

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

Held on 1 October 2018
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Cllr H Duncan, Cllr L Edwards, Cllr G Neelakantan, Cllr C Palmer and Cllr A Robinson.

Also present: five residents of the parish.

Clerk: Mrs C M Lord
MINUTE

ACTION

16/710 **1. Apologies for absence**

Apologies were received and accepted from Councillor Marion Nash (Chair), Councillor I Brinklow, County Councillor Adrian Warwick and Borough Councillor Leigh Hunt.

In the absence of the Chair, Councillor Robinson took the Chair for the duration of the meeting.

16/711 **2. Declarations of Members Interests and requests for dispensations.**

None declared.

16/712 **3. Public Forum – suspension of Standing Orders**

Public Forum opened at 7.32pm

A resident offered his thanks to Councillor Robinson, his wife and his son for removing the broken chestnut fencing along the playing field boundary in Shuttleworth Road. He remarked that this had made a real improvement to the look of the area.

A residents queried whether the newly introduced 20mph zone applied to South Road, and requested that if so, could it be made clearer by the painting of 20mph on the carriageway entering South Road.

In response the Vice Chair requested the Clerk to contact Borough Councillor Hunt to ask her to approach the Traffic Calming Team about this matter.

CLERK

Dean Sayer the owner of 2 Main Street requested to raise a number of different issues around the planning applications and development of his property. He asked whether the Parish Council had any concerns over the development of the property.

In response the Vice-Chair reiterated that the Parish Council had documented its concerns about the positioning of the foundations of the structure, (part of which appeared to be outside the limits of the curtilage of the property) in the minutes of the meeting and had provided these to the Planning Authority. The Parish Council understands that there is to be a revised application submitted, and baring that in mind the Parish Council cannot comment further until the new application is presented to them, as it could to be viewed to be pre-judging or prejudicial to the application.

Councillor Robinson also reiterated that the Parish Council was only a consultee in the planning process and that decision whether to grant permission would be made by the Planning Authority Rugby Borough Council.

Mr Sayers explained that the original plans of the property issued by the land registry were inaccurate and varied from those issued by Ordinance Survey. This had led to the structure up to damp course level being approximately 300mm over the boundary and on Public Highways land. There was a difference of opinion between the Planning and Enforcement Officers as to whether the property was positioned correctly, but a Stop Notice had been put on the development.

He informed the meeting that he had been told by an RBC planning officer that the new application cannot be rejected, but that because the sub-soil under the highways land was owned by the Parish Council, it would have to agree to the extinction of the small portion of public highway concerned.

Councillor Robinson, as Vice-Chair reiterated once again that the Parish Council cannot comment further until the new application is presented to them, as it could to be viewed as prejudicial to the planning process

Mr Sayers questioned why the Parish Council had written in the local papers concerning the planning application. This was robustly refuted, the Vice Chair advising that Borough Cllr Hunt summarises all Parish Council meetings she attends and sends them to the paper; emphasising that Clifton upon Dunsmore PC publish all minutes on their website for public scrutiny.

The Vice Chair requested that Mr Sayers cease his questioning as he had far exceeded the 5 minutes allowed for each resident in Council Standing Orders[3g] and closed the Public Forum.

16/713 **4. Public Forum closed and Standing Orders resumed at 7.50pm**

16/714 **5. Minutes of the Parish Council meetings held on 3 September 2018**

Following an amendment at 16/677 replacing Secretary with Treasurer, the Members agreed that the minutes of the meeting were a true and accurate record. They were approved and signed by the Vice Chair, Cllr Alastair Robinson.

16/715 **6. Matters Arising and progress against resolutions**

16/501- Councillor Edwards remarked the she had not had the opportunity to provide Councillor Palmer with the background papers to enable him to progress the issue of the Hewitt Tomb.

