

# **Minutes of the Meeting of Staverton Parish Council**

**Tuesday 6th November 2018**

**Staverton Village Hall**

**PRESENT:** Parish Councillors: G Edwards (GE), S Frost (SF), J Gilford (JMG), T Gilford (TWG Chairman), J Golding (JFG), M Nightingale (MN), District Councillor R Frost, Clerk – S Porter and 1 member of the public

## **1. OPENING PROCEDURES**

- 1.1 Apologies received – T Glover (ToG), I Weaver (IW), R Brown (NCC)
- 1.2 Subsequent announcements - Nil

## **2 GOVERNANCE**

- 2.1 Declaration and nature of interest – Chq No 758 (JFG – Personal and Prejudicial). JMG advised that she will complete new Register of Interests forms for herself and TWG. JMG is now a shadow board member of the West Northants Council, which has been set up in preparation for the unitary council; members from each of the councils involved are on the board.
- 2.2 Consideration of dispensation requests received - Nil

## **3 OPEN FORUM**

- 3.1 Reports from members of the public – Mr Walter enquired about the new shadow board, which JMG mentioned in 2.1. Also that the NCC and DDC elections will now take place in 2020, with an organisational board in place beforehand. The parish council elections planned for 2019, it is currently undecided if these will go ahead, and these may well be deferred to 2020 also.
- 3.2 Reports from District & County Councillors  
DDC (R Frost) – Plans are going ahead to move Daventry Library into The Abbey Centre with an “Errol Flynn style” 4 screen cinema proposed for the Library site. The retail park in Daventry is still on schedule.

## **4 MINUTES**

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 2nd October 2018** – JFG proposed the following amendments to the October minutes, seconded by JMG, and all voted in favour to approve the amendments and the minutes were then agreed as an accurate record of the meeting and were signed and dated by the Chairman:

6.1 JFG has tried on several occasions to contact LGSS for legal advice, both by telephone and then with a detailed account by e-mail; which was submitted by the Clerk.

6.5 JFG proposed that this guide be used as a template, with a view for a Terms of Reference, 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.

## **5 MATTERS ARISING**

5.1 Professional binding of Parish Records – This work has now been completed and the historic minutes are stored with JFG

5.2 Traffic Calming scheme for the Village & Braunston Lane Footpath – DDC Grant Applications – DDC have responded to the applications stating they did not fit the criteria set by the members. JMG has pursued the matter and asked for an amendment to be made, as members and officers appear to be in conflict with the guidelines. DDC have since apologised for the confusion and have asked that the PC re-submit both applications again for further consideration. JFG stated that he was pleased that the applications were turned down as he does not approve of the PC spending DDC's money.

MN proposed that JMG provides assistance and does the processes necessary to re-submit the grant applications, seconded by SF and with 4 votes in favour, TWG abstained and JFG was against.

5.3 Playing Field – Vehicle Access Gate – ToG advised that this will be installed by himself and G Baughan. GE also offered his assistance.

## **6 BUSINESS**

6.1 Staverton Neighbourhood Development Plan (SNDP) – Regulation 16 is now completed. There have been 16 responses received; 7 from parishioners and 9 from statutory consultees. SPC will have the opportunity to respond. An Examiner now needs to be appointed by the PC and DDC. 3 Examiner CV's have been forwarded for consideration. A scoring system will be used by DDC/PC to appoint the Examiner after the 13th November 2018. GE proposed that Rosemary Kidd be the PC's preferred choice, seconded by SF and all voted in favour. DDC will be notified of the decision.

6.2 National Grid Gas – Draft Lease of the Gas Site, Daventry Road, Staverton - JFG has the advice from LGSS after many calls. The changes suggested to the draft document are the duration of the lease be reduced to 99 years, a £1.00 per year peppercorn rent which is payable 10 years in advance and reviewed after that term being retail price index linked. If the site is no longer required for use in connection with the transmission of gas, then the lease will have a break clause included. JFG proposed that the terms are now accepted, seconded by JMG and all voted in favour. JFG will compile a letter to the Solicitors detailing the approved amendments.

6.3 New PC Website – ToG has met with Tony Goodman and has asked for a sample of the site to be supplied to the PC. A new domain has been purchased ready for the existing domain name (Stavertonparish.com) to be transferred. The new site is registered in the Clerks name and address on behalf of the Parish Council. ToG has contacted the PC's current website hosts (SearchQuest) who have confirmed that the PC will be able to transfer out site directly across without cost or interruption once the new one is ready. ToG will also set up a new email address on the new site which can run concurrently alongside the old one for as long as the Parish Council wish. The current cost of the SearchQuest domain is £120 per year. The new site will be £3 per month for the first year and £6 per month thereafter. ToG will forward a link to the new site for all councillors to look at prior to any further work continuing.

6.4 Terms of Reference – Clerk's Annual Appraisal – JMG agrees that the procedure for appraisals needs tightening up, however advises that some unions only use 2 members to undertake this, and others just a line manager. JFG states that a quorum needs to be in place for an appraisal, meaning 3 members. JMG proposed that the Clerk contacts NCALC for advice, seconded by SF and all voted in favour. Terms of Reference can then be produced and approved.

6.5 Drayton Grange Juniors FC – Issues relating to their football matches – There have been complaints received that the football players have been using the woods as a public toilet. TWG will speak with the Chairman of DGJFC informally. There were reassurances at the start of the football arrangement that a mobile toilet would be put in place.

6.6 Parish Defibrillator – This has now been in place for 2 years and will soon require a new charge stick. This will be sent from East Midlands Ambulance Service, Derby free of charge. Many thanks to MN for arranging this. The light will start to flash on the unit when the charge stick needs replacing.

6.7 Approval of Annual Parish Minutes (2015 onwards) – The minutes will be approved at the next Annual Parish Meeting in April 2019.

