

CLIFTON UPON DUNSMORE ANNUAL PARISH MEETING DRAFT MINUTES OF MEETING

Held on 26 March 2018
At the Townsend Memorial Hall, commencing 7.30 pm

Present: Councillor M Nash (Chair), County Councillor Adrian Warwick, Borough Councillor Leigh Hunt, and 24 residents of the parish.

Also present: 2 representatives of the Rugby Borough Council Community Warden Team, 2 representatives of the Rugby First Responders Team and Police Sergeant Stuart Baker.

Clerk: Mrs Christine Lord

18/1. **WELCOME BY CLLR MARION NASH**

Cllr Marion Nash welcomed everyone to the meeting, thanking them for attending and expressing her gratitude for the interest shown in the parish councils activities over the past year.

18/2. **TO ACCEPT APOLOGIES FOR ABSENCE**

No apologies were submitted.

18/3. **APPROVAL OF MINUTES OF THE ANNUAL PARISH MEETING HELD 27 MARCH 2017.**

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

18/4. **ANNUAL REPORT FROM THE CHAIR OF CLIFTON UPON DUNSMORE PARISH COUNCIL, CLLR MARION NASH**

I am further encouraged by the progress that we have made this year. I would again like to thank all of the parish councillors who, despite their full-time jobs, voluntary and family commitments, give their time freely and have worked hard for the benefit of the residents throughout the year. I would also like to thank our Borough Councillor Leigh Hunt and County Councillor Adrian Warwick for the support they continue to show for the work of the parish council and to residents. The Parish Council has achieved a great deal over the past 12 months:

HIGHLIGHTS - ANNUAL REPORT 2017-18

- Installation of new play equipment and Trim Trail in July 2017, for which thanks continue to be due to two local residents who initiated this project in 2010 by raising the kickstart funding.
- Co-option of 2 Parish Councillors in September 2017, bringing the Parish Council to full strength
- Foundation Level Award of Local Council Award Scheme achieved in March 2018
- Village events
- Houlton has begun to populate homes that have been developed on the site and we are pleased to welcome the residents of three new households to the parish
- Instruction for village gateway signs to be made and erected for each of the 4 entry points into the village – only one of which is to be paid for by the parish council – to be here soon

Community engagement

- The first Village Fete to be held for many years in September 2017
- Litter Picks November 2017 and March 2018 (Great British Spring Clean)
- Work of the parish Conservation Group. Activities included: churchyard improvements bulb planting etc
- Christmas festivities – Christmas Food and Craft Fayre, Christmas Tree and Community Carol singing

Increased communication – delivered to each household

- Regular Parish Council newsletters to inform residents of upcoming actions and events
- Use of Social Media to circulate news around the parish

Policies created by the parish council to further strengthen accountability

- Training Policy for Councillors and staff
- Document Retention and Disposal Policy
- Building policies to meet the new Data Protection requirements

Successful grant applications

- £10,000 from RBC for play equipment
- £350 towards new noticeboard for playing field

Partnership

- Created formal lines of communication with Newton Parish Council
- Increased contact with local Police team

Caring for our community

- Bi-annual Village walks to identify and rectify local issues

Challenges met this year

- Still awaiting the installation of the proposed traffic calming scheme
- Water damage at the pavilion caused by severe weather
- Reduction in the amount of Council Tax Support Grant paid to parishes
- Old street lighting in need of updating/renewal – strategy still in planning stage

A reminder that we are currently in the process of putting together another Village Fete which is planned for Saturday 15 September. We are interested in collaborating with residents to help make this event as successful as possible and welcome any offers of help. The first working group meeting is already set for 12 April and we hope you are able to join us at the Bull at 7pm that evening to help start the ball rolling.

The parish council thanks those villagers who are attending parish council meetings, providing written feedback, and responding to questionnaires in increasing numbers to inform the thinking of the work that the councillors undertake. We sincerely hope that this trend continues so that we are able to address the many varied local concerns that arise.

18/5 STATEMENT OF ACCOUNTS FOR CLIFTON UPON DUNSMORE PARISH COUNCIL FOR 2017-18

Financial report 2017-18

The Annual Parish Meeting is held just prior to the end of the financial year. It has therefore not been possible to submit the final accounts for the year 2017-18 to support the Annual Report.

I anticipate that this will have taken place by the next parish council meeting on 9 April 2018 in the meantime; I shall present an overview of the accounts as we currently understand them. I should confirm that the accounts will be subject to the Annual Return Internal and External Audit process in June 2018; and will be available to anyone who wishes to see them during the period of public inspection.

In the meantime; the parish council began the year with £81,534 in the bank; of which around £46,580 is earmarked for the upgrade or replacement of community facilities.