16/701- Councillor Edwards reported that the process of strimming vacant plots ready for letting had started, and started now the allotment renewal date had passed the process of allocating vacant plots can begin. It appears that there are around 7 half and 4 full plots available over the 3 sites, and there are 2 people on the waiting list. The vacant plots will be advertised in due course.

16/716 **7. Financial Matters**

16/717 *Payments*

The list of payments made since the last meeting was presented and accepted by the Members of the Parish Council. The Vice Chair signed the list of payments made on behalf of the Parish Council.

03/09/18	56.87	Christine Lord	T45
03/09/18	160.00	Stephen Lowe	T46
03/09/18	118.00	The Printing Works	T47
03/09/18	23.97	Lesley Edwards	T48
17/09/18	16.39	Quill Payroll	T49
18/09/18	125.00	Christine Lord	T50
18/09/18	35.98	Christine Lord	T51
18/09/18	184.60	Rutland Sausages (Fitzhugh)	T52
18/09/18	171.60	The Printing Works	T53
18/09/18	75.99	Julian Webster	T54
19/09/18	150.00	The Hoop Guy Ltd	T55
21/09/18	25.83	Marion Nash	T56
21/09/18	151.35	Alastair Robinson	T57

21/09/18	500.00	Clifton Tennis Club PC.16/700	T58
21/09/18	50.00	Rugby First Responders	T59
24/09/18	373.22	EON	T60
24/09/18	192.00	Lesley Edwards(Brandon Tool Hire)	T61
25/09/18		Christine Lord - Salary protected under DPA 2018	T62
27/09/18	36.57	David Glover	T63

16/718 *Financial Statement*

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

16/719 *External Auditors report Annual Return 2017-18*

The Members noted that with the exception of a figure being transposed in Section 2 (which will require amendment on the next Annual Return, no other issues were raised.

16/720 **Resolved: That the External Auditors report for the year 2017-18 is accepted by the Parish Council.**

16/721 **8. Planning matters**

- [R18/1612](#) – Rugby Radio Station. Reserved Matters Locks Lane and Key Phase 3 village green

Councillor Duncan informed the meeting that Urban & Civic have arranged to meet the residents of The Locks to explain more about the application and to discuss any concerns.

16/722 **The Parish Council resolved to make no comments on this application.**

- [R18/1706](#) – 41 Rugby Road. Single and storey extensions to side and rear.
- 16/723 **The Parish Council resolved to make no comments on this application.**

16/724 **9. Correspondence**

The contents of letters received from WCC in response to the Parish Councils concerns over the delay in the installation of the left hand turning lane at Hillmorton Lane; and in response to comments on the lack of communication and progress in relation to the Traffic Calming Scheme were relayed to the meeting

With the consent of the Vice Chair, a member of the public expressed concerns that the link road could be in the hands of the developer for around 2 years following its construction, before it is considered to be of an adoptable standard and handed over to WCC as public highway. If they do not intend to make the amendments there could be a very long delay in the process of creating a left hand turn from Hillmorton.

In response the Vice Chair reiterated that Councillor Hunt is pursuing this issue.

16/725 **10. County and Borough Councillors' reports**

In the absence of Borough Councillor Hunt, the Vice Chair delivered her report:
Traffic Calming

A meeting took place with WCC officers, and has been fully reported. WCC are waiting for road closures to complete the electrics for the street lighting and signage, then the remaining works can be completed. We were told that this would be before the end of September, but a resident has been told that the road closure in his area is not scheduled until first week of October. Still trying to get a response to this query

Link Road

Works are progressing. RBC has said that if a second application was to be submitted to enable the works to be carried out for the left hand turn then it could be dealt with in less than 8 weeks, meaning that the work could take place alongside the existing permission and would not affect the timing of the road opening. Still awaiting a response from WCC officers regarding this.

Avon Street

The planning applications for 2 properties opposite 1-3 Avon Street was deferred again until the October meeting. Cllr Warwick will represent residents on this as I shall not be able to attend on that day.

