

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

Held on Monday 13th April 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 and spoke about the public's right to record and film council meetings and an area was set aside for those who wished not to be filmed.

Cllr M Nash welcomed Sophie Peacock, Dog Warden at Rugby Borough Council and Laura de Havilland, Environment Education Officer at Rugby Borough Council. Sophie and Laura spoke about the volunteer Dog Warden scheme being run by Rugby Borough Council. The dog wardens are made up of local volunteers from the community who work on a friendly basis, speaking to dog owners, putting up posters and doing best to catch dog fouling in the act. The public can report dog fouling via the RBC website, telephone, app or to the dog wardens. A selection of leaflets was left in the TMH giving further details and villagers were urged to join the scheme.

1. To receive apologies for absence

15/1 Alastair Robinson, Bill Ballard

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

a. Non Pecuniary Interests

b. Disclosable Pecuniary Interests

15/2 Personal and prejudicial interests in any agenda item to be stated as well as signed in the book.

3. 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.

15/3 **TMH grant:** A villager spoke about the annual grant made by the parish council to the TMH and asked the parish council to view the request favourably. The TMH is run by a management committee but previously was run by the parish council. There are a number of jobs to be done such as the kitchen and a grant from the parish council would help fund this and other necessary work. Cllr M Nash replied to say the grant will be spoken about later in the meeting under item 15.

Resignation of Clifton Parish Council Clerk: Villagers expressed their sorrow at the resignation of the parish clerk and spoke about the tremendously good job the clerk has done over the past 5 years. They thanked the clerk and wished her well.

Trees in playing field: A villager raised the subject and Cllr M Nash replied to say the item will be discussed later on the agenda.

Poor street lighting in South Road: It was raised that the street lighting opposite number 25 South Road is poor and the area very dark. **Action:** Cllr M Nash replied to say this will be placed on the agenda of the next meeting and the parish council will look at options before the meeting.

Email circulation list: A villager asked how many people are on the list and Cllr M Nash replied to say about 30 names. The villager asked whether there are plans to increase the list and Cllr M Nash replied to say the subject of communication is being covered later on the agenda.

Parking in the village: It was raised that someone from the village has suggested that Cllr M Nash met with the Police about enforcing parking controls in the village. Cllr M Nash

replied to say she has not met with the Police. She mentioned that 3 members of the parish council met with the Warwickshire County Council Highways Department, Locality Officer (Traffic & Safety Officer) to look at the problems of parking within the village. This meeting was further to discussions at the last parish council meeting. The parish council now keep a record of any meetings that take place outside the main parish council meetings. Cllr M Nash said the parish council are pleased to talk to anyone from the village to alleviate their concerns.

Traffic calming in and around Clifton: Cllr P Morris-Jones spoke about the proposals for traffic calming in and around Clifton. He mentioned the Fosse Division fund will not be covering the improvements but that the village will benefit from the large 106 Grant instead.

4. Resumption of standing orders

15/4

5. To approve the minutes of the previous meeting held 2nd March 2015

15/5

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

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

15/6

None.

7. To hear and consider received correspondence

15/7

Resignation of Clifton upon Dunsmore Parish Clerk: Cllr M Nash informed the meeting the clerk will be resigning on the 1st May 2015 after 5 years working for the parish council. She wished her well in her new ventures. The vacancy has been advertised and a staffing committee will be set up by the parish council to ensure the new clerk is supported.

EON – price change: EON is the street lighting supplier and they have informed the parish council of a price change. **Action:** The parish council agreed for Cllr M Nash to look into obtaining further information concerning the matter and circulate ahead of the next meeting (the deadline is 1 May).

Speed Survey:

Further to the request at the last meeting, WCC Highways was contacted for prices of a survey and a reply outlining the prices. A radar for a week costs £124.97 and a tube survey costs £240.70

A discussion followed concerning these and other options and a villager suggested the village counting the traffic. The question of weight limits on the roads was spoken about and Cllr L Hunt mentioned there is only a weight limit on Lilbourne Road. Cllr E Bembridge asked the parish council to consider what will happen with the information and the reasoning behind collecting the information.

