

**Minutes of the Meeting of Staverton Parish Council
Staverton Village Hall**

Tuesday 7th April 2026 – 7:30pm

PRESENT: Parish Councillors: D Blackmore (DB), AJ Duncan (AJ) – Chairman, J Golding (JFG), J Granfield (JG), H Lindsay (HL), T Moriarty (TM), S Parrish (SP), S Thomas (ST), R Frost & C Hastie (WNC), S Porter (Outgoing Clerk), V Thomas (Clerk) and 12 members of the public

1. OPENING PROCEDURES

1.1 Chairman's Announcements – The Chairman advised that the meeting is being recorded and asked all councillors to observe the Code of Conduct and show respect to one another throughout the meeting. Many thanks were given to Sue Porter (outgoing Clerk) and a warm welcome given to Vanessa Thomas who is her replacement.

1.2 Acceptance of Apologies for Absence – Nil

2 GOVERNANCE

2.1 Declaration and nature of interest – Nil

2.2 Consideration of dispensation requests received – Nil

3 MINUTES

3.1 Private and Confidential Information (Extraordinary Meeting – Point of Order) – Following this, the Chairman will propose an amendment to the Standing Orders at the May meeting to specifically define and include this point.

3.2 Approve minutes of PC Meeting held on **Tuesday 3rd March 2026** - It was proposed by ST, seconded by JG, and all voted in favour that the minutes were an accurate record of the meetings and these will be signed and dated by the Chairman.

Approval of the Extraordinary Meeting Minutes held on **Friday 13th March 2026** – It was proposed by HL, seconded by TM, and with 7 votes in favour and 1 abstention (JFG) that the minutes were an accurate record of the meetings and these will be signed and dated by the Chairman.

4 OPEN FORUM – Members of the public were reminded that they are invited to speak during the meeting at the Chairman's discretion and if time permits.

5. CLERK'S CORRESPONDENCE

5.1 Unity Bank – Mandate Update – TM and DB added to the bank mandate, Roy Noon has been removed. To add new Clerk and Chairman. All voted in favour. Any councillor wishing to be added to the mandate needs to provide their personal information to the Clerk.

5.2 Update on claim for damage to Village Green and Signpost – The quote for the grass verge repairs will be sent to Hays Transport, who have yet to acknowledge the damage, despite being in receipt of an email. A quote will be obtained to replace the Jurassic Way marker post. JFG will investigate. There is also a damaged tree branch, which the Chairman will attend to.

5.3 Update on funding application for additional defibrillator – No further updates.

5.4 Spring Clean-up/Litter Pick – Volunteers – There has been no volunteer as yet to lead the litter pick. A spruce up is required of the benches and noticeboard on the Green. This work will be undertaken by DB, Bruce and JFG

5.5 Transport Scheme following withdrawal of the Ability Community Bus – As per 8.6.

6. PLANNING

6.1 Update on Local Plan – Comments submitted to WNC on 27th March 2026 by TM.

6.2 **2026/1011/FULL** – Change of use of land to a café (Class E), siting of temporary buildings and associated formation of hardstanding for car parking and decking (retrospective) – **Skylark Fields Farm, Shuckburgh Road, Staverton**

JFG proposed no objections to this application, seconded by SP and with 7 votes in favour and 1 abstention (TM). Carried.

Letter - Breach of Planning Control - Skylark Fields Farm, Shuckburgh Road, Staverton – This was received, which prompted the planning application.

6.3 PROPOSED TREE WORKS:

2026/0879/TCA - To fell 1 x Oak tree within a conservation area – **Wellbrook Lodge, Well Lane, Staverton** – This application has already been approved by WNC.

2026/1301/TCA - Works to 1 x Poplar Tree within a conservation area – **Stonecroft, Manor Road, Staverton**

AJ proposed no objections to this application, seconded by ST and all voted in favour. Carried.

