

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

Held on 4 September 2017
At the Townsend Memorial Hall, commencing 7.30 pm

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

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

Clerk: Mrs C M Lord

MINUTE		ACTION
16/346	1. Apologies for absence Apologies for absence were received and accepted from Cllr L Edwards.	
16/347	2. Declarations of Members Interests and requests for dispensations. None received.	
16/348	3. Co-option of suitably qualified Councillors The Chair informed the meeting that applications for co-option to the Parish Council had been received from 3 suitably qualified residents. She stated that the Parish Council were delighted that there was renewed interest and enthusiasm in the Parish Council, and expressed her regret that one candidate would not be successful in their application and would bound to be disappointed. As the result of a vote the two candidates who received an absolute majority were Clare Bonwick of and Ian Brinklow both of whom are residents of Clifton upon Dunsmore. Clare Bonwick and Ian Brinklow signed their Declaration of Acceptance of Office in the presence of the Clerk and joined the meeting. The Chair congratulated Councillor Bonwick and Brinklow on their co-option and thanked the other candidate for his application, stressing that the application would be kept on record for the duration of the present Parish Council term.	
16/349	RESOLVED: That Clare Bonwick and Ian Brinklow should be co-opted as Members of the Parish Council until the next ordinary election in May 2020.	
16/350	4. Public Forum – suspension of Standing Orders Public Forum opened at 7.36pm A resident reported to the meeting that the footway outside 50 South Road had been damaged as the result of ongoing building works at the property. He requested that the matter should be reported to the Highway Authority. <i>In response, the Chair requested the Clerk to report the issue to WCC.</i> A resident requested an update on the proposed traffic calming scheme. <i>In response, the Chair informed the resident that Borough Councillor Hunt would provide an update as part of her report.</i> A resident reported that he was concerned about the proposed locations of the new street lighting columns in Hillmorton Lane and Lilbourne Road; that they would affect trees growth and would be vulnerable to road accidents. He also requested clarity on what would be happening to the older street lights once the new scheme is installed. <i>In response, the Chair informed the resident that once the new scheme is installed the Parish Council would be undertaking a strategic review of the lighting scheme,</i>	CLERK

with a view to upgrading and improving it. She also said that Borough Councillor Hunt would also be providing an update on the street lighting as part of her report.

A resident asked whether access would be required off Hillmorton Lane for plant constructing the new Houlton Link Road,
In response, the Chair informed the resident that Borough Councillor Hunt would also provide an update on the Link Road as part of her report.

A resident addressed the meeting over his concerns about the effect that noise and disturbance from the playing field, and particularly at night were having on his son's health. He stated that he could not have his windows open which exacerbated his son's Asthma, and that he was disappointed that his previous requests to the Parish Council to relocate a number of items of play equipment which were situated to the rear of his property had been refused. He requested again that the Parish Council reconsider its decision not to relocate the basketball court, the swings and the fitness roller.

In response, the Chair extended the sympathies of the Parish Council to the predicament that the resident finds himself in, and most particularly wished his young son well with his health issues.

She recalled that in his letter of 12 August of this year he said that the parish council had said "what do you expect" and that we were "blaming you for purchasing a house near a park". We in fact noted that it is unfortunate that you did not consider the implications of living next to a play area prior to purchasing the property.

She remarked that as he had noted "the playground is well used and a necessary play area", which as the parish council has highlighted has been the case for over 50 years and that the play area was very specifically located in a place that recognised the need for the safety and accessibility of young children.

She referred to his latest letter which stated that you drove around rugby and did not find any parks this close to houses. She reminded him that the park was not built close to your home – but that his property was built so close to the park.

She reiterated that the parish council has made efforts to minimise the disruption to his homelife by

- putting messages on three facebook sites*
- speaking to the local police and*
- by councillors visiting the park specifically to monitor the situation.*

She proposed that, in addition, the Parish Council arrange for a wall sign to be erected requesting that users of the park respect the local residents, on the basis that

- The Parish Council has not had any previous complaints from residents of the property*
- The local community is not in a position to pay for the repositioning of the play equipment*
- Safety and accessibility of young children would be compromised by acceding to this request.*

Councillor Robinson also empathised with the residents issues, but stated that the Parish Council could not justify spending what could potentially amount to a full precept for 3 or more years on relocating the play equipment. He suggested that a solution might be that the resident could perhaps consider moving his son's bedroom to a quieter part of the house or consider taking advice on equipment available to ensure the movement of air in his room.

Councillor Palmer remarked that space on the playing field was restricted due to the football pitch and it would not be feasible to move play equipment to a location where children could be put in danger by being hit by a football.,

Borough Councillor Hunt also responded to the resident, asking him to bear in mind that the park had been in its position for 50 years, and that housing had been built around it – not vice versa. She suggested that the resident reports any anti-social behaviour to the Police or the RBC Community Safety Wardens as it is happening to enable them to monitor the incidents and if necessary make their resolution a Beat Priority.

The Chair proposed that this is the last time the parish council considers this matter as we cannot provide the resident with the resolution he is looking for.

