

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

Held on Monday 1 February 2016  
At the Townsend Memorial Hall, commencing 7.30 pm

**Present:** Cllr M Nash (Chair), Cllr C Palmer and Cllr A Robinson

Also present: Borough Councillor Leigh Hunt, Sarah Alexander with two members of the RBC Local Plan team, and fifteen residents of Clifton upon Dunsmore.

Clerk: Mrs C M Lord

Minute		ACTION
15/200	<p><b>1. Apologies for absence</b> Apologies were received and accepted from Cllr H Duncan, Cllr L Edwards and Cllr G Neelakantan, County Councillor Phillip Morris-Jones and PCSO Sharon Ballie-Crabtree</p>	
15/201	<p><b>2. Declarations of Members Interests and requests for dispensations.</b> None received.</p>	
15/202	<p><b>3. Local Plan Team</b> Sarah Alexander (SA), Planning Strategy Manager at Rugby Borough Council provided the meeting with reasons for the current consultation being undertaken by Rugby Borough Council. SA explained that the Local Plan (2011) has brought forward 2 large developments at Rugby Radio Station and Eden Park, however a drop in the number of dwelling being built, has left the borough some distance short of its housing targets. The Members of the council have therefore decided to review the Local Plan, collecting updated evidence on development needs and a distribution strategy. Whilst there is still a considerable amount of work to be done, it is this 'Preferred Options' document which is the subject of the current consultation. Once responses from statutory consultees and residents are gathered the document will be reviewed. The new Local Plan will run from 2011 until 2031. It expects delivery of 12,400 dwellings and 96-104 hectares of employment. However with the inclusion of sites already committed there is a remaining requirement of around 5,200 dwellings and 20 hectares of employment still to be met. The extent of the expansion required is worked out using a methodology based on the area housing market and local demographics. It also makes some assumptions about population growth. Warwickshire's growth is also dictated by the fact that Coventry does not have the capacity to expand within its boundary. The vast majority of the requirement will be met by developments to the north and east of Coton Park and south west of the town (Bilton/Cawston) with a requirement from sustainable rural centres to take 100 dwellings each. In addition a new settlement around Ansty to the east of Coventry will bring around 750 dwellings by 2031. The new Local Plan has a target date for adoption of 2017.</p>	
	<p><b>Question and concerns</b></p> <ul style="list-style-type: none"><li>• In response to concerns on the impact of local services such as hospitals and schools SA confirmed that all statutory bodies such as the NHS, STW, EA, National Grid, Education Authority and Highways Authority are given the opportunity to respond and outline their future requirements. She</li></ul>	

explained that the water use study had been updated and that WCC highways had considered the proposals at high level and was confident that there is capacity in the area for the proposed expansion. She reiterated that RBC has limited powers and cannot force the statutory bodies to build new facilities and improve current infrastructure.

- In response to concerns raised about growth in traffic and lack of car parking, particularly around the railway station, SA explained that WCC was examining a number of options including the possible provision of a Parkway Station' to alleviate traffic congestion.
- In response to a question on the possible development of land owned by Rugby School, SA explained that the land had not been put forward for development by Rugby School, and therefore has not been included in the plan.
- In response to a question on where people will be employed SA explained that although it is not possible to dictate where people should work, measures such as offering housing in the locality of new employment areas will make travel more sustainable.
- In response to a question on the types of houses to be constructed SA explained that RBC has a 405 affordable housing target, however 35% is more realistic to achieve.
- In response to a question on whether Clifton upon Dunsmore will be subject to any further development SA explained that whilst this is not being considered during the life of the Local Plan, there can be no guarantees during the development of future Local Plans.

The Chair thanked Sarah and her team for their attendance, reminding the residents that they have an opportunity to formalise their comments during the consultation period, which closes on 19 February 2016. The Local Plan team left the meeting at 8.15pm.

#### 15/203 **4. Public Forum – suspension of Standing Orders**

The Chair opened the Public Forum at 8.16pm.

