

# SILVERSTONE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING held on MONDAY 13<sup>th</sup> MAY 2024

Meeting commenced at 8pm

## Present

- **Councillors**
  - Greg Lavers – Chair (GL)
  - Mark Bladon – Vice Chair (MB)
  - Martyn Nash (MN)
  - Mark Haynes (MH)
  - Bruce Benyon (BB)
  - Dermot Bambridge (DB)
  - Michelle Webb (MW)
  - Tim Coleman (TC)
  - Mohamad Djahanbakhsh (MD)
- **Clerk to Silverstone Parish Council**
  - Ross Sands (RS)
- **Members of the Public**
  - 4 x member of the public

## 1. Election of the Chair

- MB proposed GL as Chair for the municipal year; seconded by MW. All Cllrs voted in favour
- GL accepted and signed Declaration of Acceptance of Office

## 2. Election of Vice-Chair for the municipal year, including Declaration of Acceptance of Office.

- GL proposed MB as Vice-Chair for the municipal year; seconded by MW. All Cllrs voted in favour
- MB accepted and signed Declaration of Acceptance of Office

## 3. Apologies of absence: To receive and approve reason for absence.

- **Councillors**
  - Sally Cann (SC)

## 4. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

- GL asked the council to note his updated Declaration of Interest on the PC website

## 5. Open to the public

- Mark Dolman
  - Discussed when Annual Village Meeting (AVM) minutes will be distributed. GL confirmed that AVM follow a different process and a meeting report will be published in due course
  - Raised the process for co-option of councillors including NCLAC best practice. Heard the suggestion and noted. He was reminded that his is only a recommendation from NCLAC and that the PC has its own long standing process which has been communicated to him by email
- Bethan Fanthorpe
  - On behalf of Spooone families confirmed that all 4 students received a place. Thanked Dermot Bambridge and the rest of the PC for their support
- Eb Brown
  - Raised concerns about communication issues through email. Heard the issue and noted
  - Management structure of pocket parks needs to be discussed.
    - **Action: MB to arrange a meeting with Pocket Park Lead Volunteers**

6. **Councillors to approve and the Chair to sign the minutes of the last Parish Council Meeting:** Monday 8<sup>th</sup> April 2024
- The approving and signing of the minutes for Monday 8<sup>th</sup> April 2024 were deferred to Monday 10<sup>th</sup> June 2024
7. **To ratify or appoint persons to the relevant council positions and committees and groups:**
- Finance Committee
    - Current Committee: MH, MN, DB, TC and vacancy
    - All wish to remain on the committee
    - MB put themselves forward for the vacancy. GL proposed, BB seconded. All Cllrs voted in favour
  - Planning Committee
    - Current Committee: MW, MH, MN, SC, MB
    - All wish to remain on the committee
    - DB proposed, BB seconded. All Cllrs voted in favour
  - Leisure Enhancement Committee
    - Current Committee: BB, MB, MW, TC and vacancy
    - GL proposed MD for the committee, MH seconded. All Cllrs voted in favour
    - TC proposed as Vice Chair by MB, MN seconded. MD proposed as Vice Chair by BB, DB seconded. Cllrs voted TC as Vice Chair
  - Pocket Park Liaison Cllr
    - Current: MB
    - No challenges
    - GL proposed, BB seconded. All Cllrs voted in favour
  - Footpaths Warden
    - Current: Vacancy
    - Change role name to Footpath Liaison Cllr
    - MW put themselves forward for the vacancy
    - DB proposed, BB seconded. All Cllrs voted in favour
  - Circuit Liaison Cllr
    - Current: SC, MN, MH
    - No challenges
    - GL proposed, MW seconded. All Cllrs voted in favour
  - Flood Warden
    - Current: Member of the public
    - BB to liaise with current flood warden to see if they want to continue in post
    - Appointment deferred to 10<sup>th</sup> June 20224
  - Communication Lead Cllr (x2)
    - Current: None (New Item)
    - TC raised concerns as he was not aware of the roles being discussed. GL advised that point taken and noted
    - Appoint MW and MD. GL proposed, MH seconded. All Cllrs voted in favour
  - Neighbourhood Plan Lead Cllr (x1)
    - Current: BB
    - No challenges
    - GL proposed, DB seconded. All Cllrs voted in favour

