

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

Held on 3 September 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 twenty-four residents of the parish.

Clerk: Mrs C M Lord
MINUTE

ACTION

16/676 **1. Apologies for absence**
None received.

16/677 **2. Declarations of Members Interests and requests for dispensations.**

- Councillor Edwards declared a non-pecuniary interest in Item 13 of the Agenda (Community Grant application) due to her being the Secretary of the Tennis Club.
- Councillor Duncan declared a non-pecuniary interest in Item 8 (R18/1444) of the Agenda due to her being a friend of the applicant.

16/678 **3. Public Forum – suspension of Standing Orders**
Public Forum opened at 7.32pm

The Chair opened the Public Forum by thanking all who were in attendance in order to provide their thoughts on the ongoing traffic calming scheme installation. She informed the meeting that Councillors Warwick and Hunt would respond as best that they could and also take the comments back to the County Council. She reminded those present of the Parish Councils Standing Orders which governed public participation at meetings; and subsequently invited comments on that basis.

Comments

1. The size of the speed cushions in South Road are lower and narrower than those on the Main Road and are not slowing traffic.
2. This is echoed in North Road, which is becoming a rat run
3. The Lilbourne Road speed cushions are not wide enough and allow drivers to go straight through them without slowing. Solid humps are required.
4. Will the many comments posted on Clifton Life Facebook page be passed to the County Council?
5. Why has the footway and kerbing near Newall Close been dug up?
6. What is happening at the entrance to Avon Street off Vicarage Hill?
7. Whilst the road was closed at Butlers Leap, access was not made available for a disabled persons carer until his brother went to speak to the operatives.
8. Will there be a post scheme review?
9. What is happening to the proposed village gateway signs?
10. Why has the timing of the project slipped? It was supposed to be completed before the children return to school and will now cause chaos.
11. When is the weight limit to be introduced – and will buses be affected by it?
12. Why has the poor condition of the road and footway on Vicarage Hill not been addressed as part of the scheme?
13. Is it possible to have the bollards outside the TMH revoked to allow access for deliveries to the properties?
14. There is a noisy manhole on Main Street which is in need of repair

In response to the comments and questions Councillor Leigh Hunt explained:

- *In her opinion none of the speed cushions on South Road, North Road and Lilbourne Road are wide enough, although some are too high. She has already requested that the design team to examine this aspect of the scheme. The cushions at the Hillmorton Lane end of Lilbourne Road do appear to have slowed traffic somewhat, as it is now easier to exit Buckwell Lane onto Lilbourne Road.*
- *A weekly summary of all the comments posted on Facebook had been provided to the County Council, however no response has been received as yet. She has contacted the Head of Service and is trying to set up a joint meeting with Councillor Warwick present to speak directly to the officers who have designed the scheme in order to relay comments directly.*
- *The footpath on Newall Close is possibly being dug up in order to move the bus stop away from one of the humps.*
- *The white lines at the Junction of Avon Street indicate where the kerb will be realigned, although it is felt that this will cause issues for vehicles exiting the street.*
- *Unfortunately, the general condition of the roads isn't linked to the traffic calming scheme although ironically a road in poor condition will slow the speed to traffic. Any potholes in road can be reported to Warwickshire County Council on-line.*
- *There are inevitably problems for individual cases with access during road works, but hopefully these can be resolved by contacting the workforce directly.*
- *There will be a post scheme review, which will include speed and traffic volume measurements and a full safety audit.*
- *The Village Gateway signs will be installed as part of the scheme, as will 20mph signs and weight limit signs.*
- *She is extremely unhappy that the timings of the scheme have slipped, particularly as there is still no school crossing patrol in place for the start of the new term.*
- *The bollards at the junction of Church Street/ Main Street outside the TMH and the cottages have been installed to prevent cars from parking at the junction for safety reasons. They are made of plastic, which is easier to replace if they are hit.*
- *The noisy manhole cover is not connected to the traffic calming scheme. It has already been marked out for repair by STW, however as with all highway faults this can be reported on-line to the County Council (as highways authority) very easily.*

In response to the comments and questions Councillor Adrian Warwick added:

