

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

Held on 4 July 2016  
At the Townsend Memorial Hall, commencing 7.30 pm

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

Also present: County Councillor P Morris-Jones, Borough Councillor Leigh Hunt, Johanne Thomas (plus 2 colleagues) and fifteen residents of the parish.

Clerk: Mrs C M Lord

MINUTE		ACTION
16/45	<p><b>1. Apologies for absence</b> Apologies were received and accepted from Councillor C Palmer</p>	
16/46	<p><b>2. Declarations of Members Interests and requests for dispensations.</b> None received.</p> <p><b>3. Presentation – Proposed new Link Road by Johanne Thomas (JT) representing Urban &amp; Civic</b> Johanne began her presentation by thanking the Parish Council for the opportunity to speak to them, and the residents to update them on progress with both the new link road and the Radio Station Rugby development. She reiterated that this was not the only opportunity that residents would have to hear about the plans; however as Urban&amp;Civic are about to submit a detailed planning application in respect of the link road, this seemed an ideal opportunity to bring plans and timescales to the meeting.</p> <p>JT informed the meeting that funding from the Homes and Communities Agency had allowed the construction of the new road approximately 7 years earlier than planned, as the road will both ease the pressure on other roads in the surrounding area as well as help to accelerate the building of housing. It is anticipated that the planning consent will take around 3 months to complete, with technical assessment then required through Warwickshire County Council because they will adopt the road once it is built. Work is likely to start in February 2017, taking a year to 18 months to complete. Completion will definitely be by the end of 2018. WCC would then adopt the road by the end of 2019.</p> <p>The works will start at Butlers Leap canal bridge and from Hillmorton Lane, meeting in the middle. There will be works access from the lane off the A5 (which will have a manned gate for the duration) and also from around Hillmorton Lane. Wharf House next to the canal has been purchased in order to help with access on the construction of the road and allow more room for vehicle movement. The house will remain but a section of the garden would be used for this access.</p> <p>In respect of the main Radio Station Rugby development JT informed the meeting that a dedicated website would be launched next week. <a href="http://www.comehometohoulton.co.uk">www.comehometohoulton.co.uk</a> This would contain a copy of the illustrative masterplan that people have viewed at the drop-in session and other information. The Dollman Farm area will be open at the end of September as a Visitor Centre for people to find out more about the development as well as a café and community centre. Reserved Matters approval for the first phase of housing is also due soon, so construction should begin shortly.</p>	

JT asked that any ideas for street names would be appreciated, and should be provided via the Clerk to the Parish Council.

### Questions

Q. Is it planned to open the road in sections or altogether?

A. *The road will not open until all sections are complete.*

Q. Has all the land required for the road been acquired?

A. *The developers have most of the land needed to construct the road with the remainder available "under option". These options will be taken up over the next few weeks so all land is in ownership by the start of construction.*

Q. Can the developers guarantee that construction traffic will respect the weight restrictions and traffic management measures during construction period?

A. *Whilst no absolute guarantee can be given, instructions will be issued to contractors in a traffic management plan, which will also contain details of signage, weight limits etc. A Contractors Community Liaison Officer will be appointed to act as a point of contact to deal with any complaints.*

Q. The plans appear to show a construction access to the link road from Wharf House. Please can you clarify that this is not the case and the purpose that the property will be used for?

A. *Wharf House has been purchased to assist with construction access for that part of the Link Road. It was recommended to the developer as part of the terms for the link road loan funding to alleviate access issues at particular points in construction when larger vehicles would be needed. The house will remain although part of the garden to the house will be used.*

NB. Urban&Civic has clarified following the meeting that this won't be a permanent construction access – only temporary when the existing access is not sufficient for size of vehicle, and that this will only be on occasions.

The Chair thanked Johanne and her colleagues for their attendance at the meeting. They left the meeting at 7.45pm

#### 16/47 4. Public Forum – suspension of Standing Orders

A resident thanked the Parish Council for re-painting the white lines on the Church steps.

A resident asked when the goalmouths at the football pitch were to be re-seeded, and remarked that the condition of the surface of the car park was deteriorating and needed attention.

*In response the Chair assured the resident that the reseeding was in the process of being addressed and that the car park would be addressed in due course.*

A resident requested an update on the position of the building site at 2 Main Street, which was in a poor condition.

