Minutes of the Meeting of Staverton Parish Council

Date	Location	Start Time	End Time
02 June 2026	Staverton Village Hall	7:30pm	9:54pm
Attendees: Parish Councillors: AJ Duncan (AJ) - Chairman, J Golding (JFG), H Lindsay (HL), T Moriarty (TM), S Thomas (ST), WNC Councillor R Frost, WNC Councillor C Hastie, V Thomas (Clerk), and 6 members of the public			
Apologies: Councillor D. Blackmore (DB), Councillor J Granfield (JG)			

NOTE – Words shown in brackets [ ] in these Minutes are agreed amendments to the draft Minutes.

1 OPENING PROCEDURES

1.1 Approve apologies for absence – Cllr. Blackmore, Cllr. J Granfield

1.1a Chairman's Announcements
1.1a1 Magazine has been published again – Thanks to Cllr. S. Thomas for the work to achieve this.
1.1a2 New signs – not yet commissioned.
ACTION – Clerk to contact the supplier to place the order.

1.1a3 Asset of Community Value – Review due in July 2026. [The review has to be completed within eight weeks which is the 19th of June and then (within a further 28 days) the owners can appeal if they don't get a favourable review.]
1.1a4 Playing field inspection – Booked for June and then annually.
1.1a5 Village Hall costs – 2 additional meetings confirmed as the reason for the additional costs.
1.1a6 Clerk mobile phone – Thanks to the Clerk for organising this at a lower cost than initially expected.
1.1a7 Police AGM report received
ACTION – Clerk to send to Cllr HL to upload to the website.
1.1a8 Jurassic Way sign – Quote received and is on the agenda for today.
1.1a9 ST is only able to attend the first part of the meeting

2 GOVERNANCE

2.1 Declaration and nature of interest
The Chairman brought this item forward in the agenda and declared an interest in item 1.2 Co-option of Councillor, and stated that, following advice from Danny Moody at NCALC, the Chairman would recuse himself from that part of the meeting and the parish councillors present would need to elect a chairperson for item 1.2. If a chairperson could not be agreed, the item would need to be carried forward to the following meeting. The Chairman asked the Clerk to invite the parish councillors present to elect a chairperson. The Chairman left the meeting.

2.2 Consideration of dispensation requests received - None.

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.
After the Chairman left the meeting, the Clerk invited the parish councillors present to appoint a chairperson. The parish councillors present could not agree a chairperson for this part of the meeting, so the co-option of a new parish councillor was deferred to the next meeting. The Chairman returned to the meeting.
ACTION – Clerk to add this to the agenda for the next meeting.

1.3 **Review of Policy Documents and PC Risk Assessment**
JFG proposed that following his review of the current policies of the parish council, notes of which were shared with the other parish councillors prior to the meeting, the proposed analysis of each policy stating whether updates were required or not be adopted together with JFG's proposed amendments. JFG read out each of the proposed amendments.

It was resolved to accept JFG's assessment of policies not requiring amendment, namely:
002 Open Forum and Public Speaking at Council Meetings
004 Attendance of Council Representatives at Meetings with Outside Authorities
005 Policy for Dealing with Depensation Requests
006 Equality and Diversity Policy
008 Complaints Policy

009 Press and Media Policy
010 Planning Policy – This will be reviewed alongside the emerging Staverton Neighbourhood Plan. The number of listed buildings amended to 27 + 2 tombs.
012 Parish Memorial Seat Plaque
013 Health and Safety Policy
014 No policy listed in the review.
015 Social Media Use
016 Use of Village Green
019 Human Resources Policy
020 Bribery and Corruption Policy
021 Sickness and Capability Policy
022 Parish Matters Planning Policy

It was resolved to accept JFG's proposed amendments to policies:
001 Council Communications with Outside Authorities – To include Parish Matters Planning Policy.
003 Public Submission of items for Inclusion on the Agenda – Review amended to 6 months.
007 Clerk's Appraisal – Update to reflect Chairman's authority to determine appointment of replacement.
011 Minutes Policy – Part 3 to be amended.
ACTION – JFG to provide proposed wording for Part 3 at next meeting.
ACTION – Clerk to add to the agenda for the next meeting.
017 Flexible Working Policy – Clerk's working hours amended to 26 hours.
018 Grievance Policy & Procedure - Remove reference to Human Resources (HR) Representative.
ACTION – Chairman (AJ) to provide proposed at next meeting.
ACTION – Clerk to add to the agenda for the next meeting.

