Minutes of the Meeting of Staverton Parish Council

Date	Location	Start Time	End Time
07 July 2026	Staverton Village Hall	7:30pm	9:59pm
Attendees: Parish Councillors: AJ Duncan (AJ) - Chairperson, D. Blackmore (DB) - Vice Chair J Golding (JFG), H Lindsay (HL), T Moriarty (TM), , WNC Councillor R Frost, WNC Councillor C Hastie, V Thomas (Clerk), and 7 members of the public			
Apologies: Councillor J Granfield (JG), WNC Councillor R. Frost			

Note – Words shown in brackets [ ] are agreed amendments to the draft minutes.

1 OPENING PROCEDURES

1.1 Approve apologies for absence

It was resolved to accept apologies from Cllr. J. Granfield and WNC Ward Councillor R. Frost.

1.2 Sound quality issues with meeting recordings

The Chairperson explained that recordings are currently made using the Chairperson's mobile phone and that this had been placed more centrally in the room to try and improve the sound quality of the recording. The Chairperson explained that using a mobile phone enables the sound file to be compressed for easier sharing of the file, but it was noted by JFG that the recording is then not as easy to edit compared with the previous method of recording meetings. The Clerk requires training in the use of the previous recording device. [It was noted that we will still have the former recording device. JFG questions that the former arrangement where he had undertaken the recordings to relieve the Clerk was abandoned and the responsibility passed back to the Clerk. However, we how had another parish councillor (the Chairperson) undertaking that same responsibility which was not the intention. JFG proposed that we should revert to that previous arrangement with the circulation as necessary until the Clerk is able to perform this.]

It was resolved that once the Clerk has been trained to use the previous recording device, the Clerk will manage the recording, file sharing, and deletion, and that, in accordance with the Standing Orders, the recording will not be published on the website.

1.3 Chairperson's announcements

1.3.1 Community Orchard - The last tree has now been planted, and DB is watering the trees.

1.3.2 Solar proposal – Staverton Education [Fund] – The Chairperson read out an email received from Dahu Energy regarding their proposal.

It was resolved that the Chairperson will forward the email to JFG as Secretary to the [Staverton Education Fund].

1.3.3 Community payback – The Chairperson stated the group are doing a good job of tidying paths in the village and the resulting piles of vegetation are being cleared by the Chairperson. HL thanked the Chairperson and other councillors involved for their work. The Chairperson expressed his thanks to John Davis for cutting the grass at the playing field.

1.4 Co-option of Councillors - following the resignations of Simon Parrish (21/04/2026) and expression of interest from two people – Heather Bell and Simon Parrish.

The Chairperson explained there was no need for him to withdraw from the meeting as Heather Bell was not at the meeting and will consider joining next month. The Chairperson proposed that Simon Parrish be co-opted as a Councillor. HL seconded this proposal. Vote was 4 to 1 in favour.

<u>ACTION</u> – Clerk to send Declaration of Acceptance of Office form to Simon Parrish to sign.

1.5 Resignation of Sian Thomas (18/06/2026).

The Chairperson expressed regret about Sian Thomas' resignation and commented that she was doing a wonderful job with the magazine and that some villagers had also expressed their thanks for this. JFG enquired whether there was more information regarding Sian Thomas's resignation. The Chairperson confirmed there was written correspondence which Sian has agreed can be shared with the Council.

It was resolved that the Chairperson will circulate Sian Thomas' resignation emails to the parish councillors.

1.6 Appointment of Parish Council Representatives – (Delegated Responsibilities & Terms of Reference):

1.6.1 Staverton Matters Magazine – The Chairperson stated that Sian Thomas is not able to continue this work so, if the magazine is to continue, another person will need to undertake this work. TM volunteered to do this. DB advised that M. Green is still happy to continue working with the council on the magazine.

It was resolved that TM will be the representative for the magazine and the Chairperson thanked TM for volunteering.

