

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

Held on 5 February 2018  
At the Townsend Memorial Hall, commencing 7.30 pm

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

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

Clerk: Mrs C M Lord

MINUTE

ACTION

- 16/511 **1. Apologies for absence**  
Apologies for absence were received and accepted from Cllr C Bonwick, Cllr H Duncan, and County Councillor Adrian Warwick.
- 16/512 **2. Declarations of Members Interests and requests for dispensations.**  
None received.
- 16/513 **3. Public Forum – suspension of Standing Orders**  
Public Forum opened at 7.32pm  
A resident expressed concern at the continuing use of South Road by vehicles accessing the Galliford Try compound on Hillmorton Lane, when they were prohibited to do so.  
*In response the Chair requested the Clerk to inform Galliford Try that these issues continue.*  
  
A resident expressed concern over the number of what appear to be residential narrowboats using the old canal arm; and as a consequence, the towpath is in a poor condition.  
*In response Borough Councillor Hunt informed the meeting that she would be providing an update of the planning application as part of her report.*
- 16/514 **4. Public Forum closed and Standing Orders resumed at 7.35pm**
- 16/515 **5. Minutes of the Parish Council meeting held on 8 January 2018**  
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.
- 16/516 **6. Matters Arising and progress against resolutions**  
15/59: Cllr Edwards informed the meeting that as no response has been received from the Community Payback scheme, the Conservation Group have taken on much of the work proposed. The Members agreed to remove the outstanding action from the list.  
16/163 & 187: The Chair requested Cllr Brinklow to produce a proposal for updating the lighting scheme once the traffic calming is installed.  
16/400: Cllr Robinson to bring quotations for the installation of shelving in the pavilion to the next meeting.  
16/488: Cllr Robinson to bring quotations for a CCTV inspection of the pavilion drain to the next meeting.  
16/507: Cllr Nash to bring the specification for the Tree Audit to the next meeting.
- 16/517 **7. Financial Matters**  
*Payments*
- 16/518 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.

08/01/18	45.00	WALC	T93
08/01/18	20.00	TMH Committee	T94
08/01/18	612.00	Greenhouse Graphics	T95
15/01/18	16.00	Quill Payroll	T96
23/01/17	329.51	EON	T97
25/01/17		Christine Lord - Salary protected under DPA 1998	T98
30/01/18	80.00	WALC	T99

16/519 *Financial Statement*

The Members examined and accepted the Statements of Accounts for the period ending 31 January 2018, which were signed by the Chair as a true record.

16/520 **8. Planning matters**

[R18/0170](#) – Dunsmore Home Farm. Erection of a side extension to a portal frame building for storage of hay as part of an agricultural enterprise.

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

16/521 **9. Correspondence**

*Two items of late correspondence were considered:*

- Letter from Highway England – informing the Parish Council of the proposal to limit the speed on the A5 from Newton and Lilbourne to 50mph.
- Email from a local resident informing the Parish Council that the verge at the junction of South Road is being damaged by buses turning onto Hillmorton Lane. The Members noted that the Clerk had already notified WCC of the damage to the verge. The Chair requested that the Clerk should also inform Arriva of the problems.

CLERK

16/522 **10. Borough Councillors' report**

*Councillor Leigh Hunt reported that:*

**Street Lighting**

A resident had commented that yellow markings for a new street light had been put where a gas main enters her property. This has now been amended by WCC, who also confirmed that all old street lights are to be removed once the new ones are in place

**Traffic Calming**

The second-stage audit is being carried out. Depending on the results it could be just a matter of weeks before the orders for the scheme are placed. If there are changes required then that will delay things further. I had believed that DIRFT III couldn't have their first occupancy until after the traffic calming is in place. However, Prologis apparently paid their share of the traffic calming to WCC last summer, thus discharging their S106 obligations.

**Vicarage Hill Parking**

We had understood that as part of the traffic calming there were to be changes made at Vicarage Hill to make things better for vehicles owners and pedestrians. The plan is to paint white lines to allow vehicles to park half-on and half-off the pavement whilst allowing plenty of space for pedestrians, prams etc on the pavement. The white lines at the top of the road were also to be moved over towards the layby to make things safer, and to act as a traffic calming measure. Unfortunately, it appears that the previous officer did not include this element of the scheme. It has now gone forward to a WCC bidding process, and the results are expected imminently.

