

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

Held on Monday 6 July 2015  
At the Townsend Memorial Hall, commencing 7.30 pm

**Present:** Cllr M Nash (Chair), Cllr L Edwards (Vice-Chair), Cllr W Ballard, Cllr E Bembridge, Cllr G Neelakantan, A Robinson and K Rochford.

Also Present: Borough Councillor L Hunt and 12 residents of Clifton upon Dunsmore.

Clerk: Mrs C M Lord

Minute	ACTION
<p>The Chairman opened the meeting by introducing and welcoming the new Clerk, Christine Lord to her first meeting. She explained that Christine is a CICLEA qualified clerk with several year of experience.</p> <p>The Chairman also to the opportunity to thank Bill Robinson for his help and support during the time that he has acted as the interim Clerk.</p>	
<p>15/26    <b>1. Co-option of new Councillor</b></p> <p>The Chairman informed the meeting that the Parish Council has received one application from a villager to stand for co-option onto the Parish Council; Mr Crispin Palmer of The Old Vicarge, Manor Lane, and reiterated that the Parish Council has thoroughly considered this application. She explained that Mr Palmer could not attend the meeting due to his annual holiday.</p> <p>Councillor Robinson nominated Mr Palmer and Councillor Edwards seconded the nomination. On a show of hands 4 Members were in support of the co-option and 3 were against. The Parish Council therefore <b>RESOLVED</b> to co-opt Mr Crispin Palmer to serve on the Parish Council until the next ordinary election in May 2016.</p> <p>Following the vote Councillor Ballard declared that he no longer felt able to serve on the Parish Council and tendered his resignation verbally. Councillor Ballard left the meeting at 7.40pm.</p>	
<p>15/27    <b>2. Public Forum – suspension of Standing Orders</b></p> <p>The Chairman opened the Public Forum at 7.42pm. She reminded the meeting that parishioners of Clifton on Dunsmore are invited to address the Council on any relevant matter for a maximum of three minutes. She took the opportunity to reiterate to all present that this time is allotted according to the Parish Councils standing orders, and that the meeting should not participate at any other point, unless invited to do so, at the Chairman's discretion.</p> <p><b>Trees at the Tennis Club</b> - a resident representing the Tennis Club stated that he wished participate in the later discussion on the issue of overgrown trees which were affecting the tennis court. The Chairman agreed that this was appropriate.</p> <p><b>Website and circulation of Agendas</b> - a resident expressed concerns that once the new website is fully functional, the Agenda would not be circulated widely as previously. He stated that he considered it was very important to</p>	

preserve a 2-way dialogue with the Parish Council, and suggested that the Parish Magazine could be used for to provide information.

*In response the Chairman stated that the website should provide a number of opportunities for 2-way dialogue including space for community groups, news items and a 'contact us' feature. More information will be available once training has been given to the Clerk.*

**Major development meeting** - a resident stated that he had attended the meeting which had taken place in the Church concerning the proposed new major developments. Although the meeting was useful, disappointment was expressed that there was not a representative of the County Council Highways at the meeting, which he considered was essential.

*In response the Chairman stated that Cllr Hunt will address this at Agenda item 13.*

**Churchyard Maintenance** - a resident requested that a response a provided to the email sent on behalf of the Church which highlighted several issues of concern with the maintenance of both the Churchyard and the tombs contained within it. She also informed the meeting that the steps of the doorway to the church had now been refurbished to a high standard.

*In response the Vice-Chairman explained that the email had only been sent the previous day, so could not be included on the Agenda. She did however agree to comment later in the meeting.*

**Councillor Training** - a resident sought assurance that training would be provided to the newly co-opted Councillor in line with the recommendations of a historical report from the Standards Committee.

*The resident was assured by the Chairman that new Councillor training courses are provided via the County Association and in line with good practice will be offered to all.*

### **Public Forum closed and Standing Orders resumed at 8.00pm**

15/28 **3. Apologies for absence**

Apologies were received and accepted from County Councillor P Morris-Jones.

15/29 **4. Declarations of Members Interests and requests for dispensations.**

Councillor Edwards reminded the meeting of her previously declared non-pecuniary interest as a member of the Tennis Club.

