

Please note that the following minutes are DRAFT only.

**Under the Transparency Regulations, draft minutes should be published
as soon after the meeting as practicable.**

**The approval of these minutes (and any relevant alterations) will take place at
the following Parish Council meeting, held on the first Tuesday of each month.**

Minutes of the Meeting of Staverton Parish Council

Tuesday 2nd October 2018

Staverton Village Hall

PRESENT: Parish Councillors: G Edwards (GE), J Gilford (JMG), T Gilford (TWG), T Glover (ToG) (Chairman), J Golding (JFG), M Nightingale (MN), I Weaver (IW), Clerk – S Porter and 4 members of the public

OPENING PROCEDURES

- 1.1 Apologies received – S Frost (SF), R Frost (DDC), R Brown (NCC)
- 1.2 Subsequent announcements – Nil

2 GOVERNANCE

- 2.1 Declaration and nature of interest – DA/2018/0812 – IW – Personal & Prejudicial, Chq No 753 – ToG – Personal and Prejudicial
- 2.2 Consideration of dispensation requests received – Nil

3 OPEN FORUM

- 3.1 Reports from members of the public (excluding SNDP items) – Nil
- 3.2 Reports from District & County Councillors – No report submitted

4 MINUTES

- 4.1 APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 4th September 2018**

JFG proposed the following amendments, seconded by GE, and all voted in favour that the amendments are accepted (TWG and JMG abstained), and the minutes are agreed as an accurate record of the meeting and were signed and dated by the Chairman.

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

Item 5.1 Professional binding of Parish Records - JFG advised that the Annual Parish Minutes from 2015 onwards appear not to have been approved.

Item 6.6 New Model Standing Orders were approved subject to an amendment with numbering

Item 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 Clerks 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 ToG confirmed that he had based the increase using an out of date 'contract of employment' and apologised for the mistake.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.

5 MATTERS ARISING

5.1 Professional binding of Parish Records – All the parish minutes are now in binders for their appropriate years. These will be retained by JFG. JFG will produce an invoice for payment in November. As noted last month, the Annual Parish Meeting minutes from 2015 onwards appear to have not been approved, this will be discussed next month.

5.2 Replacement picnic tables in Playing Field – The picnic tables have been assembled and are in place in the Playing Field. The Asset Register will be updated by the Clerk.

5.3 Replacement of Playing Field vehicle access gate – The gate has arrived and been delivered to Gordon Baughan for installation. ToG has been given authority from the PC to dispose of the old gate.

5.4 Traffic Calming scheme for the Village – Confirmation has been received that this grant application will be discussed at by the DDC Senior Management Team on 29th October 2018.

5.5 Braunston Lane Footpath – Confirmation has been received by MN that this grant application will also be discussed on the 29th October 2018. As per Standing Orders, an additional quote needs to be obtained, as currently the PC only have two; these are from NCC and Raybell. MN will obtain a further quote.

5.6 DDC – Settlements and Countryside Local Plan Part 2 – The consultation response has been sent to DDC and a receipt received. JMG confirmed that following the workshop

held in January the previous response submitted by SPC was approved by the PC at the Extraordinary Meeting in January.

6 BUSINESS

6.1 National Grid Gas – Draft Lease of the Gas Site, Daventry Road, Staverton – JFG has contacted LGSS for legal advice, both by telephone and then with a detailed account by e-mail; which was submitted by the Clerk. No response has been received as yet, and JFG will continue to pursue.

6.2 New PC Website – 3 quotes have been received; £450, £1,200 and £2,500. JMG proposed that Tony Goodman, with the lowest quote of £450 be given the authority to produce some sample pages for approval by the PC, seconded by GE and all voted in favour. Training will be provided to ToG for the transfer of all documents from the current website.

6.3 NCC Highways – Review of NCC owned grit bins – NCC approved the request to retain 3 out of the 4 grit bins and only the one on Church Street/The Green was rejected. GE proposed that the PC take over ownership of this grit bin and ask that it be filled by NCC when the others are filled, with the PC then receiving an invoice, this was seconded by JMG and all voted in favour. The re-filling of this grit bin will need to be precept for annually and also added to the Asset Register. JFG reminded the Clerk of the thank you letter to be sent to Simon Russell for work undertaken earlier in the year with assisting in moving one of the grit bins.

6.4 DDC Settlement Hierarchy – A formal parishioner complaint has been received and recorded by SPC. As detailed in Item 5.6, JMG advised that the correct approved PC response was submitted to DDC in January. However, following this latest Local Plan consultation, the PC have had a chance to submit an amended response, which was passed to the complainant to read. The complainant gave his verbal agreement that the complaint has now been resolved following the latest submission to DDC from the PC.

6.5 Terms of Reference – Clerk’s Annual Appraisal – JFG would like to formalise the Terms of Reference for the Clerk’s Appraisal and advised for all the PC to read the “Being a Good Employer” guide provided by NCALC. JFG proposed that this guide be used as a template for future appraisals and be discussed at the next meeting, seconded by GE; JMG proposed an amendment to the proposal that the document be discussed only, seconded by TWG and with 5 votes in favour and 1 abstention. This document will be circulated.