1.6.2 Community Orchard – DB advised that the willow tree guards are ready to install and the invoice has been received from Deb Jones Willow. The illustration for the sign is with Deb Jones Willow to arrange the artwork. A member of the public (Annie) offered to keep the council updated regarding the orchard. DB stated that the initial deadline to use the grant was 31st March 2026, but Sian Thomas

agreed an extension to this deadline, so the funds do not need to be returned. The Chairperson read out the email from Sian Thomas confirming this. DB read out an email from Sian Thomas regarding the eligibility criteria for the grant and the requirement for a written report and photos to be provided on completion of the project. DB stated that Sian's initial submission received recognition for its high quality.
It was resolved to review the expenditure on the orchard.
ACTION – Clerk – Add to the next agenda a review of the total cost expended compared with the grant received.
ACTION – JFG – Draft a letter to Martin Wilson at WNC and email to the Clerk for sending.
ACTION – Clerk – Email the letter to Martin Wilson at WNC (martin.wilson@westnorthants.gov.uk) and copy WNC Cllr. C. Hastie in the email.
ACTION – DB – Liaise with Sian Thomas to obtain the documents already submitted and circulate these to the parish councillors.

2 GOVERNANCE

2.1 Declaration and nature of interest
None

2.2 Consideration of dispensation requests received.
None

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.
A member of the public pointed out a typo in the above statement.
ACTION – Clerk to amend the statement to read "Public time for questions. Time limited to 15 minutes with each person limited to 3 minutes speaking"
time.

4 MINUTES

4.1 APPROVE REVISED MINUTES of the Parish Council Meeting held on **Tuesday 5th May** to reflect the changes agreed in the Parish Council Meeting held on **Tuesday 2nd June** 2026.
It was resolved to accept the minutes, and these were signed by the Chairperson.
ACTION – Clerk – Send scanned signed minutes to HL to publish on the website.

4.2 APPROVE MINUTES of the Parish Council Meeting held on **Tuesday 2nd June** 2026.
The Clerk read out the amendments required following confirmation of the external audit and amendments proposed by TM and JFG.
It was resolved that the Clerk will circulate a draft of the minutes showing the amendments. These will then be reviewed for approval at the next meeting.
ACTION – Clerk – Circulate updated draft minutes.

5. PLANNING
None

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

6.1 Cllr. C Hastie stated that the Kier contract is still under review. Regarding the roadside grass not being by WNC, Cllr. C. Hastie will ensure this is on site to ensure the correct area is cut. JFG commented that the boundary area had been cut and agreed to provide the information to Cllr. C. Hastie. Cllr. C. Hastie confirmed that he will check if the September date for grass cutting mentioned by TM from recent emails is the second cut. Improvements to roads is ongoing and HS2 work is expected to complete repairs soon. The overpayment of the CIL money will be discussed as the next item on the agenda today. The Neighbourhood Plan is later on the agenda today.
ACTION – JFG – Email Cllr. C. Hastie information regarding boundary grass cutting.

7. BUSINESS

7.1 Proposal to recover the external audit fee relating to WNC CIL funds error. Audit fee estimated at £400. TM to provide an update and proposed action.
The Chairperson provided an update stating the WNC confirmed the overpayment was their error and that an external audit will be required as advised by NCALC (Danny Moody) and the external auditor (PKF).
JFG stated that the overpayment should have been returned to WNC more quickly and that there was an email from WNC providing details to repay WNC.
It was resolved that the Chairperson will contact WNC to recover the additional audit cost, expected to be c.£260.00.
ACTION – AJ – Contact WNC to recover the additional audit costs.

ACTION – JFG – Circulate WNC email to parish councillors.

7.2 Review of the anonymous donation received regarding publication of the magazine (To be discussed confidentially).

Following a proposal by the Chairperson, this item was moved to the end of the agenda so the item could be discussed without members of the public present.

7.3 Proposal to review JFG proposed changes to policies, brought forward from 02/06/2026 meeting.

7.3.1 **Policy 011 Minutes Policy** – Part 3 to be amended. JFG to provide proposed wording.

JFG proposed an amendment to 4 working days. TM stated that several areas of the policy conflict with the Standing Orders and therefore require revision.

It was resolved to adjourn this item and add to it the next meeting agenda.