Councillor Bembridge declared his membership of the Tennis Club as a non-pecuniary interest.

15/30 **5. Minutes of the Parish Council Meeting held on 1 June 2015**

Subject to the addition of details of a number areas of responsibilities; the minutes were approved and signed by Cllr M Nash as a true and accurate record of the meeting.

15/31 **6. Matters Arising**

Borough Councillor Hunt informed the meeting that the County Council Highways would not accept the traffic survey submitted in relation to planning application R15/0795, Twiggets Lodge Farm, Lilbourne Road, Rugby, due to its age. They have requested another survey to be undertaken. The Clerk agreed to contact Rugby BC in order to obtain a copy of the new survey for the Parish Council to consider.

Clerk

- 15/32 **7. Parish Council Insurance Policy**  
 The Chairman informed the meeting that the present Insurance Policy is due to be renewed shortly; therefore there is not time to investigate other options at present. The Clerk was requested to check the level of public liability insurance held at present. Subsequently the current insurance policy will be reviewed for value for money. Clerk
- 15/33 **8. Parking on Main Street**  
 In relation to the issues of parking on footways raised at the last meeting, the Chairman informed the meeting that she has investigated previously. From conversations with the local police she clarified that it is legal for cars to park on the pavement as long as this is not causing an obstruction (i.e. causing buggies, wheelchairs or pedestrians to walk in the road to navigate the route).  
 There is an understanding that there is a requirement for a gap of 1.2 metres to be left clear on the pavement to ensure a clear right of way for, e.g., buggies and wheelchairs. However, the local police were not able to verify this, only that cars cannot cause an obstruction.  
 There are situations which are not acceptable, for example:
- Cars not leaving sufficient space as described above; (which is matter for the police)
  - Cars are blocking driveways (a matter for the police)
  - Cars are being parked on grass verges, which is churning the ground up (which is a matter for Highways)
  - Cars are being parked contrary to highway regulations (e.g. within 10 metres of a junction, contravening roadway markings, causing obstruction to emergency vehicles etc)
- She informed all present that If any of these situations apply, please let the relevant authorities know so that they can take appropriate action – keep records, photos, etc.  
 In the meantime, the understanding from the village meeting that took place on 29 June with regards to the mast site is that there is going to be traffic calming consultation ahead of implementation next year and suggest this could be brought there.
- 15/34 **9. Advisory Group**  
 The Chairman opened the discussion stating that she considered the proposal put forward for an Advisory Group had merit in terms of improving community engagement and involvement in village environmental issues such as open space management. It was also noted that such a group already existed within the village and that those villagers could form part of the Advisory Group. However, such a group would need clear objectives, terms of reference and a reporting structure, to ensure that it remains an advisory group to the elected Parish Council, and does not replicate work already being carried out. LE  
 The Councillors agreed that work should begin on a draft terms of reference, for presentation at the August meeting, with a view to launching the new group in September. Councillor Edwards agreed to take the lead.
- 15/35 **10. Moles on the playing field**  
 Councillor Robinson informed the meeting that he had met with a specialist contractor to discuss the mole activity. He stated that at the present time the moles were not active, and no new hills had appeared. The contractor will be contacted again if there are any further occurrences, and a quotation for treatment will be provided. AR

15/36

## 11. Meeting dates

The Chairman offered the suggestion that the Parish Council have a brief meeting in August for a few reasons:

- we have been busy keeping the wheels on the bus recently and I am hoping that now that we are in a more stable position we can start to complete some of the outstanding work and report back on it.
  - to enable us to come up to speed on some issues that have already arisen but are not on the agenda that have been identified by the church and local residents
  - also as an opportunity for Christine to be introduced into her new role
- She requested that the Councillors provide their thoughts and feedback on this suggestion. All present agreed that it was a sensible suggestion, and a date for the meeting was fixed for Monday 3 August 2015.

**RESOLVED:** That an additional meeting of the Parish Council should take place on Monday 3 August 2015 at 7.30pm in the Townsend Memorial Hall.

