

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

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

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

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

Clerk: Mrs C M Lord
MINUTE

ACTION

16/738 **1. Apologies for absence**

Apologies were received and accepted from Councillor Geetha Neelakantan and County Councillor Adrian Warwick.

16/739 **2. Declarations of Members Interests and requests for dispensations.**

None declared.

16/740 **3. Public Forum – suspension of Standing Orders**

Public Forum opened at 7.32pm

A resident expressed his gratitude to Cllr Robinson for his assistance in arranging access to the playing field to enable the Tree Contractor to complete the works near the tennis courts.

A resident enquired whether the works for the Traffic Calming Scheme were now complete.

In response The Chair informed him that Borough Cllr Hunt would be providing an update during the meeting.

A resident enquired as to the possibility of the church car park being extended using the overgrown land which the Pocket Park occupied.

In response The Chair explained that the Pocket Park is owned by Orbit Housing, and due to historical problems of anti-social behaviour is left unattended in order to act as a buffer to the houses. Now that the area has been left unmanaged there is possibly also valuable bio diversity within the site.

A resident expressed concerns about the number of HGVs still driving through the village, despite the 7.5t limit being in force, the main culprits being Eddie Stobart and Panic Transport.

In response the Chair requested the Clerk to write to both companies again to remind them that the 7.5t limit is now in place, and inform them that residents have been requested to monitor the lorries using the village, and take evidential photographs in order to be reported to Warwickshire Trading Standards and the Police.

CLERK

16/741 **4. Public Forum closed and Standing Orders resumed at 7.36pm**

16/742 **5. Minutes of the Parish Council meetings held on 1 October 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

16/743 **6. Matters Arising and progress against resolutions**

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

16/744 **7. Financial Matters**

16/745 *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.

01/10/18	360.00	PFK Accountants	T64
01/10/18	783.00	Rugby Borough Council PC16/669	T65
01/10/18	215.00	Stephen Lowe	T66
01/10/18	192.00	HMRC	T67
11/10/18	37.50	TMH Committee	T68
11/10/18	355.65	Glasdon UK Ltd PC16/587	T69
12/11/18	4,027.42	The Air Ambulance Service	T70
15/10/18	16.39	Quill Payroll	T71
17/10/18	54.26	Waterplus	T72
23/10/18	361.19	EON	T73
25/10/18		Christine Lord – Salary protected under the DPA 2018	T74
30/10/18	168.00	The Printing Works	T75

16/746 *Financial Statement*

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

16/747 *Direct Debit summary as at 1 November 2018*

The Members reviewed the list of regular payments made by Standing Order and Direct Debit and agreed that that were all still relevant and set at an appropriate level.

16/748 **8. Planning matters**

[R18/1540](#) *The Pavilion Hillmorton Lane. Insertion of an external door (LBC)*

The Members expressed concerns about the provision of an external door to enable access for deliveries. A number of low impact RTAs had already taken place at the junction, where delivery vehicles parking at the location could exacerbate the issue.

16/749 **RESOLVED: The Parish Council objects to the provision of an external door to enable access for deliveries due to concerns about road safety.**

[R18/1796](#) – *2 Main Street -revision of boundary*

The Members reiterated that their previous concerns expressed about the impact of the new building on the area still stand and in addition:

- the lack of vehicle tracking drawings, which would enable them to see whether there is sufficient space for car parking and vehicle movement within the property;
- the wall and hedge or brick pillars mentioned in the application are not shown. As no perimeter treatment is shown, the potential of hedges/fencing likely to take the boundary still further out; and
- they were also concerned that the revised plans do not indicate where the tree required to replace the felled trees (within conservation area) will be sited.

- 16/750 **RESOLVED: The Parish Council objects to the application for the revision of the boundary due to:**
- the lack of vehicle tracking drawings, which would enable them to see whether there is sufficient space for car parking and vehicle movement within the property;
 - the wall and hedge or brick pillars mentioned in the application are not shown. As no perimeter treatment is shown, the potential of hedges/fencing likely to take the boundary still further out; and
 - the revised plans do not indicate where the tree required to replace the felled trees (within conservation area) will be sited.

