

**CLIFTON UPON DUNSMORE PARISH COUNCIL  
MINUTES OF MEETING**

Held on 5<sup>th</sup> January 2015  
At the Townsend Memorial Hall, 7.30 pm

**Present:** Cllr V Davies (Chair), Cllr M Nash, Cllr L Palmer, Cllr D Bromwich, Cllr E Bembridge, Cllr S Marsay, Cllr L Hunt (RBC), Mrs M Barratt (Clerk)

Cllr V Davies welcomed everyone to the meeting and wished all a Happy New Year.

- 1. To receive apologies for absence**  
14/190 Cllr Phillip Morris-Jones (WCC)
- 2. To receive the resignation of a Councillor**  
14/191 Resignation of Cllr D Ellis received 04.12.14 and Cllr V Davies thanked Cllr Ellis for his work as a councillor.
- 3. Declarations of interest as defined by the Code of Conduct for councillors;**
  - a. Non Pecuniary Interests**
  - b. Disclosable Pecuniary Interests**  
14/192 Personal and prejudicial interests in any agenda item to be stated as well as signed in the book.
- 4. Introduction from Johanne Thomas of Urban and Civic, Developers for the Radio Station Site**  
14/193 The Parish Council welcomed Johanne Thomas to the meeting. Johanne introduced herself to the parish council and parishioners and she gave the following introduction:

Johanne Thomas, Community and Stakeholder Engagement for Urban & Civic.

Johanne joined Urban & Civic just before Christmas to lead the community and stakeholder engagement for the Rugby Radio Station site. Johanne has spent her career thus far working for a community-led regeneration programme in Coventry leading communications and community engagement and the past five years at the government's Homes and Communities Agency leading communications for the Midlands. Johanne has a passion for community-led regeneration and volunteers at a local community association in Birmingham where she supports them on communications and mentors their marketing officer. Johanne has also set up a social enterprise in the past which is still operating in Coventry and a community interest company working across the West Midlands.

Her role at the Rugby Radio Station site will be to work with all stakeholders of the development including Parish Councils, local schools, colleges, the Council, local businesses (amongst others) to ensure that the development is integrated into Rugby successfully and people feel involved in its progress.

In terms of Clifton in particular – Johanne will commit to regular dialogue and attendance at meetings and events. She seeks to become familiar with and be part of the Clifton community in her long-term role with Urban & Civic and hopefully share a good working relationship with the Parish Council and residents. She is available for contacting and meeting and her details are below.

If there are any development issues, questions or ideas that local people have then please make contact at any time. Future themes that Johanne would like to pursue with the Parish Council, as well as development updates and work on traffic impact, would be heritage and local history and employment and training.

One of Johanne's first jobs is to redesign the website and make it a good source of information for people to be updated and an update on timescales for this will be given at the next meeting. Johanne is also keen to find out the use of social media locally as a tool for

keeping people up to date.

Johanne can be contacted on [johanne.thomas@urbanandcivic.com](mailto:johanne.thomas@urbanandcivic.com) or 07469 150 290

Parishioners raised a number of questions to Johanne Thomas which included the following:

- Impact of traffic on the village
- Residents of Avon Street spoke about the effect of the BT development upon their homes
- What is happening to the newts
- What Infrastructure is in place to support the development
- Will the link road be screened by trees
- Workers shift times affecting traffic passing through the village

The Parish Council thanked Johanne for attending and asked her to attend the next meeting to discuss answers to questions raised by residents this evening. **Action:** Clerk to arrange.

### **DIRFT III**

The Parish Council spoke about the new DIRFT III development at the Rugby Radio Station Site and impact of traffic to the village. Prologis, real estate company for the development will also be invited to come and speak to the village at the same meeting. **Action:** Parish Council to look into further.

5. **Suspension of standing orders:** Giving an opportunity for members of the public in attendance to address The Council, subject to the agreement of the Chair.

