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 3rd NOVEMBER 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 27 October 2026*

Ref	Agenda Item	Action Owner
2026/11.1	**Apologies for absence -** Cllr. AJ Duncan	Cllr. D. Blackmore
2026/11.2	**Chairman's announcements.** • Meeting etiquette.	Cllr. D. Blackmore
2026/11.3	**Declarations of interest.**	Cllr. D. Blackmore
2026/11.4	**Consideration of dispensation requests.**	Cllr. D. Blackmore
2026/11.5	**Open Forum** - Public questions - 15 minutes - Each person limited to 3 minutes speaking time.	Cllr. D. Blackmore
2026/11.6	**Approve Minutes** – Review any proposed amendments to the minutes from the **Tuesday 6th October** 2026 Parish Council Meeting, as circulated to councillors by the Clerk prior to this meeting.	Clerk
2026/11.7 A B C	 **Planning Applications** - None **Planning Decisions** - None **Planning – Other** - None	 Cllr. D. Blackmore
2026/10.8	**Reports from West Northants Unitary Councillors.**	R. Frost & C. Hastie
2026/11.9	**Grass Cutting** - Proposal to review the quotes received for carrying out this work during 2027.	Cllr. JF Golding
2026/11.10	**Second Defibrillator** – Update regarding the application for Listed Building Consent to locate the new defibrillator at the Countryman pub.	Cllr. T Moriarty
2026/11.11	**Staverton Website** – Update regarding the proposed redesign for the magazine and parish council websites and the app to aid the design of the magazine.	Henry Marshall
2026/11.12	**Audit cost recovery** - Update regarding recovery of the external audit fee relating to WNC CIL funds error.	Cllr. D. Blackmore
2026/11.13	**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
2026/11.14	**Emergency Plan** – Proposal to review the draft Emergency Plan, as circulated by Cllr. JF Golding prior to the meeting.	Cllr. JF Golding
2026/11.15	**Flower boxes** - Proposal to use parish council funds to install 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. Rental and purchase cost options circulated by for Cllr T Moriarty prior to the meeting.	Cllr. T Moriarty
2026/11.16	**Reading Room** – Update following the correspondence sent to the Reading Room charity.	Cllr. JF Golding
2026/11.17 A B C D	**Playing Field** Receive an update following the purchase of the new seats for the roundabout. Receive an update following the registration of the playing field at the Land Registry. Playing Field Deeds to be returned to the Clerk for storage. Hawthorn bush – Proposal to cut the bush back & treat the stump – expected cost £80.00	 Cllr. D. Blackmore Cllr. JF Golding Cllr. JF Golding Cllr. D. Blackmore
2026/11.18	**Clerk workload** – Proposal to increase the Clerk's paid hours to 35 hours/month (currently 26 hours/month) as during the past 7 months the Clerk has worked an average of 36 hours/month.	Cllr. D. Blackmore
2026/11.19 A B	**Streetlights** Electricity supply contract – The current contract expires on 24/01/2027. Proposal to review quotes received, as circulated prior to the meeting, and agree a new contract LED lights savings – Proposal to transfer savings to a ring-fenced bank account.	 Cllr. J. Granfield Cllr. JF Golding
2026/11.20	**Christmas** – Proposal to purchase a Christmas tree for display in the parish – expected cost, including decorations, c.£250.00.	Cllr. D. Blackmore
2026/11.21 A B	**Budget** Receive an update regarding the draft report. Precept for 2027/2028 – Agree the actions required for the completion and submission of form PR1 by the 20/01/2027 deadline.	 Clerk Cllr. AJ Duncan
2026/11.22 A B	**Allotments** Agree how to allocate / advertise the available allotment plot. Discuss the development of plot reference numbers and a site layout plan.	 Cllr. D. Blackmore Cllr. D. Blackmore

2026/11.23	**Representatives Updates** – Any relevant update for items not previously covered on the agenda.	Cllr. Reps