2 Main Street – proposed WCC highways stopping up order

The Members considered whether they would support a proposal to stop up the public highway in order to allow the boundary of the property at 2 Main Street to be extended on to the public highway. They expressed several concerns:

- that there appears to be little space for car parking within the property boundary and this would therefore encroach on the remaining public highway;
- no vehicle turning spaces is shown on the plans;
- the possible negative impact on the street scene at the gateway to the village conservation area; and
- the potential loss of vision for motorists exiting South Road onto Main Street.

- 16/751 **RESOLVED: The Members resolved to object to a possible highway stopping up order at 2 Main Street to Warwickshire County Council.**

[R18/1853](#) – 3 Elms Paddock – single storey extension and alterations to canopy of front entrance

- 16/752 **RESOLVED: The Parish Council made no comments on the application.**

[R16/2449](#) Clifton Cruisers – planning inspectorate appeal decision

- 16/753 The Members reviewed the letter from the Planning Inspectorate explaining the reasons for the refusal of the appeal made against R16/2449 (part condition 7) and noted its contents.

- 16/754 **9. Correspondence**

WCC [Warwickshire Minerals Plan](#) publication consultation

The Members noted that the consultation period for the Warwickshire Minerals Plan will last from 31 October until 12 December 2018, but had no comment to make.

- 16/755 *WCC/Stagecoach proposed changes to bus services*

The Members expressed concerns over the proposals by Stagecoach to cease the bus service to the village from January 2019 on economic grounds. They were particularly concerned about the potential to increase social isolation experienced by older members of the community and those without their own transport.

With the consent of the Chair a number of residents present at the meeting also expressed their concerns about the proposals, and the effect that they would have on their wellbeing.

The Members agreed that County Councillor Warwick should be approached by the Parish Council to put pressure on the public transport section, in order to consider alternative proposals

Borough Councillor Hunt also suggested that more use could be made of the WCC Bank and 4th community transport scheme, and that someone from the organisation should be invited to come to a meeting in Clifton to explain more about the scheme.

AGREED

- 16/756 *Police Sergeant Stuart Baker*

CLERK

The Members were informed that Sergeant Baker was leaving the area to take up a new post. The Chair requested the Clerk to write to thank him for his help over the past 3 years and to wish him well.

AGREED

16/757 **10. County and Borough Councillors' reports**

Borough Councillor Leigh Hunt reported that:

Traffic Calming

With the Village Gateways still to be installed, we are now awaiting the safety survey before WCC will consider any further works. Because of the closure of Hillmorton Lane, it has been suggested that this should take place after Christmas.

Clifton Cruisers

The Appeal against non-discharge of Condition 7 was refused by the Inspectorate. Enforcement notices were served last week against non-compliance on CONDITION 3: no access or egress for motor vehicles between the existing and proposed canal arm and boatyard, and Station Road; CONDITION 7: Vehicles alongside the canal arm; CONDITION 15: Fencing, decking and hardstanding areas around any moorings shall be permanently removed; CONDITION 20: no wall, fence, gate or other means of enclosure shall be erected, constructed or placed in front of the dwellings. The site owners and residents have 2 months to comply, or further action will be taken.

2 Main Street

The planning application has been validated, but cannot be determined as further information, such as the vehicle tracking information is still awaited.

Old Hall

Listed Building application was submitted to open a doorway up to the front of the building, right on the junction. The design and access statement said this was for deliveries and collections. The planners were going to nod this through, on the basis that they are re-using a door from elsewhere in the building so it is OK by Listed Building standards. Was able to make the case that it is not the door, but the opening that is the problem since this will cause vehicles to be stopping right on the dangerous junction. This is clearly not what was agreed in the original approval, where all vehicles were to be parked at the rear of the property. A full building application will now be submitted, meaning that there will be a proper consultation and that Highways can get involved.

