

Minutes of the Meeting of Staverton Parish Council

Tuesday 4th April 2017

Staverton Village Hall

Present: Parish Councillors: 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, District Councillor B Patchett and 5 members of the public

1 CHAIRMAN'S ANNOUNCEMENTS

1.1 Apologies received – G Edwards, County Councillor R Brown

1.2 Subsequent announcements – JMG reminded the Councillors that all monies spent are to be authorised by the PC first and also that members of the public were reminded to only speak during Public Time and when requested by the Chairman.

2 GOVERNANCE

2.1 Declaration and nature of interest – Chq No's 661-669 – JFG Personal,

Chq No 665 – IW – Personal & Prejudicial, Chq No 667 – ToG – Personal & Prejudicial,
Chq No's 668-669 – JMG – Personal & Prejudicial

2.2 Consideration of dispensation requests – none received

3 OPEN FORUM

3.1 Reports from members of the public – Nick King (Village Networks) advised of the

mobile van which will be visiting the village in the Autumn to assist on all key issues, from debt advice, benefits, job seeking, utility bills and much more. This van is manned by experts and funded by the Big Lottery Fund.

3.2 Reports from District & County Councillors –

District Councillor Bob Patchett – Catesby Tunnel project has planning approval, which will provide an aero dynamic research facility along with a technology park. 22 acres of woodland has been purchased by Woodford Halse PC for community use. It is worth noting that PC's can compulsory purchase land. There are plans for Byfield to have a new medical centre, funded by the development of 90 houses.

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

2017 – The following changes were suggested by JFG:

2.1 Add Personal to JFG declaration of interest

5.4 Remove the wording “per year”

7.1 Include the path number FD8 and the words “through the field leading to The

Woodlands”

7.3 Add Dog Training Unit, Shuckburgh Road (A425)

7.5 Change the word “column” to “pole

These amendments were agreed. JFG proposed that the minutes are a true and accurate record of the meeting, seconded by TWG and all voted in favour.

5 MATTERS ARISING

5.1 Staverton Fire Pump – The Pump is currently housed in the South Downs Fireworld Museum, and has had some refurbishment works. The Museum would like to retain the Pump; with the option to return this to the village should a request be made by the PC. JFG propose that the Pump remains in the Museum, seconded by IW, and all voted in favour.

5.2 Bird Bath, The Green – Defer to the May meeting

5.3 Community Defibrillator Training – 15 residents attended the training provided by EMAS in the Village Hall. There is a DVD available for residents to view showing the operation of the defibrillator. This will be mentioned on the village website along with a link to the info online. Additional training can be arranged. This will be mentioned at the APM.

5.4 ANPR Camera – A425 This project had been carried over by NCC into the 2017/18 Financial Year

5.5 Committee Clerk Vacancy – JG reported that there had been no applicants. MN offered her services going forward if the committee were unable to find anybody.

6 BUSINESS

6.1 “Park & Stride” Pilot Scheme – Staverton Primary School – SF proposed that the pilot trial is funded by the Parish Council for the Summer term to the sum of £245, seconded by TWG and with 5 votes in favour and 1 against. Further funding to the project will be discussed once the trial has taken place and the results evaluated.

6.2 Internet Banking – Defer to May meeting

6.3 Disability Policy – Defer to May meeting

6.4 Annual Parish Meeting – Thursday 27th April @ 7pm – All groups and charities in the village will be invited to attend. There will be a leaflet drop advertising the meeting. It was agreed that JMG/SF will provide cheese and wine refreshments and claim expenses back from the PC.

6.5 Staverton Parish - Housing Needs Survey – A letter has been sent from DDC to all households in the village. The survey can be completed online or by post. There will be an article in the Parish News and a leaflet drop to remind all to complete the survey as the deadline approaches.

6.6 Standing Order 3R – Minute Councillor Initials for/against each vote – GE has requested that this is recorded at each vote. However, this is a statutory obligation in the Standing Orders and cannot be modified by the PC; therefore a request is to be made if this is a requirement at the time of any vote.

