

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

Held on 4th November 2019
At the Townsend Memorial Hall, commencing 7.30pm

Present: Cllr A Robinson (Vice Chair), Cllr L Edwards, Cllr C Palmer

In attendance: Cllr A Warwick (WCC), Cllr L Hunt

Residents: 10

Clerk: Mrs V Yarnall

MINUTE

ACTION

- 16/970 **Apologies for absence**
Apologies were received and accepted from Cllr I Brinklow, Cllr M Nash (Chair). In the absence of the chair, Cllr A Robinson agreed to chair the meeting.
- 16/971 **Declarations of Members Interests and requests for dispensations**
There were no Declarations of Interests.
- 16/972 **Public Forum – suspension of Standing Orders**
Public Forum opened at 7:32pm.

Link Road

There are some issues with the traffic light sequencing when turning right into Butlers leap. There is no filter light to turn right when coming from the village. There is a filter light in all other directions. There is also no vision of lights once you have moved forward. Cllr Adrian Warwick confirmed that these issues had already been raised by County and Borough Councillors and relevant parties are coming to investigate and solve the problems.

The new date for the link road to open is scheduled for 11th November 2019.

It was also raised that there is some incorrect signage which is also in the process of being rectified.

Street Lighting

A resident raised the issue that there is a street light in Elms Paddock that is not working. This is a new LED light. The Clerk will contact the relevant person regarding this.

Clerk

Allotments

A resident raised some concerns with the new rental agreements. The new rental costs for 2020/2021 for both half plots and full plots were confirmed as £15 and £25 respectively. Cllr Edwards confirmed that the only item that had changed on the new agreements was the price, all other items are the same as they were in the previous tenancy agreements.

The resident was concerned that regular checks on the allotment were not completed. Cllr Edwards confirmed that the allotments were inspected on a regular basis. It was confirmed that an audit of the allotments will be taking place. The responsibility of the hedge on the edge of the allotments was

questioned. A resident has currently been maintaining this. The hedge will be looked at as part of the audit process.

Cllr Palmer suggested that allotment inspections could take place once a quarter, 4 times a year, on set dates. The Parish Council can then monitor plots with anyone not maintaining plots can then be given notice to quit their tenancy agreement.

Cllr Edwards expressed that she would encourage plot holders to report any problems at all to Councillors.

Waste Bins

A resident raised the issue of a missing waste bin from a telephone pole. Cllr Robinson confirmed that this had already been reported to RBC by the Clerk.

Construction Traffic

A resident raised the issue of construction traffic and other large vehicles using an area at the end of Hillmorton lane to turn around in and causing damage to the tarmac, pot holes, etc. The resident produced photos and passed them to Cllr A Warwick, Cllr Warwick will investigate and feedback at the next meeting.

Drain – South Road/Footpath Church street

A drain on South road is causing problems and is filling up in downpours. RBC have already been contacted to request gully cleaners/road sweepers. There is also a problem with a large amount of leaves covering the footpath on Church Street. This will hopefully also be sorted when RBC visit the village.

Tree Audit

A resident requested as part of the tree audit if trees surrounding street lights can be looked at, as some trees are significantly reducing the light from street lamps.

Lighting project

A resident questioned the street light costing that was recorded in the minutes of the October meeting. Cllr Robinson confirmed that a large number of LED lights had already been replaced by WCC. The remaining cost was the residual lights that the Parish Council are completing. There is a fixed price per lamp of £360.00 The Parish Council has 36 remaining lamps to replace, at a total cost of £12,960. Cllr Robinson also explained the significant savings that would be made with electricity consumption each year and as well as the greener environmental benefits. Current bulbs will also not be available within a years' time, so the switch to LED's was also a must.

Railway Bridge

A resident raised the problem of the railway bridge being pitch black at night with no lighting. Cllr A Warwick will investigate.

Buckwell Lane/Manor Lane trees outside the boundary of the manor estate

A resident raised the issue that it has recently been identified that there are many trees in Buckwell Lane and Manor Lane that do not appear to be owned by anybody and many are covered in Ivy, which is causing concern for damage to the tree. A recent Tree Survey, paid for by Manor Estate

residents, picked up a very large tree on the corner of Manor Lane/Buckwell Lane, which was rotten at the bottom and it was removed.

It is believed that a few of these trees may have an RBC Tree Protection Order on them but it is not known who owns them. After some investigation it's been stated that Warwickshire County Council have no responsibility for the trees but do have responsibility for a small area close to the tree, but not including the area in question.

Rugby Borough Council do the grass cutting in Buckwell Lane Spinney area next to the entrance area of Buckwell Lane/Lilbourne Road..

Land was not always registered with Land Registry and maps of the area appear to differ.

It's believed from discussions with local residents and looking at old photographs and 2 still present parts of boundary fencing in Manor Lane that this is the boundary fencing from at least the 1960s and beyond.

These roads are both used by many local residents/dog walkers so need to be safe.

