



# **PARISH COUNCIL OF CLAVERDON**

## *Minutes for the Council Meeting of 3<sup>rd</sup> July 2018*

**Present:** Councillor Lawton, Councillor Wilcox, Councillor Middleton, & Councillor Dargan together with 4 members of the public.

### **Apologies for absence.**

Apologies have been received from Councillor Spiers & Councillor Bicknell who have prior engagements & District Councillor Peter Richards who is required to attend a Planning Application meeting. County Councillor Horner & Councillor Meeson were unable to accommodate the change in time of the Meeting to 5pm due to other commitments.

### **Declarations of Interest**

There were no declarations of interest.

## **1 Minutes of the last Meeting.**

1.1 On the proposal of The Chairman, the minutes of The Council Meeting held on 5<sup>th</sup> June 2018 taken as read, approved by the Councillors present and later signed as representing a correct record.

## **2 County Council Matters**

2.1 General Report

2.2 Road Safety – Consideration of better road safety measures at The Green and the potential funding by the Parish Council of the design element of any proposal was carried over to the next Council Meeting.

2.3 Feedback on the speed data requested from the Police to support the last recording of traffic speed through The Village. Councillor Horner circulated emails to the Parish Council just prior to the Meeting and after consideration of their content, will be included in the next Parish Council meeting on 4<sup>th</sup> September 2018

2.4 Road traffic survey – costs £3000. Dependant on the analysis of the feedback from the Police speed data recordings, consideration is to be given to WCC funding a Road Traffic Survey.

2.5 State of the pavement on Henley Road between the Crown & Kington Lane. Following the Meeting, Councillor Horner shared the response from John Brown at WCC (dated 3 July) who advised that the defects have been raised by the Delivery Team with the Council's Contractors regarding the accumulation of general debris/grass collected at the back of the foot way which are to be removed to expose the foot way's full width and are awaiting resources to be allocated. John Brown also confirmed that he has shared the content of the risk report with his Managers. It is hoped that this will prioritise the matter. Councillor Dargan highlighted hedges encroaching onto the pathway and bulging walls which require attention by the relevant landowners.

2.6 Update from the Chairs & Clerks Meeting of 27<sup>th</sup> June 18. In Councillor Horner's absence, the Parish Clerk gave a brief overview of the meeting & highlighted the availability of the Councillors Community Grant scheme. Councillor Horner has encouraged Parish Council's to apply for £1,000 of the fund for a capital project within their community. The Chairman highlighted that the Parish Council were being asked for money by the Neighbourhood Watch, for possible PCSO funding and for the Recreation Ground. The Councillors to consider which project should be used in the application for £1k well before the closing date of 31<sup>st</sup> August 2018.

## **3 District Council Matters**

3.1 There was no District Council report for this month.

## **4 Public Input**

4.1.1 Members of the public noted that though the Police were performing speed checks, these were being done at the quieter times of the day and they did not vary their location/s. Councillor Dargan explained that safety of the Police Officers had to be understood, however, Councillors undertook to ask Councillor Horner if it was possible for the Police to include speed checks in the rush hour and include checks in the 40-mph zone on entering The Village from Warwick to Henley in Arden.

- 4.1.2 Residents present at the meeting raised concerns over the state of The Village, namely the number of weeds in the Surgery car park, the state of the play areas at the Recreation Ground, and the condition of the notice boards.
- 4.1.3 Weeds in the Surgery Car Park -Councillor Middleton, a trustee at Dorothea Mitchell Hall, who are responsible for the car park, advised that the weeds would be addressed when the barrier was installed to prevent cars running onto the neighbour's fence when parking.
- 4.1.4 Recreation Ground - The Chairman explained that as part of the extension & refurbishment of the pavilion at the Recreation Ground, the children's play areas will be refurbished. See item below regarding proposed repairs to fences surrounding the play areas.
- 4.1.5 Parish Council Notice Boards. The condition of the board situated at the front of Dorothea Mitchell Hall was discussed in the last Meeting and The Chairman advised that its location is under review and will be replaced when the new location is confirmed. The preferred site is outside the Community Shop. The item is covered under point 11.1 below. Georgina Graham said that the notice board situated on St Michael's Road was too high, contained erroneous notices and looked untidy. The Parish Clerk advised that a quote had been received to paint the notice board & the bench and provide planters. All of which were for consideration by the Parish Council at agenda item 12.1, but this would not involve lowering the height of the board. Georgina Graham wanted it included in the minutes that she objected to the location of the board and wanted it moved. The Chairman advised that the board had been there for a considerable number of years and that the Parish Council would consider improvements, but no consideration would be given to moving the board as it was of use to other residents in that area.
- 4.1.6 The turning into the Surgery & DM Hall off the A4189 when coming from Warwick, is hampered by a spur of land on the corner. The matter has been raised previously and the Chairman asked for it to be included in the minutes so that Councillor Horner could be made aware and for it be included on the next Agenda.

## 5 **Planning.**

### 5.1 Update on previously considered applications.

- 5.1.1 Little Orchard, Station Road – 18/01095/TPO. The application to remove dead wood, cut and fell certain trees was approved on 7<sup>th</sup> June 18.
- 5.1.2 Tattlebank House, Kington Lane – 18/01170/VARY. Variation of condition no.2 of planning permission reference 17/02015/FUL dated 25 August 2017 to allow for increase in height (500mm) of detached garage. The planning application was approved on 13<sup>th</sup> June 2018
- 5.1.3 Heart of England Farms, Henley Road – 18/00746/FUL. Demolition of existing game bird rearing building. Erection of new building on the same site to be used in connection with hatchery operations including incubators and storage of packaging. The planning application was approved with conditions on 15<sup>th</sup> June 2018.
- 5.1.4 The Old Vicarage, Church Road, Claverdon – 18/01324/TREE. T1 -Cedrus Atlantis Glauca, T2 - Norway maple and T3 - Taxus Baccata - Crown lift to 4 metres & T4 - holly – Fell. The application was approved on 19<sup>th</sup> June 2019.

### 5.2 Applications Responded to Inter-meeting

None were considered between meetings

### 5.3 Applications for Discussion at this meeting.

- 5.3.1 Claverdon Hall Farm – 18/01702/COUQ. Notification for prior approval for the change of use of an agricultural barn into a single dwelling including associated operational development under Class Q(a) and Class Q(b) of the GDPO. See below
- 5.3.2 Claverdon Hall Farm – 18/01758/COUQ. Agricultural Storage Notification for prior approval for the change of use of an agricultural barn into a single dwelling including associated operational development under Class Q(a) and Class Q(b) of the GDPO. See below
- 5.3.3 The Councillors reviewed the plans for both the applications at Claverdon Hall Farm along with the previous grounds upon which Stratford District Council refused planning at the site, and after due consideration decided that the Parish Council could not pass the plans as the details submitted were inadequate and requested the Parish Clerk draft an objection for their consideration. In the meantime, the Chairman said that he would contact Mr. John Barnes to seek a meeting with him or the property owner as the site is an eyesore and there does need to be a resolution.

## 5.4 Other Planning Issues

- 5.4.1 The Old Butchers Shop. The Chairman advised that there had been a formal complaint to SDC over the shoddy way that the applicants had been treated, how they had been pushed from pillar to post and that he supported the applicants in their complaint. The Chairman wants senior planners at SDC to come to a meeting to explain their rudeness to the applicants and why they are now requesting the site be re-marketed as a shop.
- 5.4.2 Building works at Langley Road. No further update has been received since the objection was lodged.
- 5.4.3 Councillor Wilcox requested the Parish Clerk obtain an update on The Fieldings from the Enforcement Officer

## 6 **Neighbourhood Plan**

A meeting was held on 14<sup>th</sup> June 18 with Neil Pearce present. Another meeting is planned 9<sup>th</sup> July to agree which of the SDC comments are not accepted, & to consider the content and reference to the Village Design Statement within the Neighbourhood Plan, and then produce a revised Neighbourhood Plan document for Neil Pearce to consider alongside the unadopted SDC comments.

## 7 **Policing**

- 7.1 Note in the next Parish Magazine that It is important that all incidents are reported to 101, as the Police use the statistics provided from 101 calls to allocate their resources.

## 8 **Recreation Field**

- 8.1 The fence surrounding the over 8's play area is collapsing in places. After discussion regarding future plans, Councillors decided not to reinstate the fence.
- 8.2 The fence surrounding the aged 7 and under play area is collapsing. Councillors agreed that the fence should be repaired to enable the gate to be closed and approved a spend up to £200.
  - 8.2.1 Grant funding for the Recreation Ground Pavilion extension. The Chairman has provided the football and cricket clubs with an estimate of £120k for the pavilion extension and £60k for the play area refurbishments and encouraged them to seek agreements in principle from the potential sports grant organisations they have consulted. The Chairman will invite tenders for the pavilion extension to support formal applications for grant funding to be obtained by the Sports Clubs. Councillor Dargan requested consideration be given to a separate meeting to progress grant funding.
- 8.3 The Chairman will check whether a planning application is needed to accommodate an enlarged play area and removal of the mound.
- 8.4 Agreements with Sports Clubs using the Recreation Ground – a sample draft contract is awaited by Parish Clerk. Councillor Dargan enquired about the income and costs sustained by the Parish Council in providing the Recreation Field facilities and sought a review prior to work commencing. The Parish Clerk to produce a profit & loss account for The Recreation Field over the last 2 years for consideration prior to the next meeting.

## 9 **Footpaths /Bridlepaths**

- 9.1 Strimming the bridleway from Lye Green Road opposite Claverdon Hall to Common Lane. Parish Clerk to secure a quote for approval and work to undertaken in July.
- 9.2 Maps detailing the parish footpaths & bridleways. Parish Clerk to ascertain whether there is still an account with Ordnance Survey. The Chairman will bring to the next meeting the Range Master maps for the area. The aim is to extend the notation of public highways beyond the boundaries of the parish, and to update the map before seeking graphic design input to produce up to date and more usable maps in a cost-effective manner.

## 10 **Yarningale Common**

### 11 **Dorothea Mitchell Hall**

- 11.1 The Parish noticeboard situated at the approach to DM Hall needs replacing and re-siting. Councillor Middleton & Councillor Spiers to write to the other Trustees of Dorothea Mitchell Hall to seek their agreement to the re-siting of the Board close to the Community Shop and the Tennis Courts. The Parish Clerk to secure quotes for a replacement board that allows one side to be lockable for consideration by the Councillors. The new board could be considered for the Councillors Grant award scheme.

- 12 General Other matters including any arising from Earlier Meetings and not already covered.**
- 12.1 Gardening Group - Planters for the area on the corner of St Michael's Road. The planters recommended by the Gardening Group amount to £398.00 for 2 off size 1400X430X360 and have a 10-year timber guarantee. The bench and notice board are looking tired -estimate to rub down, prepare & paint with water proof stain is £133 plus vat. The Councillors considered the proposal and the associated costs and approved the work to be undertaken.
- 12.2 Claverdon K6 Telephone Kiosk – Mr & Mrs. Morgan, who were present at the Meeting, had responded to the article placed in the Parish Magazine and had provided various useful suggestions for the ongoing use of the telephone kiosk. The suggestion of re. siting & using the telephone kiosk as a notice board had the most appeal to Councillors. The previous unacceptable cost estimate for the work can be shared with Mr. Morgan and consideration will be given to any alternative methods of renovation sent to the Councillors by Mr. Morgan. Councillor Middleton advised that the telephone kiosk is not attached to any premises.
- 12.3 Street sign cleaning – the email from D Packwood trying to organise a volunteer group to perform a sign spring clean had already been circulated to Councillors. The Parish Clerk to write to Mr. Packwood to advise that the Parish Council would support a concise article being placed in the Parish Magazine for a volunteer group.
- 12.4 Mowing Contractors – Lye Green & the Verges. The Councillors considered the work performed by the new contractors, the wet April and the conditions that caused and resolved to retain the current contractors for the remainder of the season. An additional cut will be performed in some areas in July, with more focus being requested on strimming into the hedge line where grass has grown high.

**13 Post Received**

**John Horner - Arden Division - June Report**

- 13.01 Warwickshire has a higher than national average of male suicides, so NHS England have provided extra resources to reduce the numbers. The Communities team are raising awareness of support for carers. The funds for small road safety schemes can be easily consumed by high costs charged by Utility Companies for pipe alterations and lighting.

**Warwickshire CC notification of Councillors Grant Fund**

- 13.02 Email detailing the scheme for The County Councillors Grant Fund and workshops being held by Warwickshire CAVA

**FW: Alcester Police North SNT. Latest Weekly Report. Sunday 10th June 2018**

- 13.03 Suspicious Circumstances. Kington Lane, Claverdon. White Van seen parked unattended in Layby. Caller concerned that this was suspicious as it was unusual and also the layby is near to premises that has been subject to crime. The last three letters of the registration was 'HWN'. Full details passed to police. No offences disclosed

**FW: Alcester Police North SNT. Latest Weekly Report. Sunday 17th June 2018**

- 13.04 Nothing to report re. Claverdon, however specific guidance given re. Scrap Collectors and the licenses they should display, advice on preventing theft of wheelie bins and managing nuisance calls.

**John Horner - date & agenda for Chairs & Clerks Meeting on 27th June**

- 13.05 Agenda covers Policing, Communities Grant & Small Road Safety Projects

**John Crossling - WALC.**

- 13.06 New initiative for reporting traffic offences. "Operation Snap" is reporting system for poor and dangerous driver behaviour from dashboard cameras.

<https://www.warwickshire.police.uk/operationsnap>

**Warwickshire Rural Watch Alerts - Burglary in Yarningale Common**

- 13.07 Incident 251 of 20 June – At 12.30pm on 20 June, offenders broke into a home in Ossetts Hole Lane, Yarningale Common. Several watches were stolen.

**Green Spaces for Good: Fields in Trust e-Bulletin June 2018**

- 13.08 Bulletin supporting the Parks Charter, Green spaces, a new walking app & sites of specific interest.

**14 Finance**

- 14.1 To authorise payments due to date, and approve the account projection to the end of July 2018

Date	Item		Current Account		Deposit Accounts	Total																				
		Cheque No	Deposits	Debits																						
<b>30 Jun 18</b>	<b>Balance</b>			<b>£34,001.21</b>		<b>£70,384.13</b>																				
	<b>Payments for Approval</b>																									
21 Jun 18	Claverdon Gardening Group - Plants for village planters	2197		£118.30		(£118.30)																				
3 Jul 18	WALC - Fees for Clerks Toolkit Training on 10th July	2198		£15.00		(£15.00)																				
3 Jul 18	Farthing Properties Limited - Inspection cover replacement at Recreation Ground	2199		£108.00		(£108.00)																				
3 Jul 18	HMRC - June PAYE for M Key	2200		£107.00		(£107.00)																				
3 Jul 18	M Key - net salary for June 18	2201		£428.65		(£428.65)																				
	<table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Office Allowance</td> <td>£18.00</td> </tr> <tr> <td>Stationary</td> <td>£5.25</td> </tr> <tr> <td>HP Instant Ink for Printer</td> <td>£21.99</td> </tr> <tr> <td>Travel Including 55.0 Vehicle Miles</td> <td>£24.75</td> </tr> <tr> <td>Postage</td> <td>£2.11</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£72.10</b></td> </tr> </tbody> </table>	Item	Amount	Office Allowance	£18.00	Stationary	£5.25	HP Instant Ink for Printer	£21.99	Travel Including 55.0 Vehicle Miles	£24.75	Postage	£2.11							<b>Total</b>	<b>£72.10</b>					
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<b>3 Jul 18</b>	M G Key - Clerk's June expenses	2,203		£72.10		(£72.10)																				
15 Jul 18	STWA Water Plus - Water at Pavilion for July 18	DD		£26.43		(£26.43)																				
6 Jul 18	Opus Energy- Electricity at the Pavilion for 22/5/18 to 20/6/18	DD		£19.91		(£19.91)																				
3 Jul 18	Avon Planning Services Ltd - Neighbourhood Planning Consultancy Costs 12-3-18 to 20-6-18	2202		£360.00		(£360.00)																				
3 Jul 18	Claverdon Garden Services - Mowing Recreation Ground 5 weeks in June	2204		£375.00		(£375.00)																				
3 Jul 18	Perennial Landscapes Ltd - mowing Lye Green, the verges for June & Mowing & clearing by Sadelbow Lane	2205		£588.00		(£588.00)																				
	<b>Receipts and/or Transfers</b>																									
	Interest on Reserve and Deposit Accounts				£17.09	£17.09																				
Date	Item	Cheque No	Current Account Deposits	Debits	Deposit Accounts	Total																				
<b>31 Jul 18</b>	<b>Balance</b>		<b>£31,782.82</b>		<b>£36,400.01</b>	<b>£68,182.83</b>																				

14.2 Bank Reconciliation schedule. The bank reconciliation was reviewed by Councillors and accepted with Councillor Wilcox & Councillor Dargan signing the reconciliation

14.3 Expenditure Schedule was reviewed by Councillors

Claverdon Parish Council Accounts for the Year to 31 March 2019 - Interim Report

ITEM 14.3 - AGENDA 3-7-18	Budget for the Year	Actual as at 3/07/18	(Actual income & payments are from 1/4/18 to 3/7/18)
<b>Income</b>			
<i>Precept</i>	£26,000.00	£13,000.00	<i>First half of precept received</i>
<i>Recreation Field (Clubs Etc.)</i>	£750.00	£250.00	<i>Payment for fees from 17/18 season-Midland Rangers</i>
<i>Bank Interest</i>	£50.00	£34.82	
<i>Miscellaneous</i>	£0.00	£0.00	
<i>Playgrounds Grants and Fundraising</i>	£25,000.00	£0.00	
<i>Pavilion Re-build Grants</i>	£110,000.00	£0.00	
<i>Verges mowing reclaim from SDC</i>	£520.00	£0.00	
<i>Rent and Easements</i>	£290.00	£0.00	<i>Wayleave</i>
<i>VAT Reclaimed</i>	£31,000.00	£4,643.88	<i>Vat reclaimed from 16/17 &amp; 17/18</i>
<b>Total</b>	<b>£193,610.00</b>	<b>£17,928.70</b>	
<b>Expenditure</b>			
<i>Administration</i>			
<i>Clerk's Salary</i>	£7,500.00	£2,495.95	<i>M Key -payments for March, April, May &amp; June +R lees payment</i>
<i>Clerk's &amp; Admin Expenses</i>	£1,200.00	£401.73	
<b>Total</b>	<b>£8,700.00</b>	<b>£2,897.68</b>	
<i>Recreation Field</i>			
<i>Mowing</i>	£1,600.00	£975.00	<i>Costs to end June</i>
<i>Playgrounds - create new all ages playground on Station Road Side of Recreation Field.</i>	£35,000.00	£0.00	
<i>Pavilion Refurbishment/Rebuild</i>	£100,000.00	£1,009.20	<i>Bainbridge &amp; Co Architect fees for Planning re. Claverdon Cricket Pavilion</i>
<i>Other General Maintenance and Field work</i>	£1,650.00	£343.78	<i>Water, electricity &amp; repair to manhole</i>
<b>Total</b>	<b>£138,250.00</b>	<b>£2,327.98</b>	
<i>Yarningale Common</i>			
<i>Mowing</i>	£2,000.00	£925.00	<i>1 of 2 mowing cycles conducted</i>
<i>General Maintenance</i>	£1,000.00	£45.00	<i>Strimming done 17/10/17 &amp; paid for this year</i>
<b>Total</b>	<b>£3,000.00</b>	<b>£970.00</b>	
<i>Other Village Areas</i>			
<i>Verges and Lye Green Mowing</i>	£3,500.00	£850.00	<i>This is for the mowing of the verges, some of which is recoverable from SDC later in the year</i>
<i>Trees, Footpaths and Gritting, Village and Lye Green Maintenance</i>	£6,700.00	£118.30	<i>Plants for Village planters</i>
<i>Tattle Bank</i>		£0.00	

<i>Total</i>	<b>£10,200.00</b>	<b>£968.30</b>	
<i>Miscellaneous and Professional</i>			
<i>Professional Costs</i>	£6,120.00	£637.91	<i>Expenditure is the annual insurance policy. Budget includes £5k for legal expenses VAT incurred, Neighbourhood Plan costs &amp; WALC Subscription</i>
<i>General other costs</i>	£33,100.00	£1,833.93	
<i>Total</i>	<b>£39,220.00</b>	<b>£2,471.84</b>	
<i>Total Expenditure</i>	<b>£199,370.00</b>	<b>£9,635.80</b>	
<i>Surplus / Deficit</i>	<b>-£5,760.00</b>	<b>£8,292.90</b>	

**15 Meeting Dates**

15.1 Dates agreed to end of the year are: **4<sup>th</sup> September 2018, 2<sup>nd</sup> October 2018, 6<sup>th</sup> November 2018, 4<sup>th</sup> December 2018, 8<sup>th</sup> January 2019, 5<sup>th</sup> February 2019, 5<sup>th</sup> March 2019, 2<sup>nd</sup> April 2019.**