Risk Assessment
The last review was 03/06/2025.
It was resolved no further review or changes were required.
ACTION - Clerk to update the Risk Assessment to show the review date of 02/06/2026.

1.4 Review of Asset Register
It was noted that JFG currently holds the Deeds for the Playing Field pending completion of the Land Registry work JFG is undertaking. It was noted that streetlight 36 no longer exists.
It was resolved that streetlight 36 be removed from the Asset Register and that JFG will return the Playing Field Dees to the Clerk as soon as the Land Registry work is completed.
ACTION – Clerk to update the Asset Register
ACTION – JFG to return the Playing Field Deeds to the Clerk

1.5 Appointment of parish council representatives
1.5.1 Vehicle Activated Sign (VAS)
It was resolved that Simon Evans (SE) will train TM to manage this alongside SE.
1.5.2 Media Representative
It was resolved that HL will undertake this role.
1.5.3 Grass mowing
It was resolved that JFG will undertake this role.
1.5.4 Website & Facebook
It was resolved that HL will undertake this role and obtain training from Simon Parrish.

3 OPEN FORUM
3.1 Public time for questions. Time limited to 15 minutes with each person limited to 3 minutes speaking time.
No issues were raised.

4 MINUTES
4.1 **APPROVE MINUTES** of the Parish Council Meeting held on **Tuesday 5th May 2026**
JFG's proposed amendments were reviewed.
It was resolved to accept JFG's amendments.
ACTION – Clerk to amend the minutes, label as "Approved" and reissue to parish councillors.
ACTION - Chairman to sign the revised minutes and return the signed version to the Clerk.
ACTION – HL to publish the revised & signed minutes on the website.

5. PLANNING
None

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

6.1 Monthly WNC Update

Cllr. R. Frost gave an update regarding the 02/06/2026 meeting with Highways regarding observations relating to the Kier contract and reporting inaccuracies. Cllr. R. Frost stated that the observations regarding inaccuracies in Kier's reporting were accepted by Kier who had confirmed that the individual responsible is now on a performance improvement plan (PIP). Cllr. R .Frost will continue to monitor the situation to ensure reporting accuracy improves.

Cllr. C. Hastie suggested Kier works with a Community Warden to ensure minor repairs are completed and to develop a link with parishes/Ward Councillors, so Kier's understanding of the Ward improves. Cllr. C. Hastie stated that the contract with Kier is under review as the KPIs and SLAS in the contract have changed and an audit is required to ensure invoicing is accurate.

Cllr. R. Frost commented that it has taken over 2 ½ years to progress this.

7. BUSINESS

7.1 Approve Internal Audit Report 2025-26

The Chairman confirmed all parish councillors had received the Internal Audit report as circulated by the Clerk. [The internal audit was carried out by Katrina Jones (Northants CALC Internal Audit Service) on 08/05/2026 and was able to answer yes to all questions and signed the reports on 08/05/2026]

It was resolved to approve the Internal Audit report.

7.1.a Proposal to recover the external audit fee relating to WNC CIL funds error. Audit fee estimated at £400. It was proposed that the actual additional external audit cost is confirmed. Ward Cllr. R Frost confirmed that West Northants Council (WNC) accepted the incorrect transfer of funds was their error.

It was resolved that the parish council will not pay the additional audit fee until WNC pays the additional cost to the parish council [put the two parties together to resolve the issue.]

<u>ACTION</u> - TM to liaise with Ward Cllr. R Frost.

<u>ACTION</u> – Clerk to add this to the agenda for the next meeting.

7.2 Approve Annual Governance Statement 2025-26

[**Section 1 - Annual Governance Statement 2025-26**

The Annual Governance Statement was reviewed.

