



PARISH COUNCIL OF CLAVERDON

Minutes of the Council Meeting – 8th May 2018

Present Councillors N Dargan: D Middleton: M. Wilcox: H Spiers: P. Bicknell: K Meeson:
11 Members of The Public. Councillor S Lawton, and County Councillor J Horner attended part of the Meeting due to other Council commitments.

Apologies for absence.

Apologies have been received from Peter Richards who has a Council Group AGM which he is obliged to attend.

Declarations of Interest

There were no declarations of interest made at the Meeting

1 Election of Officers for the year 2018 – 2019

In the absence of Councillor Lawton from the start of the Meeting, Councillor Dargan commenced the Meeting

1.1 Election of Chairman

Councillor Dargan asked if there had been any Nominations for the post of Chairman. The Parish Clerk confirmed she had received no written nominations. Councillor Dargan asked the Councillors for their nominations. Councillor Dargan & Councillor Wilcox nominated Councillor Lawton. Putting the matter to the vote, this was passed with all in favour.

1.2 Election of the Vice-Chairman

Councillor Dargan said he would be pleased to remain in the position. No other nominations had been received and so it was put to the vote and unanimously carried in favour of Councillor Dargan retaining Vice Chairmanship.

1.3 Election of the Responsible Finance Officer

Councillors Spiers and Middleton nominated Councillor Wilcox to continue as Responsible Finance Officer. This was put to the vote and all were in favour.

The Meeting continued with the Vice Chairman, Councillor Dargan chairing the meeting.

2 Minutes of the Last Meeting

2.1 On the proposal of The Vice Chairman the minutes of the Council Meeting held on 3rd April 2018 were taken as read, approved and later signed as representing a correct record.

3 Public Input

3.1.1 Claverdon WhatsApp Group – The Keep ‘em’ Peeled Report submitted by Paul Johnson had been circulated with the Agenda. The combined WhatsApp Group & Neighbourhood Watch are focusing on increasing the membership of the Neighbourhood Watch, ANPR Cameras and the possibility of expanding privately owned CCTV systems to cover public roads/areas. Paul Johnson asked whether the Group and its proposals had Parish Council support & whether the Parish Council could provide financial assistance for these initiatives. Councillor Dargan advised that the Group did have the backing of the Parish Council, however any financial support would require a formal proposal being submitted to the Parish Council for its consideration. Paul Johnson said they were looking at the ANPR system, costs and effectiveness at Barston. They would review the findings and potentially use the model in their proposal to the Parish Council. The Group acknowledged that fund raising activities would also be needed as ANPR systems cost circa £47k. Councillor Wilcox advised that the precept was £26k for a year and depending on the scale of the funding it may require Parishioner backing via a referendum and need to be included in a budget. Councillor Horner advised that the extension of privately owned CCTV covering public areas can be used by the Police and they routinely request the information. Councillor Meeson recommended seeking agreement with neighbours before extending your own CCTV cameras to public areas and if used advisedly, they were effective. The Vice Chairman agreed that the Parish Council would look at a written, costed proposal from the Group, however it would be considered in conjunction with finances, logistics, the legal requirements and the Parishioner input.

4 **Planning.**

4.1 Update on previously considered applications

- 4.1.1 19 Glebe Road Claverdon – 18/00222/FUL. Front single storey extension to bedroom & new porch extension. The planning application was granted with conditions on 22nd March 2018.
- 4.1.2 The Old Vicarage Church Road Claverdon CV35 8PD - Variation of condition no. 2 of planning permission reference 17/00888/FUL to substitute the plan numbers to amend the layout and elevations of the approved dwelling. Original description of development: Construction of a detached bungalow and associated site landscaping. Approved with conditions on 9th April 2018.
- 4.1.3 Yarningale Farm, Yarningale Common – 17/00286/FUL & 17/0287/LBC – Repairs alteration & Extension. Advice was received on 18th April 2018 that the application has been withdrawn.
- 4.1.4 Claverdon Cricket Ground, Langley Road Claverdon – 17/03245/FUL. Proposed single storey extension to pavilion plus patio area. The planning application was granted 19th April 2018.
- 4.1.5 The Laurels, Henley Road – 18/00443/FUL. Erection of a detached garage. The Planning Permission was refused by SDC on 27th April 2018. Councillors had concerns over whether 2 Scots Pines had been removed without permission. The Parish Clerk was asked to ascertain the position in respect of trees at the site.
- 4.1.6 The Hollies, Park Drive – 18/00411/FUL. Rear/side extension & raising roof to create a 2-storey extension. The Planning Application was approved on 1st May 2018.
- 4.1.7 The Barn, Kington Lane – 18/00592/FUL – Proposed detached garage & store. Planning permission was refused by SDC on 3rd May 2018.

