

Minutes of the Annual Meeting of Staverton Parish Council

Tuesday 1st May 2018

Staverton Village Hall

Present: Parish Councillors: S Frost (SF), J Gilford (JMG), T Gilford (TWG), T Glover (ToG) (Chairman), J Golding (JFG), M Nightingale (MN), I Weaver (IW),

Clerk – S Porter and 6 members of the public

GOVERNANCE

1.1 Election of Chairman & Acceptance of Office - IW proposed ToG as Chairman, this was seconded by MN, 5 votes in favour and 2 abstentions. The declaration of acceptance was signed and witnessed by the Clerk.

1.2 Election of Vice Chairman & Acceptance of Office - SF proposed TWG as Vice Chairman, this was seconded by IW, 6 votes in favour and 1 abstention. The declaration of acceptance was signed and witnessed by the Clerk.

1.3 Acceptance of Apologies for Absence – G Edwards (GE) – Holiday

1.4 Adopt New Model Standing Orders – JFG proposed that the PC review the amendments stated in the new model and adopt at a later date, seconded by TWG and all voted in favour. The Clerk will send a copy of the amendments to all.

1.5 Review of Financial Regulations – TWG proposed that these are adopted in the current form, seconded by MN and all voted in favour.

1.6 Review of Policy documents - IW proposed that these are adopted in the current form, seconded by SF and all voted in favour.

1.7 Review of Asset Register – JFG to make amendments to the street lighting, following the recent improvements. The Deeds for the Playing Field, Barn, Allotments and Pocket Park will listed as held with the Clerk.

1.8 Appointment of Parish Council Representatives

The following were proposed by TWG, seconded by MN and all voted in favour:

Finance – On hold until the review of Standing Orders is undertaken

Footpaths – This will be deferred until the June meeting.

Grass Cutting – JFG

Planning – MN

Highways – SF

Playing Field – GE

Street Lighting – JFG

Website – ToG

Police - GE

2 GOVERNANCE

2.1 Declaration and nature of interest – Item 7.7 IW (Personal and Prejudicial), Chq 736 – ToG (personal and prejudicial)

2.2 Consideration of dispensation requests received - Nil

3 GENERAL DATA PROTECTION REGULATIONS 2018

It was proposed by JMG, seconded by TWG and with 6 votes in favour and 1 abstention that the following are approved:

3.1 To adopt Northants CALC DPO Service as the Council's Data Protection Officer

3.2 To adopt the Data Map

3.3 To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy – The SPC Policy No5 (Data Protection) will be in place until 25th May 2018

3.4 To adopt the Privacy Notices

3.5 To receive the completed Security Compliance Checklists from all Parish Councillors – Completed forms received from JMG and TWG

3.6 To note that the Council is already registered as a Data Controller with the ICO

4 OPEN FORUM

4.1 Reports from members of the public (excluding SNDP items) - Nil

4.2 Reports from District & County Councillors – Election on 3rd May, therefore no reports.

5 MINUTES

5.1 APPROVE MINUTES of the Parish Council Meeting held on **Tuesday 3rd April 2018**

The following amendments to the April Minutes were presented to the PC:

Item 5.4 first sentence should read "from the Village Hall Committee Chairman."

Last sentence - "JMG proposed that Village Hall Car Parking should be discussed at the Annual Parish Meeting"

Finance:

19.03.18 Bank Balance £3,734.93

The following amendment was proposed by JMG, seconded by SF and with 6 votes in favour and 1 against:

item 7.3 Last sentence;- "JFG advised that he is not happy with the process and the way that the letters have been drafted before the PC have discussed the matter - JMG advised that 7 out of 8 PC members were present at the workshop, before the PC discussed the matter.

TWG proposed that the minutes were a true and correct record of the meeting, seconded by MN and with 6 votes in favour and 1 against, these were signed and dated by the Chairman,

6 MATTERS ARISING

6.1 Archiving of Parish Records – SF and JFG will start to go through the archive records. These will be stored with SF until the next meeting.

6.2 Letting of the School Hall for non-school activities – The Planning Enforcement Officer has advised that there is no breach of planning conditions to pursue. The PC will continue to monitor the situation.

7 BUSINESS

7.1 National Grid Gas – Land Registry application for the legal title of the Gas Site, Daventry Rd, Staverton – JFG has requested some advice regarding the sale/lease of community land from NCALC. A response will be provided following receipt of this information.

7.2 NCC Highways Meeting – Recommendations from Ian Boyes on speed reduction on A425 – The installation of Speed Reduction signs for the village, using the CIL money, will be discussed at the next meeting. SF/JFG and John Vale will investigate the costs involved.

7.3 Reduction of Speed Limit to 50mph East and West of Staverton - A425 – Warwickshire County Council have agreed to reduce the speed limit from Lower Shuckburgh from 60mph to 50mph, Northants CC have agreed to extend this to the 30mph entrance to the village. JFG proposed that the NCC Speed Review Panel consider reducing the speed limit to the East of the village, past the Hotel towards Daventry, seconded by SF and all voted in favour.

