

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

Held on 16 May 2016
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: Borough Councillor Leigh Hunt, and also nine residents of Clifton upon Dunsmore.

Clerk: Mrs C M Lord

MINUTE		ACTION
16/01	<p>1. Election of the Chair of the Parish Council for the municipal year 2016-17 Cllr Robinson nominated Cllr Nash for the office of Chair for the municipal year 2016-17. The nomination was seconded by Cllr Edwards. There being no further nominations Cllr Nash was duly elected as Chair unopposed. Cllr Nash signed her Declaration of Acceptance of Office</p>	
16/02	<p>RESOLVED: That Cllr Nash is duly elected to the office of Chair for the municipal year 2016-17.</p>	
16/03	<p>2. Election of the Vice-Chair of the Parish Council for the municipal year 2016-17 Cllr Palmer nominated Cllr Robinson for the office of Vice-Chair for the municipal year 2016-17. The nomination was seconded by Cllr Edwards. There being no further nominations Cllr Robinson was duly elected as Vice-Chair unopposed. Cllr Robinson signed his Declaration of Acceptance of Office.</p>	
16/04	<p>RESOLVED: That Cllr Robinson is duly elected to the office of Vice-Chair for the municipal year 2016-17.</p>	
16/05	<p>3. Apologies for absence Apologies were received and accepted from County Councillor P Morris-Jones.</p>	
16/06	<p>4. Declarations of Members Interests and requests for dispensations. None received.</p>	
16/07	<p>5. Public Forum – suspension of Standing Orders A resident remarked on the recent sale of the Air Raid shelter, observing that it was an opportunity to improve facilities in the village for the community. She considered that in particular the pavilion could do with a refurbishment, and also the pitches and play area could be upgraded.</p> <p><i>In response the Chair informed the resident that the Parish Council would take its time to consult with local residents to ascertain their views, and to ensure that where possible match funding is obtained for projects to increase their value.</i></p> <p>A resident informed the meeting that St Marys Church are planning a weekend of celebration to mark the queen 90th birthday. The event will take place on 20/21 August. A Festival of Flowers will be held in the Church with stalls etc and a concert and teas are s planned for the Sunday. The resident agreed to provide the Clerk with the details to enable the event to be promoted on the Parish Council's website and Facebook site.</p>	

A resident remarked that the entrance gate at the North Road allotments appears to be left open on a regular basis.

In response Cllr Edwards agreed to make some enquiries and will remind allotment holders of the need to keep the gate closed.

A resident enquired whether the Parish Council were to create an action plan for the year.

In response the Chair informed the meeting that once the co-opting of new Councillors had taken place, the Parish Council plans to produce a 5-year 'Corporate Plan' to establish its priorities and objectives during the tenure of the Council.

A resident enquired as to the status of the development on the corner of South Road, the site of which does not appear to be safe.

In response Borough Councillor Hunt informed the meeting that she had recently drawn its condition to the attention of the RBC Planning Enforcement Team, who will monitor the progress made. In addition she requested residents to report any unauthorised access (by children) to RBC.

16/08 **6. Public Forum closed and Standing Orders resumed at 7.40pm**

16/09 **7. Minutes of the Parish Council meeting held on 4 April 2016**

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

16/10 **8. Matters Arising and progress against resolutions**

15/57 – Maintenance of goalmouths

Councillor Robinson informed the meeting the RBC would be able to remove the goalposts for the summer period and to re-seed the worn patches. He reminded the meeting that the Parish Council had purchased an extra set of goal sockets which would be used at the discretion of RBC should the worn areas become unviable to patch and re-seed.

The Clerk was requested to confirm RBC to arrange the removal and storage of the goalposts and the re-seeding of the goalmouths.