ACTION – TM – Circulate the draft proposed policy to the councillors for review before of the next meeting.

ACTION – Clerk – Carry forward to agenda for next meeting.

7.3.2 Policy 018 Grievance Policy & Procedure - Remove reference to Human Resources (HR) Representative. Chairperson (AJ) to provide proposed wording.

The Chairperson apologised that, due to work commitments, this has not yet been completed.

It was resolved to adjourn this item and add to it the next meeting agenda.

ACTION – AJ – Circulate the draft proposed policy to the councillors for review before of the next meeting.

ACTION – Clerk – Carry forward to agenda for next meeting.

7.4 Propose decision be agreed regarding whether anonymous donations to parish council initiatives should continue to be accepted and, if so, adopt a policy regarding anonymous donations, as per draft circulated by Chairperson on 01/06/2026.

JFG commented that the draft policy contains contradictory wording and suggested the proposed policy should be expanded to cover all donations, not just anonymous donations. JFG agreed to review the current draft proposed policy and provide a revised proposal.

It was resolved to adjourn this item and add to it the next meeting agenda.

ACTION – JFG – Circulate the draft proposed policy to the councillors for review before of the next meeting.

ACTION – Clerk – Carry forward to agenda for next meeting.

7.5 AJ to propose there is a Steering Group to progress a triple track approach to strategic planning to include a Neighbourhood Development Plan (NDP), Development Plan (DP), and Local Plan (LP).

The Chairperson apologised that, due to work commitments, this has not yet been completed.

It was resolved to adjourn this item and add to it the next meeting agenda.

ACTION – Clerk – Carry forward to agenda for 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.

DB apologised that this has not yet been completed. It will be completed when time permits.

It was resolved to adjourn this item and add to it the next meeting agenda.

ACTION – Clerk – Carry forward to agenda for next meeting.

7.7 Proposal to obtain a second defibrillator at expected cost of £850 (TM).

TM suggested this was deferred to the next meeting when more councillors should be present.

It was resolved to adjourn this item and add to it the next meeting agenda.

ACTION – Clerk – Carry forward to agenda for next meeting.

7.8 Proposal to recover the cost of the replacement post for the village green following damage by a haulier's vehicle. (JFG)

JFG confirmed that he has the post and the invoice is with the Clerk. A copy of the invoice was passed to the Chairperson to pursue recovery of this cost from the haulage company. JFG/HL/Simon Parrish will install the new post.

ACTION – AJ – Contact the haulage company to recover the cost.

7.9 Propose a decision regarding the existing Parish Online account for Zoho Mail following receipt of a warning message that current storage is approaching the existing 5GB limit. Options are:

1. 10GB - £24 + VAT/year
2. 30GB - £42 + VAT/year
3. 100GB - £62 + VAT/year

4. Review and delete old emails – Time required for this is unknown. Clerk does not have time capacity to undertake this review.

The Clerk explained that the current storage capacity limit has been reached and a temporary 10GB has been instigated by Parish Online.

It was resolved that an increased storage capacity of 30GB be purchased from Parish Online.

<u>ACTION</u> – Clerk – Contact Parish Online to confirm the upgrade to 30GB.

7.10 Proposal to pay Clerk overtime for attending NCALC New Clerk course on Saturday 5th and Saturday 12th September (total 12 hours across the two days), following the same cost sharing agreed for booking the course = Staverton to pay 1/3rd (4 hours) and the Clerk's other council paying 2/3rd (8 hours), as the additional hours cannot be accommodated within the Clerk's contracted hours.

The Clerk explained that as both of the training sessions are on a Saturday and occur in the same week as parish council meetings, this does not afford the Clerk the capacity to flex hours to accommodate the training and core duties. Vote 4 in favour and 1 abstention (JFG).

It was resolved to pay the Clerk the requested 4 hours overtime.

7.11 Asset Register – Receive an update regarding the Land Registry work relating to the playing field and return of the Deeds to the Clerk (JFG)

JFG confirmed this work is due to complete in January 2027. The Chairperson proposed removing this from the agenda.

