STAVERTON PARISH COUNCIL

Clerk: Vanessa Thomas email: clerk@stavertonparishcouncil.gov.uk

Notice of the Annual Meeting of Staverton Parish Council to be held at the Village Hall, Croft Lane, Staverton, on TUESDAY 5th MAY 2026 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.

Vanessa Thomas - Clerk 28th April 2026

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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 "Clerks address to be kept confidential"
1.5 Review of Standing Orders
1.6 Review of Financial Regulations
1.7 Review of Policy Documents & PC Risk Assessment
1.8 Review of Asset Register
1.9 Review of Insurance Renewal
1.10 Appointment of Parish Council Representatives (Delegated Responsibilities & Terms of Reference)
1.11 Nomination of PC Trustee to Village Hall Committee
1.12 Notice of election of causal vacancy following Councillor Simon Parrish resignation 21/04/2026

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

3 OPEN FORUM
3.1 Public input regarding items on the Agenda
3.2 Report from West Northants Unitary Councillor

4 MINUTES
4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 7th April 2026**

5. CLERK'S CORRESPONDENCE
5.1 Community Education Sessions – St. John's ambulance – on hold (TM)
5.2 Local Transport Plan – WNC Road Safety questionnaire (TM)

6. PLANNING
6.1 2026/1249/LBC at Staverton Manor Road Staverton NN11 6JD - Listed building consent for subdivision of dwellinghouse to form a 2no. bed holiday let with associated internal and external alterations.
6.2 2026/1216/MAR at Land At Malabar Farm A425 Staverton Road Staverton Road Daventry - Reserved matters application (appearance, landscaping, layout and scale) for Phases 2A, 3A and 3C comprising 240 dwellings with associated internal access routes, landscaping, public open space and drainage, pursuant to outline permission DA/2019/0750 for a mixed-use development of up to 1,100 dwellings, a two-form-entry primary school, and a local centre (Use Classes A1–A5 and D1/D2,including C2/C3 facilities)

7 REPORTS FROM WEST NORTHANTS UNITARY COUNCILLORS (R Frost & C Hastie)
7.1 Monthly WNC Update

8. BUSINESS – ADD ANY OTHER ITEMS
8.1 AJ proposes that a mobile phone and sim card be purchased for the new Clerk (ownership retained by SPC)
8.2 AJ proposes that the Clerk investigates the potential to share the cost NCALC New Clerk (this is separate to CiLCA) training for the Clerk with another parish the Clerk works for
8.3 **Annual Parish Meeting** – held on Thursday 23rd April 2026 – AJ - No actions arising. Ongoing issues relating to bus service and highway maintenance.

8.4 **Immediate (Community) Justice Programme**

8.3.1 Telephone Box – Manor Road – TM proposes that the PC meets the cost from CIL funding for the purchase of the paint, paint brushes and masking tape for Immediate Justice team to complete the works.

8.5 TM proposes purchase of Jarden Spray & Leave to treat village gates prior to painting and installation of new signs'. I will have a cost by the time of the meeting.

8.6 AJ proposes a councillor manages the website and Facebook page until the Clerk has capacity to adopt this work.

8.7 JG proposes to accept the quotation to cap off the electric supply safely to the street light on Church St'

8.8 Grass cutting - Damage to village green and post. It is proposed that the PC pursue the claim for repair by legal means if this is not covered by the PC insurance.

PC REPRESENTATIVE UPDATES

9.1 Vehicle Activated Signs (S Evans)

9.2 Highways (TM)

9.2.1 40mph speed limit – A425
9.2.2 TRO – A425 – Dragon's Teeth
9.2.3 20mph Road Traffic Order
9.2.4 A425 Road Crossing at Malabar/Staverton Lodge
9.2.5 Bus Service Complaint
9.2.6 Transport Scheme following withdrawal of the Ability Community Bus

9.3 Playing Field (Denise & Bruce Blackmore)

9.3.1 ROSPA annual inspection plan

9.4 Street Lighting (JG)

9.4.1 Church Street – quotes from E-On and Balfour Beatty

9.5 Police Liaison (TM)

9.5.1 Community Speed Watch
9.5.2 Crime Prevention in a Box

9.6 Rights of Way (JFG)

9.7 Social Media (SP)

9.8 Website (SP)

9.9 Defibrillator (DB)

9.9.1 funding application for additional defibrillator

9.11 Trees (AJ)

9.12 Staverton Parish Magazine (ST)

9.13 Community Orchard project (ST)

10 FINANCE

10.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	BACS	S Porter	Clerk's Net Salary April 26 £ 763.40 Expenses £12.50	£ 775.90		LGA1972 s112
	Payment	BACS	V Thomas	Clerk's Net Salary April 26 £340.10 Expenses £104.45	£444.55		LGA1972 s112
	Payment	DD	Yu Energy	Street Lighting *NOTE – Copy invoices requested*	£72.80	£ 3.47	PCA1957 s3
	Payment	BACS	Parish Online	Annual Website Renewal	£ 384.00	£64.00	LGA1972 s111
	Payment	BACS	S Parrish	APM Expenses – Drinks/Nibbles	£145.48	VAT receipt TBC	LGA1972 s111
	Payment	BACS	D Blackmore	Paint brushes for playing field equipment	£ 7.96		LGA1972 s111
	Payment	BACS	NCALC	Membership & internal audit	£686.04	£50.45	LGA1972 s111
	Payment	BACS	Staverton Village Hall	Meetings x2 March 2026	£35.10		LGA1972 s111
	Payment	BACS	Northants PFCC (?)	Refund of money not spent	£63.70		LGA1972 s111

	Payment	BACS	Deposit account	Transfer from current account to deposit account reflecting energy savings from street light changes	£1,250.00		LGA1972 s111
	Payment	BACS	D.B. Sockett	Release from reserved orchard funds	£90.00		LGA1972 s111

10.2 Income Received:

T Pearce	Barn Rent	£ 125.00
Unity Trust	Interest	£ This is due to be received 30/04/26, to be included in June'26 agenda
WNC	½ Year Precept	£ This is due to be received 30/04/26, to be included in June'26 agenda
	Total	**£ 125.00**

10.3 Bank account balances as at **27.04.26:**

Unity Current Account		£ 5,225.40
Unity Deposit		£21,922.77 (CIL – £9,846.72/Orchard - £1,520/Magazine - £530/ £3,000 for barn roof repairs)
	Total	**£ 27,148.17**
(Less May Payments		£ 3,955.53)
Total Funds at Bank		**£23,192.64**

10.3 Unity Bank – Mandate Update – New Clerk being added.
10.4 HSBC bank account closed and the balance £4,893.69 transferred to Unity Trust

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 2nd June 2026 - 7:30pm