

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

Held on 6 November 2017
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 and Cllr C Palmer

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

Clerk: Mrs C M Lord

MINUTE

ACTION

16/403 **1. Apologies for absence**

Apologies for absence were received and accepted from Cllr C Bonwick, Cllr A Robinson and County Councillor Adrian Warwick

16/404 **2. Declarations of Members Interests and requests for dispensations.**

16/405 **3. Public Forum – suspension of Standing Orders**

Public Forum opened at 7.32pm

A resident enquired whether someone from the Parish Council was responsible for the content of the open side of the village noticeboards, as a poster he had placed on it recently had been removed.

In response the Chair informed the resident that only the locked side was used for official Parish Council notices and the open side was for the community to use.

She commented that whilst it is not courteous for people to remove or cover over other peoples' posters unfortunately this does happen. As a general rule time dated community events should take precedence over regular events and certainly over commercial activities. She suggested that the resident provided the Clerk with the poster to enable it to be placed on village social media.

16/406 **4. Public Forum closed and Standing Orders resumed at 7.35pm**

16/407 **5. Minutes of the Parish Council meeting held on 2 October 2017**

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.

16/408 **6. Matters Arising and progress against resolutions**

None raised.

16/409 **7. Financial Matters**

Payments

16/410 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.

02/10/17	165.60	St John Ambulance
02/10/17	12.50	TMH Committee
02/10/17	185.00	Stephen Lowe
17/10/17	16.00	Quill Payroll
23/10/17	318.88	EON

25/10/17		Christine Lord – Salary protected under DPA 1998
27/10/17	28.91	EON

16/411 *Financial Statement*

The Members examined and accepted the Statements of Accounts for the period ending 31 October 2017, which were signed by the Chair as a true record.

16/412 *First draft of budget 2018. 19*

The Members noted that the first draft of the budget showed a small increase on this years. Although the final budget cannot be set until the level of Council Support Grant is decided by RBC in December, the Chair remarked that it is important to consider if there are to be any increases in revenue spending next year. It may also be wise to consider how much capital (earmarked reserves) will be required if the street lighting around the village, and particularly in North Road is to be upgraded. The cost of this project is estimated to be around £100,000.

A revised draft budget will be presented at the next meeting, by which time it is anticipated that a meeting will have been held with WCC to discuss the street lighting.

16/413 **8. Planning matters**

- [R17/1744](#) – Rugby Radio Station. reserved matters approval of appearance, landscaping, layout and scale in respect of the Central Primary Street grey infrastructure and associated works.

16/414 **The Parish Council resolved to make no comments on this application**

- [R17/1805](#) – 67 Rugby Road. Erection of a porch

The Parish Council resolved to make no comments on this application

16/415

- [R17/1818](#) – 3 Newall Close. Erection of a two-storey side and single-storey rear extension

The Parish Council resolved to make no comments on this application

16/416

- [R17/1808](#) – Wharf House. Construction of a vehicular access off the public highway at Vicarage Hill, for a temporary 12 month period to facilitate the construction of the Link Road North.

16/417 **The Parish Council resolved to make no comments on this application**

- [R17/1875](#) - Coach House Clifton Manor. Conversion of coach house to B1 Use and erection of an extension and car parking provision.

16/418 **RESOLVED: The Parish Council expresses concerns about the possibility of the disused access being opening up to provide direct access to the former Coach house; leading to increased traffic at the busy junction outside the property**

16/419 **9. Correspondence**

None presented.

16/420 **10. County and Borough Councillors' reports**

Borough Councillor Leigh Hunt reported that:

Traffic Calming

The new WCC officer who is dealing with this case has done a lot of work in a very short time. A meeting took place with Councillors Hunt, Nash and Warwick and WCC officers in attendance on 20/10/17.

Discussion about street lighting requirements. Any speed hump in a 30Mph area requires lighting. 20Mph zones don't require lighting, but it may be provided if safety audit shows this is necessary.

There are two humps in the scheme in the 30Mph zone on Newton Road. The cost of providing street lighting is prohibitive, so these two humps will be removed, and the money used elsewhere.

WCC will provide new LED lighting to Rugby Road, Main Street, Church Street, parts of Lilbourne Road and Hillmorton Lane, and South Road. These may be subject to partial night lighting (in other words some of the lights may be turned off at night).

They would have liked to provide lighting to North Road, but in order for WCC to adopt the lights underground LV power would need to be provided – and this could cost around £100,000! The Parish Council can provide overhead LED lighting to the area at their own cost.

