STAVERTON PARISH COUNCIL

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

Notice of the Meeting of Staverton Parish Council to be held at the Village Hall, Croft Lane, Staverton, on TUESDAY 4th AUGUST 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 28 July 2026

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1 OPENING PROCEDURES

1.1 Approve apologies for absence.
1.2 Chairman's announcements.
1.3 Co-option of a new parish councillor.
1.4 Appointment of Parish Council Representatives – (Delegated Responsibilities & Terms of Reference):
1.4.1 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 limited to 3 minutes speaking time.

4 MINUTES

4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 2nd June** 2026, to reflect the changes in the revised version as discussed at the meeting of 2nd June and published by the Clerk prior to this meeting.
4.2 **APPROVE MINUTES** of the Parish Council Meeting held of **Tuesday 7th July** 2026 together with any proposed changes, as published by the Clerk prior to this meeting.

5. PLANNING

5.1 Planning consultation/Information for application reference 2026/2800/TCA Tree Work at The Lodge Glebe Lane, Staverton, NN11 6JF.

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

6.1 Monthly WNC Update

7 MATTERS ARISING FROM PREVIOUS MEETINGS

7.1 **Summary of Actions -** Progress update regarding actions previously agreed.
7.2 **Community Orchard** – Review of total cost expended compared with the grant received.
7.3 **Policies Review** - Proposal to review policies.
7.3.1 Policy 011 Minutes Policy – Part 3 to be amended. JFG to provide proposed wording.
7.3.2 Policy 018 Grievance Policy & Procedure - Remove reference to Human Resources (HR) Representative. Chairman (AJ) to provide proposed wording.
7.3.3 Donations policy - Propose decision be agreed regarding adoption of a policy regarding acceptance of donations as circulated by JFG prior to the meeting. (JFG)
7.4 **Neighbourhood Development Plan** – Proposal to create 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). (AJ)
7.5 **Signs at the playing field –** Proposal that signs are displayed in the playing field to show that dogs are not permitted in the area. (DB) to advise of expected cost.
7.6 **Second defibrillator -** Proposal to obtain a second defibrillator at expected cost of £850 (TM).

7.7 **Audit cost recovery -** Receive an update regarding recovery of the external audit fee relating to WNC CIL funds error. (AJ)

7.8 **Damage to village green signpost** - Receive an update regarding recovery of the costs. (AJ)

7.9 **Email storage capacity** - Receive an update from the Clerk regarding the agreed increase to 30GB.

7.10 **Clerk holiday dates** - Receive an update from the Clerk for August dates.

8. BUSINESS

8.1 **Fitness Group -** Proposal to review the cost and funding options for fitness group/equipment (DB).

8.2 **Football pitch hire** - Proposal to decide whether to hire out the football pitch(s) for private hire, following a recent request by a third party, and, if agreed, determine the charge(s) to be levied. (DB)

8.3 **Drafting of Minutes** - Proposal to test the use of Clerk Desk, initial trial is free, for creating minutes of meetings, requires the meeting to be recorded. Annual cost is £190/year after the free trial.

8.4 **Community Orchard** – Agree location of the sign and consider proposal to purchase a seat. (DB)

8.5 **Donation reallocation** – Agree which charity to donate the anonymous donation to. (AJ)

8.6 **Standing Orders -** Proposal to delete the words "or recordings" from the Standing Orders 12(f) and thereby retain clause 1 of pt. 1 of policy No.013 intact. (JFG)

8.7 **Church Clock donation** – Proposal to pay the remaining £2,000 donation to the church. (AJ)

8.8 **Records Management** – Receive an update from the Clerk regarding retention of Deeds, signed minutes and audit records.

