit bin earlier this year.

6.6 New Model Standing Orders 2018 for Review (JFG/JMG Proposed Amendments) – The amendments submitted by JFG and JMG were approved by the PC subject to an amendment with numbering. JFG proposed that the Standing Orders 2018 were adopted, seconded by ToG and all voted in favour.

6.7 Rugby Borough Council – Consultation on the Local Plan – Post Hearing Main Modifications – Noted

6.8 Settlement Hierarchy – Complaint received with regards to the category in which Staverton has been placed. JFG proposed that the complaint is accepted and that a letter be written detailing the response which was discussed in 6.3, seconded by SF and all voted in favour. JFG will compose the letter of reply and send to the Clerk for posting.

7 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN

7.1 SNDP Open Forum – A query was made as to how respondents are able to submit feedback under Regulation 15? The Plan has been submitted to DDC and feedback is required with some urgency. The parishioners have not been made aware that the deadline to respond is 12th October 2018. JFG proposed that GE produces a leaflet which will be delivered, after being printed by the Clerk, to each house in the parish, seconded by SF and all voted in favour (ToG abstained).

7.2 SNDP Update – No report this month.

8 REPRESENTATIVES UPDATES

8.1 Grass Mowing Representative update (JFG) – The grass verges have been cut once in August and then again at the start of September. JFG has seeded the grass verge in Daventry Road which was damaged.

8.2 Highways Representative update (SF) – Very pleased with the resurfacing of the A425/A361 through the parish. Contact with the residents with overgrown hedges has been positive, and a good response received.

8.3 Playing Field Representative update (TWG) – No report this month.

8.4 Street Lighting Representative update (JFG) – The order for the final upgrade phase has been placed and are awaiting an installation date.

8.5 Police Liaison Representative update (GE) – No updates have been made to the Police website with any crime reports. A letter of thanks will be sent to Sgt. Sam Dobbs for his attendance at the PC Meeting last month. A significant fire was reported in the woods behind the football pitches last weekend (Sunday 2nd) and Drayton Grange Juniors will be made aware of the incident.

8.6 Rights of Way Representative (GE) – The cut down trees have now been shredded along FD15

9 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
9.1	Planning	DA/2018/0276 (Amended)	Staverton Hill Farm, Badby Lane, Staverton	Construction of new office building on the site of the building to be converted to offices under planning approval DA/2009/0550, which is to be demolished and new single storey reception building

MN proposed that the objections remain as previously submitted, seconded by GE and all voted in favour.

9.2	Planning	DA/2018/0645	4 Oakham Lane, Staverton	Formation of new vehicular access and two car parking spaces
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JFG proposed that the PC have no objections but would like to submit the following comments, seconded by MN and all voted in favour. The PC agree that the cars off the road would be an advantage. The turning is tight, but would like to see as much of the wall remain, with the making good of the retaining wall.

9.3	Planning	DA/2018/0655	The Vicarage, Church St, Staverton	Work to trees within a conservation area
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MN proposed no objections, seconded by SF and all voted in favour

9.4	Approval	DA/2018/0229	Land at Catesby Thorn, Catesby Road, Staverton	Construction of manege, new vehicular access, access track and parking areas
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9.5	Approval	DA/2018/0584	The Cottage, Daventry Rd, Staverton	Work to trees within a conservation area
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9.6	Planning	DA/2018/0717	Well Cottage, The Woodlands, Staverton	Work to trees within a conservation area
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MN proposed no objections, seconded by SF and all voted in favour

9.7	Planning	Da/2018/0729	Vine Tree House, Church St, Staverton	Work to trees within a conservation area
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MN proposed no objections, seconded by SF and all voted in favour

10 FINANCE

10.1 Finance Representative update (TWG) – No report this month.

SF proposed that the following cheque be paid, seconded by MN and all voted in favour. GE asked that the Clerk's salary and expenses will itemised separately.

JFG asked that the Barn Lease – Item 3 be amended with regards to the deposit paid initially by the tenant.

10.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
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Payment	Chq 751	S Porter	Salary & Expenses – August 2018	£205.20	LGA 1972 s112
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10.3 Income received:

Barn Rent Arrears	£	5.00
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Interest	£	0.04
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Total	£	5.04
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10.4 Bank account balances as at **19.08.18:**

HSBC Business	£	7,858.95
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HSBC Deposit	£	702.03
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Total	£	8,560.98
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Uncashed cheques	£	0.00
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Total available	£	8,560.98
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Less September Payments	£	205.20
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Bank Balance	£	8,355.78
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11. Clerks Correspondence

11.1 Correspondence received from Chris Heaton Harris MP to the Chairman – Noted

12 WEBSITE (ToG)

12.1 Website Representative update – Nothing further to report following earlier discussions under 6.2

13 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 2nd October 2018 – 7:30pm

14 Closed Meeting for Press and Public (Private and Confidential)

JFG asked ToG for clarification on the apparently false statement made from the Chair at the Appraisal Meeting concerning the Clerk's Contract of Employment. ToG confirmed that he had based the increase using an out of date 'contract of employment' and apologised for the mistake. He pointed out that the current 'contract of employment' required that an annual appraisal be carried out, but this had not been done, since the Clerk commenced employment 3 years ago. This prompted the Council to subsequently award a four spinal point increase (to be backdated accordingly). JFG asked to see a copy of the one page Contract of Employment that ToG produced and referred to, he was told that one would be sent to him.

Meeting Closed 9:50pm