4.2 Applications Responded to Inter-meeting

- 4.2.1 Oak Tree Farm Buttermilk Lane – 18/00985/FUL. Single storey rear extension to the house. After consideration by the Councillors, a response of No Representation was submitted.
- 4.2.2 Little Orchard, Station Road, Claverdon, - 18/01095/TPO. To the removal of 1 oak, 1 ash, 1 hawthorn, & work on 12 other trees removing deadwood and/or other work. Species being oak, ash, cherry, Douglas fir, yew, holly. After consideration by the Councillors, a response of No Representation was submitted

4.3 Applications for Discussion at this meeting

- 4.3.1 **Claverdon Hall Farm, Lye Green** – 18/01068/COUQ. Conversion of Agricultural Buildings to residential dwelling. After consideration by Councillors, it was agreed to make no representation providing this did not conflict with the consultation Councillor Lawton is involved with on the re direction of the public footpath
- 4.3.2 **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 amended design of detached garage. The original description of development was *Demolition of existing dwelling and outbuildings; erection of replacement dwelling, swimming pool and detached garage*. The details having been circulated prior to the Meeting, the Councillors reviewed the documentation provided and after consideration agreed that insufficient details of the increase in height of the building had been given, and therefore objected to the Planning Application based on any increase in height.
- 4.3.3 **Old School House, Langley Road** – 18/01175/FUL Demolition of Conservatory and construction of two-storey rear extension. The details were circulated to Councillors prior to the Meeting. The Councillors reviewed the documentation provided at the Meeting and after discussing the aspect of the site, the flat roof construction and the appearance of the proposed exterior cladding compared to the style and construction of the existing building, agreed that an Objection should be recorded as the response to the Planning Application on the grounds that the flat roof and the exterior design and proposed materials were contrary to Claverdon Village Design Statement and not in keeping with its surroundings, considering its proximity to the Recreation Ground.

4.4 Other Planning Issues

- 4.4.1 **Building Works at Langley Road.** It is noted that Steven Day reported the excessive soil removal at this site to Stratford District Council (SDC) some 2 weeks prior to the Parish Council Meeting on 3rd April. It was only after CPC advised of the soil removal that a Stop Order was placed upon that activity at the site. Steven Day asked whether a retrospective application had been received from SDC for the soil removal. The Parish Clerk advised that nothing had been received. Councillor Meeson reflected the opinion of the Councillors that the desired outcome was to restore the natural state of the area affected at the site. Councillor Spiers raised her concern over the amount of standing water at the site following the removal of the soil. The Parish Clerk was requested to write to the Enforcement Officer about the absence of a request for retrospective planning, the desire for the affected area to be restored back to its natural state

and the concern that if building work continues without the retrospective planning, will it reach a stage when to restore the state of the natural surroundings may not be possible.

4.5 Councillor Wilcox raised a concern over a field on Breach Lane being substantially covered in hardcore and asked that the matter be raised to Stratford on Avon Planning Department.

5 Policing

This was covered at Public Input 3.1 and the Neighbourhood Watch presentation given at the Annual Meeting.

6 Recreation Field

The invoice for the Architect Fees of £1009.20 for with the successful planning application at the Recreation Field has been listed below for payment.

6.1 It was noted by Councillors that the Jump In sign displayed on the Pavilion had not been taken down. The Parish Clerk is to contact Charlie Waterworth.

7 Footpaths /Bridlepaths

No items were raised for discussion.

8 Yarningale Common

The Common & surrounding areas are due to be mown in May. This is later than previous years as the wet weather has prevented cutting and clearing.

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

9.1 **Agenda Item 2.2 – 3rd April Minutes. County Council Matters.** The state of the footpath on Henley Road between The Crown and Kington Lane. Councillor Horner has received a response from Footpaths Dept. The volunteer team that maintains footpaths has more work than it can manage. Councillor Horner's recommendation is to use Parish funds to pay for a Community payback team. Councillors discussed this proposal and rejected the recommendation claiming that the responsibility lay with Warwickshire County Council Highways Dept. The Parish Clerk was asked to draft a response for circulation to the Councillors for consideration.

