# STAVERTON PARISH COUNCIL

Clerk: Sue Porter 3 Packwood Close Middlemore Daventry NN11 8AJ
Tel: 01327 301570 email: clerk@stavertonparish.com

**Notice of the Annual Meeting of Staverton Parish Council to be held at the Village Hall, Croft Lane, Staverton, on TUESDAY 18th MAY 2021 at 7:30pm**

Members of the public and press are invited to attend and to address the Council during the Open Forum session.
In line with the Covid guidelines, face masks must be worn and social distancing will be in place.

**To Members of the Council:**
You are hereby summoned to attend the Annual Meeting of Staverton Parish Council in the Village Hall for the purposes of conducting the following business.

Sue Porter - Clerk 12th May 2021

---

**1 OPENING PROCEDURES**
1.1 Election of Chairman & Acceptance of Office
1.2 Election of Vice Chairman & Acceptance of Office
1.3 Co-Opting of Two Parish Councillors
1.4 Acceptance of Apologies for Absence
1.5 Chairman's announcements
1.6 Review of Standing Orders
1.7 Review of Financial Regulations
1.8 Review of Policy Documents & Risk Assessment
1.9 Review of Asset Register
1.10 Review of Insurance Renewal
1.11 Appointment of Parish Council Representatives (Delegated Responsibilities)

**2 GOVERNANCE**
2.1 Declaration and nature of interest
2.2 Consideration of dispensation requests received

**3 OPEN FORUM**
3.1 Reports from members of the public
3.2 Report from West Northamptonshire Unitary Councillor

**4 MINUTES**
4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 6th April 2021**

**5 MATTERS ARISING**
5.1 Refurbishment of Bus Shelter, Pocket Park Seat & Braunston Lane Noticeboard
5.2 Commercial Use – Vinetree Business Units
5.3 Well Lane – Maintenance Request

**6 BUSINESS**
6.1. Approve Annual Governance Statement 2020-2021
6.2 Approve Annual Accounts 2020-2021
6.3 Overgrown Tree outside 5 The Green, Staverton
6.4 Obstructions to the Highways (Croft Lane & Glebe Lane)
6.5 Notice of Special Resolution – Obstructions to the Highways (Croft Lane & Glebe Lane) - To rescind the resolution from PC Meeting held on 5th January 2021
6.6 Proposed Post Lockdown Village Gathering
6.7 Badby Lane – Speeding and Fly-tipping Issues
6.8 Street Lighting – Daventry Road/Churchfields

6.9 Village Litter Pick
6.10 The Cottage, Daventry Road – Planning Advice
6.11 Hall Farm House, The Green – Planning Advice
6.12 4 Oakham Lane – Planning Advice
6.13 To revisit the Staverton Neighbourhood Development Plan

**7 REPRESENTATIVES UPDATES (Former)**

7.1 Grass Mowing Representative update
7.2 Highways Representative update
7.3 Playing Field Representative update
7.4 Street Lighting Representative update
7.5 Police Liaison Representative update
7.6 Rights of Way Representative update
7.7 Social Media Representative update
7.8 Vehicle Activated Signs Representative update

**8 PLANNING**

| | TYPE | REFERENCE | LOCATION | DETAIL |
|---|---|---|---|---|
| 8.1 | Application | DA/2021/0349 | Windmill Barn, 5 Windmill Gardens, Staverton | Work to trees within a Conservation Area |
| 8.2 | Application | DA/2021/0299 | Home Farm, Church Street, Staverton | Listed Building Consent for partial conversion of barn to residential annexe and new gable pitch roof |
| 8.3 | Application | DA/2021/0314 | Plot 3, Whitmill Hill, Badby Lane, Staverton | Construction of dwelling. Amendment to a previously approved scheme under DA/2015/0680 |
| 8.4 | Granted | DA/2020/1180 | Land adj Tollgate Cottage, Staverton Road, Daventry | Construction of detached dwelling |
| 8.5 | Granted | DA/2021/0283 | The Poplars, Oakham Lane, Staverton | Work to trees within a Conservation Area |
| 8.6 | Granted | DA/2021/0263 | The Old Post Office, Manor Road, Staverton | Work to trees within a Conservation Area |
| 8.7 | Granted | DA/2021/0246 | The Croft, Croft Lane, Staverton | Work to tree within a Conservation Area |

**9 FINANCE**

| 9.1 | Type | Reference | Payee | Detail | Gross Amount | VAT element | Authority |
|---|---|---|---|---|---|---|---|
| | Payment | Chq No 864 | S Porter | Salary £205.54 Expenses £16.10 April 2021 | £221.64 | | LGA 1972 s112 |
| | Payment | Chq No 865 | NCALC | Membership Fee 2020/21 £296.26 Internal Audit £185.00 | £481.26 | | LGA1972 s143 |
| | Payment | Chq No 866 | Mrs M Nightingale | Defibrillator Pads | £207.60 | £34.60 | LGA1972 s111 |
| | Payment | Chq No 867 | Came & Co | Annual Insurance Renewal | £871.48 | | LGA 1972 s111 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Payment | Chq No 868 | M Freeman | Grass Verges Mowing – April 2021 | £360.00 | | HA1980 s96 |
| | | | | | | | |
| | Payment | Chq No 869 | Aylesbury Mains | Street Light Repairs | £181.20 | £30.20 | PCA1957 s3 |
| | Payment | Online | HMRC | PAYE 2020/21 Q4 | £230.77 | | LGA 1972 s112 |

9.2 Income received:

| | |
|---|---|
| Barn Rent | £ 100.00 |
| NCC Mowing Grant 2020 | £ 514.26 |
| Interest | £ 0.02 |
| **Total** | **£ 614.28** |

9.3 Bank account balances as at **19.04.21:**

| | |
|---|---|
| HSBC Business | £ 2,570.92 |
| HSBC Deposit | £ 2,704.67 |
| Total | £ 5,275,59 |
| Uncashed cheques | £ 25.62 |
| Total available | £ 5,249.97 |
| Less May Payments | £ 2,553.95 |
| **Bank Balance** | **£ 2,696.02** |

**10 CLERK'S CORRESPONDENCE**

**11 WEBSITE**

**DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 1st June 2021 7:30pm**