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 TUESDAY 6th OCTOBER 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 September 2026

Ref	Agenda Item	Owner
2026/10.1	**Apologies for absence** – Review whether to approve apologies received. WNC Ward Cllr. R. Frost	Cllr. AJ Duncan (Chairman)
2026/10.2	**Chairman's announcements.**	Chairman
2026/10.3	**Declarations of interest.**	Chairman
2026/10.4	**Consideration of dispensation requests.**	Chairman
2026/10.5	**Open Forum** - Public time for questions - 15 minutes - Each person limited to 3 minutes speaking time.	
2026/10.6	**Approve Minutes** – Review the proposed amendments to the minutes from the Parish Council Meeting held on **Tuesday 1st September** 2026 – as circulated to councillors by the Clerk prior to this meeting.	Chairman
2026/10.7 A B C D	**Planning Applications** **2026/3770/TCA** – Notification of tree work – Orchard Cottage, glebe Lane, Staverton, NN11 6JF – Removal of Norway Spruce as vulnerable to stormy weather, close to the house and next to a hornbeam (compromising its growth and canopy development) **Planning Decisions** **2026/0308LBC** – The Croft, Croft Lane, Staverton, NN11 6JE – Listed building consent – Relocation of existing wrought iron gates – Refused 17/09/2026. **2026/3240/TCA** – Wellbrook Lodge, Well Lane, Staverton, NN11 6WL – Remove crab apple tree – No objections 14/09/2026. **Planning - Other** Consideration of the procedure for Amendments to Planning Applications after Parish Council Comments.	Chairman Chairman Cllr. JF Golding
2026/10.8	**Reports from West Northants Unitary Councillors.**	R. Frost/C. Hastie
2026/10.9 A B	**Neighbourhood Development Plan** Proposal to create a Sub-Committee to progress a triple track approach to strategic planning to include a Neighbourhood Development Plan (NDP), Development Plan (DP), & Local Plan (LP). Terms of Reference required. Proposal to review proposed changes to the advert placed in the Bugle and on Facebook.	Chairman Chairman
2026/10.10	**Second Defibrillator** - Proposal to obtain a second defibrillator, expected cost is £850	Cllr. T Moriarty
2026/10.11	**Staverton Website** - Proposal to redesign the magazine and parish council websites and develop an app to aid the design of the magazine.	Henry
2026/10.12 A B	**Staverton Matters Magazine** Proposal to agree the advertising price list and funding required for publishing the magazine throughout 2027. Proposal that local groups and social enterprises should be able to advertise in Staverton Magazine without charge regardless of the copy provided; the number of paid-for advertisements will occupy no more than 30% of content; SPC will contribute 50% of the running costs of 'Parish Matters' or £610 a year, index linked.	 Cllr. T Moriarty
2026/10.13	**Audit cost recovery -** Receive an update regarding recovery of the external audit fee relating to WNC CIL funds error.	Clerk
2026/10.14	**Drafting of Minutes** - Proposal to trial the use of AI for creating minutes following the update provided by the Clerk and SP at the September 2026 meeting.	Cllr. S. Parrish

2026/10.15 A B	**Grass Cutting** Proposal to amend the existing mowing scope to formally adopt the informal agreement to cut the grass up to the village sign, rather than to the speed limit sign. Clearing of overgrown Highway Verges to facilitate 2026/2027 compliant mowing.	Cllr. JF Golding
2026/10.16	**Emergency Plan** – Proposal to (a) review the Emergency Plan template adopted by Weedon Parish Council, (b) decide whether to develop an Emergency Plan for Staverton, (c) if so, whether to adopt the Weedon template, (d) appoint a representative for Emergency Planning.	Chairman
2026/10.17	**Flower boxes** - It is proposed that the parish council funds installation of flower boxes underneath the recently installed village signs, instead of treating the gates and painting them white, at a cost of £500 for all four village signs.	Cllr. T Moriarty
2026/10.18	**Reading Room** - Clarification of the apparent closure of the Reading Room Trust (Charity) and the justification for it.	Cllr. JF Golding
2026/10.19	**Budget/Half Year Report** – Receive an update regarding expenditure year to date and determine any actions required.	Chairman/ Cllr. D. Blackmore
2026/10.20	**Clerk pay scale** – Approve the increase to the Clerk's salary to comply with the published NCALC pay scale following April pay award decision with the increased pay rate back-dated to 01/04/2026, as per the NCALC notification.	Chairman
2026/10.21	**Playground** – New seats for the roundabout – Proposal to replace the existing seats - expected cost is £473.62 + VAT.	Cllr. D. Blackmore
2026/10.22 A B C D E F G H I J K L M	Representatives Updates Vehicle Activated Signs Highways: 1. 20mph Road Traffic Order 2. A425 Road Crossing at Malabar/Drayton Lodge 3. Bus Service Complaint Playing Field Street Lighting Police Liaison: Community Speed Watch Rights of Way Social Media Website Defibrillator Grass Mowing Trees Staverton Parish Magazine Community Orchard project	 Cllr. T Moriarty Cllr. T Moriarty Cllr. D. Blackmore Cllr. JF Golding Cllr. T Moriarty Cllr. JF Golding Cllr. S. Parrish Henry Cllr. D. Blackmore Cllr. JF Golding Chairman Cllr. T Moriarty Cllr. D. Blackmore

