

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

Held on 5 June 2017
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr M Nash (Chair) Cllr H Duncan, Cllr L Edwards, and Cllr A Robinson

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

Clerk: Mrs C M Lord

| MINUTE | | ACTION |
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| 16/302 | <p>1. Apologies for absence Apologies were received and accepted from Cllr C Palmer and Cllr G Neelakantan</p> | |
| 16/303 | <p>2. Declarations of Members Interests and requests for dispensations. Councillor Robinson reminded the meeting of his declared pecuniary interest in Item 10, (planning application relating to 40 North Road) due to the ownership of his residence at 40 North Road. Councillor Robinson remained in the room, but took no part in the discussion relating to this item. Councillor Duncan declared a non-pecuniary interest in Item 10 (planning application relating to Clifton Cruisers) due to her business interests. Councillor Duncan took no part in the discussion relating to this item.</p> | |
| 16/304 | <p>3. Public Forum – suspension of Standing Orders Public Forum opened at 7.32pm A resident enquired whether there had been any progress in the proposals to improve the street lighting scheme in South Road. <i>In response, and with the permission of the Chair, Borough Councillor Leigh Hunt explained that the proposed traffic calming scheme had come in over budget which means that the County Council have had to seek more funding from the 2 developers of Radio Station Rugby and DIRFT. Once the additional funding has been provided then the lighting scheme can be completed, and work can begin on both elements of the improvement scheme. The Parish Council will then be able to work with the County Council to make improvements alongside the lighting scheme.</i></p> | |
| 16/305 | <p>4. Public Forum closed and Standing Orders resumed at 7.35pm</p> | |
| 16/306 | <p>5. Minutes of the Parish Council meeting held on 8 May 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</p> | |
| 16/307 | <p>6. Matters Arising and progress against resolutions None raised.</p> | |
| 16308 | <p>7. Financial Matters</p> | |
| 16/309 | <p><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.</p> | |

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| 08/05/17 | 462.41 | WALC | |
| 08/05/17 | 1,184.12 | Came and Company (Insurance) | |
| 08/05/17 | 160.00 | Stephen Lowe (Grass cutting) | |
| 08/05/17 | 198.00 | M E Spencer (Auditor) | |

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| 08/05/17 | 93.00 | SLCC | |
| 08/05/17 | 12.50 | TMH Committee | |
| 08/05/17 | 32.74 | EON | |
| 16/05/17 | 16.00 | Quill Payroll | |
| 17/05/17 | 1,059.89 | Toolport Gmbh (Marquee) | |
| 23/05/17 | 318.88 | EON | |
| 24/05/17 | 103.29 | Waterplus (STW) | |
| 25/05/17 | | Christine Lord – salary protected under DPA 1998 | |
| 25/05/17 | 320.00 | MPCS Pest Control | |

16/310 *Financial Statement*

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

16/311 *Internal Auditors report 2016-17*

The Members received the report provided by the appointed Internal Auditor following his examination of the Accounts and Annual Return 2016-17. The report provided an assurance rating of 'Sound', which the Members acknowledged was creditable. On a show of hands the members accepted the report and the Chair thanked the Clerk for maintaining the accounts and preparing the Annual Return

RESOLVED: That the Parish Council accepts the Internal Auditors report for the year 2016-17.

16/312 **8. Planning matters**

[R16/2449](#) – Clifton Cruisers. Retrospective permission for the reopening of disused canal arm, relocation of office, laying or access track etc.

The application re-submitted on behalf of Clifton Cruiser was discussed at length. In summary:

The Parish Council is in agreement that the new (revised) application) has made no appreciable improvements to the access arrangements or infrastructure of the proposed development.

HIGHWAYS ISSUES

The Parish Council objects to the new application which details the amendments that all existing and new users of Clifton cruisers will be asked to use Station Road for entry / exit. This is likely to mean regular and frequent car journeys from a total of 53 residential moorings. This increase in traffic is completely unacceptable and defies common sense on a road that can't cope with existing capacity, even before the new and substantial dwelling at the bottom of the road is completed later this year. This new dwelling is to be occupied by 3 families, and will generate substantial traffic movements.

The traffic movement data provided to support the application is from a Marina rather than residential moorings, therefore the assertions made on vehicle movements cannot be relevant. Moreover, none of the data is relevant to this site, why was no TRICS survey completed for this application?

The junction of Station Road and Main Street which will be used to exit the site has a minimum carriage width and is very tight to manoeuvre particularly at busy times (school terms). The vision splays are also poor, and this is a five-way junction on a busy main road.

The Parish Council would reiterate that it is concerned, from a highways perspective, for the safety of residents, dog walkers using the right of way over the fields, and in particular school children. The impact on a single track, already over-stretched Station Road, which is single carriageway for two thirds of its length, is likely to be significant. In addition, there is no footway along most of Station Road. The Parish Council has concerns about the increased use of the single span bridge at the bottom of Station Road. This bridge has a blind summit. Concerns have

already been raised regarding the integrity of the bridge in relation to an application to raise the height of the garden wall belonging to Station House.

INFRASTRUCTURE ISSUES

The Parish Council is concerned that the Aerial photographs submitted to support the assertion in the application that there is a historic vehicle track across the field does not portray a realistic view of its history. The track has only ever been used for agricultural activity associated with silage making / ploughing etc and has never been used as a road for other vehicles. These photos appear to have been selectively provided as there are recent photos on Google that show no evidence of a "track".