For the financial year 2017-18 the parish council received £23,715 in precept from the Borough Council. We also received monies from the football clubs' use of the playing fields, from the allotments and grazing fields and we have received £10,350 in grant funding. Significant outgoings this year are for the usual costs of running the parish council meetings, street lighting costs, insurance, and also maintenance costs associated with the pavilion, playing fields and street lighting. The purchase of new play equipment and adult trim trail equipment amounted to around £26,000.

Having started the year with £81,534 of funds available of we are likely to have finished the year with a bank balance of around £78,0450.

18/6 **REPORT FROM BOROUGH COUNCILLOR LEIGH HUNT**

It's been a busy year in the Borough. I'll try to pick a few highlights:

World of Fame: A major sponsor has come forward, with a deal worth a minimum of £600,000. There will be a big ceremony at the Hall of Fame in the near future. RBC is in the early stages of discussions with two other potential sponsors.

Elliot's Field Phase 2 is now open. This whole development is a real asset to the town and the two phases generate over £200k a year in Business Rates. RBC takes £150k a year from Elliott's Field and Junction 1 Retail and ringfence it for the benefit of the town centre. Examples of spend include street furniture, additional maintenance, signage, etc.

The second stage of Local Plan hearings will take place from 17 April to 27 April 2018, at the Benn Hall. All being well, we should know the results by the Summer, but it very much relies on the inspector. Clifton is not earmarked for any development in the Local Plan.

Planning matters have also been at the forefront closer to home. There are continuing issues at Vicarage Hill, particularly with Clifton Cruisers, and the planning department are taking all necessary action. Although this does seem to take a very long time it is necessary to follow due legal processes.

We are STILL waiting for the traffic calming! We had hoped that with a change of officer at WCC things would start to happen, but 12 months on and there is still not much evidence on the ground of anything happening. The lighting scheme has been agreed and columns have gone up around the village, but the actual traffic calming is nowhere to be seen. Apparently, the safety audits have been carried out, and there are some issues to be resolved. The whole scheme then passes to highways design, who will work up the scheme and place orders. Apparently WCC try to do major works over the summer holidays, but as it will take 3 months to obtain the necessary traffic management orders they had better get a move on! I've now escalated this to the Deputy Leader of WCC, who used to be responsible for highways, and hope that he can get things moving.

As always, I would like to thank the parish council for their support. I'd also like to congratulate them on achieving the Foundation Level of the Local Council Award Scheme. Thanks also to Christine, who is always on the ball and does a great job of keeping the information flowing.

REPORT FROM COUNTY COUNCILLOR ADRIAN WARWICK

Councillor Warwick began by thanking everyone who elected him to represent them at county level last year and stated that he was happy to be working closely with the parish council and Councillor Leigh Hunt on a number of issues. He had been pleased to attend the very successful village fete in September and to assist the parish council with the grant funding for the new playing field noticeboard through his Councillors fund.

He had been pleased to be able to help a number of local residents with issues around education places and adult social care.

Thanks to Leigh Hunt for pursuing the progress of traffic calming scheme, street lighting scheme and the new link road, which when in place will relieve the village of much of the heavy vehicles and speeding traffic it has now. It is disappointing that progress has been slow, but the county council is a large process driven organisation, which unfortunately is suffering from lack of resources and staffing to drive large projects forward.

The County Council has set its budget for 2018-19 with an increase of 4.99% with an additional 2% levy to cope with the ever-increasing demand for funding for adult social care. Although the county council is in a fairly good state financially, there will need to be even more thought given to how to meet growing demands on its budget in future years.

17/7. **REPORTS FROM VILLAGE ORGANISATIONS**

Clifton Tennis Club – presented by Steve Woodford

Clifton Tennis Club has had a moderately good year and, given the size of the Club, the men's team enjoyed a relatively successful season. Having completed all ten fixtures the team achieved a mid-table position in the league. This year the Club will be running a men's team captained by James Waghorn of South Road and a mixed doubles team captained by Sue Robinson of North Road. We would also like to enter a ladies team in the league.

The Club works closely with Clifton school and Sue Robinson provided the coaching for our junior members. This was very successful with twelve juniors taking part, and several of the parents have now taken out family membership enabling them to play tennis with their children. Sue will be running the coaching again this year which will start on 16th April.

The numbers attending the social tennis sessions on Tuesdays and Thursday evening increased. Thursday evening social tennis is open to teenagers and adults of all standards from complete beginners upwards. Tuesday evenings are normally attended by members of a higher standard and those wishing to be considered for our teams. During the dark evenings social tennis continues on Saturday mornings, when weather permits. I encourage everyone to take part in social tennis, not only is it friendly and enjoyable, but it is a great way to lose weight and get fit. Currently we have members playing social tennis from 15 years of age to some in their sixties and seventies.

