

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

Held on 3 April 2017
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr H Duncan, Cllr L Edwards Cllr G Neelakantan Cllr C Palmer and Cllr A Robinson

Also present: Borough Councillor Leigh Hunt and ten residents of the parish.

Clerk: Mrs C M Lord

MINUTE	ACTION
16/247	In the absence of the Chair of the Parish Council, the Vice-Chair Councillor Alastair Robinson presided over the meeting.
16/248	1. Apologies for absence Apologies were received and accepted Cllr M Nash (Chair) and County Councillor P Morris-Jones.
16/249	2. Declarations of Members Interests and requests for dispensations. Councillor Edwards Councillor Duncan declared a non-pecuniary interest in planning applications R16/2327 in respect of her relationship with the applicant.
16/250	3. Public Forum – suspension of Standing Orders Public Forum opened at 7.32pm A resident questioned whether there had been any developments in the proposal to upgrade the street lighting in South Road, as the area around No.25 was particularly poorly lit. <i>In response, the Vice-Chair explained that the Parish Council was still awaiting the publication of the street lighting plan which will accompany the new traffic calming scheme. The results of which will guide any future upgrade to the lighting throughout the village.</i> A resident informed the meeting that the broken sign on Hillmorton Lane had still not be repaired. <i>In response, the Vice-Chair stated that the broken sign had been reported to the Highway Authority on 6 March on behalf of another resident, however the Clerk will report the problem again. He also took the opportunity to remind the meeting that Highways faults can be reported to Warwickshire County Council on-line.</i>
16/251	4. Public Forum closed and Standing Orders resumed at 7.36pm
16/252	5. Minutes of the Parish Council meeting held on 6 March 2017 The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and signed by the Vice Chair, Cllr Alastair Robinson.
16/253	6. Confidential minutes of the previous meeting held on 6 March 2017 The confidential minutes, discussed under Section 38 of Standing Orders; as they relate to staffing matters, were agree by the Members as a true and accurate record. They were approved and signed by the Vice Chair, Cllr Alastair Robinson
16/254	7. Matters Arising and progress against resolutions PC16/244 – Councillor Palmer queried whether the new policy for the use of the car park had been advertised, as he had noted some suspicious activity by the group of youths in the car park who appeared to be fixing old cars.

In response, the Clerk informed Councillor Palmer that signs informing the users that the new policy was now in place had been erected in the car park. She also confirmed that she had informed the group of youths directly that any vehicle which is not taxed or insured will be removed from the car park; and that the youths had taken heed of this and removed them last week.

PC16/157 – Councillor Robinson requested that the Clerk should contact Kompan Ltd (the company which had submitted the winning bid for the supply of new play equipment) to confirm how long the price quoted will be held, explaining that it was being proposed later in the meeting that Councillor Edwards should submit a bid for grant funding to RBC.

16/255 **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.

06/03/17	1,296.00	Warwickshire CC (grass cutting)
06/03/17	39.91	Christine Lord – Expenses
06/03/17	20.00	TMH Committee
14/03/17	360.00	MPCS Services PC16/188 – Mole removal
14/03/17	342.00	Deaselec Ltd – Installation of Defibrillator
14/03/17	268.00	The Post Office (HMRC)
15/03/17	16.00	Quill Pinpoint
22/03/17	272.83	EON – Street lighting
25/03/17	40.00	Christine Lord – green bin service
25/03/17		Christine Lord – salary protected under DPA 1998

16/256 *Financial Statement*

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

Annual Governance Statement

This item was postponed for consideration at the meeting on 8 May 2017.

16/257 **9. Planning matters**

[R16/2327](#) – 1 Allans Lane – Erection of first floor side extension

The Members passed comment on what appears to be a separate entrance being included for the proposed extension; leading to the creation of an independent dwelling. The Members requested that both Borough Councillor Leigh Hunt and the Clerk should query the wording on the application with the Planning Officer dealing with the application, and to request that if this is the case, that it is reflected in the description.

