

Minutes of the Meeting of Staverton Parish Council

Date	Location	Start Time	End Time
6th October 2026	Staverton Village Hall	7:30pm	9:50pm
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), WNC Councillor C Hastie, V Thomas (Clerk), six members of the public.			
Ref	Agenda Item	Action Owner	
2026/10.1	Apologies for absence – Apologies were approved for WNC Ward Cllr. R. Frost and Cllr. S. Parish		
2026/10.2	Chairman's announcements. A. Clerk's probation - 6-month period successfully concluded. B. Clerk's workload - Impacted by the high volume of emails & the tone/conflict in some emails. Councillors were requested to reduce the volume of emails and avoid conflict in the tone. C. Local Plan - The Chairperson expressed thanks to Cllr. T Moriarty & all councillors supported this, for work on the Regulation 19 review - village status downgraded to "Other". D. Agenda item requests - The Clerk explained that the draft agenda is submitted to the Chairperson for review about one week prior to the meeting and requests to add items to the agenda after the draft agenda has been completed will only be included if item is shown, by the person sending the request, to be urgent The Chairperson asked all councillors to clearly label emailed agenda requests in the subject line so they are more identifiable. The Clerk will not respond to non-urgent agenda requests received after the draft agenda has been sent to the Chairperson. These items will be carried forward to the next meeting agenda. E. Proposed amendments to minutes – The Clerk explained that the minutes are required to record the decisions made in the meeting and not be verbatim. Proposed amendments will be accepted where they correct a factual inaccuracy. The Clerk will not respond to proposed amendments which do not meet this criteria.		
2026/10.3	Declarations of interest. None		
2026/10.4	Consideration of dispensation requests. None		
2026/10.5	Open Forum - No actions required.		
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. It was resolved to accept the proposed amendments, and the minutes were duly signed.	Clerk	
2026/10.7	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) It was resolved that there were no objections. Planning Decisions 2026/0308LBC – The Croft, Croft Lane, Staverton, NN11 6JE – Listed building consent – Relocation of existing wrought iron gates – Refused 17/09/2026. The response was noted, see item D below. 2026/3240/TCA – Wellbrook Lodge, Well Lane, Staverton, NN11 6WL – Remove crab apple tree – No objections 14/09/2026. The response was noted. Planning - Other Consideration of the procedure for Amendments to Planning Applications after Parish Council Comments. The parish council was not made aware of subsequent amendments made to the planning application, although WNC Ward Cllrs R. Frost and C. Hastie were aware. It was resolved that Cllr. AJ Duncan will write to WNC Cllrs R. Frost and C. Hastie, and copy Cllr. JF Golding, requesting that the parish council is advised of any future amendments to planning applications	Clerk	
2026/10.9	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. It was resolved that, following the village being downgraded to "Other" status in the Local Plan, meaning no housing target will be imposed, and given the estimated cost for a NDP is expected to be between £5,000 and £30,000, to await the outcome of the WNC Local Plan Regulation 19 response before deciding whether an NDP is required. This item will be removed from the agenda. WNC Ward Cllr. C. Hastie will request confirmation from Alan Munn, Richard Woods, and Stephanie Gibratt regarding the relevance/impact of R3, R5, H04 & H05 and report back to the Chairperson. Proposal to review proposed changes to the advert placed in the Bugle and on Facebook.	Cllr. AJ Duncan	
A			
B		Clerk WNC Cllr. C Hastie	