6.3.1 APPROVED TREE WORKS

The Parish Council noted the following;

2026/0114/TPO - To fell 2 x Holly, 1 x Juniper, 1 x Leylandii, 2 x Beech and fire damaged Hollies and works to 2 x Yew, 1 x Cypress within a conservation area, Works to 1 x Pine and Sycamore subject to TPOs - **Godfrees House, Manor Road, Staverton**

6.4 **APPEAL – APP/W2845/F/26/3377744** – Extension is bigger than approved in a Conservation Area– **Warwick House, The Woodlands, Staverton** – Noted

6.5 **PLANNING COMMITTEE (02/04/2026)** – Creation of a truck stop – **Land to the West of Browns Road, Daventry** – This application was refused by the WNC Planning Committee.

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

7.1 **Monthly WNC Update** – A meeting is planned with Kier and Highways on 23rd April to discuss the SLA and the state of the roads. An update will be provided at the APM later that day.

8. BUSINESS

8.1 **Annual Parish Meeting** – Thursday 23rd April 2026 – To promote on social media, noticeboard and website. HL will print leaflets to be distributed around the parish. A working party of 4 volunteers have agreed to finalise the leaflets and deliver these. Proposed by JFG, seconded by AJ and all voted in favour.

8.2 **Assets of Community Value (The Countryman)** - Special Motion, signed by SP and HL, to discuss the decision of pursuing the ACV as per item 6.21 (Assets of Community Value) of the January 6th 2026 SPC Meeting Agenda and in the light of additional information. This special motion shall include the authority of SPC to come to a different conclusion to that previously agreed. WNC have approved the ACV status for the next 5 years. The owners now have 8 weeks to ask for a review. JFG proposed that the PC withdraws the application due to insufficient information provided during the initial discussions, seconded by SP, 3 votes in favour and 5 against. Not Carried.

8.3 Immediate (Community) Justice Programme

8.3.1 **Telephone Box – Manor Road** – TM proposes that the PC meets the cost from CIL funding for the purchase of the paint, paint brushes and masking tape for Immediate Justice team to complete the works to the cost of £250.00. HL asked if the owners of the Telephone Box had been contacted and permission given. JFG reported that when he had previously painted the Box, BT had provided the paint themselves. In the first instance, BT will be contacted as the owners of the telephone box and also the Listed Building Officer at WNC, should permission be granted by BT.

8.3.2 **Playground Equipment** – DB proposed that paint and brushes are purchased by the PC using the CIL funding to enable the Immediate Justice team to paint the play equipment to the sum of £200, seconded by AJ and with 7 votes in favour and 1 abstention (JFG). Carried.