Action: The parish council considered the following actions:

- To ask Urban & Civic for their traffic management plans
- To ask WCC highways what they are going to do with the information given to them
- Train volunteers from the village to use speed camera's - Please contact Steve Woodford on telephone number 01788 561996 if interested
- Consider lorry traffic through the village to Europark – To be placed on next month's agenda
- To contact WCC Highways and ask for traffic specialists to come and address a parish council meeting and give ideas for traffic calming
- To look at holding a public meeting in June with the BT mast site developers
- The local PCSO Sharon Bailee-Crabtree to keep a watch on the situation.

8. To consider and discuss received planning applications

15/8

Land adjoining 14 The Locks R14/2257

The Parish Council considered and agreed they were happy to support the application.

The Bull Inn R15/0276

The Parish Council considered and agreed they were happy to support the application.

9. To discuss highways issues

15/9

Discussions re highway safety issues: Cllr M Nash reported that she and other parish councillor's recently met with the Warwickshire County Council Highways Department, Locality Officer (Traffic & Safety Officer) to discuss the following parking issues:

Verge at top of Manor Farm junction with Newton Manor Lane: The parish council to monitor the situation and discuss at the next meeting.

Verge at South Road junction with Main Street: A discussion was held around placing bollards and contacting the school again. **Action:** The parish council agreed not to ask for bollards at the moment but for Cllr M Nash to contact the school once again concerning the matter and to suggest the school place cones along the problem area. The parish council will then monitor changes to the parking.

Lilbourne Road junction with Main Street: The parish council agreed to look at applying to the WCC Rugby Area Councillor grant fund for funding to progress this matter of parking issues. **Action:** This will be looked at by the parish council outside the meeting and reported to the next meeting.

PCSO Sharon Bailee-Crabtree: Sharon monitors highways issues on a regular basis.

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

15/10

Grazing fields: Cllr G Neelakantan reported she has surveyed the grazing fields and all is in order with the boundaries and fencing. She has nothing further to report.

Allotment plots: Cllr L Edwards spoke about the vacant plots which will be advertised locally. Cllr L Edwards also raised the following matters:

- An allotment holder was stung by a bee and Cllr L Edwards is in communication with the bee hive owner on a North Road plot about how to move forward.
- An un-kept plot has been highlighted and the allotment holder has been contacted.
- A householder bordering Glebe allotments has been in contact concerning the building of a wall and access across the allotment in consultation with the allotment holders this has been agreed. The householder in return will clear an overgrown plot and provide unwanted paving slabs for the allotments use.
- Actions previously recorded as completed will be reinstated onto the action log and completed when funds become available. 'No dogs allowed' signs and replacement of markers at the Glebe and new markers at North Road and Newall Close..

11. To receive a report on the playing field and pavilion

15/11

Pavilion: Cllr E Bembridge reported the work to the Pavilion guttering and fascia will be going ahead this week and also the decking has now been made safe.

There is a lot of graffiti on the pavilion walls and the parish council agreed for Cllr E Bembridge to look into the cost of removal and to monitor the situation. **Action**

Weekly checks: Cllr E Bembridge completes weekly checks of the play area, field and pavilion which are recorded to a checklist supplied by WALC.

Play area: The playground gates were discussed as they had been previously removed after reports that they were swinging dangerously. **Action:** It was agreed for Cllr E Bembridge to test the gates and measure the amount of time it takes the gates to close. A villager

requested for the parish council to complete a written risk assessment on the gates if they are replaced permanently.

Playing field: The mole activity has begun again and Cllr E Bembridge will speak to the mole person about the matter.

Football teams: Cllr E Bembridge reported that The Webb Football Club has agreed to pay the higher rent tenancy figure of £60 per game but London Calling Football Club has not yet decided. If London Calling do not decide to continue playing, then the rent will revert back to £50 per game and no work will be completed on the goal mouth. The parish council were in agreement with this proposal.

Goal posts: Cllr E Bembridge has met with Rugby Borough Council and the goal posts will be moved corner to corner so that playing will not involve balls falling into Shuttleworth Road. Temporarily moving of the goal posts over the summer months will allow the goal mouths to repair.

Football evening training: The parish council recently considered asking the Webb FC about charging for use of the field for training on Wednesday evenings throughout the summer. The Webb replied to say they will not pay and Cllr E Bembridge asked the parish council to re-consider the charging as a goodwill gesture. Parish Councillors considered the matter and agreed no charge to be made for midweek training.