The tennis club finances are in the black, but the time will come within perhaps three or four years when the courts will need resurfacing again so the Club does need to attract more members and/or obtain significant funding from elsewhere otherwise the club will become insolvent, the courts will become derelict and the village will lose a valuable facility.

On a more positive note if you are interested in playing in the teams, junior coaching, playing tennis with your family or having a go at social tennis please let me know.

Clifton WI – presented by Sarah Brinklow

Presidents' Report 2017

We were sad to record the death of Maudie Lower and Anne Sutton this year both of whom had given a great deal to our WI.

Warwickshire Federation of WIs

On 10 April 3 members had an enjoyable day at the County Meeting at Chesford Grange and in October 5 members attended the County Walk which was a bit of a disappointment after the fun of last year.

Group

We finished our year leading group activities with a Christmas Concert in the TMH on 15 December. We did a spoof of the Twelve Days of Christmas and thanks must go to Cath Hammond and Joyce Donner for making it work so well. Other WIs in the group contributed to the evening with entertaining readings, etc. We finished a jolly evening with tasty refreshments.

Unfortunately, only 3 members were able to attend the Group event with the Magician and a small group of Clifton members enjoyed the afternoon tea at Malt Kiln Farm.

Speakers

Thanks to June and Mandy, we had a good programme of speakers organised ranging from informative talks on such subjects as: *British Blind Sport*, *'Top to Toe' the price of Vanity* and *Stories from the Auction Room*; personal stories such as *A Policeman's Lot*, *Toytown to Buckingham Palace* and *The Entertainment and Entertainers of Days Gone By*; the very entertaining *Hon. Mrs Victor Bruce 1928 with Mind Your Motor Manners* and the craft of *Wrapping a Bottle*.

Walks

Jayne Pang has done a sterling job throughout the year providing different walks each Monday. She has had more help this year with Liz, Diana and Isobel leading some walks. We continued having the first Monday in the month for a short walk option.

Theatre

Jayne has also organised visits to Rugby Theatre which attracted good attendance.

Craft Group

The Craft Group has been meeting with Daphne and Susan Addams keeping things going.

Outings on the last Wednesday of each month have taken us to a variety of places attracting varying numbers of members.

Social events

- We thank Mandy for organising our Annual Dinner held at The Carlton for which there was a good turnout
- Pat once again welcomed over 20 members to a social evening.

Cake Sales

We raised about £250 with our 2 cake sales which is being given to Myton Hospice

Centenary Yearbook

We produced an interesting modern version of our previous submission reflecting the changes the village has seen over the past 25 years

Promoting ourselves

We now have a Facebook page which is getting more hits, etc.

Flyer Some members took them to deliver locally and the walking group did the rest. We have attracted a few new members.

Clifton Gardening Club by Doug Hall – presented in his absence by the Chair

Clifton Garden Club continues to be very active and had a very successful year in 2017. This year the garden club will host six speakers. Last year we had a very successful plant and produce show in September for members only, which incorporated an identification quiz. A similar show is scheduled for this year. Visits and events in 2017 included a trip by some members to Ireland and visits to the garden belonging to club members Peter and Rosemary Shaw at Long Lawford and Kathy Brown's garden in Bedfordshire.

The Clifton Garden Club annual plant sale took place as usual in late May 2017. This is an important event for the club as the proceeds from the sale are used to fund club speakers. A big thanks must go to all those who helped to organise this event and to members of the public for their support. The 2018 plant sale is scheduled to take place on Saturday morning May 26th. Unfortunately, there is an increasing shortfall between plant sale revenue and speaker costs which is a concern. To raise more funds at plant sale time we could do with more vegetables, runner beans, courgettes, tomato plants and bedding plants if you can keep that in mind as donations for the sale this year.

Clifton Garden Club meets on the third Thursday for most months of the year, upstairs in the Townsend Memorial Hall, Clifton upon Dunsmore at 7.30 p.m. Refreshments are provided after meetings. From time to time visiting speakers bring plants for sale. Subscriptions are £10 per year for membership and £3 per meeting for visitors. Each member receives a membership card listing club activities.

I would like to pay tribute to the Clifton Garden Club committee for their hard work and to club members for their enthusiastic and constant support during 2017.

We look forward to 2018 with lots of good speakers on offer - not forgetting some interesting visits - and the Clifton Garden Club plant sale on the morning of Saturday 26th May outside the Townsend Memorial Hall. Do keep this date in mind. All contributions of plants and help on the day are most welcome. And of, course, the sale would not be a success without our valued customers.

Do join us at our meetings if you are able and swap or add to your gardening knowledge with our guest speakers and other members.

