Minutes of the Meeting of Staverton Parish Council
Staverton Village Hall

Tuesday 4th June 2024 – 7:30pm

PRESENT: Parish Councillors: J Golding (JFG), R Noon (RN) - Chairman, N Wakeford (NW), J Gilford (WNC), S Porter (Clerk) and 5 members of the public

1. OPENING PROCEDURES

1.1 Chairman's Announcements – The Public have been advised of the Public Speaking Policy and the meeting is being recorded.

1.2 Acceptance of Apologies – Rupert Frost & David Smith (WNC)

1.3 Election of Vice Chairman – NW proposed JFG be elected as Vice Chairman, seconded by RN and all voted in favour.

1.4 Resignation of Parish Councillors - 5 Parish Councillors have resigned since the last meeting and WNC have been advised. An election will be called if more than 10 parishioners request this by 11th June; otherwise the process of co-opting can take place at the July meeting. A letter of thanks for their service will be sent from the Clerk to all the outgoing councillors.

2 GOVERNANCE

2.1 Declaration and nature of interest – JFG – Chq No 981 (Personal & Prejudicial)

2.2 Consideration of dispensation requests received – Nil

3 OPEN FORUM

3.1 Public input regarding items on the Agenda – Noted

3.2 Report from West Northants Unitary Councillor – Jo Gilford – A General Election has been called for 4th July 2024; therefore no report will be issued whilst purdah is in place.

The PC were advised of some community grant funding that is available from the HS2 project, and this could be considered for providing a bus service for the parish.

4 MINUTES

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 7th May 2024 –** JFG proposed that an amendment to "Item 6.3 – footpath should read FD7", then the minutes be approved as an accurate record of the meeting, seconded by NW and all voted in favour. The minutes will be signed and dated by the Chairman.

5 MATTERS ARISING

5.1 Unity Trust Bank Account - The application will be started again with Unity Trust Bank with the 4 signatories in place (NW, RN, JFG) and the Clerk. This mandate will remain in place until May 2025. Proposed by RN, seconded by JFG and all voted in favour.

5.2 WNC – Consultation on the Draft Local Plan – JFG attended an online information session. The main issue affecting Staverton is with the village being placed in the wrong hierarchy tier, which was identified by the PC in the initial stages, R Frost has since responded to the latest consultation with these views, advising of the lack of bus service or shops.

5.3 A425 – Road Closure for Roadworks – Impact on Badby Lane and Forward View – It was agreed that procedures are now in place for developers when considering future road closures. JFG proposed that this can be removed from the agenda, seconded by NW and all voted in favour.

5.4 Refusal of Planning Application 2023/6978/FULL – The Stables, Manor Road, Staverton – The fence has been reported on Fix my Street by JFG and an officer has advised, upon inspection, that the fence is on the boundary and that no further action is required. JFG is now submitting further information to the report and awaits an update.
5.5 4 Oakham Lane Staverton – Planning Advice – Advice has been requested from the WNC Planning Department. The Clerk has received a receipt for the request and awaits a further update.
5.6 Lack of Bus Service in the Parish – Information has been provided from Jo Gilford of the funding which is available from the HS2 project. It was advised that other affected parishes on the bus routes be consulted. The WI, who raised the concerns, have been urged to write to Stagecoach. It was proposed by JFG that an initial enquiry be made to Stagecoach as to the reasons why the service has been stopped for Staverton on both the Banbury and Leamington routes, seconded by NW and all voted in favour. Clerk to action.
5.7 Village Charities and Submission of Accounts – The accounts for the Relief in Need have been received by JFG, and are accepted. RN was asked to investigate why bank charges are being added when this is a charity account. The Reading Room Trust have yet to supply any draft accounts for 2023-24.

6 BUSINESS
6.1 Staverton Neighbourhood Development Plan – There is now grant funding available to apply for and an application is to be submitted.
6.2 Braunston Lane Development:
6.2.1 Replacement Tree in Playing Field – Tree Guard – NW has advised that the tree guard is now in stock and this will be paid for by the developers (Aspect). Delivery will be made to Denise & Bruce.
6.2.2 Parking Issues – Braunston Lane/The Paddocks – This will be monitored in future but removed from the agenda for now. Proposed by JFG, seconded by NW and all voted in favour.
6.2.3 Street Lighting - Planning Application – No further update received, still showing as pending in the planning applications.
6.3 Well Lane - Action taken by WNC regarding the gates – Jo Gilford has been chasing a response. The latest information received is that WNC are proposing to take enforcement action with formal notification to remove the gate. The diverted footpath has been reported on Fix my Street. A meeting will be arranged by Jo Gilford with Planning Enforcement Officers to discuss matters within the parish, which will be of benefit to all.
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 – R Frost is awaiting a response.
6.5 Pedestrian Footway re-instated (edged out) from Staverton to Daventry – This has been reported in on Fix my Street and the PC awaits some action to be taken. The Clerk will contact the Restorative Justice Team (as advised by R Frost) to see if this is a project which they could work on. The kissing gate on the Right of Way at Vinetree has been logged on Fix my Street by RN, as this is stuck closed and unusable.
6.6 Speeding issues on A425 - Highways Meeting Update (DT and Helen Howard) – The works requested at the May meeting has been submitted to the Community Speed Panel for review at their monthly meeting.
6.7 Road Safety Community Fund Grant – There is funding available from the Police and Crime Commissioner's Office of between £500-£5,000 for Speed Indicator Devices. NW proposed that the PC apply, subject to RN producing a detailed report on the requirements for the July meeting, seconded by JFG and all voted in favour.
6.8 Community Speedwatch – Tim Moriarty has agreed to co-ordinate the project. The Clerk will apply for Staverton to participate in the scheme.
6.9 Kier – Tree Planting Project (Pocket Woodlands) – NW proposed that this be removed from the agenda, seconded by JFG and all voted in favour. The bird bath on The Green is in need of repairs to prevent the water leaking and some plastic sealant will be purchased by JFG to the sum of £15.00. Proposed by JFG, seconded by NW and all voted in favour.