It was resolved to remove this item from the agenda.

<u>ACTION</u> – Clerk – Remove this from future agendas.

7.12 Receive an update regarding the internal bank transfers following acceptance of JFG's proposed transfers at the 02 06 2026 meeting.

JFG confirmed all transfers completed.

It was resolved to remove this item from the agenda.

<u>ACTION</u> – Clerk – Remove this from future agendas.

7.13 Proposal to review allotment fees for September 2026 – September 2027 and decide whether any increase is required.

DB stated that there is a scale of charges determined by the size of each plot and as the current allotments do not have water, as other sites do, the current charges reflect this.

It was resolved to maintain the current charges.

<u>ACTION</u> – Clerk – Send out invoices for allotment charges as they become due.

8. PC REPRESENTATIVE UPDATES

8.1 Vehicle Activated Signs (TM)

TM stated there is no update at this time and the item will be carried forward to the next meeting.

8.2 Highways (TM)

8.2.1 20mph Road Traffic Order

TM stated there has been no response yet and the item will be carried forward to the next meeting.

8.2.2 A425 Road Crossing at Malabar/Drayton Lodge

TM stated there is no update, but the crossing is required for safer access to the bus stop. WNC Cllr. C. Hastie stated that WNC Cllr. R. Frost can assist with this.

8.2.3 Bus Service Complaint

TM stated that a complaint has been raised to the Local Government Ombudsman and a Freedom of Information request has been made. WNC Cllr. R. Frost is also assisting with this. The demand for the bus service is being disputed and WNC Cllr. C. Hastie will progress this.

<u>ACTION</u> - TM continue to pursue this complaint.

8.3 Playing Field (Denise & Bruce Blackmore)

8.3.1 ROSPA annual inspection plan – expected in July 2026.

DB stated that the inspection has been completed and was good value for money. An issue has been identified with the matting and a loose bolt on the basketball hoop. The split seats on the roundabout were not identified as an issue during the inspection. The cost for a fitness group/equipment is expected to be £4,000.00. DB to investigate funding options for this, matting, and roundabout seats e.g., National Lottery, Tesco. WNC. Cllr. C. Hastie suggested contacting Newnham Parish Council to investigate whether a joint/bulk purchase may provide benefits.

<u>ACTION</u> – DB - Source the required bolt for the basketball hoop.

<u>ACTION</u> – DB - Contact Newnham Parish Council to investigate joint/bulk purchase options.

<u>ACTION</u> – DB - Provide proposed costs and funding for roundabout seats and matting.

<u>ACTION</u> – Clerk – Add this to the Business section of the next meeting agenda.

8.4 Street Lighting (JG)

8.4.1 Church Street – progress following agreement to accept quote from E-On. Stump covered in tree cuttings (AJ to provide update).
Eon stump work completed. No other update as JG not present.

8.5 Police Liaison (TM)
8.5.1 Community Speed Watch
TM stated that Speed Watch is continuing and performance is average compared to other areas.

8.6 Rights of Way (JFG)
JFG stated that a kissing gate, which appears to be on the edge of land on the boundary of WNC Cllr. R. Frost land, is rotting.
ACTION – JFG – Contact WNC Cllr. R. Frost to resolve. If it is not on WNC Cllr. R. Frost land, report the rotting gate on Fix My Street.

8.7 Social Media (Once new representative agreed)
No update until a new representative has been appointed.

8.8 Website (HL)
HL confirmed all is now up to date.

8.9 Defibrillator (DB)
DB confirmed all is working OK.

8.10 Grass Mowing (JFG)
8.10.1 Damage to Village Green and Signpost – Community action update to be provided.
JFG stated some complaints have been received regarding the quality of the mowing and parked cars impacting mowing. The 2-weekly cut is not always completed during very hot/dry weather.
8.10.2 Update on costs and the number of cuts completed year to date.