16/758 *In the absence of County Councillor Adrian Warwick, Borough Councillor Leigh Hunt delivered a report on his behalf:*

Link Road

Discussions continue with this issue, but WCC has now said that the left turn should wait until the works are complete and then they can do it without planning permission. However, this depends on WCC having funds available.

School Crossing

Fantastic news! WCC has carried out the surveys and have agreed that a puffin crossing (light controlled) is required. As previously advised, Adrian has agreed to put the whole of his Safer Routes to School and Delegated Highways budgets into this project, otherwise it would not be happening

11. Reports from Councillors

16/759 *Update on Christmas proposals – Cllr Robinson*

Cllr Robinson updated the meeting as to the plans for a village Christmas celebration. He explained that the TMH had been booked on Sunday 9 December from 12 – 4pm to host the Christmas Fair, and that this would be followed by carol

singing around the Christmas Tree at 5pm. It is hoped that those attending will then enjoy an evening of seasonal music, tea and mince pies in The Bull Inn.

16/760 **12. Joint Burial Committee report – Councillor Palmer**

Cllr Palmer delivered his report in his capacity as Chair of the Joint Burial Committee.

CP

He reminded the meeting that in respect of the legal agreement dated 7th April 1942 between the Parish Councils of Clifton upon Dunsmore and Newton, to formally notify both Parish Councils that funding is required for the next financial year to ensure that the duties of the Clifton and Newton Joint Burial Committee (CNJB) can continue to be performed in respect of the agreement to manage and maintain the jointly owned cemetery for the benefit of residents of both parishes.

He confirmed that his report is also being submitted to Newton Parish Council for consideration at their November meeting.

He explained that the reserves of the JBC had declined over the past 3 years and that due to increasing costs for grounds maintenance, and fewer internments there is a prospective shortfall in the accounts of £2,056 in 2019/20. Under the terms of the agreement, 75% of the cost is to be met by Clifton PC, and 25% by Newton PC. Therefore, the request to Clifton amounts to £1542.00, and to Newton £514.00. The legal agreement requires the CNJBC to specify when that payment should be made, to ensure continuity of meeting its obligations it is 1st March 2019.

The Members were therefore requested to consider the provision of the funding shortfall of £1542.00. On a show of hands all Members agreed to make the payment to the CNJBC by 1 March 2019.

16/761 **RESOLVED: That the sum of £1542.00 shall be made to the Clifton and Newton Joint Burial Committee by 1 March 2019 in order that it might continue to perform its duties in 2019-20.**

16/762 **13. Proposals for improvements to Street Lighting – Councillor Brinklow**

Councillor Brinklow delivered his report detailing how significant financial savings could be made if the existing street lights units were to be replaced or upgraded to LED lights. A similar exercise undertaken by Newton PC had resulted in a saving of around 60%.

Having obtained quotations from 2 suppliers of LED units he recommended that Midland Sign and Lighting should be appointed to undertake a programme of lighting replacement in the parish over several years at a cost of £360 per lamp unit or £1160 for the complete lamp assembly where required.

During discussions it was proposed that WCC should be contacted to ascertain whether they would support the type of units to be installed, and whether they might be willing to adopt the lighting once the upgrade has been facilitated.

It was further proposed that Midland Sign and Lighting should be approached to ascertain whether they would be willing to reduce the cost of the complete lamp assembly.

Whilst acknowledging that there were already funds in the General Reserve to pay for the initial stages of the proposed upgrade, members considered that it would be appropriate to include provision in the budget for the proposed works during 2019 0 20.

They requested detailed proposals to be brought to the next meeting for consideration.

