

Minutes of Staverton Parish Council Ordinary Meeting held on

Tuesday 3rd June 2014 at 7.30pm in Staverton Village Hall

Present: Parish Councillors: T Glover (Chair) (TG), J Golding (Vice Chair) (JFG), J Gilford (JMG), S Thomas (STh). I Weaver (IW),

Others: No members of the public, District Councillor J Gilford, S Foster (Clerk).

1.1 Acceptance of Apologies for Absence

S Frost (SF) – holiday
E Kenworthy-Browne (EK-B) - bereavement
S Taylor (STa) – on holiday

1.2 Declaration and Nature of Interests

TG declared an interest in Cheque 465 as the recipient.
JFG declared an interest in Cheque 466 as the recipient.

1.3 Consideration of any dispensation requests received

None.

2.1 Review and adoption of Policy documents

Deferred to next meeting.

2.2 Consideration of risk assessment

The Clerk to circulate a .pdf version of the document for consideration at the next meeting.

3. Open forum

No members of the public in attendance.

4.1 To approve and sign the minutes of the ordinary meeting dated 6th May 2014

The minutes had been circulated. Amendments requested were:

Item 1.2: amend to read “JFG and IW offered to stand as Vice-Chairman. Paper ballot held between JFG and IW as proposed Vice-Chairman. Result was 5 for JFG, 2 for IW. Therefore, JFG appointed Vice-Chairman. JFG duly completed the Acceptance of Office, witnessed by the Clerk. A vote of thanks was given to IW.”.

Item 5.1: amend to read “JFG reported that, he had emailed Roger Hayes for an update and in Roger Hayes’ absence, he had received a response from Ann Holt stating that, in the event of an appeal, it would be dealt with by exchange of papers unless the inspector says otherwise. JFG undertook to remind the Mapping Team that the Parish Council had already asked for a hearing.”.

Item 5.2: amend to read “The Clerk had been unable to progress the matter as she had been trying to contact Paul Adams at DDC. She should have been trying to contact Paul Evans regarding appointment of a bailiff. The Clerk was also asked to speak to Court Services with regards to serving a judgement to the wrong address giving the task the highest priority. JMG suggested as it was such a high priority the task be completed in time to be dealt with at the extraordinary meeting that was being held. All agreed.”.

Item 5.3: amend to read: “JFG and EK-B updated the meeting. Following the April meeting, JFG had spoken to Nick Wedgbrow at NCC Rights of Way who advised that no works had yet been carried out by NCC and that he had had no contact with Mrs Nightingale. EK-B advised that the landowner adjacent to the Well Lane stile had been advised of an unsafe wall and so had undertaken some works, including the temporary removal of the stile and the raising up of the lower ground level. JFG confirmed this to be so. EK-B asked whether NCC could install the new gates instead of the landowner reinstating the old stile. JFG advised that the fence (stile) had not yet been removed and the wall had already been repaired. He confirmed that he had an email from Nick Wedgbrow (the Rights of Way Officer) dated 7th March which advised that the installation of all three kissing gates were then approved for imminent installation. JFG had advised Nick Wedgbrow of the new ground levels and in return had been told that the appropriate funding has since been approved by the NCC.”.

Item 6.3: amend to read “JFG requested contact details of contractor.”.

Item 6.5: add after “playing field” on the first line “, adjacent to Mike Hutt's bungalow, ”.

Item 6.6: amend to read ”District Councillor unable to report as currently under purda rules due to upcoming election.”

Item 7.1: to add separate paragraph to read “TG reported that the Tree Warden wished to step down at the earliest opportunity. JFG asked why she had not been receiving hard copies of the planning applications as previously agreed. TG advised that a notice would be put on the notice board advertising the vacancy. JFG informed the Parish Council that he understood that the Tree Warden would continue until such time as a replacement was found and that we

should write a letter of thanks to the present Tree Warden (Sheila Milne) for her services to date. Agreed.”.

