

CLIFTON UPON DUNSMORE PARISH COUNCIL
MINUTES OF MEETING

Held on Monday 7 September 2015
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr M Nash (Chair), Cllr G Neelakantan, Cllr A Robinson and Cllr C Palmer

Also present: County Councillor Phillip Morris-Jones, Borough Councillor Leigh Hunt and fourteen residents of Clifton upon Dunsmore.

Clerk: Mrs C M Lord

Minute		ACTION
15/71	1. Apologies for absence Advance apologies for her late arrival were received and accepted from Cllr L Edwards (Vice-Chair).	
15/72	2. Declarations of Members Interests and requests for dispensations. None provided.	
15/73	3. Public Forum – suspension of Standing Orders The Chairman opened the Public Forum at 7.34pm. Cemetery - a resident informed the meeting that the rota for the emptying of the large waste bin at the cemetery had not been observed, which meant that the bin would be almost full and is likely to cause problems for the grounds maintenance contractor. Churchyard Benches – a resident advised the meeting that due to difficult family problems at present, it would either not be feasible or appropriate to contact the families who are responsible for the maintenance of the memorial benches in the churchyard to request assistance with their upkeep. Website - a resident acknowledged that the new website would be a useful communication tools for local community groups. <i>In response, the Chairman thanked the resident for her advice and observations.</i> Councillor Hunt offered her personal congratulations on the development of the new website; and considered that the production of the draft policies for complaints, health and safety and social media and website use were of real benefit to both the Parish council and its residents.	
15/74	4. Public Forum closed and Standing Orders resumed at 7.43pm	
15/75	5. Minutes of the Parish Council meetings held on 3 and 11 August 2015 With the exception of minor amendment to minute [15/66. 11 Aug] in respect of the decision to only purchase one set of goalposts; the minutes of both meetings were approved and signed by Cllr M Nash as a true and accurate record of the meeting.	
15/76	6. Matters Arising None raised	
15/77	7. Financial Matters The Chair checked and signed the bank statement and monthly reconciliation for	

August 2015.

15/78

Payments

The list of payments made since the last meeting was presented.

10/08/15	31.30	EON - Pavilion
11/08/15	385.00	Rugby Borough Council - planning application
11/08/15	130.00	Pro Clean - graffiti removal
11/08/15	72.00	The Tech Factory
11/08/15	240.00	Stephen Lowe - Churchyard grass cutting July
11/08/15	480.00	Chapman Design (amended plans)
11/08/15	27.50	TMH - Hall hire
24/08/15	261.58	EON – Street lighting
25/08/15		Sarah Esworthy - Burial Clerk salary Protected under DPA 1998
25/08/15		Christine Lord – Payroll Protected under DPA 1998

15/79

Financial Statement

The Members considered a report on Income and Expenditure as at 31 August 2015. They observed that the levels were appropriate for the time of year, and that there were no outstanding debts.

Bank Mandate

Members considered a report requesting an increase in the amount of mandated signatories from 3 to 5 Members enabling both Councillors' Palmer and Robinson to sign cheques on behalf of the Parish Council; in order to provide more flexibility to cover sickness and holidays. All Members agreed that this was sensible.

15/80

RESOLVED: That Councillors Palmer and Robinson should be included on the list as signatories mandated on behalf of the Parish Council.

15/81

8. Planning matters

New Planning Applications

- R15/1663. 21 Church Street - Application for removal of Second World War air raid shelter and erection of dwelling together with vehicle access (applicant - Parish Council)

RESOLVED: The Parish Council has no objection to the application

- R15/1746. 15 Rugby Road - Application for single story rear extension with first floor side extension

RESOLVED: The Parish Council has no objection to the application

Planning Decisions by Borough Council

- R15/1322. Approval - 15 Main Street Erection of single story extension

15/82

9. Correspondence

- RBC Gambling Policy review – no comments made
- Notes on Neighbourhood Planning – received and noted
- Community Forum 10 September – information circulated

15/83

10. County and Borough Councillors' reports

Borough Councillor Hunt reported that she had now met with representative of the County Council Highways concerning the proposed traffic calming schemes. There is a good case for a 20mph speed zone to be created to compliment the traffic calming scheme, and to reduce lorries travelling through the village. An officer has now been appointed to lead the project, and is examining both sets of proposals submitted, taking into account of public comments. It is anticipated that a draft scheme will be produced which will meet the requirements of

Highway legislation by the Autumn and a public consultation event will be held.

