

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

Held on 2 October 2017
At the Townsend Memorial Hall, commencing 7.30 pm

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

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

Clerk: Mrs C M Lord

MINUTE	ACTION
16/373	<p>1. Apologies for absence Apologies for absence were received and accepted from Cllr G Neelakantan, Cllr C Palmer and County Councillor Adrian Warwick</p>
16/374	<p>2. Declarations of Members Interests and requests for dispensations. Councillor Duncan declared a pecuniary interest in planning application R17/1660 due to the land concerned being adjacent to her property.</p>
16/375	<p>3. Public Forum – suspension of Standing Orders Public Forum opened at 7.32pm A resident addressed the meeting with his concerns about the Road Traffic Order published in the local papers which states that there will be a no left and right turns for traffic attempting to access the new Link Road at Hillmorton Lane from The Kent side. He is concerned the large volumes of traffic will still travel through Clifton upon Dunsmore.</p> <p><i>In response Councillor Leigh Hunt stated that she had fought hard to have the left turn at the junction. She has had some success in securing a no right turn towards Clifton from the Link Road from Houlton. She has been told that Warwickshire County Council will be doing to more investigative traffic modelling work to measure the flows.</i></p> <p>A resident addressed his concerns that 2 ‘bell mouths’ had been included on the plan, suggesting that this is for farm access. As it is known that the farmer does not need the access it has led him to believe that these have been installed in preparation for housing development or a caravan park.</p> <p><i>In response Councillor Leigh Hunt stated that she was unaware of any intention to develop the area in the local plan (over the period of 25 years), and that any new development would take place as part of the Houlton site. In response to a further question, she further noted that (for instance) a caravan park would require planning permission in its own right.</i></p> <p>A resident expressed his thanks to the Parish Council and the organising team for the successful village fete.</p>
16/376	<p>4. Public Forum closed and Standing Orders resumed at 7.36pm</p>
16/377	<p>5. Minutes of the Parish Council meeting held on 4 September 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>
16/378	<p>6. Matters Arising and progress against resolutions</p>

None raised.

16/379 **7. Financial Matters**

Payments

16/380 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.

16/381 *Financial Statement*

The Members examined and accepted the Statements of Accounts for the period ending 30 September 2017, which were signed by the Chair as a true record.

16/382 **8. Planning matters**

- [R17/1653](#) – 9 Main Street. Erection of a detached dwelling (resubmission of extant permission approved R12/0108)

16/383 **The Parish Council resolved to make no comments on this application.**

CLERK

Councillor Duncan left the room and took no part in the discussion on this application.

- [R17/1660](#) Land adj 24 The Locks – erection of a new dwelling
Cllr Robinson expressed concern that it appeared that the parking area was to be constructed over what appears to be an old culvert. The Members requested that the Clerk should question with the Planning Officer whether the culvert had any archaeological importance.

CLERK

16/384 **The Parish Council resolved to submit a comment on the archaeological status of the proposed parking area.**

16/385 **9. Correspondence**

The Members considered an email received from WCC explaining that a village entrance sign had been damaged and asking them to decide whether they wanted it to be replaced as a standard sign or purchase a new 'like for like' sign.

Councillor Robinson remarked that it has been the intention of the Parish Council to replace the village entrance signs with a more 'softer' rural type sign to cement a village image. He suggested that this was an opportunity to investigate what type of signs are available.

All Members agreed to research the types of sign available to submit ideas to Cllr Robinson to bring to the next meeting.

The Members agreed that the damaged sign could remain in situ whilst investigations are underway and the Clerk was requested to ascertain from WCC whether there is a specification for village signs.

CLERK

NOTED: All Members to research the types of village entrance signs available to submit ideas to Cllr Robinson in the next two weeks to enable a report to be presented to the next meeting.

ALL

16/386 **10. County and Borough Councillors' reports**

Borough Councillor Leigh Hunt reported that:

- Now that works are underway to construct the new Link Road, the contractors have been informed that they should not be using Clifton upon Dunsmore for access. She requested that anyone seeing large construction vehicles through the village should note the registration and inform Warwickshire County Council and Urban and Civic.
- The Officer dealing with the traffic calming scheme has now left WCC and Ema Jones has been appointed. She will be contacting the Lighting, Forestry and Legal sections shortly to expedite the start of the scheme.

- The adherence to the various conditions set on the Clifton Cruisers development are being closely monitored by the Planning Officers. Any evidence found to the contrary of the conditions should be reported to the Planning Enforcement Officer.
- The issues with the poor surfacing in Hadfield close continue. Whilst it is on the list for resurfacing, this is likely to be in the distant future and holes are being filled as necessary.