The lighting will be the first thing to go in, and this could start before Xmas, depending on the availability of supplies.

There will also be illuminated signs at the start of the 20Mph zone at all 4 entrances to the village. WCC are also going to include village gateways in the scheme (at their cost) and parish councillors have been looking at different designs. This is a bonus as the parish council had agreed at the last meeting to provide these. The gateway features could happen quite quickly.

The revised detailed design is being worked up, and there should be a stage 2 safety audit before Christmas, with the orders to be placed early in 2018. More details on these will be provided when available.

There will be road closures whilst the works are ongoing, and details will be given as soon as they are known. These will cause inconvenience for village residents, but might deter some of the rat-running that we've been seeing increasingly of late.

There was also discussion about the placement of bollards in the vicinity of the raised junction at Main Street/Lilbourne Road and Church Street. We have asked WCC to investigate if it is possible to omit some bollards from the scheme so as to allow the cars from the cottages near the TMH to continue to park on the apron. Unfortunately, this is unlikely to happen as the road will be at the same height as the pavement, so the bollards are needed for safety reasons.

Further details will be published as they become available.

HGVs through the village

Galliford Try have now moved the road signs to the bottom of Butler's Leap. Originally they had been positioned to prevent vehicles actually getting to the Hillmorton Lane site, then there was one at the end of North Road. There should be no construction traffic coming through the village.

Clifton Cruisers

The Applicants have submitted details required under Condition 7 within the specified time limit. These details were passed to the Canal and River Trust and other bodies on the 10th October 2017 for them to respond, particularly with regard to the construction methodology for the re-profiled banks to the canal arm.

With reference to the details relating to the removal of the track road and provision of a towpath along both sides of the canal, the Applicant has submitted a plan where they have marginally reduced the width of the track road and annotated it as a 'towpath'.

Clearly this is not acceptable and RBC will not discharge the condition in full and this has been communicated to the Applicant.

However, in the meantime the Applicant and their Agent have indicated that they will appeal the condition or apply to vary the condition. Again, it has been made clear to them that any variation of the condition to keep the track road as a

'towpath' will not be supported by the Local Planning Authority. I think their intention is to then appeal the refusal of the variation of condition application.

The Applicants have submitted details to discharge all the other conditions within the permission and the details have been forwarded to the appropriate bodies for their comments.

16/421 **11. Reports from Councillors**

16/422 *Proposals for Village Gateways – Councillor Nash*

The Members considered a report from Councillor Nash which reminded them that as part of the 5-year plan it was agreed that the gateway signs into the village must be refreshed and upgraded. It was further decided that this would most effectively be completed as part of the traffic calming project and that a funding should be identified from the budget to enable this to happen.

Consequently, designs were requested from WCC to be included in the quotations to be reviewed by the parish council. At a recent meeting with the County Council, officers said that they could use funds from the traffic calming project to pay for the gateway signs. As a result of the recirculation of the original options provided by the County Council, the consensus of the Councillors is that the gateways should be per option 1, with dark wood, with the wording:

Clifton-Upon-Dunsmore -Thank you for driving carefully through our village

Councillor Nash therefore proposed that new village gateway signs should be installed as part of the traffic calming scheme. On a show of hands all Members supported the proposal.

16/423 **RESOLVED: That the Parish Council should inform WCC that their preferred choice of village gateway sign is - Option 1 with dark wood, with the wording:**

Clifton-Upon-Dunsmore -Thank you for driving carefully through our village

16/424 *Proposals for the purchase of bulbs and date for planting - Councillor Nash*

The Members considered a report from Councillor Nash which reminded them that at the previous parish council meeting it was agreed to look into the cost of buying crocus bulbs for planting along the main entrance roads of the village and The Locks. Members agreed that together with the new gateway signs and the traffic calming that will come into place next year, this will further enhance the rural and engaging feel of the village. The funding for the bulbs would be taken from the funding that was raised as a result of the summer fair.

Three quotes have been obtained:

- Boston Bulbs Wholesale – 5000 mixed crocus bulbs = £265.00
- Kissmygrass – 5000 mixed crocus bulbs = £290.00
- GreenGarden Wholesale Flower Bulbs - 3000 = £50.55 and 5000 = £84.25

These costs include delivery.

Based on value for money, Councillor Nash proposed that the third option is purchased – GreenGarden at £50.55 for 3,000 bulbs. She explained that although this is less than the 5,000 originally suggested, we can look on this year as a pilot project and consider extending the planting of bulbs next year.