**Link Road**

Work appears to be progressing well at Butler's Leap. The decision by WCC regarding the junctions at Hillmorton Lane have been further deferred until March.

This is possibly good news and may indicate that they are planning to include the left turn towards Butlers Leap for traffic from Hillmorton, which is what I have been saying should happen since the beginning

#### **Clifton Cruisers**

Are applying to vary the conditions. The planners are being very strict on what they will accept. The application will go through consultation etc. in the same way as a normal application, so the parish council and residents will have an opportunity to have their say

#### **40 Main Street**

Good to see work happening, but it is not according to the plans, which were for a shop with flat over. The frontage was also very different from what is being built. The planners are aware and will investigate. Another application will be necessary. A single house might be acceptable, two flats would probably not be OK, because of the parking issues.

#### **Grants**

A reminder that the RBC grants scheme will open to applications immediately after budget setting on 27<sup>th</sup> February. The details of what is available and the criteria etc. should be on the website shortly.

#### 16/523 **County Councillor's report**

*In his absence Councillor Leigh Hunt provided a short report on behalf of Councillor Adrian Warwick:*

The location for the proposed school crossing will be surveyed once the traffic calming is in place, with a view to installing next year if acceptable. The usual consultations, legal process etc will also have to be followed.

#### **11. Reports from Councillors**

#### 16/524 *Spring Newsletter – Councillor Nash*

Councillor Nash reminded the Members that the Spring newsletter was due to be issued at the end of February. She requested Members to submit articles for inclusion by 10 February for delivery around 24 February.

#### 16/525 *Report on the use of the churchyard for an Easter Garden – Councillor Edwards*

Councillor Edwards reported that the Lay Preacher had requested to use the Bier as part of an Easter Flower Festival to be held in the Church. The Parish Council has also been invited to contribute a floral display.

In response all the Members agreed that it was an excellent idea to make use of the Bier provided that it was stored safely inside at night; and would consider what type of display they could provide by the next meeting.

#### **NOTE**

**Permission to be given to the church to use the bier for the Easter Festival.**

#### 16/526 *Report of the proposed transfer of funds from the old village fete committee to the Parish Council – Councillor Edwards*

Councillor Edwards reminded the meeting that in 2012 volunteers from the parish established the Queens Silver Jubilee Fete Committee and requested a loan from the Parish Council for £2,000, which was granted and the parish council signed off the three committee members as signatories for the fund. The loan was repaid in full from income generated from the fete.

Following its success, the committee agreed to continue with the fete in 2013 and sought a loan from the Parish Council of £1,600.

This was the final fete organised by the committee and all outstanding invoices were paid by the treasurer.

In November 2017 a meeting was held to hand over the accounts for the 2012 and 2013 fete committee. We were informed by the Treasurer that the fete committee still had two accounts open and that the loan from the parish council of £1,600 in 2013 hadn't been repaid.

The two accounts included a balance of £439.62 in the Lloyds Bank current account and £1,693.22 (period up to December 2016) in the NS&I account.

Sadly, the Treasurer died in November. Members of the 2013 fete committee agreed to use the Lloyds Bank funds to support local charities and to repay the £1,600 owed to the parish council.

The NS&I were informed that the Treasurer had died and a request to confirm the balance and to draw down funds was made. We were informed that the following would be required:

- a new declaration form signed by all officers who are authorised to make withdrawals; and
- extract of the minutes of the meeting confirming the appointment.

Having considered the process necessary to facilitate the repayment of the £1600 to the Parish Council, the Chair proposed that it would be appropriate for the 2 remaining officers of the original committee (Edwards and Dignan) to remain as signatories on the NS&I account and that 4 additional Mandated Members should act as signatories; these being Councillors' Nash, Robinson, Neelakantan and Palmer.

She also proposed that once the transfer of the £1,600 money remaining in the NS&I account to be repaid to the Parish Council has been achieved, then it should be placed in the Village Fete earmarked reserve for use at future events.

