

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 TUESDAY 6th OCTOBER 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 28 September 2026

Ref	Agenda Item	Owner
2026/10.1	Apologies for absence – Review whether to approve apologies received. WNC Ward Cllr. R. Frost	Cllr. AJ Duncan (Chairman)
2026/10.2	Chairman's announcements.	Chairman
2026/10.3	Declarations of interest.	Chairman
2026/10.4	Consideration of dispensation requests.	Chairman
2026/10.5	Open Forum - Public time for questions - 15 minutes - Each person limited to 3 minutes speaking time.	
2026/10.6	Approve Minutes – Review the proposed amendments to the minutes from the Parish Council Meeting held on Tuesday 1st September 2026 – as circulated to councillors by the Clerk prior to this meeting.	Chairman
2026/10.7 A	Planning Applications 2026/3770/TCA – Notification of tree work – Orchard Cottage, glebe Lane, Staverton, NN11 6JF – Removal of Norway Spruce as vulnerable to stormy weather, close to the house and next to a hornbeam (compromising its growth and canopy development)	Chairman
B	Planning Decisions 2026/0308LBC – The Croft, Croft Lane, Staverton, NN11 6JE – Listed building consent – Relocation of existing wrought iron gates – Refused 17/09/2026.	Chairman
C	2026/3240/TCA – Wellbrook Lodge, Well Lane, Staverton, NN11 6WL – Remove crab apple tree – No objections 14/09/2026.	
D	Planning - Other Consideration of the procedure for Amendments to Planning Applications after Parish Council Comments.	Cllr. JF Golding
2026/10.8	Reports from West Northants Unitary Councillors.	R. Frost/C. Hastie
2026/10.9 A	Neighbourhood Development Plan Proposal to create a Sub-Committee to progress a triple track approach to strategic planning to include a Neighbourhood Development Plan (NDP), Development Plan (DP), & Local Plan (LP). Terms of Reference required.	Chairman
B	Proposal to review proposed changes to the advert placed in the Bugle and on Facebook.	Chairman
2026/10.10	Second Defibrillator - Proposal to obtain a second defibrillator, expected cost is £850	Cllr. T Moriarty
2026/10.11	Staverton Website - Proposal to redesign the magazine and parish council websites and develop an app to aid the design of the magazine.	Henry
2026/10.12 A	Staverton Matters Magazine Proposal to agree the advertising price list and funding required for publishing the magazine throughout 2027.	
B	Proposal that local groups and social enterprises should be able to advertise in Staverton Magazine without charge regardless of the copy provided; the number of paid-for advertisements will occupy no more than 30% of content; SPC will contribute 50% of the running costs of 'Parish Matters' or £610 a year, index linked.	Cllr. T Moriarty
2026/10.13	Audit cost recovery - Receive an update regarding recovery of the external audit fee relating to WNC CIL funds error.	Clerk
2026/10.14	Drafting of Minutes - Proposal to trial the use of AI for creating minutes following the update provided by the Clerk and SP at the September 2026 meeting.	Cllr. S. Parrish

2026/10.15 A	Grass Cutting Proposal to amend the existing mowing scope to formally adopt the informal agreement to cut the grass up to the village sign, rather than to the speed limit sign.	Cllr. JF Golding
B	Clearing of overgrown Highway Verges to facilitate 2026/2027 compliant mowing.	
2026/10.16	Emergency Plan – Proposal to (a) review the Emergency Plan template adopted by Weedon Parish Council, (b) decide whether to develop an Emergency Plan for Staverton, (c) if so, whether to adopt the Weedon template, (d) appoint a representative for Emergency Planning.	Chairman
2026/10.17	Flower boxes - It is proposed that the parish council funds installation of flower boxes underneath the recently installed village signs, instead of treating the gates and painting them white, at a cost of £500 for all four village signs.	Cllr. T Moriarty
2026/10.18	Reading Room - Clarification of the apparent closure of the Reading Room Trust (Charity) and the justification for it.	Cllr. JF Golding
2026/10.19	Budget/Half Year Report – Receive an update regarding expenditure year to date and determine any actions required.	Chairman/ Cllr. D. Blackmore
2026/10.20	Clerk pay scale – Approve the increase to the Clerk's salary to comply with the published NCALC pay scale following April pay award decision with the increased pay rate back-dated to 01/04/2026, as per the NCALC notification.	Chairman
2026/10.21	Playground – New seats for the roundabout – Proposal to replace the existing seats - expected cost is £473.62 + VAT.	Cllr. D. Blackmore
2026/10.22 A B C D E F G H I J K L M	Representatives Updates Vehicle Activated Signs Highways: 1. 20mph Road Traffic Order 2. A425 Road Crossing at Malabar/Drayton Lodge 3. Bus Service Complaint Playing Field Street Lighting Police Liaison: Community Speed Watch Rights of Way Social Media Website Defibrillator Grass Mowing Trees Staverton Parish Magazine Community Orchard project	Cllr. T Moriarty Cllr. T Moriarty Cllr. D. Blackmore Cllr. JF Golding Cllr. T Moriarty Cllr. JF Golding Cllr. S. Parrish Henry Cllr. D. Blackmore Cllr. JF Golding Chairman Cllr. T Moriarty Cllr. D. Blackmore

2026/10.21 FINANCE – Payments

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

Ref	Type	Payee	Detail	Gross Amount	VAT element	Authority
A	BACS	V Thomas	Clerk's Net Salary Sept'26 £461.50 & Expenses £57.55	£519.05	£4.67	LGA1972 s112
B	BACS	Amber Screen & Design Ltd	Signs for Community Orchard – invoice 35884	£30.00	£5.00	LGA1972 s111
C	BACS	Northants CALC Ltd	Training – Invoice No. INV-5629	£90.00	£15.00	HA1980 s96
D	BACS	Buy Print Today Ltd	Autumn edition of magazine invoice INV-017082	£185.00	£0.00	From Ring fenced funds
E	BACS	Parish Online	Website – Invoice 34UC061-0011	£48.00	£8.00	LGA1972 s111
F	BACS	D. Blackmore	Expenses – bench, teak oil, and bulbs for Community Orchard	£651.60	£108.61	From Ring fenced funds
G	BACS	JF Golding	Expenses – registering playground with Land Registry	£55.83	£1.30	LGA1972 s111

	Community Orchard - 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 guards	£ 300.00	£ 1,130.00	
	26.05.2026	Trees & tree spiral guards	£ 386.99	£ 743.01	
	23.09.26	Bench, teak oil, bulbs (p Blackmore expenses)	£ 651.60	£ 91.41	
2026/10.27	Summary of Actions - Update previously agreed actions not already discussed				Clerk
2026/10.28	Next parish council meeting - Tuesday 3 rd November 2026 - 7:30pm				Chairman