

SILVERSTONE PARISH COUNCIL

DRAFT - FULL MEETING MINUTES OF THE PARISH COUNCIL

8pm on Monday 14 April 2025 at Silverstone Recreational Association (SRA), Church St, Silverstone, Northamptonshire, NN12 8XA

Meeting commenced at: 20:01

Present: Cllr Greg Lavers- Chair
Cllr Martyn Nash
Cllr Dermot Bambridge
Cllr Mark Haynes
Cllr Laurence Conisbee
Cllr Mohamad Djahanbakhsh

Johan Baker-Smith - Parish Clerk

1. **Apologies for absence:** To receive and approve reason for absence.
Apologies received from: Cllr Mark Bladon, Cllr Bruce Benyon, Cllr Tim Coleman, Cllr Sally Cann

Resolution: Approved by all

2. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality** - Members should disclose any interests in the business to be discussed.

Resolution: None

3. **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 with any individual contribution, lasting a maximum of 3 minutes. Members of the public should address their representations through the Chair.

3 residents spoke:

- a) Resident expressed their objections relating to planning application [2023/5425/FULL](#) giving their notes to the Clerk
- b) Resident spoke as proxy for another, reading out a statement previously sent to the Clerk Annie – on behalf of Gerald Lovell – read out statement on his behalf. - statement sent to the Clerk previously.
- c) Pocket Park Volunteer raised concerns relating to the Brickle Pocket Park and handed the Chair a Freedom of Information Request.

The Chair thanked the public for attending and those that spoke.

4. **To receive and approve for signature for the minutes of the Full Council Meetings held on:**

- Monday 10 February 2025 – **Resolution:** Approved by all and signed by the Chair
- Monday 10 March 2025 – **Resolution:** Martyn Nash name added by Chair and initialed, then approved by all and signed by the Chair

5. **Report back from the Chair of:** To receive and accept the reports from:

- a) Finance Committee: Meet prior to Full Meeting, aware of concerns relating to auditing

Resolution: Verbal report received and accepted by all

b) Leisure Enhancement Committee:

Resolution: No report given

6. West Northamptonshire Council (WNC) Update: To receive and accept the report from WNC Cllr Dermot Bambridge:

Last meeting for Cllr Bambridge as he will be standing down in the May elections, some issues still outstanding & his Cllr emails valid until 6 May 2025, residents welcome to keep in contact: dermot.bambridge@gmail.com

Issues outstanding, a) double yellow lines in High Street – still no answer and the footpath along Church Street. B) West End rest of pot holes to be finished next week. Cllr Bambridge stated his legacy was to get Kinglsey Road resurfaced.

The Chair sincerely thanked Cllr Bambridge for his time as both Parish & Ward Councillor

Resolution: Received and accepted by all

7. Silverstone Recreational Association (SRA): To receive and accept the report from the Council's representative:

The SRA require Parish Councillor representation on their committee for the next 2 years.

Nomination: Cllr Martyn Nash

Proposer: Cllr Greg Lavers

Seconded: Cllr Dermot Bambridge

Resolution: Cllr Martyn Nash approved as the Council representative on the SRA Committee, with 1 abstention

Resolution: Report received and accepted by all, noting that the grant request needs to be with the Clerk by 1 May 2025

8. Feedback from Monitoring Officer: To note feedback and recommendations

Resolution: Response and feedback noted by all

9. To Approve the Vexatious Communication Policy

The put the policy into perspective, that the Parish Council has a legal obligation to protect its employees, in this instance the Clerk.

Resolution: Approved by all

10. To note the reviewed Leisure Enhancement Committee Strategy & Terms of Reference: Standing Orders, Section 4 - Committees & Sub-committees

The Chair expressed their thanks to the Leisure Enhancement Committee members

Resolution: Policy noted

11. Electricity Supplier & Streetlights:

- To approve the new electricity provider for streetlights – **Resolution:** Approved by all
- To note the current situation with The Slade Street Lights – **Resolution:** Noted

- To approve the quotes for streetlights requiring repair - **Resolution:** The first set of quotes for the repair of the street lights were approved

12. War Memorial: To approve a quote for the repair
Discussion took place highlighting the merits of each company.

Resolution: The quote from Boden and Ward was approved with 1 abstention

13. Microsoft Licence Renewal: To approve the renewal of the licence
Cllr Conisbee questioned the need and cost for 12 licences? The Chair explained that it includes the 365 license - we have to have it as a .gov domain email and to help the Clerk with IT problems

Resolution: Approved with one objection

14. Defibrillator: To approve the contractor to fit the Brackley Road defibrillator
Cllr Hayes stated that the SRA defibrillator was used last week as the one by Crofts was not known to be working. The Clerks stated that the parts had been replaced at the one at Crofts and it is working.

Resolution: The quote from MB Fit & Design Ltd was approved.

15. Save Towcester Now (STN): To note the update from the STN Treasurer & appeal decision

Resolution: Update received by all and the Chair thanked STN for sharing their report.

16. Public Space Protection Order (PSPO) relating to car cruising: To discuss and approve feedback comments:

Cllr Bambridge commented that the order came out the same time as it was adopted, for the words motor vehicle cruising to be used instead of car cruising. £100 is not enough as a fixed penalty amount, it could be seen as a badge of honour - £250 would be more of a deterrent amount.

Resolution: The Council approved for the Clerk to provide the comments expressed by Cllr Bambridge as the Council's feedback.

