

CLIFTON UPON DUNSMORE PARISH COUNCIL
MINUTES OF MEETING

Held on Monday 5 October 2015
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr M Nash (Chair), Cllr L Edwards, Cllr G Neelakantan, and Cllr C Palmer

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

Clerk: Mrs C M Lord

Minute	ACTION
15/98	<p>1. Apologies for absence Apologies due to annual leave were received and accepted from Cllr A Robinson Apologies were also received and accepted from Heather Duncan a candidate for co-option to the Parish Council; due to a previous family commitment.</p>
15/99	<p>2. Declarations of Members Interests and requests for dispensations. None provided.</p>
15/100	<p>3. Co-option of Councillor 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; Mrs Heather Duncan of 24 The Locks Hillmorton; who is a suitably qualified candidate. Having considered the application the Members RESOLVED that Heather Duncan should be co-opted to serve on the Parish Council until the next ordinary election in May 2016. The Clerk was requested to write to Cllr Duncan informing her of the decision, and to ensure that all administration and legal requirements for a newly co-opted Councillor were completed.</p>
15/101	<p>4. Public Forum – suspension of Standing Orders The Chairman opened the Public Forum at 7.35pm.</p> <p>Neighbourhood Watch – David Glover informed the meeting that he had attended 2 meetings with the Police with the intention of re-establishing the local Neighbourhood Watch. He is seeking financial support from local businesses and more volunteers from the community, as more help is required. He reported that there has been a recent spike in criminal activity and some very near misses in relation to road traffic accidents on Lilbourne Road. The group will create their own website which will link in with that of the Police, the Community Safety Partnership and the Parish Council. <i>In response the Chair applauded the efforts made, and requested that Mr Glover should liaise with the Clerk in order to promote the activities on the Parish Councils website.</i></p> <p>Parish Council minutes – Mrs Bancroft confirmed that the Church is no longer printing and publishing the minutes of the Parish Council meetings in the entrance to the Church as they do not appear to be needed any longer. She requested the Members of the Parish Council to confirm whether they supported this move. <i>In response the Chair confirmed that as the Parish Council is now publishing Agenda and Minutes on the website, and that papers copies are available for</i></p>

inspection by appointment with the Clerk, the printed minutes are no longer required.

Mrs Bancroft informed the meeting that restoration works are going on both inside and on the exterior of the Church, with render being removed to the 12th century walls. Lime rendering is required in most cases, and the works are due to be completed by the end of next month.

Mrs Bancroft also remarked on the importance of raising awareness of the Parish Council and its work, in order to encourage more residents to stand for election. She suggested that an information meeting could be held in the spring, and prior to the election.

In response the Chair stated that this idea had been considered previously by the Council, but it had been agreed that it could be considered further in the new year.

15/102 5. Public Forum closed and Standing Orders resumed at 7.42pm

15/103 **6. Minutes of the Parish Council meetings held on 7 September 2015**
the minutes of the meeting were approved and signed by Cllr M Nash as a true and accurate record of the meeting.

15/104 **7. Matters Arising and progress against resolutions**
[PC15/59. Aug 2015] Cllr Edwards confirmed that the owners of the churchyard benches which are in need of repair have not been contacted as it would be inappropriate to do so as yet due to difficult family circumstances. Councillor Edwards also confirmed that Community Payback Team would be contacted to undertake some restoration works once their application system is open again.

15/105 **8. Financial Matters**

15/106 **Payments**

The list of payments made since the last meeting was presented and accepted by the Members of the Parish Council.

DATE	AMOUNT	PAYEE
07/09/15	160.00	Stephen Lowe
07/09/15	930.96	Broxap Limited – Goal posts and Nets
07/09/15	33.07	Mrs C M Lord - Expenses
25/09/15	394.47	Christine Lord – Payroll (Protected under DPA 1998)
25/09/15	261.58	EON
25/09/15	25.00	TMH - Hall hire

15/107 **Financial Statement**

The Members considered a report on Income and Expenditure as at 30 September 2015. They observed that as the Bank Statement had not arrived, it had not been possible to reconcile the cashbook and the Bank Statement at this point.

Annual list of variable direct debit payments

Members considered a report on the need to review the existing variable direct debit payments which in accordance with Financial Regulations (6.7) the Parish Council is required to do, at least every 2 years. All Members agreed that it was sensible to do so, and resolved that all existing variable direct debit payments should continue.

