

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

Held on 9 April 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 eight residents of the parish.

Clerk: Mrs C M Lord

MINUTE		ACTION
16/567	<p>1. Apologies for absence Apologies for absence were received and accepted from Cllr H Duncan and County Councillor Adrian Warwick.</p>	
16/568	<p>The Chair informed the meeting that she had accepted the resignation of Councillor Clare Bonwick on 8 April 2018. She reminded the meeting that Clare had been co-opted to the Parish Council, therefore the Electoral Officer would not require the vacancy to be filled unless the parish council resolved to do so.</p>	CLERK
16/569	<p>2. Declarations of Members Interests and requests for dispensations. None received.</p>	
16/570	<p>3. Public Forum – suspension of Standing Orders Public Forum opened at 7.33pm. A resident asked that the Parish Council should remove the old chestnut fencing which is along the order of the playing field at the Shuttlewoth Road end. He said that it is broken down in parts and now serves no purpose. <i>In response Councillor Edwards agreed to look at the fence with a view to asking the Conservation Group to undertake the work required.</i></p> <p>A resident asked if the Parish Council would consider trimming the branches of 2 trees, growing in neighbouring gardens and which are shedding leaves into the tennis courts. <i>In response Councillor Robinson advised that the Tennis Club should speak to the householders who are the owners of the trees in the first instance.</i></p> <p>A resident informed the meeting that Ken Maycock, a long serving Parish Council Clerk in the 1980s had died recently.</p> <p>A resident raised concerns over recent reports that the TMH Committee were proposed to demolish the hall and build a new facility on the playing fields. His concerns included increased traffic noise and lack parking in the area, the loss of a well-used village green space and problems with security should some of the playing field be given over to car parking. He also raised concerns that if the football pitch had to be turned around to accommodate a new building, the neighbouring properties would suffer from footfalls in their gardens on a regular basis. <i>In response the Chair informed the resident that the proposal was to be discussed later in the meeting under correspondence received.</i></p> <p>A resident queried when the new lighting columns around the village were to be switched on. <i>In response Borough Councillor Hunt informed that resident that as the power cables had been installed and other signs were being replaced, it should not be too long before they are working.</i></p>	CLLR EDWARDS

A resident asked when the pile of soil outside 2 Main Street would be removed, stating that it, along with cars being parked on the verge, is causing problems with vision for motorists exiting South Road

In response Councillor Robinson reminded the meeting that this issue had been raised at last month's meeting, and as a result he had been liaising with Councillor Hunt and the Planning Enforcement Officer. He said that had met a planning officer at the site of 2 Main Street, and the officer was generally comfortable with the way the development is proceeding. The removal of the soil is part of the development plan; however, they will seek to ensure that it is all re-used or removed during the construction. He suggested that the resident could alert the developers that the parked cars are causing obstruction to view or inform the Police of their concerns.

16/571 **4. Public Forum closed and Standing Orders resumed at 7.45pm**

5. Minutes of the Parish Council meeting held on 5 March 2018

16/572 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.

16/573 **6. Matters Arising and progress against resolutions**

16/550 -RDF Funding Bid. It has been agreed not to proceed with a bid this year as there were no viable projects to move forward at this time.

!6/554 – Conservation Group. The members of the informal group will be meeting with members of the successful Wolvey Environmental Group to share their knowledge and idea for making progress.

16/574 **7. Financial Matters**

Payments

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.

06/03/18	12.50	TMH Committee	T111
06/03/18	40.00	Christine Lord (green waste 2018-19)	T112
15/03/18	16.00	Quill Payroll	T113
22/03/18	297.62	EON	T114
26/03/18	30.00	WALC	T115
26/03/18		Christine Lord – Salary protected under DPA 1998	T116
26/03/18	40.10	Christine Lord - Expenses	T117
26/03/18	281.03	HMRC	T118

16/575 *Financial Statement*

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

16/576 **Statement of Accounts for 2017-18**

The Members examined the Statement of Accounts presented by the Clerk. They noted that the Parish Council was in a healthy position at the end of the financial year, and that a balance of £78,508 would be brought forward to 2018-19. They noted that of the balance, the general reserve stood at £45,287 and the Earmarked Reserve at £33,220.