A resident reported that street lights were still not working at the junction of Allans Close (No.29) and South Road/Shuttleworth Road) (No.26).

A resident reported that street lights were not working at the top of Vicarage Hill and outside 1 North Road.

*In response Cllr Palmer assured the residents that these had been reported to the Contractor, but that he would report them all again.*

Cllr  
Palmer

*The Chair reminded the residents present, that problems with street lights can be reported to the Parish Council at any time by using the contact telephone number displayed in the notice boards and on the website.*

A resident reported that 2 members of the church congregation had been undertaking some cleaning and tidying around the churchyard and lych-gate. The Chair thanked the resident for raising awareness of the work that was taking place on a voluntary basis by church members.

15/204 5. Public Forum closed and Standing Orders resumed at 8.21pm

#### 15/205 **6. Minutes of the Parish Council meetings held on 4 January 2016**

The minutes of the meeting were approved and signed by Cllr Marion Nash as a true and accurate record of the meeting.

#### 15/206 **7. Matters Arising and progress against resolutions**

None reported.

15/207 **8. Financial Matters**

15/208 **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.

07/12/15	80.00	Stephen Lowe
23/12/15	253.13	EON
24/12/15		Christine Lord– Payroll Protected under DPA 1998
24/12/15	17.50	TMH - Hall hire

15/209 **Financial Statement**

The Members considered a report on Income and Expenditure as at 27 January 2016 and observed that the figures were in line for the time of year. The Chair signed the reconciliation of the cashbook and the bank statement for January 2016.

**9. Planning matters**

*New Planning Applications*

- [R15/1702](#) – Outline permission for 380 dwelling and full permission for 88 dwellings – land at Wharf Farm Crick Road Hillmorton

15/210 **RESOLVED:** The Parish Council has no objection to the application.

CLERK

- [R16/0064](#) – Change of use and conversion Dollman Farmhouse Crick Road Hillmorton

15/211 **RESOLVED:** The Parish Council has no objection to the application

*Decisions reported*

CLERK

- [R14/1267](#) – Erection of 2 dwellings on land south east of Buckwell Lane  
.Permission granted

15/212 **10. Correspondence**

Letter from RBC-Nomination of The Bull Inn – Asset of Community Value  
Letter from WCC – Invitation to Chairman’s event 27 February 2016

15/213 **11. County and Borough Councillors’ reports**

**County Councillor Phillip Morris-Jones**

In his absence the Chair relayed a written report submitted which stated that the County Council has submitted a strong appeal to the Secretary of State for Transport to take positive steps towards preventing hgv’s from using unsuitable rural roads, by employing available technology which includes tachographs, CCTV, ANR and Satellite Navigation once mapping has been improved to avoid rural roads.

**Borough Councillor Hunt**

Reported that Clifton was excluded from development under the Local Plan because of the amount of development already happening in the area but that the campaign to have the status of Clifton as a sustainable rural centre downgraded to protect it from development has not been successful.

Reported that the consultation on the proposed traffic calming scheme will take place on Wednesday 24 February from 2-8pm in the TMH. She reiterated that although the proposed 20mph zone had been extended beyond the Lilbourne Road/Buckwell Lane junction nothing has been proposed to slow traffic down as yet. There is also nothing to improve the junction of Vicarage Hill and Avon Street.

Reported that she understands that STW had contacted the residents of Avon Street to inform them of some improvement works being proposed. She requested that anyone who has a copy of the letter should provide her with a

copy, in order that she might contact STW prior to the commencement of the works and request improvements to the road surface on behalf of the residents.

Councillor Hunt reminded the meeting that RBC is holding a Grants Workshop on 3 February.

15/214 **12. Reports from Councillors**

**Councillor Nash – Community Engagement event**

Councillor Nash updated the meeting about the Connecting Clifton event on 27 February; which is being organised to inform residents about what the Parish, Borough and County Councils do. Around 10 local groups and organisations have confirmed their attendance.

