Minutes of the Meeting of Staverton Parish Council
Staverton Village Hall

Tuesday 1st June 2021 – 7:30pm

PRESENT: Parish Councillors: A Dewitt-Bukater (ADB), J Golding (JFG) - Chairman, T McGibbon (TM), R Noon (RN), R Plaskett (RP), D Thomas (DT), N Wakeford (NW), WNC Councillor R Frost, Clerk – S Porter and 6 members of the public

1. OPENING PROCEDURES
1.1 Acceptance of Apologies – S Russell (SR)
1.2 Chairman's Announcements – Nil

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

3 OPEN FORUM
3.1 Reports from members of the public – Nil
3.2 Report from West Northamptonshire Unitary Councillor – R Frost reported that the first WNC meeting has now taken place with the Leader, Deputy Leader and committees determined. The PC were informed that parish councils will no longer be able to force planning applications to Planning Committee meetings by raising objections, these will need to be submitted along with the assistance of the WNC councillors. This will be discussed further at the July meeting.

4 MINUTES
4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 18th May 2021 –** The minutes were amended to add to Item 6.12 - A copy of a letter received from the resident was circulated to the then councillors for information prior to the meeting. The minutes were then approved as an accurate record of the meeting and will be signed and dated by the Chairman. Proposed by ADB, seconded by RP and all voted in favour.

5 MATTERS ARISING
5.1 Commercial Use – Vinetree Storage Units – There has been no further update received and this is being monitored by Planning Department.
5.2 Well Lane – Ownership and History Report – The document has been circulated to all councillors.
5.3 Overgrown Tree – 5 The Green, Staverton – JFG has spoken with the resident. WNC are not accepting ownership of the cherry tree. JFG has also spoken with M Venton (WNC Arboriculture Officer) and he will arrange a site visit and report back his findings.
5.4 Village Litter Pick – RP will arrange a date, assisted by TM. The litter picking equipment is all ready for use and located in the storage unit.
5.5 Planning Advice – The Cottage, Daventry Road – Defer to July
5.6 Planning Advice – Hall Farm House, The Green – Defer to July
5.7 Planning Advice – 4 Oakham Lane – Defer to July. NW asked that the Planning Policy be reviewed in July, with a suggestion that residents are advised that the PC are contacting the appropriate Authority for advice regarding their properties.
5.8 Obstruction to the Highway (Gates – Croft Lane) – There has been no response received from K Palmer (WNC Regulations Team). The resident of the affected property requested a copy of the boundary map and agreed to provide the measurements between the gate and highway. RN proposed that K Palmer be given a time limit to respond to the enquiry, which has been ongoing for over a year, seconded by DT and all voted in favour. R Frost requested details of the issue be forwarded to him so that assistance can be given in chasing a reply.

6 BUSINESS

6.1 Review of Asset Register – This was circulated to all. ADB proposed that this be approved, seconded by RP and all voted in favour.

6.2 Badby Lane – Speeding & Fly-tipping – No response received from Helen Howard (WNC Highways Community Liaison Officer). Defer until July.

6.3 Street Lantern Quote– Daventry Road/Churchfields – Defer until July

6.4 Staverton Neighbourhood Development Plan – A Zoom meeting has been arranged for Tuesday 8th June at 7pm for councillors to attend, with Tom James and Mags Howe from WNC in attendance. ADB has agreed to host the meeting, using the PC Zoom account.

6.5 Internal Audit Report 2020/21 – This report was circulated to all councillors.

PC Risk Assessment Review - JFG amended the document and circulated to all. NW proposed that the document be approved, seconded by DT and all voted in favour.

Parish Website Review and Update – ADB and JFG have held a meeting and discussed the way forward for the parish website. ADB is currently updating the pages and external links, and asked that any other suggestions be forwarded through to him.

6.6 Recording Equipment Repairs – The device appears to be working ok currently.

6.7 Dead Tree – Braunston Lane – It was discussed that once the dead tree be removed from the triangle, then this would be an ideal location for the planting of a Jubilee Tree. M Venton will provide advice. Discuss further in July.

6.8 Appointment & Review of Tree Representative role – NW agreed to take on the role.

7 REPRESENTATIVES UPDATES

7.1 Vehicle Activated Signs Representative (SE) – No report received

7.2 Highways Representative update (DT) – Nothing to report

7.3 Playing Field Representative update (SR) – No report received

7.4 Street Lighting Representative update (JFG) – 2 street lights have been reported for repair to Aylesbury Mains.

7.5 Police Liaison Representative update (DT) - Nothing to report

7.6 Rights of Way Representative update (RN) – Nothing to report

7.7 Social Media Representative (RN) – Nothing to report

7.8 Grass Mowing Representative update (JFG) – The grass verges are due to be cut later this week, and the cuts will now include the bulb areas. It was reminded that the grass section by 4 Daventry Road and Windmill Lane be included.

8 FINANCE

It was proposed by ADB that Chq No 869 be paid, seconded by NW and all voted in favour. The PC still await a response from Aylesbury Mains before paying the invoices.

8.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	Not Approved	Aylesbury Mains	Street Light Repairs – January 2021 Street Light Repairs - February 2021	£ 79.68 £101.52	£13.28 £16.92	PCA1957 s3
	Payment	Chq 869	S Porter	Salary £205.34 Expenses £37.50 May 2021	£ 242.84		LGA 1972 s112

8.2 Income received:

Barn Rent	£ 100.00
WNC Precept	£ 5,930.50
HMRC VAT Refund 2020-21	£ 3,545.73
Interest	£ 0.02
Total	**£ 9,576.25**

8.3 Bank account balances as at **19.05.21:**

HSBC Business	£11,900.15
HSBC Deposit	£ 2,704.69
Total	£14,604.84
Uncashed cheques	£ 2,151.37
Total available	£12,453.47
Less June Payments	£ 424.04
Bank Balance	**£12,029.43**

9 WEBSITE

9.1 Website Representative update (ADB) – Nothing further to report.

10 CLERK'S CORRESPONDENCE

10.1 Dead Ash Tree behind Plot 3, Badby Lane, Staverton – Noted

10.2 Daventry Miniature Race Cars – Open Evening for Staverton Residents – The Clerk will respond to the organisers and advise that this event can be advertised on the noticeboard, social media, parish website and through the village WhatsApp.

10.3 Northamptonshire Police - Policing Priorities – The survey is running online for all to complete.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 6th July 2021 - 7:30pm

Meeting Closed: 8:18pm