

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

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

Present: Cllr M Nash (Chair), Cllr I Brinklow, Cllr L Edwards, Cllr G Neelakantan and Cllr C Palmer

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

Clerk: Mrs C M Lord

MINUTE

ACTION

- 16/448 **1. Apologies for absence**
Apologies for absence were received and accepted from Cllr C Bonwick, Cllr H Duncan and County Councillor Adrian Warwick.
- 16/449 **2. Declarations of Members Interests and requests for dispensations.**
None received.
- 16/450 **3. Public Forum – suspension of Standing Orders**
Public Forum opened at 7.32pm
A resident enquired as to why South Road does not appear to be gritted in icy weather despite being on the bus route.
- In response Borough Councillor Hunt confirmed that although it was a WCC issue she would bring this to their attention; as it is not included on the WCC gritting route map this year.*
- A resident remarked that he was concerned that there had been an increase in the amount of sweet and snack related litter around the Primary School recently.
- In response the Chair confirmed that she would contact the school to alert the Headteacher to the concerns raised.*
- 16/451 **4. Public Forum closed and Standing Orders resumed at 7.35pm**
- 16/452 **5. Minutes of the Parish Council meeting held on 6 November 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.
- 16/453 **6. Matters Arising and progress against resolutions**
Councillor Edwards expressed thanks on behalf of the Parish Council to all the residents who had helped with the recent bulb planting around the village.
- 16/454 **7. Financial Matters**
Payments
- 16/456 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.

CLLR
HUNT

CHAIR

06/11/17	160.00	Stephen Lowe
06/11/17	168.00	Smart Drain UK
06/11/17	69.60	Neil Terry Printing
06/11/17		Christine Lord – Expenses protected under DPA 1998
06/11/17	20.00	TMH Committee
06/11/17	73.20	Lesley Edwards

14/11/17	59.40	Morrall Play Services
14/11/17	138.00	Boston Bulb Company
14/11/17	91.20	Getmapping plc
14/11/17	16.00	Quill Payroll
15/11/17	30.00	WALC
22/11/17	233.00	The Printing Works
22/11/17	329.51	EON
25/11/17		Christine Lord - Salary protected under DPA 1998

16/457 *Financial Statement*

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

16/458 *Review of the Direct Debit summary as at 1 December 2017*

The Members reviewed the list of regular payments made by Standing Order and Direct Debit and agreed that that were all still relevant and set at an appropriate level.

16/459 *Draft budget 2018.19*

The Members noted that the draft budget showed a small increase on this years. The final budget cannot be set until the level of Council Support Grant is decided by RBC in mid-December.

A revised and final budget will be presented at the January meeting.

16/460 **8. Review of Councils Standing Orders**

The Members considered that due to the recent co-option of 2 new Councillors it was an appropriate time to review its Standing Orders. They agreed that the updated NALC Model Standing Orders 2015 should be adopted by the Parish Council.

16/461 **RESOLVED: That the NALC Model Standing Orders should be adopted by the Parish Council.**

16/462 **9. Review of Council Financial Regulations**

The Members considered that due to the recent co-option of 2 new Councillors it was also an appropriate time to review its Financial Regulations. They agreed that the updated NALC Model Financial Regulations 2016 should be adopted by the Parish Council.

16/463 **RESOLVED: That the updated NALC Model Financial Regulations 2016 should be adopted by the Parish Council.**

16/464 **10. Planning matters**

None presented.

16/465 **11. Correspondence**

Email from Mrs Bancroft

The Members considered the contents of an email received from a local resident which provided some historical background to a number of issues currently being handled by the Parish Council. In particular the email alerted the Parish Council to a recent incident of theft from a motor vehicle in the car park, suggesting that CCTV cameras should be installed at the location.

The Chair informed the meeting that she had raised this issue with the Police during a recent meeting. The Police could find no report of the theft or any other crime at the location. The Police not see there would be a business case for CCTV at present and there would need to be a good case, outlining benefits that outweighed the public's liberty.

On this basis all Members agreed that at present the suggestion should not be taken further.

16/466 **12. Borough Councillors' report**
Councillor Leigh Hunt reported that:

Link Road

Work is progressing on the bridge over the canal, and there seems to be some activity at Hillmorton Lane. The road itself is due to open at the end of 2018. The addition of a left turn onto the Link Road at Hillmorton Lane is progressing, and modelling of the impact on the wider road network is currently being undertaken by WCC.

Clifton Manor

Condition to be applied to prevent the re-opening of the old gateway close to the Lilbourne Road, Buckwell lane, Hillmorton lane Junction.

Condition also to be applied to restrict use to that contained in the agents letter:

"The business itself is a company that deals with clean-up operations for insurance claims etc , when properties are damaged by flooding etc.

There are 8 members of staff who work office hours Monday to Friday. Four of these are field based and are not generally at the office. The others are admin and management."