A survey has been designed in order to capture the view of residents on local improvement priorities.

**Councillor Palmer – Joint Burial Committee**

Councillor Palmer presented a report on the recent discussions which have taken place on the extension of the burial ground. There are only 3 plots available in the existing burial ground, therefore the design and installation of the new facility needs to proceed at a pace. He explained that he and Cllr Edwards had visited a number of sites and had taken advice from NAMM (the Stonemasons professional body) as to the suitability of various options for the placement of headstones. They produced a report for the Committee and the options are being considered at present.

Councillor Palmer proposed that the report on the options for the placement of memorials should be published on the website in order to provide residents with the opportunity to comment. The proposal was seconded by Councillor Robinson and on a show of hand support was unanimous.

15/215 **RESOLVED: That the report on the options for the placement of memorials in the extension to the burial ground by placed on the website for public consultation.**

Cllr  
Palmer /  
CLERK

**13. Appointment of Internal Auditor – Annual Return 2015/16**

The Members considered a report on the appointment of an Internal Auditor observing that the Governance and Accountability for Local Councils Practitioners' Guide (England) March 2014 states that all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome.

The Guidance recommends that on appointment, an Internal Auditor is provided with a statement of responsibilities and the terms of engagement are detailed by letter. The guidance also recommends that arrangements should be reviewed once an Internal Auditor has been used by a local council for a period of 5 years.

They noted that the present Internal Auditor, MS Audit and Consultancy Service has been used since 2011; and would appear to provide constructive and helpful guidance in his reports. The cost of the Internal Audit service has not been increased this year. In terms of business continuity it would therefore seem sensible to maintain their services for this year's Internal Audit.

Councillor Nash proposed that MS Audit and Consultancy Service are appointed to undertake the Internal Audit of the Parish Councils governance and key internal controls during 2015/16 and Councillor Palmer seconded the proposal. On a show of hands support was unanimous.

15/216 **RESOLVED: That MS Audit and Consultancy Service is appointed to undertake the**

CLERK

**Internal Audit of the Parish Councils governance and key internal controls prior to the submission of the Annual Return for 2015/16 at a cost of £165+VAT.**

**14. Quotations received for the 2016 grass cutting service**

The Members considered a report on the quotations received in respect of the churchyard grass cutting service.

They observed that invitations to quote have been issued to 5 local grass cutting contractors, advertised in Parish Council notice boards and on the Parish Councils website and Facebook page. As a consequence quotations have been received from 3 contractors.

Having examined the quotations received, the Chair ascertained from a member of the church present at the meeting, that the standard of service provided by the present contractor had been high, and that any issues had been resolved without problems.

Councillor Robinson therefore proposed that based on the cost of the value of quotations received and previous high standard of service Blades Grass Cutting Services should be awarded the contract for the grass cutting service. The proposal was seconded by Councillor Nash. On a show of hands support was unanimous.

15/217

**RESOLVED:**

**That based on the cost of the value of quotations received and previous high standard of service Blades Grass Cutting Services is awarded the contract for the grass cutting service 2016 at a cost of £1,360 per year.**

Cllr  
Edwards  
/ CLERK

15/218

**15. Members Motions for next Agenda**

Councillor Robinson – update on proposed improvements to the play area, including schedule of works

Councillor Palmer – update on Burial Committee progress

Councillor Nash – feedback on Connecting Clifton event

Councillor Edwards – feedback on Clean for the Queen project

15/219

**16. Date of next meeting Monday 7 March 2016 at 7.30pm**

15/220

**17. Confidential Business**

The Chair advised the members of the public present that because some of the business may be considered as confidential under Section 38 of Standing Orders; as it relates to staffing matters, the public were to be excluded from the remainder of the meeting. She thanked all present for their participation.

The meeting closed at 8.30pm

Minutes approved and accepted as correct

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Chair

Dated .....