

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

Held on 9 January 2017  
At the Townsend Memorial Hall, commencing 7.30 pm

**Present:** Cllr G Neelakantan, Cllr C Palmer and Cllr A Robinson.

**Also present:** County Councillor P Morris-Jones, Borough Councillor Leigh Hunt and three residents of the parish.

Clerk: Mrs C M Lord

MINUTE		ACTION
	In the absence of the Chair of the Parish Council, the Vice-Chair Councillor Alastair Robinson chaired the meeting.	
16/167	<b>1. Apologies for absence</b> Apologies were received and accepted from and from Cllr M Nash (Chair), Cllr H Duncan and Cllr L Edwards due to illness.	
16/168	<b>2. Declarations of Members Interests and requests for dispensations.</b> None received.	
16/169	<b>3. Public Forum – suspension of Standing Orders</b> Public Forum opened at 7.31pm  No issues were raised	
16/170	<b>4. Public Forum closed and Standing Orders resumed at 7.32pm</b>	
16/171	<b>5. Minutes of the Parish Council meeting held on 5 December 2016</b> The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and signed by Cllr Alastair Robinson.	
16/172	<b>6. Matters Arising and progress against resolutions</b> None raised.	
16/173	<b>7. Financial Matters</b> <i>Payments</i> 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.	

05/12/16	685.00	Karl Martin (window guards and gutter replacement)
05/12/16	15.00	TMH Committee
12/12/16	170.88	Rugby Borough Council (election fee)
16/12/16	16.00	Quill Payroll
22/12/16	292.32	EON (street lighting)
25/12/16		Christine Lord – Salary protected under DPA 1998

16/174 *Financial Statement*  
The Members examined and accepted the Statement of Accounts for the period ending 31 December 2016, which was signed by the Vice-Chair as a true record.

*Consultation on Council Tax Support Grant*

The Members considered the spreadsheets demonstrating the effects that the 3 possible options for the future of the Council Tax Support Grant being considered by RBC would have on the budget for 2017-18 and the Precept bid.

They recalled that all the options were likely to lead to varying degrees of increase in the Precept and therefore the Council Tax Base, and that they had resolved at the December meeting to inform RBC that the Parish Council favoured Option 2.

The options are:

1. Remove the funding in its entirety in one year, in 2017/18;
2. Continue to reduce the funding in line with the Government reductions in RSG to Rugby Borough Council;
3. As above in 2017/18 only, with no further funding in 2018/19 or future years.

Whilst the Borough Council was unable to provide the parishes with a firm decision on the future CTSG funding regime prior to the meeting, the Members noted that RBC required the Precept bid to be submitted by 20 January 2017. The Members agreed therefore that a decision on the Precept would need to be made, informed by both the expenditure requirements and an estimate of the effects of the reduction in the CTSG.

On a show of hands the Members resolved that the third draft of the budget presented should be adopted, with the Precept bid of £23,715 to be submitted to RBC. They noted that this was an increase of 1.9%, amounting to 81p per household per year. They accepted that with the reduction in CTSG the actual increase would amount to 86p per household per year.

The Clerk was therefore instructed to submit a Precept bid of £23,715 to RBC by 20 January 2017 on behalf of the Parish Council

CLERK

16/175 *Budget and Precept bid for 2017-18*

**Resolved: That the Parish Council should submit a Precept bid of £23,715 to Rugby Borough Council by 20 January 2017.**

16/176 **8. Planning matters**

- [R16/2195](#) Reserved Matters 186 dwellings Radio Station Rugby Key Phase 2 (Parcel D)

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

CLERK

16/177 **9. Correspondence**

- WCC Traffic Calming Consultation.12 January – 3 February 2017

*The Vice Chair requested that Borough Councillor Leigh Hunt should address the meeting on this issue in view of her familiarity with this issue.*

Councillor Hunt informed the meeting that the scheme had been amended due to objections relating to the previous draft, and because the scheme was running over budget. She explained that the main amendments were the replacement of some of the 'S' humps within the village and more traditional speed cushions will now be used. An additional "S" hump will be installed on Newton Road. She reminded the meeting the public consultation period runs from 12 January until 3 February 2017. Councillor Hunt explained that the scheme needed to be in place prior to the first occupation of new dwellings at the Houlton development, so hope that the scheme would not be further delayed.