8.9 **Staverton Matters website** - Proposal to create a working group, to include a villager who has offered Assistance and the current photographer, to progress the development of a Staverton Matters website and app to aid the design of the magazine. (AJ)

9. PC REPRESENTATIVE UPDATES

9.1 **Vehicle Activated Signs (TM)**

9.2 **Highways (TM)**
9.2.1 20mph Road Traffic Order
9.2.2 A425 Road Crossing at Malabar/Drayton Lodge
9.2.3 Bus Service Complaint

9.3 **Playing Field (Denise & Bruce Blackmore)**

9.4 **Street Lighting (JG)**

9.5 **Police Liaison (TM)**
9.5.1 Community Speed Watch

9.6 **Rights of Way (JFG)**

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

9.8 **Website** (**HL**)

9.9 **Defibrillator (DB)**

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

9.11 **Trees (AJ)**

9.12 **Staverton Parish Magazine (TM)**

9.13 **Community Orchard project (Vacancy - TBC)**

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

10.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
10.1.1	Payment	BACS	V Thomas	Clerk's Net Salary July'26 £340.10 & Expenses £38.55	£378.65		LGA1972 s112
10.1.2	Payment	BACS	St. Mary the Virgin Church, Staverton	Donation towards the cost of repairing the church clock – Rev INV-28481	£2,000.00	£0.00	CIL money
10.1.3	Payment	BACS	J Golding	Marker post sign for Village Green	£144.00	£24.00	LGA1972 s111
10.1.4	Payment	BACS	Deb Jones Willow	Tree guards for Community Orchard (Payable from Orchard project)	£300.00	£0.00	LGA1972 s111
10.1.5	Payment	BACS	Leicestershire Gardens	Grass Mowing – Invoice No. 26/088 July 2026	£720.00	£120.00	HA1980 s96
10.1.6	Payment	DD*	Yu Energy	Street Lighting invoice no.04079001 – paid 08/07/26	£43.59	£ 2.08	PCA1957 s3
10.1.7	Payment	DD*	Talk Mobile	Clerk's mobile phone rental July 2026 – Paid 24.07.26	£11.95	£1.99	LGA1972 s111
10.1.8	Payment	DD	Unity Bank	Service charge - Expected 30.07.26	£7.00	£0	LGA1972 s111
10.1.9	Payment	DD*	HMRC	PAYE paid 23.07.2026	£665.97	£0	LGA1972 s111
				Total payments	**£ 4,271.16**	**£148.07**	

10.2 **Income Received:**

T Pearce	Barn Rent 16.07.26	£ 125.00
Unity Trust	Interest 30.06.26	£ 116.57
	Total income received	**£ 241.57**

10.3 **Bank account balances as at 28.07.26:**

Unity Current Account	£ 3,783.24
Unity Deposit	£23,153.73
Total balance at bank	**£26,936.97**
(Less August Payments still due	£ 3,549.65) as listed above, excluding DDs already paid *
Total Funds at Bank	**£23,387.32**

10.4 **CIL Funds** £9,036.46 – Held in Unity Deposit account.

Staverton Parish Council CIL Funds

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 **£9,846.72**

Transactions completed

Date	Item	Value	Remaining Balance
08/07/2026	Paint for playground	£112.30	£9,734.42
08/07/2026	Creative Sign Design Ltd	£690.00	£9,044.42
06/05/2026	Paint brushes for playgroun	£ 7.96	£9,036.46

10.5 **Ring-fenced** – Held in Unity Deposit account.

Magazine	£ 530.00 - See tracker below.
Barn roof	£4,893.69 - See tracker below.
Community Orchard	£ 833.01 - See tracker below.

Staverton Parish Council Magazine Funds

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 **£530.00**

Transactions completed

Date	Item	Value	Remaining Balance

Staverton Parish Council Barn Roof Funds

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 **£4,893.69**

Transactions completed

Date	Item	Value	Remaining Balance

Staverton Parish Council Community Orchard Funds

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 year end **£1,520.00**

Transactions completed

Date	Item	Value	Remaining Balance
20.07.2026	Debs Willow invoice for tree guards	£300.00	£1,220.00
26.05.2026	Trees & tree spiral guards	£386.99	£ 833.01

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 1st September 2026 - 7:30pm