

Minutes of the Meeting of Staverton Parish Council Staverton Village Hall

Tuesday 2nd December 2025 – 7:30pm

PRESENT: Parish Councillors: D Blackmore (DB - Chairperson), AJ Duncan (AJ), J Golding (JFG), J Granfield (JG), H Lindsay (HL), T Moriarty (TM), S Parrish (SP), S Thomas (ST), R Frost (WNC), S Porter (Clerk) and 4 members of the public

1. OPENING PROCEDURES

1.1 Chairperson's Announcements – With the Code of Conduct training fresh in councillor's minds, it was asked that all adhere to the Code and respect one another. There should be no disruptive behaviour, only one person speaking at any time and through the Chair. A gavel has been purchased to keep order. The meeting is being recorded.

1.2 Acceptance of Apologies for Absence – C Hastie (WNC)

2 GOVERNANCE

2.1 Declaration and nature of interest – Nil

2.2 Consideration of dispensation requests received – Nil

3 MINUTES

3.1 Approve minutes of PC Meeting held on **Tuesday 4th November 2025** – An amendment to the minutes to document a councillor's behaviour was proposed by SP and seconded by JFG. 3 votes in favour and 5 against. Not carried.

The following amendments were proposed by SP, seconded by AJ and approved by all;

6.12 Street Light No 1 (day burner) – Zeta Warranty – *Following an initial enquiry from TM to obtain the details, the Clerk has contacted the Receivers* following the liquidation of Zeta regarding the street lighting warranty, and awaits a response.

8.2.2 40mph speed limit – Daventry to Staverton (A425) – Once the 20mph order is in place, this will be *considered* again.

The minutes were proposed as an accurate record of the meeting by ST, seconded by TM and all voted in favour. These will be signed and dated by the Chairman:

6 **OPEN FORUM** – The public are invited to speak on any item on the agenda as time allows and with the Chairperson's permission.

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

7.12 Monthly WNC Update – Flooding issues around The Stables are being dealt with. Badby Lane is closed from 2nd-4th March 2026 due to the mains work by Anglian Water. Potholes are to be reported on Fix my Street, and any outstanding issues to be passed to R Frost to chase. A meeting with the Cabinet Member for Highways is planned for C Hastie and R Frost to attend. TM advised that the dragon's teeth on the A425 have been painted in the wrong place. Following an accident at the roundabout over a year ago, the chevrons have been replaced although the illuminated signage is still missing, and Highways state this has been passed over to Balfour Beatty.

6. BUSINESS

6.1 Model Standing Orders 2025 – Following a review of the new model, the previous deletions and amendments by the PC were discussed at length.

Item 1(c) – A motion on the agenda that is not moved by its proposer may be treated by the chair if the meeting as withdrawn. It was proposed by JFG that this be removed, seconded by AJ and with 6 votes in favour and 2 against: Carried.

Item 1(g) – An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair. JFG proposed that this be removed, TM seconded, 7 votes in favour and 1 against: Carried.

Item 1(m) – The mover of an amendment has no right of reply at the end of debate on it. TM proposed that this remain, seconded by ST, with 5 votes in favour, 2 against and 1 abstention: Carried.

Item 1(o) – Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

With the addition of 'vi. unless invited by the Chair', it was proposed this remains by DB, seconded by AJ and with 7 votes in favour and 1 against: Carried.

3(i) – A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking. It was proposed that this be amended to remove 'and stand ...[to]...when speaking'. Proposed by AJ, seconded by TM and all voted in favour. Carried.

3(x) – Meetings shall not normally exceed 2 hours – Approved by all: Carried.

5(c) – If no other time is fixed, the annual meeting of the Council shall take place at 7.30 pm. Approved by all: Carried.

13(g) Subject to standing orders 13 (d) and 13 (f), a dispensation order shall be considered by the Proper Officer before the meeting, or, if this is not possible, at the start of the meeting for which the dispensation is required [OR at the beginning of the of the meeting of the Council, or committee or sub-committee for which the dispensation is required]. It was proposed this remain by ST, seconded by TM and all voted in favour: Carried,

15(xvii) The Proper Officer should retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also Standing Order 23). It was proposed by ST that this remains, seconded by TM and all voted in favour: Carried.