*In response the Vice-Chair proposed that the Parish Council should formally write to WCC to express its support for the proposals in the scheme. On a show of hand the Members all agreed.*

16/178 **RESOLVED: That the Parish Council should formally write to Warwickshire County Council to express its support for the proposals in the traffic calming scheme.**

CLERK

16/179 **10. County and Borough Councillors' reports**

Borough Councillor Leigh Hunt reported that:

- She had met with WCC to discuss her request for the left turning on to the link road for people travelling north from Hillmorton on Hillmorton Lane to be reinstated in the design. The response from WCC had been positive, although U&C were concerned about re-design leading to possible delays to the scheme leading to problems with funding. Councillor Hunt stated that RBC were trying to get a commitment that the turning would be installed, even if not with the main works
- WCC have not agreed to fund a feasibility study on improvements to the St Thomas Cross junction, but will continue to monitor traffic flows and the effects that DIRFT III has on it.
- A number of new lighting columns will be installed as part of the new traffic calming scheme which will be adopted by WCC. The Engineers have suggested that a phased approach for bringing the rest of the lighting up to an adoptable standard is taken up by the Parish Council.
- Fairly major works have been undertaken by the owners of Clifton Cruisers without the knowledge or permission of the Canals and Rivers Trust or Rugby Borough Council. The application submitted has been rejected as incomplete, and they have until the end of January to submit another. The Canals and Rivers Trust have required Clifton Cruisers to drain the canal arm and remove the boats moored there, in order to undertake an inspection of its condition.
- RBC are holding a meeting for parishes on 9 February to outline the grants available this year. Invitations will be issued fairly soon.
- The Rugby Advertiser have ceased to pay her for contributions to the District Diary. The last payment of £216.75 will be donated to the TMH for the benefit of the community. Leigh will continue to write the District Diary

County Councillor Phillip Morris-Jones reported that:

- The issue of the devolution of power nationally, to the group of 7 West Midlands local authorities remains high on the agenda at the County Council
- There are to be a number of parliamentary boundary changes, with some northern Wards reverting back to Nuneaton borough. Whilst Clifton remains in the Fosse Wards, this is to be extended and will cover the couple of Wards which are at present with Stratford district.
- Residents are encouraged to report the movement of HGVs through the village to enable them to be monitored by WCC There appears to be an increase due to the expansion of Magna Park, and the new junction of the M6/A14.
- The budget is being discussed at present with a saving of £67m over the next 3 years to be made. There will be a 2% increase plus an additional 2% for adult social care (with the permission of central government).The County Council is investing more in adult social care, education, roads and infrastructure and staff development.
- The Police are likely to be increasing their budget by around 2%. They are hoping to recruit more specials to increase visibility and combat the rise in violent crime in the towns.
- The next Community Forum is to take place on 15 February in Withybrook. This meeting is considered an important communication channel as it provides an opportunity for residents to speak directly to Officers.
- A grant of £1,700 has been provided in respect of a defibrillator for Clifton.
- A voluntary transport scheme has been introduced
- A Rugby Borough Neighbourhood Watch meeting is to be held on 18 January at the College.

In response Councillor Palmer thanked Cllr Morris-Jones for the grant of £1,700 towards the Defibrillator on behalf of the Parish Council.

16/180

**11. Progress against the priorities of the 5-year plan**

This item was postponed until the next meeting, when it is anticipated that more Members will be present.

16/181

**12. Reports from Councillors**

16/182

**Update on purchase of a community defibrillator – Councillor Palmer**

Councillor Palmer informed the meeting that he had completed his research into the range of Defibrillator and cabinets available and presented a quotation which provided the best value for the equipment. He was pleased to say that the equipment could be purchased and installed within the £1700 grant allocation. Councillor Palmer proposed that the equipment should now be purchased from the supplier (AED Cabinets) in order for the installation to be completed as soon as possible. On a show of hand the Members agreed.