CLERK

15/272 – Purchase of Defibrillator

The Chair informed the meeting that the British Heart Foundation Grant funding scheme had now re-opened; which should enable the Parish Council to access a Defibrillator at a cost of approximately £400 plus the cost of a lockable case. The Members agreed that it would be sensible to submit an application for grant funding and also investigate other schemes available via Community Heartbeat. Councillor Palmer raised the requirement of a storage cabinet in order to obtain the funding, which would cost an additional significant sum of money. Councillor Palmer agreed to undertake further investigation and provide a full break down of requirements and costs to set up report back.

CLLR
PALMER

It was agreed that an approach should also be made to the TMH Committee to ascertain whether the defibrillator could be erected on the outside of the building at the expense of the Parish Council.

CLLR
EDWARDS

In addition the Members agreed that the CPR training to could be delivered to local residents.

16/11 **9. Appointment of Representatives to sit on Outside Bodies:**

• **Joint Burial Committee**

Councillors Edwards, Nash, Palmer and Robinson agreed to represent the Parish Council on the Clifton and Newton Joint Burial Committee for the municipal year 2016-17.

- **Townsend Memorial Hall Management Committee**

Councillor Edwards agreed to represent the Parish Council on the Townsend Memorial Hall Management Committee for the municipal year 2016-17.

16/12 **10. To confirm the list of Parish Council Meetings for the municipal year 2016-17**

The Members received and accepted the list of meetings produced for the municipal year 2016-17. The list will be posted on notice boards and on the website.

16/13 **11. Financial Matters**

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.

04/04/16	160.00	Stephen Lowe
20/04/16	27.50	TMH Committee
20/04/16	59.40	Morrall Play Services
20/04/16	103.00	Society of Local Council Clerks
20/04/16	162.76	Wicksteed Leisure Ltd
22/04/16		Christine Lord – salary Protected under DPA 1998
22/04/16	198.00	M E Spencer - Internal Audit
22/04/16	261.58	EON

16/14 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 30 April 2016, which was signed by the Chair as a true record. The Members were informed that payment in respect of 2 matches is still outstanding from the Webb FC. Both Cllr Robinson and the Clerk are pursuing the debt and have been assured that it will be settle. They will report back at the next meeting if it is still outstanding, when further recovery action will be considered.

16/15 **12. Planning matters**

- [R16/0462](#) – Springwell House. Replacement pitched roof to front porch

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

- [R16/0868](#) – Dolman Farmhouse. Reserved matters.

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

- Potential Solar Farm application – Dunsmore Hall Farm

The Chair opened the discussion by stating that to date there had been little interest in the potential solar farm from Clifton residents. Only 7 people had responded to the survey, with 4 in favour.

Councillor Hunt informed the meeting that no application had been submitted to RBC at the present time and that any application will be subject to a lengthy consultation process. The County Council are considering the use of their small holdings for solar farms where commercially viable and have developed a policy to return the land to Greenfield sites after 25 years. The site at Dunsmore Farm is around 22 acres which, with associated roads and infrastructure, would bring forward around 11 acres of solar panels. Concerns that the panels will cause reflection and intrusion to users on the A5 are being addressed by moving the potential site slightly further down into a valley. There is also little potential for disturbance to neighbouring properties.

Councillor Hunt suggested that the Parish Council should monitor the progress of an application, and keep residents informed to enable them to provide comments if an application is submitted.