As there is a limited window of opportunity to plant these bulbs, she proposed to ringfence Sunday 26 November for a planting project. She proposed that we invite the whole village and residents of The Locks to join us to plant bulbs, giving each family that attends a minimum of 100 bulbs to plant together either in the verges at the front of their properties or at locations around the parish; for all of the parish to appreciate the growth of their bulbs.

On a show of hands all Members supported the proposals.

16/425 **RESOLVED: That the Parish Council should purchase 3,000 Crocus bulbs from GreenGarden at a cost of £50.55.**

16/426 *Proposals for Christmas celebrations – Councillor Robinson*

In Councillor Robinson's absence, the Chair introduced the update on the proposed Christmas activities; explaining that:

Bilton Grange Prep School have offered a tree again this year, which will be put up in the 1st week of December

In conjunction with the Bull Inn we have agreed to hold a "market" in the pub car park on the 17th between 4 pm and 8 pm with carols at 6pm

Application Forms have been sent out to stall holders and we have been getting a good response - the aim of these is to ensure they are complimentary to Christmas. The event is to be advertised on Social Media and should form part of a Newsletter distributed in the village in mid - late November.

We have all the materials from last year and will use the marquee acquired this year. Lighting for it has been kindly offered by John- Henry Welton at no cost. More carol books have been obtained

She proposed that the Parish Council should support all the above, market the event and seek to gain a minimum of 12 - 15 stalls.

She further proposed that ALL profits from the event to go to the Hope 4 charity and a food donations box to be positioned in the pub and shop (with prior agreement of both establishments). On a show of hands all Members supported the proposals

16/427 **RESOLVED: That the arrangements for the Christmas Fair 2017 should be adopted; and that using the General Power of Competence all profits being donated to Hope4 Rugby.**

16/428 *Report from Joint Burial Committee – Councillor Palmer*

The Members considered a report by Councillor Palmer which detailed that the meeting scheduled for the 18th July 2017 was the annual cemetery walk to be followed with a regular business meeting.

The business meeting could not take place as insufficient members were present, however the cemetery inspection did take place and identified a number of issues that should be addressed by the committee.

It was noted that the water supply to the tap which has been intermittent for a great many years was not running at the time of inspection. However, there is a water butt by the mortuary and notices direct visitors to that for flowers etc. It was considered prudent to consider installing a further butt, but for the time being not a new water supply.

It was identified that there may still be vacant burial plots in the current cemetery space.

Following the September business meeting. On the 25th October a meeting between, the chair, the clerk and Robin Quinney (gravedigger) took place to identify those plots which were still available, as he uses a machine now to dig graves, 5 practical plots were identified.

The groundsman is now periodically mowing down the consecrated area of the extension to ensure that it is fit for use when needed and the gravedigger has agreed the situation of the first grave to be allocated when required in the extension.

One issue to be discussed at the next burial meeting is the implied financial process being advocated by Newton's auditor, whereby all expenditure has to be approved by Newton PC. This is clearly not the process, or part of the 1942 agreement between the two PC whereby the JBC manages its own financial commitments. We are proposing to examine the original agreement which is being copied to all members prior to the next meeting.

The JBC financial statement is prepared monthly and available to both PC's The JBC currently holds sufficient funds to manage its regular activities If the agreement between the two PC is found to be in need of updating, possibly as a

result of Newton's demands then it can be anticipated that there will be a significant legal cost to be met between the two PC.

16/429 **NOTED: A further report will be presented following the next meeting of the JBC.**

16/430 *Report on the progress with the repair of the Hewitt Tomb - Councillor Edwards*

The Members considered a report by Councillor Edwards which reminded Members that at the July meeting the Parish Council was made aware of the poor condition of the Hewitt family tomb located in the churchyard. Although the Parish Council is responsible for the repair of the tomb, the Dioceses of Coventry have, through their architect, provided a specification that the chosen builder would have to adhere to when rebuilding the foundation of the tomb

Members agreed that to ensure Financial Regulations [11] were observed three quotations would be required in order to ensure best value. It was also agreed that Councillor Edwards would seek if possible, a contribution from the Hewitt family. Contacts within the local History Group have confirmed that there are no members of the Hewitt family living locally and, no member of the extended family is known. Three quotations for the works have now been submitted, the lowest being £2,080+ VAT. A lengthy discussion took place on the requirement to undertake the works, as the tomb is not listed, and the cost of which being almost 10% of the annual Precept – a huge commitment from the other parishioners, and one which it was felt was difficult to justify.

