

CLIFTON UPON DUNSMORE PARISH COUNCIL
MINUTES OF MEETING

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

Present: Cllr M Nash (Chair) Cllr H Duncan, Cllr L Edwards, Cllr G Neelakantan, Cllr C Palmer and Cllr A Robinson.

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

Clerk: Mrs C M Lord

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| Minute | | ACTION |
| 15/147 | <p>1. Apologies for absence
Apologies were also received and accepted from Mrs Dorothy Bancroft and PCSO Sharon Ballie-Crabtree</p> | |
| 15/148 | <p>2. Declarations of Members Interests and requests for dispensations.
Councillor Robinson declared a non-pecuniary interest in Item 8 - planning application R15/2416; due to his close friendship with the applicant.</p> | |
| 15/149 | <p>3. Public Forum – suspension of Standing Orders
The Chairman opened the Public Forum at 7.35pm.</p> <p>Street Lighting – a resident notified the Members that streetlight No.29 at the junction near Allans Lane was flashing.
<i>In response Councillor Palmer confirmed that it had been reported to the Contractor.</i></p> <p>Parking North Road – a resident expressed concerns that the inconsiderate parking of vehicles (usually by parents of schoolchildren) at the school end of North road was impairing vision whilst exiting the junction.
<i>In response Councillor Duncan observed that a letter recently issued by the Head teacher had been very forceful on the issue, and she considered that there was little else the School could do to stop parents from parking inconsiderately. The Chair requested the Clerk to write to the Police and the School once again to alert them to the issue.</i></p> <p style="text-align:right">CLERK</p> <p>Parking Lilbourne Road – a resident observed that parking at the junction of Lilbourne Road and Main Street was also a potential danger, and suggested that bollards are sited at the location to prevent parking.
<i>In response Borough Councillor Hunt urged the resident to raise this issue and make the suggestion during the forthcoming County Council consultation on traffic calming.</i></p> <p>Small Tennis Court – Mr Woodford, on behalf of the Tennis Club enquired whether the school were still using the small court, as there was concern that its condition was deteriorating.
<i>In response the Chair confirmed that at a recent meeting with the School, the Head teacher had expressed an interest in using it, and also the larger court again. The contact details of the Tennis Club have been passed to the School.</i></p> | |
| 15/150 | <p>4. Public Forum closed and Standing Orders resumed at 7.42pm</p> | |
| 15/151 | <p>5. Minutes of the Parish Council meetings held on 2 November 2015</p> | |

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

15/152 **6. Matters Arising and progress against resolutions**

None raised.

15/153 **7. Financial Matters**

15/154 **Payments**

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

02/11/15	17.50	TMH - Hall hire
02/11/15	26.63	Cllr Marion Nash
02/11/15	42.08	Mrs C M Lord
02/11/16	317.60	MPCS Services - moles
02/11/15	45.00	Warwickshire Training Partnership
02/11/15	183.66	Mr W J Robinson - interim clerk
02/11/15	24.99	Cllr S A Robinson - key safe
02/11/15	13.49	EON
18/11/15	160.00	Stephen Lowe
18/11/15	25.00	TMH - Hall hire
25/11/15		Sarah Esworthy – Payroll Protected under DPA 1998
25/11/15		Christine Lord – Payroll Protected under DPA 1998
23/11/15	261.58	EON

15/155 **Financial Statement**

The Members considered a report on Income and Expenditure as at 30 November 2015.

The Chair signed the reconciliation of the cashbook and the bank statement for November 2015.

15/156 **8. Planning matters**

New Planning Applications

- R15/2416 – Variation to condition of planning application R13/1151 to include the addition of a porch to the front of the property – Round Barn, Lilbourne Road Clifton upon Dunsmore.
- **RESOLVED:** The Parish Council has no objection to the application

Planning Decisions by Borough Council

- R15/2322 – Works to Cedar Tree in St Marys Churchyard. (Approved)

15/157 **9. Correspondence**

- Letter from resident – playground noise.

The Members requested the Clerk to respond to the letter informing the resident that a 'No Ball Games' notice was not considered appropriate at this location

CLERK

- Letter from RBC – grants briefing 3/2/16.

The Members were requested to inform the Clerk if they wished to attend.

ALL

- Information on proposals – Wharf Farm development

- Letter from RBC – nomination of asset of community value

The Clerk was requested to inform RBC that the Parish Council have no objections to the proposal.

CLERK

- Letter from RBC – consultation of Preferred Options – Local Plan

An 8 week consultation period starts next week. The Clerk was requested to invite an Officer from RBC to attend the February meeting and to place a link to the details of the Local Plan on the website.

CLERK

- Update on Radio Mast development

The Clerk was requested to invite a representative of Urban & Civic at attend the

CLERK

January meeting in order to provide a comprehensive update on the progress of the development.

