

Minutes of the Meeting of Staverton Parish Council

Date	Location	Start Time	End Time
04 August 2026	Staverton Village Hall	7:30pm	9:29pm
Attendees: Parish Councillors: AJ Duncan (AJ) - Chairperson, D. Blackmore (DB) - Vice Chair J Golding (JFG), J. Granfield (JG), H Lindsay (HL), T Moriarty (TM), WNC Councillor C Hastie, V Thomas (Clerk), 8 members of the public			

NOTE – Words show in brackets [] are agreed amendments to the draft minutes.

1 OPENING PROCEDURES

1.1 Approve apologies for absence

It was resolved to accept the apology for absence from WNC. Cllr. R. Frost

1.2 Chairmans announcements.

An update was provided regarding recovery of the cost for the damaged signpost on the village green (as per item 7.8 of the agenda) confirming that the cost of £144.00 had been recovered from the haulage company who were helpful in resolving this and apologised for the damage caused.

1.3 Co-option of a new parish councillor.

Two expressions of interest were received from Louise Whyte and Charlie Hill.

It was resolved to hold a private vote which resulted in Charlie Hill being coopted to the Council (Vote result was Charlie Hill 4, Louise Whyte 3.)

It was resolved that the Clerk will contact candidates with the update and send the relevant forms to Charlie Hill for signing.

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

1.4.1 Community Orchard.

It was resolved that DB will take on this role.

It was agreed that the Social Media Representative role would be discussed as part of the agenda item relating to the Staverton Matters magazine.

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. Each person limited to 3 minutes speaking time.

No questions raised by the public in attendance.

4 MINUTES

4.1 APPROVE MINUTES of the Parish Council Meeting held on Tuesday 2nd June 2026, to reflect the changes in the revised version as discussed at the meeting of 2nd June and published by the Clerk prior to this meeting.

It was resolved that the Clerk will add brackets to the agreed amendments and reissue the minutes for signing by the Chairperson.

4.2 APPROVE MINUTES of the Parish Council Meeting held on Tuesday 7th July 2026 together with any proposed changes, as published by the Clerk prior to this meeting.

It was resolved that the Clerk will make the agreed amendments to section 1.2 and 1.3.2 to amend reference to the Reading Room Trust to read Staverton Education Fund, showing the changes in brackets, and reissue the minutes for signing by the Chairperson.

5 PLANNING

5.1 Planning consultation/Information for application reference 2026/2800/TCA Tree Work at The Lodge Glebe Lane, Staverton, NN11 6JF.

It was resolved there were no objections and the Clerk will submit this response to WNC.

6 REPORTS FROM WEST NORTHANTS UNITARY COUNCILLORS (C Hastie)

6.1 Monthly WNC Update

C. Hastie gave an update that the mowing is likely delayed due to lack of growth from the dry weather. It was noted that application reference 2024/56711/573 Highways Adoption Section 278 (Malabar Crossing) is now approved and awaiting approval from Bellway. SP advised C. Hastie of a dead tree at Glebe Lane but as the tree is WNC responsibility, no further action was required by the parish council.

C. Hastie agreed to update Cllr. R. Frost regarding a concern that damage to a road following the removal of 'cats' eyes', which was reported on Fix My Street, has been reported as completed but the work does not appear to have been carried out. C. Hastie gave an update about forthcoming changes to WNC Planning Department. C. Hastie left the meeting.

7 MATTERS ARISING FROM PREVIOUS MEETINGS

7.1 Summary of Actions - Progress update regarding actions previously agreed.

It was resolved that the report is useful and the Clerk will continue to publish the list of actions.

7.2 Community Orchard – Review of total cost expended compared with the grant received.

AJ thanked DB for taking on the Rep role for the orchard and sharing the costings. DB advised that the cost for the sign is to be confirmed, that manure may be obtained free of charge, and the bench will be discussed later as it is a separate agenda item. It was confirmed that as stated in the email received from Martin Wilson

