

Minutes of the Meeting of Staverton Parish Council

Date	Location	Start Time	End Time
1 st September 2026	Staverton Village Hall	7:30pm	9:20pm
Attendees: Parish Councillors: AJ Duncan (AJ) - Chairperson, D. Blackmore (DB) - Vice Chair J Golding (JFG), J. Granfield (JG), C Hill (CH), H Lindsay (HL), T Moriarty (TM), [S. Parrish (SP),] WNC Councillor C Hastie, WNC Councillor R Frost, V Thomas (Clerk), 6 members of the public			

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

1 OPENING PROCEDURES

1.1 Approve apologies for absence.

None

1.2 Chairman's announcements

1.2.1 Recording of meetings - Two recording devices being used to record the meeting to enable comparison of recording quality. JFG also recording on a separate device.

1.2.2 Slurry odour in village - Complaints received regarding slurry odour in the village. AJ advised that he had spoken with Tom Jeffries (Newbold Farm) about this.

Assurances have been received that the spreading is being done correctly. The Clerk received an email from West Northants Council Environmental Health as part of their investigation.

ACTION – Councillors to email Clerk details of the farm involved.

1.2.3 Tree guard – It has been confirmed that the tree is the responsibility of West Northants Council and that it has been reported to the Tree Officer, Mike Venton. The existing tree guard will remain in place until Mike Venton's response is received.

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

1.3.1 Social Media Representative – Simon Parrish agreed to take this role and was duly appointed as Social Media Representative.

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

No questions.

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.

4.1.1 Amendment to 7.3 was agreed with the addition of "It was resolved to accept all changes to Policy 011 including those pre 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.

4.1.2 Amendment to 7.4 was agreed with the addition of "and JFG".

4.1.3 Amendment to 7.8 was agreed with to reflect the thanks was for JFG & HL.

4.1.4 The proposed amendment to 8.6 was not agreed.

ACTION – Clerk to amend the minutes and issue to the Chairman for signing.

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

It was resolved that there were no objections.

ACTION – Clerk to submit response to the application.

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.

This decision was noted and that as the Malabar school is not longer being delivered the S106 funds will need to be renegotiated.

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

6.1 Monthly WNC Update

Cllr. R. Frost reported:

6.1.1 Cats eyes by golf course are being progressed.

6.1.2 Mowing – Proposal that the parish council formally agrees to mow up to the village sign, not just to the speed sign. This is currently done on an informal basis. The mowing will then form part of the Kier maintenance programme. The parish council indicated that they would review this favourably and formally discuss the proposal at the next meeting.

ACTION – Clerk to add to the agenda for the next meeting.

6.1.3 Immediate Justice Programme – Now completed work in Badby, Everdon, and Helidon.

Cllr. C. Hastie reported:

6.1.4 Emergency Planning – Plan being developed in Weedon and the template for this can be shared with our parish councils. West Northants Council has recognised the work undertaken by Weedon.

ACTION – Cllr. R. Frost to send the template to the Clerk.

ACTION – Clerk to add this to the agenda for the next meeting.

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).

It was confirmed that this policy has now been added to the website.

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.

~~It was resolved that [TM, AJ, will be involved and]~~ JFG will draft the wording for the advert inviting local people to participate, [and 'circulate it with in next seven days, make sure everybody is happy with it and then we can post it] and the agenda item will be deferred to the next meeting.

ACTION – JFG – Draft proposed wording for advert and circulate to parish councillors for review.

ACTION – Clerk – Add to agenda for the next meeting.

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

It was resolved that as TM is still waiting for an update from the British Heart Foundation, this item will be carried forward to the agenda for the next meeting.

ACTION – Clerk – Add to agenda for the next meeting.

7.4 Staverton 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 resolved to bring forward item 8.1 on the agenda to discuss it in conjunction with item 7.4.

[It was resolved to appoint Henry Marshall as Website Representative following a vote of 7 to 1 in favour with 1 abstention]

It was resolved to retain the existing website domain and provide Henry with access to the existing website to facilitate the work required to create the links from the existing website to the new domains. The new domains having been purchased (£30/each) by Henry and donated to the parish for the initial three-year period. Following this period the parish council will review financing the domains.

ACTION – Clerk – Add proposed website redesign to the agenda for the next meeting for Henry to present the proposals to the council.

[ACTION – TM – Confirm what the Village Hall and Women's Institute will contribute to the magazine.]

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

It was resolved that the parish council will fund the required £414.00 to publish the magazine for the rest of 2026, and that TM will create a proposed advertising price list and policy to maximise revenue to cover production costs and provide a regular update to the parish council regarding the financial status of the magazine funds.

