STAVERTON PARISH COUNCIL

Clerk: Sue Porter 3 Packwood Close Middlemore Daventry NN11 8AJ
Tel: 01327 362496 email: clerk@stavertonparish.gov.uk

Notice of the Annual Meeting of Staverton Parish Council to be held at the Village Hall, Croft Lane, Staverton, on TUESDAY 7th MAY 2024 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 1st May 2024

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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 Northants Unitary Councillor

4 MINUTES
4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 2nd April 2024**

5 MATTERS ARISING
5.1 Unity Trust Bank Account - Application Update

6 BUSINESS
6.1 Staverton Neighbourhood Development Plan – Update
6.2 Braunston Lane Development
6.2.1 Replacement Tree in Playing Field – Tree Guard
6.2.2 Parking Issues – Braunston Lane/The Paddocks – Update following letter to residents
6.2.3 Street Lighting - Planning Application
6.3 Well Lane - Action taken by WNC regarding the gates
6.3.1.Preparation and Service under Sections 130a to 130d of the Highways Act 1980 to provide "a calibrated procedure"
6.4 Pedestrian Footway adjacent to New Development Roundabout, Daventry Road
6.5 Pedestrian Footway re-instated (edged out) from Staverton to Daventry

6.6 A425 – Road Closure for Roadworks – Impact on Badby Lane and Forward View
6.7 Speeding issues on A425 - Highways Meeting Update (DT and Helen Howard)
6.8 Road Safety Community Fund Grant
6.9 Community Speedwatch
6.10 Kier – Tree Planting Project
6.11 WNC – Consultation on the Draft Local Plan
6.12 Charitable Donation – Playing Field (High Cross Farm Ltd)
6.13 Street Light Issue – Outside 17 Home Close, Staverton
6.14 Lack of Bus Service in the Parish
6.15 Suggested Projects for the CIL Monies
6.16 Village Charities and Submission of Accounts
6.17 Refusal of Planning Application 2023/6978/FULL – The Stables, Manor Road, Staverton

7 REPRESENTATIVES UPDATES

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

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	Application	2024/1801/LBC	Warwick House, The Woodlands, Staverton	Listed building consent for retrospective single storey extension to rear together with alterations
8.2	Application	2024/1332/FULL	Warwick House, The Woodlands, Staverton	Retrospective single storey extension to rear together with alterations
8.3	Appeal – Dismissed	WND/2021/0676	Land at The Croft, Croft Lane, Staverton	Erection of a single detached dwelling and garage

9 FINANCE

9.1 Draft Accounts Summary for the PC – 2023-24

9.2	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	DD	Yu Energy (09/04/24)	Street Lighting March 24	£ 12.80 £ 72.21	£ 4.05	PCA1957 s3
	Payment	Chq No 972	S Porter	Clerks Salary April 24 £250.22 Expenses £ 62.50	£ 312.72		LGA1972 s112
	Payment	Chq No 973	NCALC	Annual Membership £360.26 Internal Audit £264.00	£624.26	£43.40	LGA1972 s143

	Payment	Chq No 974	Mr R Noon	APM Expenses	£ 84.70		LGA1972 s112
	Payment	Chq No 975	Staverton Village Hall	SNDP Meetings x 3 £ 39.00 APM £ 30.00	£ 69.00		LGA1972 s112
	Payment	Chq No 976	WNC Norse	Grass Verges Mowing March 24 x 1 £220.50 April 24 x 2 £441.00	£ 661.50	£110.25	
	Payment	Chq No 977	Parish Online	Annual Website Hosting 2024-25	£ 384.00	£ 64.00	LGA1972 s112
	Payment	Chq No 978	AJG Community Schemes	Insurance Renewal 2024-25	£1,150.81		LGA1972 s112

9.3 Income Received:

High Cross Farm	£ 2,000.00
Barn Rent	£ 120.00
Interest	£ 4.56
Total	**£ 2,124.56**

9.4 Bank account balances as at **19.04.24:**

HSBC Business	£ 25,013.49	(ring fenced £11,253.72 for CIL)
HSBC Deposit	£ 2,769.10	(ring fenced for barn roof repairs)
Total	£ 27,782.59	
Uncashed cheques	£ 2,193.12	
Total available	£ 25,589.47	
Less May Payments	£ 3,286.99	
Bank Balance	**£ 22,302.48**	

10 **CLERK'S CORRESPONDENCE**

10.1 Concerns regarding the Overhead Cables in the Village

10.2 HS2 Road Closure – Southam – 20th/21st April 8:30am-5:30pm

10.3 HS2 Road Closure – Chipping Warden – 10th May 8pm – 12th May 6am

10.4 HS2 Road Closure – Chipping Warden – 31st May 8pm – 3rd June 8am

10.5 WNC – Consultation - Help shape West Northamptonshire's approach to manage flood risk across the area

10.6 West Northamptonshire Council launches Stage Two consultation for Community Governance Review

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 4th June 2024 - 7:30pm