Cllr Palmer confirmed that the trees use to be maintained by WCC. Cllr Warwick conformed that WCC were maintaining it but since they have discovered that the land is not owned by them, they can no longer maintain it. It is thought the land could be in ownership of a third party. It is believed that this is something that now should be taken up by orbit. Orbit need to find out who owns the land. A land registry search could be completed. As the land is also not owned by the Parish Council, they are unable to look into this any further. It was advised to the residents that if they decide to take the maintenance of the trees on themselves, they can then become responsible for them.

Public Forum closed and Standing Orders resumed at 8.12pm

16/973 **Minutes of the Parish Council meeting held on 7th October 2019**

The Members agreed that the minutes of the meeting were a true and accurate record. They were approved and signed by the Chair, Cllr A Robinson.

16/974 **Matters Arising and progress against resolutions**

Cllr Edwards confirmed that the litter pick went ahead on the 19th October. It was successful and 15 bags were collected in total. The litter pick was completed on Rugby Road, Station Road and the Park. There was much less litter in the park this time, which is good news.

16/975 **Financial Matters**

Payments

The list of payments made since October's meeting were presented and accepted by the Members of the Parish Council.

List of payments made and received between 1st October to 31st October 2019

Date	Amount	Payee	
TO BE PAID FOLLOWING BACS AUTHORISATION			

05.11.19	£10.00	Townsend Memorial Hall – Sept room hire	E72
05.11.19	£111.75	Vicky Yarnall Clerk Expenses October 2019	E73
05.11.19	£286.00	Blades Lawn Mowing Service – October 2019	E71
PAYMENTS MADE SINCE 7th October Meeting			
08.10.19	£240.00	PKF Little John – External Auditor – AGAR 18/19 (approved at last meeting)	E62
08.10.19	£139.36	Vicky Yarnall Clerk Expenses September 2019 (approved at last meeting)	E63
08.10.19	£110.90	Lesley Edwards – Spring Bulbs (approved at last meeting)	E60
08.10.19	£174.00	Blades Lawn Mowing September 2019 (approved at last meeting)	E61
10.10.19	£21.00	British Gas (D/D)	E64
14.10.19	£200.00	Community Grant Tuesday Teas (approved at last meeting)	E65
16.10.19	£21.78	Quill Payroll (D/D)	E66
17.10.19	£49.46	WaterPlus (D/D)	E67
25.10.19	DPA	Warwickshire Pension Fund – October 2019 (S/O)	E68
25.10.19	DPA	Vicky Yarnall Clerk Salary October 2019 (S/O)	E69
28.10.19	£205.22	EON (D/D)	E70

List of income received between 1st October to 31st October 2019

AMOUNT	From
£20	allotment
£10	allotment
£20	allotment
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£20	allotment
£40	allotment
£20	allotment
£10	allotment
£10	allotment
£20	allotment

£340	Newall Close Grazing
£20	allotment
£20	allotment
£50	Grazing

Bank Reconciliation 31st October 2019

Financial Statement for the period ending 31st October 2019:

Parish of Clifton Upon Dunsmore - Cash Book Account of Receipts and Payments for Year Ending 31st March 2020

30th September 2019

Earmarked Reserve (Community Facilities)	32,567.82
General Reserve	58,832.57
Balance B/F	£91,400.39
+ Receipts	31,006.66
- Payments	24,112.69
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	98,294.36

RESOLVED THAT the payments are to be approved.

- Bank Reconciliation up to 31st October 2019 be approved and signed.
- Financial Statement for period ending 31st October 2019 be approved

16/976 **Planning matters**

- 16/976.1
- **R19/1024** Rugby Radio Station – approval of reserved matters.
No comments
- 16/976.2
- **R19/1112** Clifton Cottage & Stables- single story extension – decision approval.
No Comments.

16/977 **To receive reports from Borough and County Councillors on matters relating to the parish**
Cllr Leigh Hunt:

- Bins at the Old Hall – RBC are talking about installing large wheeled bins. Cllr Hunt has asked if it will be possible to get them out over the gravel
- Ongoing issues with Vicarage Hill – both the length of time to complete, right hand turn to Butler's Leap and now incorrect signage. Cllr Hunt has raised with WCC.
- Representation re development on Allan's Lane – Building Control and Planning Enforcement are going to inspect
- Scrutiny report into Special Expenses Scheme – No real outcome owing to lack of data. It will be repeated again on 2 years.
- The caravan at Clifton Cruisers was also discussed. Cllr L Hunt explained that it appears to be used as storage

ancillary to the business. Cllr Hunt has spoken to the planning apartment and this is classed as permitted use.

Cllr Adrian Warwick :

- Cllr Warwick spoke and updated regarding the police alliance, which has been extended for 6 months.
- Fosse Forum will take place on 19th November 2019. This is a chance to discuss with other rural parishes.
- Safety Audit – speeds bumps were discuss and a possible meeting mentioned. They are deemed safe but the effectiveness is questionable. Are they doing what the Parish Council want them to do.