- (WNC) the grant funds are to be spent and not returned.
- 7.3 Policies Review** - Proposal to review policies.
- 7.3.1 Policy 011 Minutes Policy** – Part 3 to be amended. JFG to provide proposed wording.
It was resolved to accept the proposed changes, and the Clerk will amend the policy to reflect these.
[It was resolved to accept all the changes to Policy 011, including those previously suggested to Part 3 by JFG, in order to align Policy 011 with Standing Order 12(f). The consequence of passing this resolution meant that the proposal of agenda item 8.6 to amend Standing Order 12(f) was rejected, and all reference to retaining recordings was removed from Policy 011.]
- 7.3.2 Policy 018 Grievance Policy & Procedure** - Remove reference to Human Resources (HR) Representative. Chairman (AJ) to provide proposed wording.
It was resolved that this be carried forward to the next meeting and the Clerk will add this to the agenda.
- 7.3.3 Donations policy** - Propose decision be agreed regarding adoption of a policy regarding acceptance of donations as circulated by JFG prior to the meeting. (JFG)
It was resolved to adopt the policy, and the Clerk will create the policy reference number and send to HL to add to the website.
- 7.4 Neighbourhood Development Plan** – Proposal to create 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). (AJ)
It was resolved that notifications be placed in the Bugle (TM) and on the Noticeboard (DB) to invite interested parties to join a Working Group.
It was resolved that the historic documents held by DB [and JFG] relating to the previous NDP work be passed to the Working Group once it is established.
- 7.5 Signs at the playing field** – Proposal 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 approve £30 for DB to purchase two signs.
- 7.6 Second defibrillator** - Proposal to obtain a second defibrillator at expected cost of £850 (TM).
It was resolved that this be carried forward to the next meeting as TM has applied to the British Heart Foundation for a free defibrillator so the Clerk will add this to the agenda.
- 7.7 Audit cost recovery** - Receive an update regarding recovery of the external audit fee relating to WNC CIL funds error. (AJ)
It was resolved that as WNC has agreed to reimburse the parish council for the additional cost, the Clerk will send the invoice to WNC (Cetina Robinson) once the parish council has received the invoice for this cost.
- 7.8 Damage to village green signpost** - Receive an update regarding recovery of the costs. (AJ)
It was resolved to thank [JFG and HL everyone] involved in carrying out the rectification work.
- 7.9 Email storage capacity** - Receive an update from the Clerk regarding the agreed increase to 30GB. The Clerk gave an update confirming that the agreed additional storage is now in place.
- 7.10 Clerk holiday dates** - Receive an update from the Clerk for August dates. The Clerk confirmed forthcoming holiday dates of 17th to 23rd August.
It was resolved that the Clerk will send a reminder to councillors prior to other holiday dates.
- 8. BUSINESS**
- 8.9 Staverton Matters website** - Proposal to create a working group, to include a villager who has offered Assistance and the current photographer, to progress the development of a Staverton Matters website and app to aid the design of the magazine. (AJ)
It was agreed to bring this item forward on the agenda.
 An update was received from Henry (member of the public) regarding functionality of the proposed online magazine and app.
It was resolved that Henry will share a link to the draft website for the magazine and that the Clerk will carry this item forward to the next agenda and in the meantime, TM will meet with Henry and Michael Green (Designer) to review the proposed solution.
- 8.1 Fitness Group** - Proposal to review the cost and funding options for fitness group/equipment (DB).
It was resolved that JFG will advise DB about using a strong adhesive to try to reattach the area of rubber mats which have lifted.
It was resolved that a review of adult fitness equipment be included in the scope of the Neighbourhood Development Plan Working Group to review the level of interest and potential grant funding.
- 8.2 Football pitch hire** - Proposal to decide whether to hire out the football pitch(s) for private hire, following a recent request by a third party, and, if agreed, determine the charge(s) to be levied. (DB)
It was resolved not to make the football pitch available for hire.

- Drafting of Minutes** - Proposal to test the use of Clerk Desk, initial trial is free, for creating minutes of meetings, requires the meeting to be recorded. Annual cost is £190/year after the free trial.
It was resolved that the Clerk will investigate whether Clerk Desk utilises a closed system for receiving and processing recordings and SP will trial transcribing the recording of the July meeting using an existing ChatGPT subscription, provided this is a closed system.
- 8.4 **Community Orchard** – Agree location of the sign and consider proposal to purchase a seat. (DB)
 It was confirmed that Green Acres will provide the sign free of charge.
It was resolved that the sign will be placed at the Playing Field at the discretion of the Playing Field Representative and the Clerk will write to Green Acres to thank them for this.
It was resolved that DB will review the specifications for the proposed bench and circulate details of suitable benches to councillors for review, and the Clerk will add this to the agenda for the next meeting.
- 8.5 **Donation reallocation** – Agree which charity to donate the anonymous donation to. (AJ)
It was resolved that AJ will contact the donor to discuss returning the funds and the Clerk will add this to the agenda for the next meeting.
- 8.6 **Standing Orders** - Proposal to delete the words "or recordings" from the Standing Orders 12(f) and thereby retain clause 1 of pt. 1 of policy No.013 intact. (JFG & HL)
 Previously resolved under agenda item 7.3 above.
- 8.7 **Church Clock donation** – Proposal to pay the remaining £2,000 donation to the church. (AJ)
It was resolved that as this was previously agreed the Clerk will make the payment as listed in Section 10 Finance on the agenda.
- 8.8 **Records Management** – Receive an update from the Clerk regarding retention of Deeds, signed minutes and audit records.
It was resolved that pending a response from Danny Moody at NCALC the Clerk will add this to the agenda for the next meeting with a proposal to spend approximately £20 to purchase a suitable storage solution.
9. **PC REPRESENTATIVE UPDATES**
- 9.1 **Vehicle Activated Signs (TM)**
 The Clerk will create a VAS@stavertonparishcouncil.gov.uk email address for VAS data to be received.
- 9.2 **Highways (TM)**
 9.2.1 20mph Road Traffic Order
 Roundel to be painted on the road.
 9.2.2 A425 Road Crossing at Malabar/Drayton Lodge
 Covered in C. Hastie update under Section 6, above.
 9.2.3 Bus Service Complaint
 This is ongoing and being escalated.
- 9.3 **Playing Field (Denise & Bruce Blackmore)**
 Already discussed under agenda item 7.5 above.
- 9.4 **Street Lighting (JG)**
 Nothing to report.
- 9.5 **Police Liaison (TM)**
 9.5.1 Community Speed Watch
 This is ongoing.
- 9.6 **Rights of Way (JFG)**
 Location of reported Kissing Gate to be established as not on R. Frost land as previously thought.
- 9.7 **Social Media** (Once new representative agreed)
 AJ to speak to Henry about taking on this role.
- 9.8 **Website (HL)**
 HL to review the documents on the website following a report from a member of the public that they could not locate the agenda for today's meeting.
- 9.9 **Defibrillator (DB)**
 No issues.
- 9.10 **Grass Mowing (JFG)**
 9.10.1 Damage to Village Green and Signpost – Community action update to be provided.
 Previously discussed under Chairman's Announcements
 9.10.2 Update on costs and the number of cuts completed year to date.
 Done
- 9.11 **Trees (AJ)**
 Nothing to report. AJ to review the requested tree guard and report back at the next meeting.
- 9.12 **Staverton Parish Magazine (TM)**
 It was confirmed the £530.00 advertising funds were received into Unity Trust bank and that further funds will be required to continue the magazine after the next publication. The Clerk will add this to the agenda for the next meeting.