The Clerk confirmed that the accounts would be subjected to Internal Audit on 12 April and External Audit on 4 June 2018.

16/577 **RESOLVED: That the Parish Council accepts the Statement of Accounts 2017-18.**

16/578

8. Planning matters

[R18/0340](#) Cala Levante Vicarage Hill – Erection of two storey side extension, single storey front extension, erection of gym complex in the rear garden with walkway link to dwelling.

Concern was expressed about the significant size of the proposed leisure development at the property. It was requested that the Clerk seek assurance that the leisure development was for domestic purposes only rather than any intent to provide a commercial facility at the location, due to possible access and parking issues.

RESOLVED: That the Parish Council should seek assurance that the leisure development was for domestic purposes only rather than any intent to provide a commercial facility at the location, due to possible access and parking issues

CLERK

[R18/0544](#) Wharf Farm – Reserved Matters for erection for 380 dwellings (outline permission R15/1702)

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

16/579

9. Correspondence

- Email: Mrs Bancroft – The future of the Village Hall

The Members discussed the suggestions made in a recent email that the TMH and the cottage should be sold to fund the construction of a new community centre on the playing field.

The Chair opened the discussion by expressing her dismay that there had been no consultation with the Parish Council before the idea had been put into the public arena via social media. She suggested that this is not a matter for the TMH AGM as the residents would require far more details about the proposals before being able to come to any conclusions. The Chair remarked that she had a great number of concerns about the proposals; that a feasibility study and an options analysis should be undertaken, along with legal and planning advice required before the proposal would be fit for consultation with the local community. She remarked that this is a wide ranging long-term proposal which is essentially neighbourhood planning and not too be undertaken lightly.

Councillor Palmer, as a member of the TMH Committee responded to clarify and explain the history behind the proposal.

He explained that the TMH had been managed by the Committee for almost 50 years. Around £125,000 had been spent on improvements since 2002, but as an ageing 2-storey building with no independent car parking and a poor layout by modern standards it is simply rooms for hire rather than a community centre, and may no longer be fit for purpose. It is becoming increasingly difficult to obtain maintenance and improvement grants because funders are increasingly reluctant to fund buildings preferring to fund activities of lasting value to a community.

The Committee discussed this at its last meeting and decided that options for the future should be examined. There are a number of community halls around the area which provide flexible community use facilities, and the residents of Clifton might aspire to have this sort of hall to use.

The email from the TMH Chairman which has been sent following the discussions has rather 'jumped the gun', assuming that the hall will be either converted or demolished and that a new hall would be built on the playing field. There must be consultation with the community first to ascertain whether that is what residents want or have ideas for alternative solutions. He concluded that in another 50 years' time, when the community had grown they might regret not taking the opportunity to have developed a purpose-built community hall which is modern and fit for purpose.

Councillor Robinson reiterated that the Parish Council is discussing the correspondence received, and not advocating the proposal in any way. He added that many in the village are now aware of the proposals and already have a number conflicting views. He suggested that current users will need reassurance that they are not to be left without a meeting space whilst construction were taking place and residents of

properties surrounding the playing field would need to be reassured that this is not an actual proposal. He agreed that some might be excited by the prospect of a new community hall, but the reality is that this provision is a long way off, and a long planning and consultation process which would no doubt be full of obstacles to overcome to make it happen.

Councillor Edwards cautioned that the meeting on 24 April would be attended by those likely to be affected by the proposal – current users, residents of South Road etc, and that an even consensus across the parish would not be achieved. She added that the meeting would need to be very carefully handled to manage fears from some and expectations of others. She suggested that the TMH Committee should take some professional advice on the process and timelines of such a major project and appoint a consultant to undertake an options appraisal and feasibility study, which could examine wider options such as alternative sites for a new hall.

