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 3rd MAY 2022 at 7:30pm

Members of the public and press are invited to attend and to address the Council during the Open Forum session.

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 27th April 2022

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1 OPENING PROCEDURES
1.1 Election of Chairman & Acceptance of Office
1.2 Election of Vice Chairman & Acceptance of Office
1.3 Acceptance of Apologies for Absence
1.4 Chairman's Announcements
1.5 Review of Standing Orders
1.6 Review of Financial Regulations
1.7 Review of Policy Documents & Risk Assessment
1.8 Review of Asset Register
1.9 Review of Insurance Renewal
1.10 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 5th April 2022**

5 MATTERS ARISING
5.1 Well Lane – Access and Maintenance Update
5.2 Street Light Improvements – Daventry Road/Church Street
5.3 Parking around Braunston Lane triangle
5.4 Braunston Lane – Development Works
5.5 Braunston Lane – Triangle Improvements
5.6 Badby Lane - Speed Restrictions & Highway Safety Issues
5.7 Parish Website and Contact List

6 BUSINESS
6.1. Queen's Platinum Jubilee Celebrations 2022
6.2 Staverton Neighbourhood Development Plan – Update
6.3 NCALC - Asset Mapping Project
6.4 Conversion of Parish Street Lights Project – Update
6.5 NCALC – Clerk's Pay Award 2021/22

6.6 Code of Conduct Training
6.7 Annual Parish Meeting – Update
6.8 Trees obstructing Grass Cutting - Daventry Road.
6.9 Removal of Boundary Wall – Yee Tree Cottage, Windmill Lane.

7 REPRESENTATIVES UPDATES (Former)

7.1 Vehicle Activated Signs Representative (S Evans)
7.2 Highways Representative (DT)
7.3 Playing Field Representative (SR)
7.4 Street Lighting Representative (JFG)
7.5 Police Liaison Representative (DT)
7.6 Rights of Way Representative (RN)
7.7 Social Media Representative (RN)
7.8 Grass Mowing Representative (JFG)
7.9 Trees Representative (NW)
7.10 Website Representative (AM)

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Application	WND/2022/0287	Ivy Lodge, Manor Road, Staverton	Removal of a tree within a conservation area
8.2	Appeal	DA/2021/0344	Staverton Hill Farm, Badby Lane, Staverton	Proposed change of use of existing buildings to Use Class E (commercial, business and service) to allow for any of the following uses ((a) retail sale of goods; (b) sale of food and drink for consumption on the premises; (c)(i) financial services; (ii) professional services; (iii) any other services which it is appropriate to provide in a commercial, business or service locality; (d) indoor sport, recreation or fitness to visiting members of the public; (e) provision of medical or health services; (f) a crèche, day nursery or day centre; (g)(i) an office, (ii) research and development or (iii) any industrial process, being a use which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit)) and to include expansion of existing lake for leisure fishing and construction of new car park with associated landscaping works all to be accessed off existing entrance from A425.
8.3	Approval	WND/2021/0378	Land off Braunston Lane, Staverton	Reserved Matters Application (access, appearance, landscaping, layout and scale)
8.4	Approval	WND/2021/0907	Green Farm House, Glebe Lane, Staverton	Installation of heat pump cabinet to rear garden
8.5	Approval	WND/2022/0115	Nursery Meadows, Badby Lane, Staverton	Construction of storage building and creation of hardstanding (retrospective)

9 FINANCE

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	DD	Yu Energy (09/04/22)	Street Lighting	£171.98	£8.19	PCA1957 s3
	Payment	Chq No 899	S Porter	Salary £328.98 (Backdated Pay Award to April 2021 £142.56) Expenses £12.50 April 2022	£ 341.48		LGA 1972 s112
	Payment	DD	HMRC	PAYE 2021/22 Q4	£204.50		LGA 1972 s112

9.2 Income received:

Barn Rent	£ 107.00
Interest	£ 0.11
Total	**£ 107.11**

9.3 Bank account balances as at **19.04.22:**

HSBC Business	£ 8,232.01
HSBC Deposit	£ 2,705.05
Total	£10,937.06
Uncashed cheques	£ 0.00
Total available	£10,937.06
Less May Payments	£ 545.98
Bank Balance	**£10,391.08**

10 CLERK'S CORRESPONDENCE

10.1 WNC – Housing Strategy Consultation (online)

10.2 PCSO Tara Cooksammy – Police Surgeries (Scams and Fraud Prevention)

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 7th June 2022 7:30pm