

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

Held on 14 May 2018
At the Townsend Memorial Hall, commencing 7.30 pm

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

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

Clerk: Mrs C M Lord
MINUTE

ACTION

- 16/594 **1. Election of the Chair of the Parish Council for the municipal year 2018-19**
Cllr Edwards nominated Cllr Nash for the office of Chair for the municipal year 2018-19. The nomination was seconded by Cllr Brinklow. There being no further nominations Cllr Nash was duly elected as Chair unopposed.

Cllr Nash signed her Declaration of Acceptance of Office

- 16/595 **RESOLVED: That Cllr Nash is duly elected to the office of Chair for the municipal year 2018-19.**

- 16/596 **2. Election of the Vice-Chair of the Parish Council for the municipal year 2018-19**

In his absence, Cllr Nash nominated Cllr Robinson for the office of Vice-Chair for the municipal year 2018-19. The nomination was seconded by Cllr Edwards. There being no further nominations Cllr Robinson was duly elected as Vice-Chair unopposed.

- 16/597 **RESOLVED: That Cllr Robinson is duly elected to the office of Vice-Chair for the municipal year 2018-19.**

- 16/598 **3. Apologies for absence**

Apologies were received and accepted from Cllr C Palmer, Cllr A Robinson and County Councillor Adrian Warwick.

- 16/599 **4. Declarations of Members Interests and requests for dispensations.**

None received.

- 16/600 **5. Public Forum – suspension of Standing Orders**

Public Forum opened at 7.34pm

Mr Allen expressed his concerns about recent discussions about the future of the TMH, and in particular the suggestions that a new hall could be erected on the playing fields.

He reminded the meeting that the field had been sold by his father to the parish council in 1955 at a very low cost, for the sole intention of providing open recreational space for the use of the residents. It had been purchased through funding raising by the residents. He also reiterated that there was a covenant on the land which meant that no building should be erected on the playing field except to support recreational use.

Mr Allen was concerned that should a larger building and car parking be constructed, the valuable open recreational space would be lost forever.

In response the Chair thanked the resident and reiterated that the Parish Council fully endorsed his concerns. She informed the meeting that an email which was to have been considered as an item of late correspondence had been received which should allay the concerns of many in the village, as to the future of the playing fields.

The new Chair of the TMH Management Committee has indicated in his email that the view of the Committee is that the suggestion made by the previous Chair was not well thought out, and one that has far greater and village wide implications than was originally perceived.

Should such a project ever become more realistic, then a much more detailed proposal would need to be produced and wider consultation would be required not only with the Parish council but also with current TMH users and more importantly with the whole community at large, with much wider plans and options being considered.

The current position of the new management team is that whilst the option should always be there for consideration and that for the time being will not be a prime item for the immediate future.

There may be a justifiable option to scope out something for the future but that would only commence with undertaking a "feasibility study" and most certainly not something in the public arena as the previous correspondence alluded to.

The TMH Chair is on holiday at present but has offered to attend the next meeting of the Parish Council.

Councillor Leigh Hunt also thanked the resident for clarifying the legal situation on the future use of the playing fields.

A resident requested an update on previous issues raised concerning the maintenance of the playing field and the tennis courts, including the condition of the chestnut fencing around the perimeter, trees from adjoining gardens overhanging the tennis courts and lack of grass cutting around the edge of the field.

In response the Chair explained that possible solutions to these issues were been considered by Cllr Robinson who was away on holiday at present.

A resident queried what whether the RBC contractors who knocked off a tree branch in North Road, and now lying in the footway should remove it.

In response the Chair advised the resident to contact RBC to arrange for its removal.

A resident raised his concerns about the increase of parking on verges, particularly in South Road.

In response the Chair advised the resident to contact the Police over this matter.

A resident raised his concerns about the danger caused to (and by) young children placing temporary ramps on the footway in order to ride small motorised scooters over them.

In response, again the Chair advised the resident to contact the Police over this matter

A resident enquired whether there was a maximum period for an individual to preside as Chair of a Parish Council

In response the Clerk advised that there was nothing in the NALC Standing Orders which have been adopted by the Parish Council. A Chair must be elected at the start of each municipal year, and it is good practice for the position of Chair to change after around 5 years .However, this is subject to anyone else being willing to accept the role.

16/601 **6. Public Forum closed and Standing Orders resumed at 7.48pm**

16/602 **7. Minutes of the Parish Council meeting held on 9 April 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

16/603 **8. Matters Arising and progress against resolutions**

None raised.