2026/10.21 FINANCE – Payments

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

Ref	Type	Payee	Detail	Gross Amount	VAT element	Authority
A	BACS	V Thomas	Clerk's Net Salary Sept'26 £461.50 & Expenses £57.55	£519.05	£4.67	LGA1972 s112
B	BACS	Amber Screen & Design Ltd	Signs for Community Orchard – invoice 35884	£30.00	£5.00	LGA1972 s111
C	BACS	Northants CALC Ltd	Training – Invoice No. INV-5629	£90.00	£15.00	HA1980 s96
D	BACS	Buy Print Today Ltd	Autumn edition of magazine invoice INV-017082	£185.00	£0.00	From Ring fenced funds
E	BACS	Parish Online	Website – Invoice 34UC061-0011	£48.00	£8.00	LGA1972 s111
F	BACS	D. Blackmore	Expenses – bench, teak oil, and bulbs for Community Orchard	£651.60	£108.61	From Ring fenced funds
G	BACS	JF Golding	Expenses – registering playground with Land Registry	£55.83	£1.30	LGA1972 s111

H	DD*	Yu Energy	Street Lighting invoice no. 04355966 – paid 09/09/26	£56.49	£ 2.69	PCA1957 s3
I	DD*	Talk Mobile	Clerk's mobile phone rental Sept'2026 – Paid 24.09.26	£11.95	£1.99	LGA1972 s111
J	DD	Unity Bank	Service charge - Expected 30.09.26	£7.00	£0	LGA1972 s111
			Total payments	**£1,654.92**	**£147.26**	

2026/10.22	**Income received:** T Pearce - Barn Rent 16.09.26 G. Baughan – Allotment rental 21.09.26 A. Harris – Allotment rental 21.09.26 Staverton Garage - Magazine advert 25.08.26 Second ½ of precept - expected September Unity Trust interest – paid quarterly – Due Sept'26 **Total income received**	 £125.00 £ 16.50 £ 20.00 £120.00 £ £ **£281.50**
2026/10.23	**Bank account balances as at 24.09.26.** Unity Current Account Unity Deposit **Total balance at bank** Less September Payments still due as listed above, excluding DDs already paid * **Total funds at bank**	 £ 1,839.90 £21,153.73 **£22,993.63** £ 1,586.48 **£21,407.15**
2026/10.24	**Transfer of funds from Deposit account to Current account** – Only required if the second half of the precept has not been received.	£1,000.00
2026/10.25	CIL Funds - Held in Unity Deposit account. A review and reconciliation of the CIL funds was carried out by the Clerk with Cllr. T. Moriarty. The tracker below reflects the correct balance as at 24.09.26. **CIL Funds - Transactions completed** Date | Item | Value | Remaining Balance Jan'23 | Funds received | £ 3,751.24 | £ 3,751.24 Jan-24 | Funds received | £11,253.72 | £ 15,004.96 05/09/2025 | Projector | £ 409.00 | £ 14,595.96 30/03/2026 | Church clock donation | £ 1,000.00 | £ 13,595.96 07/04/2026 | Speed camera | £ 150.00 | £ 13,445.96 08/07/2026 | Paint for playground | £ 112.30 | £13,333.66 08/07/2026 | Creative Sign Design Ltd | £ 690.00 | £12,643.66 06/05/2026 | Paint brushes for playground | £ 7.96 | £12,635.70 05/08/2026 | Church clock donation | £ 2,000.00 | £10,635.70	**£10,635.70**
2026/10.26	**Ring-fenced funds** – Held in Unity Deposit account. Magazine **Magazine - Transactions completed** Date | Item | Value | Remaining Balance 30/04/2026 | Bal b/fwd | | £530.00 02/09/2026 | Michael Green Design | -£120.00 | £410.00 08/07/2026 | Buy Print Today Ltd | -£185.00 | £225.00 19/08/2026 | Jeffries Farm advertising- Sept26 | £ 40.00 | £265.00 25/08/2026 | Staverton Garage | £120.00 | £385.00 17/08/2026 | Buy Print Today Ltd | -£185.00 | £200.00 Barn roof **Barn Roof - Transactions completed** Date | Item | Value | Remaining Balance 30/04/2026 | Bal b/fwd | | £4,893.69 Community Orchard	**£ 200.00** **£4,893.69** **£ 61.41**

	Community Orchard - Transactions completed **Date** / **Item** / **Value** / **Remaining Balance** 30/04/2026 — Bal b/fwd — — £ 1,520.00 05/05/2026 — D B Sockett — £ 90.00 — £ 1,430.00 20.07.2026 — Debs Willow invoice for tree guards — £ 300.00 — £ 1,130.00 26.05.2026 — Trees & tree spiral guards — £ 386.99 — £ 743.01 23.09.26 — Bench, teak oil, bulbs (D Blackmore expenses) — £ 651.60 — £ 91.41	
2026/10.27	Summary of Actions - Update previously agreed actions not already discussed	Clerk
2026/10.28	Next parish council meeting - Tuesday 3rd November 2026 - 7:30pm	Chairman