Clerk

15/37

## 12. Reports from Councillors

*Townsend Memorial Hall: Cllr. Edwards*

A grant application for the refurbishment of the ground floor kitchen has been submitted. The result of which should be known in September. If successful work will commence in the Autumn, with every effort made to keep facilities available whilst the refurbishment is being undertaken.

*Documentation: Cllrs. Nash and Edwards*

We will now work on this with the new Clerk. This should be a short piece of work that ensures we are confident we hold all the required paperwork for publication under the new Transparency and Openness of Local Government legislation.

*Employment: Cllrs. Nash, Edwards, and Robinson*

Now that the new Clerk is in place will consider the terms of reference for the new group, and develop these during the coming months.

*Football Pitch and pavilion: Cllr. Robinson*

A quotation of £49.00 has been received from Morral Play Services in respect of the annual playground inspection. Additional quotations will be sought and circulated for consideration. Quotations are also required for the reinstatement of the self-closing gate. The Clerk was requested to obtain the quotations.

Clerk

The Bull Inn has signed a football pitch hire agreement at £60 per match. Another team are also interested, but as both play on Sundays they will have to co-ordinate pitch use.

*Street Lighting: Cllr. Nash*

Cllr Nash reported that the piece of work required is out of her area of expertise and she does not have the capacity to continue with this. She requested that this piece of work is taken over; however no Councillor present was able to do so. Cllr Nash agreed to request that Cllr Palmer undertakes this task on behalf of the Parish Council.

*Village car park: Cllr. Rochford*

There are now 3 areas that require attention in the car park. Quotations are required to be presented to the Parish Council for consideration at the next meeting. The Clerk was requested to obtain the quotations.

Clerk

*Social media: Cllr. Neelakantan*

Consideration has been given to the creation of a Facebook page and a Twitter account. The latter appears to be quite 'high maintenance' and time consuming to ensure it is used properly. Therefore it is proposed to create Facebook page which can be linked to the new website. **RESOLVED** The Parish Council will develop a Facebook page to improve its external communications.

GN

*Trees: Cllr Nash:*

The work around the playground has taken place.

There are now two issues to address around trees:

Hadfield Close: We have received correspondence from residents in Hadfield Close requesting intervention with regards to trees growing from the Manor House that obscures the lighting. Although the letter has come through too late to be put on the agenda. It was agreed that Cllr Nash investigate this issue in time for the next meeting.

MN

Tennis Club: Clifton Tennis Club continues to experience issues with regards to the leaves that fall on to the courts from the surrounding trees causing a build up of moss. Cllr Nash met with RBCs tree officers and representatives from the Tennis Club. RBC officers advised that the moss has been treated incorrectly in the past, and that an alternative method would improve the situation, but using a specialist product a considerable cost. An alternative may be to remove the 3 trees.

*Mr Woodward representing the Tennis Club was asked by the Chairman to address the meeting – summarised as:*

The 3 trees concerned cast a shadow causing the moss to form, and this situation will worsen as the trees grow. A permanent solution to the problem is required before it escalates with the potential of putting the court out of use. The cost of a permanent half cover is around £1,200 and regular treatment around £300-450 (3 times per year). The Tennis Club does not have enough income to treat the courts on a regular basis, and should it fold due to financial issues, the deeds state that the courts must be reinstated as playing fields by the Parish Council. He requested therefore that the 3 trees should be removed.

Councillor Edwards expressed concerns over loss of privacy and security to neighbouring properties if the trees were removed, and suggested that consultation should take place prior to any action being taken.

Councillor Robinson offered to remove the trees at no cost, as he has a chain saw (which he is licensed to use) However consideration should be given to the time of year, insurance for the activity and the removal of materials.

MN/Clerk

The Chairman suggested that the Cllrs hold a site meeting with representation from the Tennis Club to discuss the problems and to reach a solution. It was agreed to organise the meeting prior to the August meeting of the Parish Council, when a further report could be submitted for consideration.

MN

*Air Raid Shelter: Cllr Nash*

The architect has submitted revised plans to the County Council Highways for consideration. Their decision on whether they will support the application for development is still awaited.