Parking on Vicarage Hill

We were shocked to learn recently that, despite assurances from the previous WCC officer, no arrangements had been made to enable better parking and safer use of the footpaths on Vicarage Hill. The idea is that lines should be painted outside the cottages on the left going into Rugby. These would allow for parking part on and part off the pavement, and would ensure that there is sufficient space for mothers with prams and users of disabled buggies to use the pavement safely. The lines in the centre of the road at the top of the hill were also to be moved slightly towards the layby to enable the cars to be parked safely. Unfortunately, despite assurances, this appears to have been omitted from the traffic calming arrangements, so a separate bid has now been made to WCC to enable these works to be carried out.

16/467 **13. Reports from Councillors**

Update on partnership working - Chair

The Chair reported that in the past week she have met with PC Stuart Baker, a member of the Rugby Rural North and Central Safer Neighbourhood Team, and Dave Carter, Chair of Newton Parish Council. The outcomes of the meeting were as follows:

Newton Parish Council

All is well at Newton PC – they will soon be up to full number of councillors, they have a healthy budget at present and their new clerk has settled into the role really well. The only item of note that was discussed with Dave was that they recently provided three first aid sessions to local residents which were well attended – over 50 people attended in all. I think this is something we should consider providing in Clifton and suggest that I look into this and bring a proposal as to what we could offer to the January meeting.

Rugby Rural North and Central Safer Neighbourhood Team

PC Baker confirmed that Sharon and Dave are still working with him in that team.

I explained that the parish council is looking to be more proactive in sending out alerts as to what is happening in real time and any issues that police have identified for people to be aware of. PC Baker was able to signpost me to a variety of really useful sites that will help me to provide greater information to local residents on the various social media platforms maintained by the parish council.

Priorities for the local police – the online survey has just gone live and I would encourage residents to cast their vote – there are two options that could relate locally – based around safety of car parks and another on farmland crime. The

options of the survey are based on issues that have been raised with local police in the past quarter either by letter/email or in informal conversations – I suggested it is probable that Clifton residents will be looking for support from police once the traffic calming scheme is implemented to ensure that it is adhered to.

As outlined at [PC16/465] we also discussed a suggestion that has been raised by two local residents that CCTV is put into the car park. He said that he did not see immediately there would be a business case for that and that a RIPA - the Regulation of Investigatory Powers Act 2000 (c.23) (RIP or **RIPA**) is an Act of the Parliament of the United Kingdom, regulating the powers of public bodies to carry out surveillance and investigation, and covering the interception of communications – would have to be carried out and there would need to be a good case outlining benefits that outweighed the liberty of the public..

Update on Christmas celebrations – Councillor Robinson

Councillor Robinson reported that meetings to progress this event have taken place and a plan for the event finalised. The marquee will be erected in the garden of the Bull Inn and the market stalls put in this.

Help in erecting the marquee will be sought on social media. We have had a good take up on stalls offering a good range of Christmas themed goods.

General goodwill from Pink Chocolate / Bull Inn the Village Shop and residents is enabling us to put the event on at no financial cost to the PC. The children from the playgroup will be decorating the Christmas Tree with handmade decorations.

As resolved at the last meeting, all proceeds of the event will be presented to Hope4 the local homeless charity.

16/468 *Update on progress with maintenance on the Pavilion – Councillor Robinson*

The works required to replace the vandalised wooden seating have not yet been completed. It is anticipated that the works will be undertaken in January/February next year.

Severn Trent Water have still not provided a report on the possible collapsed drain outside the pavilion, despite the Clerk efforts to chase them. The Clerk will chase again if it is not forthcoming soon.

16/469 *Report on the progress with the repair of the Hewitt Tomb - Councillor Edwards*

Councillor Edwards reported that she had received more information on the repair of the tomb from the Church, and that she would prepare and report outlining the costs involved which will be presented at the January 2018 meeting.

CLLR
EDWARDS

16/470 *Report on the Autumn litter pick – Councillor Edwards*

Councillor Edwards reported that although there were few participants all roads were covered during the morning. As usual Newton Road was the most heavily littered. The Spring litter pick is likely to be between 2-4 March which are the dates set for next years Great British Spring Clean.

16/471 *Update on Funding opportunities – Councillor Edwards*

Warwickshire County Council Councillors Grant Fund 2017/18

Councillor Edwards reminded Members that at the November meeting (6/11/2017) they were informed that the funding application for the Councillors Grant Fund of £475.00 for the Playing Field Notice Board had been unsuccessful. This was due to funds being redirected to support the implementation of a Pelican Crossing by the school.

The Parish Council have since been informed that the Councillors Grant Fund wasn't used to support the Pelican Crossing and that we have been awarded £350.00 for the Notice Board which has now been accepted.

Members at the November meeting agreed that funds for the Notice Board should therefore come from General Reserves and agreed to purchase the Notice Board Greenhouse Graphics at a cost of £475 (excluding VAT).

This grant award therefore reduces the General Fund allocation from £475.00 to £125.00.

Elliot's Field Community Grant

Councillor Edwards also reported that the application submitted to the Elliot's Field Community Grant by the Conservation Group for funding to support the purchase of tools and equipment was unsuccessful.

