

SILVERSTONE PARISH COUNCIL

ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are hereby summoned to attend the above meeting at
8:00pm on Monday 12 May 2025
at **Silverstone Recreation Association (SRA)**

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND

Members of the public wishing to speak should notify the Clerk at least 48 hours before the start of the meeting

AGENDA

- 1. To Receive Nominations for & to Elect the Chair, including Declaration of Acceptance of Office:**
- 2. Election of Vice-Chair including Declaration of Acceptance of Office:**
- 3. Apologies of absence:** To receive and approve reason for absence
- 4. Declarations of office and other papers – by the rest of the council:**
 - **Declaration of Acceptance of Office:** To note and resolve to sign immediately in front of and hand to the Clerk
 - **Declarations of Interest:** To invite any personal interests by members on any Agenda items
 - **Dispensation Requests:** To determine any received in advance of the meetings
 - **Electronic Service of Summons Consent Form:** To note and resolve to sign and return to the Clerk by 14 May 2025
 - **GDPR Security Compliance Checklist:** To note and resolve to sign and return to the Clerk by 14 May 2025
 - **Complete or update Register of Interest Forms:** For members to note that this is a requirement to complete for all within 28 days of coming into office and send direct to WNC, with a copy to the Clerk
- 5. Councillors to approve and the Chair to sign the minutes of the last Parish Council Meeting:**
14 April 2025
- 6. To ratify and appoint persons to the relevant council positions, committees and groups:**
 - a) Finance Committee
 - b) Planning Committee
 - c) Leisure Enhancement Committee
 - d) Circuit Liaison Councillor x 2
 - e) Liaison Councillor for Brickle & Olney Meadow Pocket Parks x 1
 - f) Communication Lead x 1
 - g) Footpath Warden x1
 - h) Silverstone Recreational Association Rep – to note: Cllr Martyn Nash as appointed on 14 April 2025
- 7. To resolve to review the following policies:** All of which are available on the Parish Council website
 - a) Code of Practice for Handling Complaints (Adopted May 2006)
 - b) Dignity at Work Policy (Initial draft dated 05 March 2015)
 - c) Privacy Notice for Staff and Councillors (Undated)

d) Policy on the Use of Pockets Parks for Events (Dated July 2014)

8. **To Note and adopt the dates of the Parish Council and Committee Meetings for the coming year:** with the meetings being held on the second Monday of each month, excepting July and December, or such other date as may be designated by the Clerk as necessary.
9. **Open to the public** (Max. 15-minute session): This section of the meeting gives members of the public who are present an opportunity to speak, **NB:** Chair to read out statement
10. **Co-Option of new Councillors:** To note vacancies and to approve dates for advertising
11. **Councillor Training:** For all councillors to note the date and time and attend as directed
12. **Update from the Silverstone Recreational Association (SRA):** To note and approve the update
13. **Planning Applications:** To agree the comment to WNC on the following planning applications/proposals:
- 14.

Reference No.	Location	Proposal	Date
2025/1469/FULL	Innovation Centre, Ground Floor, Dadford Road, Silverstone Circuit, Silverstone	Change of use of part of the Silverstone Park Innovation Centre (Use Class: E(g) / B2) to a Social Hub (Use Class: Sui Generis), together with alterations to the building and associated works including an external seating/dining area, landscaping and parking	Comments due: 13/05/2025
2025/1528/PRMI	Land North Of Church Street Silverstone	We wish to apply for change of use from feeding land to occasional use as a car park. The area is an area of 750 sqm. in the land adjoining the Silverstone Recreational Association property.	None stated

15. Planning Applications: To note the following planning outcomes

Reference No.	Location	Proposal	Outcome	Date
2025/0373/S73	Land North of Homeside Buckingham Road Silverstone	Variation of condition 2 Plans WNS/2022/0309/FUL (Detached dwelling, garage and associated works) To regularise the changes between approved and 'as built' dwelling	Approval	16/04/2025
2025/0097/FULL	Rookery Farm 12 Church Street Silverstone NN12 8XA	Rear orangery extension flat roofed, new bay window and internal alterations. Reinstate existing site access off Church Street	Refusal	23/04/202 5
2025/0098/LBC	Rookery Farm 12 Church Street	Listed Building Consent for a rear orangery extension flat roofed, new bay window and	Refusal	23/04/2025

	Silverstone NN12 8XA	internal alterations. Reinstate existing site access off Church Street		
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16. **Streetlights - Repairs:** to approve the quotes for repairs

17. **Streetlights – Energy Supplier:** For Councillors to receive an update and approve new energy supplier

18. **Grant Application:** To resolve a council decision on the Grant Application from Silverstone News & Views

19. **WNC - Annual Parish Council Conference:** To approve the Clerk and 1 councillor to attend

20. **Silverstone Parish Emergency Recovery Centre:** To approve to support the SRA to become appointed as the Silverstone Parish Emergency Recovery Centre.

21. To note payments received by bank transfer

Gross Amount (£)	VAT Value (£)	Payee	Details	Power
39,853.50		West Northamptonshire Council	2025-26 1 st precept payment	

22. To note regular payments made by direct debit

Gross Amount (£)	VAT Value (£)	Payee	Details	Power
1,406.47		DCK Payroll Services	Clerk Salary – April 2025	LGA 1972 S112
334.73		SSE	Energy Supply	PCA 1957 S3

23. Finance - Payments for approval: All to be paid via Bank Transfer online

Gross Amount (£)	VAT Value (£)	Payee	Details	Power
32.40		Cllr Bruce Benyon	Expenses	LGA 1972 S112
217.94		Johan Baker-Smith Parish Clerk	Expenses	See pro- forma
76.44	12.74	Bechtle	CloudAGR	LGA 1972 S142
55.20	9.20	NCALC	Clerk Training	LGA 1972 S112
829.92	138.32	NJ Blackwell	Grass cutting – April 2025	Open Spaces Act

24. Exclusion of the Public, including the Press:

The Chair may move “that in accordance with section 1 (2) of the public Bodies (admissions to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted as summarised below.”

Subject to the approval of the above motion the meeting will then move into confidential session.

25. Clerks Hours: To discuss and approve request for back pay

26. To confirm date, time and venue of the next Parish Council Meeting: as per the meeting schedule



Johan Baker-Smith
Parish Clerk & RFO
clerk@silverstone-village.co.uk
6 May 2025

Cllr. Greg Lavers
Chair of the Council
gregl@silverstone-village.co.uk