8.11 Trees (AJ)
AJ stated there is nothing to report.

8.12 Staverton Parish Magazine (ST)
The Chairperson confirmed this has already been covered earlier in the agenda.

8.13 Community Orchard project (ST)
The Chairperson confirmed this has already been covered earlier in the agenda.

9 FINANCE – For copy invoices see appendix published to parish councillors prior to the meeting.

9.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
9.1.1	Payment	BACS	V Thomas	Clerk's Net Salary June '26 £340.10 Expenses £45.86	£385.96		LGA1972 s112
9.1.2	Payment	BACS	Buy Print Today Ltd	Printing of Staverton Matters magazine INV-015909 26/05/26	£185.00	Zero rated	LGA1972 s111
9.1.3	Payment	BACS	D Blackmore	Paint for playground	£112.30	£18.70	CIL funds
9.1.4	Payment	BACS	Eon	Invoice 6018819546 disconnect column to tip	£699.24	£116.54	LGA1972 s111
9.1.5	Payment	BACS	Creative Sign Design Ltd	Invoice 1011375	£690.00	£115.00	CIL funds
9.1.6	Payment	BACS	Leicestershire Gardens	Grass Mowing – Invoice No. 26/064 4th & 18th May 2026	£720.00	£120.00	HA1980 s96
9.1.7	Payment	BACS	Michael Green Design	Design artwork for Staverton Matters magazine invoice no. 1238	120.00	20.00	LGA1972 s111
9.1.8	Payment	BACS	Playsafety Ltd	Annual inspection of playing field invoice no.99014	123.60	20.60	LGA1972 s111
9.1.9	Payment	DD	Yu Energy	Street Lighting invoice no. 03948903 – paid 08.06.26	£50.70	£ 2.41	PCA1957 s3
9.1.10	Payment	DD	Talk Mobile	Clerk's mobile phone rental – June 2026 – Expected 24.06.26 by Direct Debit	£11.95	£1.99	LGA1972 s111
9.1.11	Payment	DD	Unity Bank	Service charge - Expected 30.06.26 by	£7.00	£0	LGA1972 s111

			Direct Debit				
				Total payments	£ 3,105.75	£415.24	

The Chairperson stated that he believed the donor was paying for the first two issue of the Staverton Matters magazine and would pay the sums in 9.1.2 and 9.1.7 into the parish council bank account.
It was resolved to approve these payments and to contact the donor to confirm a donation for items 9.1.2 and 9.1.7.
ACTION – AJ – Speak to the donor about payment for items 9.1.2 and 9.1.7.
ACTION – TM – As one of the signatories on the bank, to approve the bank transfers set up by the Clerk.

9.2 Income Received:

T Pearce	Barn Rent 16.06.26	£	125.00
Unity Trust	Interest	£	Due end of June/early July – update on next Agenda

Ring-fenced

Magazine	£ 530.00
Barn roof	£4,893.69
CIL	£1,557.00

Total income received **£ 125.00**

The Clerk provided an update regarding CIL funds. A tracker has been created to record all transactions relating to CIL funds. The current corrected balances, following payment of the two CIL items 9.1.3 and 9.1.5 shown above are:

CIL £9,036.46 – Held in Unity Deposit Account (shown in 9.3 below)

Ring-fenced

Magazine	£ 530.00
Barn roof	£4,893.69
Orchard	£1,520.00

9.3 Bank account balances as at **25.06.26:**

Unity Current Account	£ 3,420.54
Unity Deposit	£27,039.46 - CIL £9,036.46
Total balance at bank	**£30,460.00**
(Less July Payments	£ 3,105.75) as listed above.
Total Funds at Bank	**£27,354.25**

It was resolved to approve the bank balances.

9.4 Proposal to transfer £6,000 from Deposit account to Current account to provide available funds for payments expected over the forthcoming two months.
It was resolved to approve the following transfers from the Deposit account to the Current account:
9.4.1 £ 112.30 in respect of item 9.1.3
9.4.2 £ 690.00 in respect of item 9.1.5
9.4.3 £3,200.00 to provide for future expenditure.
ACTION – Clerk to set up the bank transfers.
ACTION – TM to approve the transfers.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 4th August 2026 - 7:30pm

Signed ______________________

Signed by (print name) AJ Duncan

Date 1/9/26