16/351 **5. Public Forum closed and Standing Orders resumed** at 7.54pm

16/352 **6. Minutes of the Parish Council meeting held on 3 July 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.

16/353 **7. Matters Arising and progress against resolutions**
None raised.

16/354 **8. Financial Matters**
Payments

16/355 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.

03/07/17	35.00	LRALC - training event
03/07/17	10.00	TMH Committee
07/07/17	35.00	ISO (Data Protection Register)
10/07/17	160.00	Stephen Lowe
11/07/17	123.00	The Printing Works
17/07/17	16.00	Quill Payroll
22/07/17	61.96	Marion Nash
22/07/17	48.00	Christine Lord
24/07/17	318.88	EON
25/07/17		Christine Lord - salary protected under DPA 1998
08/08/17	360.00	Grant Thornton UK
08/08/17	86.40	The Printing Works
08/08/17	31,120.04	Kompan Ltd
08/08/17	160.00	Stephen Lowe
14/08/17	38.86	EON
15/08/17	16.00	Quill Payroll
21/08/17	329.51	EON
25/08/17		Christine Lord - salary protected under DPA 1998

16/356 *Financial Statement*
The Members examined and accepted the Statements of Accounts for the period ending 31 July 2017 and 31 August 2017, which were signed by the Chair as a true record.

16/357 *External Auditors report on the Annual Return 2016-17*
The Members examined the External Auditors report on the Annual Return for the year 2016-17 and noted that the Auditor had highlighted 2 issues which has not affected their opinion but should be noted by the Parish Council.
It was brought to their attention that the period for the exercise of public rights had been inadvertently extended by one day more than the statutory 30 days.
The auditor had also noted that the Internal Auditors report was not factually correct in that he had answered 'yes' to test F for petty cash payments accounted

for. The correct response should be 'not covered' as the Parish Council does not hold petty cash.

16/358 **RESOLVED:** That the Parish Council notes the comments made by the External Auditor in their report on the Annual Return 2016-17, which has not affected their opinion.

16/359 **9. Planning matters**

[R17/1059](#) Units 1-2 The Locks – Change of use to D2 Fitness Training sessions
The Members considered the proposal to change the use of the building from Class A2 to Class D2 was inappropriate in the location.

They considered that the noise from loud music and proposed hours of use of the fitness centre were also inappropriate in what is essentially a rural; setting with neighbours in close proximity.

They were concerned that there were insufficient parking spaces available for the volume of visitors which the fitness centre would be likely to attract, and that the shared use of the Church car park was unsustainable, and could cause conflict when the car park is required for services, weddings and funerals.

Councillor Robinson proposed that the Parish Council submits its objections to the planning application. His proposal was seconded by Councillor Palmer and on a show of hands all Members supported the submission of the objection.

16/360 **RESOLVED: That the Parish Council objects to the application for change of use to Units 1-2 The Locks Hillmorton on the following grounds:**

1. **The proposal to change the use of the building from Class A2 to Class D2 is inappropriate in the location.**
2. **The noise from loud music and proposed hours of use of the fitness centre were also inappropriate in what is essentially a rural; setting with neighbours in close proximity.**
3. **There are insufficient parking spaces available for the volume of visitors which the fitness centre would be likely to attract, and that the shared use of the Church car park was unsustainable, and could cause conflict when the car park is required for services, weddings and funerals.**

[R17/1481](#) Clifton Court Nursing Home – erection of a single storey extension (re-submission of approval R11/2293)

16/361 **RESOLVED: That the Parish Council makes no comments on this application.**

[R17/1500](#) Dunsmore Home Farm – erection of an agricultural building for storage

16/362 **RESOLVED: That the Parish Council makes no comments on this application.**

16/363 **10. Correspondence**

- *Letter from Mr Bovington – relocation of play area*

This matter had been debated at length within Public Forum [16/350].

The Members therefore formalised the earlier proposal by the Chair that the Parish Council purchase and erect 2 signs in the playing field requesting users of the playground to keep noise to a minimum and respect the local residents.

On a show of hands all Members supported the proposal.

RESOLVED: That the Parish Council purchase and erect 2 signs in the playing field requesting users of the playground to keep noise to a minimum and respect the local residents.

CLERK

- *Circular from NALC – new General Data Protection Regulations (May 2018)*
The Members noted the contents of the circular and requested the Clerk to review the current Data Protection procedures in the light of the forthcoming legislation.

CLERK

- *Circular from WCC – grants for small flood relief schemes*

The Members noted the contents of the circular.