6.7 Parking Problems in the Village – A letter of complaint has been received by the PC. 3 cars visiting the village parked overnight and caused an obstruction to the drive and pathway. The Village Hall also continues to cause problems for local residents when an event is on. These issues will be discussed with the PCSO Kev Thompson and NCC Highways Ian Boyes; both will be invited to the Annual Parish Meeting.

6.8 The Definitive Map and the Rights of Way Improvement Plan – This has been passed to JFG and he has been asked to complete the questionnaire and report back to the PC before submission to the Rights of Way Team.

6.9 Spending of the CIL Money – Defer to May meeting.

7 REPRESENTATIVES UPDATES

7.1 Footpath Representative update (JFG) – JFG has investigated FD8 and the donkey issue which was reported, he has advised that there are no issues that can be dealt with. ToG advised that the landowner has been made aware. A letter of complaint has been received regarding the footpath behind the cricket pitch. Drayton Grange Juniors FC will be contacted by the Clerk and asked where the toilet facilities are that were agreed in the initial discussions, and also the dog waste bin, which is also yet to be installed.

7.2 Grass Mowing Representative update (JFG) – The first cut of the season has been undertaken and it is good. There are some parts which have been missed, and JFG will contact the contractor to advise.

7.3 Highways Representative update (SF) – The tree outside the Village Hall has been removed, due to the amount of dead wood and disease/fungus. Pavement repairs have been undertaken on the A425 by the Golf Club. The PC are still awaiting a Tree Schedule and the Clerk will chase this up with Sheila Gilder (NCC).

7.4 Playing Field Representative update (TWG) – The Tesco grant project has been completed and TWG thanked the committee and volunteers for all their help and assistance. ToG has submitted another grant application to the Big Lottery Fund for further improvements to the Playing Field. The Barn tenant has put a hardcore surface down along the entrance to The Barn, which is dangerous for the children. The PC did not give permission for this and TWG will contact the tenant to advise that it is removed. The first grass cutting of the season has taken place.

7.5 Street Lighting Representative update (JFG) – The street lighting upgrade has been completed by E-On. There has been no response to the complaint which was sent regarding the lengthy delays, JFG will write a chase up e-mail for the Clerk to send.

7.6 Neighbourhood Plan Representative update (JMG) - The group has met formally on the 14th & 28th March, minutes of which can be found on the Parish Council website. The Committee have also held workshops and are in the processes of undertaking site meetings with landowners/developers.

The Committee has asked the clerk to facilitate training in the Code of Conduct and Standing Orders.

JG advised further to discussions earlier in the meeting she would ensure SO 3R was asked for before each vote. The amendments the Parish Council asked for at the March meeting have been implemented.

Following the decision by the Parish Council to undertake a Housing Need Survey and increase the numbers in the plan to a total of 15, JMG advised she had attempted to produce a fast track Housing Need Statement using an adaptation of the methodology DDC use. The outcome of this is that there is a Housing Need statement that could be used to evidence support for the Parish Council decision to ask for an increase in numbers to 15.

The statement was produced from the information collected as part of the Parish Questionnaire exercise using the methodology from the first part of the DDC Housing Needs survey template. JV and TOG reviewed the accuracy of that work and its conformity with the DDC methodology. JMG also undertook a reconciliation exercise with KE to determine what the variation was in relation to the need of 10 against 15.

The methodology used was also sent to DDC to try and get their comments but they declined to comment on the basis a Housing Needs study was now being undertaken. A quality check against the neighbouring Badby Housing Needs Survey indicated that the final figure in the statement of 16 was in line with adjacent neighbourhoods.

The exercise has proved useful in that it generated a full audit trail that could be used to justify the decision to increase the number of houses in the plan to 15. The committee are now awaiting the outcome of the DDC Housing Need Survey but as it stands the SNDP includes for there to be three sites within the plan to accommodate development of 15 dwellings over the period of the plan up to 2029.