**8. To resolve and adopt the following policies for the municipal year**

- i) Standing Orders
- ii) Financial Regulations
- iii) Risk Assessment
- iv) Complaint's procedure
- v) Terms of Reference for Internal Auditor
- vi) Training Statement of Intent
- vii) Dignity at Work Policy
- viii) FOI Publication Scheme
- ix) Pocket Parks events Policy
- x) E mail protocol
- xi) Website Policy
- xii) GDPR policies
- xiii) Grant Aid Policy

- All above policies adopted. GL proposed, MW seconded. All Cllrs voted in favour
- It was noted that the CIL policy was not included. CIL policy to be brought to 10<sup>th</sup> June 2024 meeting for adoption

**9. To agree a review of all Parish Council policies over the upcoming year**

- Agreed that the clerk will initiate a gap analysis to identify policies required. Policies will be reviewed and new policies created (where required)
- GL proposed, BB seconded. All Cllrs voted in favour

**10. Dates of Parish Council and Committee Meetings:**

- Calendar to be updated to move July Parish Council meeting to August
- Calendar adopted. BB proposed, MB seconded. All Cllrs voted in favour
- BB to discuss with the clerk regarding the leisure committee schedule

**11. To confirm Wednesday 9<sup>th</sup> April 2025 at 6.30pm as the date of the Annual Village Meeting (AVM)**

- Agreed that 9<sup>th</sup> April 2025 @ 6.30pm will be the date of the AVM.
- MW proposed, MH seconded. All Cllrs voted in favour

**12. Discuss and agree if the council should hold further village meetings throughout the year**

- BB reported that AVM is not a statutory requirement and a schedule of extensive meetings already exist
- TC commented that he doesn't think we need more meetings. Options are already available for residents (e.g. SC surgeries). Need to look at other ways of communicating
- DB commented that he doesn't agree with more meetings
- MW would support other meetings for Q&A opportunities
- No formal decision made on additional AVMs

**13. Report back from the Chair of:**

- a) Finance Committee
  - MH – No update to provide
- b) Planning Committee
  - MW – No applications. One consultation. Submission to be made by SPC regarding appeal - [023/6839/PIP](https://www.gov.uk/guidance/0236839/PIP)
- c) Leisure Committee
  - BB – no leisure committee meeting taken place. Meeting with police to discuss learning from JapFest. FordFest upcoming. Focus on A413

**14. West Northants (WNC) Councillor update:**

- No questions from Cllrs on circulated report

**15. To agree the next steps to form the Parish Councils response to WNCs proposals to group Silverstone and Whittlebury parishes**

- GL provided an update/overview of WNC proposals and advised it had been discussed with chair of Whittlebury Council
- DB read out the WNC statement
- BB suggested four Cllrs meet and bring a proposed response to 10<sup>th</sup> June 2024 meeting
- MW raised that it needs to be an agenda item so that the village views can be incorporated. BB commented that residents also have the opportunity to comment/reply directly
- GL proposed Cllrs come up with a draft proposal for discussion at 10<sup>th</sup> June 2024 meeting. Agreed for DB to draft the proposal. BB proposed, MN seconded. MW abstained. All remaining Cllrs voted in favour.