7.4 PC Web Hosting – ToG will obtain a quote for the transfer of the website to a new host provider. A specification will need to be written.

7.5 Wicksteed – Playing Field Annual Inspection – The Inspection will take place on Thursday 3rd May 2018. The report will be discussed at the next PC Meeting. A Risk Assessment needs to be undertaken by the PC Representative on a regular basis.

7.6 Staverton Fire Engine – There has been an offer to store the Fire Engine in a shed overlooking The Green. Repairs will be needed to this listed building, and this will need consultation with DDC. The Clerk will contact the Museum, where the Fire Engine is currently stored to ask what storage conditions are required.

7.7 Vine Tree Farm – There has been a complaint regarding dust pollution from the Tile Retailer, ToG proposed that this be reported to the Environmental Health Officer at DDC, seconded by TWG and all voted in favour. The Planning Enforcement Officer has advised that the clearance work taking place at this site is not subject to control at present, but will be monitored by DDC.

7.8 Badby Neighbourhood Development Plan – Regulation 16 Submission Consultation – Responses are required by 25th May 2018. JMG proposed that the Councillors send their comments through to the Clerk, who will collate the responses and circulate for approval before submitting to Badby PC, seconded by SF and all voted in favour.

8 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN

8.1 SNDP Open Forum – Mr Walter advised the PC that the village do not want the Neighbourhood Development Plan.

8.2 General SNDP Update – JMG advised that there have been 55 responses to the Regulation 14 consultation, which is now closed. The response template has been completed and forwarded to Kirkwells. The block of responses received from GE and Rupert Frost need to be sent from individual e-mail addresses, this will then complete the verification

process. JFG stated that the online response form was difficult to complete and unsatisfactory. There will be three workshops held by the PC to consider Kirkwell's response once this is returned in a couple of weeks. The recommendation will then be discussed at the PC Meeting. The Basic Conditions Statement can also be finalised. A special PC meeting will be called to commence Regulation 16, when the Plan is submitted to DDC.

9 REPRESENTATIVES UPDATES

9.1 Grass Mowing Representative update (JFG) – Grass cutting has commenced around the village, there was a slight delay due to the weather conditions.

9.2 Highways Representative update (SF) – The A425 will be closed for 4 nights from 2nd May. SF also recently spoke with the Village Hall Committee Chairman; whom stated that she was very disappointed that there was no vote regarding the future of the Village Hall at the APM.

9.3 Playing Field Representative update (GE) – N/A

9.4 Street Lighting Representative update (JFG) – The quote for the final phase of upgrading the street lighting will be circulated to all, this can then be discussed at the next PC Meeting

9.5 Police Liaison Representative update (GE) – N/A

9.6 Rights of Way Representative update – N/A

10 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
10.1	Application	DA/2018/0252	3 Oakham Lane, Staverton	Conversion of loft to habitable space including front and rear dormers
	<p>MN proposed the following objections, seconded by IW, and with 5 votes and 2 abstentions, these will be submitted to DDC:</p> <p>Over development of the property, with inadequate parking. Out of keeping with the street scene, which is on the boundary of the Conservation Area</p>			
10.2	Application	DA/2018/0229 (Amended)	Land at Catesby Thorn, Catesby Road, Staverton	Construction of manege, new vehicular access, access track and parking areas

	SF proposed that the no objections submitted previously remain, seconded by IW and all voted in favour.			
10.3	Granted	DA/2018/0190	Green Farm House, Glebe Lane, Staverton	Works to a tree within a Conservation Area

11 FINANCE

11.1 Finance Representative update – The Clerk advised that the VAT return had been submitted for 2017-18.

It was proposed by IW, seconded by MN that Chq No's 735, 737, 738 and the online payment are approved for payment, all in favour.

It was proposed by TWG, seconded by IW that Chq No 736 be approved for payment, 6 votes in favour and 1 abstention.

11.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 735	S Porter	Salary & Expenses – April 2018	£182.45		LGA 1972 s112
	Payment	Chq 736	A Glover	BT e-mail address	£6.00	£1.00	LGA 1972 s111
	Payment	Chq 737	E-On	Street Lighting Jan-March18	£601.36	£100.23	PCA1957 s3
	Payment	Chq 738	NCALC	Subscription/Internal Audit 2018-19	£447.48		LGA 1972 s143
	Payment	Online	HMRC	PAYE 2017/18 Q4	£164.18		LGA 1972 s112

11.3 Income received:

Total **£ 91.67**

11.4 Bank account balances as at **19.04.18:**

12 CLERK'S CORRESPONDENCE

13 WEBSITE

14 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 5th June 2018
7:30pm

15.2 NCALC – New Salary Scales to be approved - This item will be deferred until the June Meeting.

Meeting Closed – 9:40pm