

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

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

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

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

Clerk: Mrs C M Lord

- | MINUTE | | ACTION |
|--------|---|--------|
| 16/537 | 1. Apologies for absence
Apologies for absence were received and accepted from Cllr C Bonwick. | |
| 16/538 | 2. Declarations of Members Interests and requests for dispensations.
None received. | |
| 16/539 | 3. Public Forum – suspension of Standing Orders
Public Forum opened at 7.31pm.
A resident informed the meeting that South Road was still not being gritted despite being on a bus route.
<i>In response Borough Councillor Hunt confirmed that South Road had been removed from the winter gritting schedule.</i>
<i>The Chair advised that a gritting bin was being purchased for the end of South Road</i>
A resident enquired whether the developers of the Bungalow on Main Street have had permission to fell a tree at that location.
<i>In response Borough Councillor Hunt confirmed that permission had been granted in 2016.</i> | |
| 16/540 | 4. Public Forum closed and Standing Orders resumed at 7.33pm | |
| 16/541 | 5. Minutes of the Parish Council meeting held on 5 February 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. | |
| 16/542 | 6. Matters Arising and progress against resolutions
Councillor Edwards reminded the meeting that due to the severe weather conditions over the weekend, the Village Spring Clean had been postponed. It is proposed that it should now take place on Saturday 24 March. | |
| 16/543 | 7. Financial Matters
<i>Payments</i> | |
| 16/544 | 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. | |

05/02/18	1,296.00	Clifton Primary School (Grounds Maintenance)	T100
05/02/18	27.94	Marion Nash	T101
05/02/18	12.50	TMH Committee	T102
05/02/18	50.87	Christine Lord (Expenses)	T103
12/02/18	46.44	EON	T104

15/02/18	16.00	Quill Payroll	T105
22/02/18	329.51	EON (Street lighting)	T106
26/02/18	211.00	The Printing Works (Newsletter and Banner)	T107
26/02/18	30.00	WALC (Training)	T108
26/02/18	150.00	SLCC (Conference)	T109
26/02/18		Christine Lord – salary protected by the DPA 1998	T110

16/545 *Financial Statement*

The Members examined and accepted the Statements of Accounts for the period ending 28 February 2018, which were signed by the Chair as a true record.

16/546 **Appointment of Internal Auditor for the financial year 2017-18**

The Members considered a report proposing to retain the services of the Internal Auditor, MS Audit and Consultancy Service which has been used since 2011; and would appear to provide constructive and helpful guidance in his reports. The Members observed that cost (£165) of the Internal Audit service has not been increased this year, therefore in terms of business continuity and value for money it would therefore seem sensible to maintain their services for this year's Internal Audit. All Members supported the proposal on a show of hands.

16/547 **RESOLVED: That MS Audit and Consultancy Service is appointed to undertake the Internal Audit of the Parish Councils governance and key internal controls prior to the submission of the Annual Return for 2017-18 at a cost of £165.**

16/548 **8. Planning matters**

[R17/0968](#) Valley View, Vicarage Hill. Proposed balcony on top of existing single storey rear flat roof.

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

[R18/0370](#) Clifton Hall Farm, Lilbourne Road .Erection of extension to existing agricultural storage shed (application not on the agenda but circulated prior to meeting).

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

16/549 **9. Correspondence**

• *Email – Mrs Adams Re: Dogs in the playing field*

The Members discussed the request for additional signage to remind people that dogs are not allowed on the playing field. It was noted that evidence of a bye-law in force, which could be used to enforce the rule, has not been found. It was suggested that the Clerk should investigate whether a Public Spaces Protection Order could be used instead.

In addition, the cost of erecting additional signage at the Shuttleworth Road entrance should be investigated

Concerns about dogs fouling on the pitches and in the play area were raised, as were of the danger caused by loose dogs posed to schoolchildren using the field for sports. However, it was recognised that many local residents are responsible dog owners and it is a small minority of people that give dog owners a bad name. Some local residents do wish to use the playing field to walk their dogs, and that if the rules were to be changed consultation should take place to gauge general public opinion, and if the result were a majority in agreement, perhaps a trial period could be introduced.

CLERK

NOTED. The Clerk will contact Rugby BC to ascertain whether a Public Spaces Protection Order could be applied to the playing field and investigate the cost

of providing additional signage at the Shuttleworth Road end of the playing field.

16/550 **10. Borough Councillors' report**

Borough Councillor Leigh Hunt reported that:

Traffic Calming

An update has been requested from WCC and is awaited.

Street Lighting

Reports have been received of new lighting columns being installed and existing being upgraded to LED. Again – an updated street lighting plan is awaited.

Speeding on Lilbourne Road

The Police won't use speeds cameras as it is not safe to do so. Once the traffic calming is installed this should improve as Clifton will be a less attractive rat-run.

Vicarage Hill Parking

WCC say they are unable to formalise arrangements for parking part on pavement, but with lines to allow buggies etc. to pass. The pavement is not wide enough and the scheme would not pass safety standards. The only option is double yellow lines, which would not be pursued as there are no accident reports and the move would not be popular with residents.

Clifton Cruisers

RBC are doing everything according to process as they don't want to get tripped up on the bureaucracy. This is a very complex and highly sensitive matter, but all issues raised are being dealt with, and the conditions are currently being worked through.

40 Main Street

Awaiting update from RBC

3 Main Street

Permission for tree works granted 2016. Good to see something happening here

RBC Funding

Grants now launched. The deadline is 9 April. Rural Development Fund - up to £10k (50% match) Voluntary and Community Grants up to £2.5k

In response Councillor Edwards reminded the Members that the deadline for grant applications was 9 April – the day of the next Parish Council meeting. She asked Members to examine the Action Plan in order to provide ideas for grant funding bids that could be used to support its delivery.