17. Planning: To agree the comment to WNC on the following planning applications/proposals:

Reference No.	Location	Proposal	Decision Level	Date
2023/5425/FULL	Silverstone Infants School, High Street, Silverstone, NN12 8US	Removal of Condition 11 Classes A-D (Inc) Part 1. Condition 12 Class E OF Part 1 Condition 13 Schedule 2, Part 14 S/2020/0668/RES (Detached Single Storey Dwelling)	Appeal	22/04/2525
2025/1122/NMA	Silverstone Park, Dadford Road, Silverstone Circuit, Silverstone, NN12 8GX	Non-Material Amendment is sought to relocate the café, gym, showers and associated cycle storage from unit 2150/2155 in the approved Phase 4 development to the Innovation Centre to application	Delegated	Target decision date: 15/04/2025

		<p>WNS/2021/1269/MAR [Reserved matters submission for appearance, scale, layout, access and landscaping for commercial development and a new Social Hub relating to Planning Permission S/2019/0443/EIA (Outline permission for mixed use development comprising offices, light industrial, research and development, general industrial and storage & distribution facilities, education/ on site student accommodation, up to two hotels, non retail promotional automotive display space, a social hub, parking and access arrangements and supporting infrastructure). The original outline planning application was an EIA application.</p>		
2025/1301/NMA	<p>Silverstone Park, Dadford Road, Silverstone Circuit, Silverstone, NN12 8GX</p>	<p>Non-Material Amendment is sought to to relocate the café, gym, showers and associated cycle storage from unit 2150/2155 in the approved Phase 4 development to the Innovation Centre to application WNS/2021/1285/MAR [Reserved matters submission for appearance, scale, layout, access and landscaping for commercial development and a new Social Hub pursuant to Planning Permission S/2019/1793/MAO [Outline application for a mixed use development comprising use classes B1a/B1b/B1c/C1/C2/D1/non-retail promotional automotive display/social hub including parking and access arrangements, associated landscaping, supporting infrastructure and ancillary works].</p>	Delegated	<p>Target decision date: 15/04/2025</p>

Planning Committee not quorum hence discussion in the Full Council meeting

2023/5425/FULL – Resolution: The Full Council agrees with the Notice of Decision letter dated 28 April 2023 – Refusal of Full Planning Permission from the Assistant Director of Planning – West Northamptonshire Council

It was noted that the next 2 applications are for different buildings, although the same addresses.

[2025/1122/NMA](#) - **Resolution:** No Comment

[2025/1301/NMA](#) – **Resolution:** - No comment

18. Planning: To note the following planning outcomes:

Reference No	Location	Proposal	Decision Level	Date
2025/0177/FULL	9A High Street, Silverstone, NN12 8US	Replacement of existing timber framed windows and front door.	Approval	17/03/2025
2025/0391/FULL	6 High Street Silverstone NN12 8US	Demolition of existing conservatory and erection of single storey side/rear extension	Approval	27/03/202 5

2025/0177/FULL – **Resolution:** Noted

[2025/0391/FULL](#) - **Resolution:** Noted

19. Finance: To note the following items that have already been paid by direct debit or bank transfer:

Gross Amount (£)	VAT Value (£)	Payee	Details	Power
£1,406.47		DCK Payroll	Clerk Salary – March 2025	LGA 1972 S112
£100.00		Deep Clean	Refund of accidental payment	Clerks’ Power
£60.00	£10.00	DCK Payroll	Payroll payment facility & admin fee	LGA 1972 S112

Resolution: - Noted

20. Finance: To approve payment of the following

Gross Amount (£)	VAT Value (£)	Payee	Details	Power
£1563.74		HMRC	Staff salary - Tax & NI payment Q4 2024-25	LGA 1972 S112
£379.94		Johan Baker-Smith	Expenses	See pro-forma
£102.00	£17.00	SLCC	Clerk Training	LGA 1972 S112
£76.44	£12.74	bechtle	M365 & Emails	LGA 1972 S142
£292.80	£48.80	NCALC	Training for Clerk & Cllr Conisbee	LGA 1972 S112
£60.00	£10.00	NCALC	Training for Clerk	LGA 1972

				S112
£877.92	£146.32	NJ Blackwell	Grass/verge cutting	Open Spaces Act
£243.00	£40.60	Rialtas	Software Annual Support & Maintenance Licence Renewal	LGA 1972 S112
£405.60	67.60	Rialtas	Cloud user annual fee	LGA 1972 S112
£1,600.06	90.60	NCALC	Membership subscriptions for NCALC & NALC, Data Protection Officer fee & Internal Audit Service fee	LGA 1972 S112

Resolution: Approved by all

21. End of Year Finances: to approve the Clerk's request

There was some discussion as to the level of support provided by the accountancy software provider and whether or not they also acted as consultants. The Parish Council does not have a support licence with the accountancy software providers.

Resolution: Approved by all and the Clerk to document all support questions.

22. 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."

Resolution: approved by all

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

23. HMRC Payments – To note the Clerks report

Legalities discussed and the Clerk is taking steps to prevent future difficulties.

Resolution: Noted by all

24. Clerk Hours – To discuss and approve temporary change and overtime payment

The Chair commented on the extra number of hours the Clerk works. Cllr Bambridge expressed appreciation for the Clerks work.

Resolution: Approved to increase the Clerks hours for 3 months from 14 April to 13 July 2025 and pay overtime for 12 hours at basic rate.

Meeting closed at: 21:53

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

Chair:

Date: