



PARISH COUNCIL OF CLAVERDON

Minutes for Council Meeting 6th March 2018

Present: Councillors S. Lawton (Chairman): M. Wilcox: H Spiers: P. Bicknell: K Meeson: N Dargan.
13 Members of The Public.

Apologies for absence

Apologies have been received from Councillor D. Middleton, who is away on Holiday: County Councillor J. Horner, who is in Scotland on County Council business: and District Councillor P Richards who has another unavoidable commitment in Birmingham.

Declarations of Interest

During the meeting P Bicknell declared an interest in item 5.4.1 as he resides close to the applicants. No other interests were declared.

1 Minutes of the last Meeting

1.1 On the proposal of The Chairman the minutes of the Council Meeting held on 6th February 2018 were taken as read, approved and later signed as representing a correct record.

2 County Council Matters

- 2.1 General Report - Report not available from County Councillor Horner at the time of the meeting.
- 2.2 February CPC Meeting. State of the Foot Path on Henley Road between Crown & Kington Lane. Requests by residents for the appropriate agency to maintain the footpath highlighted following the recent serious RTA
- 2.3 January CPC Meeting. Update on potential costs of Road Traffic Survey - £8000.sp Response promised.

3 District Council Matters

3.1 General Report- Report not available from District Councillor Richards at the time of the meeting.

4 Public Input

- 4.1 Hobbs Hole Lane- Yarningale. Following a comment made in the last meeting, Rachael Gunningham objected to any fence being used to prevent 4 X 4 and off roaders using the track by Valley Farm to Holywell on the basis that the 4X4 and off roader use was infrequent and a fence may inhibit other users. The situation was raised in the last Meeting as the vehicle use excessively churned the ground, caused ruts and affected accessibility and enjoyment by other users. Councillor Bicknell advised that he had previously had a meeting with Highways and Footpaths which highlighted that the track straddles Stratford and Warwick District Councils. In Warwick, it is an unclassified road, and in Stratford it is a footpath. The outcome of that meeting was that there was to be signage to show it was a no through road and that a post and rail and gate could be installed to prevent access by 4X4 and off roaders but allow access by all other users. To date, neither action has been undertaken, however Councillor Bicknell advised that recent late-night vehicle use of the lane and its advertisement on 4x4 websites as a place to go off-roading has meant that further nuisance and damage has occurred. The meeting agreed that any action taken would be under the guidance of the appropriate agencies and would not inhibit use by walkers, horse riders and cyclists. Rachael Gunningham advised that the track was a BOAT Lane and open to all traffic and so it was determined that the Parish Clerk would ascertain how the track was delineated.
- 4.2 The Parish Clerk advised that he had received a telephone call from a parishioner, Louise Kelleher who was concerned that the land opposite Spiers old yard might be sold to developers or travellers. The Chairman advised that the proposed Neighbourhood Plan, did not require any development within the village and that Warwickshire District Council were not looking for any traveller sites in Claverdon. The Chairman believed development of the land for either use was unlikely.
- 4.3 Steve Burman who was representing his family as landowners adjacent to Claverdon Station, asked what were the intentions of the Parish Council in connection with the Neighbourhood Plan item, "The Parish Council will seek permission to build a car park adjacent to Claverdon station if assurances can be obtained from the rail franchise holders for additional services....". The Chairman recommended that they make a response under the Neighbourhood Plan process directly to the Committee managing the responses whilst the document was still under consultation. As this point in time the Neighbourhood Plan has not been

adopted and therefore the meeting was unable to comment. Steve Burman thanked the meeting for their time and confirmed that the Railway Franchise had made contact and that as the landowners they were not against the possibility of the idea of a carpark.

4.4 Steve Day raised a serious concern over the soil extraction from Spiers Haulage Yard site and whether it met the planning requirements especially as earth had been deposited external to the site. The Chairman undertook to speak to the Planning Officer and requested the Parish Clerk to email the SDC Planning Department to request whether there has been a breach of planning consent and a Stop order if a breach has occurred.