- 8.4 Playing Field Annual Inspection** – DB proposes that the annual inspection is booked with RoSPA at a cost of £83 plus VAT (for five items), plus £12 for three extra pieces of play equipment, seconded by HL and all voted in favour. The Clerk will arrange.
- 8.5 Street Light Replacement** – Church Street – JG proposes that the quotes from E-On and Balfour Beatty are discussed and a decision made as to the way forward. Both quotes are in the region of £3,500, but with the lighting in this area sufficient, DB questioned if the light was necessary. It was proposed by JFG that if the PC was so minded it should be taken away carefully quotes be provided to remove the stump but have the connection blanked off for future use if needs be, seconded by DB and all voted in favour. JG will obtain quotes for the May meeting.
- 8.6 Community Transport** - TM proposes to apply for funding from WNC for two extra stops for Malabar bus service, the closing date is 24th April 2026, seconded by TM and with 5 votes in favour and 3 against (JFG, DB & SP)
- 8.7 New Clerk** – AJ proposes that a laptop be purchased for the new Clerk, with the full MS Office package (ownership retained by SPC), seconded by DB and all voted in favour, to spend up to £500 on the laptop and MS Office annual subscription, with 7 votes in favour and 1 abstention (JFG). Carried. Training will be funded as required.
- 8.8 Street Light No 37** - JFG proposed that the obstruction of Street Light 37 be referred to the WNC Arboriculture Officer (Michael Venton) for advice regarding Section 154 of the Highway Act 1980, seconded by SP, and with an amendment from HL, that it is advice only and not enforcement action from the Tree Officer, 3 votes in favour and 5 against (DB, AJ, ST, JG, TM). Not Carried.
- 9 PC REPRESENTATIVE UPDATES**
- 9.1 Vehicle Activated Signs (S Evans)** – Nothing to report.
- 9.2 Highways (TM)**
- 9.2.1 40mph speed limit – A425
- 9.2.2 TRO – A425 – Dragon’s Teeth – These are now in place.
- 9.2.3 20mph Road Traffic Order – Signs are currently in the design process.
- 9.2.4 A425 Road Crossing at Malabar/Drayton Lodge – Ongoing.
- 9.2.5 Bus Service Complaint – This has reached Stage 2 at WNC.
- 9.3 Playing Field (Denise & Bruce Blackmore)** – Nothing further to report.
- 9.4 Street Lighting (JG)**
- 9.4.1 Street Light No 1 (day burner) – Await another issue before repairs are considered to save call out costs.
- 9.5 Police Liaison (TM)**
- 9.5.1 Community Speedwatch – The equipment will be delivered to TM this week.
- 9.5.2 Crime Prevention in a Box – Await and see what is inside on arrival.
- 9.6 Rights of Way (JFG)** – Nothing to report.
- 9.7 Social Media (SP)** – The APM will be advertised.
- 9.8 Website (SP)** - All updated.
- 9.9 Defibrillator (DB)** – All working fine.
- 9.10 Grass Mowing Representative (SP)** – 2 cuts have been undertaken this season so far.
- 9.11 Trees (AJ)** – Nothing to report.
- 9.12 Staverton Parish Magazine (ST)** – The outlying areas have now received a copy, many thanks to JFG. The next edition will be distributed in June, with a 1st May submission deadline date. The anonymous donor will be funding the first two editions.
- 9.13 CAN Champion Update (ST)** – A CAN meeting will be attended on 20th May.
- 9.13.1 Community Orchard Project – The School have been invited to join in with the planting. Costa and sizes will be agreed shortly. The cost of a sign will be asked for from GreenAcres. A further update will be provided in May.

10 FINANCE

10.1 Receipts Received

| | | | |
|------------|----------------------------|---|--------|
| T Pearce | Barn Rent | £ | 125.00 |
| HSBC | Bank Interest (March 26) | £ | 5.10 |
| Unity Bank | Bank Interest (Jan-Mar 26) | £ | 133.01 |

Total £ 263.11

10.2 Payments

It was proposed by AJ, seconded by TM and all voted in favour to pay the following invoices:

| Ref | Payee | Detail | Gross Amount | VAT element | Authority |
|------|----------------------|---|---------------------|-------------|--------------|
| BACS | Mrs S Porter | Clerks Salary (Net) – March 2026 | £ 381.70 | | LGA1972 s112 |
| BACS | Community Speedwatch | Expenses – March 2026 CSW Equipment | £ 13.50 £ 150.00 | | |
| DD | Yu Energy | Street Lighting – March 2026 | £ 79.15 | £ 3.96 | PCA1957 s3 |
| BACS | NCALC | Training - Responding to Planning Applications (TM) | £ 42.00 | £ 7.00 | LGA1972 s111 |
| BACS | WNC | Repay Incorrect CIL Monies Received | £33,178.12 | | LGA1972 s111 |

10.3 Bank account balances (as at 01.04.26)

| | | |
|-----------------------|-------------------|--|
| Unity Current Account | £30,967.77 | |
| Unity Deposit | £25,922.77 | (CIL - £9,846.72/Orchard - £1,520/Magazine - £530) |
| HSBC Deposit | £ 4,889.92 | (Barn Roof Repairs - £3,000) |
| | £61,780.46 | |
| (April BACS Payments) | £33,765.32 | |

Magazine Invoices Paid (by anonymous donor)
Steers - Printing £249
Michael Green Design - Magazine Design £120

The RFO suggests an internal bank transfer from Unity Deposit to Current Account of £4,000 to cover the April BACS payments – This was proposed by AJ, seconded by HL and all voted in favour.

Total Funds Available £28,015.14

Meeting Closed: 9:26pm

Andrew Pearce 5/5/26
Chairman on behalf of SPC