6.6 PKF Littlejohn – External Audit Conclusion 2017-18 – The PC have received the External Auditor’s report and there were no matters of concern to note. JMG thanked the Clerk.

7 STAVERTON NEIGHBOURHOOD DEVELOPMENT PLAN

7.1 SNDP Open Forum - Nil

7.2 SNDP Update – The Plan is currently at Regulation 15/16 and the PC await a response from DDC.

8 REPRESENTATIVES UPDATES

8.1 Grass Mowing Representative update (JFG) – The PC are pleased with the service provided in 2018, and the grass cutting has now finished for the season. JFG proposed that an additional cut be provided for the Village and the Playing Field as the grass is continuing to grow, seconded by JMG and all voted in favour. The contract for 2019 will be discussed, and any amendments agreed at the November meeting.

8.2 Highways Representative update (SF) – There is a damaged bollard on the Daventry Road/A425 junction (just past the Golf Club) – The Clerk will report to NCC Street Doctor.

8.3 Playing Field Representative update (TWG) – The picnic tables are in place and Waitrose would like photographs taken for the store. TWG has found replacements for the wooden climbing frame, however these are in the region of £10,000 upwards. Further grant funding opportunities will be explored. Tesco Bags for Help have provided some signs for the new gate.

8.4 Street Lighting Representative update (JFG) – There is a street light out in Oakham Lane, and as this has been out for several weeks, JFG proposed that a repair be booked, seconded by JMG and all voted in favour. A standard e-mail response will be sent to anyone reporting a street light problem to the Clerk and this will explain the PC's procedure in the reporting to the contractor.

8.5 Police Liaison Representative update (GE) – 5 crimes have been reported in July.

8.6 Rights of Way Representative (GE) – Nothing to report.

9 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
9.1	Planning	DA/2018/0715	The Stables, Manor Road, Staverton	Variation of Condition 2 of Planning Approval DA/2017/1006 to substitute approved drawing no GRO-243-PA-100 Revision B with drawing no GRO-243-PA-100 Revision D to allow for various fenestrational and structural changes as set out in the Agent's e-mail to the Local Planning Authority of 28 August 2018
	JMG proposed no objections, seconded by GE and all voted in favour			
9.2	Planning	DA/2018/0812	Staverton Park Golf Club, Daventry Road, Staverton	Erection of 6 bay modular driving range stand and lighting
	JMG proposed no objections, the same comments as previously submitted, seconded by MN and all voted in favour (IW abstained)			

9.3	Approval	DA/2018/0571	Warwick House, The Woodlands, Staverton	Construction of double garage

10 FINANCE

10.1 Finance Representative update – The PC Finance Rep position will be discussed at the November meeting, as this was not agreed in May, but subject to the Standing Orders being adopted.

10.2	Type	Reference	Payee	Detail	GrossAmount	VAT element	Authority
	Payment	Chq 752	S Porter	Salary £192.70 Expenses £37.50 September 2018	£230.20		LGA 1972 s112
	Payment	Chq 753	A Glover	Playing Field:Picnic Tables £258.00 Gate £173.52	£431.52	£71.92	LGA 1976 s19
	Payment	Chq 754	M Freeman	Grass Cutting – August 2018	£135.00		HA 1980
	Payment	Chq 755	Information Commissioner	Data Protection Fee 2018-19	£40.00		LGA 1972 s228
	Payment	Chq 756	PKF Littlejohn	External Audit 2017-18	£240.00	£40.00	LGA 1972 s111

JMG proposed that cheque numbers 752, 754, 755 and 756 be approved for payment, seconded by TWG and all voted in favour.

GE proposed that cheque number 753 be approved for payment, seconded by JMG and all voted in favour (ToG abstained).

10.3 Income received:

Barn Rent Arrears	£	5.00
Barn Rent	£	183.34
Interest	£	0.09
Total	£	188.43

10.4 Bank account balances as at **19.09.18:**

HSBC Business	£	7,842.09
HSBC Deposit	£	<u>702.12</u>

Total	£ 8,544.21
Uncashed cheques	£ 0.00
Total available	£ 8,544.21
Less September Payments	£ 1,076.72
Bank Balance	£ 7,467.49

11. Clerk's Correspondence

11.1 Central Licensing Administration Unit – Consultation on Statement of Principles – Gambling Act 2005 (three yearly review) - Noted

11.2 Street Light Failure – Oakham Lane, Staverton – Reported in for repair, as discussed under Representative updates.

11.3 Parish Allotment – Plot 2 handed back – This vacant plot will be advertised on the noticeboards and website. Should no-one be interested by November's meeting, GE has offered to take the plot on.

11.4 Rugby Borough Council – Consultation on Brandon and Bretford Neighbourhood Development Plan – Noted

11.5 Stratford District Council – Draft Statement of Community Involvement – Noted

12 WEBSITE (ToG)

12.1 Website Representative update – Discussed earlier in the meeting.

13 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 6th November 2018 - 7:30pm

Meeting Closed: 9:06pm