- 16/604 **9. Appointments to outside bodies**
- **Joint Burial Committee**
Councillors Brinklow, Palmer and Robinson agreed to represent the Parish Council on the Clifton and Newton Joint Burial Committee for the municipal year 2018-19.
 - **Townsend Memorial Hall Management Committee**
Councillor Palmer had agreed to represent the Parish Council on the Townsend Memorial Hall Management Committee for the municipal year 2018-19.
- 16/605 **10. Parish Council meetings for the municipal year 2018-19.**
The Members considered the list of meeting dates for the year and, on a show of hands, agreed that they all appeared suitable. The Members requested that in order to encourage public participation at meetings the dates of the meetings should be displayed on noticeboards and the website.
- 16/606 **RESOLVED: That the list of meeting dates for the municipal year 2018-19. are adopted by the Parish Council; and that the dates should be displayed on noticeboards and the website.**
- 16/607 **11. Financial Matters**
Internal auditors report 2017-18
The Members noted that a number of minor points had been raised, and recommendations made by the Internal Auditor in his report; these being:
1. Amending the Cash Book and related management information to reflect actual cleared receipts and make a note to management information that there is an outstanding receipt of £1,600 due from the Village Fete Committee.
They noted that this action has already been taken in order to prepare the Annual Return.
 2. Consideration should be given to purchasing a replacement “headed” and numbered receipt book to include the method of payment –Cash/Cheque
 3. Consideration should be given to purchasing an appropriate rubber stamp to imprint a goods received block on each invoice and for this to be completed by the Clerk or other certifying person.
- The Members considered that these were all sensible measure, which would strengthen the Parish Councils administration processes and resolved to act on all the recommendations.
- 16/608 **RESOLVED:**
1. **To purchase of a set of headed receipts books at a cost of £30.00**
 2. **To purchase of a simple self-inking date stamped ‘goods received’ stamp at a cost of £13.00.**
- 16/609 **To consider the amendment of Financial Regulations and delegation to the Clerk to make electronic payments**
The Members discussed the Internal Auditors view that consideration should be given to the amendment of Financial Regulations to provide delegated power to the Clerk to make BACs payments up to a value of £1,000.
The Members considered that this was a sensible measure, which would strengthen the Parish Councils administration processes
- 16/610 **RESOLVED:**
1. **To amend of Financial Regulations to provide delegated power to the Clerk to make BACs payments up to a value of £1,000.**
 2. **To Inform the Bank of Scotland of the provision of the delegated powers.**
- 16/611 **To consider the amendment of the Risk Register 2018.19**
The Members discussed the Internal Auditors view that consideration should be given to the amendment of the Risk Register to record the operational business risk of the financial delegation to make BACs payments of up to £1,000 to the Clerk. They noted the mitigating controls, of the prior approval of the payment by 2 Members and the reporting of payments made at each Parish Council meeting.

16/612 **RESOLVED: To amend of the Risk Register to record the operational business risk of the financial delegation to make BACs payments of up to £1,000 to the Clerk; noting the mitigating controls of the prior approval of the payment by 2 Members and the reporting of payments made at each Parish Council meeting.**

16/613 *Annual Governance Statement*

The Members considered the Annual Governance Statement contained within the Annual Return 2017-18 and agreed with the assertions of the statement. The Chair signed the Governance Statement on behalf of the Parish Council.

16/614 **RESOLVED: That the Annual Governance Statement for the year 2017-18 should be approved and adopted by the Parish Council.**

16/615 *Statement of Accounts 2017-18*

The Members examined the Annual Return and supporting documents for the financial year to 31 March 2018, including the Statement of Accounts. On a show of hands approved the acceptance and approval of the Annual Audit and supporting documentation unanimously. The Chair and Clerk, as Responsible Finance Officer signed the Statement of Accounts on behalf of the Parish Council.

16/616 **RESOLVED: That the Annual Return and Statement of Accounts for the year 2017-18 should be approved and accepted by the Parish Council.**

16/617 *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.

09/04/18	467.00	WALC	T04
09/04/18	46.25	TMH Committee	T05
16/04/18	16.00	Quill Payroll	T06
23/04/18	329.51	EON	T07
25/04/18		Christine Lord salary protected under DPA 1998	T08
26/04/18	3.56	EON	T09

16/618 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 30 April 2018, which was signed by the Chair as a true record.

16/619 **12. Planning matters**

16/620 [R18/0535](#) The Old Hall – Erection of 3 dwellings

The Members expressed concerns that the new application, which would increase the number of dwellings on the site, would add more overdevelopment on the site.

The Members requested the Clerk to reiterate all the previous concerns expressed in relation to R14/2166 including:

1. The application would mean a significant alteration to the character of a key building in the village, which will change the nature and landscape of the village
2. The property is Grade 2 listed
3. There would be a significant increase in vehicle movements on Lilbourne Road and Hillmorton Lane, so an increase in traffic at an, already, difficult traffic junction
4. There is no pedestrian footway in the area – would not want the tarmac verge to be tarmac'd over
5. The application would result in the loss of large area of green space
6. There would be a loss of amenity to surrounding properties due to be overlooked from upper floors of new buildings
7. There would be a loss of significant trees – particularly a Copper Beach and Magnolia trees.
8. What provision has been made for the, up to, 16 additional wheelie bins which would be presented for collection at the kerbside, leading to traffic/pedestrian obstruction