CLERK

16/258 **10. Correspondence**

- WCC - [Your Warwickshire](#) briefing

Noted

- Letter from Clifton Cruisers

The Vice-Chair informed the meeting that a letter had been received from the owners of the proposed development, providing comments on the points raised at the last meeting. The comments had been duly noted. He reiterated however, that the Parish Council was only a consultee in the planning process and that the decision on whether to approve the retrospective application would rest with Rugby Borough Council, as the planning authority. The Vice Chair acknowledged the comments from the owner but stated that the Parish Council were disappointed that the letter contained some serious inaccuracies.

Through the Chair, the owner of Clifton Cruisers stated that the concerns of the Parish Council and the planning authority had been taken on board, and that their intention was to work with the authorities and not remain silent through the application process.

16/259 **11. County and Borough Councillors' reports**

The Vice-Chair relayed the contents of a brief statement submitted by Councillor Phillip Morris-Jones:

"I wish to submit my apology for failing to be present at the Meeting of The Parish Council this evening.

This would have been my final appearance having served as your elected County Councillor for 28 happy years, alongside running my own Company.

I have proudly enjoyed holding this position which has brought me into contact with so many dedicated supporters of our local communities and I am saddened by the prospect of retiring from this privileged duty, but I must accept that ones' lives and careers are governed by age.

I offer my thanks and best wishes to all of you"

16/260 *In response, the Vice Chair offered a vote of thanks to Councillor Morris-Jones, for all his efforts on behalf of the Parish Council over a period of many years; and wished him a long a happy retirement from public duty. The Clerk was requested to convey this message to Councillor Morris-Jones.*

CLERK

16/261 Borough Councillor Leigh Hunt began her report by acknowledging that Councillor Morris-Jones had worked tirelessly on behalf of the large diverse community of villages on a huge amount of issues for the past 28 years and wished him well in his retirement.

She reported that:

- The ongoing planning application relating to the development at Clifton Cruisers will be considered by the RBC Planning committee in due course.
- There is potentially another cause for concern with the works which are being undertaken on the old canal arm at The Locks, which she has discussed at length with the Planning Officer. Permission has been granted for works to the trees and permission is not required to dig out the old canal arm. Permission is only required if it is used for residential purposes.
- As a result of her request to WCC Highways, the potholes by The Elms have now been repaired.
- The traffic calming scheme had now been approved, and the street lighting scheme which accompanies the scheme is expected to be approved shortly. The delay has been caused by requirements in South Road.

16/262 **12. Reports from Councillors**

Update on street lighting improvements – Councillor Palmer

Nothing of note to report as the street lighting plan to accompany the traffic calming scheme is still awaited from the County Council.

16/263 **Update on the Conservation Group – Councillor Edwards**

The programme has not started yet due to other commitments however projects planned this Spring are:

- Cutting back the Ivy in the pocket park and painting the railings once Orbit Housing has provided a copy of their Risk Assessment.
- Sanding and varnishing the Noticeboards
- Cleaning of signs on the entrances to the village to improve first impressions.

16/264 **Results of the Consultation on a Joint Village event and Adult Trim Trail – Councillor Robinson**

The Vice Chair explained that the Parish Council had run 2 surveys via the website, Facebook, email and papers copies over the past 3 weeks or so. He thanked everyone who had taken the time to respond, and explained that a full report would be placed on the Parish Councils website.