### 14/194 **Traffic calming measures**

It was mentioned the importance of ensuring traffic calming measures are correct, as at a nearby village traffic calming measures were installed but then later had to be changed because of problems caused. Cllr L Hunt mentioned timing is important for discussions on this matter.

### **Parish Council**

A parishioner raised her concerns about recent unrest within the Parish Council and the effect on the Clerk. The parishioner hoped the Parish Council will now stabilise for all concerned. The parishioner also mentioned the forthcoming election which will be costly.

### **Parking in South Road**

A resident thanked members of the parish council for meeting with her at the site about her concerns over the bollards and trees close to her home. The parish council will place as an agenda item for the next meeting.

Thank you was expressed to Cllr L Hunt for her efficiency in replying to emails from parishioners.

### **Action Log**

The format of dates on the action log was asked to be clearer.

### **Website**

The building of the new website was asked about and whether the parish council should update their existing site. The parish council replied this matter is being discussed later in the meeting.

### **Open spaces**

Cllr L Palmer informed the meeting she has prepared information on the open spaces within the village and this is available to anyone who wishes to see.

6. **Resumption of standing orders**

14/195

**7. To approve the minutes of the previous meeting held 01.12.14**

14/195 The minutes were approved by Cllr V Davies as a true and accurate record of the meeting. Amendment to minutes of meeting held 03.11.14 noted and approved.

**8. Matters arising from previous minutes not on this agenda.**

14/196 None.

**9. To hear and consider any received correspondence**

14/197 **Clifton upon Dunsmore blocked bridleway R111** – Correspondence received informing the parish council that the bridleway is still blocked after first reported six months ago. The correspondence has been forwarded to Warwickshire County Council. Cllr L Hunt reported that WCC have started proceedings and asked for the correspondence to be forwarded to the planning officer and Barry Rose at Rugby Borough Council to alert them of the continuing situation.

**Rugby Borough Council Overview and Scrutiny Reviews 2015/16** – Each year Rugby Borough Council ask organisations and individuals to make suggestions for topics for scrutiny reviews. Information available on the RBC website and closing date is the 5 February 2015.

**10. To consider and discuss received planning applications**

14/198 None received.

**11. To discuss highways issues**

14/199 **Visibility for drivers exiting Buckwell Lane – Report by Cllr L Hunt**

Cllr L Hunt reported she has spoken to colleagues in the Traffic and Road Safety Group about the concerns which the Parish Council has raised regarding visibility for drivers exiting Buckwell Lane.

Although visibility to the west of Buckwell Lane is compromised by the fence, we would expect that most traffic exiting the road should be able to do so safely as long as eastbound traffic on Main Street is travelling within the 30 mph speed limit. It may be that such traffic is beginning to speed up as it approaches the edge of the village, meaning that it appears much quicker as drivers exit Buckwell Lane.

In the short term, it is suggested that the advance junction sign opposite Goodacre Close is replaced to indicate a crossroads and that a further “SLOW” marking is added to the carriageway adjacent to the same marking on the westbound side of the road. A general repainting of carriageway lines and markings in the area may also help the situation.

In the medium term, funding from the nearby Rugby Radio Station SUE and DIRFT3 developments are due to provide the following:

Clifton upon Dunsmore Traffic Calming (payment of £200,000 by the developers on occupation of the 350<sup>th</sup> dwelling on the Radio Station SUE)

A5 Lilbourne Crossroads safety improvement (to be delivered prior to occupation of DIRFT 3)

A5 Catthorpe Crossroads safety improvement (to be delivered prior to occupation of DIRFT 3)

It is suggested that when the monies towards traffic calming for the village are triggered, the issues surrounding the Main Street / Hillmorton Lane / Lilbourne Road / Buckwell Lane junction are considered as part of an overall plan for the village. This could include the provision of speed reduction measures on Main Street and/or realignment of the junction. The latter could not only have a beneficial impact on visibility for traffic exiting Buckwell Lane but could also improve visibility to the immediate south of the junction in relation to the tight bend on Hillmorton Lane.

