

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

Held on Monday 2 November 2015  
At the Townsend Memorial Hall, commencing 7.30 pm

**Present:** Cllr H Duncan, Cllr L Edwards, Cllr G Neelakantan, Cllr C Palmer and Cllr A Robinson.

Also present: Borough Councillor Leigh Hunt and ten residents of Clifton upon Dunsmore.

Clerk: Mrs C M Lord

Minute	ACTION
15/122	<p><b>1. Apologies for absence</b> Apologies due to illness were received and accepted from Cllr M Nash (Chair). In the absence of the Chair, Councillor Lesley Edwards (Vice-Chair) presided over the meeting.</p> <p>Apologies were also received and accepted from County Councillor Phillip Morris-Jones and PCSO Sharon Ballie-Crabtree</p>
15/123	<p><b>2. Declarations of Members Interests and requests for dispensations.</b> Councillors' Duncan and Neelakantan declared a non-pecuniary interest in Item 8 (R15/2153 – 65 Rugby Road) in respect of their friendship with the applicant.</p>
15/124	<p><b>3. Public Forum – suspension of Standing Orders</b> The Chairman opened the Public Forum at 7.35pm. A resident informed the Parish Council that the X44 Bus Service (Rugby to Leicester) is being withdrawn from 16 November, and stated that this is likely to have a negative effect on the well-being many residents of both Clifton and Newton.</p> <p>Borough Councillor Leigh Hunt requested permission from the Vice-Chair to respond to the resident on this issue. <i>In response Councillor Hunt stated that Leicestershire County Council (which provided funding for the service) had withdrawn the funding; and this in turn will cause problems for both residents and school pupils wishing to travel either into Rugby or to Lutterworth or Leicester, leaving Newton in particular very isolated without access to a bus service. She is making representations to Warwickshire County Council with a view to alternative options and services.</i></p> <p>The Vice-Chair requested that the Clerk should write to Stagecoach on behalf of the Parish Council to suggest that the service which terminates at South Road is reinstated to serve Newton. <span style="float:right">Clerk</span></p> <p>A resident reported that there are streetlights out at the top of Vicarage Hill (at the start of Rugby Road) and also in Avon Street. <i>In response Councillor Palmer stated that he would report these faults to the street lighting contractor.</i></p> <p>A resident expressed his concerns about the number of HGV's still using Lilbourne Road and Newton Road to access the A5. In response the Vice-Chair observed that it is important to gather details of the vehicles in order for the County Council and/or the Police to enforce the <span style="float:right">Clerk</span></p>

owners to comply with weight and speed limits. She requested the Clerk to write to the Management Company responsible for the Europark to remind their tenants to confirm that the business is – and should be accessed from the A5 (and not in Clifton upon Dunsmore itself).

Mrs Bancroft (on behalf of the Townsend Memorial Hall Committee) requested that the Parish Council should reinstate its grant provision; stating that it was a well-used village facility which was in need of repairs.

*In response the Vice-Chair informed Mrs Bancroft that the Parish Council budgets were restricted and tight this year and into the next year. It was therefore most unlikely the a grant would be provided to the Committee.*

Mr Glover (on behalf of Neighbourhood Watch) informed the meeting that efforts to 'reboot' the group are proceeding, with a meeting taking place on the 4 November 2015 with district representatives and with the Police. There are changes in the administration and focus of Neighbourhood Watch across the district and nationally to be taken into account. A new website is being created which will link in to the Police, Crimestoppers and other community safety bodies. It is proposed to hold a community meeting early next year to move the group forward.

15/125 4. Public Forum closed and Standing Orders resumed at 7.45pm

15/126 **5. Minutes of the Parish Council meetings held on 5 October 2015**

The minutes of the meeting were approved and signed by Cllr Lesley Edwards as a true and accurate record of the meeting.

15/127 **6. Matters Arising and progress against resolutions**

None raised.

15/128 **7. Financial Matters**

15/129 **Payments**

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

DATE	AMOUNT	PAYEE
05/10/15	45.20	The Post Office (HMRC)
05/10/15	45.00	Warwickshire Training Partnership
05/10/15	160.00	Stephen Lowe
25/10/15		Christine Lord – Payroll Protected under DPA 199
23/10/15	253.13	EON

15/130 **Financial Statement**

The Members considered a report on Income and Expenditure as at 28 October 2015. Councillor Edwards outlined that both income received and expenditure was in line with the time of the year.

Councillor Robinson expressed concerns that The Webb FC had not yet paid for matches played to date. The Clerk informed the meeting that she had requested the Manager to give his urgent attention to this within 7 days on 17 October, with no response.

The Members requested that the Clerk contact the Manager of the Webb FC once again; reminding him that his tenancy agreement has been breached and requesting that he settle the debt by BACs within 48 hours. The Clerk was also requested to inform the local FA Fixtures Secretary that the provision of the pitch to the Webb FC will be withdrawn until monies owed are paid.

Clerk

The Vice-Chair signed the reconciliation of the cashbook and the Bank Statement for both September and October 2015.

15/131 **Draft budget 2016/17**

The Members considered the draft budget for 2016/17; which is subject to the provision of the Council Tax grant by Rugby Borough Council. They observed that a final decision should be able to be made at the December meeting. The Clerk was requested to place the draft budget on the website to enable the residents to make comment.