Joint Village Event key results (from 38 people) include:

- 35 of which (92%) thought that it was something that the village definitely or probably needed
- 34 people were extremely likely or likely to attend the event
- 25 people thought the event would be best held on a Saturday
- 33 people (86. %) thought there should be something for everyone at the event
- 27 people prefer a traditional village fete. 15 would like a home grown produce show
 - 5 comments from people who would like to see a combination of all the choices listed
- Activities preferred were very evenly spread however 15 people gave written responses in favour of a combination of all activities
- 28 people considered that dogs should be allowed on to the field to participate in a family dog show
- 31 people thought that any profit should be kept by the parish councils to use in the villages.
- 9 people are willing to help before the event
- 7 people are willing to help at the event

Trim Trail key results (from 54 people) include:

- 40 (75%) of people thought that the installation of a trim trail was a good idea
- Views on the location for the trim trail were fairly evenly split with 24 preferring it to be near the childrens play area and 22 in another part of the playing field
- A couple of responses preferring gaps between equipment to encourage walking
- 35 people preferred the trim trail to consist of pieces of gym equipment rather than wooden poles

16/265 **13. Application for change of status of Allotment plots 1-17 Newall Close to grazing land – Councillor Edwards**

Councillor Edwards introduced her report explaining that:

There are three allotments within the Parish of Clifton upon Dunsmore which includes: Newall Close, The Glebe and North Road – both The Glebe and North Road currently have plots available to rent.

Plots 1 – 17 Newall Close has been leased to a tenant on an annual allotment contract since circa 1976. Whilst John has held an Allotment Tenancy Agreement the land has actually been used for the grazing of cattle. Due to ill health, the tenant has recently been unable to manage the plots and his nephew, has been managing the plots and grazing the cattle.

The tenant now wants to give up the Tenancy which brings in an annual rent of £340 – this equates to £20 per plot. His nephew wants to take over the plots and continue grazing the cattle.

In 2015/16 the Parish Council agreed to a change in the Allotment Tenancy Agreement which prohibited livestock therefore, a simple name transfer is not appropriate.

In order to ensure that a change of status can be implemented the Planning Department, Rugby Borough Council has been contacted and confirmed that planning approval will be required. The Planning Committee will be meeting on the 26th April 2017 which is expected to be very busy or, 24th May 2017.

There are two options the Parish Council should consider:

Option 1 – to seek planning approval to change the status of the allotments to grazing land;
Option 2 – retain allotments and terminate the existing Allotment Tenancy Agreement on the 31st September 2017. The land can then revert to separate allotment plots.

Financial Implications:

Option 1 - the cost to the Parish Council for a 50% contribution to the Planning Application fee is £157.00.

Option 2 – loss of £340.00 per annum income as the land cannot be used for livestock or commercial enterprise plus, the cost of reverting land back to 17 separate plots – the cost of this would have to be confirmed.

On considering the implications of the report Councillor Palmer proposed that the Parish Council

- agree to change the existing Allotment Tenancy Agreement for plots 1 – 17 to a Grazing Agreement;
- agree to an application for planning approval to be submitted to the 24th May Planning Committee (deadline for application 12th May 2017)
- agree to the submission of an additional report in June 2017 following the decision of the May 2017 Planning Committee.

Councillor Duncan supported the proposals and on a show of hands agreement was unanimous.

16/266

RESOLVED:

1. That the Parish Council resolves to change the existing Allotment Tenancy Agreement for plots 1 – 17 to a Grazing Agreement;
2. That an application for planning approval to be submitted to the 24th May Planning Committee.
3. That an additional report is considered in June 2017 following the decision of the May 2017 Planning Committee.

16/267

14. Projects / items to apply for grant funding from RBC

Councillor Robinson proposed that a bid for grant funding in respect of the new play equipment should be submitted to RBC by the deadline of 10 April 2017 by Councillor Edwards.

On a show of hands all Members were in agreement.

16/268

RESOLVED:

That Councillor Edwards should submit a bid to RBC for grant funding in respect of the new play equipment.

16/269

15. To receive Members motions and items for the next meeting.

1. Update of the joint village event
2. Update on the submission of grant funding for play equipment and adult trim trail
3. Annual Return with Annual Governance and financial statements

16/270

16. Date of next meeting

The next meeting of the Parish Council will take place Monday 8 May 2017 at 7.30pm

The meeting closed at 8.10pm

Minutes approved and accepted as correct

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Chair

Dated