At the SNDP meeting a full debate/discussion took place regarding the decision by the PC to increase the numbers which resulted in JMG having to use her casting vote as chair of the SNDP to support the Parish Council's decision to increase the numbers. JMG did this on the basis there was a full audit trail that could be used to substantiate the decision i.e. the fast track housing survey.

The decision by the Parish Council to increase the numbers has been contentious within the committee itself, after putting the question to the committee as to whether to support the increase JV & IW supported the PC's decision, TOG & KE did not, however as advised JMG used the casting vote as chair to support the PC request. The other two members of the committee were not at the meeting however it is known from the PC meeting that JFG

supported the increase and JH feels she could to. So there is now a majority vote in place in favour of supporting the Parish Councils decision to increase the numbers in the plan to 15, five to two:

JMG, JFG, JH, IW, JV support the decision - TG & KE do not support the decision

At the Parish Council meeting the votes were 4 for and two against: GE, TOG against - SF, TG, IW, JFG for - JG abstained

So to summarise there are 7 votes supporting the decision with three against.

JMG, JFG, JH, IW, JV, SF, TG support the decision - TG, GE & KE do not support the decision

As a result of this increase in numbers the committee is now revisiting the sites to see how best to accommodate the numbers.

The draft SNDP policies have been sent to the landowners/developers of the following sites:

The Croft

The Beeches

Land beside the School

Land behind Silver Birch

Braunston Lane adjacent the playing field

Along with a list of the suggested need, a final decision of the mix of housing has yet to be determined.

The Croft – 2 houses/bungalows

The Beeches – 3 Bungalows

Larger sites: Scenario (2) 3 x Affordable

1 x 1-2 bedroom House/bungalow

A terrace of 3 2 bedroom properties

2 x bungalows

1 x 3 bedroom house

TOTAL TEN

Just in case the Housing need came back with a lower figure a second scenario was put of 5 dwellings to the larger site:

1 x Affordable

3 x 1-2 bedroom house

1 x 3 bedroom house

TOTAL FIVE

The next step in the process is to determine if any of the sites are deliverable.

As a committee they are all too aware that the Weedon Plan after many years of putting it together has been rejected in its entirety by the Inspector.

The committee have therefore reviewed the Weedon plan and the inspector's comments as a lesson learned exercise. The highlights for the inspector's decision to reject the plan were:

- They found too many of the plans policies and proposals including the site allocation methodology lacked robustness or evidence to support them
- The policies lacked precision and clarity in the wording and did not support national policy
- DDC had raised many concerns about the plan and there had been no dialogue between Weedon & DDC
- The plan was not compatible with EU regulations and the methodology for the SEA was not appropriate

To reassure the Council JMG can confirm the committee is in the process of producing the following statements:

- A Housing Need Statement
- A Site Allocation Statement
- A Village Confines Statement
- A consultation Statement (included how the vision, goals etc were arrived at)

All of which will be circulated to the PC in due course.

The committee is all too aware that timing is now becoming critical if the plan is to be completed by December 2018. At the meeting last week a detailed project plan and meeting schedule was approved.

The immediate task in hand is to send the draft plan with the PC's amendments to DDC by the 11th April in order that we can get some informal feedback. Following this review workshops will be held, and the Housing Needs data will be interrogated and robust supporting statements will be produced.

The committee is also progressing some Locality funding that can be accessed with a view to obtaining professional resources to review the policies within the plan, and the methodology used to produce the numbers/sites identified in the plan.

Any group undertaking an assessment of sites with a view to site allocation and/or any group allocating sites for housing or mixed development is now regarded as a priority group. This means that the Committee are eligible to apply for grant funding of up to £15,000 and can also apply for technical support. The consultants will also support us in the areas of:

1 undertaking the six week pre-submission consultation

1 collecting and analysing responses from the six week pre-submission (Regulation 14) consultation and deciding how to modify the neighbourhood plan

1 Help with understanding whether our plan is ready for examination (meeting the basic conditions and other legal requirements)

1 Provide training in the legal requirements which will be tested at the examination stage

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Planning	DA/2017/0145	Barnbrook Cottage, Manor Road, Staverton	Extension to existing rear dormer. Replacement of existing cement based render to front elevation and insertion of porch canopy
	TWG proposed no objections and support for the application, seconded by SF, and all voted in favour.			
8.2	Appeal	DA/2016/0654	The Stables, Manor Road, Staverton	Part demolition of brick wall to create new vehicle access
	JMG advised that the Appeal has been dismissed.			