NOTED. All Members to examine the Action Plan and provide Councillor Edwards with ideas for grant funding bids.

ALL

16/551 **County Councillor's report**

County Councillor Adrian Warwick reported that:

County Council budget

The budget for 2018-19 has been increased by 4.99% with a 2% levy for adult social care.

Fire and Rescue Service

The Fire and Rescue Service are examining ways of working in partnership with the West Midlands service to reduce costs and improve efficiency.

Gritting

During the recent period of severe weather conditions 48% of the county's main roads were gritted, with drivers out for very long periods to keep roads in the worst affected areas open.

Local Police Priorities

As a result of the fabulous effort made by the people of Clifton, with 270 votes being received by the Local Police Team, their number one policing priority for the next quarter will be dealing with speeding through the village. Hopefully the issue of speeding on Lilbourne Road can be tackled during this time but is likely to improve once the traffic calming is installed; making the route less of a rat run for vehicle users.

Fosse Forum

The Forum have agreed to push the government for the duelling of the A5 for its entire length to the M42. The issue now has the support of local MPs.

11. Reports from Councillors

- 16/552 *Update to Police Beat Team staff changes and local priorities – The Chair*
Councillor Nash affirmed that the people of Clifton should be congratulated for their efforts, which had resulted in the local Police priority being speeding through the village over the next quarter.
The Chair also informed the meeting that the Beat Manager, PC Stuart Baker, had been seconded as a Sargent to another Team on a temporary basis, and that PC Mike Stamp would now be the Local Police Team Manager, a role he combines with that of a neighbouring beat.
- 16/553 *Annual Parish Meeting – 26 March 2018*
The Chair reminded the meeting that the Annual Parish Meeting will take place on Monday 26 March. Tea and Coffee will be served from 7pm when representatives from the Police, Community Safety Wardens and First Responders will be present to answer questions.
The formal meeting will take place at 7.30pm when Annual Reports will be delivered by the Parish Council and a number of local groups. From 8.00pm the Fire and Rescue Service will also be in attendance.
- 16/554 *Update on the progress of the Conservation Group – Councillor Edwards*
Councillor Edwards reminded the meeting that the Conservation Group was established by Clifton upon Dunsmore Parish Council in 2016. Since its inception the group's volunteers have developed the aims and objectives of the group as well as creating an action plan.
Over the past year the group has cleared ivy from the churchyard using their own tools and equipment. However, the Conservation Group cannot be reliant on volunteers providing expensive tools and equipment to enable the action plan to be delivered; especially if any of these are damaged.
In 2018 onwards, it is planned that the group continue clearing the ivy on the Orbit Housing side of the 'Pocket Park' which aligns with the metal fence along the churchyard, painting the fence as part of the quinquennial review, and clearance of the wild flower site along the Glebe Allotments. Appropriate tools and equipment will therefore be required to support the group's actions now and in the future at a cost of around £478.00.
During the discussion that followed the work of the Conservation Group was acknowledged as a great asset to the parish and showed real community spirit; however, concerns were raised about the evidence of training, use of PPE and risk assessment which the insurers will require if the Parish Council were to purchase the tools required.
It was suggested that other parishes that have environmental groups should be contacted, in order to ascertain how they are governed and risk is managed; training undertaken, safety equipment, regulations, insurance requirements. WCAVA also may be able to offer advice.
Councillor Edwards agreed to undertake the research and provide a further report to the Parish Council on the best way forward to ensure that the purchase of the equipment for the Conservation group can be made.
- 16/555 *Update on the implications of the General Data Protection Regulations – Councillor Neelakatan*
Councillor Neelakantan reminded the meeting that the GDPR would become law on 25 May 2018. She explained that in order to be compliant with the new legislation the Parish Council like most other bodies have to develop new policies for storing and using personal data.
To date the Parish Council have been following the advice of the ICO and a data audit has been undertaken. Draft documentation has also been produced.

Following the Clerks training and the release of template documents from NALC a raft of documentation, including data consent forms, privacy notices and a document management policy will be produced for adoption by the Parish Council. A training session will also be provided by the Clerk to ensure that Members are aware of the new requirements and the rights of the general public in relation to their personal data.

Update on funding: Lesley asked that she get ideas from councillors for needs for funding in the next week?

16/556 **12. To consider quotes received for shelving at the pavilion – Councillor Robinson**

The Members considered the 3 quotations received for the supply of a new racking storage system at the pavilion. Councillor Robinson explained that there was little difference in the type of produce suggested, therefore the cheapest option would seem to most appropriate to purchase. He proposed that the quotation from Racking Solutions for £196.95 should be accepted.

The proposal was seconded by Councillor Nash and on a show of hand all Members supported the proposal.

Councillor Robinson informed the meeting that it has been discovered that the Pavilion had experienced, what appeared to be, quite serious water damaged as a result of the recent severe weather, and that the insurance company and a local plumber had been contacted to provide an estimate for repair. He advised that the erection of shelving would be postponed until this work had taken place.

16/557 **RESOLVED: that the quotation for a shelving system from Racking Solutions for £196.95 should be accepted.**

16/558 **13. To receive Members motions and agenda items for the next meeting.**

- Report on any RBC grant funding application submitted.
- Report on water damage to the Pavilion.

16/559 **14. Date of next meeting**

The next meeting of the Parish Council will take place Monday 9 April 2018 at 7.30pm

The meeting closed at 8.15pm

Minutes approved and accepted as correct

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Chair

Dated