12. Playing field

15/12 Cllr M Nash reported she has met with two tree surgeons and received quotes for £696 and £490 to cover health and safety issues with the trees. A third quotation is being obtained and Parish Councillors agreed to go ahead with the quote for £490 from Rugby Borough Council if it becomes the lowest quote.

Steve Woodford spoke about the trees to the south of the Tennis courts and Cllr M Nash replied to say the matter will be looked at later in the year. Steve also mentioned the problems they are experiencing with moss on the tennis courts and this is becoming a safety issue. He mentioned that the Tennis Club cannot afford to fund these matters as their funds are limited. **Action:** Cllr Nash will include Steve Woodford in the next meeting arranged with the tree surgeon contracted to undertake the work.

13. To receive an update on the Rugby Radio Station Site

15/13 The following report was received from Johanne Thomas of Urban & Civic:

1. The www.radiostationvision.com website is now up to date and will be used as a primary communications tool until we get the newsletter and new website done in June. Under the news section, we will put information about what is currently happening on the site and there is also a box where you can sign-up to receive regular updates about the development. This will help us a little further down the line when there is more happening on the site but in the meantime it just means that you can keep abreast of developments first hand. A few Clifton residents have already signed up which is great – so thank you.
2. Currently, we are completing the works onsite on the Newt holding areas. We are expecting to be able to start moving the newts into the holding areas over the next couple of weeks and we are working with Natural England on this. Once the newts have been collected, we are in a position to start works on site. You will also have noticed the extensive works done to trim and remove hedging and some trees. Many will probably know that this has to be done before the bird nesting season which is from the beginning of April so we have had to get this work done early ahead of the start of work in the summer.
3. We are awaiting technical approval from the County Council now to enable us to start work on the A428 works in the summer. It is likely to be August now for these works to begin but they will include the realignment of the road, the new junction into the site, which has just

received planning permission, the roundabout at the DIRFT end of the road and also the footway and cycleway.

4. We are still working with the HCA on an application for investment to get the Link Road in earlier and I will update on this at the next meeting.
5. We ask the Parish Council to give us a few date options for June to hold an event in Clifton which will give residents a chance to look again at plans for the development. This event will only feature on the Radio Station site and the SUE in particular taking in the housing and link road. If the Parish Council wish this to take in any of the DIRFT development, they will need to make an approach to Prologis on this.
6. I will update more on all of the above and take questions when I attend the May meeting.

Johanne Thomas

Tel: 07469150290

Email: Johanne.thomas@urbanandcivic.com

14. Village matters for discussion

- 15/14 **Churchyard grass cutting:** Cllr L Edwards updated the meeting to say that further to the last meeting she obtained more quotes for the grass cutting and the parish council agreed for a local contractor to be offered the work. The contractor has started and cut twice during March and he will organise cutting around weddings and funerals taking place. The contractor does not do weed spraying and this will need to be looked into.

An idea was put forward for parishioners to donate bulbs such as Snowdrops in memory of family and friends to be planted in the churchyard and the idea will be taken forward by Cllr L Edwards.

15. To consider the TMH grant

- 15/15 Cllr L Edwards declared a conflict of interest as she is a member of the TMH committee. The parish council identified the monies given to the TMH are not a precept but a grant. **Action:** It was agreed to postpone the consideration until a later date when more funds have been secured.

16. To discuss the website

- 15/16 Cllr M Nash reported she has received an offer from a Rugby based website designer to build the site for £600 and she recommended the parish council go ahead. A cheque for £200 has been received from Passion4Homes as a website contribution. Lister Chemists have also promised a donation for £200 and together with the previous donation last month, the parish council have received a total of £500 in donations. Parish Councillors were all in agreement to go ahead with the build of the website. **Action:** Cllr M Nash to take forward.

A report of the proposed make –up of the website was circulated to parish councillors and to the public at the meeting and the following comments were noted:

- Feedback to be placed on the parish council section
- Hyper- links with local businesses
- Section for sponsors
- Link to Urban & Civic
- Diary and community headings
- Complaints
- Photo gallery

Cllr M Nash also mentioned for villagers to pass their details onto her for inclusion into the parish council distribution email list.

Cllr M Nash asked for item no. 22 to be brought forward in the meeting.

