

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

Held on 6 February 2017
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr M Nash (Chair), Cllr L Edwards Cllr G Neelakantan and Cllr C Palmer

Also present: Borough Councillor Leigh Hunt Jonathan Horsfield (WCC) and ten residents of the parish.

Clerk: Mrs C M Lord

MINUTE

ACTION

16/193 **1. Apologies for absence**
Apologies were received and accepted from Cllr H Duncan, Cllr A Robinson and County Councillor P Morris-Jones.

16/194 **2. Declarations of Members Interests and requests for dispensations.**
None received.

16/195 **3. Presentation -Ground Mounted Solar Energy project**
The Chair welcomed Jonathan Horsfield(JH), Renewable Energy Advisor from Warwickshire County Council to the meeting.

JH opened his presentation by explaining that last summer a briefing note was provided for the County Councillor outlining a potential Ground Mounted Solar energy project located at Dunsmore Home Farm. The site had been identified via a screening study undertaken across over 20 larger sites owned by Warwickshire County Council; This led to a short list from which an initial 2 sites would be suitable for the purpose; the Clifton upon Dunsmore site and one at Stockton. The WCC Cabinet have now given permission for pre-application consultation to be carried out on the 2 proposed schemes to gather views, in order to decide whether to move to the full application stage.

JH explained that WCC are facing many challenges in the reshaping of the organisation to cope with changing demographics, reduced budgets and staffing levels.

The Cabinet have considered this scheme in order to maximise use and the value of their land holdings and to reduce their own energy costs. Another strand to the proposals approved by Cabinet is for WCC to establish itself as a 'not for profit' energy supplier; which would mean it could sell gas and electricity at a reduced rate to Warwickshire residents – especially those on low incomes / in fuel poverty.

JH explained that proposed the 16-18 acre site at Dunsmore Home Farm consisted of moderate grade grazing land. The site would cover 2 fields south of Lilbourne Road and a cable connection route to a point off Hillmorton Lane. The site will consist of c.10,000 panels, stacked 3 high. It may also include storage containers for energy storage batteries. The site would be visible from a small number of homes but would be screened with additional landscaping. New homes on the Radio Station Rugby development may also be affected, and WCC are discussing this with Urban & Civic.

If constructed the site has the potential to produce 2.75MW or over 3.3M kw hours per year, saving 2,000 tonnes of CO₂ emissions. The 2 sites will provide the equivalent of 45% of the energy used by WCC or power for 900 homes. The site

may also be suitable for battery storage of cheaper energy produced during the day, which would be sold in the peak evening period for an enhanced rate.

The public consultation programme will begin shortly with a public exhibition planned for Wednesday 8 March in the TMH from 2 -8 pm. A pre-paid consultation leaflet will be posted to every home in the parish and a dedicated website. available for information, responses and FAQs. It is anticipated that a small-scale exhibition will be held in the Library (or other public venue) during the consultation period for those that cannot attend on 08/03/17. Initial questions at this time can be directed to jonathanhorsfield@warwickshire.gov.uk .

Following the consultation period the results will be independently analysed by Pegasus Consulting Ltd and a report produced to enable WCC to decide whether to proceed to a full planning application.

Questions

When is a full application likely to be submitted?

JH. By the end of May or early June

How many storage containers will be required for the batteries?

JH. A maximum of 2 screened shipping containers are expected if storage is pursued.

Will diesel generators, which will wipe out any environmental advantages be used?

JH. He could not foresee this happening as the attitudes of Officers is that diesel generators would have an unacceptable environmental impact. He was sceptical that there were any subsidies.

Is this really a suitable site – have you looked at other types of land?

JH. We have looked at most of our larger holdings – discounting greenbelt and AOB. The land at Dunsmore Home Farm has been independently assessed and is considered to be Grade 3B agricultural land – of moderate value.

The Chair thanked Jonathan Horsfield for his informative presentation.

16/196 **4. Public Forum – suspension of Standing Orders**

Public Forum opened at 7.55pm.

A resident requested an update on the repair or replacement of street lighting in North Road.

In response Cllr Palmer explained that the contractor had been contacted regarding the repair of all the lights, but that as there were many problems with old fixtures some problems had not been rectified as yet. Cllr Palmer committed to contacting the contractor again in order to obtain an update on the issues. He explained that the Parish Council had requested a meeting with the WCC lighting engineer and the traffic calming engineer to discuss whether replacement can be tied in with the new lights required where traffic humps are to be installed.

Cllr
Palmer

16/197 **5. Public Forum closed and Standing Orders resumed at 8.00pm**

16/198 **6. Minutes of the Parish Council meeting held on 9 January 2017**

The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and signed by Cllr Marion Nash.

16/199 **7. Matters Arising and progress against resolutions**

None raised.

