

STAVERTON PARISH COUNCIL

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

Notice of the Annual Meeting of Staverton Parish Council to be held at the Village Hall, Croft Lane, Staverton, on TUESDAY 2nd JUNE 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 26th May 2026

1 OPENING PROCEDURES

- 1.1 Approve apologies for absence – Cllr. Blackmore
- 1.2 Co-option of Councillor following Simon Parrish resignation (21/04/2026) following expression of interest from two people – Heather Bell and Simon Parrish.
- 1.3 Review of Policy Documents and PC Risk Assessment
- 1.4 Review of Asset Register
- 1.5 Appointment of parish council representatives
 - 1.5.1 Vehicle Activated Sign (VAS)
 - 1.5.2 Media Representative
 - 1.5.3 Grass mowing
 - 1.5.4 Website & Facebook

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 is to limited to 3 minutes speaking time.

4 MINUTES

- 4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 5th May 2026**

5. PLANNING

None

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

- 6.1 Monthly WNC Update

7. BUSINESS

- 7.1 Approve Internal Audit Report 2025-26
- 7.1.a Proposal to recover the external audit fee relating to WNC CIL funds error. Audit fee estimated at £400.
- 7.2 Approve Annual Governance Statement 2025-26
- 7.3 Approve Annual Accounting Statement 2025-26
- 7.4 Propose that the Clerk books the NCALC New Clerk course based on the proposed cost sharing with the other parish council the Clerk works for (1/3rd of the cost to be paid by Staverton). Course cost listed on NCALC website as £225 + VAT.
- 7.5 Propose there is a triple track approach to strategic planning to include a Neighbourhood Development Plan (NDP), Development Plan (DP), and Local Plan (LP), with TM to provide an update regarding the DP.
- 7.6 Propose that signs are displayed in the playing field to show that dogs are not permitted in the area. DB to advise of expected cost.
- 7.7 Propose that the parish council adopts a confidential email policy.
- 7.8 Propose that ownership of parish council website and Facebook page is reviewed to agree an owner for these following SP resignation.

- 7.9 Propose that ownership of the group of willow trees (G1) is confirmed prior to commencing any pollarding work required under health and safety.
- 7.10 Unity Bank – Mandate Update – New Clerk being added.
- 7.11 Propose that there be a published postal address for the parish council as this has been requested by the OFPCC and RoSPA.
- 7.12 Propose that internal bank transfers are made to correct account balances on the current and deposit accounts (JFG).
- 7.13 Proposal to review the ongoing annual membership for the Open Spaces Society (£45.00/year)

8. PC REPRESENTATIVE UPDATES

- 8.1 **Vehicle Activated Signs** (Once new representative agreed)
- 8.2 **Highways (TM)**
- 9.2.1 40mph speed limit – A425
- 9.2.2 20mph Road Traffic Order
- 9.2.3 A425 Road Crossing at Malabar/Drayton Lodge
- 9.2.4 Bus Service Complaint
- 9.2.5 Transport Scheme following withdrawal of the Ability Community Bus
- 8.3 **Playing Field (Denise & Bruce Blackmore)**
- 9.3.1 **ROSPA annual inspection plan** – expected in July 2026
- 8.4 **Street Lighting (JG)**
- 9.4.1 Church Street – progress following agreement to accept quote from E-On
- 8.5 **Police Liaison (TM)**
- 8.5.1 Community Speed Watch
- 8.5.2 Crime Prevention in a Box
- 8.6 **Rights of Way (JFG)**
- 8.7 **Social Media** (Once new representative agreed)
- 8.8 **Website** (Once new representative agreed)
- 8.9 **Defibrillator (DB)**
- 9.9.1 funding application for additional defibrillator
- 8.10 **Grass Mowing Representative** (Once new representative agreed)
- 9.10.1 Damage to Village Green and Signpost – Community action update to be provided
- 8.11 **Trees (AJ)**
- 8.12 **Staverton Parish Magazine (ST)**
- 8.13 **Community Orchard project (ST)**

9 FINANCE – For copy invoices see appendix – For copies, see Appendix.

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
	Payment	BACS	V Thomas	Clerk's Net Salary May 26 £340.10 Expenses £127.35	£467.45		LGA1972 s112
			S Porter	Former Clerk's salary May'26 – for internal audit & VAT return work £293.60	£293.60		LGA1972 s112
	Payment	DD	Yu Energy	Street Lighting <i>NOTE – Copy invoices requested</i>	£58.92	£ 9.82	PCA1957 s3
	Payment	BACS	Open Spaces Society	Annual subscription <i>NOTE – Sue Porter to confirm regarding invoicing</i>	£45.00	£ TBC	LGA1972 s111
	Payment	BACS	Leicestershire Gardens	Grass Mowing – March & April	£ 1,080.00	£180.00	HA1980 s96
	Payment	BACS	Gallagher insurance	Insurance renewal as agreed in 05/05/26 meeting NOTE - <u>paid on 18/05/2026 as approved at 05/05/26 meeting</u>	£1,208.12	£124.09	LGA1972 s111

	Payment	DD	Talk Mobile	Clerk's mobile phone rental	£12.79	£2.13	LGA1972 s111
	Payment	BACS	The PCC for Northamptonshire	Return of unspent funds <i>NOTE - approved as May meeting but documentation received 19/05/2026</i>	£63.70	£0	LGA1972 s111
	Payment	DD	HMRC	Payroll	£480.20	£0	LGA1972 s111
	Payment	DD	Unity Bank	Service charge	£7.00	£0	LGA1972 s111
	Payment	BACS	Cllr. Sian Thomas	Expenses – Trees & tree guards for orchard	£386.99	£0.00	LGA1972 s111

9.2 Income Received:

T Pearce	Barn Rent	£ 125.00
VAT refund		£1,232.10
Unity Trust	Interest	£ Not received as at 26/05/2026 – update on next Agenda`
WNC	½ Year Precept	£ 8,062.00
	Total	£ 9,419.10

9.3 Bank account balances as at **21.05.26**:

Unity Current Account	£ 9,536.41
Unity Deposit	£23,172.77
Total	£32,709.18

(Less June Payments £ 4,103.77) as listed above

Total Funds at Bank £28,605.41

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