Councillor Palmer proposed that the Parish Council should explain the position to the Coventry Diocese, requesting permission to dismantle the tomb rather than undertake the costly repair.

The Chair requested that the Parochial Parish Council seeks an extension to the temporary Faculty to enable alternative options to be considered.

16/431 **NOTED: A further report will be presented to the Parish Council following discussions with Parochial Parish Council and The Diocese.**

16/432 *Update on funding applications – Councillor Edwards*

The Members considered a report by Councillor Edwards which informed them that following a successful application to the RDF a payment of £10,000 has been raised by Rugby Borough Council (RBC) to contribute to the play equipment and Adult Trim Gym. Martin Green, RBC Community Development Officer as suggested meeting between Councillor Robinson and I with Colin Horton who, is the RBC specialist on park and play equipment – this relates to future inspections, improvements and maintenance.

Councillors' Grant Fund 2017/18

An application to the WCC Councillors Grants fund 2017-18 for £475 was submitted on 4 October in respect of the new playing field notice board, the bid was unsuccessful following a review of how the fund would be distributed.

Elliot's Field Community Grant

The grant is being launched to celebrate the opening of the new extension at Elliot's Field. A total of £5,000 is available to support local groups that have an environmental focus. Groups can apply for funding of up to £1,000 each.

Each entry will be considered by a panel of judges who comprise of the ward Councillors (for postcodes CV21, CV22 and CV23) and editors of the local press. A decision will be made mid-November.

The Conservation Group submitted an application to the fund on the 29th October 2017. The group is seeking a grant of £420.86 to purchase equipment for example; a Ratchet Anvil Lopper and an Anti-Jam Hedge Trimmer. Previously we have had to rely on equipment provided by volunteers which can cause a problem if that person isn't available or, if the equipment breaks!

If successful the aim will be to increase the number in the group from 8 to 16 within six months of receiving the funding. It will also aim to clear the ivy from the Orbit Housing side of the churchyard fence and paint the fence within that timeframe.

The group will also submit an application to the Community Fund held by the Parish Council to purchase shade loving plants as well as paint and brushes to be used by volunteers to restore the fence.

16/433 **NOTED**

1. **Progress bidding for funds to support the activities in the Parish.**
2. **The payment by RBC of £10,000 from the RDF**
3. **The application of £420.86 to the Elliot's Field Community Grant from the Conservation Group.**
4. **The proposed application by the Conservation Group to the Clifton upon Dunsmore Community Fund March 2018.**

16/434 *Proposal to extend the Churchyard grass cutting contract – Councillor Edwards*

The Members considered a report by Councillor Edwards which reminded them that Stephen Lowe has held the contract since 2015 to cut the churchyard grass.

Stephen has done an excellent job and receives the highest praise from residents in the village.

The grass cutting contract is due to be renewed but she suggested extending the existing contract for a further 12 months. This has been done previously without going out to tender.

The contract will remain at £80.00 per fortnight with weed spraying three times per season at £25.00 per spray.

Councillor Edwards proposed that the grass cutting contract should be extended for a further 12 months. On a show all Members supported the proposal.

16/435 **RESOLVED: That the Parish Council agrees to the extension of the Churchyard grass cutting contract until October 2018 and notes that the price has not increased.**

16/436 *Update on the application for change of status of Allotment plots 1-17 Newall Close to grazing land – Councillor Edwards*

Councillor Edwards informed the meeting that having reviewed the definition of grazing land which according to s55 of the Town and Country Planning Act 1990; it is classed as agriculture - the same definition as the allotments. She advised therefore that the Parish Council that it was not appropriate to seek planning permission when grazing land is non-development.

Noted

16/437 *Update report on Conservation Group – Councillor Edwards*

Councillor Edwards informed the meeting that the Conservation Group has been relaunched and an article has been placed in this month's Parish Magazine for both the Conservation Group and Litter Pick which will be held on Saturday, 11th November 2017. An article has also been included in the Ruby Advertiser as well as on the Parish Council website and Facebook and posters placed on the Noticeboards.

To date only the previous volunteers have come forward and their time will be restricted due to other commitment.

It is hoped that the funding application to the Elliot's Field Community Fund will be successful and encourage more volunteers to come forward. A decision is expected mid-November 2017.