5 **Planning.**

5.1 Update on previously considered applications.

5.1.1 **Land Adjacent to Lakeside, Breach Lane-** 17/03791/FUL - Erection of a detached single-storey dwelling and associated works including the installation of an air source heat pump and solar thermal panels
Application Approved.

5.1.2 **Tally Ho and Beam End, Church Road, Claverdon CV35 8PD – 17/03537/LBC&FUL –**
Demolition of existing and build of new extension as above, and addition of conservation roof windows to rear elevation; minor internal alterations and refurbishment; alterations to car parking area, garden landscaping and paving. Application approved.

5.2 Applications Responded to Inter-meeting

5.3 Applications for Discussion at this meeting.

5.3.1 **The Old Butcher's Shop – 18/00205/FUL -** Demolition, alteration and extension following a change of use and conversion of shop to create a 2-bedroom dwelling; alterations to existing dwelling. The application was discussed, and it was agreed that an objection should be recorded on the grounds that the development fails to maximise the opportunities for the site. Namely, the proposal is a poor development of part of a listed building just to enable an unlisted building to be developed. This proposal would be detrimental to the Conservation area. It was seen as more beneficial to leave the listed building as a separate dwelling and have a separate dwelling located on the site more befitting the Village Design Statement. The Chairman encouraged the applicants to attend the Parish Council Meeting if future applications are submitted.

5.3.2 **The Laurels -18/00443/FUL -** Erection of a detached domestic garage and removal of Scots Pine (T5) and mixed-species Tree Group G3. The application was discussed, and it was agreed to object to the proposal on the grounds that -The building of the house involved the removal of several trees from the site and removal of further trees as would be required in this proposal, in a conservation area is not acceptable The original application for a building on this site included a garage but was not approved with this arrangement and was subsequently withdrawn. It only became acceptable in a reduced form and without the garage. In the Parish Council's response at that time, It was requested that a permanent restriction on further outbuildings should be included to prevent re-instatement of the garage. This request remains.

5.3.3 **CPC Recreation Ground Tree – 18/00371/TREE - T2 (T31A) -** alder – Fell. As the applicant is Claverdon Parish Council, the decision made by the Planning Department will be advised at the next meeting

5.3.4 **Old Vicarage – 18/00361/VARY –** Amended layout. The application was discussed at the meeting with the Applicant in attendance & the decision was made to submit a response of No Representation.

5.3.5 **The Hollies – 18/0411/FUL -** Rear/side extension and raising of roof to create two storey dwelling. As the plans were not available at the meeting, the Parish Clerk will circulate the details to the Councillors and secure a response outside of the meeting.

5.3.6 **The Beech House – 18/00/403/FUL –** Two storey rear extension, front porch and alterations to dwelling. The application was discussed at the meeting and the decision was made to submit a response of No Representation

5.4 *Other Planning Issues*

5.4.1 **Oak Tree Farm, Buttermilk Lane - 17/03451/FUL - Single storey rear extension and erection of barn outbuilding to rear.**

Application discussed at February meeting and the response was agreed to object on the grounds of intrusion into the Greenbelt and over development of the site.

The Applicants attended the meeting to advise that the proposed barn was not overlooked, have a low roof line and is needed to secure equipment to maintain the land for personal equestrian purposes. The Applicants advised that the Planning Officer may require the application to be split into two. Following queries raised by some Councillors and further discussion, it was agreed to withdraw the objection and to make a response to the Planning Officer of No Representation.

5.4.2 **St Michael's Road No 2 – Retrospective permission for the construction of a boundary wall.**

Application was refused on the grounds that it represents an inappropriate form of development in the green belt and is harmful to the openness and visual amenity, and that the 2m high pillars make it too dominant in the street scene.

Noting that there has apparently not been any action taken since refusal of this Application to bring the wall within permitted dimensions, a request was made, at the last meeting, to determine the current situation. It is intended to submit an appeal against the decision but has not yet been undertaken. Some Councillors have received requests from parishioners for an update on resolving the matter. The Parish Council had previously received assurances from the home owner that they would resolve the matter expediently. Following discussion, it was resolved that the Parish Clerk would contact the Planning Case Officer to press for an early resolution

5.4.3 **Claverdon Hall Farm - Proposed Diversion of Public Footpath SD176 following the previous consent of planning application 15/00805/COUQ namely: Prior approval notification for the change of use of agricultural buildings to three dwellings with associated curtilages. Following discussion, the meeting agreed that the footpath should remain in its current location and that the property owner be required to make the footpath passable as per previous requests.**

6 **Neighbourhood Plan**

Update on current situation. The responses received to-date have been circulated to the Neighbour Plan Committee members. The consultation period ends on 9th March 2018.

7 **Recreation Field**

7.1.1 *Update on Planning Application for the pavilion. The Chairman met with the Planning Officer to discuss his concerns over the application. It has been agreed to make certain adjustments and re-submit the revised application. Update at the next meeting.*

7.1.2 *The banner placed on the front of the pavilion was not intended to be permanent. The Parish Clerk to advise Charlie Waterworth to remove the banner and only display on match dates as previously agreed.*

7.1.3 *Councillor Meeson asked whether there would be a committee to oversee the pavilion once all the work had been completed and if so, would a member of the Parish Council be involved. The Chairman believed it would be advisable to have a group with a watching brief and if that happened, it was important to have a Councillor involved.*

8 **Footpaths /Bridlepaths**

9 **Yarningale Common**

9.1 *Mr. J Parrott has requested to remove up to 6 tall, unstable trees from the edge of Yarningale which overhang power lines by his property – Meadow Wood. Following discussion, the request was approved. All costs to be borne by Mr. Parrott.*

9.2 *Request for Easement for water supply to Hobs Hole Cottage.*

An Easement has been requested to install pipework to improve the water supply pressure to the cottage. Costs to be borne by the applicant, Mr. Holt. The meeting discussed the request and agreed to grant the easement.

9.3 *James Ward advised that 2 dogs, in separate incidents, had sustained serious cut injuries whilst on the Common. It would be very useful if the dog owners could let the Parish Clerk know the location they believe the injuries were sustained as the meeting wished to investigate the matter further.*

10 Dorothea Mitchell Hall

- 10.1 Councillor Spiers advised that there is a review of maintenance required at the Hall and that she has requested that the external light for the ramp walkway be prioritised on the list.
- 10.2 The focus remains on the long-term viability of the Hall whilst there are few Wedding Parties booked. Councillor Spiers advised that following a review of finances it was estimated that with the funds currently held, DM Hall may survive for up to 5 years. Bookings remained a priority to secure the future of this important community facility and the installation/use of WIFI was being researched.

11 General Other matters including any arising from Earlier Meetings and not already covered.

- 11.1 Archiving of Parish Council Records.
Following discussion, Councillor Spiers kindly offered to see whether there was any room at DM Hall to accommodate some of the archives. The Chairman requested Margo Key to put a proposal to the meeting for an effective solution.
- 11.2 Councillor Spiers advised that there were surplus funds available to contribute to the Play Area and these funds needed to be deposited. It was agreed that any surplus funds should be deposited with the funds gained from The Village Fete.
- 11.3 Councillor Wilcox raised the issue of increased pavement parking especially by delivery drivers and tradesmen. The Chairman acknowledged his concerns along with the difficulties this posed pedestrians.
- 11.4 It was noted that the Police are undertaking sporadic speed checks in the village and it is hoped that this is a direct result of parishioner input as requested in last Month's Parish Magazine. Thank you to all those residents who have contributed.

12 Post Received

12.1 Alcester North SNT

Weekly update and prompt w/c 4th February 2018 - No Claverdon items. (Circulated by e-mail).

12.2 Warwickshire Police and Crime Commissioner

February Monthly Report. (Circulated by e-mail).

12.3 South Warwickshire Clinical Commissioning Group

Notice of Invitation to 'Have your Say Day on 14th March at Stratford Hospital - and opportunity to keep up to date with what is happening locally in health and care services, listen to the progress that has been made and feedback opinions on current services and help to shape new ones. (Circulated by e-mail, Posted on Noticeboards and website).

12.4 Alcester North SNT

Weekly update and prompt w/c 4th February 2018 - One Claverdon item. Suspicious Circumstances. Langley Road. White van with three men on-board seen acting suspiciously in the area. The men were described as "Indian". (Circulated by e-mail).

12.5 WCC Public Health

Information release regarding £300,000 being spent on Homelessness in The County. (Circulated by e-mail).

12.6 SDC Policy Officer for Older People-

Invitation to attend Senior Citizens Action Network on 24th April 2018 - circulated by email.

12.7 Alcester North SNT

Weekly update and prompt w/c 25th February 2018 - Two Claverdon items. Theft of heating oil, Glebe Road & suspicious circumstances Kington Lane. (Circulated by e-mail).

12.8 CIL training for Parish Councillors

SDC email on Community Infrastructure Levy course and presentation details (Circulated by e-mail).

12.9 SDC – Leisure

Challenge from Sport for the nation to beat one billion steps daily between 17th and 23rd March. New Sport Relief App. Has been released setting up Stratford District League' which can be joined. (Circulated by e-mail).

12.10 WCC via WALC

Notification of release of a 'Rural Growth Plan' for Warwickshire. The plan compliments the ambitions of the Coventry and Warwickshire Strategic Economic Plan which also recognises the potential inherent in the County's rural economy and can be viewed using the link The plan can be viewed at <http://www.warwickshire.gov.uk/ruralplan>. (Circulated by e-mail).

12.11 WCC - Public Health

Public Information Document - Reminder for resident to be good neighbour as freezing temperatures continue. (Circulated by e-mail).

12.12 SDC

Release of Draft Development Requirements Supplementary Planning Document -one of a number of SPDs that accompanies the Core Strategy, and it provides detailed advice and guidance to applicants when submitting planning applications. When finished (adopted), it will be used by Stratford-upon-Avon Council to help reach decisions on whether to approve or refuse planning applications. Included is an invitation to attend two drop in days at Southam on 15th March and Elizabeth House Stratford on 28th March. Comments invited on line or by e-mail. (Circulated by e-mail).

12.13 Local Council Public Advisory Service

notification that the Committee on Standards in Public Life is undertaking a review of Local Government Ethical Standards and a consultation is being undertaken, inviting comment from a wide range of officials etc., including Parish Councillors. Information, submission guidelines, and consultation questions can be found in the consultation document at <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation> (Circulated by e-mail).

12.14 Rural Services Network - forwarded by Councillor J. Horner

e-mail giving link to view the minutes of the West Midlands Regional Meeting held on 12th February at Stratford. Presentations included Local Health and wellbeing in Rural Areas: Technology enabled care in Rural Health Systems. : Long term funding and provision of social care .(Circulated by e-mail).

12.15 Alcester North SNT

Weekly update and prompt w/c 4th March 2018 - One incident reported in Claverdon - Residential Burglary in Church Road, when two males were discovered in the property having entered through the Conservatory. Made off through the hedge in to Langley Road. (Circulated by e-mail).

12.16 Warwick Rural West SNT

Monthly newsletter for March. (Circulated by e-mail).