The Parish Council is concerned that there does not appear to have been a Structural Engineers survey undertaken on the either the bridge within the site or at the bottom of Station Road, or of the integrity of the canal arm itself. Should a breach in the canal arm occur there could be substantial flooding caused, as there are no locks along the length of the Oxford Canal from Sutton Stop to Hillmorton Locks.

The Parish Council considers that the proposed lighting scheme is not in keeping with a rural environment, and will be detrimental to the amenity of nearby properties. The Parish Council also objects to the decking, sheds and other garden type structure which have been constructed at various points along the canal arm. These appear to have been constructed without permission and some extend into the surrounding fields. The development detracts from the rural feel of the area, a key principle of the green buffer when the Brownsover development was built.

On a show of hands all Members were in agreement that all the objections and comments should be submitted to the Borough Council.

RESOLVED:

16/313 **The Parish Council still objects to the application, in particular the use of Station Road for access or egress; and consider that if the application were to be approved, certain conditions should be placed on the approval:**

- 1. That the original hedgerows and trees should be replaced with mature specimens in order to provide screening.**
- 2. That there should be a ban on all hard landscaping, decking, sheds etc to reflect the semi-rural nature of the area**
- 3. That the number of lighting bollards should be reduced and tempered to provide less intrusive light.**
- 4. That there should be a restriction on the times of vehicle movements to a from the site (particularly late at night).**

16/314 [R17/2752](#) – 42 North Road. Erection of a porch

The Parish Council resolved to make no comments on this application

16/315 [R17/0753](#) – Old Station House. Station Road. Variation of condition (to increase the height of boundary walls)

NOTED: This application has already been approved via delegated decision

16/316 [R17/0858](#) – 44 North Road. Extensions and alterations to dwelling to form Granny Annexe

The Parish Council resolved to make no comments on this application

16/317 [R17/0946](#) – 40 North Road. Extension to dormer window

The Parish Council resolved to make no comments on this application

16/318 **9. Correspondence**

None presented.

16/319 **10. County and Borough Councillors' reports**

County Councillor Adrian Warwick reported that:

- The concerns and objections expressed by a number of residents regarding the Clifton Cruisers application have been passed to the Highways Officer dealing with the application and his Head of Service. The concerns and objections appear to be both sensible and relevant and will be examined by the County Council.

16/320 Councillor Hunt reported that:

- The application for playground grant funding was recommended for approval by the Grants Committee and will be examined by the Cabinet, to make a final decision this evening (5 June).
- The proposed traffic calming scheme is over budget and will require additional input from the developers of Radio Station Rugby and DIRFT. The permission granted for the development of the site and the habitation of dwellings is subject to the installation of the traffic calming scheme, so the additional funding should be forthcoming.
- The developers of the Link Road have now agreed to install a left hand turn on to the new road for vehicles coming up Hillmorton Lane from Hillmorton.
- A site visit has been made to 40 Main Street to discuss the revised plans for the building. Extensive alterations are proposed to create a shop at the front and 2 flats – one upstairs and one to the rear of the ground floor. An application for planning permission will be submitted in due course.
- Traffic movements at the St Thomas Cross junction continue to be monitored, and if a significant increase is recorded then the developers of DRFT 3 will be requested to make a contribution towards the improvement of the junction.
- The Planning Officers are recommending that the application relating to the land at Manor Lane is refused.
- The removal of the remaining wall on land at the junction of Main Street/South Road has been reported to the Planning Enforcement Officer. Its removal is likely to mean that a new application will have to be submitted.
- Urban&Civic are still liaising with residents of Avon Street concerning potential access for site traffic. The negotiations include the potential re-surfacing of the private road.

CLERK

16/321 **11. Reports from Councillors**

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

Councillor Edwards reported that the application is due to be submitted this week, and should be considered at the Planning Committee meeting on 5 July 2017.

16/322 *Update on the progress made with organising the Clifton Village Fete - Councillor Robinson*

Further meetings are taking place on a fortnightly basis and planning is progressing well. There is a competition running at the school to create a simple design which will be used as the "branding" for the event with 3 prizes for the best 3 designs. We are getting interest from stallholders and have filled the programme for the parade ring.

The group has agreed on the purchase of a marquee, using some of the funding grant from Urban and Civic. This cost £1,000 and is a substantial and robust product, which will be able to be used for many years.

It is clear that there is a lot to do and more assistance is required from residents who feel able to offer time and expertise for what is a big opportunity for the village to showcase itself. The next meeting is on Tuesday 13th June, 7pm in the Bull.

16/323 **12. Training Policy for the Parish Council**

The Members considered a draft Training Policy for the Parish Council which would be applicable to both Members and employed staff. On examination, they agree that the adoption of the policy would demonstrate that the Parish Council was ensuring that there are well trained and informed people promoting good practice within the Parish Council, increasing and encouraging community activities.

On a show of hand the Members resolved to adopt the Training Policy for the Parish Council. The Clerk was requested to circulate the accompanying Training Register to all Members, in order that it might be updated.

16/324 **RESOLVED: That the Training Policy should be adopted by the Parish Council**

16/325 **13. To receive Members motions and items for the next meeting.**

- None

16/326 **14. Date of next meeting**

The next meeting of the Parish Council will take place Monday 3 July 2017 at 7.30pm

The meeting closed at 8.13pm

Minutes approved and accepted as correct

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Chair

Dated

DRAFT