The next task for the group will be to clear the ivy from the Orbit Homes side of the fence along the churchyard boundary and to restore the metal fence.

An application to the Clifton upon Dunsmore Community Fund will be submitted around March 2018 for the purchase of shade loving plants, paints and brushes.

The Chair requested that any Members who are available should attend the litter pick on Saturday 11 November. She also requested that another Member should actively support Councillor Edwards on the group. Councillor Neelakatan volunteered to do so.

16/438 **Noted**

1. **The marketing of the Conservation Group and its impact to date.**
2. **The application to the Elliot's Field Community Fund, and**
3. **The proposed application to the Clifton upon Dunsmore Community Fund**
4. **Councillor Neelakatan is to act as joint lead on the Conservation Group**

16/439 *Report on November newsletter – Councillor Nash*

Councillor Nash informed the meeting that a newsletter is required to be produced ahead of the bulb planting exercise at the end of November. The draft contents have circulated and comments would be appreciated with suggestions for any amends. It is proposed that this is distributed the weekend 18/19 November.

Noted: Members to distribute the Autumn newsletter during w/e 18/19 November

16/440 **12. Proposals for the removal of a fence from land at North Road – Councillor Edwards**

Councillor Edwards informed the meeting that following a request from Mr Lee to remove the fence that separates the field he leases from the Parish Council on North Road allotments at his own cost, a letter has been sent to Mr Lee giving provisional approval for the removal of the fence but also highlighting clause 2.16 of the Tenancy agreement:

The Tenant will maintain the same state of repair as at the 1st March 2007, all water supply systems and other services, fences, gates, tracks, field drains, ditches and associated works, field boundaries, watercourses, on the Holding (but for the avoidance of doubt the Tenant will not be obliged to put the Holding in a better state of repair than at the commencement of this Agreement).

Whilst provisional permission to remove the fence has been granted Mr Lee has been asked to sign a copy of the letter to indicate his agreement to re-instate the fence on the termination of the tenancy.

Councillor Edwards proposed that all Members should support the request. On a show of hand all Members agreed.

16/441 **RESOLVED: That Mr Lee should be granted permission to remove the fence that separates the two portions of the field he rents from the Parish Council on condition of his agreement to re-instate the fence on the termination of the tenancy.**

16/442 **13. Proposals for the purchase of a playing field information sign**

Members considered the report and recalled that the Parish Council resolved to apply for funding via the Warwickshire County Council Councillors Grant Scheme in October this year. Unfortunately that particular grant application proved unsuccessful, and the temporary signs which were erected have either disappeared or have suffered extensive weather damage.

As the Parish Council is still in need of an information noticeboard in order to comply with guidelines on playground safety provided by ROSPA and detailed in last and this year's playground inspection, the Parish Council will now have to consider the purchase from general reserve.

Prior to submitting the application the Parish Council resolved to seek funding for the least expensive option (1. Greenhouse Graphics £475+ VAT) It is important that the sign should be strong and relatively vandal proof, as well as attractive.

Councillor Nash proposed that the sign should now be purchased from Greenhouse Graphics at a cost of £475+VAT. Councillor Edwards supported the proposal and on a show on hand all Members agreed.

16.443 **RESOLVED: That a playing field information sign should be purchased from Greenhouse Graphics at a cost of £475+VAT.**

16/444 **14. Proposal to purchase of an on-line mapping system.**

Members considered a proposal to purchase an on-line mapping system to aid its administrative function

The [Parish on-line](#) mapping system has been widely used by many local councils for several years. It offers a unique multi layered digital mapping system which allows a local councils to for example:

- produce plans of its parish
- produce block plans for planning applications
- map its assets
- manage grounds maintenance
- and identify features such as listed buildings, Tree Preservation Orders, flood risk areas etc.

The system comes with a number of national data maps which and as long as the Parish Council has an OS user licence can be downloaded and printed. The Parish on-line system comes with a number of on-line training videos and a customer support service. An annual subscription to Parish Online for Clifton upon Dunsmore Parish Council is currently £59 + VAT with an additional £20 set-up fee.

16/445 **RESOLVED: That the Parish Council subscribes to Parish Online, which is currently £59 + VAT per annum with an additional £20 set-up fee.**

16/446 **15. To receive Members motions and items for the next meeting.**
None received.

16/447 **16. Date of next meeting**
The next meeting of the Parish Council will take place Monday 4 December 2017 at 7.30pm

The meeting closed at 8.27pm

Minutes approved and accepted as correct

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Chair

Dated