Councillor Hunt reported that the Beech tree on the Manor Estate which was the subject of an emergency felling order is still in situ, and that she would be contacting Orbit Housing to ascertain why.

15/84 **County Councillor Morris-Jones** commented that although 20mph zones are hard to enforce, with the support of appropriate traffic calming, mobile speed cameras and goodwill they are more likely to work.

He reported that there is funding available via a tourism grant scheme at present, but that his Councillor grant has been over-subscribed this year and applications will need to be 'filtered' before funding decisions can be made.

He also reported that a meeting has been held to discuss the proposal to merge 7 metropolitan councils (and Warwickshire CC) into one large authority. This proposal has not been received favourably by the County Council and is more likely to support a merger with Coventry CC to become a combined authority.

Councillor Edwards joined the meeting at 8.00pm.

15/85 **11. Reports from Councillors**

Playground Inspection- Councillor Robinson

The annual play equipment inspection has been undertaken by Morrall Play Services and many of the elements/issues noted mirror those of last year.

One issue of concern is that the gates are still not present, having been removed as they did not comply with modern safety standards.

Shrinkage around the surface of the 4 swing unit has been noted and concerns raised over the spacing of the double slide chute has been raised.

On a positive note all issues were considered either very low or low risk and none of the issues is considered to be a high risk.

Councillor Robinson proposed the following actions:

- The Clerk should attempt to obtain 3 quotations for the reinstatement of the old play area gates to meet the required safety standard.
- That a further report should be submitted examining the improvements which could be made to the equipment in the short or longer term.

All Members supported the proposals.

15/86 **RESOLVED:**

- 1. The Clerk should attempt to obtain 3 quotations for the reinstatement of the old play area gates to meet the required safety standard.**
- 2. That a further report should be submitted examining the improvements which could be made to the equipment in the short or longer term.**

Access to the pavilion – Councillor Robinson

The issue of the logistics involved with allowing football teams being able to gain access to the pavilion when Members are not able to attend has been raised by one of the teams. Councillor Robinson proposed the solution of purchasing an external key safe for around £25.00 which could be erected on the building to provide an access code to both teams and other bona fide users. All Members supported the proposal.

15/87 **RESOLVED: That an external Key Safe should be purchased and erected at the Pavilion to allow secure access for the football teams and other bona fide users.**

Councillor Robinson requested that his sincere thanks to all of the councillors

who had assisted with the recent cleaning of the Pavilion, and to Cllr Palmer and the Clerk in the relocation of the pitch and the installation of the new goalposts in his absence should be recorded in the minutes of the meeting.

Request for Allotment Shed – Councillor Edwards

A request has been received from a Mr B Talbot for permission to erect a shed on Allotment plot 3. The proposal meets all the requirements of the Allotment Terms and Conditions. Councillor Edwards proposed that the request should be granted. In response all Members agreed.

15/88 **RESOLVED: That Mr B Talbot is granted permission to erect a shed on Allotment plot 3.**

12. Request for alterations to the play area

Councillor Robinson reported that he has received a request for the relocation of play equipment (particularly the swings and basketball hoop) from a resident who has recently moved into his property, which adjoins the play area. The resident views that he is subjected to noise and disturbance from users of the equipment.

Following a lengthy discussion on the longevity of the play area, the need to provide play equipment, the logistical difficulties and financial implications associated with relocating the equipment, all Members agreed that it would not be possible to grant the request. They agreed that the Parish Council should write to the resident informing him of the decision, and that no objection would be made to him raising the height of his fence, providing it complies with planning legislation.

15/89 **RESOLVED: That the Parish Council should inform the resident that it is not possible to comply with the request for the play equipment to be relocated.**

13. Trees at the Tennis Club

The Chair reminded the meeting that lengthy discussions have already taken place with the Tennis Club concerning their request to have 3 trees (owned by the Parish Council) which abut the tennis court removed, due to the detrimental effect that they have on the surface of the court.

She explained that at a recent site meeting no objection had been raised to the removal of 2 of the trees. However representatives from the tennis club had conceded that the impact on local residents on removal of the oak be mitigated by either reducing or pollarding it. Subsequently, the Chair has been informed that the opinion of the Borough Council was that it would not be appropriate for the third tree, an Oak to be reduced or pollarded.