15/158 **10. County and Borough Councillors' reports**

County Councillor Phillip Morris Jones had left the meeting at 7.50pm in order to attend another Parish Council meeting. He provided paper copies of information including

- County Councillor Funding Newsletter
- Letter written by HRBC to the Secretary of State concerning inappropriate use of rural road by HGVs.
- Consultation – frontline policing
- WCC Transformation fund

Borough Councillor Hunt

Reported that Councillor Michael Stokes had provided his apologies for the meeting due to his attendance being required at a ministerial meeting, and to which he could not send a deputy.

She reported that she had contacted WCC again to press for a date for the traffic calming consultation. She had been informed that due to pressure of work at WCC, this is now likely to be in the new year.

She reported that at the recent Orbit Housing meeting the Parish Council had been requested to write to WCC concerning the trees in the grounds of the private property of the Manor which are obstructing the footpath.

In response to a residents' question on whether the objection by WCC to the proposal for 600 homes off Ashlawn Road would affect the parish; she confirmed that no further development was proposed for the parish, due to its proximity to Rugby and the number of properties already allocated at the former Radio Mast site.

In response to a resident question on whether RBC are likely to join the proposed Birmingham led Greater West Midlands Council; she informed the meeting that RBC will continue to participate in discussions, however there are no plans to merge into the large authority.

15/159 **11. Reports from Councillors**

Councillor Nash – Community Engagement event

Councillor Nash outlined the basis of an event to be held on 27 February in order to inform residents about what the Parish, Borough and County Councils do.

Many local groups have also been invited to attend, although response has been slow to date.

Councillor Edwards - Churchyard Trees

Councillor Edwards reported that the application for works to the Cedar Tree had been approved. Three quotations for the works have also been obtained from qualified Tree Surgeons in respect of the works required. The members examined the quotations and agreed that based on value for money offered, the quotation from A C Old for £216 inc VAT should be accepted.

RESOLVED: That based on value for money offered, the quotation from A C Old for £216 inc VAT should be accepted

Councillor Palmer – Burial Committee

Councillor Palmer reported that the recently re-arranged meeting of the Joint Burial Committee had not been quorate, therefore the Precept bid for 2016/17 could not be considered. The Clerk to the Parish Council has subsequently received a letter from the Clerk of Burial requesting a precept payment of £2000 from the P.C. The letter also made reference to previous years, and previous minuted decisions. This has no relevance to the current financial position of

Parish Council, the Joint Burial Committee itself, or the next financial year. There is no provision in the agreement between the Parish Councils for the Joint Burial Committee to carry reserves; that is met by the responsibility of both PCs to ensure that the JBC have enough monies to meet their obligations for maintenance.

The Burial Committee expenditure in the current financial year to the 21st November 2015 was £1,905 and includes the annual expenditures on Insurance and audit. Its bank account adjusted balance was £5,518 at the 23rd November 2015. This would indicate that the money provided last year have not been utilised yet. It would appear therefore at this time that the Joint Burial Committee holds sufficient funds for normal maintenance for at least two years, even assuming no income from burials and grant of rights over that period.

On this basis both Parish Councils have fully met their obligations at this time in terms of financing the joint burial committee. This should be reviewed again in 12 months

Regarding future funding the agreement between the two parishes to manage the cemetery was formed on the 7th April 1942. At that point it was agreed that funding should be on the basis of Clifton 3/4 and Newton & Biggin 1/4 of cost. The agreement allowed for this to be revised in the future, based on the national census. The most recent census indicates future funding should now be on the basis Clifton 69.5% and Newton 30.5%.

Councillor Palmer proposed that a) that the Joint Burial Committee should not be granted a Precept for the year 2016/17 and b) that a meeting should be arranged with Newton & Biggin Parish Council to discuss the revision of the proportion of funding for the Joint Burial Committee in future years. Both proposals were seconded by Councillor Nash, and on a show of hands all Members were in agreement.

15/160 **RESOLVED**

- a) **that the Joint Burial Committee should not be granted a Precept for the year 2016/17.**
- b) **that a meeting should be arranged with Newton & Biggin Parish Council to discuss the revision of the proportion of funding for the Joint Burial Committee in future years.**

Councillor Robinson – Play area and playing field issues

Councillor Robinson reported that the majority of the outstanding debt on behalf of The Webb FC had now been paid, with £30 still owed. This will be monitored closely.

In line with the resolution (15/139) made at the last meeting to refurbish to play area; advice is awaited from RBC and investigations have been made into suitable contractors to undertake the work, A specification will be produced to allow contractors to quote 'like for like' and grant funding bids developed to help cover the cost.

15/161 **12. Review of Members Lead Roles**

The Members undertook a review of the Lead Roles, and with the exception of the addition of Councillor Robinson to share the lead in the proposed sale of the Aid Raid shelter, all other remained unchanged.

