

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

Held on Monday 3 August 2015  
At the Townsend Memorial Hall, commencing 7.30 pm

**Present:** Cllr M Nash (Chair), Cllr L Edwards (Vice-Chair), Cllr G Neelakantan, Cllr C Palmer and Cllr A Robinson

Also Present: District Councillor L Hunt and 8 residents of Clifton upon Dunsmore.  
Clerk: Mrs C M Lord

| Minute | ACTION   |
|--------|--|
| 15/44  | <p><b>1. Apologies for absence</b><br/>Apologies were received and accepted from County Councillor P Morris-Jones.</p> <p><b>2. Resignations of Councillors</b><br/>The Chairman informed the meeting that the Parish Council has received and accepted the resignations of 3 Parish Councillors: Councillor Bill Ballard, Councillor Kevin Rochford and Councillor Ed Bembridge. The Chairman expressed her gratitude for their participation during the past year and acknowledged the work that Councillor Bembridge in particular had done in respect of the playing field and pitches. The Chairman informed the meeting that have taken advice from the Electoral Services Officer at Rugby Borough Council; the vacancies will be advertised; offering residents the opportunity to call an election. She reiterated that this process would incur considerable cost to the parish, and hoped that due to the close proximity of the next ordinary election in May 2015, the vacancies could be filled by co-option.</p>  |
| 15/45  | <p><b>3. Declarations of Members Interests and requests for dispensations.</b><br/>Councillor Palmer declared his non pecuniary interest as a board member of the Townsend Memorial Hall Trust (as his Register of Interest form had not yet been submitted to the Borough Council.)</p>   |
| 15/46  | <p><b>4. Public Forum – suspension of Standing Orders</b><br/>The Chairman opened the Public Forum at 7.37pm.</p> <p>A resident expressed her concerns about the recent resignations of Parish Councillors; and the lack of continuity of Members since the 2014 elections. The resident also requested an update on the progress of the website, expressing concerns over the use of this channel of communication as it is not available to everyone. She also expressed concerns that the website would not be properly maintained and kept up to date.</p> <p><i>In response the Chairman acknowledged that the lack of continuity is not ideal, however those serving on the parish council do so voluntarily for the good of the parish; and this commitment is not easy to maintain. She also reiterated that the new website will not be the only channel of communication in the parish, there are many others including the parish magazine, which is available to purchase. She explained that the Clerk would maintain the website on a regular basis.</i></p> <p>A resident expressed his displeasure that a ‘fly poster’ had been attached to the Millennium Stone, and asked if the parish council had given permission for this. <i>In response Councillor Robinson assured the resident that the parish council had</i></p> |

*not given permission, and that he would remove the flypost on his way home.*

15/47 **5. Presentation – Neighbourhood Watch issues**

Steve Woodford gave an update on recently developments in his report:

After months, if not years, of a single figure crime rate in Clifton the number of crimes committed in Clifton has shot up. In North Road there have been two burglaries, an attempted burglary, a break in to a vehicle and a suspicious circumstance involving a male. In South Road there have been two cases of criminal damage and a theft. Vicarage Hill has experienced two burglaries. There has been a burglary in Hillmorton Lane and in Lilbourne Road several doves have been shot and killed. If you have any information about these crimes please contact the police on 01926 415000 or 101.

If you would like to do something about speeding traffic in Clifton please contact Steve Woodford on 01788 561996 and he can arrange training to use the speed gun, six people required.

Fraud is a growing crime and at present there is a trend for people in cities to use a postal address in Clifton to obtain vehicle insurance; by doing this they obtain a lower quote. If you receive a letter addressed to someone not living in your house tell the insurance company that it is not for you and advise the police on 01926 415000 or 101. Fraudsters are still phoning people claiming to be their bank, police etc. They say your credit/debit card has been used fraudulently and ask for the details on the card. They sometimes arrange a visit to collect the card. They will often suggest you phone your bank to check, but as they called you they can hold the line open so whatever number you dial you will end up back with the fraudsters who pretend to be your bank etc. Banks, police etc. will not contact you and ask for your card details. If in doubt call your bank or police using a different phone e.g. your mobile. The national reporting centre for fraud is 0300 123 2040.

