

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

Held on 8 January 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 five residents of the parish.

Clerk: Mrs C M Lord
MINUTE

ACTION

The Chair opened the meeting by wishing everyone a Happy New Year 2018.

16/483 **1. Apologies for absence**

Apologies for absence were received and accepted from Cllr C Bonwick.

16/484 **2. Declarations of Members Interests and requests for dispensations.**

None received.

16/485 **3. Public Forum – suspension of Standing Orders**

Public Forum opened at 7.32pm

A resident reported that on two occasions recently he had witnessed heavy plant vehicles belonging to Galliford Try using South Road as a cut through from Hillmorton Lane to Rugby Road.

In response Councillor Leigh Hunt confirmed that no vehicles should be entering the village. The Chair said that matter will be reported to Galliford Try.

Councillor Robinson also remarked that if possible the vehicle registration and time should be noted, in order to provide more accurate information to pass on.

A resident reported that the street light nearest the School in North Road was not working again.

In response the Chair requested that Councillor Brinklow should report the fault to the Contractor and reminded residents that street lighting matters can be reported direct to Councillor Brinklow if noted in between meetings.

NOTED

Councillor Brinklow should report the faulty street light in North Road to the Contractor.

CLLR
BRINKLOW

16/486 **4. Public Forum closed and Standing Orders resumed at 7.36pm**

16/487 **5. Minutes of the Parish Council meeting held on 4 December 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.

16/488 **6. Matters Arising and progress against resolutions**

16/468 Councillor Robinson confirmed that the Clerk had now received a report on the investigations into the possible blocked drainage pipe near to the Pavilion, which had confirmed that it was the Parish Councils responsibility to rectify. He volunteered to obtain quotations for an underground CCTV camera survey and the repair, which he will bring to the next meeting.

NOTED

Councillor Robinson to obtain quotations for an underground CCTV camera survey and the repair of the blocked drain, and bring to the next meeting

CLLR
ROBINSON

16/489 **7. Financial Matters**

Payments

16/490 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.

04/12/17	60.00	NALC	T85
04/12/17	15.00	TMH Committee	T86
15/12/17	16.00	Quill Payroll	T87
22/12/17	318.88	EON	T88
27/12/17		Christine Lord - Salary protected under DPA 1998	T89
28/12/17	170.00	Hope4 Rugby Ltd	T90
28/12/17	196.40	HMRC	T91
29/12/17	47.38	Waterplus (STW)	T92

16/491 *Financial Statement*

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

16/492 *Draft budget 2018.19*

Members noted that Rugby Borough Council has informed the Parish Council that there has been a significant increase rise (25.82%) in the parish's Band D properties this year. This is due to the number of properties coming on line in the Houlton development, which at present lies within the parish.

At the same time, the amount paid by Rugby Borough Council to parishes through the Council Tax Support Grant has reduced significantly (£108.87 this year) and will be the last year that it is paid.

If the Parish Council were to keep its Precept request at the same amount (or slightly increased as proposed in the first draft of the budget) the consequence of the reduction in the Council Tax Support Grant would mean a decrease in the amount paid by residents of around £8.00 this year as the parish portion of their Council Tax.

Members considered that the £8.00 reduction would not have huge impact on residents, or raise complaint. However, if the parish council found it necessary to dramatically increase tax in future years in response to the loss of Houlton residents, then this would have a significant impact on residents and understandably provoke complaint.

If, in future years, the Houlton development is 'de-parished' (as with Newton's Coton Park development), or a new parish is created (as with the Cawston development), Clifton upon Dunsmore would have its Tax Base significantly reduced. Once this happens, then the parish council would have to increase its portion of the council tax paid by residents dramatically to even stand still with its level of spending.

The Members accepted that this will provide an opportunity to improve the facilities that will continue to be a drain on all residents unless transferred to WCC without increasing the amount that residents pay to the Parish Council. This year an increase of £5,000 in the precept would in fact it will still allow a reduction of £0.53p per household.

They also noted that this opportunity may not last for many years, particularly with discussion for national capping parish council precept increases at 2% in 3 years' time.)

Councillor Nash therefore proposed that the precept should be set at £29,140. Councillor Robinson seconded the proposal and on a show of hand all Members were in agreement.

