

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

Held on 8 May 2017
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr M Nash (Chair) Cllr G Neelakantan, Cllr C Palmer and Cllr A Robinson

Also present: County Councillor Adrian Warwick, Borough Councillor Leigh Hunt and ten residents of the parish.

Clerk: Mrs C M Lord

MINUTE	ACTION
16/271	<p>1. Election of the Chair of the Parish Council for the municipal year 2017-18 Cllr Robinson nominated Cllr Nash for the office of Chair for the municipal year 2017-18. The nomination was seconded by Cllr Palmer. There being no further nominations Cllr Nash was duly elected as Chair unopposed.</p> <p>Cllr Nash signed her Declaration of Acceptance of Office</p>
16/272	<p>RESOLVED: That Cllr Nash is duly elected to the office of Chair for the municipal year 2017-18.</p>
16/273	<p>2. Election of the Vice-Chair of the Parish Council for the municipal year 2017-18 Cllr Nash nominated Cllr Robinson for the office of Vice-Chair for the municipal year 2017-17. The nomination was seconded by Cllr Neelakatan. There being no further nominations Cllr Robinson was duly elected as Vice-Chair unopposed.</p> <p>Cllr Robinson signed his Declaration of Acceptance of Office.</p>
16/274	<p>RESOLVED: That Cllr Robinson is duly elected to the office of Vice-Chair for the municipal year 2017-18.</p>
16/274	<p>3. Apologies for absence Apologies were received and accepted from Cllr H Duncan, Cllr L Edwards and resident Richard Boulton.</p>
16/275	<p>4. Declarations of Members Interests and requests for dispensations. None received.</p>
16/276	<p>5. Public Forum – suspension of Standing Orders Public Forum opened at 7.33pm</p> <p>A resident asked if the Parish Council had made any plans to replace the line of mature Limes Trees along Rugby Road when they reach the end of their life and have to be removed.</p> <p><i>In response, the Chair remarked that she believed that the Lime Trees were the responsibility of the Highways Authority, but she would try to confirm ownership. If they are the Parish Council's responsibility then the long-term future of the trees would best be investigated by Cllr Edwards (and the possibly Conservation Group).</i></p>
16/277	<p>6. Public Forum closed and Standing Orders resumed at 7.37pm</p>

- 16/278 **7. Minutes of the Parish Council meeting held on 3 April 2017**
The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and signed by the Chair, Cllr Marion Nash
- 16/279 **8. Matters Arising and progress against resolutions**
None raised.
- 16/280 **9. Appointments to outside bodies**
- **Joint Burial Committee**
Councillors Nash, Palmer and Robinson agreed to represent the Parish Council on the Clifton and Newton Joint Burial Committee for the municipal year 2017-18. Councillor Edwards was also nominated in her absence.
 - **Townsend Memorial Hall Management Committee**
Councillor Palmer agreed to represent the Parish Council on the Townsend Memorial Hall Management Committee for the municipal year 2017-18
- 16/281 **10. Parish Council meetings for the municipal year 2017-18**
The Members considered the list of meeting dates for the year and, on a show of hands, agreed that they all appeared suitable. The Members requested that in order to encouraged public participation at meetings the dates of the meetings should be displayed on noticeboards and the website.
- 16/282 **RESOLVED: That the list of meeting dates for the municipal year 2017-18 are adopted by the Parish Council; and that the dates should be displayed on noticeboards and the website.**
- 16283 **11. Financial Matters**
Annual Governance Statement
The Members considered the Annual Governance Statement contained within the Annual Return 2016-17 and agreed with the assertions of the statement. The Chair signed the Governance Statement on behalf of the Parish Council.
- 16/284 **RESOLVED: That the Annual Governance Statement for the year 2016-17 should be approved and adopted by the Parish Council.**
- 16/285 *Statement of Accounts 2017-18*
The Members examined the Annual Return and supporting documents for the financial year to 31 March 2017, including the Statement of Accounts. On a show of hands approved the acceptance and approval of the Annual Audit and supporting documentation unanimously. The Chair and Clerk, as Responsible Finance Officer signed the Statement of Accounts on behalf of the Parish Council.
- 16/286 **RESOLVED: That the Annual Return and Statement of Accounts for the year 2016-17 should be approved and accepted by the Parish Council.**
- 16/287 *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.
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| 03/04/17 | 160.00 | Stephen Lowe | |
| 03/04/17 | 75.00 | TMH Committee | |
| 18/04/17 | 16.00 | Quill Payroll | |
| 22/04/17 | 50.00 | Rugby First Responders | |
| 24/04/17 | 302.06 | EON | |
| 25/04/17 | | Christine Lord – salary protected under DPA 1998 | |
- 16/288 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 30 April 2017, which was signed by the Chair as a true record.

