

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

Held on 5 September 2016  
At the Townsend Memorial Hall, commencing 7.30 pm

**Present:** Cllr M Nash (Chair), Cllr L Edwards, Cllr C Palmer and Cllr A Robinson.

**Also present:** County Councillor P Morris-Jones, Borough Councillor Leigh Hunt PC Martin Rone-Clarke and twenty-eight residents of the parish.

Clerk: Mrs C M Lord

MINUTE		ACTION
16/70	<p><b>1. Apologies for absence</b> Apologies were received and accepted from Councillors' H Duncan and G Neelakantan.</p>	
16/71	<p><b>2. Declarations of Members Interests and requests for dispensations.</b> None received.</p>	
16/72	<p><b>3. Public Forum – suspension of Standing Orders</b> Public Forum opened at 7.33pm</p> <p>A resident alerted the Parish Council to the continuing practice of parking at the junction of Main Street and Lilbourne Road, which he considered was dangerous.</p> <p><i>In response Borough Councillor Hunt confirmed that the proposed traffic calming scheme would include bollards outside the Church and from the TMH to the layby outside the shops to prevent illegal parking.</i></p> <p>A resident expressed his concerns over the amount of new lighting columns which were due to be installed as part of the new traffic calming scheme.</p> <p><i>In response Borough Councillor Hunt advised the resident to ensure that he responds to the WCC consultation on the proposed new scheme, by the deadline of 9 September.</i></p> <p>A resident informed the Parish Council that the first street lighting column in North Road was still not working, despite being reported some time previously. He also advised that the next lighting column was being obscured by shrubbery.</p> <p><i>In response Councillor Palmer confirmed that the broken light had been reported to the contractor, but that sometimes he would wait until he had several to repair before he came out the parish. He will try to expedite a visit by the contractor.</i></p> <p>A resident remarked that she was glad that the Travellers who had recently encamped on the playing fields had left the village, and considered that although they had caused no trouble, it was unfair that they should have been granted access to the pavilion.</p> <p>A resident stated that she had requested a sign to be put on to the gate to the North Road allotments to remind users to close it; in order to improve security.</p> <p><i>In response Councillor Edwards confirmed that the sign was on order.</i></p> <p>Councillor Robinson summarised the actions taken by the Parish Council in respect of the recent traveller encampment and the reasons for doing so. He accepted that the Travellers had overstayed their agreed time, this partly due to legal technicalities, but that every decision from the start to the finish of their stay was made based around the safety of residents of the village. The Parish Council</p>	

liaised with the Police and Local Authority at every stage in the process and were very thankful for the advice given by PC Rone-Clarke. The Parish Council had succeeded in avoiding the need for a lengthy court process or eviction by Bailiffs' at a significant cost to the parish.

He stated that despite the concerns provoked by their presence the travellers had exhibited good behaviour within the village and he accepted the Parish Council had been fortunate that the Travellers had not left a mess behind. He confirmed that measures were now being put into place to guard against any further entry to the playing fields. He was grateful that most residents had been understanding and supportive of the actions taken by the Parish Council, but he had been disappointed by some of the inflammatory and derogatory comments made on social media, by people who should know better.

PC Martin Rone-Clarke the Traveller and Gipsy Liaison Officer for Warwickshire Police addressed the meeting to concur with Councillor Robinsons explanation of why the situation had been handled as it had. He reiterated that as the Traveller family were encamped on private land there were a couple of alternative ways that they could be dealt with – via court order and via the use of private bailiffs'. As there were less than 6 caravans and no history of asb or disruption there were rules of proportionality which could be taken into account by the courts. He reiterated that the Travellers are acutely aware of the law, and that every encampment has to be handled according to the powers that are available and applicable to the circumstances.

He acknowledged that the Parish Council had handled negotiations over the situation very well and had achieved a positive outcome with no financial implications. He praised the openness of communication and co-operation that the Parish Council had provided the Police, Environmental Health, residents and the Travellers themselves, and its use of social media to keep residents informed. However, he warned residents to take care about the material that they posted in response to communication, as some was bordering on what could be considered as 'hate crime'.

He suggested that the additional security measures proposed are put into place as soon as possible, and that the Parish Council could now learn and move on from the experience.

Pc Rone-Clarke left the meeting at 7.55pm

A resident informed the meeting that he had had a positive experience with the Travellers at the Tennis Club; in that they asked to borrow rackets and ball and had returned them as agreed.

Borough Councillor Hunt remarked that whilst there had been a lot of unhelpful and hurtful remarks made on social media, Councillors Nash and Robinson in particular should be congratulated for the way they had handled a difficult situation, and their commitment to the parish (as volunteers) had been outstanding.

A resident reported that the Church's celebration weekend had very successful, and thanked Councillors Edwards and Robinson and the Clerk for decorating the Bier. She informed the meeting that the next event at the Church would be 24/25 September when the Local History Group would be organising a display on the history of the village.