- 16/493 **RESOLVED: That the Parish Council sets its Precept for the year 2018-19 at £29,140. To note that, although this is an increase of 22.88%, it will still allow a reduction of £0.53p per household per year in the parish portion of the Council Tax.**
- 16/494 *Appointment of PKF Littlejohn LLP as the External Auditor 2018-2023*
 The Members were informed that under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, the Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities.
 Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.
 As the parish council is opted-in to the central procurement process and therefore an external auditor has been appointed for the authority for the 5-year period commencing with the financial year 2017/18.
 The appointed External Auditor for Warwickshire is PKF Littlejohn LLP SBA Team, 1 Westferry Circus, Canary Wharf, London E14 4HD sba@pkf-littlejohn.com 020 7516 2200
 The scale of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay. At present the level set for the parish council is £200.
 The Members considered that the new regulation of the audit process was sensible and Councillor Nash proposed that the appointment should be accepted by the parish Council. The proposal was seconded by Councillor Robinson and on a show of hands support was unanimous.
- 16/495 **RESOLVED: That the Parish Council accepts the appointment of PKF Littlejohn LLP as its External Auditor for a 5 -year period beginning at the end of 2017-18.**
- 16/496 **8. Planning matters**
 None presented.
- 16/497 **9. Correspondence**
Letter from Mark Pawsey MP
 The Members considered a letter sent from Mark Pawsey MP offering the Parish Council a tour of the Houses of Parliament. In response several expressed an interest in participating in the tour. The Clerk was requested to respond to the invitation and request options for dates for the visit.
NOTED
The Clerk to respond to the invitation to visit the Houses of Parliament and request options for dates for the visit
- 16/498 **10. Borough Councillors' report**
Councillor Leigh Hunt reported that:
Link Road
 The Link road is due to open at the end of 2018. The addition of a left turn onto the Link Road at Hillmorton Lane is progressing, and modelling of the impact on the wider road network is currently being undertaken by WCC, with positive results. There was to have been a report to the WCC Portfolio Holder for the junction at Hillmorton Lane to be approved without the left-hand turn – in other words, as originally designed. The report will now go in February and I have asked if it will include the left turn.
Street Lighting
 Yellow markings have appeared in the locations where the new lights are to be placed. This is likely to be the first aspect of the scheme to start. WCCs Forestry Officer will be involved in areas where there are tree roots. One resident in an area

CLERK

where there is currently no lighting is not happy with having some installed. Many more people are asking when the works will start.

Main Works for Traffic Calming

Once the detailed plans and Stage 2 Audit are complete the orders can be placed. Details will be put onto the website once they are available.

Clifton Cruisers

An application for variation to some conditions received by RBC on Friday. It has not yet been validated. No enforcement can take place until application is determined. The application will be subject to consultation in the normal manner.

County Councillor's report

Councillor Adrian Warwick reported that:

Traffic Calming scheme

He has been working closely with Councillor Hunt and the officers at WCC to expedite the start of the traffic calming scheme.

Safer routes to school programme

He has delegated all of his road safety budget for 2018-20 to the Safer Routes to School programme, nominating Clifton upon Dunsmore Primary School to have a pedestrian crossing installed on Main Street. Once the traffic calming scheme is installed a road safety audit will be undertaken, and if it proves still necessary, a pedestrian crossing installed during the next financial year.

16/499 **11. Reports from Councillors**

Report on Christmas celebrations – Councillor Robinson

Councillor Robinson considered that the event was a great success with circa £300 and many boxes of food donated to Hope4 Rugby. Excellent feedback received from residents with some suggestions for the Parish Council to consider. The Clerk has sent out a feedback form to all stallholders, the results of which have so far come back as being very positive. Comments on the length and date of the Fair will be considered as part of a review.

Councillors will need to consider whether the event should be held earlier in December, and possibly on a Saturday. They will consider the time of day (possibly earlier in the day to allow smaller children to attend) and the length of the event. If the event is to be held earlier in December then a tree will have to be purchased at a cost of £200-£400. Options which could be considered including growing our own (although this is likely to take many years) and sponsorship arrangements with local tree growers. The addition of flooring in the marquee and expanding the size of the event will also be considered.

In the discussion that followed the need to communicate with other local organisations such as the school, church and local businesses to make more of a wider community event were highlighted, as was the need to 'stage' the village with more lights to implement proposals from previous year that it look more decorative and welcoming.

It was agreed that the matter of staging the village would be brought to the July meeting.

Councillor Robinson suggested that a small group of Councillors explore the options, and report back to the whole parish council later in the year, in order to obtain support and approval.

NOTED

A small group of Councillors will explore the options for next year Christmas celebrations, and report back to the whole parish council later in the year, in order to obtain support and approval.

CLLR
ROBINSON

16/500 *Report on the progress with the repair of the Hewitt Tomb - Councillor Edwards*

Councillor Edwards reminded the Members that at the November 2017 meeting they agreed that the cost of restoring the base of the Hewitt Tomb to the Parish architect's specification was too expensive and, that alternative proposals should be explored as the tomb does not have listed status.

