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 2nd JUNE 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 Meeting of Staverton Parish Council in the Village Hall for the purposes of conducting the following business.

Vanessa Thomas - Clerk 26th May 2026

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1 OPENING PROCEDURES

1.1 Approve apologies for absence – Cllr. Blackmore
1.2 Co-option of Councillor following Simon Parrish resignation (21/04/2026) following expression of interest from two people – Heather Bell and Simon Parrish.
1.3 Review of Policy Documents and PC Risk Assessment
1.4 Review of Asset Register
1.5 Appointment of parish council representatives
- 1.5.1 Vehicle Activated Sign (VAS)
- 1.5.2 Media Representative
- 1.5.3 Grass mowing
- 1.5.4 Website & Facebook

2 GOVERNANCE

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

3 OPEN FORUM

3.1 Public time for questions. Time limited to 15 minutes with each person is to limited to 3 minutes speaking time.

4 MINUTES

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 5th May** 2026

5. PLANNING

None

6. **REPORTS FROM WEST NORTHANTS UNITARY COUNCILLORS (R Frost & C Hastie)**

6.1 Monthly WNC Update

7. BUSINESS

7.1 Approve Internal Audit Report 2025-26
7.1.a Proposal to recover the external audit fee relating to WNC CIL funds error. Audit fee estimated at £400.
7.2 Approve Annual Governance Statement 2025-26
7.3 Approve Annual Accounting Statement 2025-26
7.4 Propose that the Clerk books the NCALC New Clerk course based on the proposed cost sharing with the other parish council the Clerk works for (1/3rd of the cost to be paid by Staverton). Course cost listed on NCALC website as £225 + VAT.
7.5 Propose there is a triple track approach to strategic planning to include a Neighbourhood Development Plan (NDP), Development Plan (DP), and Local Plan (LP), with TM to provide an update regarding the DP.
7.6 Propose that signs are displayed in the playing field to show that dogs are not permitted in the area. DB to advise of expected cost.
7.7 Propose that the parish council adopts a confidential email policy.
7.8 Propose that ownership of parish council website and Facebook page is reviewed to agree an owner for these following SP resignation.

7.9 Propose that ownership of the group of willow trees (G1) is confirmed prior to commencing any pollarding work required under health and safety.
7.10 Unity Bank – Mandate Update – New Clerk being added.
7.11 Propose that a there be a published postal address for the parish council as this has been requested by the OFPCC and RoSPA.
7.12 Propose that internal bank transfers are made to correct account balances on the current and deposit accounts (JFG).
7.13 Proposal to review the ongoing annual membership for the Open Spaces Society (£45.00/year)

8. PC REPRESENTATIVE UPDATES
8.1 **Vehicle Activated Signs** (Once new representative agreed)
8.2 **Highways (TM)**
9.2.1 40mph speed limit – A425
9.2.2 20mph Road Traffic Order
9.2.3 A425 Road Crossing at Malabar/Drayton Lodge
9.2.4 Bus Service Complaint
9.2.5 Transport Scheme following withdrawal of the Ability Community Bus
8.3 **Playing Field (Denise & Bruce Blackmore)**
9.3.1 ROSPA annual inspection plan – expected in July 2026
8.4 **Street Lighting (JG)**
9.4.1 Church Street – progress following agreement to accept quote from E-On
8.5 **Police Liaison (TM)**
8.5.1 Community Speed Watch
8.5.2 Crime Prevention in a Box
8.6 **Rights of Way (JFG)**
8.7 **Social Media** (Once new representative agreed)
8.8 **Website** (Once new representative agreed)
8.9 **Defibrillator (DB)**
9.9.1 funding application for additional defibrillator
8.10 **Grass Mowing Representative** (Once new representative agreed)
9.10.1 Damage to Village Green and Signpost – Community action update to be provided
8.11 **Trees (AJ)**
8.12 **Staverton Parish Magazine (ST)**
8.13 **Community Orchard project (ST)**

9 FINANCE – For copy invoices see appendix – For copies, see Appendix.

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	BACS	V Thomas	Clerk's Net Salary May 26 £340.10 Expenses £127.35	£467.45		LGA1972 s112
			S Porter	Former Clerk's salary May'26 – for internal audit & VAT return work £293.60	£293.60		LGA1972 s112
	Payment	DD	Yu Energy	Street Lighting *NOTE – Copy invoices requested*	£58.92	£ 9.82	PCA1957 s3
	Payment	BACS	Open Spaces Society	Annual subscription *NOTE – Sue Porter to confirm regarding invoicing*	£45.00	£ TBC	LGA1972 s111
	Payment	BACS	Leicestershire Gardens	Grass Mowing – March & April	£ 1,080.00	£180.00	HA1980 s96
	Payment	BACS	Gallagher insurance	Insurance renewal as agreed in 05/05/26 meeting **NOTE - paid on 18/05/2026 as approved at 05/05/26 meeting**	£1,208.12	£124.09	LGA1972 s111

	Payment	DD	Talk Mobile	Clerk's mobile phone rental	£12.79	£2.13	LGA1972 s111
	Payment	BACS	The PCC for Northamptonshire	Return of unspent funds *NOTE - approved as May meeting but documentation received 19/05/2026*	£63.70	£0	LGA1972 s111
	Payment	DD	HMRC	Payroll	£480.20	£0	LGA1972 s111
	Payment	DD	Unity Bank	Service charge	£7.00	£0	LGA1972 s111
	Payment	BACS	Cllr. Sian Thomas	Expenses – Trees & tree guards for orchard	£386.99	£0.00	LGA1972 s111

9.2 Income Received:

T Pearce	Barn Rent	£ 125.00
VAT refund		£1,232.10
Unity Trust	Interest	£ Not received as at 26/05/2026 – update on next Agenda`
WNC	½ Year Precept	£ 8,062.00
	Total	**£ 9,419.10**

9.3 Bank account balances as at **21.05.26:**

Unity Current Account	£ 9,536.41
Unity Deposit	£23,172.77
Total	**£32,709.18**

(Less June Payments £ 4,103.77) as listed above

Total Funds at Bank £28,605.41

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 7th July 2026 - 7:30pm