Finally, a big thank you to Margaret (our Secretary) and Graham (our Chairman) who have been running the NHW scheme in Clifton for a considerable time. Unfortunately, Margaret is leaving the village and Graham is unable to continue so we are in need of a couple of people to take on the roles of Chairman and Secretary. Those of you that would like more details please contact Steve Woodford on 01788 561996.

15/48 **6. Public Forum closed and Standing Orders resumed at 7.50pm**

15/49 **7. Minutes of the Parish Council Meeting held on 6 July 2015**

The minutes of the meeting which took place on 6 July 2015 were approved and signed by Cllr M Nash as a true and accurate record of the meeting.

15/50 **8. Matters Arising**

Councillor Edwards stated that she was still working on the Terms of Reference for the new Advisory Group [15/34] the draft of which will now be presented at the September meeting.

Councillor Edwards stated that she will also be presenting a revised draft Allotment Agreement [15/37] at the September meeting.

15/51 **9. Financial Matters**

The bank statements and monthly reconciliations for April, May and June 2015 were checked and signed.

The Members considered a report on Income and Expenditure as at 28 July 2015. They observed that the levels were appropriate for the time of year, and that there were no outstanding debts.

15/52 **Payments**

The Members accepted the list of payments made since the last meeting.

|          |        |  |
|----------|--------|--|
| 09/07/15 | 240.00 | Grant Thornton – External Audit of Annual Return   |
| 09/07/15 | 160.00 | Stephen Lowe – Churchyard grass cutting (May)      |
| 24/07/15 | 600.00 | Edward Cottrill – website design                   |
| 24/07/15 | 160.00 | Stephen Lowe – Churchyard grass cutting (June)     |
| 24/07/15 |        | Christine Lord – Payroll(Protected under DPA 1998) |
| 08/07/15 | 35.00  | ICO – Data Protection Registration                 |
| 10/07/15 | 17.06  | Severn Trent Water                                 |
| 10/07/15 | 51.78  | Severn Trent Water                                 |
| 22/07/15 | 253.13 | EON  |
| 03/08/15 | 468.00 | K A Hirons – Painting bollards etc                 |
| 03/08/15 | 81.25  | Townsend Memorial Hall                             |

15/53 **Annual Return**

The Members received the audited Annual Return for the year 2014/15, and **RESOLVED** to accept that an unqualified opinion had been given by the External Auditor. They noted that the notice of the conclusion of the audit had been erected and would be displayed for 14 days.

15/54 **10. Planning matters**

*New Planning Applications*

- R15/1355 – Stable at Farm Cottage, Watling Street –Conversion of disused stable into a single dwelling.

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

15/55 **11. Correspondence**

None presented

15/56 **12. Borough Councillors report**

Councillor Hunt informed the meeting that the next Fosse community Forum would take place on Thursday 10 September from 7.00pm in the church. The forum will provide (amongst others) updates from Urban & Civic on the Radio Station development and on Warwickshire County Council highways issues, including the proposed consultation on the design of the Traffic Calming schemes.

Councillor Hunt informed the meeting that the trees on the Manor Estate had recently been surveyed by the Borough Council, and as a result an emergency felling order had been issued on a Beech Tree. Work will also be undertaken on several trees.

Resurfacing of some areas of the highway is being undertaken at present.

Councillor Hunt has alerted the County Council to the issue of the insufficient patching work in Hadfield Close, and has requested that this area is fully resurfaced.

15/57 **13. Reports from Councillors**

*Football Pitch and pavilion: Cllr. Robinson*

Two football teams have now signed up to use the pitch this season however there are problems with the condition of both goal mouths. Two solutions have been identified:

- To resurface the goal mouths on a temporary basis
- To spin the pitch around by 90°

Councillor Robinson will investigate the logistic of spinning the pitch round, possibly with the assistance of a local farmer who has access to equipment which could be used to re-site the goalposts.

The goalposts are also in a poor condition and will eventually require replacement. Councillor Robinson will investigate the costs involved, and ascertain whether grants are available.

The Pavilion is also in a poor state and needs a thorough clean and repainting. Councillor Robinson requested that the Parish Councillors and any interested residents form a working party to undertake the work required before the new season.