*In response Cllr Robinson reiterated that a revised application had been re-submitted and approved on 27 May - the permission was still valid. Whilst a bearing wall was still in situ it could be classed as under construction. He reported that RBC had successfully prosecuted the owner for the destruction of trees at the property, and would be monitoring the situation closely.*

A resident stated that the highway verge had not been cut in the area surrounding 2 Main Street, at the junction of South Road.

A resident reported that a street light was not working in North Road near to the

School.

*In response the Chair assured the resident that these would be reported.*

16/48 **5. Public Forum closed and Standing Orders resumed at 7.52pm**

16/49 **6. Minutes of the Parish Council meeting held on 6 June 2016**

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

16/50 **7. Matters Arising and progress against resolutions**

*15/271 – Conservation Group*

Cllr Edwards reported that draft terms of reference were now completed, but that as the proposed group was to consist of community volunteers it would not be considered appropriate to impose a rigid framework on them without consultation or their input. She therefore proposed that the aims and basis of the group should be promoted widely around the community, contact details gathered of those who expressed an interest in joining and then a meeting held to establish the terms of reference and framework. The proposal was seconded by Cllr Nash and supported by all Members.

Cllr  
Edwards

16/51 **RESOLVED: That the basis of the Conservation Group should be promoted widely around the community in order to establish interest by holding an initial meeting and that the terms of reference come back to the Parish Council for agreement before being adopted by the Conservation Group.**

*15/272 Defibrillator*

Cllr Edwards reported that she had raised the possibility of locating a community defibrillator on the Townsend Memorial Hall at the recent Management Committee meeting. The TMH Committee have requested more information about where it is proposed to locate it and by whom, before making a decision.

CLLR  
EDWARDS

The Chair requested the Clerk to place this on the Agenda at the next meeting.

*16/39 – Church celebration*

The Chair informed the meeting that the Parish Council did not consider the donation of funds for flowers a proper use of public money, but Councillors would instead arrange a floral contribution as individuals

16/52 **8. 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.

06/06/16	13.50	Alastair Robinson (reimbursement for key cutting)
06/06/16	15.00	TMH Committee
06/06/16		Sarah Esworthy - salary Protected under DPA 1998
06/06/16	160.00	Stephen Lowe
22/06/16	261.67	EON
25/06/16		Christine Lord - salary Protected under DPA 1998
27/06/16	290.00	The Post Office (HMRC)
27/06/16	15.00	TMH Committee

16/53 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 30 June 2016, which was signed by the Chair as a true record.

16/54 **9. Planning matters**

- R16/0784 Twiggetts Farm Lodge – replacement of compacted earth with stone/chippings

**RESOLVED: The Parish Council has concerns about the need and purpose of the installation of a hard surface in the area of the redundant poultry buildings in light of recent applications for change of use, which were withdrawn due to the lack of recent supporting traffic surveys as evidence to support the application.**

CLERK

- R16/1361 Clifton Hall Farm – replacement of triple garage

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

**Decision Notice**

R16/1147 19 Hadfield Close – approved (**Noted**)

16/55 **10. Correspondence**

- RBC letter – Brinklow Parish Neighbourhood Area application consultation  
The Clerk was requested to place a link to the consultation on the website.

16/56 **11. County and Borough Councillors' reports**

***Borough Councillor Hunt***

Councillor Hunt reported that:

- She was still in correspondence with Orbit Housing regarding the Ivy growing through the wall from the Manor Estate.
- The design for the traffic calming scheme should be completed soon, with a proposed installation date at the end of the year. As part of the scheme the street lighting will be improved throughout the village, and particularly around Lilbourne Road/ Hillmorton Lane/ South Road. WCC would like to adopt the entire village lighting however it would need to be brought up to standard by the Parish Council first. As the cost is likely to be around £75,000 this is not feasible.
- The children at Clifton Primary School are busy designing the signs for the village 20mph zones, and the winners of a competition will be used at the four entrances to the 20 Mph zone.
- Discussions have taken place with WCC about potential improvements to the St. Thomas Cross junction. Neither a roundabout or traffic lights are feasible, but re-alignment of the junction is a possibility. Councillor Hunt is investigating funding options and will report back to both Clifton and Newton Parish Councils

***Councillor Phillip Morris-Jones***

Councillor Morris-Jones had to leave the meeting due to his attendance at another meeting, however presented a written report that Harborough DC have announced that they are to reconsider the planning application by Gazeleys to build a warehouse at Magna Park A special meeting of the Planning committee will be held on 13 July at Bruntingthorpe.