	It was resolved to withdraw this proposal & note that there were no responses to the article.	
2026/10.8	Reports from West Northants Unitary Councillors. It was resolved to defer this item to later in the meeting to give Cllr. C. Hastie time to arrive. - Regulation 19 – Consultation started 05/10/2026 and runs for six weeks. - Call in procedure – Changes have removed the power to ‘call in’ planning decisions. The procedure/impact is being clarified. - Thanks expressed to Cllr. T Moriarty and WNC Cllr. R Frost for the effort in achieving the postponement of the proposed road closure.	
2026/10.15	Grass Cutting It was resolved to bring this item forward on the agenda whilst WNC Ward Cllr. C Hastie was present. A 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. It was resolved to cut the grass up to the village sign and WNC Cllr. C Hastie will speak to WNC Cllr. R Frost to confirm this agreement and Cllr JF Golding will write to WNC to confirm the agreement to mow to the village sign. B Clearing of overgrown Highway Verges to facilitate 2026/2027 compliant mowing. It was resolved that Cllrs JF Golding and D Blackmore will cut this in the winter and the grass cutting tender documents will be prepared and sent to the Clerk to obtain quotes.	WNC Cllr. C Hastie Cllr. JF Golding Cllr. JF Golding Cllr. D Blackmore Clerk
2026/10.10	Second Defibrillator - Proposal to obtain a second defibrillator, expected cost is £850. It was resolved that as the British Heart Foundation declined to provide a defibrillator due to the low instance of heart disease in the area, a second defibrillator will be purchased using CIL monies and this defibrillator will be located at the Countryman pub, assuming Listed Building Consent is received. Vote 5 in favour, 1 against, 1 abstention.	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. It was resolved that Henry will email the link to the new website to all councillors for review. This item will be carried forward to the next agenda. The Clerk will contact Parish Online for administrator access for Henry.	Henry Clerk
2026/10.12	Staverton Matters Magazine A Proposal to agree the advertising price list and funding required for publishing the magazine throughout 2027. Cllr T Moriarty stated that the survey of other parish councils showed that these councils provide funding for local magazines and local organisations e.g., Women’s Institute, Village Hall etc., are not required to pay to place articles in the magazine. It was resolved to continue with the magazine as it is and defer the decision about an advertising/ pricing policy for 6 months. Vote 6 in favour, 1 abstention. 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. It was resolved - See resolution in A above.	
2026/10.13	Audit cost recovery - Receive an update regarding recovery of the external audit fee relating to WNC CIL funds error. It was resolved that as the invoice has been received (after publication of the agenda so it will be included in the Finance section of the November agenda) the Clerk will send the invoice to the Chairperson and parish councillors so the Chairperson can write to WNC to recover this cost.	Cllr. AJ Duncan 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. It was resolved that as Cllr S. Parrish was not present this item forward to the November agenda.	Clerk
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. It was resolved that Cllr. JF Golding will draft a proposed plan and circulate to councillors for review before the November meeting. This item will be carried forward to the November meeting.	Cllr. JF Golding Clerk
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. It was resolved to defer this to the next meeting to allow time for Cllr T Moriarty to circulate costs of rental and purchase options.	Cllr. T Moriarty Clerk
2026/10.18	Reading Room - Clarification of the apparent closure of the Reading Room Trust (Charity) and the justification for it. It was resolved that Cllr JF Golding will draft a letter for the Clerk to send to the Reading Room	Cllr. JF Golding

	Trust enquiring why Trustees are not being included in activities.	Clerk
2026/10.19	Budget/Half Year Report – Receive an update regarding expenditure year to date and determine any actions required. It was resolved that the Clerk will create a monthly budget report for future meetings.	Clerk
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. It was noted that the pay award was as expected and was approved.	
2026/10.21	Playground – New seats for the roundabout – Proposal to replace the existing seats - expected cost is £473.62 + VAT. It was resolved to purchase four seats in blue and green using available CIL funds. The Clerk will update the CIL tracker once the invoice is received. Vote was unanimous.	Cllr. D. Blackmore Clerk
2026/10.22	Representatives Updates A Vehicle Activated Signs – No update. B Highways: 1. 20mph Road Traffic Order - This is being costed. 2. A425 Road Crossing at Malabar/Drayton Lodge – Part of the roadworks being challenged. 3. Bus Service Complaint – Still being pursued. C Playing Field – The last sign now in place. Spare wood to be removed. Mole damage to be resolved. D Street Lighting – Awaiting reply re light at Church Street. E Police Liaison - Community Speed Watch - Continuing F Rights of Way – FD5 & FD18 being reviewed. G Social media – No update as Cllr S. Parrish not present. H Website – Discussed earlier in the agenda. I Defibrillator – Discussed earlier in the agenda. J Grass Mowing - Discussed earlier in the agenda. K Trees - Discussed earlier in the agenda L Staverton Parish Magazine - Discussed earlier in the agenda. M Community Orchard project – Bench is ready for installation. It was resolved that future agendas will be simplified to a Rep Updates section and this will only be reviewed where there are relevant updates.	Cllr. T Moriarty Cllr. T Moriarty Cllr. D. Blackmore Cllr. JF Golding Cllr. T Moriarty Cllr. J. Granfield Cllr. T. Moriarty Cllr. JF Golding Cllr. S. Parrish Henry Cllr. D. Blackmore Cllr. JF Golding Chairman Cllr. T Moriarty Cllr. D. Blackmore Clerk