16/200 **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.

05/01/17	6,375.85	Ecogrid Ltd PC16/158 – Car park materials
09/01/17	268.00	The Post Office (HMRC)
09/01/17	120.41	Severn Trent Water - allotments
09/01/17	40.14	Christine Lord - expenses
09/01/17	17.50	TMH Committee
17/01/17	1,715.79	Safety Tec Ltd PC16/183 - Defibrillator
17/01/17	15.00	Bank of Scotland – foreign exchange fee
17/01/17	16.00	Quill Payroll
23/01/17	302.06	EON – street lighting
25/01/17		Christine Lord – Salary protected under DPA 1998
		VOID CHEQUE
27/01/17	6,340.00	KB Block Paving PC16/158 – Car park refurbishment

16/201 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 31 January 2017, which was signed by the Chair as a true record.

Writing off of an unrepresented cheque

The Members considered a report on the need to write off a cheque which had remained unrepresented on the cashbook and bank reconciliation for over 2 years. They observed that whilst the cheque was now out of date and would not be accepted at the bank, the Governance and Accountability for Smaller Authorities in England (Section 5.17) cites that good practice is for formal resolution to be made by the Parish Council, and this to be demonstrated in the cashbook. Cllr proposed, and all Members were in agreement that the cheque should be written off, and the bank informed.

16/202 **RESOLVED:**

- a) **That the Parish Council should write off unrepresented cheque 010612 dated 26 November 2014 valued at £80 from the cashbook and bank reconciliation.**
- b) **That the Bank of Scotland should be informed that the cheque has been written off.**

Additional payment in respect of car park works

Councillor Palmer presented a report for Members to consider on the proposal to pay a contractor an additional £220 for works associated with the car park refurbishment.

It was noted that there had been some confusion concerning the bay markers as the contractor reported that he was told by 2 residents that they were not required. As a result of this, the markers for the back of the car park had not been installed prior to the Ecogrid and stones being laid, and the contractor had been required to return to install them This had incurred an additional sum of £220 for the works. Cllr Palmer observed that the works were now completed to a high standard, and still costing less than the other quotes received. He accepted that lack of communication by the contractor had in some part resulted in the occurrence, but considered the contractor should be paid the additional sum owed to him, as an act of good faith. On a show of hands the Members were in agreement, however they made a number of recommendations to ensure that tighter processes were followed in the duration of contracts.

16/203 **RESOLVED:**

- a) That a written specification of works is provided to every contractor who is asked to provide a quotation when work is assessed to be valued at between £250 and £3,000.
- b) That the contractor is required to submit a quotation which provides a breakdown of costs relating to the specification to the Clerk by a date specified prior to a Parish Council meeting.
- c) That a successful contractor should be provided with the contact details of a delegated Member and the Clerk for reference during the duration of the contract.
- d) That all Members should refamiliarize themselves with Section 10, 11 and 12 of Financial Regulations (relating to orders for work, goods and services, contracts and payments under Contracts)
- e) That as an act of good faith the contractor is paid the additional £220.

16/204

9. Planning matters

- R17/0030 The Stables, Dunsmore Home Farm – Change of use to residential dwelling (resubmission of previous applications)

CLERK

The Parish Council resolved to make no comments on this application

- R17/0022 Radio Station Rugby – Section 73 application (minor changes to the original masterplan for the whole site)

The Parish Council resolved to make no comments on this application

- R16/2482 7 The Locks (reduction of the width of the extension and omission of the canopy.)

The Parish Council resolved to make no comments on this application

- R17/17/0135 47 North Road -Erection of first floor side extension and two storey rear extension

The Parish Council resolved to make no comments on this application

16/205

10. Correspondence

None received

16/206

11. County and Borough Councillors' reports

Borough Councillor Leigh Hunt reported that:

- The consultation period relating to the proposed traffic calming scheme has ended today. If there are no more objections to the revised scheme, then work should begin around April/May this year.
- 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, including the removal of a number of trees and hedges and the installation of a temporary access road. 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. A formal planning application is expected shortly.

In response, a member of the public notified Cllr Hunt that works had been undertaken over the weekend including the felling of trees, and commented that the noise and disruption was far from acceptable.

16/207

12. Progress against the priorities of the 5-year plan

In reviewing the progress made against tasks in the 5-year plan, the Chair reiterated that the following tasks were proposed for this spring/summer:

- a Defibrillator training session should be held by First Responders on 25 March, accompanied by an update of the Radio Station Rugby development.