The Standing Orders will be adopted at the meeting in January once the changes have been made by the Clerk

6.2 Proposed review of Delegated Responsibilities to include a Terms of Reference for the Audio Recording at Parish Council Meetings – AJ circulated the amended T of R. Following discussions over the recording of meetings, ST proposed that the Clerk be responsible for this role, seconded by TM, 5 votes in favour, 1 against and 2 abstentions. The proposal was carried therefore there is no need for the T of R. Following this decision the minute policy needs to be amended with any references to the requirement for uploading the recordings to the website being removed. This was proposed by ST, seconded by TM and with 4 votes in favour, 3 against and 1 abstention. Carried.

6.3 CIL Monies

6.3.1 Village Gateways & Signs – TM will circulate some designs to the councillors, these have an estimated cost of £250.00 per village sign, of which there are 4 required. Helen Howard (WNC Highways) has granted permission for these signs to be replaced, subject to approval by the Regulations Team at WNC. The fencing will be painted in better weather, and flowering troughs/beds will be considered. Discuss further In January.

6.4 Staverton Neighbourhood Development Plan – SP will contact Jane Parry (WNC) for her availability for a Teams meeting in the new year with some of the councillors. She has stated it is preferred to be held during business hours. JFG proposed that NCALC also be contacted for any advice on consultants that can be asked to provide a presentation to the Parish of what is involved, seconded by JG, and all voted in favour to explore both options.

6.5 Parish Magazine – ST has produced a draft template which has been circulated for all of the quarterly magazine. Costings are around £190 for 300 x 16-page A5 magazines. An anonymous donor has agreed to fund the first six months of costs (2 editions). Village organisations/groups will be asked if they would like to contribute to the news content. Advertising options will be available; this will be subject to the clarification on how this will be invoiced by the PC. The PC is not VAT registered.

JFG proposed that advice is taken on this matter, seconded by TM and all voted in favour. TM stated that Staverton Hotel had offered an Amazon Gift Card for the winner of a front cover design.

6.6 NCALC - Biodiversity Grant – The PC have received a grant from WNC for the sum of £1,520 for the community orchard scheme submitted by ST. 7 parishes across the area were successful with funds from the £10,000 grant pot allocated. A link-up with the School will get them involved and the area in the Playing Field will be assessed and costs for the fruit trees obtained. It is estimated around 8 trees are required. Discuss further in January.

6.7 St Mary the Virgin Church - Clock Repairs – The Clerk has written to confirm the match funding up to a maximum of £3,000. Many thanks were returned, and the Church will keep the PC updated with the fund-raising efforts.

6.8 Playing Field – Land Registration – The forms have been submitted and the fee paid. Expected date of completion is January 2027.

6.9 Community Payback – TM will contact the Community Payback team to advise of other paths in the village which require siding out and clearing back.

6.10 Street Light No 1 (day burner) – Zeta Warranty – No further update or response received.

6.11 Review Asset Register – An up-to-date Asset Register is required, it is mainly the street lights which need attention and correct numbering. JG proposed that he would produce a digital map and report back for the next meeting. A working party consisting of the Chairperson, Clerk and JFG can generate the amended Asset Register in time for the next meeting”. Proposed by JFG, seconded by HL and with 6 votes in favour and 2 against. Carried.

6.12 Loose hunt hounds in the village – No response received from the letter sent by the Clerk to the Hunt Secretary. If no reply by next meeting this will be removed from the agenda.

6.13 Parish Councillor – Code of Conduct Training Session – This was well received with a very informative session provided by NCALC's Chief Executive, Danny Moody. Certificates have been circulated. Remove item from the agenda.

6.14 Budget Plans 2026/27 – DB's proposed plan was circulated to the councillors and read out at the meeting. Comments are invited from councillors and parishioners ahead of the precept figure being approved at the January meeting. ST proposed that grant applications are looked into for projects like replacing the safety matting in the Playing Field, seconded by TM and all voted in favour.

