

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

Held on 3 October 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: County Councillor P Morris-Jones, Borough Councillor Leigh Hunt and ten residents of the parish.

Clerk: Mrs C M Lord

MINUTE		ACTION
16/93	<b>1. Apologies for absence</b> No apologies were received.	
16/94	<b>2. Declarations of Members Interests and requests for dispensations.</b> None received.	
16/95	<b>3. Public Forum – suspension of Standing Orders</b> Public Forum opened at 7.33pm  A resident informed the meeting that the recent event held at the Church by the Local History Group had been very successful and had attracted around 500 visitors over the 2 days it ran.  A resident informed the Parish Council that the TMH Committee would be discussing the installation of a Community Defibrillator at its meeting on 4 October, and that a formal list of questions would be provided to the Parish Council concerning costs, insurance etc. before a decision whether to allow it to be located on the building would be made.  A resident reported that there was a blocked gully on the junction of Lilbourne Road and Robertson Close.  <i>In response the Chair reminded the meeting that this was the responsibility of Warwickshire County Council and should be reported to them, but that the Clerk would report it on behalf of the resident.</i>  A resident reported that she had not yet received a copy of the 5-year plan in Main Street and neither had a friend elsewhere in the village.  <i>In response the Chair stated that there were still some areas left to be covered, and that the Parish Councillors were delivering the plans as volunteers in their spare time.</i>  A resident stated that 2 copies had been delivered to his property in Shuttleworth Road.  <i>In response the Chair stated that this had been due to an administrative error.</i>	
16/96	<b>4. Public Forum closed and Standing Orders resumed at 7.37pm</b>	
16/97	<b>5. Minutes of the Parish Council meeting held on 5 September 2016</b> The minutes of the meeting were approved and signed by Cllr Marion Nash as a true and accurate record of the meeting.	
16/98	<b>6. Matters Arising and progress against resolutions</b> None reported	

16/99 **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.

05/09/16	160.00	Stephen Lowe
05/09/16	38.57	Christine Lord - Expenses
05/09/16	24.00	Neil Terry Printing
05/09/16	38.74	Alastair Robinson
15/09/16	16.00	Quill Payroll
21/09/16	264.00	The Printing Works
21/09/16	276.00	Karl Martin
25/09/16		Christine Lord salary - Protected under DPA 1998

16/100 *Financial Statement*

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

16/101 *Annual Return 2015-16*

The Members considered the reports provided on the Annual Return 2015-16 by both the Internal and External Auditors.

They noted the comments made by the External Auditor on his need to amend the Annual Return due to an unrepresented and out of date cheque, and noted that the Parish Council had been given an unqualified opinion by Grant Thornton the appointed External Auditor.

On a show of hands, the Members voted unanimously to accept the Auditors reports.

16/102 **RESOLVED. That the Parish Council accepts the reports provided on the Annual Return 2015-16 by both the Internal and External Auditors.**

16/103 **8. Planning matters**

The Members noted permission had been granted via a delegated decision had been made in relation to [R16/1785](#) Magpie Lodge Farmyard – Erection of agricultural storage shed. Therefore, no comments were required from the Parish Council.

10/104 **9. Correspondence**

- *Letter from Gavin Barwell MP – Neighbourhood Planning Bill*

The contents of the letter were noted, but agreed that no action should be taken at the present time.

- *Rugby Borough Local Plan Publication Draft*

The Chair reminded the meeting that the draft Local Plan, which would dictate the growth of the Borough until 2031 was out for consultation until 11 November. The Clerk was requested to ensure that a link to the plan was available on the Parish Council website.

CLERK

16/105 **10. County and Borough Councillors' reports**

County Councillor Phillip Morris-Jones reported that things at the County Council had been fairly quiet over the past few months. However, he distributed a number of documents for the attention of the Parish Council:

- The draft Warwickshire Police and Crime Plan
- Proposals for the expansion of Magna Park
- Warwickshire Councillors Grant Fund 2016-17

Councillor Morris-Jones left the meeting at 7.50pm due to other commitments.