11. Review of the allocation of Lead Roles for Councillors

16/387

AREA OF RESPONSIBILITY	LEAD COUNCILLOR	REVISED
Allotments	Edwards + village allotmenteer	Edwards
Joint Burial Committee*	Nash, Edwards, Robinson, Palmer	Bonwick, Brinklow, Palmer, Robinson
Conservation (inc churchyard)	Edwards	Edwards
Employment	Nash, Robinson	Nash, Robinson
Football pitch/teams. pavilion	Robinson	Robinson
Play area	Robinson	Robinson
Grazing fields	Neelakantan	Edwards
Street Lighting	Palmer	Brinklow
Townsend Memorial Hall*	Palmer	Palmer
Vegetation and trees	Neelakantan	Edwards
Village car park	Palmer	Palmer
Funding/grants	Nash, Edwards	Edwards
Parish events	Robinson, Duncan	Robinson, Bonwick, Nash, Duncan
Newsletter	Neelakantan, Nash	Nash
School engagement	Nash	Nash
Mast site development /Urban&Civic	Nash	Nash
5 year plan, annual report	Nash	Nash
Traffic calming	Robinson (though Councillor Hunt as primary contact for residents)	Robinson (though Councillor Hunt as primary contact for residents)
Locks/mast site engagement	Duncan	Duncan
Internal Audit		Neelakantan
Data Protection		Neelakantan
Precept build up		Nash, Neelakantan
Local Quality Council Award		Nash, Robinson

16/388

12. Reports from Councillors

16/389

Report on Village Fete – Councillor Robinson

The event went really well with a significant turnout from the village and beyond. Estimated at 300+ people. The income from stalls and on the day £3,443 - a great result. Gross income £5,143 with a Net profit £2,640. Councillor Robinson Proposed that £2,000 fund to remain ring-fenced for next year, but sponsors will again be sought. All Member agreed that this was a good idea. A review of what went well, what can improve took place on 26th September with a raft of proposals recorded to assist in improving the event next year. It was agreed to hold the event on the equivalent weekend in September 2018

The Parish Council will need to consider and agree what to acquire with the £2,640 profit - current proposals include: Improved village entrance signage. Purchase and planting of 5,000 crocus bulbs to be planted up Rugby Road.

Councillor Robinson expressed his thanks to all who helped before and on the day and singled out the work that the Clerk had done 'behind the scenes' to make it happen

Councillor Edwards reported that the balance of previous fetes (approx. £1600) would be made available to the Parish Council as soon as a cheque could be raised to constitute the majority of the £2,000 ring-fenced funding.

16/390 **RESOLVED: That £2,000 fund allocated by the Parish Council should remain ring-fenced for the fete next year, but sponsors will again be sought.**

16/391 *Proposals for Christmas celebrations – Councillor Robinson*

Councillor Robinson proposed to plan and implement a Christmas Event, similar to but bigger than last year. The event last year was well attended so we will now seek to improve. The Bull Inn had been approached and were happy to work in conjunction with the parish council, utilizing the marquee, and hold a Christmas Market prior to carols and mince pies. Date of Sunday 17th December proposed to be agreed with the Bull Inn. The carols and mince pies will take place after 6pm to ensure that it does not clash with St Mary's Christingle service.

Councillor Robinson proposed that the Parish Council should work with Tracey, Debbie and Stan from the Bull to bring the event to life for Sunday 17 December: implementing a plan and seek to sell stalls in marquee and generate newsletter to advertise it. All Members agreed to the proposal on a show of hands.

16/392 **RESOLVED: That the Parish Council should work with the Bull Inn to provide a Christmas event on Sunday 17 December: implementing a plan and seek to sell stalls in marquee and generate newsletter to advertise it.**

16/393 *Report from Joint Burial Committee – Councillor Palmer*

Due to Councillor Palmer's absence, this item was postponed until the next meeting.

16/394 *Update on the application for change of status of Allotment plots 1-17 Newall Close to grazing land – Councillor Edwards*

Councillor Edwards reported that there had been a delay in submitting the planning application to change the status of the allotments to grazing land, but that she hoped to submit it to the November committee. She proposed that the tenant be provided with a 3-month allotment contract while the issue was being resolved. All Members agreed on a show of hands.

16/395 **RESOLVED: That the tenant of plots 1-17 Newall Close should be granted a 3-month contract whilst the issue of the change to grazing status is being resolved.**

16/396 *Update report on Conservation Group – Councillor Edwards*

Councillor Edwards reported that membership of the group has dwindled for various reasons, but that she hopes to reactivate it by arranging a series of social media publicity posts and organising another litter pick in November. She reported that the next task to be carried out would be the painting of the churchyard railings. It was noted that a tree along Church Street is now obstructing pedestrians' passage as the canopy is lower than 5' and that the Conservation Group will review the matter.

16/397 *Update on funding applications – Councillor Edwards*

Councillor Edwards reported that she will be completing an application for grant funding in respect of the playing fields noticeboard in the next few days.

16/398 *Update on annual report – Chair*

The Chair reported that she is in the process of updating the Annual Report and 5-year plan. She circulated the Key Priorities document and requested that all Members contribute their ideas for the Action Plan for next year prior to the next meeting.

NOTED: All Members contribute their ideas for the Action Plan for next year prior to the next meeting.

ALL

16/399 **Proposals for the creation of additional storage for the Parish Council's assets**

Councillor Robinson explained that the Parish Council was in need of additional storage space for its assets, in particular items which had been purchased for the fete. He proposed quotations are obtained for the small room in the Pavilion to be fitted with shelving and the door position changed, with a lock fitted to secure it. On a show of hands all Member supported the proposals.

16/400 **RESLOVED: That quotations are obtained for the small room in the Pavilion to be fitted with shelving and the door position changed, with a lock fitted to secure it to provide secure storage.**

MN

16/401 **13. To receive Members motions and items for the next meeting.**
None received.

16/402 **14. Date of next meeting**

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

The meeting closed at 8.23pm

Minutes approved and accepted as correct

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Chair

Dated