9 FINANCE

9.1 Finance Representative update (JMG) – The end of year report for 2016/17 will be available at the APM, along with the CIL report.

Chq No 660 – Proposed by SF, seconded by MN, and all voted in favour

Chq No 661 - Proposed by SF, seconded by IW, and all voted in favour

Chq No 662 – Proposed by SF, seconded by TWG, and all voted in favour (IW abstained)

Chq No 663 – Proposed by JFG, seconded by IW, and all voted in favour

Chq No 664 – Proposed by IW, seconded by SF, and with 5 votes in favour and 1 (JFG) against. ToG explained that this was for the publicity of the Playing Field project and was all included in the grant funding; JFG advised that all spending should be approved by the PC first.

Chq No 665 – Proposed by SF, seconded by TWG, and all voted in favour (IW abstained)

Chq No 666 – Proposed by IW, seconded by ToG, and all voted in favour

Chq No 667 – Proposed by SF, seconded by TWG, and all voted in favour (ToG abstained)

Chq No 668/669 – Proposed by ToG, seconded by MN, and all voted in favour (JMG abstained)

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 660	S Porter	Salary & Expenses – March 2017	£174.55		LGA 1972 s112
	Payment	Chq 661	Bounce Back	Safety Surface – Playing Field	£3,979.50	£663.25	LGA 1976 s19
	Payment	Chq 662	Village Hall	SNDP Meetings- x 6	£120.00		LGA 1972 s133
	Payment	Chq 663	Groundwork UK	SNDP Grant Return	£615.86		LGA 1972 s144
	Payment	Chq 664	Parish News	P/Field News Item	£25.00		LGA 1976 s19
	Payment	Chq 665	I Weaver	SNDP – Ink Cartridge	£25.00		LGA 1972 s111
	Payment	Chq 666	K Edwards	SNDP – Ink Cartridge	£27.99		LGA 1972 s111
	Payment	Chq 667	A Glover	P/Field Exps £64.46 SNDP - £64.49	£128.95		LGA 1976 s19/ LGA 1972 s111
	Payment	Chq 668	J Gilford	SNDP – Ink Cartridge	£49.00		LGA 1972 s111
	Payment	Chq 669	Danetre Medical Practice	SNDP – Copying/Paper	£97.66		LGA 1972 s11

9.3 Income received:

Barn Rent	91.67
Interest	0.06

Total **£ 91.73**

9.4 Bank account balances as at **19.03.17**:

HSBC Business £ 9,826.20

HSBC Deposit (Barn) £ 701.52

Total £10,527.72

Uncashed cheques £ 515.00

Total available £10,012.72

Less April Cheques £ 5,243.51

Bank Balance **£ 4,769.21**

ToG asked if the PC had received the £5 rental arrears from the previous tenant. The clerk advised she had not. The clerk was instructed to contact the previous tenant immediately to obtain the arrears.

10 CLERK'S CORRESPONDENCE

10.1 NCC Highways – Northamptonshire Local Access Forum – No interest from the PC

10.2 Letter re tree work from C Reynolds – Letter was noted and will be filed.

10.3 Village Networks Project – MN proposed that the site for the mobile van to be parked when visiting in the Autumn will be at the Village Green, seconded by IW, and all voted in favour (JFG abstained)

11 WEBSITE (ToG)

11.1 Website Representative update – All the website is up to date with the final items for compliance with the Transparency Act to be uploaded. ToG will supply the Clerk with a list of what is still required.

JMG highlighted the NALC article which was advising councils that from the 1st April 2017 the new external audit arrangements apply after a two year period of grace to allow councils to become compliant so it was now very important that the PC publish all its data.

12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 2nd May 2017

Meeting Closed: 9:25pm

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