6.10 Street Light Issue – Outside 17 Home Close, Staverton – E-On have provided a quote for £135 to straighten up the post, and the loose lantern has been reported to Zeta. JFG has offered to straighten the post, with the assistance of RN.
6.11 Suggested Projects for the CIL Monies – JFG has suggested that the Playing Field hedgerow, along the front perimeter, be replaced by a wall or fence. Painting the fence white and adding flowering troughs would improve the entrances to the village on the A425. An additional bench in the Playing Field. A message will be sent out on the Village WhatsApp asking for suggestions on spending the money.
6.12 Internal Audit Review 2023/24 – The report was read out by the Chairman. It was asked that the budget figure be minuted in the future before agreeing the precept figure. Praise was given for the well run website and that the additional of online banking, which would be a benefit. Accepted by JFG, seconded by NW and all voted in favour.
6.13 Approve Annual Governance Statement 2023/24 - It was proposed by NW, seconded by JFG that the Annual Governance Statement be approved and signed, all voted in favour.
6.14 Approve Annual Accounting Statement 2023/24 - It was proposed by RN, seconded by NW that the Annual Accounting Statement be approved and signed, all voted in favour.
6.15 Concerns regarding the Overhead Cables in the Village – There is a concern with redundant overhead cables within the village. The Clerk will contact Open Reach and ask that they remove any cables that are no longer required. Proposed by JFG, seconded by NW and all voted in favour.
6.16 Purchase of SanDisk Ultra 100MB/s USB 3.0 Flash Drive - 256GB Memory Stick @ £26.99p "for PC Meeting Recordings" – The meeting recordings will be stored on the memory stick, Adam McGibbon will be asked to download any previous meetings onto the memory stick and also return the recording device. The memory stick will be purchased by JFG. Proposed by JFG, seconded by NW and all voted in favour.
6.17 Grass Cutting Report 2024 – JFG has produced a detailed report with photos and circulated to all. the PC. It is agreed that this will be sent to Dale Smith, Norse for his attention before the next cut is due, as this highlights the areas which are not being mowed correctly. Proposed by JFG, seconded by NW and all voted in favour.
6.18 Review and Adopt Financial Regulations 2024 – Defer to July meeting.

7 REPRESENTATIVES UPDATES

7.1 Vehicle Activated Signs Representative (S Evans) – No report received.
7.2 Highways Representative – Vacancy
7.3 Playing Field Representative (Denise & Bruce Blackmore) – 6 oak and 6 horse chestnuts have been donated. These will be ready to plant in around a years' time.
7.4 Street Lighting Representative – JFG has been appointed Representative.
7.5 Police Liaison Representative – Vacancy
7.6 Rights of Way Representative (RN) – Nothing further to report.
7.7 Social Media Representative (RN) – Nothing to report.
7.8 Grass Mowing Representative – JFG has been appointed as Representative.
7.9 Trees Representative (NW) – Nothing to report.
7.10 Website Representative – Vacancy
7.11 Defibrillator - Vacancy

8 PLANNING

	TYPE	REFERENCE	LOCATION	DETAIL
8.1	NIL			

9 FINANCE

It was proposed by NW, seconded by JFG that the payments (excluding Chq No 981) be paid. All voted in favour.
It was proposed by NW, seconded by J Gilford, and all voted in favour that Chq No 981 be paid.

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	DD	Yu Energy (09/05/24)	Street Lighting April 24	£ 64.82 £ 12.33	£ 3.86	PCA1957 s3
	Payment	Chq No 979	S Porter	Clerks Salary May 24 £ 500.24 (No annual leave taken) Expenses £ 37.50	£ 537.74		LGA1972 s112
	Payment	Chq No 980	Mr A McGibbon	Website and E-Mail Hosting Oct 22-Aprl24	£258.05		LGA1972 s111
	Payment	Chq No 981	Mr J Golding	Street Light Numbers	£4.99		PCA1957 s3

9.2 Income Received:

Barn Rent	£ 120.00
Interest	£ 4.42
½ Year Precept	£ 6,663.00
Total	**£ 6,787.42**

9.3 Bank account balances as at **19.05.24:**

HSBC Business	£ 27,668.26	(ring fenced £11,253.72 for CIL, £2,000 – Playing Field)
HSBC Deposit	£ 2,773.52	(ring fenced for barn roof repairs)
Total	£ 30,441.78	
Uncashed cheques	£ 1,738.76	
Total available	£ 28,703.02	
Less June Payments	£ 800.78	
Bank Balance	**£ 27,902.24**	

10 CLERK'S CORRESPONDENCE

10.1 West Northamptonshire Council (WNC) – Open Space Assessment Consultation – Noted.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 2nd July 2024 - 7:30pm

Meeting Closed: 9:10pm