13 Finance

13.1 To authorise payments due to date, and approve the account projection to end March 2018

Date	Item	Cheque No	Current Account		Deposit Accounts	Total
			Deposits	Debits		
28 Feb 18	Projected Balance		£25,204.01		£36,333.72	£61,537.73
	Payments for Approval					
06 Feb 18	Xtreme Tree Care - Fell Trees adjacent to Dingleberry Cottage	2166		£480.00		-£480.00
15 Feb 18	Severn Trent - Pavilion Water Supply	DDI		£33.54		-£33.54
06 Mar 18	Claverdon PCC - Room Hire for Defibrillator Training	2167		£29.00		-£29.00
06 Mar 18	Opus Energy - Pavilion Electricity Bill to 20th September	DDI		£17.51		-£17.51
06 Mar 18	M.G. Key - February Payment	2168		£242.40		-£242.40
06 Mar 18	R. C. Lees - February Salary and Admin. Expenses.	2169		£528.88		-£528.88
	Item	Amount				
	Salary	£586.00				
	Office Allowance	£18.00				
	Postage	£5.22				
	Travel including 21.0 Vehicle Miles	£9.70				
	Printer Ink Supply	£24.16				
	Lever Arch File and Section Dividers for 2018 - 2019 Accounts	£3.00				
	Less Tax Paid to H.M.R.C. (Cheque No. 2170)	-£117.20				
	Total	£528.88				
06 Mar 18	H.M.R.C. - February PAYE	2170		£117.20		-£117.20
16 Mar 18	Severn Trent - Pavilion Water Supply	DDI		£33.54		-£33.54
	Receipts and /or Transfers					
31 Mar 18	Interest on Reserve and Deposit Accounts				£10.54	£10.54
31 Mar 18	Projected Balance		£23,721.94		£36,344.26	£60,066.20

13.1.2 It was previously agreed with the owner of Dingleberry Cottage that the cost of tree felling was to be shared equally with Claverdon Parish Council. The Parish Clerk advised that the owner did not now want to do this as they maintained that past tree work undertaken with the previous owner of Dingleberry Cottage was borne in full by the Parish Council. The meeting discussed the matter and decided that the owner must adhere to the agreed arrangement that was made prior to felling the tree and that any arrangement with a previous owner did not set a precedent. The Parish Clerk to request the agreed payment to be made.

13.2 To approve the Budget for 2018-19. The meeting discussed the Budget and approved the budget for 2018-2019 as attached.

14 Meeting Dates

14.1 Dates agreed to end of the year are: April 3rd: May 8th (Annual Parish Meeting at 6:30 p.m. followed by Council Meeting): June 5th: July 2nd : September 4th: October 2nd: November 6th: December 4th: January 8th: February 9th: March 2019.

Appendix 1 – 2018 -2019 Budget

Item	2018 - 2019 Proposal			Projection for 2019 - 2020			Projectio for 2020 - 2021		
	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency
Receipts									
Precept including	£26,000		£26,000	£30,000		£30,000	£31,000		£31,000
Recreation Field	£750		£750	£900		£900	£900		£900
Bank Interest	£50		£50	£50		£50	£75		£75
Rent and Easements	£290		£290	£290		£290	£290		£290
Play Areas Grants and Fundraising	£25,000		£25,000			0			£0
Pavilion Re-build Grants	£110,000		110000			0			0
Verges mowing reclaim from SDC	£520		£520	£520		£520	£520		£520
Neighbourhood Plan			£0	£0		£0			£0
Miscellaneous			£0	0		£0			£0
VAT Reclaimed	£31,000		£31,000	£1,000		£1,000	£2,000		£2,000
Total Income	£193,610	£0	£193,610	£32,760	£0	£32,760	£34,785	£0	£34,785

Item	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency
Expenditure									
Administration									
Clerk's Salary	£7,500		£7,500	£7,500		£7,500	£7,500		£7,500
Clerk's & Admin Expenses	£1,200		£1,200	£1,200		£1,200	£1,200		£1,200
Total Administration	£8,700	£0	£8,700	£8,700	£0	£8,700	£8,700	£0	£8,700