- 16/16 **13. Correspondence**
- RBC letter – [Wolvey Parish Neighbourhood Area application consultation](#)
The Clerk was requested to place a link to the consultation on the website. CLERK
 - Neighbourhood Watch – [Newsletter Spring 2016](#)
The Clerk has placed a link to the newsletter on the website. CLERK
 - Mark Pawsey MP letter – Tesco Bags of Hep scheme
The Clerk was requested to circulate details of the scheme to Members. Deadline for applications is 3 June. CLERK
- 16/17 **14. County and Borough Councillors' reports**
- Borough Councillor Hunt***
Councillor Hunt began by thanking everyone who had voted for her in the recent Borough Council elections.
She reported that:
- The County Council were working on the design of the traffic calming scheme and that a competition is being held at Clifton School to design 4 gateways signs.
 - The installation of removable bollards has been agreed.
 - Clifton School is seeking financial help with the refurbishment of its Secret Garden.
 - She has contacted Orbit Housing concerning Ivy which is encroaching on a boundary wall at Robertson Close
 - She had contact Orbit Housing concerning steps at the rear of Robertson Close and has been informed that they are the Parish Councils responsibility.
- Councillor Edwards asked Councillor Hunt if a propose footways along Hillmorton Lane is being considered as part of the traffic calming scheme. Councillor Hunt advised the Parish Council to contact Urban and Civic directly to suggest that this is included as part of the new Link Road.
- 16/18 **15. Reports from Councillors**
- Councillor Robinson – Air Raid Shelter**
Councillor Robison confirmed that the Air Raid shelter was successfully sold at auction by Howkins and Harrison. The Council has now received the net proceeds from the sale of - £64,950 after all costs.
It was resolved by the Parish Council, on 7th December 2015, that 10% of the proceeds of the sale of the air raid shelter would be set aside, in the general reserve, to provide a better financial buffer against any future revenue expenditure.
It was further resolved that the residue of the capital would be held in an earmarked reserve allocated to be spent on the delivery of specific projects within the new term of the next, being this, Parish Council.
The main aims to ensure that they will benefit the community by:
- Providing additional assets for which the Parish Council retains responsibility.
 - Improvement of current assets
- He proposed that the Parish Council do not rush into any form of expenditure of this money. It is important to carefully consider all proposals and deliver timely yet cost effective results, mindful of the need to retain the rural aspects of the village and the wishes of the residents.
Further that the Parish Council take a considered approach to look at a more detailed review of the Play Area (rather than a piecemeal approach). The Parish Council can engage more widely with local stakeholders: residents, school, nursery, sports groups etc. We can also consult with RBC officers to inform effective use of funds on this.
The Parish Council can then seek to optimise the return on this capital by actively seeking match-funding for approved projects.

Councillor Robinson thanked the Clerk - Christine Lord for all the work she did in the background to facilitate a successful result. There were many hurdles to clear that the Parish Council inherited with this project. She ably negotiated these with assistance from Councillors.

Councillor Edwards – Churchyard improvements

Councillor Edwards reported that as a result of the recommendations made in the recent Diocese inspection, there is a need to identify priorities with the Church. In particular there is one tomb which is in need of repair. She reported that she will provide an action plan at the next meeting.

Councillor Duncan – Play area survey

Councillor Duncan reported that she had received 83 responses to the survey from parents and carers who use the play area with their children. A number considered the play area to be out of date, and suggested several different options for new equipment. On the positive side many were willing to help raise funding and assist with the maintenance.

16/19 **16. To consider the process for the co-option of 2 new Councillors by 8 June 2016.**

The Members noted that the Parish Council has 2 vacancies to represent the Clifton upon Dunsmore Ward as a result of the uncontested election on 5 May 2016. They observed that when an election is uncontested due to a lack of qualified candidates, Section 21 of the Representation of the People Act 1985 allows the quorate and newly elected Council Members 35 days after an ordinary election (until Wednesday 8 June) to fill the vacancies by co-option (without having to advertise the voters right to request the Returning Officer to call an election).

The Chair explained that it is good practice to adopt a transparent process for the co-option, including advertising the vacancies as widely as possible, and to ensure that anyone who is co-opted meets the usual standards for qualification as a parish councillor.

Members therefore resolved to begin advertising the co-option with the aim to appoint any candidates at the meeting on 6 June 2016.

16/20 **17. To receive Members motions for the next meeting.**

None received.

16/21 **18. Date of next meeting**

The Annual Meeting of the Parish Council will take place on meeting Monday 6 June 2016 at 7.30pm

The meeting closed 8.18 pm

Minutes approved and accepted as correct

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Chair

Dated