The Parish Council thanked Cllr L Hunt for her help with this matter.

**Road markings request for Vicarage Hill**

Cllr D Bromwich reported the lack of line markings has been reported to WCC Highways and they are to be surveyed and included in their 15/16 budget. A discussion followed about the illegal parking of cars on Vicarage Hill. Cllr L Hunt suggested the parish council contact WCC Traffic and Road Safety Group about vehicles obstructing vision. **Action:** Cllr D Bromwich to report to WCC.

**Dog mess on paths**

Cllr L Palmer reported an increase of dog mess throughout the village on paths and she will be putting up signs to remind dog owners to clear up after their dogs.

**Path in North Road**

Cllr L Palmer mentioned the path in North Road is in poor condition and will be reported to WCC Highways Dept. **Action:** Clerk to report to WCC highways.

**Litter at A5 junction**

Cllr L Palmer reported litter at the junction and RBC will be informed. **Action:** Clerk to report to Rugby Borough Council.

**12. To receive a report on the grazing fields and allotment plots**

14/200 **Allotment plot rent review:**

The matter of an increase to the allotment plots was discussed and it was agreed to increase the allotment rent by £5 for a full plot and £2.50 for a half plot.

Proposed by Cllr S Marsay, seconded by Cllr L Palmer, all in agreement.

**Allotment gate in North Road being left open:**

Cllr D Bromwich reported receiving complaints the gate has been left open on a number of occasions. It was suggested that a letter could be sent to tenants and perhaps putting up a sign. The matter will be looked into further.

**13. To receive a report on the playing field & pavilion**

14/201 **Moles in playing field:** Work to clear the problem has been completed.

**Pavilion guttering repair:** It was agreed for Cllr V Davies and Cllr D Bromwich to go ahead and repair the broken guttering.

**Tree work in playing field**

Cllr L Palmer reported the trees have been surveyed by Rugby Borough Council who reported there are 75 trees in the playing field. Works will be carried out by fully qualified arborists where applicable.

**Litter in playing field**

Cllr L Palmer reported the large amounts of litter in the playing field and also around the tennis courts.

**14. To receive an update on the Rugby Radio Station site**

14/202 Cllr L Palmer spoke about the parish council visit to the public enquiry last year to talk about tree planting used for screening at the site. Cllr L Palmer questioned when the planting would begin and Cllr L Hunt replied to say in the next few months, planting of trees, ponds and other green infrastructure will begin. Cllr L Hunt also mentioned Cllr Rob Back has returned to work at Rugby Borough Council as Head of Services.

**Canal bridge syphon**

Cllr D Bromwich questioned the cleaning of the canal bridge syphon on Hillmorton Lane and the fall from the Radio Station site to the canal bridge.

**15. Village matters for discussion as follows:**

14/203 **Tree work in playing field:** Discussed under item 13.

**Tree work in church car park** – Cllr L Palmer reported the work will begin in the next few weeks.

**Car park surface by the Bull Inn:** Cllr V Davies reported the cost for surfacing works to the area is approximately £10,000 and the parish council are not currently in a financial position to deal with the matter.

**Church car park surface:** Cllr V Davies reported the parish council are not currently in a financial position to cover the cost of re-surfacing the car park.

**Fence repair by church car park:** Cllr V Davies reported work has begun.

**Tree work around the village and overhanging foliage on the paths:** Cllr V Davies suggested the parish council itemise the work to be done.

**Newton Road footpath before the old railway:** Cllr D Bromwich reported he had received complaints about the muddy condition of the path. **Action:** Cllr D Bromwich to report to WCC highways.

**Protecting green spaces – village plan working group:** Cllr L Palmer informed the meeting that she has a map which shows all the areas in the conservation area and also other green spaces out of the conservation area. Cllr L Palmer will scan the map and circulate.