Clifton Cruisers

Officers are working with the site owner to discharge all conditions, except for Condition 7 which (as previously reported) is subject to an appeal against non-determination.

2 Main Street

It is understood that a planning application has been received, and has yet to be validated. Part of the property is built Highways land, and this will need to be "stopped up" for the application to be allowed to continue. This is a legal process and cannot proceed without the approval of the parish council.

16/726 *In the absence of County Councillor Adrian Warwick the Vice Chair delivered his report:*

Traffic Calming

All has gone a lot quieter on the traffic calming, I have met with officers in Warwick and raised concerns, but they are confident that the scheme will be fine when completed.

Avon Street

I am substituting for Leigh at planning committee next week to speak against the two houses on Avon Street.

16/727 **11. Reports from Councillors**

Update on village fete - Cllr Robinson

Councillor Robinson informed the meeting that the event went really well with a significant turnout from the village and beyond with an estimated at 400+ people. Income from stalls and on the day £2,902 slightly less than in 2017. Gross income £5,462 - which was significantly higher as we have much lower outgoings. Net profit £4,027.942. £2,000 fund to remain ring-fenced for next year, but sponsors will again be sought.

A review of what went well, what can improve took place on 25th September with raft of proposals recorded to assist in improving the event next year. It was agreed to hold the event on the equivalent weekend in September 2019

Parish Council Representative and key contributors to the event are to arrange presentation of a cheque for £4,023.99 to Air Ambulance with a press release and update on the PC Website and Social Media.

AR/MN

16/727 *Update on Christmas proposals – Cllr Robinson*

Councillor Robinson advised the meeting that that we are progressing arrangements for an event again this year, but that it will be earlier in December. He had received a quote for £75 for a suitable tree and had asked the Clerk to contact the Church Warden to check the date of the Christingle so that we do not impinge on this event.

Councillor Edwards confirmed that the Churchwarden has informed her that the Christingle will take place on 16 December this year.

This event has been really well received and one the PC believe contributes to a feeling of community. Would propose that we continue to support Hope 4.

AGREED: The Members agreed unanimously that proceeds from the Christmas event should benefit Rugby Hope 4 again this year.

- 16/728 *Update on Tree Survey– Councillor Nash*
 In her absence, Councillor Neelakantan delivered Councillor Nash’s reminder that the Parish Council agreed some months back to undertake a tree audit. This is now outstanding and it is proposed that it is undertaken before winter sets in. She asked that Councillors should agree a weekend at this meeting for the work to take place. Details of what information needs to be gathered to create the audit and plan can then be issued..
- AGREED: That Councillor Robinson, Neelakantan and Edwards would meet on Saturday 13 October at 11am to undertake the tree audit.**
The Clerk was requested to contact Councillors’ Nash and Brinklow to inform them of the proposed time and date.
- AR/GN/
LE
CLERK
- 16/729 *Autumn Newsletter – Councillor Nash*
 In her absence the Clerk delivered Councillor Nash’s proposal to create another newsletter to:
- Celebrate the Summer Fete and confirm the money donated to the Air Ambulance
 - Outline details of the proposed Christmas event
 - Provide a copy of the survey for completion in paper form by those that do not have access to the internet and a link to the survey to those that wish to complete the survey on line
 - Update residents as to the current work undertaken/to be undertaken by the Parish Council
- She proposed that the newsletter be created and circulated to Councillors for comment ahead of the next meeting so that it can be circulated during the weekend of 26th October. In response all Members supported the proposal.
- MN/LE
CLERK
- AGREED: That a draft of the Autumn Newsletter should be circulated to Members for comments ready for printing and delivery during the weekend of 26 October.**
- 16/730 **12. Joint Burial Committee report**
 Councillor Palmer informed the meeting that the long-standing Groundsman was no longer contracted to the Joint Burial Committee. Grounds Maintenance is now being carried out on a temporary hourly basis. In view of the likely increase in overall costs, the Joint Burial Committee will be presenting a proposal for funding to cover grounds maintenance costs to both parish councils at their next meetings.
- CP
- 16/731 **13. Proposals for improvements to Street Lighting**
 In the absence of Councillor Brinklow this item was deferred until the next meeting.
- IB
- 16/732 **14. Draft residents survey**
 Councillor Edwards presented her proposals for the Residents Survey on services and facilities provided by the Parish Council. She noted that as the residents newsletter would not be delivered until 26 October, it would be too early to request responses by 30 October. The date would have to be altered until mid-November and the results reported at the December meeting.
 Following discussions on its content it was agreed to amend the wording on the proposal to purchase a Community Speed Gun, inserting ‘possible’ and ‘future’, as the need for this item will not be established until the effectiveness of the traffic calming and the sharing of a speed gun with another group have been monitored.
- Councillor Edwards proposed that the survey should be circulated to all residents with the Autumn Newsletter in a folded A3 size detachable format and concurrently on the website and local social media. On a show of hands all Members supported the proposal.
- 16/733 **RESOLVED: That the Residents Survey on Parish Council services and facilities should be circulated to all residents with the Autumn Newsletter in a**
- MN/LE
CLERK

