STAVERTON PARISH COUNCIL

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

Notice of the Meeting of Staverton Parish Council to be held at the Village Hall, Croft Lane, Staverton, on TUESDAY 1st SEPTEMBER 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 26 August 2026

---

1 OPENING PROCEDURES

1.1 Approve apologies for absence.
1.2 Chairman's announcements
1.3 Appointment of Parish Council Representatives – (Delegated Responsibilities & Terms of Reference):
1.3.Social Media Representative

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 - 15 minutes - Each person limited to 3 minutes speaking time.

4 MINUTES

4.1 **APPROVE MINUTES –** Review the proposed amendments to the minutes from the Parish Council Meeting held on **Tuesday 4th August** 2026 – as circulated to councillors by the Clerk prior to this meeting.

5 PLANNING

5.1 PLANNING APPLICATIONS

West Northamptonshire Council Planning consultation/Information for application reference 2026/3240/TCA at Wellbrook Lodge Well Lane Staverton NN11 6WL. Remove Crab Apple Tree

5.2 PLANNING DECISIONS

West Northamptonshire Council application reference 2026/2800/TCA Works to Trees (Conservation Area), The Lodge, Glebe Lane, Staverton, NN11 6JF, Staverton T1- 1 x Holly Tree in the rear garden. Reduce the height by approximately a third and trim the customers side – No objections.

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

6.1 Monthly WNC Update

7 MATTERS ARISING FROM PREVIOUS MEETINGS

7.1 **Policies Review** - Proposal to review policies.
7.1.1 Policy 018 Grievance Policy & Procedure – Proposal to remove reference to Human Resources (HR).

7.2 **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)Representative. Chairman (AJ) to provide proposed wording.

7.3 **Second defibrillator -** Proposal to obtain a second defibrillator at expected cost of £850 (TM).

7.4 **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)

7.5 **Staverton Matters Magazine –** Proposal to agree funding required for the ongoing publication of the magazine.

7.6 **Community Orchard** – Proposal to purchase a bench seat with engraving at expected cost of £658.98, including delivery, assuming no change to the current price. (DB)

7.7 **Donation reallocation/return** – Proposal to return of the anonymous donation or a charity to donate the funds to. (AJ)

7.8 **Records Management** – Proposal to purchase a suitable protective storage solution for important documents such as Deeds, held by the Clerk. Expected cost £20 - £30. (AJ)

7.9 **Audit cost recovery -** Receive an update from the Clerk regarding recovery of the external audit fee relating to WNC CIL funds error.

7.10 **Drafting of Minutes** - Proposal to trial Clerk Desk for creating minutes following the update circulated by the Clerk prior to this meeting. Cost for a single council is £190/year, with a 25% discount if the other council the Clerk works for also adopts Clerk Desk.

8. Business

8.1 Proposal for Henry Marshall to be appointed as the Parish Council Website Representative. (AJ)

9. PC REPRESENTATIVE UPDATES

9.1 **Vehicle Activated Signs (TM)**

9.2 **Highways (TM)**

9.2.1 20mph Road Traffic Order

9.2.2 A425 Road Crossing at Malabar/Drayton Lodge

9.2.3 Bus Service Complaint

9.3 **Playing Field (Denise & Bruce Blackmore)**

9.4 **Street Lighting (JG)**

9.5 **Police Liaison (TM)**

9.5.1 Community Speed Watch

9.6 **Rights of Way (JFG)**

9.7 **Social Media** (Once new representative agreed)

9.8 **Website** (**HL**)

