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 7th JULY 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 01 July 2026

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1 OPENING PROCEDURES

1.1 Approve apologies for absence
1.2 Proposal to review the sound quality issues with the existing meeting recordings (DB)
1.3 Chairman's announcements
1.4 Co-option of Councillors following the resignations of Simon Parrish (21/04/2026) and expression of interest from two people – Heather Bell and Simon Parrish.
1.5 Resignation of Sian Thomas (18/06/2026).
1.6 Appointment of Parish Council Representatives – (Delegated Responsibilities & Terms of Reference):
1.4.1 Staverton Matters Magazine.
1.4.2 Community Orchard.

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 REVISED MINUTES** of the Parish Council Meeting held on **Tuesday 5th May** to reflect the changes agreed in the Parish Council Meeting held on **Tuesday 2nd June** 2026.
4.2 APPROVE MINUTES of the Parish Council Meeting held on **Tuesday 2nd June** 2026.

5. PLANNING

None

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

6.1 Monthly WNC Update

7. BUSINESS

7.1 Proposal to recover the external audit fee relating to WNC CIL funds error. Audit fee estimated at £400. TM to provide an update and proposed action.
7.2 Review of the anonymous donation received regarding publication of the magazine (To be discussed confidentially).
7.3 Proposal to review JFG proposed changes to policies, brought forward from 02/06/2026 meeting.
7.2.1 Policy 011 Minutes Policy – Part 3 to be amended. JFG to provide proposed wording.
7.2.2 Policy 018 Grievance Policy & Procedure - Remove reference to Human Resources (HR) Representative. Chairman (AJ) to provide proposed wording.
7.4 Propose decision be agreed regarding whether anonymous donations to parish council initiatives should continue to be accepted and, if so, adopt a policy regarding anonymous donations, as per draft circulated by Chairman on 01/06/2026.
7.5 AJ to propose there is a Steering Group to progress a triple track approach to strategic planning to include a Neighbourhood Development Plan (NDP), Development Plan (DP), and Local Plan (LP).

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 Proposal to obtain a second defibrillator at expected cost of £850 (TM).

7.8 Proposal to recover the cost of the replacement post for the village green following damage by a h haulier's vehicle. (JFG)

7.9 Propose a decision regarding the existing Parish Online account for Zoho Mail following receipt of a warning message that current storage is approaching the existing 5GB limit. Options are:

1. 10GB - £24 + VAT/year
2. 30GB - £42 + VAT/year
3. 100GB - £62 + VAT/year
4. Review and delete old emails – Time required for this is unknown. Clerk does not have time capacity to undertake this review.

7.10 Proposal to pay Clerk overtime for attending NCALC New Clerk course on Saturday 5th and Saturday 12th September (total 12 hours across the two days), following the same cost sharing agreed for booking the course = Staverton to pay 1/3rd (4 hours) and the Clerk's other council paying 2/3rd (8 hours), as the additional hours cannot be accommodated within the Clerk's contracted hours.

7.11 Asset Register – Receive an update regarding the Land Registry work relating to the playing field and return of the Deeds to the Clerk (JFG)

7.12 Receive an update regarding the internal bank transfers following acceptance of JFG's proposed transfers at the 02 06 2026 meeting.

7.13 Proposal to review allotment fees for September 2026 – September 2027 and decide whether any increase is required.

8. PC REPRESENTATIVE UPDATES

8.1 **Vehicle Activated Signs (TM)**

8.2 **Highways (TM)**
8.2.1 20mph Road Traffic Order
8.2.2 A425 Road Crossing at Malabar/Drayton Lodge
8.2.3 Bus Service Complaint

8.3 **Playing Field (Denise & Bruce Blackmore)**
8.3.1 ROSPA annual inspection plan – expected in July 2026

8.4 **Street Lighting (JG)**
8.4.1 Church Street – progress following agreement to accept quote from E-On. Stump covered in tree cuttings (AJ to provide update).

8.5 **Police Liaison (TM)**
8.5.1 Community Speed Watch

8.6 **Rights of Way (JFG)**

8.7 **Social Media** (Once new representative agreed)

8.8 **Website** (**HL**)

8.9 **Defibrillator (DB)**

8.10 **Grass Mowing** (JFG)
8.10.1 Damage to Village Green and Signpost – Community action update to be provided
8.10.2 Update on costs and the number of cuts completed year to date.

8.11 **Trees (AJ)**

8.12 **Staverton Parish Magazine (ST)**

8.13 **Community Orchard project (ST)**

9 FINANCE – For copy invoices see appendix published to parish councillors prior to the meeting.

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
9.1.1	Payment	BACS	V Thomas	Clerk's Net Salary June '26 £340.10 Expenses £45.86	£385.96		LGA1972 s112
9.1.2	Payment	BACS	Buy Print Today Ltd	Printing of Staverton Matters magazine INV-015909 26/05/26	£185.00	Zero rated	LGA1972 s111
9.1.3	Payment	BACS	D Blackmore	Paint for playground	£112.30	£18.70	LGA1972 s111

9.1.4	Payment	BACS	Eon	Invoice 6018819546 disconnect column to tip	£699.24	£116.54	LGA1972 s111
9.1.5	Payment	BACS	Creative Sign Design Ltd	Invoice 1011375	£690.00	£115.00	LGA1972 s111
9.1.6	Payment	BACS	Leicestershire Gardens	Grass Mowing – Invoice No. 26/064 4th & 18th May 2026	£720.00	£120.00	HA1980 s96
9.1.7	Payment	BACS	Michael Green Design	Design artwork for Staverton Matters magazine invoice no. 1238	120.00	20.00	LGA1972 s111
9.1.8	Payment	BACS	Playsafety Ltd	Annual inspection of playing field invoice no.99014	123.60	20.60	LGA1972 s111
9.1.9	Payment	DD	Yu Energy	Street Lighting invoice no. 03948903 – paid 08.06.26	£50.70	£ 2.41	PCA1957 s3
9.1.10	Payment	DD	Talk Mobile	Clerk's mobile phone rental – June 2026 – Expected 24.06.26 by Direct Debit	£11.95	£1.99	LGA1972 s111
9.1.11	Payment	DD	Unity Bank	Service charge - Expected 30.06.26 by Direct Debit	£7.00	£0	LGA1972 s111
				Total payments	**£ 3,105.75**	**£415.24**	

9.2 Income Received:

T Pearce	Barn Rent 16.06.26	£ 125.00
Unity Trust	Interest	£ Due end of June/early July – update on next Agenda

Ring-fenced

Magazine	£ 530.00
Barn roof	£4,893.69
CIL	£1,557.00

Total income received **£ 125.00**

9.3 Bank account balances as at **25.06.26:**

Unity Current Account	£ 3,420.54
Unity Deposit	£27,039.46
Total balance at bank	**£30,460.00**
(Less July Payments	£ 3,105.75) as listed above
Total Funds at Bank	**£27,354.25**

9.4 Proposal to transfer £6,000 from Deposit account to Current account to provide available funds for payments expected over the forthcoming two months.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 4th August 2026 - 7:30pm