16/73 **4. Public Forum closed and Standing Orders resumed at 8.00pm**

16/74 **5. Minutes of the Parish Council meeting held on 4 July 2016**

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

16/75 **6. Matters Arising and progress against resolutions**

None reported

16/76 **7. 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.

04/07/16	160.00	Stephen Lowe
04/07/16	15.00	TMH Committee
04/07/16	44.15	Christine Lord expenses
11/07/16	35.00	ICO (Data Protection)
19/07/16	41.89	Severn Trent Water
19/07/16	74.25	Severn Trent Water
25/07/16		Christine Lord - salary Protected under DPA 1998
25/07/16	60.00	Edward Cottrill
25/07/16	461.00	WALC
25/07/16	253.24	EON
15/08/16	29.82	EON
16/08/16	64.00	Quill Payroll (4 months)
23/08/16	180.00	Stephen Lowe
23/08/16	25.00	TMH Committee
23/08/16	807.95	IS Computers
25/08/16		Christine Lord - salary Protected under DPA 1998
25/08/16	261.67	EON

16/77 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 31 August 2016, which was signed by the Chair as a true record.

16/78 **8. Planning matters**

- [R16/1548](#) Change of Use - Unit 17 Europark

**The Parish Council resolved to make no comments on this application**

- [R16/1614](#) Erection of attached garage – The Stables Lilbourne Road

**The Parish Council resolved to make no comments on this application**

- [R16/1655](#) Reserved Matters – Rugby Radio Station (key phase 2)

**The Parish Council resolved to make no comments on this application**

- [R16/1587](#) Old Station House -Part retrospective of erection of new dwelling including second floor annexe and change of use of land to the side

**The Parish Council resolved to make no comments on this application**

- [R16/1638](#) Radio Station Rugby – reserved matters construction of a link road

**The Parish Council resolved to make no comments on this application**

- [R16/1713](#) Newton Manor Lane/A5 - Hedgerow removal

**The Parish Council resolved that it considered that once the necessary works has been undertaken the hedgerow should be re-planted with the same native species.**

- [R16/1726](#) – The Dairy Manor Farm Buckwell Lane - Erection of a 4 bay car port

**The Parish Council resolved to make no comments on this application**

CLERK

- [R16/1798](#) Hunters Gate Buckwell Lane - First floor extension  
**The Parish Council resolved to make no comments on this application**

- [R16/1739](#) 3 The Elms Paddock - Erection of boundary wall and porch  
**The Parish Council resolved to make no comments on this application**

### Decision Notice

[R16/1488](#) 2 Main Street - Replacement single dwelling

**Noted**

16/79

#### 9. Correspondence

- The [CWCC Snow Warden Scheme](#)

The Clerk was requested to place a link to the scheme on the website and ascertain the situation over public liability insurance for volunteers

CLERK

- [WALC Local Councils Charter](#)

The Clerk was requested to circulate a copy of the proposed Charter and to bring a report back to the next meeting for consideration.

CLERK

16/80

#### 10. County and Borough Councillors' reports

##### Borough Councillor Hunt

Councillor Hunt reported that:

- The consultation on the proposed traffic calming scheme is due to end on 9 September, and if all goes well work should commence at the end of the year. A key element (a raised platform at the triangle outside the Old Hall) has been omitted from the scheme; and Cllr Hunt requested that the Parish Council should also ask for this to be re-instated.

CLERK

In response The Chair requested that the Clerk should write to WCC expressing the Parish Council support for the scheme, but requesting that traffic calming feature at the triangle outside the Old Hall is included.

- The designs for traffic scheme signs by 8 children have been chosen and are now in the process of being made into 'real' signs.
- There are to be overnight road closures on Crick Road to enable essential works to be undertaken. This may cause some additional traffic in the village. If HGVs are seen using the village, please report this to WCC.
- She is chasing Orbit Housing to deal with the Ivy which is growing through a wall on Lilbourne Road
- The owners of the Manor have dealt with the overhanging vegetation which was concealing the entrance to the Manor Estate.
- A large branch has fallen into the Pocket Park. Orbit Housing want to leave it to increase vegetation for wildlife. The area is being studied as part of an overall strategic plan for tree maintenance.
- Orbit Housing do not want to reinstate the steps leading to Manor Lane as they were installed by a local resident without permission some years ago. Orbit do not want to encourage the path through the Manor Estate to be used by dog walkers.
- A meeting has been held to discuss a feasibility study on the improvement of the St Thomas Cross junction using a joint Prologis / Urban & Civic contingency fund. Newton Parish Council are to write to WCC in support of the scheme. Cllr Hunt requested that the Parish Council does the same

CLERK

*In response The Chair requested that the Clerk should write to WCC expressing the Parish Council support for the feasibility study.*

16/81

#### 11. Reports from Councillors

Draft Annual report and 5-year plan - Chair

The Chair circulated the final draft of the Annual Report and 5-year plan to Members. They considered quotations received for the printing of the document, and observed that the quote provided by Printing Works at £264 offered the best value.