**16. Neighbourhood Plan:**

- BB – updated maps need to be put into the NDP. Consultation process will be online followed by a formal vote and referendum
- GL requested that finances be brought to August 2024 meeting

At 9.59pm GL proposed to 'suspend' standing orders. DB seconded. All Cllrs voted in favour

**17. Silverstone Circuit:**

- MH – reminded Cllrs of the meeting on Wednesday 15<sup>th</sup> May with IAG. IAG proposed discussing a possible approach for those residents with no off-road parking
- GL – thanked councillors for leaflet distribution to residents. Advised that F1 residents' booklet will be going out to residents
- TC, GL, DB, BB, MH, GL – Discussed the off-road parking issue and potential options. GL proposed that it needs to go back to the circuit for them to manage

**18. SRA**

- MH – verbal update in addition to meeting pack documents. Received a donation from Silverstone Circuit. Brick sale in process. Official opening to be organised. Work taking place on management/charity structure to ensure sustainability and security
- GL questioned whether the Parish Council should be taking legal advice regarding the custodian and trustee position. MH advised that they are working their way through the legal process

**19. Restoration and Repair of the War Memorial:**

- GL – quote received for restoration received (£6.5k plus VAT)
- BB has spoken to some residents and questioned whether a new memorial could be a viable option. Grants available but can be hard to get
- Working group proposed by DB, seconded by GL. All Cllrs voted in favour. BB to lead on working group

**20. To note the Parish Council's response to the WNC local plan consultation (Rural Area's Settlement Hierarchy)**

- Response noted. GL proposed, DB seconded. All Cllrs voted in favour

**21. To agree the Parish Council response to the WNC planning application (2023/6839/PIP):**

- MW updated that response by SPC strongly supporting the initial reasons for refusal will be submitted. DB proposed, MH seconded. TC abstained from voting. All other Cllrs voted in favour.

## 22. Allotments

- a) To receive an update from Cllr Bambridge on the handover of land from Bovis
  - Deferred
- b) To agree the need for legal services
  - DB - Legal services required before any progress can be made. Clerk to source legal services
- c) To discuss and agree the future management of the allotments
  - Deferred

## 23. Finance: Payments for approval: All paid via Bank Transfer online

| Gross Amount (£) | VAT Value (£) | Payee                        | Details                  | Power           |
|------------------|---------------|------------------------------|--------------------------|-----------------|
| 100.00           |               | Craig Murray T/A Help Create | Branding Redevelopment   | LGA 1972 S112   |
| 285.84           | 47.64         | DNH Contracts                | April Dog Bin Emptying   | Open Spaces Act |
| 1578.00          | 263.00        | NJ Blackwell Garden Services | Urban Mowing             | Open Spaces Act |
| 204.00           | 34.00         | Pear Technology Services Ltd | Digital Mapping Services | LGA 1972 S112   |

- All above payments were approved in line with council budget. BB Proposed, MN seconded. All Cllrs voted in favour

## 24. Councillor Expenses: Expenses for approval: All paid via Bank Transfer online

| Gross Amount (£) | VAT Value (£) | Payee            | Details  | Power         |
|------------------|---------------|------------------|--|---------------|
| 15.75            |               | Cllr Greg Lavers | Reimbursement of stationary for Annual Village Meeting | LGA 1972 S150 |

- All above payments were approved in line with council budget. MB proposed, MH seconded. All Cllrs voted in favour

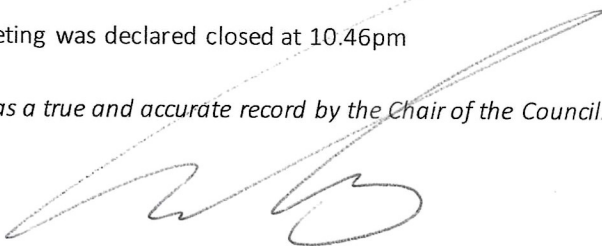
## 25. Next Meeting

- The next Parish Council meeting will take place on Monday 10<sup>th</sup> June 2024

The meeting was declared closed at 10.46pm

*Signed as a true and accurate record by the Chair of the Council:*

Chair:



Date: 10-6-24