*Website: Cllr Nash*

The test site has been sent round to Councillors and no comments have been presented. Cllr Nash and the Clerk are now booked to meet with the website developer on Wednesday to undertake training. The Clerk has agreed to populate and maintain the website.

MN/Clerk

*Vegetation: Cllr. Neelakantan*

Overgrown verge and shrubs at the junction of South Road /Hillmorton Lane is affecting driver visibility. It was noted that the vegetation is on private land. It was agreed that Cllr Neelakantan approach the householder to request that this is cut back

GN

*Allotments: Cllr Edwards*

Following the complaint made about three beehives at the allotment site at North Road and numerous communications with the owners, the beekeepers association and the complainant the hives have been removed. This issue has identified the need to revise the allotment agreement prior to the payment of annual rents. A draft revision will be submitted at the net meeting.

Unfortunately the plot holder affected most by the bees has been unable to work his half plot (No 14) this year, and as a gesture of goodwill Cllr Edwards suggested that he is allowed next years rental at no cost (normally £10). Following a long discussion a vote was taken on whether to allow the tenant a year's free rental. The result was a tie and the Chairman used her casting vote to allow the tenant of plot (No 14) a years free rental.

**RESOLVED:** That as a gesture of goodwill the tenant of allotment plot No 14 (North Road) should be allowed a years free rental due to the problems caused by beehives on the neighbouring plot.

*Churchyard: Cllr Edwards*

An email has been received concerning the poor condition of the Churchyard and several tombs contained within it, which is due for it 5-yearly inspection by the Diocese in August 2015. A meeting has been arranged with the Grounds Maintenance Contractor in order to produce an action plan to address the issues highlighted over the next 18 months or so. It was suggested by a villager that a working party could be formed to tackle some of the work on a voluntary basis. It was agreed that this be discussed at the next meeting.

LE

LE

15/38 **13. Borough Councillors report**

Councillor Hunt gave an overview of the meeting held on 29 June to discuss the progress of the major developments at the mast site and DIRFT. The meeting was attended by representative of Rugby BC, and the consultants appointed by both Urban and Civic and Prologis; but not by the County Council.

It appears that 2 separate traffic calming schemes have been put forward by the developers, and a decision will be made on whether a 20mph zone should be introduced. Suggestions for traffic calming include tabletop junctions at the entrances to the village and an extension of the speed limit along Lilbourne Road. It is hoped that a weight limit (allowing access only) will be introduced, which with the eventual link road to be built from Butlers Leap out to Hillmorton will reduce the numbers of HGVs which come through Clifton.

The consultants are hoping to bring forward community facilities for the site (Schools, GP surgery etc) as soon as possible to ease pressure on surrounding villages.

A formal consultation exercise on the proposed traffic calming measures is due to take place in the autumn with installation hopefully to begin next year. The consultants and Urban and Civic have been invited to attend the next Fosse Community Forum in early September, more details of which will be available soon.

15/39 **14. Planning matters**

*New Planning Applications*

- R15/0554 – 31 North Road – Erection of single story extension

**RESOLVED:** The Parish Council has no objection to the application

- R15/1235 - Old Station House Station Road – Change of use of land to residential curtilage and alterations to dwelling

**RESOLVED:** The Parish Council has no objection to the application

Planning Decisions by Borough Council

- R15/0772 – 3 Avon Street – Kitchen extension to rear of property

15/40 **15. Financial Matters**

a. Income

No income received

The following cheques were signed at the meeting:

- Grant Thornton: £240.00 in respect of the 2014 - 2015 Annual Return
- S.Lowe: £160.00 for grass cutting and grounds maintenance
- Edward Cottrill £600 - website development, hosting for one year and training
- E-on: £261.58 Electricity – 1/5/15—31/5/15

Direct Debits

- Severn Trent Water: £51.78 for water supply to allotments
- Severn Trent Water: £17.06 for water supply to allotments

15/41 **16. Correspondence**

None presented

15/42 **17. Members Motions for next Agenda**

None received.

15/43 The meeting closed at 9pm

Minutes approved and accepted as correct

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Chairman

Dated .....