- 16/82 The Clerk was requested to place an order for the printing work to be undertaken. Playing fields (e.g. travellers, security, windows etc.) - Cllr Robinson  
Councillor Robinson outlined the recent vandalism suffered that the Pavilion, with 3 window panes smashed and wooden seating ripped up.  
The outcome of the meeting he had recently had with the Police is a suggestion that the Parish Council installs a tough acrylic covering on the windows to prevent an occurrence of the vandalism. Councillor Palmer requested that quotes for shutters are also obtained.  
The wooden seating will not be replaced but a concrete capping installed in their place.  
In terms of the refurbishment of the play area, Cllr Robinson proposed that the results of the consultation undertaken by Cllr Duncan earlier this year should be used to help form any decision on this.

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

Councillor Robinson proposed that the revised second version of the policy and its application form should be adopted by the Parish Council. All Members were in agreement.

- 16/83 **RESOLVED: That the Community Grant Funding Policy and associated application form should be adopted for use by the Parish Council.**

16/84 **Progress against the purchase of a community defibrillator – Councillor Palmer**

Councillor Palmer reported that he intended to complete an application in support of grant funding for the purchase of a Community Defibrillator and that he would be requesting permission for the installation of the equipment at the TMH on behalf of the Parish Council.

16/85 **Village car park - Cllr Palmer**

Councillor Palmer reported that he had identified 4 options for the repair of the car park: extending and repairing the existing apron, tarmacing or block paving the whole area or installing a re-enforced plastic grid system. Councillors favoured the installation of the plastic grid system as the best most cost effective solution and Cllr Palmer be contacting contractors to obtain quotes for the work in due course.

16/86 **Progress against the formation of a Village Conservation Group – Cllr Edwards**

Councillor Edwards reported that the first meeting of the group had been organised for 22 September at 7.30pm in the TMH. The group would initially work to the Best Kept Village guidelines and have also started to identify projects such as a wildflower bank outside the Glebe allotments, the restoration of fencing in the churchyard and the planting of 600 crocus bulbs. The aim of the group would be to make improvements but also be sociable and fun.

Permission has been granted by the Joint Burial Committee for the group to restore and use the Funeral Bier at village events.

A sub-group would be needed to produce Terms of Reference and a governance framework, and it is hoped that the group will contribute towards the aims of the new 5-year plan for the parish.

It was also proposed that the Conservation Group maintain the bier, which was planned to be used by the History Group and by the Parish Council for the Church's Harvest Festival service.

16/87 Report from the Bi-annual Councillors walk – Cllr Edwards  
Councillor Edwards reported that the first walk had taken place on 12 July, when 22 issues of concerns raised by residents or Councillors were examined. As a result, the issues have been reported to the relevant authorities, letters written to residents and a meeting with the Highway Authority is planned for September to discuss issues 'on the ground'. A further walk is planned for 19 November, with street lighting examined on an evening prior to this.

### **12. Letter from Mr Bovington concerning the playing field**

The Members considered the contents of a letter written by Mr Bovington who has repeated his request that the play equipment situated in the area at the rear of his garden is relocated.

It was reiterated that the equipment has been in the same place for over es50 years and that whilst there are plans to refurbish the area, it would be hugely expensive to relocate it. In addition, the play area in the present location offers those who are meant to use it a safe and secure location and it would be too remote if it were to be relocated. It was noted that no previous occupiers of homes adjoining the park had raised any issues about the proximity of the play area and it was considered unfortunate that Mr Bovington had not considered the implications of living next to a play area prior to purchasing his property. The Members agreed unanimously that the request for the play area to be relocated elsewhere in the park should be denied.

16/88 **RESOLVED: That they request made by Mr Bovington for the play area to be relocated elsewhere in the park should be denied.**

### **13. Installation of a water tap at the cemetery**

The Members considered a request from the Joint Burial Committee for the installation of an additional water supply to be taken off the existing supply at the Glebe allotments.

They observed that the present supply was inconsistent, and that the installation of a lagged, push-top tap would be far less expensive than piping a new supply in to the cemetery. All Members supported the request.

16/89 **RESOLVED: That the Joint Burial Committee should be granted permission to take a water supply from the existing supply at the Glebe allotments.**

### **14. Traffic calming consultation**

The Members considered the proposals for the new traffic calming, speed reduction measures in the village centre. They agreed that the scheme was much needed and that the Parish Council should write to WCC expressing its support of the proposal; with the addition that a speed hump/raised platform at the junction of Buckwell Lane/ Lilbourne Road should be included in the scheme.

16/90 **RESOLVED: That the Parish Council should write to WCC expressing its support of the traffic calming proposals; with the addition that a speed hump/raised platform at the junction of Buckwell Lane/ Lilbourne Road should be included in the scheme.**

16/91 **15. To receive Members motions for the next meeting.**

Play area consultation – Councillor Robinson

Conservation Group – Councillor Edwards

Christmas festivities – Councillor Robinson

16/92 **16. Date of next meeting**

The next meeting of the Parish Council will take place Monday 3 October 2016 at 7.30pm

The meeting closed 8.55pm

Minutes approved and accepted as correct

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Chair

Dated .....

DRAFT