She reminded the meeting that Councillor Robinson who has the necessary licence and insurance to cover tree felling has offered to fell 1 tree at his own expense, but that the Tennis Club would now like the Parish Council to fund the felling of the second tree, and dispute that the Oak tree cannot be reduced in anyway.

The Chair opened the item for discussion by Members. The main points being:

- Concerns over the safety of members using the courts if the issue is not resolved.
- Concerns about the future viability of the Tennis Club as a village facility should the tree works not take place.
- Removal of trees would facilitate £600 pa saving for the Tennis Club.
- The appropriateness of using parish council funding to improve facilities at the Tennis Club, in view of current budget constraints.
- Whether the 'in kind' contribution to be made by Cllr Robinson should be

taken into account.

Two representatives of the Tennis Club were asked to address the meeting to provide the view of the Tennis Club.

There were 3 main issues:

- The amount of time taken to make a decision as the work needs to proceed before the winter sun causes another build up of moss.
- The Tennis Club feel that the Parish Council should fund all the work required.
- A dispute over the terminology used by the Tree Officer in relation to what could be done on the Oak Tree.

Having heard the representations made by the Tennis Club the Chair proposed that:

- The Parish Council should write to the Tennis Club informing them that they can proceed with the removal of 2 trees.
- A decision will be made at the October meeting concerning whether a donation can be made by the Parish Council towards the work.
- In addition the Parish Council will contact the Tree Officer at RBC in order to obtain a definitive judgement on what can be done to the Oak Tree.

All Members agreed to the proposal.

15/90

RESOLVED:

- **The Parish Council should write to the Tennis Club informing them that they can proceed with the removal of 2 trees.**
- **A decision will be made concerning a donation to be made by the Parish Council towards the work at the October meeting.**
- **In addition the Parish Council will contact the Tree Officer at RBC in order to obtain a definitive judgement on what can be done to the Oak Tree.**

14. Draft revised Allotment Tenancy Agreement

Councillor Edwards presented a revised draft Allotment Tenancy agreement, which had been produced to align current payment terms, improve safety (by prohibiting glass to be used) and remove the condition on allowing the keeping of bees and hens at the allotments.

Councillor Robinson sought clarification relating to Newall Close allotment site, where livestock is kept under a grazing agreement. A copy of this agreement will be located and circulated for discussion, as this may need amendment as an exemption.

Members agreed that the revised allotment agreement was fit for purpose and that it should be adopted by the Parish Council.

15/91

RESOLVED: That the revised Tenancy Agreement for Allotment Gardens (2015) should be adopted by the Parish Council.

15. Draft Complaints Procedure

Members considered a draft Complaints Procedure which has been produced from a NALC Model Template. They agreed that it was appropriate for the Parish Council to adopt the procedure, being consistent with the majority of Parish Councils across England and Wales.

15/92

RESOLVED: That the draft Complaints Procedure should be finalised and adopted for use by the Parish Council; and published on the website under its Information Scheme.

16. Draft Health and Safety Policy

Members considered a draft Health and Safety Policy which has been produced

from a NALC Model Template. They agreed that it was appropriate for the Parish Council to adopt the policy, being consistent with the majority of Parish Councils across England and Wales.

15/93 **RESOLVED: That the draft Health and Safety Policy should be finalised and adopted for use by the Parish Council; and published on the website under its Information Scheme.**

17. Draft Website and Social Media Policy

Members considered a draft website and social media policy which has been produced using guidance issued by WALC. They agreed that it was appropriate for the Parish Council to adopt the policy, being consistent with the majority of Parish Councils which have a website.

15/94 **RESOLVED: That the draft Website and Social Media policy should be finalised and adopted for use by the Parish Council; and published on the website under its Information Scheme.**

15/95 **18. URGENT ITEMS CONSIDERED AT THE CONSENT OF THE CHAIR**

Councillor Neelakantan reported that a resident had complained about a possible planning enforcement issue in Shuttleworth Road.

Borough Councillor Hunt advised that the resident should contact the RBC Enforcement Officer directly.

15/96 **19. Members Motions for next Agenda**

Councillor Robinson – Review of the condition of the public highway within the village.

Councillor Robinson – Final report on the removal of the trees at the Tennis Club

Councillor Neelakantan – Co-option of new Councillors

15/97 Date of next meeting Monday 5 October 2015 at 7.30pm

The meeting closed at 8.40pm

Minutes approved and accepted as correct

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Chairman

Dated