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

16/527 **RESOLVED:**

1. **That it would be appropriate for the 2 remaining officers of the original committee (Edwards and Dignan) to remain as signatories on the 2013 village fete NS&I account;**
2. **That 4 additional Mandated Members should act as signatories; these being Councillors' Nash, Robinson, Neelakantan and Palmer;**
3. **That £1,600 should be deposited into the Parish Councils bank account. The remaining £93.22 along with any interest will remain with the 2013 fete committee; and**
4. **That once the transfer of money remaining in the NS&I account has been achieved, then it should be placed in the Village Fete earmarked reserve for use at future events.**

16/528 *Report on maintenance required on Newall Close and The Locks noticeboards – Councillor Edwards*

Councillor Edwards reported that the noticeboards at The Locks and Newall Close were now in need of maintenance, with the back panels suffering from weather damage.

In replacing these panels, the self-healing pin board rubber sheets will also have to be replaced on both the enclosed and open sections of the notice boards.

Only one company has been identified that provides the self-healing pin board rubber sheets and 4 sections will be required. Notice-It Ltd can provide a roll of self-healing pin board rubber measuring: 620mm x 3200mm x 4mm thick which can be cut into 4 sections at a cost of £180.00 including delivery.

Hardboard panels measuring 584.2mm (23") width and 787.4mm (31") length can be cut to size from Melbros at a cost of £23.45.

Having considered the report and its financial implications the Members agreed that the maintenance would extend the life of the noticeboards significantly. Councillor Robinson proposed that both the pin board rubber and the hardboard panels should be purchased, and Councillor Nash supported the proposals. On a show of hands all Members were in agreement.

16/529 **RESOLVED: That 4 sections of pin board rubber and hardboard should be purchased and fitted to the 2 noticeboards which are in need of maintenance.**

16/530 *Report from the Burial Committee – Councillor Palmer*

Councillor Palmer reported that unfortunately the Clerk to the Burial Committee had been offered another position and had given 3 months-notice. He commended the work that she had done over the past 18 months and added that she will be leaving the Committee and its records in a much better position than when she started. *In response the Chair requested the Clerk to write to the Clerk to the Burial Committee to thank her for all her efforts during her time of employment.*

NOTE

CLERK

**The Clerk to write to thank the Clerk to the Burial Committee**

**12. To review the Parish Councils Asset Register**

The Members examined the Parish Councils Asset Register which had been revised to include new purchases made during the financial year. The requested that the Bier should be added to the Cemetery section of community assets. With that added they agreed that the Asset Register 2017-18 was fit for purpose and should be adopted by the Parish Council.

16/531 **RESOLVED: That the revised Asset Register 2017-18 should be adopted by the Parish Council.**

**13. To review the Parish Council Risk Register**

The Members examined the Parish Councils Risk Register which had been revised to take into account forthcoming changes in legislation relating to the storage and use of personal data. With this amendment they agreed that the Risk Register 2017-18 was fit for purpose and should be adopted by the Parish Council.

16/532 **RESOLVED: That the revised Risk Register 2017-18 should be adopted by the Parish Council.**

**14. To consider the purchase of a banner for litter picks**

The Members considered a report from Cllr Edwards proposing to purchase a large banner to promote a twice-yearly litter picks held in the parish. They agreed that whilst the events were promoted on social media and in the newsletter a large generic banner might work effectively. Quotations had been obtained from 3 local suppliers, the lowest being £65.00+VAT. The Chair suggested another local company that Cllr Edwards might be able to obtain another quotation from; she she agreed to pursue.

Councillor Robinson proposed that the lowest quotation should be accepted and all Members supported the proposal to purchase the banner.

16/533 **RESOLVED: That the Parish Council should purchase a generic banner to promote litter picks.**

**15. To consider quotes for pavilion drainage CCTV survey**

Councillor Robinson explained that despite contacting 3 local companies for a quotation for the works, only 1 had been received. The item was therefore deferred until the next meeting

**16. To receive Members motions and agenda items for the next meeting.**

- Grant funding bid from the Conservation group
- Quotes for CCTV survey of pavilion drainage
- Quotes for shelving at the Pavilion

**17. Date of next meeting**

The next meeting of the Parish Council will take place Monday 5 March 2018 at 7.30pm

The meeting closed at 8.15pm

Minutes approved and accepted as correct

Dated .....

Chair

DRAFT