Having spoken to Will Jones (Diocesan Advisory Committees (DAC) Secretary and Operations Supervisor) there are three options that the Parish Council could consider:

1. Lay the tomb flat – there is a cost for this work which would require three quotes as well faculty agreement from the DAC and Chancellor;
2. Relocate the tomb to an area in the churchyard that is level;
3. Rewrite the architect's specification to restore the base using less expensive material but achieving the required stability. The revised specification would have to be agreed by the DAC and Chancellor as well as receiving three quotes.

Having considered the options Councillor Edwards proposed that Costs to be explored for option 1, and the specification to be rewritten for option 3 in collaboration with the Parish Architect and costed. A report could then be submitted to Members setting out costs and to agree the final option. This will then be submitted to the DAC and Chancellor for faculty agreement.

The Members agreed that this way forward and on a show of hand support was unanimous.

16/501 **RESOLVED:**

1. **Costs for option 1 for lying the tomb flat, should be explored; and**
2. **The specification for the repair of the tomb to be rewritten for option 3 in collaboration with the Parish Architect and costed.**

CLLR
EDWARDS

16/502 **12. Draft document retention and disposal policy for the Parish Council**

The Members considered a draft policy for the retention and disposal of documents belonging to the Parish Council. The draft policy has been produced at this time recognising that the forthcoming General Data Protection Regulations will require all public bodies to protect and store data held securely and make public access to information held easier. They recognised that the Parish Council will need to prepare carefully updating many forms and systems in order to meet this new legal requirement in May 2018.

The new policy will provide a framework for document management and disposal and is in line with guidelines issued by the SLCC.

Councillor Nash moved that the draft policy for the retention and disposal of documents should be adopted by the Parish Council and Councillor Robinson seconded the proposal. On a show of hands support was unanimous.

16/503 **RESOLVED: That the document retention and disposal policy should be adopted by the Parish Council.**

16/504 **13. Audit of condition of trees maintained by the Parish Council**

The Members considered a report proposing that an audit of the condition of all trees owned and managed by the Parish Council should be undertaken. This would enable the Parish Council to produce a plan for works required and manage their condition in a far more cohesive way. The proposed audit would include not only trees which are in the conservation area (and require planning permission to carry out works on them) but those on the allotment sites and playing field.

Councillor Nash moved that 3 quotations for an audit of trees owned and managed by the Parish Council are obtained and presented to the Parish Council. Councillor Robinson seconded the proposal. On a show of hands support was unanimous.

16/505 **RESOLVED: that 3 quotations for an audit of trees owned and managed by the Parish Council are obtained and presented to the Parish Council for consideration.**

CLLR NASH

16/506 **14. Purchase of the village gateway sign**

The Members were reminded that Warwickshire County Council have agreed to install 3 village gateway signs at the entrance to the village as part of the proposed traffic calming scheme. However, as the existing sign of Newton Road is in good condition they have said that they cannot fund the cost of its replacement as part of the traffic calming scheme.

WCC have asked the Parish Council to pay for the cost of this sign at a cost of approximately £1500 if they consider its replacement necessary. During the discussion the Members agreed that this would provide a consistent approach to the entrances of the village and add to a more rural feeling. It was also agreed that WCC should be requested to let the original village sign on Lilbourne Road remain in place, and that the new gateway sign would indicate where the 20mph zone would begin.

Councillor Robinson moved that the village gateway sign should be purchased from the community facilities earmarked reserve and Councillor Palmer seconded the proposal. On a show of hands support was unanimous.

16/507

RESOLVED:

- 1. That the Parish Council agrees to pay for the village gateway sign at approximately £1500 funded from earmarked reserve (community facilities fund) which stands at £33,219.74.**
- 2. That WCC should be requested to let the original village sign on Lilbourne Road remain in place, and that the new gateway sign would indicate where the 20mph zone would begin.**

16/508

15. Other Matters

An informal discussion took place on the condition of other highway signs in the parish, many of which were dirty. It was suggested that they could be cleaned as part of the National Spring Clean in March.

The Clerk was requested to check whether WCC are able to undertake this work or if they would be willing for the Parish Council to do so; and also the check whether volunteers would be covered by insurance if undertaking this type of work.

NOTED

16/509

16. To receive Members motions and agenda items for the next meeting.

Agenda items for the next meeting:

- Transfer of funds from the old village fete committee to the Parish Council
- Purchase of a banner for litter picks
- Maintenance of Newall Close and The Locks noticeboards
- Quotes for pavilion drainage CCTV survey
- Report for the Burial Committee

16/510

17. Date of next meeting

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

The meeting closed at 8.28pm

Minutes approved and accepted as correct

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Chair

Dated