16/289

12. Planning matters

- [R17/0665](#) 58 South Road - Certificate of permitted development for single storey extension

CLERK

The Parish Council resolved to make no comments on this application

- [R17/0610](#) 37 North Road – Erection of a garage
Having viewed the plans, the Members observed that it appeared that the proposed garage would be erected in front of the existing building line along North Road, and requested the Clerk to express their concerns about this to the Planning Officer.

CLERK

AGREED

[R16/2327](#) – 1 Allans Lane – Erection of first floor side extension
Borough Councillor Hunt informed the meeting that she had spoken to the Planning Officer dealing with this application and had been assured that the proposed extension would be classed as ancillary accommodation and could not be sold or used separately. The Members were happy with the explanation.

NOTED

16/290

13. Correspondence

- *Request for assistance with costs towards repair of area of land adjacent to The Bull*

The Chair informed the meeting that 2 residents had informed the Parish Council that the brewery responsible for The Bull had asked the owners of the properties which use the unadopted road next to the public house for a contribution to its refurbishment, as they need to use a section of the road to reach their properties. In turn, the residents were asking the Parish Council to contribute.

The Members recalled that a land registry search carried in 2010 had shown the land to be unregistered, but that an interest in the land had been declared by another party.

The Members accepted that the land was used by many residents to access the Bull car park, which is currently a well-used asset in the community. However, they expressed concerns about on-going liability, setting a precedent with other unadopted roads, previous concerns raised about drains under the road, loss of investment should the Bull change hands and the justification to use public funds to repair a piece of private land.

The Members agreed that they needed more information about the proposal and suggested that the residents provide this following their forthcoming meeting with the brewery to enable them to make a more informed decision.

16/291

AGREED: That once more information about the proposal is provided by the brewery the Parish Council will discuss the proposal further.

- *Correspondence from Mr Boulton*

With the consent of the Chair Councillor Robinson read out correspondence concerning the resubmitted planning application submitted by Clifton Cruisers, confirming that as the correspondence had arrived too late to be included on the Agenda, its contents should just be noted.

The correspondence states:

"I am disappointed to hear that after such a long period has passed and so much work has been carried out and importantly after residents have taken time and trouble to comment on the recent retrospective application at Clifton Cruisers that has caused so much change to previously countryside surrounds of Clifton that were specifically noted as positive in Clifton's Parish Plan that the developers have withdrawn their application in preparation to resubmit a revised application at the advice of RBC planning officers. I hope that the Parish Councils initial view and subsequent objection remains valid and that the views of the parishioners who took

the time and trouble to write to RBC remain valid. I personally have requested assurance from RBC that this is the case but would ask that the Parish Council seek the same assurances to ensure that the process of planning is not in some way being abused and worked to the advantage of the applicant. I would also urge interested residents to keep a very close eye on proceedings to ensure the consultation process results in 'effective consultation' and does not fall into and bring RBC planners into disrepute!"

16/292 **14. County and Borough Councillors' reports**

Councillor Hunt reported that:

- Clifton Cruisers have now withdrawn their original application and have submitted a revised application, which contains more detailed information on the proposals. As this is a new application, she will confirm with the Planning Officers whether original comments and objections will stand, or whether all those who commented will have to do so again.