Borough Councillor Leigh Hunt reported that:

- A case for a feasibility study on improvements to the St Thomas Cross junction is being prepared by Warwickshire County Council for submission to the Transport Review Group. If successful, the study will be funded in conjunction with Pro-Logis and Urban&Civic.
- Work on the traffic calming scheme is not now likely to start before the new year as there has been one objection to the scheme. This means there will be a longer approval process.
- It has been agreed that some of the bollards which are required around the Lilbourne Road/Main Street junction will be demountable, to allow access for loading outside the TMH and for access to the Church for weddings and funerals.
- The wooden bollards outside the school at present will be replaced with a bollards of the same design as those outside the TMB and church, however other areas where bollards have been requested will be considered at a later date, as the budget has been overspent.
- Orbit Housing is likely to have to levy an extra charge on residents as their grounds maintenance budgets is overspent. This is due to the condition of many of the trees on the estate, identified by a recent Tree Survey. Orbit will not allow any work to be undertaken in the Pocket Park due to concerns about safety, as the trees are in a poor condition.

16/106 **11. Reports from Councillors**

**Annual report and 5-year plan - Chair**

Cllr Nash reported that the Annual Report was produced in the past month and delivered to almost all of the village, with only half of one road still outstanding delivery. She thanked the Councillors for giving up their time freely to undertake that task.

Anecdotally, feedback has been good and the annual report has been received well. Residents appear to be pleased to see what has been achieved in the past year and to understand the work and future objectives of the parish council.

There is also a deliberate omission. Councillor Neelakantan has not been included as a member of the Council. This was to provide her with space during a period of intense work, but we are pleased that despite that she will be continuing as a Parish Councillor and has suggested she has space now to take up most of her lead roles again and already has plans for a November newsletter. Actions for September are largely complete, and those for October are already in the pipeline.

Cllr Nash propped that the Parish Council priorities are made a standing agenda item for discussion at each Parish Council meeting, to enable action against them to be monitored. All Members were in agreement.

16/107 **Resolved: That the Parish Council priorities are made a standing agenda item for discussion at each Parish Council meeting, to enable action against them to be monitored.**

**Playing fields (e.g. travellers, security, windows etc.) - Cllr Robinson**

Cllr Robinson reported that the questionnaire on Play Area and last RoSPA report have identified that there is a need to replace some of the equipment in the play area and to improve some minor safety issues.

- See-saw rarely used and had negative comment.
- Double slide has not been complaint with current EU regulations for several years
- The springers are now deteriorating badly and need replacing
- Work required to the fencing and gates to improve safety ratings
- Soft flooring is migrating

Quotations will be required for the refurbishment of the play area, which is likely to costs between £20-£25k.

In terms of the sports field, work has been undertaken to ensure that the entrance gate is secure, however the pedestrian gate on Shuttleworth Road is broken and is in need of replacement at a cost of around £250. The Pavilion has suffered vandalism over the summer with both large windows being smashed, the guttering broken and the wooden seating ripped off.

Quotations need to be gathered for the covering of the windows with an unbreakable polycarbonate at around £1700, and the guttering will have to be professionally replaced at a cost of around £200.

Quotations for these tasks will have to be obtained.

Cllr Robinson stated that he would be willing to undertake the replacement of the seating with concrete. The cost would be around £50.

Councillor Robinson sought approval from the Parish Council to commence the tasks of gathering quotations, and to undertake the replacement of the seating. All Members agreed.

16/108 **Resolved:**

**1. That quotations should be obtained for:**

- **Refurbishment and replacement of play area and equipment**
- **Replacement of pedestrian gate**
- **Replacement of gutting**
- **Fitting of polycarbonate window covering**

**2. Cllr Robinson is delegated to undertake works on wooden seating replacement**

16/109 **Purchase of a community defibrillator – Councillor Palmer**

Cllr Palmer reported that the Clerk had obtained a quotation for the supply and fitting of the defibrillator and a grant application would be completed by the end of October.

Cllr Palmer explained that he considered the best location for the defibrillator would be on the wall of the TMH and that it would not be practical to fit the defibrillator in the telephone box as it would need a new electricity supplied to be fitted at around £1,000.