ACTION – Clerk – Add the 2027 magazine planning to agenda for the next meeting.

ACTION – TM – Draft and circulate the proposed magazine advertising policy and pricing.

ACTION – TM – Provide a regular update regarding the magazine financing under the Reps section of the agenda.

- 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)

It was resolved to order the Chunky Teak bench with the engraving of "Staverton Community Orchard Biodiversity Project 2026" on the top of the back rest, at a cost of £598.99 plus £16.63 for Danish oil and, with the funds coming from the ring-fenced Community Orchard funds.

ACTION – DB – Order the bench and submit the invoice to the Clerk for recording against the Community Orchard fund tracker.

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

It was resolved to defer this item to a closed meeting, without members of the public present, immediately following the parish council meeting.

- 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)

It was resolved that the proposed protective storage box be purchased.

ACTION – Clerk – Order the box and reclaim the cost via expenses.

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

The Clerk gave an update that the external audit invoice has not yet been received.

ACTION – Clerk – Add to agenda for the next meeting.

- 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.

It was resolved that further investigation is required to 'train' the AI to adopt the agenda format of reference numbers/minute reference numbers and consecutive page numbering.

ACTION – SP – Upload a previous set of minutes to train the AI on the structure required and provide an update at the next meeting.

ACTION – Clerk – Add to agenda for the next meeting.

8. **Business**

- 8.1 **Proposal for Henry Marshall** to be appointed as the Parish Council Website Representative. (AJ)
Previously discussed under section 7.4.

9. **PC REPRESENTATIVE UPDATES**

- 9.1 **Vehicle Activated Signs (TM)**

Email set up

ACTION – Clerk – Set auto-forward rule for VAS emails to be forwarded to TM inbox.

- 9.2 **Highways (TM)**

9.2.1 20mph Road Traffic Order

No update.

9.2.2 A425 Road Crossing at Malabar/Drayton Lodge

Waiting for the developer to enact the agreed plan.

9.2.3 Bus Service Complaint

TM has resubmitted the complaint on an individual basis.

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

Signs collected, basketball sign has been set up, and the second sign is still to be set up. Adhesive under matting not yet done – Community Payback Team may do this work.

- 9.4 **Street Lighting (JG)**

ACTION – JFG – Email JG regarding 1 less streetlight.

ACTION – JG – Check/clean the sensor on the streetlight which is on 24/7.

- 9.5 **Police Liaison (TM)**

9.5.1 Community Speed Watch

PCSO assessing sites for speed checks.

- 9.6 **Rights of Way (JFG)**

Nothing to report.

- 9.7 **Social Media (SP)**

SP is now the social media representative.

- 9.8 **Website (HL)**
ACTION – HL – Arrange hand over to Henry for maintaining documents on the website.
- 9.9 **Defibrillator (DB)**
Working OK.
- 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.
All previously resolved and 9.10.1 and 9.10.2 to be removed from agenda.
ACTION – Clerk – Remove 9.10.1 and 9.10.2 from agenda.
- 9.11 **Trees (AJ)**
Nothing to report.
- 9.12 **Staverton Parish Magazine (TM)**
ACTION – Clerk – Set auto-forward rule for magazine emails to be forwarded to TM inbox.
ACTION – TM – Review using smaller font in magazine to enable inclusion of more content.
- 9.13 **Community Orchard project (DB)**
1 tree may have died but it will be left in place to see if it recovers. Other trees are OK. Tree guards are in place. Sign not yet installed as the ground has been too hard.

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	

It was resolved to approve all payments.

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	<u>£21,153.73</u>
Total balance at bank	<u>£23,637.23</u>

(Less August Payments still due £ 856.66) as listed above, excluding DDs already paid *

Total Funds at Bank **£22,780.57**

It was resolved to accept the receipts and bank balances reports.

- 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.
It was resolved that no transfer of funds was required as the second half of the precept should be

received in September.

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
05/08/2026	Church clock donation	£ 2,000.00	£ 7,036.46

It was resolved to extend the new CIL tracker and back date it to the receipt of CIL funds to record all transactions undertaken with CIL funds.

ACTION – TM – Email the Clerk the total CIL funds received and details of transactions not currently shown on the CIL tracker.

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 audit) £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 year end audit) £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

ACTION – Clerk – Update ring-fenced funds trackers with new transactions.

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

ACTION – Clerk – Publish the updated Summary of Actions.

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

Signed

Signed by (print name)

Date

6/10/26