folded A3 size detachable format and concurrently on the website and local social media for return by Friday 16 November.

16/734 **15. Review of Noticeboards**

Newall Close

In the recent strong winds the Parish Council notice board by Newall Close has been broken down and was effectively demolished, so has been removed by Councillor Robinson. The cost of replacement notice boards will be upwards of £1,000. However, it may be a good time to determine if there is value in replacing the notice board, for the following reasons:

As you are aware, there is a larger notice board in the centre of village, by the shops and the village hall. This attracts notices from local community and interest groups, unlike the lower notice board.

When the notice board was broken down there was no contact from local residents to alert the parish and, the parish council has not received any subsequent contact of concern or complaint from local residents since its removal. This could indicate its lack of value to local residents.

In the past few years the Parish Council has set up and manages two Facebook sites and a website, which contains the latest, together with an archive of all, Parish Council notices and data – which far exceeds that available through the notice boards. It also provides real time information and alerts.

Details of significant information and events is delivered directly to all residents via regular newsletters.

On the basis of the above, it is proposed that the Parish Council do not replace the Newall Close notice board. This could be reviewed if requested by residents at a later date.

Locks Notice Board

The notice board at the locks requires a new weather proof back and re-varnishing. It is proposed to bring quotes for this work to the next meeting. Councillor Edwards reminded the meeting that the Parish Council had previously approved the funding for this [PC.16/529] and would request updated quotations prior to the next meeting.

Houlton

Numbers of residents at Houlton are increasing each month. However, the residents will presumably have little, if any, knowledge of the Parish Council. It is proposed that we purchase a Parish Council notice board for Houlton to heighten the profile of the Parish Council to them and to ensure that they are aware of the work undertaken by the Parish Council on their behalf.

Councillor Robinson proposed that the Clerk should approach U&C initially to ascertain whether they could provide a Noticeboard on the side of their community hall near to the Tuning fork, which could be used by the Parish Council and for community notices.

All Members were in agreement with the proposals.

16/735 **RESOLVED:**

- 1) That the Newall Close notice board is not replaced.**
- 2) That quotes are obtained for refurbishment of the Locks noticeboard**
- 3) That an initial approach is made to U&C ascertain whether they could provide a Noticeboard on the side of their community hall near to the Tuning fork, which could be used by the Parish Council and for community notices.**

MN/LE
CLERK

16/736 **16. Members motions and items for the next meeting.**

- Street Lighting proposals – Cllr Brinklow
- Joint Burial Committee report – Cllr Palmer
- Conservation Group - Cllr Edwards

16/737 **17. Date of next meeting**

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

The meeting closed at 8.32pm

Minutes approved and accepted as correct

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Chair

Dated

DRAFT