- 15/108 **RESOLVED: Following the review of the existing variable direct debit payments in accordance with Financial Regulations (6.7); all existing variable direct debit payments should continue.**

Adoption of on-line banking and payment facilities

The Members considered a report proposing to introduce On-Line banking In order to provide the opportunity to examine the Parish Councils finances at any point during the month, instead of having to wait for the delivery of a monthly paper statement.

They observed that this will enable the Parish Council to check payments made and received more efficiently, and allow the presentation of regular monthly bank and cashbook reconciliations at each meeting.

They noted that the Bank of Scotland is now able to offer an On-Line approval mechanism for businesses; allowing 2 or 3 individuals the ability to authorise electronic payments. This mechanism would be appropriate to use for the payment of salaries by BACs transfer, and would be in accordance with Financial Regulations (6.8 – 6.10).

The Members considered that this move to On-Line banking would make the Parish Council finances easier and more efficient to administer.

- 15/109 **RESOLVED:**

- a) **That the Parish Council should adopt the use of On-Line banking facility by the Clerk to the Parish Council**
- b) **That the Parish Council should adopt an On-Line approval mechanism; allowing 2 or 3 individual Councillors the ability to authorise electronic payments when required.**

9. Planning matters

New Planning Applications

- 15/110 • R1/1915 – 2 Main Street Clifton upon Dunsmore

Concerns were raised on the proposal to relocate the entrance to the drive to provide access from Main Street.

RESOLVED: That the Parish Council should comment on their concerns on the proposed relation of access.

- 15/111 • R15/1920 –Resubmission Hazelmere Cottage Lilbourne Road Clifton upon Dunsmore

RESOLVED: The Parish Council has no objection to the application

- 15/112 • R15/1924 – Reserved Matters Rugby Radio Station site North of Crick Road Hillmorton

RESOLVED: The Parish Council has no objection to the application

- 15/113 • R15/0795 – Traffic report Twiggetts Lodge Farm Clifton upon Dunsmore

Concerns were raised that insufficient evidence has been provided to support the traffic count, which appears to be a reduction in traffic volume at the site.

RESOLVED: That the Parish Council should comment on their concerns on the validity of the evidence of the traffic count.

Planning Decisions by Borough Council

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

15/114 **10. Correspondence**

- *Wolston Neighbourhood Plan consultation*

Wolston Parish Council has submitted an application to Rugby Borough Council for the designation of the whole of the parish as a Neighbourhood Area. They are undertaking a 4 week consultation which finishes on 19 October.

- *WALC – AGM 4 November 2015*

WALCs AGM is on 4 November at Shire Hall Warwick and the Annual Report has been published.

- *Letter from Carlton Properties – 30th September 2015*

Letter from Carlton properties which is responsible for Carlton Court situated off South Road. They wrote to challenge unauthorised connection to their sewage system by Mayo Court during its development. This has resulted in two sewage floods to Carlton Court. The letter has been sent to the Parish Council on the misunderstanding that it is responsible for Mayo Court and so the damage caused by the sewage floods. The Clerk has been asked to redirect this letter to Parish housing, who built Mayo Court. Parish Housing is unconnected to the Parish Council.

15/115 **11. County and Borough Councillors' reports**

County Councillor Morris-Jones

Reported that a meeting has been held to discuss the proposal to merge 7 metropolitan councils (and Warwickshire CC) into one large authority 'the Midland Engine'. 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. Coventry CC would favour a joint metropolitan council, therefore it is likely that Warwickshire will maintain its independence with close links to its borough and district councils. As there are no 'models' available for consideration yet, it is too early for formal public consultation, however public feeling appears to be strongly in favour of retaining the status quo.

He reported that he has attended an A5 Steering Group meeting which is examining problematic areas, where improvements can be made in the long term. He has highlighted the problems caused to villages by traffic using unsuitable routes from Magna Park and other distribution hubs.

He also reported that there is a large group of travellers at Central Park at present. The issues surrounding the increase in numbers of unauthorised camps are being examined.

Concluded by reporting that the Police commissioner is pleased with the crime statistics at present, however violent crime remains an issue.

15/116 ***Borough Councillor Hunt***

Reported that the Fosse forum meeting held in September had been well attended and useful.

She reported that although the overhanging Manor Estate trees are not considered by Warwickshire County Council to be causing a highway obstruction, they were still causing problems with street lighting. The County Council has advised that as the street lighting is the responsibility of the Parish Council, that the new owners should be contacted in order to progress action on this.