9.9 **Defibrillator (DB)**

9.10 **Grass Mowing (JFG)**

9.10.1 Damage to Village Green and Signpost – Community action update to be provided.

9.10.2 Update on costs and the number of cuts completed year to date.

9.11 **Trees (AJ)**

9.12 **Staverton Parish Magazine (TM)**

9.13 **Community Orchard project (DB)**

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 August'26 £340.10 & Expenses £29.56	£369.66		LGA1972 s112
10.1.2	Payment	BACS	Michael Green Design	Staverton Matters magazine – invoice 1240	120.00	20.00	From Ringfence funds
10.1.3	Payment	BACS	Leicestershire Gardens	Grass Mowing – Invoice No. 26/148 July 2026	£360.00	£60.00	HA1980 s96
10.1.4	Payment	DD*	Yu Energy	Street Lighting invoice no.04218298 – paid 10/08/26	£47.14	£ 2.24	PCA1957 s3
10.1.5	Payment	DD*	Talk Mobile	Clerk's mobile phone rental August 2026 – Paid 24.08.26	£11.95	£1.99	LGA1972 s111
10.1.6	Payment	DD	Unity Bank	Service charge - Expected 30.08.26	£7.00	£0	LGA1972 s111
				Total payments	**£ 915.75**	**£84.23**	

10.2 **Income Received:**

T Pearce	Barn Rent 17.08.26	£ 125.00
J Hayward & Sons	Signpost 29.07.26	£ 144.00
Jeffries Farm Ltd	Magazine advert Sept 19.08.26	£ 40.00
	Total income received	**£ 309.00**

Not yet received – 2nd half of precept (expected September), Unity Trust interest (paid quarterly – next due September'26)

10.3 **Bank account balances as at 24.08.26:**

Unity Current Account	£ 2,483.50
Unity Deposit	£21,153.73
Total balance at bank	**£23,637.23**
(Less August Payments still due	£ 856.66) as listed above, excluding DDs already paid *
Total Funds at Bank	**£22,780.57**

10.4 Transfer of funds from Deposit account to Current account – none required unless Councillors know of forthcoming expenditure which will exceed Current account funds.

10.5 **CIL Funds** £7,036.46 – Held in Unity Deposit account.

Staverton Parish Council CIL Funds **Funds held in Deposit Account**

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 year end audit) £9,846.72

Transactions completed

Date	Item	Value	Remaining Balance
30/04/2026	Bal b/fwd		£ 9,846.72
08/07/2026	Paint for playground	£ 112.30	£9,734.42
08/07/2026	Creative Sign Design Ltd	£ 690.00	£9,044.42
06/05/2026	Paint brushes for playgrou	£ 7.96	£9,036.46
05/06/2026	Church clock donation	£2,000.00	£7,036.46

10.6 **Ring-fenced** – Held in Unity Deposit account.

Magazine £ 530.00 - See tracker below.
Barn roof £4,893.69 - See tracker below.

Ring-fenced – Held in Unity Current account.

Community Orchard £ 743.01 - See tracker below.

Staverton Parish Council Community Orchard Funds **Funds held in Current Account**

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 year end a £1,520.00

Transactions completed

Date	Item	Value	Remaining Balance
30/04/2026	Bal b/fwd		£1,520.00
05/05/2026	D B Sockett	£ 90.00	£1,430.00
20.07.2026	Debs Willow invoice for tree guar	£ 300.00	£1,130.00
26.05.2026	Trees & tree spiral guards	£ 386.99	£743.01

Staverton Parish Council Barn Roof Funds **Funds held in Deposit Account**

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 **£4,893.69**

Transactions completed

Date	Item	Value	Remaining Balance
30/04/2026	Bal b/fwd		£4,893.69

Staverton Parish Council Community Orchard Funds **Funds held in Current Account**

Opening balance as at 30/04/2026, as confirmed by Sue Porter (Clerk who completed 2025 - 2026 year end audit) £1,520.00

Transactions completed

Date	Item	Value	Remaining Balance
30/04/2026	Bal b/fwd		£1,520.00
20.07.2026	Debs Willow invoice for tree guards	£300.00	£1,220.00
26.05.2026	Trees & tree spiral guards	£386.99	£ 833.01

11 Summary of Actions - Progress update regarding actions previously agreed but not already discussed in this meeting.

DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 6th October 2026 - 7:30pm