Borough Councillor Hunt added that she fully agreed with the principles of the consultation – but you need something to consult on. She considered that randomly putting a highly contentious solution into the public domain without any groundwork is irresponsible. On consulting with local agencies, she has been advised that Highways and EHO would have concerns with regards to potential increase of traffic and noise pollution and the impact on neighbouring properties close to playing field. In addition, Sport England would object to loss of the playing field. She added that she has spoken to a planning officer informally to ask whether the TMH would be likely to get planning for re-development and he has been advised that any new development in the centre of the village would need to have on-site parking, therefore the hall and the cottage would have to be moved back into the existing garden space as there would be no parking or vehicle access available in its existing form. She reiterated that the TMH stood at the busiest junction in the village and that Highways are unlikely to allow an exit onto Lilbourne Road so close to the junction, especially as the road is too narrow to swing round properly when entering/exiting the site – and has already objected to recent applications for developments in the village centre conservation area.

The Chair wound up the lengthy discussion by requesting the Clerk to write to the Chair of the TMH Committee advising that they proceed with a much more cautious and measured approach to the proposal; and once the TMH Committee AGM meeting has been held, invite the, to be, new Chair to the next meeting of the Parish Council to present the proposals for moving the project forward.

NOTED

The Clerk to write to the Chair of the TMH Committee inviting him/her once elected, to attend the next meeting of the Parish Council.

CLERK

16/580 10. **Borough Councillors' report**
Borough Councillor Leigh Hunt reported that:

Traffic Calming

Issues relating to Highways Safety Audit to be resolved, mainly design of features and location of signage. Once this is complete the matter will move to Highways Design, who will be responsible for placing orders. Traffic management required, which will take 3 months, but WCC ideally want the works to take place during the school holidays, so will have to get a move on!

Clifton Cruisers

As previously, 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

RBC planners say that the owners plan to run a business from this location. They have again been advised that conversion to a flat would not be possible. Have asked about

the frontage not being built as the approved drawings, but the planner is on holiday at present.

3 Main Street

Some concerns about the position of the footings. Councillor Robinson is meeting the planner regarding this on 9 April.

Avon Street

Residents are still experiencing heavy volume of large vehicles along the road. Have advised them that the work over the canal is due to be completed before the summer boating season starts, so hopefully the works in that location should be complete soon.

11. Reports from Councillors

16/581 *Progress with water damage to the pavilion – Councillor Robinson*

Councillor Robinson reminded the meeting that the Pavilion had suffered significant water damage from burst pipes in early March. Since that time the clerk has had 2 plumbers look and offer differing solutions; as the walls have dried the plaster has started cracking - become unstable and the electrics need checking to ensure they are safe. We now need to agree clear schedules of work and seek tenders - informing our insurers of our actions and costs.

Councillor Robinson proposed that the Parish Council obtains quotations from electricians to check the electrics to ensure that the pavilion is safe to work in - this can be done fairly quickly

He proposed the pipe work currently in ceiling void is moved to run inside the building, to be effectively insulated and enclosed in ducting. Include a drainage point so that all pipes can be drained prior to any significant cold spells in the future.

He further proposed that to check all plasterwork, hacking off where found to have failed, restore with scratch coat and finishing coat, and that the Clerk should move project forward by obtaining 3 quotes for plumbing / plastering and also any redecorating necessary.

The Members agreed that these proposals were a sensible way of rectifying the water damage and that Councillor Robinson and the Clerk should be delegated to undertake the task necessary to do so.

16/582 **RESOLVED: That Councillor Robinson and the Clerk should:**

- 1. obtain quotations from electricians to test and make safe the electrical circuits.**
- 2. obtain quotations to repair the plumbing and move all pipework from inside the roof space to inside the building to be effectively insulated and enclosed in ducting to prevent further bursts occurring.**
- 3. obtain quotations for checking and restoring plasterwork**
- 4. obtain quotations for any redecorating necessary**

CLLR
ROBINSON
/ CLERK

16/583 *Proposals for another Village Fete in September 2018– Councillor Robinson*

Councillor Robinson outlined proposals to hold another Village Fete on 15 September 2018, and that the first meeting of a new organising group would be held on Thursday 12 April at 7pm in The Bull. At the meeting a Chair, Secretary and Treasurer will be appointed and it is anticipated that key roles will be allocated in order to ease the burden on Parish Councillors and the Clerk.

A progress report and request for financial delegation will be provided at the May meeting of the Parish Council.