	2018 - 2019 Proposal			Projection for 2019 - 2020			Projectio for 2020 - 2021		
Item	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency
Recreation Field									
Mowing	£1,600		£1,600	£1,600		£1,600	£1,600		£1,600
Other Field work	£950		£950	£950		£950	£950		£950
Play Area Maintenance	£200		£200	£200		£200	£250		£250
Playgrounds - create new all ages playground on Station Road Side of Recreation Field.	£35,000		£35,000			£0			£0
Pavilion Refurbishment/Rebuild	£100,000		£100,000	£500		£500	£500		£500
Pavilion Maintenance and Services	£500		£500			£0			£0
Total Recreation Field	£138,250	£0	£138,250	£3,250	£0	£3,250	£3,300	£0	£3,300
Yarningale Common									
Major Work		2000	£2,000	£0	2000	£2,000		2000	£2,000
Mowing	£2,000		£2,000	£2,000		£2,000	£2,000		£2,000
Maintenance	£1,000	1000	£2,000	£1,000	1000	£2,000	£1,000	1000	£2,000
Total Yarningale Common	£3,000	£3,000	£6,000	£3,000	£3,000	£6,000	£3,000	£3,000	£6,000

Item	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency
Other Village Areas									
Village Green and Lye Green	£700		£700	£700		£700	£700		£700
Maintenance of Trees		£1,000	£1,000	£0	1000	£1,000	£0	£1,000	£1,000
Gritting (i.e. provision of Grit bins)		£650	£650	£0	650	£650	£0	£650	£650
CLASP / Road Safety	£5,000		£5,000	0		£0			£0
Verges Including Mowing	£3,500		£3,500	£3,500		£3,500	£3,500		£3,500
Footpaths and Bridlepaths	£1,000	£1,000	£2,000	£1,000	£1,000	£2,000	£1,000	£1,000	£2,000
Tattle Bank		£1,000	£1,000	0	£1,000	£1,000	0	£1,000	£1,000
Total other Village areas	£10,200	£3,650	£13,850	£5,200	£3,650	£8,850	£5,200	£3,650	£8,850
Miscellaneous									
Sundry S137 inc Donations	£750	£250	£1,000	£750	£250	£1,000	£750	£250	£1,000
Neighbourhood Plan			£0	£0		£0			£0
Communications and Noticeboards	£1,000	£500	£1,500	£750	£500	£1,250	£750	£500	£1,250
Subscriptions	£500		£500	£600		£600	£600		£600
Churchyard		£500	£500	0	£500	£500	0	£500	£500
Courses, Seminars & Training	£500	500	£1,000	200	£200	£400	£200	200	£400
Hire of meeting Rooms etc.	£350		£350	£350		£350	£350		£350
Miscellaneous Non-Budgeted		1000	£1,000		1000	£1,000		1000	£1,000
Election Charges		£500	£500	500	£500	£1,000	0	£500	£500
Total Miscellaneous	£3,100	£3,250	£6,350	£3,150	£2,950	£6,100	£2,650	£2,950	£5,600

Item	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency	Anticipated	Contingency	Total Incl. Contingency
Professional									
Legal Charges	£5,000	£2,000	£7,000	0	£2,000	£2,000	0	£2,000	£2,000
Audit Fees	£450		£450	475		£475	£500		£500
Insurances	£650		£650	£650		£650	£650		£650
Bank Charges	£20		£20	£20		£20	£20		£20
Vat payable	£30,000		£30,000	£2,000		£2,000	£2,000		£2,000
General Contingency		£500	£500	0	£500	£500	0	£500	£500
Contingency for Planning Consultancy		£1,000	£1,000	0	£1,000	£1,000	0	£1,000	£1,000
Total Professional	£36,120	£3,500	£39,620	£3,145	£3,500	£6,645	£3,170	£3,500	£6,670
Total Expenditure	£199,370	£13,400	£212,770	£26,445	£13,100	£39,545	£26,020	£13,100	£39,120
Excess of Income over Exp.	-£5,760		-£19,160	£6,315		-£6,785	£8,765		-£4,335