- *He came late to the traffic calming scheme consultation process, which began over 2 year ago, and he knows that Councillor Hunt has worked tirelessly to get the scheme delivered. They are working together to get the problems ironed out and reiterated that they are seeking a joint face to face meeting with County Council Officers to do this.*
- *He had driven around the village prior to the meeting, and agreed that the speed cushions on North/South and Lilbourne Road appear to have very little affect and that the main junction treatment was not severe enough.*
- *He reminded the meeting that the scheme is still in progress, and that once the physical traffic calming measure have been installed then the accompanying speed restrictions and weight limits will legally come into effect. The combined measures will then make Clifton a far less attractive rat run route for commuters and heavy goods vehicles to use. The speed and weight restrictions are much wider than the village, and stretch from The Kent, Newton Village and Newton Road; this will force HGVs on to the A5 / A426.*

- *In relation to the weight limits; he added that buses will be exempt from these as they need access to provide the service. Likewise, lorries which are delivering in the village i.e. Tesco food vans would be exempt. Once the weight limits are in then Highways England can require the owners of HGVs to prove that they required access to make deliveries, or otherwise face fines.*
- *As the County Councillor responsible for 19 parishes and Newbold, I have nominated Clifton to received my full Safer Routes to Schools budget allocation this year. I have requested that once the traffic calming scheme has been installed, the provision of a signal-controlled crossing outside the school is investigated. If the area meets the criteria then this should happen fairly quickly.*

16/679 Closing the session on Traffic Calming issues the Chair proposed that the Parish Council write to the County Council to express their displeasure over the lack of response and communication in respect of queries raised relating to the traffic calming scheme, particularly in respect of the Borough Councillor who had been working so hard on behalf of the residents. All Members supported the proposal.

RESOLVED: That the Parish Council should write to Warwickshire County Council to express their displeasure over the lack of response and communication in respect of queries raised relating to the traffic calming scheme, particularly in respect of the Borough Councillor, and also the fact that the scheme has not been completed in time for the start of the school term, as was promised by WCC.

Other highways issues raised

- It is understood that the opening of the Link Road has been delayed. Are you able to say when it will be completed?

In response Councillor Hunt remarked that it does appear to be behind schedule and that it is likely to be the end of next year.

- The condition of the footpath along Vicarage Hill from the old railway bridge down to the canal bridge is very poor.

In response Councillor Hunt advised that this should be reported to the County Council either by telephone or on-line.

- Will the results of the Police anti-speeding campaign be published and the campaign repeated?

In response The Chair informed the meeting that the results were published in May this year, with around 42 motorists either receiving warning letters or fines. Should the Police Beat Team receive a number of complaints on the same issue again, it is more likely that addressing speeding traffic will become a priority in the future.

Councillor Edwards added that 8 residents had recently undertaken Community Speed watch training. Once speeds can be recorded, the evidence could be used to support an application for funding to purchase our own speed gun.

- There has been no improvement to the safety of the Lilbourne Road / A5 junction despite the new signage and works.

In response Councillor Warwick explained that the works were undertaken by Highways England, and that any comments should be addressed directly to them.

- The footway outside the Cottages on Lilbourne Road is very narrow and dangerous.

In response, the Chair suggested that this issue should have been considered during the consultation process; to allow a safety audit to be carried out. Although now too late to be included in the scheme, the resident could raise this issue by reporting it to the County Council on-line.

16/680 **4. Public Forum closed and Standing Orders resumed at 8.10pm**

16/681 **5. Minutes of the Parish Council meetings held on 2 July 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.

16/682 **6. Matters Arising and progress against resolutions**

16/501 – Hewitt Tomb

Councillor Edwards reported that due to her other commitments she had not made significant progress to resolve this issue. The Chair requested another Member to take over responsibility, to which Councillor Palmer agreed to do.

CLLR
PALMER

16/683 **7. Financial Matters**

16/684 *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.