16/57 **12. To allocate Lead Roles for Members for the Municipal Year 2016-17**

The Chair informed the meeting that it is the practice of the Parish Council to allocate lead roles and responsibilities to various councillors in order to be more efficient in dealing with queries. The details of the lead roles will be published on the website in due course.

<b>Area of responsibility</b>	<b>Lead Councillor</b>
Allotments	Edwards + village allotmenteer
Joint Burial Committee*	Nash, Neelakantan, Robinson, Palmer

Conservation (inc churchyard)	Edwards
Employment	Nash, Robinson
Football pitch/teams. pavilion	Robinson
Play area	Robinson
Grazing fields	Neelakantan
Street Lighting	Palmer
Townsend Memorial Hall*	Palmer
Vegetation and trees	Neelakantan
Village car park	Palmer
Funding/grants	Nash, Edwards
Annual event	Robinson, Duncan
Newsletter	Neelakantan, Nash
School engagement	Nash
Mast site development/Urban&Civic	Nash
5 year plan, annual report	Nash
Traffic calming*	Robinson (though Councillor Hunt as primary contact for residents)
Locks/mast site engagement	Duncan

16/58 **13. Reports from Councillors**

**Production of a 5 year plan – Councillor Nash**

The Members considered a report produced by the Chair which proposed the production of a 5 year plan which would guide progress and priorities and also demonstrate that the Parish Council is acting in an open and transparent way. It is anticipated that the plan would engage residents and encourage them to get involved in community activities.

The Chair requested comments from Members on the first draft of the plan which had been circulated prior to the meeting. The response from Members was positive with full support for the production of the plan to the final stage. It was agreed that the Chair should bring the final draft back to the next meeting, for adoption and publication in the Autumn.

16/59 It was noted that the report would be provided to residents both on the website and delivered as hard copy.

**ACTION: That the Chair should bring the final draft of the 5 year plan back to the next meeting, for adoption and publication in the Autumn**

**Organisation of a Community event – Councillor Duncan**

The Members considered a proposal produced by Cllrs Duncan and Robinson on the organisation of an annual village event, the first possibly to be staged in 2017. They agreed that such an event would help to restore a sense of community spirit, working in conjunction with local organisations; with all profits being donated to a local charity. The proposal was well received by the Members, and it was agreed that they looked forward to receiving more firm ideas and feedback from local groups and organisations approached, to gauge interest in participation. Details should be submitted for approval at a future meeting.

Cllr Edwards recalled that in previous years the Parish Council has provided a sum of money as a 'float' to help with the purchasing of items required to run a village-wide event. The Members agreed that this was a sensible idea.

A resident suggested that all profits should be put into a community grants fund to be of direct benefit to people in the parish. This proposal was supported by the Parish Council.

The Chair recognised the positive reception shown by the Chair of Newton PC in the first of their quarterly meetings and asked that Cllr Robinson or Duncan make contact to develop the potential partnership.

16/60

**AGREED: That Cllrs Duncan and Robinson should submit firm proposals for an annual village event at a future meeting and approach Newton PC and local groups and organisations to gauge interest in participation.**

**Organisation of a Village walk – Councillor Edwards**

Cllr Edwards produced a proposal to reinstate the Councillors' annual village walk on a bi-annual basis and to cover both Clifton upon Dunsmore and Hillmorton Locks. The aim of the walk is to identify any problems with assets that they have a responsibility to maintain as well as particular concerns raised by members of the community.

The proposal for this year is to complete the walk pre and post traffic calming with dates proposed: 12<sup>th</sup> July 2016 at 6.30pm and 19<sup>th</sup> November at 11am. All street lighting to be checked one week prior to the November walk.

It is anticipated that the walk will be advertised in the Parish Magazine (for November), District Diary and with posters in the notice boards, the Bull and the Store. Any additional concerns that members of the community may have will be emailed to the Clerk of the Parish Council in advance of the Village Walk.

The proposal was seconded by Cllr Robinson and on a show of hands all Members were in agreement.

