Minutes of the Meeting of Staverton Parish Council

Tuesday 1st October 2019
Staverton Village Hall

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

1. **OPENING PROCEDURES**

1.1 Co-opting of Parish Councillor – No interest received, continue to advertise until November 2019, if still no applications, this position can remain vacant until the next PC election in May 2020.

1.2 Apologies received – S Frost (SF), J Gilford (JMG)

1.3 Subsequent announcements - Nil

2 GOVERNANCE

2.1 Declaration and nature of interest – JFG (Personal) – Items 6.5 & 6.13

2.2 Consideration of dispensation requests received - Nil

3 OPEN FORUM

3.1 Reports from members of the public - Nil

3.2 Reports from District & County Councillors - Nil

4 MINUTES

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 3rd September 2019**
The following amendments were proposed by JFG, seconded by ToG and all voted in favour to approve
Prior to Item 3 - The Chair rearranged the order of the agenda to deal with Items 8.1 and 3.3
Item 9.1 Chq 801- add wording “Replacement of Chq 785-07.05.19”
The minutes were then approved as an accurate record of the meeting and were signed and dated by the Chairman.

5 MATTERS ARISING

5.1 Staverton Relief in Need – Accounts 2018/19 as received – The 2017/18 figures shown on these accounts are inconsistent with previous accounts sent to the PC for that year. The Clerk will ask for a copy of the possibly revised 2017/18 accounts for clarification.

5.2 Croft Lane – Publicly Maintained Highway – No further update received from NCC. Defer to November.

5.3 Trees – Offer of planting trees in public open spaces – The Clerk will find out the trees on offer and this will then be discussed by the PC further.

6 BUSINESS

6.1 Staverton Neighbourhood Development Plan – “Moving Forward Questionnaire” – JFG reported that the three persons asked by the parishioners at the recent public meeting to produce a suitable flyer, were unable to agree on the format. He then proposed that the PC produce a flyer to assess public opinion on a Neighbourhood Plan, seconded by IW and with 2 votes in favour (JFG, IW) and 2 against (GE, MN) and 1 abstention (ToG). GE used his casting vote; this was against the proposal. MN proposed that the Plan awaits the new PC to be in place from May 2020 to make a decision on the way forward, no seconder. This item will be deferred to the November meeting.

6.2 Review and Adoption of the following SPC Policies
a) Policy 005 – Amendments prior to the approval of previous meeting minutes
b) Policy 009 – Publication of draft minutes
c) Policy 013 – Minutes Policy
d) Policy 014 - Recording and Reporting of PC Meetings
JFG agreed to produce his draft amendments of the policies 005, 009 & 013 and circulate to all for approval at the November meeting.
6.3 NCALC - Review of Financial Regulations 2019 – It was proposed by IW, seconded by MN and all voted in favour to adopt the new Financial Regulations 2019.
6.4 Traffic Calming Scheme – A425 – The Section 50 Licence has been received and signed by both the PC and NCC Highways. The 2 posts, along with the connection of the power supply, have been ordered. The timber has been ordered for the gateway. The 2 x Vehicle Activated Signs are about to be ordered from Coeval. The data from these will be downloaded via Bluetooth to an App.
6.5 JFG – Procedural Complaint – Investigation undertaken by GE – Following discussions between GE, JMG and the Clerk. JMG agreed that she wishes the way the approval of minutes was undertaken at the August PC meeting was done differently but she did follow procedure. In future the approval of minutes will be done differently. GE dismisses the complaint made by JFG. JFG is not happy with the decision reached by the investigation and would like to know what procedure JMG followed at the August meeting, which allowed the amendments of the minutes to be dismissed. Discuss further at the November meeting.
6.6 Response from JMG to comments made in the Open Forum (August Meeting) re the quarry site discussed at the February 2019 PC Meeting – Defer to November meeting.
6.7 Oakham Lane Parking, School Parking and Parking in general – There is still a problem along Oakham Lane with cars obstructing the pavement. The PCSO has visited the area and issued parking warning notices. The Police will take further action if an official complaint is received. No official complaint from the PC was forthcoming. JFG questions why the Police had become involved, as this was against the expressed wish of the PC.
6.8 One way system around Oakham Lane, Manor Road and part of Glebe Lane – Defer to the November meeting.
6.9 DDC – Settlements & Countryside Local Plan (Part 2) for Daventry District 2011-2029 – Modifications Consultation – Noted. No comments to make.
6.10 Planning Applications for Staverton Hill Farm, Badby Lane, Staverton – It was agreed that a complaint will be submitted to the DDC Planning Department with regards to the amount of applications submitted from this site. Plans are not being properly implemented and a final vision is requested from the PC. MN will produce a draft letter for circulation to the PC before sending.
6.11 Bench – Memorial Plaque for the late Peter Noon – JFG proposed that permission be granted for a plaque on the memorial bench on The Green, seconded by ToG and all voted in favour. The £10.00 fee agreed by a previous PC will be waived, and an advert in the Village Magazine be produced to advertise this initiative to others in the parish. JFG will produce a policy for memorial plaques for approval at the November meeting.
6.12 The Barn – Potential Tenant – It was agreed that an up to date quote is required for the barn roof repairs. The current tenant is still in place, and will give the PC a month's notice when he leaves. The interested tenant will be notified of this.
6.13 Staverton Village - Video Surveillance - GE advised that set up costs for CCTV cameras around the village would be less than £1,000 to set up. JFG offered to pay the power supply costs for the camera to be situated on his property. Other village residents (4 in total) have also offered to host. All data would need to be downloaded to a central location point. It was suggested that a grant be applied for from the Reading Room Trust.
6.14 Playing Field Hedge – The laurel hedge by the Playing Field is in in need of maintenance as it has become overgrown; the height needs reducing by half. ToG will approach Simon Russell for a quote. Discuss in November.