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 *Playing Field gate – invoice 35884 *correction	£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 *playing field with Land Registry *correction	£55.83	£1.30	LGA1972 s111
H	DD*	Yu Energy	Street Lighting invoice no. 04355966 – paid 09/09/26	£56.49	£ 2.69	PCA1957 s3
I	DD*	Talk Mobile	Clerk's mobile phone rental Sept'2026 – Paid 24.09.26	£11.95	£1.99	LGA1972 s111
J	DD	Unity Bank	Service charge - Expected 30.09.26	£7.00	£0	LGA1972 s111

Total payments £1,654.92 £147.26

It was resolved to approve all payments and Cllr T Moriarty will approve the bank payments set up by the Clerk.

2026/10.22	Income received: T Pearce - Barn Rent 16.09.26 G. Baughan – Allotment rental 21.09.26	£125.00 £ 16.50
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	A. Harris – Allotment rental 21.09.26 Staverton Garage - Magazine advert 25.08.26 Second ½ of precept - expected September Unity Trust interest – paid quarterly – Due Sept'26 Total income received £ 20.00 £120.00 £ £ £281.50 It was resolved to accept the receipts report from the Clerk.																																																																					
2026/10.23	Bank account balances as at 24.09.26. Unity Current Account Unity Deposit Total balance at bank Less September Payments still due as listed above, excluding DDs already paid * Total funds at bank £ 1,839.90 £21,153.73 £22,993.63 £ 1,586.48 £21,407.15 It was resolved to accept the bank balances report from the Clerk																																																																					
2026/10.24	Transfer of funds from Deposit account to Current account – Only required if the second half of the precept has not been received. It was resolved that as the Precept payment had been received no transfer was required.	£1,000.00																																																																				
2026/10.25	CIL Funds - Held in Unity Deposit account. A review and reconciliation of the CIL funds was carried out by the Clerk with Cllr. T. Moriarty. The tracker below reflects the correct balance as at 24.09.26. CIL Funds - Transactions completed <table><thead><tr><th>Date</th><th>Item</th><th>Value</th><th>Remaining Balance</th></tr></thead><tbody><tr><td>Jan'23</td><td>Funds received</td><td>£ 3,751.24</td><td>£ 3,751.24</td></tr><tr><td>Jan-24</td><td>Funds received</td><td>£11,253.72</td><td>£ 15,004.96</td></tr><tr><td>05/09/2025</td><td>Projector</td><td>£ 409.00</td><td>£ 14,595.96</td></tr><tr><td>30/03/2026</td><td>Church clock donation</td><td>£ 1,000.00</td><td>£ 13,595.96</td></tr><tr><td>07/04/2026</td><td>Speed camera</td><td>£ 150.00</td><td>£ 13,445.96</td></tr><tr><td>08/07/2026</td><td>Paint for playground</td><td>£ 112.30</td><td>£13,333.66</td></tr><tr><td>08/07/2026</td><td>Creative Sign Design Ltd</td><td>£ 690.00</td><td>£ 12,643.66</td></tr><tr><td>06/05/2026</td><td>Paint brushes for playground</td><td>£ 7.96</td><td>£ 12,635.70</td></tr><tr><td>05/08/2026</td><td>Church clock donation</td><td>£ 2,000.00</td><td>£10,635.70</td></tr></tbody></table> It was agreed that CIL funds tracker will be split to show net, VAT, and gross values.	Date	Item	Value	Remaining Balance	Jan'23	Funds received	£ 3,751.24	£ 3,751.24	Jan-24	Funds received	£11,253.72	£ 15,004.96	05/09/2025	Projector	£ 409.00	£ 14,595.96	30/03/2026	Church clock donation	£ 1,000.00	£ 13,595.96	07/04/2026	Speed camera	£ 150.00	£ 13,445.96	08/07/2026	Paint for playground	£ 112.30	£13,333.66	08/07/2026	Creative Sign Design Ltd	£ 690.00	£ 12,643.66	06/05/2026	Paint brushes for playground	£ 7.96	£ 12,635.70	05/08/2026	Church clock donation	£ 2,000.00	£10,635.70	£10,635.70 Clerk																												
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