16/763 **RESOLVED:**

- a) **That WCC should be contacted to ascertain whether they would support the type of units to be installed, and whether they might be willing to adopt the lighting once the upgrade has been facilitated.**
- b) **That Midland Sign and Lighting should be approached to ascertain whether they would be willing to reduce the cost of the complete lamp assembly.**

- c) **That provision should be made in the budget for the proposed works during 2019-20.**
- d) **Councillors should consider the strategic plan for the programme of work against budget available and priority of remedial work required**

16/764 **14. Future of the Conservation Group – Councillor Edwards**

Councillor Edwards reminded the meeting that the Conservation Group over the years has been quite active in the village however, due to ongoing home and work commitments has been unable to meet on a regular basis.

The biggest project the group has been involved with is clearing the ivy along the churchyard side of the metal fence as part of the quinquennial review. The group also had approval from Orbit Housing following a detailed risk assessment to clear the ivy along the pocket park side of the fence which, on completion, would enable the metal fence to be restored.

The area to be cleared would be a big task for the Conservation Group which is ill equipped and unable to allocate sufficient time. However, in order to progress the work Steve Lowe (Churchyard lawn maintenance) has been approached and he has agreed to clear a 2 metre- wide path along the pocket park – opening up the fence and clearing the ivy. A quote has been received from Steve Lowe for £120.00.

Cllr Edwards proposed that the Parish Council agree to employ Steve Lowe to clear a 2-metre-wide path on the pocket park side of the churchyard fence at a cost of £120.00 The proposal was supported by all Members present.

16/765 **RESOLVED: That the Parish Council employ Steve Lowe to clear a 2-metre-wide path on the pocket park side of the churchyard fence at a cost of £120.00.**

16/766 **15. Provision of Christmas Lighting in the Churchyard – Cllr Edwards**

Cllr Edwards proposed that the Parish Council purchases and installs Christmas lighting for 8 trees in St Marys churchyard to include the church onto the village festivities. The options proposed include both mains connected lights as well as battery operated.

As a courtesy the Church Warden has been approached and is supportive of the lights but has confirmed that the Public Liability Insurance is the Parish Council's responsibility. However, if the church's main electricity supply is to be used then the PCC (Parochial Church Council) will need to agree. The next meeting is late November but a Standing Committee can be arranged to agree an urgent decision.

Quotations for the lights have been obtained from 2 suppliers, with another to follow. The cheapest of these is from TLC Electrical Supplies which will supply 180 white static LED outdoor lights, 18 meters length and maximum 6 sets – each set £30.50 but 6 required = £183.00. However, quotations for installation by a qualified electrician has not been provided to date.

During discussions it was observed that there may already be an electrical power supply point nearest the tree on the corner, which if still in use could provide a source of power. This would still have to be subject to a test by a qualified electrician.

Whilst supporting the proposals to brighten up the village centre, the Members agreed that full details of the costs involved should be presented prior to any order being placed.

The Members therefore agreed to investigate whether there is still a power supply point nearest the tree on the corner, then obtain quotations for the testing of connections and installation of lights by a qualified electrician. Once this information is available, and the costs agreed by the Parish Council then the Christmas Lights can be purchased and installed.

The Members also resolved that during the next year the Parish Council should explore the investment in quality lighting that has the potential to be developed in

partnership with the local businesses and the Townsend Memorial Hall to create a festive experience for the Parish and its visitors.

16/767

AGREED:

To investigate whether there is still a power supply point nearest the tree on the corner, then obtain quotations for the testing of connections and installation of lights by a qualified electrician. Once this information is available, then the Christmas Lights can be purchased and installed, but that lights must cost no more than the £183 outlined in the report.

16/768

RESOLVED: That during the next year the Parish Council should explore the investment in quality lighting that has the potential to be developed in partnership with the local businesses and the Townsend Memorial Hall to create a festive experience for the Parish and its visitors.

16/769

16. Members motions and items for the next meeting.

- None

16/770

17. Date of next meeting

The next meeting of the Parish Council will take place Monday 3 December 2018 at 7.30pm

The meeting closed at 8.55pm

Minutes approved and accepted as correct

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Chair

Dated