7 REPRESENTATIVES UPDATES

7.1 Grass Mowing Representative update (JFG) – The grass cutting season is coming to an end. The contract is up for renewal at the end of the year and the existing contractor will be asked to quote. Discuss in November.

7.2 Highways Representative update (SF) – Apologies received. No report.

7.3 Playing Field Representative update (ToG) – No persons have applied for the vacant Representative position. The working party remains in place.

7.4 Street Lighting Representative update (JFG) – The 2 new wall lights have finally been installed by E-On. There has been a complaint about some residential lighting in Manor Road.

7.5 Police Liaison Representative update (GE) – In August there was a report of a public order offence and also a serious assault at the Hotel.

7.6 Rights of Way Representative update (GE) – The stile and steps in Well Lane have been repaired by ToG, with the landowner's permission.

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Planning	DA/2019/0733	St Mary's Church, Church Street, Staverton	Works to trees within a Conservation Area
	MN proposed no objections, seconded by ToG and all voted in favour			
8.2	Planning	DA/2019/0750	Land at Malabar Farm, A425/Staverton Road, Daventry	Outline application (all matters reserved except principal means of access to highways) for a mixed use development including up to 1100 dwellings, a 2 form entry primary school, local centre (A1, A2, A3, A4, A5 & D1/D2 including C2/C3 facilities), associated landscaping and demolition works
	JFG proposed no comments, seconded by IW and all voted in favour.			
8.3	Granted	DA/2019/0542	Jasmine Cottage, Manor Road, Staverton	Two storey rear extension
8.4	Granted	DA/2019/0713	Orchard Cottage, Glebe Lane, Staverton	Felling of a tree within a Conservation Area
8.5	Info		Old House Cottage, The Orchard, Staverton	Approval given by DDC for reduction of Tree of Heaven in the rear garden

9 FINANCE

It was proposed by ToG, seconded by IW and all voted in favour that the following cheques be paid:

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Chq 802	S Porter	Salary £192.70 Expenses £13.50 September 2019	£206.20		LGA 1972 s112
	Payment	Chq 803	M Freeman	Grass Mowing x 2 August 2019	£285.80		HA1980 s96
	Payment	Chq 804	Information Commissioner	Data Protection Fee 2019-20	£40.00		LGA 1972 s111

Cheque No 801 can be cancelled, as the original cheque has been found by NCC Highways.

9.2 Income received:

Barn Rent – August & Sept 19	£ 183.34
Interest – August & Sept 19	£ 0.24
Total	**£ 183.58**

It was noted that the Barn rent arrears have not been paid again.

9.3 Bank account balances as at **19.09.19:**

HSBC Business	£ 8,513.04	
HSBC Deposit	£ 703.55	
Total	£ 9,216.59	
Uncashed cheques	£ 600.00	
Total available		£ 8,616.59
Less October Payments	£ 532.00	
Bank Balance	**£ 8,084.59**	

10 CLERK'S CORRESPONDENCE

10.1 Vernon Holgate – Future Plans for the Retained Land in Croft Lane – Invite to a future PC Meeting

10.2 NCC – Survey – "Help us to understand your priorities" – Noted.

11 WEBSITE (ToG)

11.1 Website Representative update – The website is running OK. The Clerk's BT e-mail address is still active, encourage the use of the new address to all.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 5th November 2019 - 7:30pm

Meeting Closed; 9:24pm