02/07/18	60.00	Edward Cottrill	T25
03/07/18	160.00	Stephen Lowe	T26
03/07/18	79.49	Christine Lord – expenses / purchases	T27
03/07/18	153.80	HMRC	T28
06/07/18	35.00	ICO (registration)	T29
16/07/18	16.39	Quill Payroll	T30
23/07/18	361.19	EON	T31
23/07/18	71.32	Waterplus	T32
25/07/18		Christine Lord- Salary protected under DPA 2018	T33
07/08/18	160.00	Stephen Lowe	T34
13/08/18	5,547.60	Batchelors Builders	T35
13/08/18	37.15	EON	T36
15/08/18	16.39	Quill Payroll	T37
21/08/18	373.22	EON	T38
22/08/18	72.00	Parriss Jewellers	T39
23/08/18	42.00	The Printing Works	T40
24/08/18	10.00	Kathryn Lines	T41
24/08/18	21.00	Rugby Borough Council	T42
28/08/18		Christine Lord - Salary protected under DPA 2018	T43

16/685 *Financial Statement*

The Members examined and accepted the Statement of Accounts for the period ending 31 August 2018, which was signed by the Chair as a true record.

16/686 **8. Planning matters**

- [R18/1374](#) – 13 The Locks. Erection of a Double Garage

16/687 **The Parish Council resolved to make no comments on this application**

- [R18/1375](#) – 13 The Locks. Erection of a 2-storey side extension

16/688 **The Parish Council resolved to make no comments on this application**

- [R18/1444](#) – Home Farm. Erection of a new agricultural storage barn

16/689 **The Parish Council resolved to make no comments on this application**

- [R18/0551](#) – 42 Main Street. Change of use to residential and alteration to frontage

16/690 **The Parish Council expressed concerns about the lack of parking at the premises. They would remind the planning authority that the village car park on Lilbourne Road is privately owned, primarily for use by the TMH and Church – that it is not residential car park; subject to parking policy which restricts parking to a maximum of 12 hours (no return within 6 hours).**

16/691 **9. Correspondence**

RBC – Main modifications to the Local Plan

The Members requested additional time to study the main modifications set out in the Local Plan document and how these might affect the Parish. They were requested to provide comments to the Clerk by 30 September, in order for a composite response to be returned to RBC.

16/692 **NOTED: Members to provide comments on the modifications to the Local Plan to the Clerk by 30 September 2018.**

ALL

16/693 **10. County and Borough Councillors' reports**

Borough Councillor Leigh Hunt reported that:

Traffic Calming

The works started early so as to avoid the school term time, although they have clearly over-run. There have been a number of issues reported throughout the build process, all of these have been reported to WCC, and some have been dealt with as the works have progressed, whilst we are informed that others will be subject to a further safety audit when everything is complete. We are trying to set up a site meeting with WCC officers once they have returned from holiday.

Link Road

Works will start on the Hillmorton Lane junction in mid-September. Urban & Civic have an existing planning permission without the left-hand turn. If they were to apply for a change to that permission, then it would take a minimum of 6 months before work could start of the junction because of the need for impact assessments, a statutory 13-week consultation, detailed design, mobilisation etc. Urban and Civic are understandably not prepared to delay the road for this length of time. Once the road is adopted, however, WCC can use their powers as Highway Authority to make the change without the need for this extended process. Highways and Roads are a WCC matter, and I've only been dealing with it because our former County Councillor was unable to do it. Now that we have Adrian who is very proactive, I've handed the matter to him, since he will have more influence at WCC than I do.

Avon Street

The planning applications for 2 properties opposite 1-3 Avon Street went to planning and was deferred until next week's meeting. Local residents and myself are putting forward the case that there is insufficient space on the street for vehicles to turn into or out of these properties, and that the development will lead to overlooking of existing properties and flooding of the properties due to run-off caused by hard landscaping.

Clifton Cruisers

The applicant has appealed against the RBC failure to discharge Condition 7, which is not the same as appealing against the condition itself. Condition 7 required the removal of the track alongside the canal and its replacement with a narrow towpath, which would be for pedestrian use only. Additional work seems to be taking place alongside the canal, but it is not clear what this entails. RBC cannot intervene at this stage as it could go against them at the Appeal against discharge! Works have also been ongoing to meet with the other Conditions and requirements set out by the Canals and Rivers Trust. This has caused disruption for residents on Vicarage Hill, and must have been unbearable for people actually living on the site.