15/162 **13. Quotations received for handling the sale of the former Air Raid Shelter site**

Councillor Nash reminded the meeting that in 2013 the Parish Council agreed to investigate the disposal of the site of the former Air Raid Shelter in Church Street.

At the time advice was taken from a local Estate Agent, which indicated that the price achieved for the sale of the site would increase if planning permission for

development were to be obtained. Subsequently an Architect was engaged to produce and submit detailed plans, and following a lengthy process planning permission was obtained in September 2015 to develop the site

Although we are still clarifying detail of the title, the Parish Council is now in a position to appoint one of these agents. The Parish Council has now obtained 4 quotations for the cost of the sale of the former air raid shelter with full planning permission and estimates of the sale price.

Following discussions on the merits of each agents, the price quoted and the type of sale to be pursued, Councillor Robinson proposed that a) the sale should be arranged by public auction, and that b) the 2 agents who were able to offer this service should be contacted again to ascertain the full costs of doing so. Councillor Palmer further proposed that a reserve should be placed on the development site in order that the best possible price is achieved. The proposals were supported unanimously by all Members.

The Members considered that the placing of a reserve on the sale of the development site should be the subject of a confidential meeting, as this could be considered as prejudicial to the public interest.

Proposal for use of funds received as the result of the sale

The original intention of the use of funding achieved was to increase the Parish Council financial resilience and reserve and also to provide additional funds for community projects. These original intentions remain just as pertinent and important. It is therefore proposed that a figure of 10% of the net sale is deposited in the Parish Council reserve and the remainder is allocated for the improvement of current and the provision of additional assets which would benefit the community (and for which the Parish Council is responsible).

Councillor Nash proposed that if Members were in agreement she will arrange for an agreement to be prepared ahead of the next meeting for further resolution. The recommendations made were:

- a) that a figure of 10% of the net sale of the site of the former air raid shelter is deposited in the Parish Council reserve.
- b) that the remainder is allocated for the improvement of current and provision of additional assets which would benefit the community to be used with the agreement of the community.

In response Councillor Robinson seconded the recommendations and on a show of hands, all Members were in agreement.

15/163 **RESOLVED:**

- a) **the sale of the former air raid shelter site should be arranged by public auction**
- b) **that the 2 agents who were able to offer this service should be contacted again to ascertain the full costs of doing so.**
- c) **that the placing of a reserve on the sale of the development site should be the subject of a confidential meeting, as this could be considered as prejudicial to the public interest.**
- d) **that a figure of 10% of the net sale of the site of the former air raid shelter is deposited in the Parish Council reserve.**
- e) **That the remainder is allocated for the improvement of current and provision of additional assets which would benefit the community to be used with the agreement of the community.**

14. Destruction of various documents held by the County Council records office.

The Members considered a report on the proposed destruction of various documents which had been placed in the County archive in 2004 along with

many others. The list of documents was deemed not archival and too recent to be of historical value and so were put on temporary deposit to be either returned to the Parish Council or destroyed.

Having examined the list, Councillor Palmer proposed that they should be destroyed; the proposal was supported by all Members.

- 15/164 **RESOLVED: That the documents listed as not archival and too recent to be of historical value should be destroyed by the County Archive service.**

15. Parish Council's involvement in the 'Clean for the Queen' campaign

The Members considered an invitation issued by the Clean for the queen Campaign to participate in the event; which is due to take place in March 2016 to commemorate the Queens 90th birthday.

The Members considered that the campaign would provide a focus for a litter pick and other environmental projects to take place, suggesting a date of Saturday 5th March. Councillor Edwards was requested to take the Lead Role on the project.

- 15/165 **RESOLVED: That the Parish Council should register to participate in the Clean for the Queen Campaign on Saturday 5 March 2016.**

16. Revised Risk Register

The Members examined the updated Risk Register; which had been revised to display the residual risk of each issue. Councillor Robinson proposed that the revisions, including additional actions identified to be taken against various items had made the document fit for purpose, and that it should be adopted by the Parish Council. All Members supported the proposal.

- 15/166 **RESOLVED: That the revised and updated Risk Register 2015/16 should be adopted by the Parish Council.**

17. 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. Councillor Palmer observed due to the resolution made not to grant a Precept to the burial Committee in 2016/17, and some savings made in administration costs during the current year; there would be no need to increase the Precept bid. The Members agreed that the Precept should be set at £23,252 for the year 2016/17.

- 15/167 **RESOLVED: That the Precept for the year 2016/17 should be set at £23,252.**

15/168 **18. Members Motions for next Agenda**

Councillor Duncan – invitation to Urban & Civic to attend the meeting

Councillor Palmer – update on street lighting costs

- 15/169 Date of next meeting Monday 4 January 2016 at 7.30pm

The meeting closed at 8.55pm

Minutes approved and accepted as correct

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Chairman

Dated