Only £5,000 was available for the fund which received over 20 applications and; whilst we didn't get the funds [Project Dirt](#) have offered to support the project on their project page where we can list any events/volunteering opportunities which will be promoted to the whole community.

So that the Conservation Group isn't reliant on a few volunteers providing the appropriate tools and equipment, a funding application will be made to the Clifton upon Dunsmore Community Fund as well as seeking other funding opportunities.

16/472

Noted:

- 1. The acceptance of the £350.00 grant award from the Councillors Grant Fund 2017/18.**
- 2. The revised allocation of £125.00 from the General Reserve.**
- 3. The proposed funding application to the Clifton upon Dunsmore Community Fund.**

16/473

Review of grazing land rear of Newall Close – Councillor Edwards

Councillor Edwards remind the Members that at the September 2017 meeting Members agreed to issue an allotment agreement to Mr S Bryan until 31st December 2017 which would be subject to full planning approval by December. Members were informed at the November meeting (6/11/2017) that full planning approval was no longer required as allotments and grazing land are all classed as agricultural land under s55 of the Town and Country Planning Act 1990.

Mr Bryans agreement is due to expire and Members need to agree to extend the lease but also to revise the allotment agreement to the appropriate agreement to enable livestock on the site.

Mr Bryan has paid £85.00 for the 3 months lease from October to December 2017. An additional £255.00 will be required to extend the lease to end of September 2018.

Members should note that water is not supplied on site and whilst there is access to the allotments between no 8 and 10 Newall Close, Mr Bryan has exclusive access to a track owned by Mr Ian Allan which gives direct access to the allotment plots. Members should also note that if any permanent animal shelters are erected on the land then, full planning approval will be require as per the Town and Country Planning Act 1990.

16/474

RESOLVED: To agree to extend the agreement to September 2018, with the balance of the annual rental income of £255.00 will be required from Mr Bryan.

CLERK

16/475

14. Proposal to merge two separate amounts of money held in earmarked reserves

The Members considered a proposal to merge a small amount of earmarked reserves with another for accounting purposes.

At present the earmarked reserves consist of:

Play equipment - funds raised by the community several years ago	2,571.90
Community Facilities - balance of funds raised by the sale of the Air Raid shelter	30,647.84
Village Fete - net profit (including £2,000 contribution from the Parish Council)	4,640.89
TOTAL	37,860.63

In order to simplify accounting it is proposed to merge the earmarked Play Equipment and the Community Facilities reserves to make a total amount of 33,219.74 to be displayed on the bank reconciliation as the Community Facilities Fund.

On consideration the Members unanimously agreed that this was a sensible proposal.

16/476 **RESOLVED: The Parish Council should merge the earmarked Play Equipment and the Community Facilities reserves to make a total amount of 33,219.74 to be displayed on the bank reconciliation as the Community Facilities Fund.** CLERK

16/477 **15. Submission of an application for a Local Council Award**

The Members considered a report outlining the Local Council Award scheme. The Local Council Award scheme has been designed to acknowledge the success of good councils and to provide a framework to support councils to improve and develop. The scheme provides councils with the opportunity to show that they meets the standards set by their sectors and are assessed by their peers. The Foundation Awards demonstrates that a council meets the minimum requirements for operating lawfully according to good practice. The Parish Councils submission will be assessed on its ability to meet a wide range of criteria, based on good governance, community leadership and council improvement.

Members were asked to consider whether the Parish Council meets the criteria of the Foundation Award (on pages 1-10) which is required in order to submit an application. Having examined the criteria, they were confident that the Parish Council publishes or holds all the information required.

The cost of applying for the Award is: £50 registration fee payable to NALC £80 assessors fee payable to WALC.

The Chair proposed that the Parish Council applies for the Foundation Award and on a show of hands all Members supported the proposal.

16/478 **RESOLVED: That the Parish Council confirms that its meets the criteria for the Foundation level of the Local Council Award and should submit an entry for the Local Council Award at Foundation level at a cost of £130.** CLERK

16/479 **16. Introduction of a policy for the use of noticeboards.**

The Members were reminded that a resident had complained at the last meeting that the notices had been placed on the noticeboard had been removed. As a result he had questioned who maintains the noticeboards and whether there is a policy for their use.

The Members considered that whilst the maintenance of the noticeboards has not been a huge issue, this provides an opportunity to formalise arrangements for the monitoring of the noticeboards and the introduction of a brief policy to guide the use of the boards. It was agreed that Councillor Nash would be responsible for monitoring the Lilbourne Road noticeboard, Councillor Edwards the Rugby Road noticeboard and Councillor Duncan The Locks noticeboard .

They also agreed the wording of a simple policy for the use of the noticeboards which will be posted on the boards and on the website.

16/480 **RESOLVED: That the policy for the use of Noticeboards should be adopted by the Parish Council.** CLERK

16/4 **17. To receive Members motions and items for the next meeting.**

None received.

16/4 **18. Date of next meeting**

The next meeting of the Parish Council will take place Monday 8 January 2018 at 7.30pm

The meeting closed at 8.05pm

Minutes approved and accepted as correct

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Chair

Dated

DRAFT