

CLIFTON UPON DUNSMORE PARISH COUNCIL

MINUTES OF MEETING

Held on the 2nd March 2015

At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr M Nash (Chair), Cllr E Bembridge (Vice-Chair), Cllr L Edwards,

Cllr G Neelakantan, Cllr L Hunt (RBC), Cllr P Morris-Jones (WCC), Mrs M Barratt (Clerk)

Cllr M Nash welcomed everyone to the meeting.

1. Election of Chairman

14/236 Cllr M Nash elected as Chair, Proposed by Cllr E Bembridge

Seconded by Cllr L Edwards

2. To receive the Chairman's Declaration of Acceptance of Office

14/237 Declaration signed by Cllr M Nash.

3. Election of Vice-Chairman

14/238 Cllr E Bembridge elected as Vice-Chairman, Proposed by Cllr M Nash

Seconded by Cllr G Neelakantan

4. To receive the Vice-Chairman's Declaration of Acceptance of Office

14/239 Declaration signed by Cllr E Bembridge

5. Introductions and welcome to new Parish Councillors

14/240 Cllr M Nash welcomed the newly elected councillors, Cllr Lesley Edwards and Cllr Geetha Neelakantan who will bring strong skills to the Parish Council.

6. To receive apologies for absence

14/241 None received.

7. To receive resignations of Parish Councillors

14/242 Resignation of Cllr L Palmer received 9th February 2015 and noted.

Resignation of Cllr S Marsay received 3rd February 2015 and noted.

Resignation of Cllr D Bromwich received 3rd February 2015 and noted.

The Parish Council expressed their thanks to Linda Palmer, David Bromwich and Sue Marsay for their

hard work over the years for the village and the Parish Council.

8. Declarations of interest as defined by the Code of Conduct for councillors;

a. **Non Pecuniary Interests**

b. **Disclosable Pecuniary Interests**

14/243 Personal and prejudicial interests in any agenda item to be stated as well as signed in the book.

9. 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.

14/244 **Youth Council:** A villager mentioned the younger members of the village are interested in a youth council. **Action:** To be placed on the agenda for the next meeting.

Borough Council review of the sustainability of all defined settlements within the Borough: Subject raised by a villager and the parish council noted they had received correspondence from Rugby Borough Council asking for a proforma list to be updated of services identified within, or in close proximity to the parish.

10. Resumption of standing orders

14/245

11. To approve the minutes of the previous meeting held 02.02.15

14/246 The minutes were approved by Cllr M Nash as a true and accurate record of the meeting.

12. Matters arising from previous minutes not on this agenda.

14/247 **Rugby Open Space, Playing Pitch and Sports Facilities Audit:** Cllr M Nash mentioned that a response will need to be sent from the Parish Council to Rugby Borough Council in reply to their enquiry. **Action:** Cllr M Nash to put together a reply and circulate to parish councillors.

24. To discuss Parish Council functions and ongoing work

14/248 Cllr M Nash asked for this agenda item to be brought forward in the meeting.

The list of duties for the Parish Councillors was reviewed and lead councillors for each area noted as follows:

Pavilion: Cllr E Bembridge

Play area: Cllr E Bembridge

Playing field: Cllr E Bembridge

Street lights: Cllr M Nash

Cemetery: Cllr E Bembridge

Allotments: Cllr L Edwards

Grazing fields: Cllr G Neelakantan

St Mary's Churchyard: Cllr L Edwards

Church car park: Cllr G Neelakantan

Action Log: Cllr G Neelakantan

Website: Cllr M Nash

Clifton & Newton Joint Burial Committee: 4 representatives appointed; Cllr M Nash, Cllr E Bembridge, Cllr L Edwards, Cllr G Neelakantan

TMH Committee: Cllr L Edwards appointed as representative

Football teams / pitch: Cllr E Bembridge

Village checks: All

Air-raid shelter site: Cllr E Bembridge

Work in progress: Councillors discussed and agreed lead councillors as follows:

Pavilion deck boards to be checked – Cllr E Bembridge

Pavilion guttering repair – Cllr E Bembridge

Playing field trees check – Cllr M Nash

Overgrown ivy in village – Cllr G Neelakantan

Allotments check – Cllr L Edwards

Churchyard grass cutting – Cllr L Edwards

Grazing field spraying – Cllr G Neelakantan

Documentation sub-committee: Cllr M Nash and Cllr L Edwards agreed to form a sub-committee to understand paperwork requirements.

Clifton & Newton Joint Burial Committee: It was noted the next meeting of the burial committee is on Tuesday 24th March at 7.30 pm in the TMH. The Parish Council asked to view copies of the accounts covering this year and last. **Action:** The Clerk to contact the Burial Committee.