16/183

**RESOLVED: That the Defibrillator and Cabinet should be purchased from AED Cabinets at a total cost of £1,406.15 +vat.**

CLLR  
PALMER/  
CLERK

16/184

**Update on the resurfacing of the car park – Councillor Palmer**

Councillor Palmer informed the meeting that the works are due to start during w/b 16 January 2017. The materials have been purchased and paid by Proforma invoice. Notice of the car park closure has been provided on the website and social media; the church and TMH have been informed and notices will be erected in the car park by the end of the week.

CLLR  
PALMER/  
CLERK

16/185

**Feedback on Christmas festivities – Councillor Robinson**

Councillor Robinson informed the meeting that over 200 people – including many families, had joined in the community carol singing around the Christmas Tree on 18 December. Many people went to The Bull afterwards for Mince Pies and to listen to the group of musicians playing. Councillor Robinson said that the thanks of the Parish Council had been relayed to the musicians who gave up their time to help out.

He also remarked that a similar event was proposed for next Christmas, with plans being made early to investigate the possibility of a road closure to facilitate more activities.

16/186

**Update on the Conservation Group – Councillor Edwards**

In Councillor Edwards absence, the Vice-Chair informed the meeting that all scheduled tasks have been completed and that the next litter pick will be on Saturday 4 March 2017, as part of the Keep Britain Tidy campaign. abuse.

16/187

**13. Options for the street lighting - Councillor Palmer**

Councillor Palmer informed the meeting that he had been in discussion with Newton PC, to share information about the upgrading of street lights. He felt that many of the lights would not be up to a suitable standard to be adopted, and that efforts should be concentrated in the areas where there are more frequent problems (North Road being the worst). He suggested that the WCC Street Lighting Officer should be invited to meet with the Parish Council to examine the lights and advise on the standard expected, and the cost. The installation of lighting to accompany the traffic calming scheme may also be a factor in the plans to upgrade.

**AGREED: That the Street Lighting Officer should be invited to visit the village to discuss the present lighting, and that a plan of the lighting for the traffic calming scheme should be obtained from WCC.**

CLLR  
PALMER/  
CLERK

16/188 **Update on the Playing field – Councillor Robinson**  
 Councillor Robinson reported that moles had returned to the playing field near to the tennis courts and were creating a significant area of molehills. He requested permission to contact the Mole Removal Service before this issue becomes worse. All Members agreed that this was a sensible course of action. CLERK  
**AGREED: That the Parish Council should engage the services of a Mole Removal Service in relation to the playing field.**

16/189 **14. Development of a Community Emergency Plan for the parish**  
 The Members considered a proposal to create a Community Emergency Plan and Information Leaflet using a template supplied by Coventry and Warwickshire Resilience Group.  
 They noted that nearly all emergencies affecting the local community are dealt with routinely by a joint response from the emergency services, Local Authorities and Utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach the area affected immediately. In such circumstances, the initial response will rely entirely on local people within communities.  
 The template plan has been designed to enable Parish and Town councils within the county to identify the immediate actions they should consider during an emergency. These actions may assist the community in reducing the impact of an emergency until further assistance is available.

The Members considered that this was a sensible precaution, and would prove a useful tool in case of emergency.

Councillor Robinson proposed that the Parish Council establishes a small ‘task and finish’ group in order to:

- identify and approach what could be key people in an emergency situation, to request their permission for inclusion in the Community Emergency Plan;
- complete the information required for the Parish Emergency Leaflet, in order that it may be ready to be distributed with the Spring/Summer newsletter.

16/190 **RESOLVED:** ALL  
**That the Parish Council establishes a small ‘task and finish’ group in order to**  
 a) **identify and approach what could be key people in an emergency situation, to request their permission for inclusion in the Community Emergency Plan;**  
 b) **complete the information required for the Parish Emergency Leaflet, in order that it may be ready to be distributed with the Spring/Summer newsletter.**

16/191 **15. To receive Members motions for the next meeting.**  
 Discussion for possible projects for grant applications 2017-18

16/192 **16. Date of next meeting**  
 The next meeting of the Parish Council will take place Monday 6 February 2017 at 7.30pm

The meeting closed at 8.16pm

Minutes approved and accepted as correct

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 Chair

Dated .....