It was resolved that Section 1 – Annual Governance Statement 2025 – 2026 be approved and signed by the Chair Cllr. AJ Duncan and Clerk & Responsible Officer Vanessa Thomas. 1 abstention (JFG).]

<u>ACTION</u> – Clerk to submit the signed form to the auditors (PKF).

7.3 Approve Annual Accounting Statement 2025-26

[The Annual Accounting Statement was reviewed.

It was resolved that Section 2 – Annual Accounting Statements 2025 – 2026 as signed by the Responsible Financial Officer Sue Clerk be approved and signed by the Chair Cllr. AJ Duncan. Sue Porter prepared Section 2 for signature as she was the Clerk and RFO at the time for submission to the internal auditor, Sue Porter left the post as Clerk and Vanessa Thomas commenced as Clerk.]

The

<u>ACTION</u> – Clerk to submit the signed form to the auditors (PKF).

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.

It was resolved that the parish council accept the proposed cost sharing.

<u>ACTION</u> – Clerk to book the course.

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.

The document circulated to the parish councillors, by the Chairman, prior to the meeting was discussed. It was agreed that public consultation will be an important part of any Neighbourhood Plan. TM gave an update about the village status and stated that WNC is currently reviewing [c.6,200] responses and the next consultation is expected in September 2026. Ward Cllr. R. Frost stated that the village needs to

agree where it can accommodate housing as part of the proposed NDP and that if the village status is downgraded as a result of the current challenge, an NDP may not be required.
It was resolved to defer the appointment of a Steering Group to the next meeting.
ACTION – Clerk to add to the agenda for the next meeting.

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.
It was resolved to defer this to the next meeting as DB was not present in the meeting.
ACTION – Clerk to add to the agenda for the next meeting.

7.7 Propose that the parish council adopts a confidential email policy.
The document circulated to the parish councillors, by the Chairman, prior to the meeting was discussed. No amendments were proposed.
It was resolved to adopt this policy.
ACTION - Clerk to add a reference number for the policy and add the policy to the Administration/Policies folder.

7.8 Propose that ownership of parish council website and Facebook page is reviewed to agree an owner for these following SP resignation.
This was discussed and agreed earlier in the meeting – see 1.5.4 above.

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.
The Chairman read out the Pawsons Tree Care estimate for re-pollarding the willows (G1) following a safety concern raised by the school. JFG stated that the trees are owned by WNC as they are on the highway. TM confirmed that he has advised the school of this previously.
It was resolved that the Clerk will email Mike Venton at WNC to make him aware of the potential safety concerns raised by the school.
ACTION – Clerk to email Mike Venton and copy the school in this correspondence.

7.10 Unity Bank – Mandate Update – New Clerk being added.
The Clerk gave an update that this is progressing, and Unity Bank had advised they are still within their SLA for completing this change.

7.11 Propose that a there be a published postal address for the parish council as this has been requested by the OFPCC and RoSPA.
Various potential postal addresses were discussed but none were considered appropriate. RoSPA currently has DB's address for correspondence relating to the playing field, and the Fire and Police Commissioner has TM's address for items relating to crime prevention and speed watch.
It was resolved to continue to use DB's and TM's addresses and not publish any other address for the parish council unless this proves necessary in the future. If a need arises, it will be included for discussion in the agenda for the relevant meeting.

7.12 Propose that internal bank transfers are made to correct account balances on the current and deposit accounts (JFG).
JFG referred to the transaction details he had published prior to the meeting regarding transfers required.
It was resolved to accept JFG's proposed transfers.
ACTION – Clerk to arrange for the transactions to be completed.

7.13 Proposal to review the ongoing annual membership for the Open Spaces Society (OSS) (£45.00/year)
The benefits of the OSS membership were discussed.
It was resolved to continue this membership.