2 Main Street

It is understood that a planning application has been received, and has yet to be validated. This will be subject to consultation in the normal manner

Old Hall

Despite representations regarding the movement of vehicles on site (particularly for Units 7 & 8) and overlooking, the Planning Permission was granted for the additional house in the grounds of The Old Hall. I've made enquiries about grounds maintenance once the properties are sold, and apparently the intention is to parcel the land up and sell it with each property. The very large cedar tree will belong to Unit 8 (the additional unit) which, what with parking and other issues and now a large tree to maintain will not be a particularly attractive proposition!

16/694 *County Councillor Adrian Warwick reported that:*

2 Main Street

Following discussions with WCC Senior Solicitor, a Highway extent plan has been provided. The 'stopping up' of the highway is allowed under S257 of the Town and Country Planning Act if it contributes to the development. However, if the Parish Council objects to the stopping up it cannot be done legally.

Fire Service Safe and Well Scheme

Warwickshire Fire and Rescue Service has developed a new scheme to prevent elderly people suffering fires in their homes after a stay in hospital. The scheme enables a Fire Officer to accompany an elderly person home from hospital following discharge and ensuring that they are safe in their home.

16/695 **11. Reports from Councillors**

Update on village fete Cllr Robinson

Councillor Robinson detailed that the Village Fete takes place on Saturday 15 September. This year there will be 40 stalls, produce and craft show, petting ponies, face painting, bouncy castles, bar, BBQ and live music. The proceeds this year will be donated to the Warwickshire Air Ambulance. The organising group are still in need of help on the day.

Once the Village Fete is over, the Parish Council will be making plans for the Christmas season. Councillor Robinson proposed that the Parish Council should give its support to the running of another Christmas Fair, which seemed to prove popular last year. In response all Members indicated that they would support the proposal.

16/696 **RESOLVED: That the Parish Council should organise a Village Christmas Fair, the venue and date of which to be decided.**

16/697 **12. Response to WCC - provision of a left turn on to the Link Road from Hillmorton at Hillmorton Lane.**

The Members considered the effects that the delay in resolving the issue of the provision of the left hand turn on to the new Link Road from Hillmorton at Hillmorton Lane might have on the volume of traffic using the village.

They expressed disappointment that Urban & Civic were given planning permission by RBC without the inclusion of the left-hand turn. Whilst it is understandable that Urban & Civic are not prepared to delay the construction of the road; they agreed to write to Warwickshire County Council requesting them to use their powers as Highway Authority to make the change without the need for the extended process of impact assessments, a statutory 13-week consultation, detailed design work etc.

16/698 **RESOLVED: That the Parish Council should write to Warwickshire County Council requesting them to use their powers as Highway Authority to make amendment to the design of the Link Road to include a left-hand turn from Hillmorton at Hillmorton Lane.**

CLERK

16/699 **13. Application for Community Grant Funding on behalf of Clifton Tennis Club**

The Members considered an application for Community Grant funding for £500 made by Clifton Tennis Club. The grant is being sought to allow the Club to undertake the maintenance of trees adjoining the tennis courts.

Whilst concerns were expressed that this will be an ongoing maintenance issue, the Members agreed that the funding would benefit a number of Clifton residents and the local schoolchildren who also use the courts. However, that this would be a one-off grant; that the tennis club would need to plan ahead for funding for any future work.

Councillor Robinson proposed the funding request should be granted, and Councillor Nash seconded the proposal. On a show of hands all Members were in agreement.

16/700 **RESOLVED: That a Community Grant funding award of £500 should be made to Clifton Tennis Club in respect of tree maintenance work.**

CLERK

16/701 **14. Programme of maintenance of allotment sites - Councillor Edwards**

Councillor Edwards reminded the meeting that over the past years very little money has been spent on the maintenance of the North Road and Newton Road (The Glebe) allotments.

The sites when fully occupied has the potential to generate £850.00 per annum. During 2017/18 (October to October) we were able to let 44 of the 49 plots – which was a good year. We have however been informed that several of the current plot holders will either be giving up their plots or reducing the plot size. Whilst this is an opportunity to market vacant plots we need to ensure that the allotments are maintained to a standard that attracts new allotment holders. This initially includes:

1. Strimming vacant plots - many people have been put off by the work needed to bring a vacant plot back to productive use.
2. Replacing the water tap on North Road - in 2017 the tap froze and leaked water for several days before being reported to the Parish Councillor and the problem temporarily resolved.
3. Cutting back the trees along the entrance to the North Road allotments – this has been reported to the Parish Council and will be assessed as part of the tree audit.
4. Taking off the hump along the entrance to North Rad allotments – this has caused problems with cars accessing the site.