16/293 *In response Councillor Robinson suggested that the Parish Council should examine the revised application in more detail and make further comments if necessary. The Members agreed that this was a sensible proposal and that a date should be set for another meeting.*

CLERK

- The street lighting scheme to accompany the traffic calming scheme has still not been finalised. The delay has been caused by requirements in South Road and staff shortages. Councillor Hunt has chased this again and the final plans are expected shortly.
- Concerned that the delay in starting the scheme will now mean a clash with the work starting on the new Link Road in July. Urban & Civic have purchased the house by the canal to use for access to the road, and she will keep a watch on the number of heavy vehicles and machinery coming through the village.
- The owner of the old shop in Main Street has made contact in order to arrange a meeting to discuss his amended plans. Councillor Hunt will inform the Parish Councillor of the date and invite any who wish to attend.

16/294 County Councillor Adrian Warwick reported that:

- The number of seats at Warwickshire County Council had been reduced from 61 to 57 and as the Conservatives had taken 36 seats in the recent election they were now in overall control The Fosse division now incorporates Brinklow and Newbold, making it one of the largest divisions in the County. The structure of the Community Forum will now be re-examined to ensure that the different needs of the rural and urban communities are taken into account.

16/295 **15. Reports from Councillors**

Update on application for change of status of Allotment plots 1-17 Newall Close to grazing land – Councillor Edwards

This item was postponed due to the absence of Councillor Edwards at the meeting.

16/296 **16. Allocation of funds for the proposed village fete from General Reserve – Councillor Robinson**

Councillor Robinson informed the meeting that the original plans to hold a joint event with Newton had now been changed and that the proposed event will now be focused on Clifton. This was because that following initial discussions it was evident that Newton Parish Council wished to maintain their own identity and the semblance of previous events.

Councillor Robinson explained that as the Chair of the organising group of Parish Councillors he was seeking approval for a budget of £2,000 to be allocated from General Reserve for the event.

The Clerk has agreed to maintain a separate account sheet to enable spending and income to be monitored by both the Organising Committee and the Parish Council. Once the event has taken place all monies lent by the PC will be repaid subject to

sufficient income being generated. External sponsorship is also being sought, in order to reduce costs. He also proposed that any surplus funds should be ring fenced and spent within the village on a project that enhances or adds value to the community, following consultation with the latter.
 Councillor Robinson also proposed that he and Councillor Nash should be provided with delegated powers of expenditure in respect of the Village event [Financial Regulations 4.1], the total not exceeding £2,000.
 Councillor Neelakatan supported the proposals and on a show of hands all Members were in agreement.

- 16/297 **RESOLVED:**
1. **That a budget of £2000 should be allocated for the village fete from General Reserve.**
 2. **Councillors Robinson and Nash be provided with delegated powers of expenditure in respect of the Village event [Financial Regulations 4.1], the total not exceeding £2,000**
 3. **Accounts be kept by the Clerk and submitted to the Parish Council to monitor, each month up to the event, and following the event.**
 4. **Any surplus funds to be ring fenced and spent within the village on a project that enhances or adds value to the community, following consultation with the latter.**

Borough Councillor Hunt requested clarification as to the status of the funds left over from the last fete held in the village some years ago.
 In response, the Clerk explained that the sum of £2,571.90 remains on the cashbook as an earmarked reserve, to be spent on playground equipment.

- 16/298 **17. Allocation of funding in respect of a grant funding bid for playground and Adult Trim Trail equipment – Cllr Robinson**
 The Members considered a report produced Councillor Robinson which detailed the total cost of the play equipment and trim trail equipment that the Parish Council is proposing to purchase with the assistance of grant funding from RBC.
 The total cost being £26,082.86 of which a grant of £10,000 is being sought from RBC, leaving a balance of £16,082.86 to be funded from the Earmarked Reserve (Community Facilities) which at present stands at £46,581.79.
 Councillor Nash proposed that the £16,082.86 should be allocated for the purchase of the play equipment and Trim Trail and Councillor Palmer seconded the proposal.
 On a show of hands all Members supported the proposal.

16/299 **Resolved: That the sum of £16,082.86 should be allocated from the Earmarked Reserve (Community Facilities) for the purchase of the play equipment and Trim Trail.**

- 16/300 **18. To receive Members motions and items for the next meeting.**
- Land next to the Bull
 - Planning application – allotments change of use

16/301 **19. Date of next meeting**
 The next meeting of the Parish Council will take place Monday 5 June 2017 at 7.30pm

The meeting closed at 8.25pm

Minutes approved and accepted as correct

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 Chair

Dated