Clerk

**8. Planning matters**

*New Planning Applications*

- 15/132
- R15/1836 - Creation of temporary haul route(s) and utilisation of existing spoil storage/construction compound Land adj to Key Phase 1 Rugby Radio Station

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

- 15/133
- R15/2017 - Retrospective planning permission for the change of use of an existing barn to vehicle workshop Clifton Court Farm Lilbourne Road Clifton upon Dunsmore

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

- 15/134
- R15/2153 –Retention of roof to 2 storey extension 65 Rugby Road Clifton upon Dunsmore (re-submission of R15/0835)

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

- 15/135
- R15/1972 – Erection of a single storey extension 4 Whilley Close Clifton upon Dunsmore

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

- R15/0795 – Traffic report Twiggetts Lodge Farm Clifton upon Dunsmore
- Members were informed that this application has been withdrawn.

*Planning Decisions by Borough Council*

None reported.

15/136 **9. Correspondence**

- WCC Minerals Plan – Preferred Option and Policies October 2015
- Comments invited on the proposals during a consultation which is taking place until 4 December – link to details to be placed on the Parish Council website

Clerk

- Superfast Broadband project update October 2015

This does not affect Clifton upon Dunsmore - link to details to be placed on the Parish Council website

Clerk

- Winter Gritting routes – Warwickshire County Council (not discussed during the meeting)

Link to details to be placed on the Parish Council website

- Combined authorities proposal – Rugby Borough Council
- The Members agreed that the Clerk should contact Councillor Michael Stokes to invite him to attend a meeting of the Parish Council in order to provide an overview of the proposal for a new West Midlands Combined Authority.

Clerk

15/137 **10. County and Borough Councillors' reports**

***Borough Councillor Hunt***

Reported that Rugby Borough Council has voted not to commit to join the proposed West Midlands Combined Authority but will continue to be involved in discussions.

A number of submissions were received from local developers and landowners in response to the call for sites for locations for new development

around Rugby. Councillor Hunt explained that many residents had stated that no more development is required in Clifton, and encourages all residents to participate in the consultation for the new Local Plan, which is due to commence in December.

She reported that a large tree had been felled in the Manor Estate due to Honey Fungus infection. The stump remains in place but will be removed in due course. A number of other trees are likely to be infected by the Honey Fungus and may have to be felled.

Also reported that she has seen a draft of the proposals funded by the 2 developers involved with DIRFT and the Mast Site for a 20mph zone through the core of the village; beginning before the School, continuing through Main Street, North and South Roads' and extending beyond the junction of Lilbourne Road and Hillmorton Lane. The proposals include raised junctions and speed pads and will hopefully retain the traffic island by the Bull. It is anticipated that weight limits will also form part of the proposals. Whilst there is some flexibility in the design, there is no option to 'pick and choose' which areas will be covered by the 20mmph zone. The consultation period is likely to begin before Christmas with a start on site during the middle of next year.

15/138 **11. Reports from Councillors**  
**Churchyard Trees**

Councillor Edwards reported that a site meeting had been held with the RBC Conservation Officer to discuss the issue of the low hanging branch of the Yew Tree on the north side of the Church. As a result an application to remove a large lateral branch (plus some other residual branches above it) will be submitted to RBC. Once permission is obtained, 3 quotes will also be obtained from qualified Tree Surgeons in respect of the works required.

Cllr  
Edwards  
and The  
Clerk

**Play Area**

Councillor Robinson reiterated that this year's Play Equipment inspection had repeated last year's findings; highlighting the need to refurbish or replaced several items of equipment – particularly the double slide and some play surfaces. The estimated cost of this would be around £5,000.

Councillor Robinson proposed that sources of external funding should be investigated and quotations for refurbishments obtained in time for the opening of the RBC grant funding process in February. Sources such as Landfill Tax funding, Sports Awards and monies ring fenced within the Parish Council reserve should be investigated. It is suggested that the Parish Council should also register with CAVA funding service. All Members supported the proposal.

15/139 **RESOLVED:**

- 1. That quotations for refurbishment of the play area should be obtained.**
- 2. That sources of external funding for the refurbishment of the play area should be investigated and in time for the opening of the RBC grant funding process in February.**
- 3. That any monies rings fenced within the Parish Councils reserve are identified for possible match funding if required.**

Cllrs  
Robinson,  
Edwards  
and The  
Clerk

15/140 **12. Trees at the Tennis Club**

Councillor Robinson will attempt to fell the remaining tree with the assistance of members of the Tennis club in the near future. Therefore the item was

deferred until the next meeting.

15/141 **13. Review of the condition of the public highway within the village.**  
Councillor Robinson reported that there are a number of gullies which are blocked, causing flooding after heavy rain and that need attention. The Members were requested to observe the current problems and report the precise location to the Clerk; who will in turn report them to Warwickshire County Council  
**Action:**  
**Members to observe the current gully problems and report the precise location to the Clerk; who will in turn report them to Warwickshire County Council.**

15/142 **14. Review of the Risk Register and Risk Management Policy**  
The Members considered that the Risk Management Policy Statement was fit for purpose and should be adopted by the Parish Council. However they observed that there were a number of areas within the Risk Register where mitigation measures had not been identified and listed.  
**Action**  
**The Vice-Chairman requested that Members should review the mitigation measures currently in place and provide the Clerk with their comments in time for the next meeting.**

ALL

15/143 **Resolved: that the Risk Management Policy Statement should be adopted by the Parish Council.**

15/144 **15. Review of the Asset Register**  
This item was deferred until the next meeting as the review had not been fully completed

15/145 **16. Members Motions for next Agenda**  
Councillor Palmer – consideration of funding for the Joint Burial Committee  
Councillor Robinson  
1) Funding for refurbishment of play area  
2) Payment of football match fees

15/146 Date of next meeting Monday 7 December 2015 at 7.30pm  
The meeting closed at 8.25pm

Minutes approved and accepted as correct

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Chairman

Dated .....