Councillor Robinson proposed that a temporary improvement of the goalmouths is undertaken prior to the start of the formal season in September.

Members **RESOLVED** to investigate solutions to the goalmouth and goalpost problems in the long term; including contacting the Borough Council for advice and costs and investigating grant funding schemes.

Councillor Robinson informed the meeting that a request had been received from the Parish Housing Trust in respect of the repair of a hole in the fence near to the embankment. Councillor Robinson will attempt to make the necessary repairs himself.

Clerk

The moles have returned to the playing fields once more. The contractor who removed them last time has been contacted and can provide the service again at the end of the month at a cost of £40 for the first mole and £10 each mole thereafter.

The Members **RESOLVED** that the contractor should be appointed to remove the moles.

Quotations are still required for the replacement of the self-closing gate which was removed due to its poor condition. The gate is likely to cost around £800. The Clerk was requested to obtain the quotations.

*Development of Air Raid Shelter: Cllr Nash*

County Council Highways have now approved the access scheme and the plans have been re-submitted to Rugby Borough Council for consideration.

*Website: Cllr Nash*

The basic website is almost ready, after being populated by the Clerk. Once the domain name has been transferred to the new site, it will be launched at the same time as the Facebook page. A flyer promoting the new website will be delivered around the parish, posters will be placed locally, Councillor Hunt has agreed to mention the site in the District Diary and an article will be placed in the parish magazine, encouraging local groups to access the site. It was confirmed that the Clerk has agreed to maintain the website.

15/58

**14. Trees at the Tennis Club**

Councillor Nash reported that a meeting had been held with representatives of the Tennis Club and local residents, where it was agreed that 2 trees could be removed. It would be investigated with RBC whether a third tree, an oak, could be lopped and the branches thinned out in order to both mitigate issues for the tennis club whilst preserving the privacy of neighbouring properties. During discussions there was a difference of opinion on whether the Parish Council or the Tennis Club would pay for the various elements of work involved; and the matter was deferred until a further meeting has been held between the 2 parties. The need to check whether any of the trees is subject to a Tree Preservation Order was also identified. Until confirmation has been received none of the trees should be removed.

MN

15/59

**15. Churchyard Maintenance**

Councillor Edwards presented a proposal for the establishment of a working party to tackle some of the issues identified by the church in preparation for the forthcoming Diocese inspection and to progress some of the recommendations proposed in 2010:

These include:

- Railing fence to the east - preparation for repainting with Hammerite and

- painting required;
- Overgrown ivy and brambles along the fence to be cut back;
- Maintenance of the memorial seats

**Additional actions proposed:**

- Confirm when trees were last inspected and arrange for inspection if required - September 2015
- Confirm ownership of the pocket park and if there is any agreement between Orbit Housing and the Parish Council to maintain it - confirm outcome at the September meeting.

**Expenditure**

Costs for the working party to include undercoat (tbc), hammerite paint plus preservative to be submitted to the September meeting.

Tree maintenance costs to be submitted to the Parish Council following confirmation of any work required.

In relation to the memorial benches it was proposed that attempts are made to contact the relatives of the deceased to whom the benches are dedicated to ask whether they would be prepared to undertake the work themselves or provide a monetary contribution to their upkeep.

LE

Councillor Palmer suggested that the Community Payback Team could be contacted in relation to undertaking works required around the village in future. The Members **RESOLVED** that a working party would be formed in early September to undertake the works proposed in order to improve the condition of the churchyard and that relatives of the deceased to whom the benches are dedicated to ask whether they would like to undertake the work themselves or provide a monetary contribution to their upkeep.

15/60

**16. Information Publication Scheme**

The members considered a draft off an Information Publication scheme produced for the new website, which is a duty under the Data Transparency Act. The Members agreed that the document was fit for purpose, and whilst some policy documents had not been created as yet, the scheme, detailing the existing documentation should be published.

Clerk

**RESOLVED** That the Information Publication scheme should be published on the new website, and updated as more policy documents are developed.

15/61

**17. Members Motions for next Agenda**

None received.

Date of next meeting Monday 7 September 2015 at 7.30pm

The meeting closed at 8.35pm

Minutes approved and accepted as correct

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Chairman

Dated .....