8. PC REPRESENTATIVE UPDATES

8.1 Vehicle Activated Signs (Once new representative agreed)
Discussed previously in the meeting – see 1.5.

8.2 Highways (TM)
8.2.1 40mph speed limit – A425
TM advised that this [will be reviewed once the effect of the 20 mph speed limit in the village has been ascertained.]
It was resolved to remove this from the agenda going forward.
ACTION – Clerk to update the agenda to remove this item.
8.2.2 20mph Road Traffic Order

TM advised that [installation of the 20 mph limit is imminent (June/July)]
8.2.3 A425 Road Crossing at Malabar/Drayton Lodge
TM advised that]WNC is now in a position to approve the plans for the green link and the A425 crossing point.]
8.2.4 Bus Service Complaint
No update re S106 funds. This has been escalated to Ward Cllrs R Frost & C Hastie
8.2.5 Transport Scheme following withdrawal of the Ability Community Bus
It was resolved to remove this from the agenda going forward.
<u>ACTION</u> – Clerk to update the agenda to remove this item.

8.3 **Playing Field (Denise & Bruce Blackmore)**
8.3.1 ROSPA annual inspection plan
Inspection due in June and then annually as stated in the Chairman's announcements 1.1a4 above

8.4.1 **Street Lighting (JG)**
8.4.1Church Street – progress following agreement to accept quote from E-On
Stump covered in tree cuttings.
<u>ACTION</u> – AJ to review and report at the next meeting.

8.5 **Police Liaison (TM)**
8.5.1 Community Speed Watch
Ongoing weekly with speeds registered between 37 and 53 miles per hour.
8.5.2 Crime Prevention in a Box
Equipment received comprised of 100 plastic bags with leaflets, 5 smart water kits.
It was resolved to remove this from the agenda going forward.
<u>ACTION</u> – Clerk to update the agenda to remove this item.

8.6 **Rights of Way (JFG)**
Nothing to report.

8.7 **Social Media** (Once new representative agreed)
No update as awaiting co-option of new parish councillor.

8.8 **Website**
It was agreed in 1.5 above that HL will undertake this role.

8.9 **Defibrillator (DB)**
8.9.1 funding application for additional defibrillator
TM gave an update that a new defibrillator will cost £850 and will make a proposal at the next meeting
<u>ACTION</u> – Clerk to add to the agenda for the next meeting.

8.10 **Grass Mowing Representative**
It was agreed earlier in 1.5 above that JFG will undertake this role.
<u>ACTION</u> – JFG to review the cost of grass cutting and provide an update at the next meeting regarding the number of cuts completed year to date.
8.10.1 Damage to Village Green and Signpost – Community action update to be provided.

8.11 **Trees (AJ)**
AJ thanked TM, JFG, and DB for their work repairing the village green. Recovering the cost of the replacement post to be reviewed at the next meeting.
<u>ACTION</u> – Clerk to add to the agenda for the next meeting.

8.12 **Staverton Parish Magazine (ST)**
As ST was not present by this point in the meeting, AJ gave an update that the latest publication of the magazine has been delivered.

8.13 **Community Orchard project (ST)**
As ST was not present by this point in the meeting, AJ gave an update that 9 fruit trees have been planted and the official opening of the orchard is to be arranged. One tree guard is yet to be installed and 1 tree has not yet been planted.

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	£457.45		[illegible]
			S Porter	Former Clerk's salary May'26 – for internal audit & VAT return work £293.60	£293.60		[illegible]

Payment	DD	Yu Energy	Street Lighting *NOTE – Copy invoices requested*	£58.92	£ 9.82	PCA1957 s3
Payment	BACS	Open Spaces Society	Annual subscription *NOTE – Sue Porter to confirm regarding invoicing*	£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 05/05/25 meeting. **NOTE - paid on 18/09/2025 as approved at 09/09/25 meeting**	£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 OPFCC](Office of the Police, Fire & Crime Commissioner)] for Northamptonshire	Return of unspent funds *NOTE - approved as May meeting but documentation received 19/05/2025*	£83.70	£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 25/05/2025 – update on next Agenda
WNC	½ Year Precept	£ 8,062.00
	Total	**£ 9,419.10**

9.3 Bank account balances as at **21.05.25:**

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

It was resolved to agree all payments and balances in the bank and future agendas to reflect the ring-fenced funds once the transfers agreed in 7.12 have been completed.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 7th July 2025 - 7:30pm

Signed ____________________

Signed by (print name) ANDREW DAWSON (CH)

Date 1/9/26.