Clifton Neighbourhood Watch – presented by Steve Woodford

Clifton Neighbourhood Watch has been running for over thirty years and has been very successful in promoting a safer neighbourhood and helping the police to solve local crimes. Sadly, in recent times, and perhaps due to the relatively low crime rate in Clifton, it has become rather passive. However, there have been changes at national level and there is a re-launch of Neighbourhood Watch (NHW) within Rugby. Clifton NHW is following this lead and is being revitalised under the current chairmanship of David Glover.

There will be regular updates on specific crimes, trends, and initiatives being taken by Clifton NHW in conjunction with the police. Local events will be held for property marking and residents will soon training will be provided to enable residents to be given the opportunity to record the speed of vehicles driving through the village using the police speed gun and reporting them to the police for further action.

There were zero crimes reported in Clifton during the previous four-week period. Speeding traffic in Clifton is currently a priority for the police during the next 3 months. If you would like further information please contact David Glover on 01788 535574 djglover1951@gmail.com

A resident questioned how the Police would be addressing speeding as a priority.

In response Sargent Stuart Baker informed the meeting that the quarterly priorities were established via an internet vote. The top priorities that the Beat Team would be addressing were speeding through Clifton and Shilton villages. The Police would be working on the routes through the village where speeding traffic had been identified as a problem. They would be using warning signs and a mobile speed camera to record speeds, and those found to be exceeding the speed limit would be issued with a fixed penalty notice. In relation to the Community Speed Watch scheme, training will need to be arranged for volunteers; who will be provided with Hi-Viz vests, signs and the portable speed gun to use. A number of volunteers will be required as the process requires records to be kept of vehicle type, colour, driver etc whilst the speed is being recorded. More details will follow soon.

17/8. **OPEN FORUM**

A resident congratulated those who took part in the National Spring Clean in the village at the weekend but expressed disappointment that the playing field was left badly littered following the football match on Sunday. She suggested that the Parish Council should lead a litter education campaign around the parish and also contact the football team to make them aware of their obligations under their tenancy agreement.

In response the Chair assured the resident that the suggestion of a litter campaign would be placed on the agenda of the next Parish Council meeting, and that the playing field litter would be addressed with the football team concerned.

A resident expressed concern at the current state of the development on the corner of Main Street and South Road, stating that the large pile of soil was reducing visibility for motorists exiting South Road.

In response Councillor Leigh Hunt emphasised that planning permission had been granted for a Huff House to be built on the site, which means that construction will take place very quickly once the framework arrives and the pile of soil will be taken away.

The resident was also assured that the issue of poor visibility had been reported to the Planning Enforcement Team, who would monitor the situation.

A resident raised concerns about the current state of the former air-raid shelter site and asked if anything could be done to tidy it up.

In response Councillor Leigh Hunt emphasised that again, planning permission had been granted and the owner of the site had 3 years from when the permission was granted in September 2015 to commence work on the development. Unless there was a danger to people using the public footway, there was little that could be done if the owners did not want to keep the area tidy.

A resident raised concerns about the accumulation of leaf debris and general rubbish on the back of public footways around the village, particularly by The Beeches.

In response the Chair explained that, with cuts to budgets, the Borough Council no longer had the resources to keep these areas clean. She noted that there would continue to be regular walks around the village to identify issues but that parish councillors, as volunteers, did not have the additional time or equipment required to tackle this sort of continual project. She suggested that householder might be urged to address this matter themselves to help make the village look smarter.

A resident raised concerns about the parking at the top of Vicarage Hill on the Avon Street side, which forced drivers out into the middle of the road to negotiate around them. She asked whether this could be addressed.

In response Councillor Hunt informed the meeting that she had been in communication with WCC for some time about this issue. We had understood that as part of the traffic calming

there were to be changes made at Vicarage Hill to make things better for vehicles owners and pedestrians. The plan was to paint white lines to allow vehicles to park half-on and half-off the footway whilst allowing plenty of space for pedestrians, prams etc. WCC now say they are unable to formalise arrangements for parking part on footway, as it is not wide enough and the scheme would not pass safety standards. The only option is double yellow lines, which would not be pursued as there are no accident reports and the move would not be popular with residents.

A resident raised concerns about the lack of parking space in South Road in front of the complex owned by Parish Housing. She suggested that if more parking spaces were created within the site, the road would be safer to drive on.

In response the Chair stated that The Parish Houses were a charitable organisation, completely separate from the Parish Council. Any suggestion relating to the property that they owned should be raised directly with Parish Houses.

17/9. **ANY OTHER BUSINESS**

None raised

The Chair of the meeting thanked all who had attended for their participation. She invited them to stay for refreshments and reminded them that there were representatives of the Community Warden Team, and of the Rugby First Responders Team and Police Sargent Stuart Baker available to speak to, should they wish.

Meeting closed 8.10pm

Minutes approved and accepted as correct

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Chair

Dated