16/584 *Proposals for a Councillors parish walk – Chair*

The Chair reminded the meeting that the spring Parish Walk was due to take place in April/May. She proposed that the walk should take place during the last 2 weeks in May and agreed to supply a couple of alternative dates for the walk for Members to consider. NOTED: The Chair to provide Members a couple of alternative dates for a parish walk in late May.

CHAIR

16/585 *Proposals for Spring/Summer newsletter – Chair*

The Chair reminded the meeting that her Annual Report should be published by 30 June, and although it is already in the public domain on the website, a newsletter was an ideal way of circulating it to all residents. She asked Members to submit articles to her before the next meeting to enable a draft to be produced.

NOTED: Members to submit articles for the spring/summer newsletter to the Chair before the next meeting on 14 May.

ALL

16/586 **12. Purchase of 2 new grit bins**

Members considered a proposal to purchase 2 new grit bins, which followed suggestions from residents on possible locations during last winter. These being: at the junction of Hadfield Close the junction of South Road/Main Street and on the hill on Station Road.

Having consulted WCC regarding these proposed location, the County Council has informed the parish council that looked at locations and decided that would allow 2 x Grit Bins at the proposed locations: Hadfield Close and South Rd. They declined the one on Station Rd as it does not meet the criteria and is also too close to the proposed new bin on South Rd.

The supplier and type of grit bin favoured by WCC is the Glasdon Slimline Grit Bin which cost £148.19 at the present time.

Members were therefore requested to give their permission for the purchase of 2 new Glasdon Slimline Grit bins prior to the beginning the next winter from the village improvement budget of £400. The proposal was supported unanimously by a show of hands.

16/587 **RESOLVED: That the Parish Council should purchase 2 new Glasdon Slimline Grit bins prior to the beginning the next winter from the village improvement budget.**

CLERK

16/588 **13. Implications of the General Data Protection Regulations –Councillor Neelakatan**

Councillor Neelakatan 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.

They noted that a suite of documents had been produced and circulated to them prior to the meeting, to ensure that the Parish Council was compliant with the requirements of the new legislation. The documents include:

- GDPR Overview and information document
- GDPR Data Management policy
- Privacy notices and consent forms
- Data audit and Register of Internal Processing Activities
- Subject Access Request Policy and Process and template letters
- Data breach procedure and GDPR Impact assessment

The Members accepted that the fine details the new legislation have still not being finalised but were satisfied that the Parish Council has done all it could to ensure its compliance, and that its GDPR provision should be published on its website. The Chair requested that should any amendments to the documents be required, these are brought back to Parish Council to note.

16/589 **RESOLVED: That the policies and documents associated with the requirements of the General Data Protection Regulations should be adopted by the Parish Council and published on its website.**

CLERK

16/590 **14. Establishment of a Keep Clifton Clean Poster Campaign – Councillor Edwards**

Councillor Edwards explained the background to her proposal, reporting that during the recent parish Spring Clean 22 bags of litter had been removed. This followed a similar amount last Autumn. She expressed her frustration that this amount of litter is being

dropped and proposed that a 'Keep Clifton Clean' poster and litter education campaign should be trialled in the parish for a 6-month period.

The proposal is to hang posters at strategic points around the village posters asking pedestrians and motorists to bin or take their rubbish home! Keep Britain Tidy posters will be used initially as part of a 6-month pilot scheme. This can then be replaced with a 'Keep Clifton Clean Poster(s)' with the potential to engage the school in the design, to be judged at the Village Fete in September.

On a show of hands support of the proposal was unanimous.

16/591 **RESOLVED: That the Parish Council introduces a Keep Clifton Clean poster and litter education campaign, with the potential to engage the school in the design of posters, to be judged at the Village Fete in September.**

CLLR
EDWARDS

16/592 **15. To receive Members motions and agenda items for the next meeting.**
• Quotations for Street Lighting Maintenance contract – Councillor Brinklow

16/593 **16. Date of next meeting**
The next meeting of the Parish Council will be the Annual Meeting of the Parish Council which will take place Monday 14 May 2018 at 7.30pm.

The meeting closed at 8.40pm

Minutes approved and accepted as correct

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Chair

Dated