This is an initial assessment of the work currently required. The maintenance plan may be further developed following a request for feedback from allotment holders in the 'Payment Reminder Letter' sent out end of August.

Councillor Edwards proposed the development of a maintenance plan for the North Road and Newton Road allotments; including obtaining quotations for strimming vacant plots as well as work required on the replacement of the tap on North Road.

It was noted that allotments are becoming overgrown when there fallow due to lack of tenant, despite there being waiting lists at other allotment sites. In addition to the above, Councillor Nash proposed that once the vacant allotments were ready for letting, they should be advertised widely to elicit more interest. On a show of hands all Members supported the proposals.

16/702 **RESOLVED:**

1. **That the Parish Council should develop a maintenance plan for the North Road and Newton Road allotments; including obtaining quotations for strimming vacant plots as well as work required on the replacement of the tap on North Road.**
2. **That once the vacant allotments were ready for letting, they should be advertised more widely to elicit greater interest.**

16/703 **15. Concerns relating to Main Street development – Councillor Nash**

Councillor Nash proposed that the Parish Council should write to the Planning Authority expressing its frustration about the lack of communication and engagement on behalf of the Planning Enforcement Officers dealing with the

application at 2 Main Street, which has resulted in the developer proceeding with work outside of planning granted.

Councillor Robinson has evidence of a long string of emails sent to Officers, which include photographs taken of work undertaken on the development alerting the Enforcement Officer to the non-adherence to planning conditions. The lack of engagement has allowed footings to be dug outside the curtilage of the development and the structure being partially completed. The situation in which the development rests at present could have been avoided by prompt and proactive intervention as early as March this year.

On a show of hands all Members supported the proposal.

16/704 **RESOLVED: That the Parish Council should write to the Planning Authority expressing its frustration about the lack of communication and engagement on behalf of the Planning Enforcement Officers dealing with the application at 2 Main Street.**

CLERK

16/705 **16. Playing fields status – Councillor Nash**

Councillor Nash explained that subsequent to both the invasion of the playing fields in the recent past by travellers and by confusion as to how the playing fields could be used by the parish council or local residents – she referred to a suggestion that it could be used to house a community hall – she has been investigating how we could safeguard the playing fields to ensure that they remain available to the local community forever. As such I have investigated various avenues and propose that the Parish Council apply to the Active Spaces programme, which is funded by the London Marathon Charitable Trust and delivered in partnership with Fields in Trust. It is a UK-wide programme to protect parks and green spaces in perpetuity and support community activation.

The Active Spaces programme combines the protection in perpetuity of green spaces, together with revenue funding to engage inactive people on those spaces. After each site is protected as an Active Space it will be offered delivery of a physical activity project on-site to the value of £5,000 to serve local needs and target identified groups of inactive people.

Councillor Nash proposed that an application is made to Active Spaces in collaboration with potential user groups – such as the Tuesday club and the school, to gain protection of the field and funding for activities for specific groups within the community. In response all Members supported the proposal with a show of hands.

16/706 **RESOLVED: That Councillor Nash prepares an application for the Active Spaces programme in relation to the playing fields.**

CLLR
NASH

16/707 **17. To receive Members motions and items for the next meeting.**

- Village Fete and Christmas Fair – Councillor Robinson
- Burial Committee report – Councillor Palmer
- Street Lighting scheme – Councillor Brinklow
- Residents survey – Councillor Edwards
- Tree Survey – Councillor Nash
- Councillors Village Walk – Councillor Nash

16/708 Through the Chair, County Councillor expressed his admiration for the extremely polite and dignified manner which both the residents and the Councillors had conducted what was potentially a highly emotive debate on the traffic calming scheme issues. He said that the meeting had been a pleasure to attend.

16/709 **18. Date of next meeting**

The next meeting of the Parish Council will take place Monday 1 October 2018 at 7.30pm

The meeting closed at 8.52pm

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Chair

Dated

DRAFT