**Newton Manor Lane:** Cllr D Bromwich spoke Newton Manor Lane from the 40 mph sign to the St Cross junction is 60 mph. Included in this is a blind summit which pedestrians are not able to see approaching them and there is no pedestrian safety areas. The only area that is safe is also used as a parking layby causing the surface to sink to leave a step which is quite dangerous if they are forced off the road by wide vehicles passing. **Action:** Cllr D Bromwich to report to WCC highways.

**16. To discuss the website**

14/204 Cllr M Nash reported to the meeting that the existing website does not have sufficient capacity to host the required information by the parish council. Cllr M Nash has received various quotations for the building of a new website with the cheapest quote being £965

Cllr M Nash mentioned funding could be raised through sponsorship from local businesses and a parishioner suggested people in the village may like to contribute towards a website.

Cllr L Hunt said both RBC and WALC can offer space on their websites for the hosting of a website if needed.

**Action:** Cllr M Nash and Cllr L Hunt to work on ideas for the website and bring to the next meeting for discussion.

**17. To discuss the parish council planning application – Land adjacent to 21 Church Street**

14/205 The matter was discussed and it was agreed for Cllr E Bembridge, Cllr V Davies and Cllr L Palmer to discuss further and decide on options for the next meeting.

**18. Play area inspection report**

14/206 A discussion was held about the play area inspection report and it was agreed for the inspector to be called out for a site visit to discuss the requirements mentioned in the report.

**Action**

**19. To adopt the email Protocol**

14/207 Parish Councillors read and accepted the email Protocol issued by WALC:  
Proposed by: Cllr M Nash  
Seconded: Cllr E Bembridge

All in favour

## 20. Update on Parish Council Election

- 14/208 Further to the recent 2 resignations of parish councillors, Rugby Borough Council was informed and public notices issued about the vacancies. Rugby Borough Council received a number of requests from villagers for an election to take place. Subsequently, the parish council will have to pay for the cost of the election which is approximately £2600

The election will be held on the 5 February 2015 for the two councillor vacancies. The closing date for nominations is 9 January 2015.

Rugby Borough Council has advised that the parish council can decide whether to go ahead with the issue of polling cards and could make a cost saving by not issuing them, publicising locally instead. The parish council discussed the matter and agreed they would distribute leaflets to households instead of the polling cards.

## 21. To consider Financial Matters

- 14/209 Bank Statement check:  
Cllr S Marsay and Cllr D Bromwich checked bank statement no 14, issue date 2 December 2014, bank balance £26,183.66

### Payments:

Neighbourhood watch printing Oct 2014 £30  
WALC training event for Cllr M Nash £30  
Hire of Townsend Memorial Hall £38  
K A Hirons Ltd, bus shelter seats for both shelters £670  
Annual home usage allowance for clerk to use home as office £200  
Clerk expenses: Protected under DPA 1998  
Clerk pension: Protected under DPA 1998  
Clerk payroll November 2014: Protected under DPA 1998  
EON electricity, street lighting £147.76

### Receipts

London Calling FC, match played 19.10.14 £50  
London Calling FC, match played 02.11.14 £50  
London Calling FC, match played 14.09.14 £50  
Rugby Borough Council grant for allotment gate £275  
WALC refund for cancelled training £30  
Allotment rent £7.50  
Allotment rent £22.50  
HMRC refund of VAT paid £800.54  
HMRC refund of VAT paid £292.12

- 14/210 **Precept setting**  
The matter of setting the precept for 2015/16 was discussed and it was agreed for an increase of 2.5%  
Proposed by Cllr L Palmer  
Seconded by Cllr M Nash  
All in favour.

**Action:** Clerk to notify Rugby Borough Council

- 14/211 **To approve payments presented at the meeting in accordance with the budget**  
None.

## 22. To discuss any miscellaneous matters (exchange of information only)

- 14/212 None

## 23. Date of next meeting:

- 14/213 Monday 2<sup>nd</sup> February 2015, 7.30 pm at the Townsend Memorial Hall