Item 8.13 and 8.15 to read: JFG asked which notice board was envisaged for the posters at 8.13 & 8.15 as we had had issues with this a few months ago. He reminded Councilor’s that the Parish Council notice board was for Parish Council business only. This was confirmed by JMG (a former Clerk to the Parish Council) and a member of the public (a former Chairman to the Parish Council). Plenty of space was available on the reverse of this board or on either side of the community notice board in Braunston Lane.”.

Item 11.4: Amend to read: “Discussion took place. TG and JFG will undertake the necessary works.”.

Proposal: to make the above amendments and accept the minutes as a true and accurate record of the meeting.

Proposed by JMG, seconded by JFG. All in favour. Carried.

The Clerk to circulate amended copy.

4.2 To approve and sign the minutes of the extraordinary meeting dated 20th May 2014

The minutes had been circulated. Amendment requested:

Item 6: Proposal to read: “To adopt the Financial Regulations document incorporating recommendations of the insurance company following a meeting of the Clerk and Financial Representative.”.

Proposal: to make the above alteration and accept the minutes as a true and accurate record of the meeting.

Proposed by STh, seconded by IW. 4 in favour. 1 abstained. Carried.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

JFG reported that he had not yet emailed NCC following the last meeting but would do so within the next few days.

5.2 Recovery of debt

The Clerk has received details of the bailiff company used by Daventry District Council and had contacted them for a quote.

The Clerk had contacted Court Services and received two forms for completion at a cost of £50 for extending the life of the claim. This would allow the address for serving of the judgement to be corrected. Discussion took place and it was noted that the Parish Council has a duty to recover the monies as they are public funds.

Proposal: to give the matter the highest priority and to proceed on the basis of completing the Court forms at a cost of £50 and to instruct the bailiff to recover the funds if the quote received is no more than £200 (exc VAT).

Proposed by JFG, seconded by STh. All in favour. Carried.

5.3 Update on proposed kissing gates on footpath FD8/17

JFG had received no response from NCC. TG circulated photographs of the area. The wall to the Wakeford's property has been rebuilt and, as yet, no gate is in place, leaving the pathway completely open.

4. Consideration of changing street lighting maintenance contractor and mercury street lighting

The Clerk to provide contact details and any papers to JFG.

5.5 Consideration of repairs to Braunston Lane notice board

JFG and TG had carried out repairs. A new backing sheet and padlock are to be obtained.

5.6 Consider request from parishioner to purchase commemoration bench

TG reported that the family had a preference that the bench be placed by the bus stop near the Staverton Park Hotel. It was noted that this area would come under the responsibility of NCC Highways Department. Discussion took place regarding where within the village confines the Parish Council might be more suitable.

Proposal: to consider the green area outside 5 Daventry Road as a suitable site.

Proposed by TG, seconded by IW. All in favour. Carried.

TG to contact NCC to see whether they would be amenable to the site suggested by the family.

TG to contact the family with regards to siting outside 5 Daventry Road and to ask them to consider a metal frame/wooden slat bench.

5.7 Report on mole catching

JFG had purchased mole traps. Two more moles had been caught and the traps removed. They had now been reset but if there is no evidence of any moles within the next few days, the traps will be removed again.

6. Representative's Reports

6.1 Footpath representative

JFG had had no response from NCC regarding footpath FD13.

6.2 Highway representative

Nothing to report.

6.3 Street Lighting representative

All street lights are currently working.

6.4 Grass Cutting representative

The grass had been cut although, because of a delay due to staff shortages, it had been very long. Another cut is now due.

It was noted that many of the footpaths have weeds growing. DDC will be contacted as it is their area of responsibility and TG will investigate weed killing licence costs.

6.5 Playing Field representative

A new child's swing and normal swing seat are now in place. TG has investigated the cost of replacing the bearings. They cost @£100 per pair and four pairs would be required. The inspection report only notes that the frames need painting.

JMG stated that the playing field is a very good facility.

JFG has yet to reset the see-saw mats.

Discussion took place re the details on the noticeboard being out of date. JFG will provide the Clerk with details in order to get a quote from Amber Signs. It was generally agreed that an email address be added for reporting non-urgent matters to the Parish Council.

6.6 District & County Councillors

It was reported that B Patchett has been re-elected. There is nothing on district business to report as the AGM has not yet been held.

Discussion took place regarding the new Individual Electoral Registration process which is being introduced this month. It was noted that all newcomers onto the electoral roll and those moving house will now need to ensure that they are on the register.

6.7 Parish Website

TG reported that he is trying to put a counter on the website to gather statistical information.

7.1 Planning Applications - Full Plans available 15 minutes prior to meeting

Planning no.	Description	Location	Comment
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None			
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7.2 Planning Appeals

Planning no Description Location Decision

None

7.3 Planning Applications - Decisions

Planning no Description Location Decision

None

7.4 Planning – Non-material Amendment and Permitted Development Applications to DDC

Planning no Description Location Decision

None

8. Clerk's Correspondence

8.1	DDC	Changes to register of electors	Noted
	Clerks &		
8.2	Councils	Magazine	Noted
	Direct		
8.3	HMRC	PAYE Notice	Noted
8.4	NCC	Empowering Councillors Grant 2014-2015	For further consideration.
8.5	DDC	Planning Training Notes (by email)	Noted
8.6	DDC	Briefing on 5 year land supply and update on other policy matters (by email)	Noted
8.7	DDC	Daventry Calling Magazine (by email)	Noted
8.8	HSBC	Statement	Noted
8.9	DDC	How does being in a Conservation Area Affect Permitted Development Rights (by email)	Noted
8.10	DDC	Parish & Town Councils' Meeting – Questions to be raised	No questions put forward. No-one to attend.

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

Cheque	Payee	Details	Amount	Authority		
			(GBP)	VAT	Total	
			Cost			
462	S Foster	Salary	226.58	0.00	226.58	LGA 1972 s112
463	S Foster	Expenses	28.63	0.00	28.63	LGA 1972 s112
464	J Golding	Purchase of mole traps	20.00	0.00	20.00	LGA 1972 s112
465	T Glover	Playground materials	103.00	20.60	123.60	LGA 1972 s226
466	N Freeman	Mowing	280.00	0.00	280.00	LGA 1972 s214
467	NCALC	Training	29.00	0.00	29.00	LGA 1972 s112
468	SLCC	Membership	50.50	0.00	50.50	LGA 1972 s112
469	HMRC	PAYE	44.00	0.00	44.00	LGA 1972 s112

JMG queried the value of the SLCC membership. Discussion took place.
Proposed: to retain SLCC membership. The Clerk to report back following Clerks' Cuppa events.

Proposed by IW, seconded by TG. 4 for. 1 against. Carried.

JMG and the Clerk reported that Cheque 469 relates to unpaid PAYE due to a discrepancy in timing between the HMRC RTI system in relation to the Parish Council meeting dates when the Clerk entered the RTI information. The Clerk will credit £44 to the Parish Council and will be reimbursed by HMRC in due course.

Proposal: to authorise payment of the above cheques.

Proposed by IW, seconded by JMG. 3 in favour. 2 abstained. Carried.

10.2 Income received

£ 0.04 HSBC Interest

£4,284.50 DDC ½ year precept

£ 237.25 Barn Deposit

£ 237.25 Barn quarterly payment

10.3 Bank account balances as at 28.05.14

HSBC Business £ 9,936.17

HSBC Deposit (Barn) £ 700.27

Total £10,636.44

Uncashed cheques £ 2,194.44

Total available £ 8,442.00

10.4 Presentation of end of financial year 2013/2014 unaudited figures

JMG and the Clerk will meet to discuss queries raised by JMG.

10.5 Presentation of internal audit report for financial year 2013/2014

The Clerk had circulated the internal audit report. JMG and the Clerk will meet to discuss queries raised by JMG.

11. New business

11.1 Deferred to the end of the meeting due to it's confidential nature. See separate minute page.

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 1st July 2014.

The Clerk left the meeting at this point. TG to minute further discussions.

Following discussion of the confidential matter, the Chairman closed the meeting at 10.25pm.