- 16/61 **RESOLVED: That the Councillors annual village walk should be re-instated on a bi-annual basis and to cover both Clifton upon Dunsmore and Hillmorton Locks.**

**Production and distribution of a bi-annual Newsletter – Councillor Neelakantan**

Cllr Neelakantan presented a proposal to produce and deliver a twice yearly Parish Council newsletter to each property in the parish. It is anticipated that the newsletter will inform residents about who and what the Parish Council is and what it does; with articles of interest about current and proposed activities. The Members suggested that they should deliver the proposed newsletter themselves to keep costs to a minimum. The proposal was seconded by Cllr Nash and on a show of hands all Members were in agreement.

- 16/62 **RESOLVED: That the Parish Council should produce and deliver a twice yearly Parish Council newsletter to each property in the parish.**

**Development of a Community Grant Funding Policy and application form – Councillor Robinson**

Cllr Robinson produced a report proposing the introduction of a Community Grants Policy and application system, a similar system which is used by many local councils to ensure transparency and provide an audit trail. He informed the meeting that he had started work on a draft policy which would be presented for approval at the September meeting. All Members supported the introduction of a Community Grant Policy.

- 16/63 **AGREED: That a draft Community Grants Policy and application form should be presented for adoption by the Parish Council at the September meeting.**

- 16/64 **Use of monies resulting from the sale of the Air Raid Shelter – Councillor Robinson**

Cllr Robinson stated that there was no significant progress to be reported at present; however proposals particularly in respect to the Community Grant Fund would be presented at the next meeting.

**NOTED**

16/65 **14. To confirm the allocation of Football pitches for the 2016-17 season**

Cllr Robinson reported that 2 teams: - The Clifton Bulls FC and the Avon Mill FC had signed contract agreements for the forthcoming season. He expressed his pleasure that a local team would be playing on the local ground this season. He explained that The Webb FC who had previously hired the pitch has not complied with the terms of their agreement and therefore would not be offered a pitch this season.

**NOTED**

16/66 **15. St Thomas Cross - to consider working in partnership with Newton PC to address traffic issues**

The Chair informed the meeting that she was now holding quarterly informal meeting with the Chair of Newton PC. At the request of Newton PC it is proposed to work in collaboration, and with the support of District Councillor Hunt, to make representation to WCC for improvements to the St Thomas Cross junction. Cllr Robinson has agreed to participate in a working group for further discussions.

At the invitation of the Chair, District Councillor Hunt explained that she had held a meeting with WCC to discuss how the junction could be improved. It is not feasible to install a roundabout, and a set of traffic lights would cost around £200k, therefore suggestions include the changing of junction priorities and realignment of the roadway. WCC will investigate whether any monies from the Urban&Civic development can be made available for the work.

16/67 **16. To confirm compliance with the Governments Pensions Auto Enrolment scheme**

The law on workplace pensions comes into effect for the Parish Council on 1 August 2016. The Parish Council only employee does not meet the criteria for inclusion in the scheme. Whilst this means that the Parish Council does not have to offer a Pension Scheme, there are still certain duties it must comply with.

- Write to the employee to inform them how automatic enrolment applies to them and of their right to join a pension scheme.
- Complete a declaration of compliance within the 5 months following the staging date on 1 August.

**Actions taken - to note**

- 1. The Chair has written to the employee to inform her of the automatic enrolments scheme and new rights to join a pension scheme; and the employee has confirmed that she does not want to join a Pension Scheme.**
- 2. A declaration of compliance will be completed soon after the staging date on 1 August 2016**

16/68 **17. To receive Members motions for the next meeting.**

Cllr Edwards requested that a template for submitting reports should be produced and circulated in order to ensure consistency.

**AGREED**

With the consent of the Chair District, Councillor Hunt expressed her admiration to the meeting on the work and progress that the Parish Council had made over the past year. In addition, a resident new to North Road said that she had come to a couple of meetings previously, but that this meeting had made it clear that the Parish Council provides lots of work for the parish, which she appreciated.

16/69 **18. Date of next meeting**

The next meeting of the Parish Council will take place Monday 5 September 2016 at 7.30pm

The meeting closed 8.40pm

Minutes approved and accepted as correct

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Chair

Dated .....

DRAFT