6.8 Adoption of Grit Bin – The Green/Church Street junction – TWG signed the forms to adopt the Grit Bin from NCC.

6.9 Vacant Allotment – Plot 2, Daventry Road – A request has been received from Mr Foran who wishes to take on the plot. The Clerk will send the agreement and invoice for 2018/19.

6.10 Grass Mowing Contract Review for 2019 – Approval was given from the PC to continue with the contract in 2019. The 4% pay increase for 2018 has not been applied to the invoices by the contractor; therefore the Clerk will ask Mr Freeman to submit an invoice for the underpayment.

A cost of living increase in the fee for 2019 will be applied as calculated when RPI figures are available early in January. Proposed by JFG, seconded by JMG and all voted in favour.

6.11 WW1 Memorial Bench – ToG would like to thank MN for collecting the bench from DDC and to Simon Russell for helping unload it. ToG currently has it stored awaiting installation. This memorial bench will replace the existing bench situated on the bank next to the post box. The existing bench will be moved to the playing field in place of the damaged concrete one situated behind the swings. ToG will carry out the transfer of the benches in time for Armistice Day on 11th November.

## **7 REPRESENTATIVES UPDATES**

7.1 Grass Mowing Representative update (JFG) – The grass cutting for 2018 has been excellent.

7.2 Highways Representative update (SF) – The ditch on the A425 by Skylarks needs monitoring when heavy rainfall. There is also a trench by The Hatch which is in need of attention. The properties with overhanging vegetation have mainly been addressed, with only a few to pursue.

7.3 Playing Field Representative update (TWG) – The winter tidy up is planned for the weekend of 17/18 November. TWG welcomes any offer of assistance. The replacement climbing frame will cost in excess of £7,000. Grant funding could be available. TWG will obtain three quotes for the PC to review.

7.4 Street Lighting Representative update (JFG) – E-On have the order from the PC and will proceed with the upgrade works shortly.

7.5 Police Liaison Representative update (GE) – 8 crimes have been reported in the village recently

7.6 Rights of Way Representative (GE) – FD13 and FD14 are both overgrown and are in need of clearing. The wooden steps in Well Lane, FD7 also need replacing. The Clerk will contact NCC Rights of Way and report these issues. The noticeboard needs updating with GE as the Rights of Way Representative.

## **8 PLANNING**

<b>TYPE</b>	<b>REFERENCE LOCATION</b>	<b>DETAIL</b>
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- 8.1 Planning DA/2018/0741 St Mary's Church, Church Street, Staverton Installation of toilet facilities within existing sexton's hut, including trench arch drainage  
MN proposed no objections, seconded by SF and all voted in favour
- 8.2 Planning DA/2018/0815 St Mary's Church, Church Street, Staverton Listed Building Consent for installation of toilet facilities within existing sexton's storage hut, including trench arch drainage  
MN proposed no objections, seconded by SF and all voted in favour
- 8.3 Planning DA/2018/0919 The Croft, Croft Lane, Staverton Listed Building Consent for removal of window and replacement with single pedestrian door on rear elevation  
MN proposed no objections, seconded by SF and with 5 votes in favour and 1 against (JFG)
- 8.4 Approval DA/2018/0276 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

## 9 FINANCE

9.1 Appointment of Finance Representative – GE proposed TWG be appointed as Finance Representative, seconded by MN and all voted in favour. JMG advises that a meeting be held between the Chairman, Clerk and Finance Rep to discuss the precept preparation for 2019/20 before bringing suggestions to the PC to discuss at the December meeting. This is necessary with the additional costs which the parishes will be asked to take on in the coming years.

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 757	S Porter	Salary £192.70	£206.20		LGA 1972 s112

			Expenses £13.50			
			October 2018			
Payment	DD	HMRC	PAYE 2018/19 Q2	£144.48		LGA 1972 s112
Payment	Chq 758	J Golding	Minute Binding	£70.17	£11.70	
Payment	Chq 759	Aylesbury Mains	Street Light Repair	£58.08	£9.68	PCA 1957 s3
Payment	Chq 760	M Freeman	Grass Cuts x 2 (Sept 18)	270.00		HA1980
Payment	Chq 761	DDC	WW1 Memorial Bench	360.00	£60.00	LGA 1972 s111
Payment	Chq 762	E-On	Street Lighting July-Sept 2018	£696.28	£116.05	PCA 1957 s3

(JFG leaves the room)

Chq No 758 – JMG proposed that this cheque is approved for payment, seconded by GE and all voted in favour.

(JFG returns to the room)

The remaining payments were proposed for payment by SF, seconded by GE and all voted in favour.

- Income received:

Barn Rent Arrears	£	5.00
Barn Rent	£	91.67
Barn Insurance	£	28.00
Allotment Rents	£	29.00
DDC ½ Year Precept	£	5,379.00
Interest	£	0.12
<b>Total</b>		<b>£ 5,532.79</b>

- Bank account balances as at **10.18:**

HSBC Business	£12,433.04
HSBC Deposit	<u>£ 702.24</u>
Total	£13,135.28
Uncashed cheques	£ 135.00
Total available	£13,000.28
Less October Payments	£ 1,805.21
<b>Bank Balance</b>	<b>£ 11,195.07</b>

#### 10. Clerk's Correspondence

- 10.1 DDC – Everybody Needs Good Neighbours Scheme – Noted
- 10.2 Mowerman – Winter Maintenance and Grit Bin Replenishment Service – Noted
- 10.3 Aviva Community Fund – Noted

#### 11 WEBSITE (ToG)

- 11.1 Website Representative update – report provided earlier in the meeting.

#### 12 DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 4th December 2018 - 7:30pm

**Meeting Closed: 9pm**