- 16/621 [R18/0697](#) 38 South Road – Demolition of conservatory and erection of 2 storey extension.
The Parish Council resolved to make no comments on this application
- 16/622 [R18/0330](#) Land at Vicarage Hill – Retention of 5 storage containers and access.
The Parish Council resolved to make no comments on this application
- 16/623 [R18/0779](#) Wharf Farm Hillmorton – Outline planning for 380 dwellings and full permission for a further 88 dwellings.
The Parish Council resolved to make no comments on this application
- 16/624 [R18/0785](#) Rugby Radio Station - Application for reserved matters approval (Ref R17/0022) of appearance, landscaping, layout, access and scale in respect of strategic green infrastructure and associated works.
The Parish Council resolved to make no comments on this application
- 16/625 [R18/0283](#) Arlyn, Station Road – Lawful development certificate. Erection of Stables
The Parish Council resolved to make no comments on this application
- 16/626 [R18/0794](#) 40 Main Street. Change of use of existing shop to a beauty salon.
The Parish Council expresses concerns about the viability of the use of the building as a commercial business, due to the absence of parking outside the building and accessibility for disabled people.
- 16/627 **13. Correspondence**
 Details of an item of late correspondence were provided by the Chair in response to questions in public forum.
- 16/628 **14. County and Borough Councillors' reports**
 Councillor Hunt reported that:
Traffic Calming
 This has now finally moved to Highways Design. Nothing on roadworks.org about the roadworks as yet. Am chasing the new officer
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
 New planning application submitted. Drawings appear to be the old ones showing original frontage and interior which is clearly not for a beauticians, which new application states. Planner has visited site and asked for correct drawings to be submitted. Applicant has been made very aware that property cannot be turned into another flat.
2 Main Street
 After several fruitless emails to planning, the matter has been passed to a different planner, who was on holiday until last week. A notice has appeared on the site asking the owner to contact RBC, and the planner is meeting the owner on site on 15 May.
Avon Street
 Residents are quite understandably getting fed up with all the noise and disruption even though Avon Street is no longer being used for access and are concerned about the state of the road. I have a meeting with U&C in early June.
Old Hall
 Another application has been received, to increase the number of houses in the grounds. This was not permitted last time, and the application was changed before coming to planning. Have called in to Committee if planners are minded to approve.
- 16/629 **15. Reports from Councillors**
- 16/630 *Update on Proposals for Spring/Summer newsletter – Chair*
 The Chair circulated a draft copy of the spring/summer newsletter for the approval of the Members. The newsletter is due for delivery to all residents over the weekend.

- 16/631 *Update on Councillors village walk – Chair*
The Chair confirmed the intention of Councillors to undertake the village walkabout during the weekend of 9/10 June.
- 16/632 *Update on local policing priorities - Chair*
Cllr Nash reported that she had received an update from the Police on their local policing priorities, including recent ant-speeding operations in the village. The Police report that there have been 10 separate speed operations carried out so far, resulting in 42 speed warning letters being issued.
- 16/633 *Update on progress in rectifying the water damage to the pavilion – Cllr Robinson*
In the absence of Cllr Robinson, the Clerk updated Members on progress made with the rectification of the water damage to the pavilion. She reminded the Members that the pavilion suffered extensive water damage following 2 burst pipes in the roof void, caused by the unusually low temperature experienced from the ‘Beast from the East’ on 5-6 March 2018.
The insurance company was notified that the Parish Council would be making a claim on 8 March 2018, and as a consequence we are required to submit 2 estimates for the works needed.
An initial report was provided for Parish Council on 9 April 2018; when approval for the advancement of the repairs had been provided by Parish Council.
The task of obtaining estimates from local tradespeople has proved difficult. With a number of small traders expressing that the work is too big for them to handle. As a result, 4 larger local building companies, which have multiple trades within their workforce have been contacted to provide quotations based on the schedule of works supplied to them. Other costs will include the hire of an industrial size dehumidifier at a cost of approx. £200 for 2 weeks. The 2 lowest estimates and photographic evidence showing the damaged have provided to the insurers
Based on the price estimated and confidence in the ability to undertake the works required it was recommended that the Parish Council engages Batchelor Builders to undertake the remedial works required to the pavilion.
- 16/634 **RESOLVED: that the Parish Council engages Batchelor Builders to undertake the remedial works required to the pavilion.**
- 16/635 *Update on Keep Clifton Clean poster campaign – Cllr Edwards*
Cllr Edwards reported that she had reproduced 6 ‘retro style’ Tidy Britain campaign posters to use around the parish for the trial period of 6 months. She has approached the Headteacher at the Primary School to ask the children to design posters for the campaign. A total of 6 posters will be chosen for reproduction and prizes will be awarded at the Village Fete in September - the Clerk is seeking a sponsor for the prizes at present.
- 16/636 **16. To receive Members motions and items for the next meeting.**
None received.
- 16/637 **17. Date of next meeting**
The next meeting of the Parish Council will take place Monday 4 June 2018 at 7.30pm

The meeting closed at 8.20pm

Minutes approved and accepted as correct

.....
Chair

Dated