9.13 Community Orchard project (DB)

It was agreed under agenda item 7.2 that DB will take on this role.

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

10.1	Type	Reference	Payee	Detail	Gross Amount	VAT element	Authority
10.1.1	Payment	BACS	V Thomas	Clerk's Net Salary July'26 £340.10 & Expenses £38.55	£378.65		LGA1972 s112
10.1.2	Payment	BACS	St. Mary the Virgin Church, Staverton	Donation towards the cost of repairing the church clock – Rev INV-28481	£2,000.00	£0.00	CIL money
10.1.3	Payment	BACS	J Golding	Marker post sign for Village Green	£144.00	£24.00	LGA1972 s111
10.1.4	Payment	BACS	Deb Jones Willow	Tree guards for Community Orchard (Payable from Orchard project)	£300.00	£0.00	LGA1972 s111
10.1.5	Payment	BACS	Leicestershire Gardens	Grass Mowing – Invoice No. 26/088 July 2026	£720.00	£120.00	HA1980 s96
10.1.6	Payment	DD*	Yu Energy	Street Lighting invoice no.04079001 – paid 08/07/26	£43.59	£ 2.08	PCA1957 s3
10.1.7	Payment	DD*	Talk Mobile	Clerk's mobile phone rental July 2026 – Paid 24.07.26	£11.95	£1.99	LGA1972 s111
10.1.8	Payment	DD	Unity Bank	Service charge - Expected 30.07.26	£7.00	£0	LGA1972 s111
10.1.9	Payment	DD*	HMRC	PAYE paid 23.07.2026	£665.97	£0	LGA1972 s111
Total payments					£ 4,271.16	£148.07	

It was resolved to approve the payments listed and TM will approve the bank transfers set up by the Clerk.

It was resolved that the Clerk will transfer £2,000.00 from the Deposit account to the Current account and TM will approve the bank transfer set up by the Clerk.

10.2 Income Received:

T Pearce	Barn Rent 16.07.26	£ 125.00
Unity Trust	Interest 30.06.26	£ 116.57
Total income received		£ 241.57

10.3 Bank account balances as at 28.07.26:

Unity Current Account	£ 3,783.24
Unity Deposit	<u>£23,153.73</u>
Total balance at bank	£26,936.97

(Less August Payments still due £ 3,549.65) as listed above, excluding DDs already paid *

Total Funds at Bank **£23,387.32**

10.4 **CIL Funds** £9,036.46 – Held in Unity Deposit account.
CIL funds tracker was agreed with no amendments.

10.5 **Ring-fenced** – Held in Unity Deposit account.
Magazine £ 530.00 - See tracker below.
Barn roof £4,893.69 - See tracker below.
Community Orchard £ 833.01 - See tracker below.

It was resolved that the Clerk will amend the Community Orchard funds to show that they are held in the Unity Current account.

No amendments required to the Magazine and Barn Roof fund trackers.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 1st September 2026 - 7:30pm

Signed



Signed by (print name)

AJ Duncan

Date

6/10/26