Townsend Memorial Hall Committee: The Parish Council also asked for copies of the accounts covering this year and last. **Action:** The Clerk to contact the Burial Committee

13. To hear and consider any received correspondence

14/249 **Completed Traffic Regulation Order:** Notice received from Warwickshire County Council.

Dog fouling: Further reports received and Cllr M Nash has asked the RBC dog warden to patrol and place posters in the village. Also, the dog warden will be invited to the next meeting. **Action:** The Clerk to ask the dog warden.

Rugby Borough Council Rural Sustainability Study 2015: The Borough Council is in the process of reviewing the sustainability of all defined settlements within the borough and have produced a table of services within the village for the parish council to review. (See item 9 of the minutes).

Traffic speed through the village: A villager recently raised the issue of the speed of vehicles travelling through the village and Cllr M Nash suggested the Parish Council keep a traffic log to note concerns. A question was raised to ask for a fixed speed monitor to be set up in the village as this was last done in 2009 and this will give an indication of speed travelled through the village. **Action:** The Clerk will enquire with Warwickshire County Council.

Flood Recovery Trailer in Warwickshire: A trailer to raise awareness of flooding will be in Rugby Sainsbury's carpark on the 11th March 2015.

Fosse Division Community Forum: Meeting to be held on 12th March 2015, 7.00 pm at Monks Kirby village hall.

Electoral Review of Warwickshire: Final Recommendations: The Local Government Boundary Commission has now completed its review of Warwickshire.

14. To consider and discuss received planning applications

14/250 · 40 Main Street R14/2316

Councillor's discussed the application and agreed for a response to be sent to the planning officer to note their objections to parking, highway safety, no provision of refuse/recycling in the area and that work had already started on the site despite lack of planning permission. A call for a site visit was requested.

15. To discuss highways issues

14/251 **Dangerous driving along Main Street:** Concern raised by a villager that he and his son were nearly run down by cars. The Parish Council will note on their traffic log.

Main Street parking problems: Concern raised and a recent accident has highlighted parking problems.

South Road parking problems: Consideration asked for the erection of bollards near the Clifton School end of South Road to stop parking of cars on verges and illegal parking.

Manor Lane: Report received of a car parking on the corner of Manor Lane.

Cllr M Nash proposed to arrange a meeting in the village with Daniel Perkins, WCC highways department to discuss the above issues. **Action:** Clerk to contact Daniel Perkins.

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

14/252 Cllr L Edwards informed the meeting she will be leading on the allotment plots and will be advertising the vacant plots. **Action:** Cllr L Edwards to display notices.

17. To receive a report on the playing field & pavilion

14/253 **Pavilion guttering repair:** Cllr E Bembridge reported the guttering is in need of repair and is leaking in two places. Also the fascia is rotting and he will obtain quotes for the repair work. It had been mentioned the decking is damaged and Cllr Bembridge will look into the matter. **Action:** Cllr E Bembridge to obtain quotations.

Football teams: Cllr E Bembridge will be meeting with the teams to discuss the proposed rent increase. The goal mouth work will need to be completed at the end of the season at a cost of approximately £1400 which includes moving the goal posts. Cllr Bembridge will also raise the issue of fees for using the pitch for training sessions.

Fallen tree in playing field: A fallen tree was reported and Cllr M Nash will look into the matter. **Action.** Cllr M Nash

Play area gates: A villager asked why the play area gates had been removed and the Parish Council replied to say this was done because the gates are dangerous to children.

18. To receive an update on the Rugby Radio Station site

14/254 Cllr L Hunt had nothing further to report and the Parish Council agreed for Johanne Thomas, Urban and Civic, to be asked to attend a meeting in May to give any updates.

19. Village matters for discussion as follows:

14/255 **Litter pick:** A date was set for the litter pick as follows: Saturday 21st March 2015, meet at 10 am in the village car park. Posters will be displayed. **Action:** Cllr M Nash.

Churchyard grass cutting: The contractor who had been cutting the churchyard grass over the last few years has retired and a new contractor will need to be found. Cllr L Edwards has obtained 4 quotations with prices ranging from £696 to £840 for cutting from March to October. A couple of local contractors were further suggested at the meeting and Councillors agreed for Cllr L Edwards to commission the services of the contractor with the lowest quote provided. **Action:** Cllr L Edwards.