The 8 week Local Plan consultation period is due to begin at the end of the year. This is an opportunity to reiterate that Clifton upon Dunsmore should retain its village character and should be a Local Needs Settlement.

Rugby BC are meeting to decide whether they want to be involved with the talks to help shape the proposed new West Midlands Combined Authority which will

commence next year and the residents' consultation on the issue. A contribution of £10,000 is required, although we would be exempt from many of the contribution and regulatory requirements that attach to larger Authorities.

Reporting on Police Matters Councillor Hunt provided an update on recent crimes committed in the parish:

Inc number 112 24/07/2015 – Vehicle Crime North Road

Between 7.00pm and 10.00am a cat converter has been cut off from underneath a vehicle.

Incident number 246 03/08/2015 – Anti Social Behaviour Robertson Close

A report of a male knocking at a door wanting to give some knives to the owner in exchange for their dog

Incident number 67 07/08/2015 – Damage The playing field

Between 8.00pm 30/07/2015 and 6.00am 06/08/2015 unknown offenders have cut 4 holes in the perimeter net fencing of the tennis courts.

Incident number 64 19/08/2015 – Vehicle crime Main Street

Between 10.30pm and 6.30am a Mercedes van has been entered by someone punching a hole in the nearside sliding door and removing various tools and equipment.

Inc number 48 01/09/2015 – Damage Buckwell Lane

Overnight 6 containers on a farm have had the padlocks forced off and power tools have been taken from some of the units.

Incident number 291 01/09/2015 Church Street

A report of a male selling cleaning products door to door.

She informed the meeting that the new police officer for the area is PC 1906 Stuart Baker and that the Mobile Police Station would be in Lilbourne Road between 1.45 – 3.00pm on 22 October.

15/117 **12. Reports from Councillors**

Councillor Nash

Website

The website was launched over a month ago and, anecdotally, has been very well received. In the last 30 days the website has been viewed 330 times by 247 users. With nearly fifteen hundred pages viewed

The Clerk, Christine, has been extremely proactive in ensuring that the information contained on both the website and Facebook is both current and relevant. Councillor Nash proposed that the lead role of the website development is now dropped and transferred into the social media role that Councillor Neelakantan is responsible for.

Air Raid Shelter

The planning application to build a two bedroom house on the site of the air raid shelter has now received full approval. Cllrs Nash and Robinson have met with two estate agents and plan to meet with one other. They have asked them to provide a valuation, options of methods of sale and details of their fees. Cllr Nash will report back at the next meeting.

Councillor Robinson (written report submitted) Playing fields

Trees adj to tennis courts

The first tree was removed last weekend, and discussions are now taking place in order to find a solution to the felling of the other tree.

Litter and security

The football team managers have been emailed regarding litter and the installation of a key safe. Cllr Robinson will get the outstanding keys back from Kevin to use in the safe.

Moles

The pest control contractor has reported that he has now caught a total of 11

moles at the playing fields, the last 2 last week near the tennis court. He is quite satisfied his work is now complete, but will check once more next week, and will send the final invoice in October.

15/118 **13. Trees at the Tennis Club**

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

Following the objections raised by local residents and advice provided by the Borough Councils Tree Officer, the Oak Tree will not be removed or cut back in any way. One of the trees has been felled by Councillor Robinson at his own expense and discussions are now taking place with the Tennis Club on whether it will be possible for Councillor Robinson to remove the remaining tree.

Councillor Edwards stated that a decision on whether the Parish Council would contribute towards the removal of the second tree should not be made until the results of the investigations and discussions by Councillor Robinson are concluded. If forced to make a decision a present, the answer is likely to be a 'no'.

Speaking on behalf of the Tennis Club Steve Woodford reiterated that the sun is low in the sky at this time of year, and contributes to the build up of moss on the court. He requested that, if Councillor Robinson is unable to remove the second tree, a definitive decision is made on the funding contribution at the next meeting, in order that the Tennis Club can evaluate how the felling of the remaining tree can be funded.

The item was deferred until the next meeting; and until Councillor Robinson is able to conclude whether he would be able to fell the remaining tree.

15/119 **14. Review of the condition of the public highway within the village.**

To be considered at the next meeting.

15/120 **15. Members Motions for next Agenda**

None received

15/121 Date of next meeting Monday 2 November 2015 at 7.30pm

The meeting closed at 8.15pm

Minutes approved and accepted as correct

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Chairman

Dated