- a village event should take place in September, in conjunction with Newton PC and other local community organisations
- the criteria of the Local Council Awards should be examined with a view to submitting an application for Foundation Status this year.
- another newsletter should be published in early March
- a date should be set for another Councillors' village walk

16/208 **AGREED: The Members agreed that the times listed for action in the 5-year plan for spring/summer should proceed.**

16/209 **13. Reports from Councillors**

16/210 **Update on purchase of a community defibrillator – Councillor Palmer**

Councillor Palmer informed the meeting that the equipment had now been purchased from the supplier (AED Cabinets) and that electricians were being asked to provide quotes in order for the installation to be completed as soon as possible.

16/211 **Update on the Conservation Group – Councillor Edwards**

Councillor Edwards 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. The group is very dedicated but small in numbers, so could use some additional volunteers.

Other projects planned this year are:

- Cutting back the Ivy in the pocket park and painting the railings once Orbit Housing have carried out a Risk Assessment.
- Sanding and varnishing the Noticeboards
- Restoring the wild flower bank near allotments on Newton Lane
- Working with the Canals and Rivers Trust and Datagraphics to improve to Bridge 66 area on Vicarage Hill.

14. extension of the grass cutting contract

Councillor Edwards presented a report on the proposal to extend the Grass Cutting contract for another year. She informed the meeting that the present contractor Steve Lowe, had performed well in both grass cutting and weed treatments and had offered to keep his charges to that of last season, providing value for money.

On a show of hands all Members supported the proposal.

16/212 **RESOLVED: That the grass cutting contract is extended and that Steve Lowe is invited to confirm his rates for 2017 in writing.**

15. Joint working group to organise an annual village event

In his absence, the Chair presented a report produced by Cllr Robinson on the proposal to set up a joint working group with Newton Parish Council in order to deliver a joint village event this summer – perhaps early September when the school term starts.

The small working group would be led by Councillor Robinson, with the core group consisting of Councillor Nash and Councillors Davis and Preston from Newton Village parish council. It was agreed that it meet on a monthly basis, and invite people with past experience and expertise in various aspect to assist. It is anticipated that such an event will increase interaction and communication in the village and with the neighbouring parish, and perhaps provide a focus to promote local activities and organisations. The aim is to make the event be cost neutral, or to generate funds for a specific project.

The Members supported the proposal by a show of hands, and Cllr Edwards volunteered her services to the Joint Working Group, as a former Chair of a Village Fair Committee.

16/213 **RESOLVED: That the Parish Council should set up a joint Working Group with Newton Parish Council with an aim to deliver a joint village event this summer.**

16. Review of Risk Register

The Members examined the Risk Register which had been amended slightly to include the document storage and back-up process. They are that this was a sensible idea. They observed that there were no very high value residual risks noted in the Register, due to the risk management in place. The Members supported the adoption of the revised Risk Register on a show of hands.

16/214 **RESOLVED: That the Risk Register for 2016.17 is adopted by the Parish Council.**

17. Appointment of Internal Auditor – Annual Return 2016-17

The Members considered a report proposing to retain the services of the Internal Auditor, MS Audit and Consultancy Service which has been used since 2011; and would appear to provide constructive and helpful guidance in his reports. The Members observed that cost (£165) of the Internal Audit service has not been increased this year, therefore in terms of business continuity and value for money it would therefore seem sensible to maintain their services for this year's Internal Audit. All Members supported the proposal on a show of hands.

16/215 **That MS Audit and Consultancy Service is appointed to undertake the Internal Audit of the Parish Councils governance and key internal controls prior to the submission of the Annual Return for 2016-17 at a cost of £165+VAT.**

18. Earmarked Reserves policy

The Members considered a report on the proposal to adopt a formal policy on the transfer of the balance of the sale of the Air Raid Shelter to an earmarked reserve.

They recalled that during the process of the sale of the Air Raid Shelter they resolved that of the net proceeds of the sale should be 10% of the net sale is deposited in the Parish Council reserve in order to provide greater financial resilience against future revenue expenditure; and the remainder is allocated for the improvement of current and the provision of additional assets which would benefit the community (and for which the Parish Council is responsible). [PC15/165].

They agreed that it would be prudent to transfer the sum of £58,455 for this purpose, to ensure that it is ringfenced and not used for everyday expenses. On a show of hands all Members supported the proposals in the report.

16/216 **RESOLVED: That the sum of £58,455 is demonstrated as an earmarked reserve for the improvement of current and the provision of additional assets which would benefit the community (and for which the Parish Council is responsible) within the Parish Councils accounts system.**

16/217 **19. To receive Members motions for the next meeting.**

- Review of the agreement for the tenancy of Newall Close allotments site – Cllr Edwards
- Street lighting update – Cllr Palmer
- Discussion for possible projects for grant applications 2017-18

16/218 **20. Date of next meeting**

The next meeting of the Parish Council will take place Monday 6 March 2017 at 7.30pm

The meeting closed at 8.45pm

Minutes approved and accepted as correct

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Chair

Dated

DRAFT