22. Youth council

15.17 Cllr M Nash spoke about setting up a Youth Council sub-committee with members of the parish council and villagers. Cllr L Hunt suggested the parish council contact Steve Garrison at Rugby Borough Council as they have engagement with a youth council. Mrs Singh, who raised the suggestion initially, agreed to join a subcommittee. **Action:** It was agreed to start in principle.

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

15/18 Cllr E Bembridge reported that he is meeting with the architect to check the plans before they are submitted to Rugby Borough Council. He will update further at the next meeting. **Action:** Cllr M Nash asked Cllr E Bembridge for a time line to be brought to the meeting.

18. Action Log update

15/19 Cllr G Neelakantan spoke about her lead to update the action log accordingly after meetings. Cllr M Nash thanked her for implementing and actions from meetings will be linked to the action log. Cllr M Nash also mentioned the parish council are making a log of quotations received and all this information will be made available on the website.

19. Parish Council by-election update

15/20 Cllr M Nash spoke about the by-election and she is pleased to announce that three villagers stood for election to the Parish Council:

- Bill Ballard
- Kevin Rochford
- Alastair Robinson

As there were four spaces available, this means that:

- There will not be a by election and all three of the above nominations will become Councillors
- There will be a co-option process for an additional councillor.

20 Community Engagement

15/21 Cllr M Nash spoke about setting a date for the event in June to which Urban & Civic will be invited. The meeting will take place in the church around the middle of June. Cllr L Hunt suggested the parish council ask Rob Back, Rugby Borough Council to attend and also Prologis. **Action:** Cllr M Nash suggested the parish council liaise outside the meeting to propose a suitable date.

21. Social Media

15/22 Cllr G Neelakantan spoke about communication and engagement using Facebook and Twitter. A discussion followed around recognising people of different ages and using different means of communication to the village. It was noted that a Facebook page was a more favourable option. **Action:** Cllr G Neelakantan to investigate further and report to the meeting in June.

23. To consider Financial Matters

15/23 **Conclusion of annual internal audit:**

The Auditor has concluded the annual internal audit 2014/2015 of the Parish Council and completed Section 4 of the Local Councils in England Annual Return. The accounting statements 2014/15 were approved by the Parish Council at the meeting. Section 2 of the Annual Return, the annual governance statement was signed by the Chair Cllr M Nash and the Clerk. The completed Annual Return together with associated documentation will be forwarded to the external auditor Grant Thornton as requested by the Audit Commission.

To approve payments in accordance with the Budget: The following cheques were

signed at the meeting:

Blades Lawn Mowing, Churchyard grass cutting £160.00
MS Audit & Consultancy Services, internal audit fee £198.00
Rugby Borough Council marking of football pitch £806.56
WALC annual subscription £456.00
Rugby Borough Council charge for services in respect of contested election on 5 February 2015 = £1963.74

Bank statement check:

Cllr E Bembridge and Cllr G Neelakantan checked bank statement no 18, issue date 2 April 2015, bank balance £19,641.54

Payments:

Burial Committee grant £2000.00
Clerk payroll: March 2015: Protected under DPA 1998
Clerk expenses March 2015: Protected under DPA 1998
EON electricity supply for street lighting £160.15
Clerk pension March 2015: Protected under DPA 1998

Receipts

HMRC VAT refund £224.82
Clifton Tennis Club pepper corn rent £5.00
London Calling Football Club, matches 15.03.15 & 29.03.15 £100

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

15/24 **Footpath on Lilbourne Road:** A villager asked if the parish council could consider the cleaning of the pavement on Lilbourne Road between number 6 and Everard Close. The path is becoming a health and safety hazard. **Action:** Cllr M Nash replied to say this matter will be looked into.

Footpath on Main Street: A villager mentioned a similar problem with the footpath near to the Beeches Wall on Main Street. **Action:** Cllr M Nash to look into the matter.

Litterpick: A villager questioned why the litter pick had not taken place as a number of areas are very bad with litter and that the litter pick was a community event. Cllr M Nash replied to say that the event did not happen because the request for equipment to Rugby Borough Council was sent too late.

Cllr L Edwards and Cllr G Neelakantan informed the meeting of their apologies for the next meeting on the 11th May 2015.

Cllr M Nash thanked Mary Barratt on behalf of the parish council for her work over the past years as clerk to the council and wished her well for the future.

25. Date of next meeting:

15/25 Parish Council meeting Monday 11th May 2015 at 7.30 pm in the TMH

Meeting closed at 9.45 pm