- 16/978 **To receive any applicable progress reports from Parish Councillors**
Cllr Palmer spoke with regards to the Graffiti on the pavilion and the motions of trying to get this removed. Currently products that have been tried by a professional company have failed to remove the graffiti. Cllr Palmer spoke about the type of paint that could have been used on the graffiti, he suggested the paint was a high density paint. Trying to remove a small area with a gas torch and wire brush was suggested. Councillors will liaise about this.
All Cllrs
- 16/979 **Correspondence
Resident - South Rd**
A resident has raised the issue with regard to the hedge on the junction of Hillmorton lane and South road. It is believed to be extremely dangerous when turning right from South road. The Parish Council will write to the resident.
Clerk
- 16/980 **The Hewitt Tomb**
Cllr Palmer confirmed that since the last meeting he had received an email from the Church wardens, to which Cllr Palmer responded asking for documentation that supports the Parish Councils legal responsibility to the Churchyard, as yet, no documents have been seen that confirm this position. As the Parish Council do not own the church yard, there must be some documentation to prove this. Cllr Palmer will liaise with the clerk to send a letter to the church.
Clerk/Cllr Palmer
- 16/981 **Christmas Carols Event**
Cllr Robinson has spoken to the new landlord of the pub, which is opening again on Friday. The landlord is happy to support the Christmas carols event. The date for the event is likely to be Sunday 8th December at 5pm, Cllr Robinson will communicate out the confirmed date.
The Parish Council confirmed that they agreed the purchase of a tree, Circa £80.00.
- 16/982 **Lorry Watch (weekday)**
The date of completing a lorry watch will be confirmed at the next meeting. Members of the public are encouraged to support. Please contact a councillor if you wish to help.
- 16/983 **Link Road – left turn at the bottom of the hill**

Cllr Hunt confirmed that the structure of the road for this is already there (it has been grassed over). The developer currently has no planning permission for this. When WCC adopt the road they will put the left turn in.

16/984 **Pavilion Works – report back from Councillors**

The Pavilion needs significant improvements. Councillors will look at the needs and report back to future meetings. They will feed back to the community.

16/985 **Repairs to North Rd Allotment Entrance**

Councillor Edwards presented the following report to the Councillors:

Report for Parish Council meeting on	4 th November 2019
Subject	Report on Repairs to North Rd Allotment Entrance

1. Purpose of report

1.1 To seek agreement to the repairs to the entrance of North Road allotments and to agree the best value for money quote.

2.0 Information/Background:

2.1 At the 7th October 2019 Parish Council meeting a concern was raised by a resident regarding the allotment gate on North Road which was difficult to open and close. The main problem was the post and fence to the right of the gate was rotten and falling over.

2.2 On inspection it was obvious that the gate was still working but that the post and fence up to the telegraph pole needed to be replaced and, that the resident had used a metal pole to temporarily secure the fence which now needs to be replaced.

3.0 Financial Implications (if any)

3.1 Four quotes have been sought:

S J G Maintenance, Bilton Road, Rugby

- Remove existing gate, all overgrown foliage, rotten fence post, and fence. Supply and Fit suitable gate post, 3 metres of post and rail fencing, new gate hinges, refit the gate. Dispose all items accordingly with environmental waste.

Price for works £695

Price for disposal £65

A 25% deposit to secure agreed dates would be required.

Steve Bryan, Newton

- To remove the ivy from the telegraph pole remove existing gate post, rails and fence post and replace with new materials incorporating a 7"x 7" (x 7ft) gate post .

Materials : 1 x 6ft fence post. Dispose all items accordingly with environmental waste

1x 7ft gatepost
3x 3.6m fencing rails

Total cost £65 + Labour charge £160
Total price £225

Rugby Fencing, Rugby

- No response

Gardner Fencing Ltd, Market Harbourgh

- Take down and remove old gate post, clear ivy and remove post and rail
- Supply and install new 175mm x 175mm gate post concreted in the ground
- Supply and install 3m of new post and 4 rail fencing
- Re hang gate
- Dispose all items accordingly with environmental waste
£340.00 + vat (£68.00)
Total £408.00

4. Recommendations

- 4.1 To agree to the replacement of the fence posts and fencing.
- 4.2 To agree to quote provided by Gardner Fencing Ltd.

Resolved that:

The Parish Council agree to the replacement of the fence posts and fencing.
The Parish Council agree to go ahead with the quote by Gardner Fencing Ltd.

16/986 **To receive Members motions for the next meeting**

- Christmas Carols event.
- Pavilion works.
- Hewitt Tomb
- Lorry Watch.

16/987 **Date of the Next Meeting**

The next meeting of the Parish Council will take place Monday 2nd December 2019 at 7.30pm.

The meeting closed at 8.42pm

Minutes approved and accepted as correct

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Chair

Dated