20. To discuss Parish Council election / co-option process

14/256 Vacancies exist for 4 parish councillors and a by-election to fill the vacancies will be held if within 14 days of the issue of the notice, 10 electors claim an election. If there is no claim for an election then the Parish Council can advertise the vacancies and invite applicants to write to them and a vote will be taken at the next meeting. The Parish Council will hear from Rugby Borough Council on the 3rd March 2015 as to whether an election has been called for.

Cllr L Hunt mentioned the whole Parish Council is up for election in 2016.

21. To discuss the website

14/257 Cllr M Nash informed the meeting that she is no longer able to obtain the services of a villager to build the parish council website for free but she will continue to look into the matter of funding and possibly grants for a new website. A contribution has already been received of £100 towards the website. **Action:** Cllr M Nash.

Grant funding: Rugby Borough Council grant funding was discussed and it was mentioned that the grant application process begins in April with the successful funding granted in June. **Action:** Cllr M Nash to look into Borough and County Council grants.

Parish councillors discussed fund raising and agreed for 'Community Engagement' to be placed on the agenda for the next meeting. **Action**

A discussion was held about the current methods of communication in the village and Parish Councillors agreed for 'Social Media' to be placed on the agenda for the next meeting. **Action**

22. To discuss the parish council planning application – Land Adjacent to 21 Church Street

14/258 Cllr E Bembridge reported that a letter has been received from Clifton Parish Houses asking the Parish Council to give consideration to Clifton Parish Houses Charity being given an opportunity to purchase the site without planning permission. Councillors agreed for the Parish Houses to be informed that the Parish Council is selling the site with planning permission as agreed at the last meeting.

Cllr E Bembridge has obtained 2 quotations at a cost of £990 and £2500 for the appointment of an architect who will prepare the planning application and associated work. A further quotation will be obtained and circulated outside the meeting.

23. Action Log update

14/259 Cllr G Neelakantan agreed to lead and update the action log accordingly after meetings.

24. To discuss Parish Council functions and ongoing work

14/260 Discussed earlier in the meeting.

25. To appoint a Townsend Memorial Hall representative

14/261 Cllr L Edwards was appointed as the Parish Council representative on the Townsend Memorial Hall Committee.

Parish Councillors expressed their thanks to Dorothy Bancroft and Daphne Allan for providing background information about the Townsend Memorial Hall and also the Clifton & Newton Joint Burial Committee.

26. To consider the Townsend Memorial Hall precept

14/262 A request has been received from the TMH Committee for a precept and Parish Councillors agreed to defer until the next meeting.

27. To consider Financial Matters

14/263 **Bank statement check:**

Cllr E Bembridge and Cllr L Edwards checked bank statement no 16, issue date 2 February 2015, bank balance £22,617.01

Payments:

Severn Trent Water to Pavilion toilet block £23.21

Severn Trent Water to Allotments, North Road £86.26

Repair to church car park fence £330.00

WALC new councillor guides £3.00

TMH hire £42.00

Mole catcher – playing field £170

Clerk payroll: January 2015: Protected under DPA 1998

Clerk expenses: Protected under DPA 1998

Clerk pension: Protected under DPA 1998

EON electricity for street lighting £177.31

Receipts

Warwickshire County Council Rugby Area Councillors Fund Grant £468.00

The Webb Football Club, matches 9 & 30 Nov 2014 - £100.00

Rugby Borough Council Rural Development Fund Grant £165.00

14/264 **Signing of Bank signature mandate:** Cllr M Nash, Cllr E Bembridge, Cllr L Edwards, Cllr G Neelakantan all signed the bank signature mandate.

14/265 **To approve payments in accordance with the budget:** The following cheques were signed at the meeting:

Warwickshire County Council, playing field grass cutting £1296.00

TMH hire £48.75

Nick Freeman, church grass cutting £47.00

Burial Committee clerk salary: Protected under DPA 1998

Clerk expenses: Protected under DPA 1998

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

14/266 **Highways schemes for possible funding:** Correspondence has been received from Martin Gibbins, Localities & Partnerships Manager, Rugby Area Office, Communities Group, Warwickshire County Council informing that the County Council has agreed to continue to provide funding to support local highways projects. Types of schemes were listed and Cllr M Nash will look into possible funding for the replacement street lighting in North Road. **Action:** Cllr M Nash.

Cllr L Hunt mentioned Cllr P Morris-Jones has put forward for funding for traffic measures at the Hillmorton Lane, Buckwell Lane junction.

29. Date of next meeting:

14/267 Annual Parish meeting Friday 27th March 2015 at 7.30 pm in the TMH

Parish Council meeting Monday 13th April 2015 at 7.30 pm in the TMH

Meeting closed at 9.00 pm