2026/11.24 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 Oct'26 £351.34 & Expenses £43.53	£394.87	£ 2.48	LGA1972 s112
B	BACS	PKF Littlejohn	External audit fee	£378.00	£63.00	LGA1972 s111
C	DD*	HMRC	PAYE	£311.57	£0	LGA1972 s111
D	DD*	Yu Energy	Street Lighting invoice no. 04578439 – paid 09.10.26	£66.24	£ 3.15	PCA1957 s3
E	DD*	Talk Mobile	Clerk's mobile phone rental Oct'2026 – Paid 24.10.26	£11.95	£ 1.99	LGA1972 s111
F	DD	Unity Bank	Service charge - Expected 30.10.26	£7.00	£0	LGA1972 s111
			Total payments	**£1,169.63**	**£70.62**	

2026/11.25	**Income received:** T Pearce - Barn Rent 16.10.26 Allotment rental (JH) 23.10.26 Second ½ of precept – 28.09.26 Unity Trust interest – paid quarterly – 30.09.26 **Total income received**	 £ 125.00 £ 21.25 £8,062.00 £ 109.32 **£ 8,317.57**
2026/11.26	**Bank account balances as at 27.10.26.** Unity Current Account Unity Deposit **Total balance at bank** Less October Payments still due as listed above, excluding DDs already paid * **Total funds at bank/bank reconciliation**	 £ 8,071.91 £21,263.05 **£29,334.96** £ 779.87 **£28,555.09**
2026/11.27	**Transfer of funds from Deposit account to Current account** – None required	£0
2026/11.28	**CIL Funds** - Held in Unity Deposit account. Tracker updated to show split of net, VAT, & gross values. CIL Funds - Transactions completed Date | Item | Value | Net | VAT | 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 | -£ 407.00 | -£ 339.17 | £ 67.83 | £ 14,665.79 30/03/2026 | Church clock donation | -£ 1,000.00 | -£ 1,000.00 | £ - | £ 13,665.79 07/04/2026 | Speed camera | -£ 150.00 | -£ 150.00 | £ - | £ 13,515.79 08/07/2026 | Paint for playground | -£ 112.30 | -£ 93.60 | £ 18.70 | £ 13,422.19 08/07/2026 | Creative Sign Design Ltd | -£ 690.00 | -£ 575.00 | £ 115.00 | £ 12,847.19 06/05/2026 | Paint brushes for playground | -£ 7.96 | -£ 7.96 | £ - | £ 12,839.23 05/08/2026 | Church clock donation | -£ 2,000.00 | -£ 2,000.00 | £ - | £ 10,839.23	**£10,839.23**
2026/11.29	**Ring-fenced funds** – Held in Unity Deposit account Trackers updated to show split of net, VAT, and gross values.	
A	**Magazine** Magazine - Transactions completed Date | Item | Value | Net | VAT | Remaining Balance 30/04/2026 | Bal b/fwd | | | | £530.00 02/09/2026 | Michael Green Design | -£ 120.00 | -£ 100.00 | £ 20.00 | £430.00 08/07/2026 | Buy Print Today Ltd | -£ 185.00 | -£ 185.00 | £ - | £245.00 19/08/2026 | Jeffries Farm advertising- Sept26 | £ 40.00 | £ 40.00 | £ - | £285.00 25/08/2026 | Staverton Garage | £ 120.00 | £ 120.00 | £ - | £405.00 17/08/2026 | Buy Print Today Ltd | -£ 185.00 | -£ 185.00 | £ - | £220.00	**£ 220.00**
B	**Barn roof** Barn Roof - Transactions completed Date | Item | Value | Remaining Balance 30/04/2026 | Bal b/fwd | | £4,893.69	**£4,893.69**
C	Community Orchard Community Orchard - Transactions completed Date | Item | Total | Net | VAT | Remaining Balance 30/04/2026 | Bal b/fwd | | | | £ 1,520.00 05/05/2026 | D B Sockett | -£ 90.00 | -£ 90.00 | £ - | £ 1,430.00 20/07/2026 | Debs Willow invoice for tree guards | -£ 300.00 | -£ 300.00 | £ - | £ 1,130.00 26/05/2026 | Trees & tree spiral guards | -£ 386.99 | -£ 386.99 | £ - | £ 743.01 23/09/2026 | Bench, teak oil, bulbs (D Blackmore expenses) | -£ 651.60 | -£ 542.99 | £ 108.61 | £ 200.02	**£ 200.02**
2026/11.30	**Summary of Actions** - Update previously agreed actions not already discussed.	
2026/11.31	**Next parish council meeting** - Tuesday 1st December 2026 - 7:30pm	