16/110 **Resurfacing of the car park – Councillor Palmer**

Cllr Palmer reported that he had identified a supplier of the favoured Ecogrid system and was awaiting a quotation from an approved fitter. He noted that there were 4 untaxed cars on the car park which have been reported to the Police.

16/111 **Conservation Group – Councillor Edwards**

Cllr Edwards reported that since the last meeting the Conservation Group has had its first meeting, where although attendance was limited, the participants were enthusiastic. The first working party has taken place, clearing weeds and bramble from around the railings in the churchyard ready for painting.

The Bier was used to display fruit and vegetable donated at the Harvest Festival, with the goods being distributed to Hope4 and also sold off at the coffee morning in aid of MacMillan.

The people who have volunteered to form a sub-group will be meeting shortly to produce a Terms of Reference and Governance. These will be reported back to the Parish Council at the November meeting.

## 16/112 12. WCC Snow Warden scheme

Following a request for confirmation about the liability of volunteer Snow Wardens the Members considered the advice obtained from WCC and the UK. Gov website in relation to liability insurance. The advice states: "it's unlikely that you'll be sued or held responsible if someone is injured on a path or pavement if you've cleaned it carefully."

The Members discussed whether it would be practical for someone to take delivery of a large quantity of grit and the practicalities of co-ordinating a village snow clearance. Councillor Nash agreed to put her name forward as a contact point and the Members agreed to examine the location and condition of the existing grit bins on the next village inspection.

Councillor Duncan reminded the meeting that The Locks had no provision of grit bins and had difficulties crossing the canal bridge in poor weather conditions.

The Clerk was requested to provide WCC with Councillor Nash's contact details as a volunteer Snow Warden.

### **Noted**

Members to inspect the location and condition of grit bins on the next village inspection.

## 13. WALC Local Councils Charter

The Members considered a report on the establishment of an updated Local Councils Charter for Warwickshire. They observed that all the principal Councils in Warwickshire plus the Warwickshire and West Midlands Association of Local Councils have now signed the Charter. The newly signed Local Councils Charter is a framework to support a mutually beneficially working relationship between the tiers of authority in Warwickshire.

All Councils which sign up to the Charter are committing themselves to working together to provide better services. This can be done by:

1. Improving communication
2. Consulting each other
3. Giving support and help
4. Measuring how well we are doing

The Members all agreed that signing up to the Charter should make the Parish Council a more efficient council and lead to stronger working relationships with its Principal Council.

16/113 **Resolved: That the Parish Council informs its Principal Council (Rugby Borough Council) that it agrees to sign up to the Local Councils Charter for Warwickshire.**

## 14. Abandoned cars in Avon Street

The Members considered the contents of a request made by a resident of Avon Street for support from the Parish Council to remove 4 cars which have been abandoned in the street. Avon Street is an unadopted, but publicly accessible road, progress down which is being hampered by the cars (one of which is in the hedge). The Chair proposed, and all Members agreed, that whilst the Parish council has no powers of enforcement, it should write to the occupiers of all properties in the street to ask them to move the cars.

16/114 **Resolved: That the Parish Council should write to the occupiers of all properties in Avon Street to ask them to move the abandoned cars.**

## 15. Christmas celebrations

Cllr Robinson explained that the Parish Council would like to see a Christmas Tree in the middle of the village and some sort of community event to celebrate

Christmas season. A Christmas Tree is being donated by Bilton Grange School, and the best location has been identified as outside the village shop. WCC and RBC have been consulted, and have provided no objections to the proposal. The owners are very happy to get involved and will supply the electricity from their premises.

A container for the tree will need to be purchased, as will a set of tree lights. These will both be re-usable. Cllr Robinson will gather ideas for the event from residents and traders. All Members supported the proposal to erect a village Christmas Tree and run a village Christmas celebration.

16/115 **Resolved:**

1. **That the Parish Council should erect a village Christmas Tree and organise a village celebration.**
2. **That the costs of the decorations, tree container and event should be provided from Parish Council budgets.**

16/116 **15. To receive Members motions for the next meeting.**

None received

16/117 **16. Date of next meeting**

The next meeting of the Parish Council will take place Monday 7 November 2016 at 7.30pm

The meeting closed 8.32pm

Minutes approved and accepted as correct

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Chair

Dated .....