7. CLERK'S CORRESPONDENCE

7.1 NCALC – CAN Champion Scheme – JG and ST will look at the information and decide who would like to take on this role.

7.2 WNC - Community Resilience Project – Noted. No flood warden required.

7.3 Open Spaces Society – Request to re-boot the legal-action fund – Noted.

8. PC REPRESENTATIVE UPDATES

8.1 Vehicle Activated Signs (S Evans) – All working fine.

8.2 Highways (TM)

8.2.1 20mph Speed Limit Order (Village) – Installation planned but unlikely this side of Christmas/New Year

8.2.2 40mph speed limit – Daventry to Staverton (A425) – On hold pending 20 mph limit installation

8.2.3 Warning signs for horses – No response, TM to pursue

8.2.4 A425 Road Crossing at Malabar/Drayton Lodge – Concrete blocks have now been placed to prevent HGV's and travellers entering.

8.2.5 Condition of path along the A425 for Cyclists - Ongoing

8.2.6 Daventry LCWIP – As with 8.2.5 (to amalgamate)

8.2.7 Malabar Buses (S106) – With no further movement from WNC on this and evidence that they have not followed policy, TM proposed writing an official complaint to WNC from the PC, seconded by JG and with 6 votes in favour and 2 against. Carried.

8.3 Playing Field (Denise & Bruce Blackmore) – Hedging trees have been planted.

8.4 Street Lighting (JG) – Street light No 37 - the homeowner is to engage a tree surgeon to deal with the overhanging branches.

- 8.5 Police Liaison (TM) - Articles received have been circulated on WhatsApp to the parishioners.
- 8.6 Rights of Way (JFG)
- 8.6.1 Application for Diversion Order (FD6, FD7 & FD16) – No further update.
- 8.7 Social Media (SP) – Facebook settings to be investigated by the Parish Clerk.
- 8.8 Website (SP) – Register of Interests link needs to be updated to the WNC site.
- 8.9 Defibrillator (DB) – All working fine.
- 8.10 Grass Mowing Representative (SP) – Nothing to report.
- 8.11 Trees (ST) – The two trees reported on Fix my Street remain outstanding.

9 PLANNING

PLANNING PERMISSIONS GRANTED

The PC noted the following planning permissions granted.

2025/3032/FULL – Construction of a wall, pedestrian gate and automatic gates - **Simpkins, Church Street, Staverton**

2025/3033/LBC – Listed Building Consent for construction of a wall, pedestrian gate and automatic gates - **Simpkins, Church Street, Staverton**

10 FINANCE

10.1 Receipts Received

T Pearce	Barn Rent	£ 125.00
HSBC	Interest (November)	£ 5.81
WNC	Biodiversity Grant	£1,520.00

Total £1,650.81

10.2 Payments

It was proposed by TM that the following invoices be paid, seconded by HL and all voted in favour.

Ref	Payee	Detail	Gross Amount	VAT element	Authority
BACS	Leics Gardens	Grass Mowing x 2 – Oct 2025	£ 600.00	£100.00	HA1980 s96
BACS	Mrs S Porter	Clerk's Salary (Net) – November 2025	£ 381.70		LGA1972 s112
		Expenses – November 2025	£ 12.50		
DD	Yu Energy	Street Lighting – November 2025	£ 82.05	£ 4.10	PCA1957 s3
Chq 006	HM Land Registry	Playing Field – Land Registration	£ 30.00		LGA1972 s111
DD	ICO	Data Protection Fee 2025-26	£ 47.00		LGA1972 s111
BACS	WNC	Election Costs 2025	£1,066.50		LGA1972 s111

10.3 Bank account balances (as at 25.11.25)

Unity Current Account	£ 3,210.16	
Unity Deposit	£25,655.32	(ring fenced £10,846.72 for CIL)
HSBC Deposit	£ 4,867.63	
	£33,733.11	
(Less December Payments)	£ 2,060.70	
New Current A/C Total	£ 1,149.46	

Total Funds £31,672.41

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 6th January 2026 - 7:30pm

Meeting Closed: 9:50pm