16/364 **11. County and Borough Councillors' reports**

Borough Councillor Leigh Hunt reported that:

- The issues raised over the traffic calming lighting scheme in Hillmorton Lane have been examined, and the Safety Engineers are satisfied with the results of the Safety Audit however, a Tree Officer has been requested to undertake an assessment of the impact on the lighting columns on the tree roots. The results of this survey should be available shortly and if as a result there are only minor changes required to the scheme, a further safety audit will not be required. WCC hope to place the order for the traffic calming scheme installation very soon. The developers of DIRFT 3 are anxious that the scheme gets underway, as the development cannot be occupied until the traffic calming scheme is completed.
- The cluster of street lighting at the top of Hillmorton Lane is required in order to designate where traffic is entering the 20mph zone from a derestricted speed limit zone. AS mentioned previously the Parish Council will be examining where their owned lighting is required, and where it can be removed once the new lighting scheme is installed.
- Urban & Civic have informed me that the construction of the Link Road is slightly behind schedule however, the main features are still going ahead as proposed. There will be access for construction plant and materials in Hillmorton Lane, (with a temporary track installed), some smaller items through the driveway of Wharf House and some through the access opposite Butlers Leap. Urban & Civic are also in talks with the residents of Avon Street in order to gain access through there.
- The Clifton Cruisers planning application will be considered by the RBC Planning Committee on Wednesday 6 September.

County Councillor Adrian Warwick reported that:

- The Safer Routes to School Team are considering a project based at Clifton Primary School. There is a small pot of funding available which could be used by the Team to enhance the traffic calming scheme.
- It is disappointing that some Clifton children have struggled to find places in local schools this year however, the construction of the new Rokeby School will alleviate some problems locally.
- The WCC Councillor Grant Scheme is now open and local groups are encouraged to apply for funding. A pot of £5,00 is available to share amongst all the parishes across Fosse Ward.
- The next Fosse Forum will be held at Monks Kirby on 13 September. The format has been revised and will hopefully encourage more people to get involved by providing information on grants and volunteering in their community.

16/365 **12. Reports from Councillors**

16/366 *Update on the progress made with organising the Clifton Village Fete - Councillor Robinson*

Councillor Robinson informed the meeting that with only a few days to go until the Fete most of the arrangements were in place. He is hugely grateful for all the help he has had from the organising group, who have achieved a great deal in a short time. There should be lots to do and see for the community, and hopefully if the weather is good the day will be enjoyed by all attending.

The Chair added that there is likely to be increased traffic and disruption in the area, but residents living close-by have been reminded of the date and requested to show forbearance for the duration of the event.

16/367 *Update on hire of Football pitches 2017-18 season – Councillor Robinson*

Councillor Robinson explained that for the past 2 seasons the Parish Council has had difficulty in hiring the football pitch and collecting the match fees due.

Unfortunately, over the past 2 seasons, 2 local football teams have either folded or not completed the season leaving the Parish Council short of income from the match fees due. In addition, the other more reliable team will not be able to field a team this year, which as a consequence at the start of July left the Parish Council

with no 'home' teams at all for the 2017-18 season; with a prospective loss of £1,190 income.

The Parish Council has been approached by Hillmorton Juniors Football Club, a long established local team; who due to the popularity of the organisation (running a team in all junior age groups and for the first time this season - a Senior team) are short of space on their own pitches.

The pitch fees charged by the Parish Council (£60.00) are substantially more than those charged by Rugby Borough Council on their pitches

- Seniors £35.00 + £15.00 (changing rooms) = £50
- Juniors £12.50 + £10.00 (changing rooms) = £22.50

Hillmorton Juniors have therefore requested a reduction in the charges made by the Parish Council, and have suggested the following price structure:

- Seniors £50 (Inc. changing rooms)
- Juniors £40 (Inc. changing rooms)

Councillor Robinson therefore proposed that Hillmorton Juniors Football Club are granted the use of the Football pitches for the 2017-18 season at a charge per match of Seniors £50 (Inc. changing rooms) and Juniors £40 (Inc. changing rooms). The proposal was seconded by Councillor Nash and on a show of hands all Members were in agreement.

16/368 **RESOLVED: Hillmorton Juniors Football Club are granted the use of the Football pitches for the 2017-18 season at a charge per match of Seniors £50 (Inc. changing rooms) and Juniors £40 (Inc. changing rooms).**

16/369 **13. Application for grant funding in respect of a noticeboard for the playing field**

The Members considered at report proposing that an application for grant funding should be made in respect of a new noticeboard/sign at the playing field.

They debated whether the board should be constructed of Oak or Steel, and concluded that an Oak Framed Board would look more attractive in the setting.

They agreed that the initial quotation of £475 appeared reasonable, and Councillor Nash proposed that the Parish Council should submit a bid for grant funding.

Councillor Robinson seconded the proposal and on a show of hands all Members were in agreement.

In her absence Councillor Edwards was delegated to complete and submit a grant application form before the deadline of 9 October 2017.

16/370 **RESOLVED: That Councillor Edwards should be delegated to prepared and submit a bid for grant funding in respect of a Noticeboard for the playing fields by 9 October 2017.**

16/371 **13. To receive Members motions and items for the next meeting.**

- A report on the Village Fete – Councillor Robinson

16/372 **14. Date of next meeting**

The next meeting of the Parish Council will take place Monday 2 October 2017 at 7.30pm

The meeting closed at 8.26pm

Minutes approved and accepted as correct

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Chair

Dated