9.2 **Agenda item 2.3 – 3rd April Minutes. County Council Matters.** The Road Traffic Survey Costs are circa – Legal Fees £500, Advertising Costs-£400, TRS Staff costs (37 hours) £2035, Contingency- £65. Total estimated cost £3000. These are typical costs and each survey can vary. Councillors reviewed the cost breakdown and thanked Councillor Horner for securing the information. Councillors agreed that as these costs were significantly lower than the previously advised £8k, they requested this be placed on the next meeting agenda to ascertain funding opportunities.

9.3 **Parish Notice Boards** - Councillor Lawton noted that the Parish Notice Boards contained advertising material for services outside of the Parish, adverts that were out of date and that the boards looked untidy. The Parish Clerk review the content of the Boards monthly.

9.4 **Telephone Box T6**– Councillor Lawton advised that he had received some costing associated with the renovation and potential re-siting of the Telephone Box and requested this be an agenda item for the next meeting.

9.5 **Defibrillators** – Councillor Spiers advised that the defibrillator at The Crown public house was operational and details of its existence were already on social media. Councillor Spiers wanted to thank the Football Club for sponsoring the fitting of the defibrillator at The Crown.

9.6 **Mowing** – The verges & Lye Green. Councillor Wilcox & Councillor Meeson raised issues over the thoroughness of the first mow with new contractors in some areas. Councillors acknowledged that the extensive wet weather delaying mowing had affected the quality of the mow. The Parish Clerk is meeting with the contractors later in the month to discuss the matters raised.

- 10 Post Received**
Alcester North SNT
- 10.01** Suspicious circumstances on Langley Road and Claverdon Road, along with damage to a car in Langley Road. Outcome of 2 serious burglaries in other areas noted
Civic Voice.
- 10.02** Engaging Young People in Heritage - Birmingham Workshop. 18th April 2018
Alcester North SNT
- 10.03** One incident of attempted burglary in Kington Lane - 3 men attempted access to a works van. Have received "Countryside Voice" and CPRE magazine for circulation.
WALC April Newsletter
- 10.04** NALC engagement with the community & WALC Annual Membership forms
17/18 Annual Report for Arden Division from County Councillor John Horner
- 10.05** Report covers local economics, policing, roads & public health
April Cyber Scam Update
- 10.06** Report on recent scans in and around the Warwickshire Area
April Report from Philip Seccombe
- 10.07** Updates on Traveller encampments and the new Policing Model
Alcester North SNT
- 10.08** 2 incidents of suspicious circumstances in Glebe Road and Kington Close
SDC Planning Department - John Crossling
- 10.09** Advice on how to sign up for early electronic notice of planning applications lodged with SDC - daily alert email
Agenda for Planning Committee (West), Wednesday, 25th April 2018, 6.00 p.m.
- 10.10** The Laurels is on the Agenda -CPC objected to planning consent
Email from John Horner re. Lengthsman Scheme
- 10.11** Summary and outcome of the findings of a trial in Rugby of 7 Parishes using Lengthsman between Jan 15 & Dec16.
- 10.12** **Email from Alex Chamberlain - Claverdon School. re. Old Boys Field on Breach Lane**
The email trail highlights that that despite requests it appears that the Public Liability Insurance for use of the field is not in place for this current year.
Alcester North SNT
- 10.13** Report dated 22 April did not show any items for Claverdon
VASA Volunteer Organisation
- 10.14** VASA provided details of their service and a request to be considered for any funding opportunity. MK to place details of VASA within the Notice Boards
- 10.15** **Alcester North SNT**
Report dated 29th April 2018. Suspicious circumstances in Kington Lane and a Burglary in Church Road
- 10.16** **Calor Gas**
Calor give Rural Communities project funding up to £5k. Parish Clerk to obtain more details.
- 10.18** **Email from John Horner re. new Pothole reporting link**
<https://www.warwickshire.gov.uk/reporhighwayproblem>
- 10.19** **FW: Alcester Police North SNT. Latest Weekly Report. Sunday 6th May 2018**
Suspicious circumstances in Kington Lane & Police concerns over theft and inappropriate use of wheelie bins
- 10.20** **3 emails from Rachel Gunningham - Unhappy with 3rd April draft minutes.**
Emails and response submitted 6th May to Rachel Gunningham

11 Finance

11.1 On the proposal of the Vice Chairman the payments due to date and those projected to the end of May 2018 as detailed below were approved.

| Date | Item | Cheque No | Current Account | | Deposit Accounts | Total |
|-------------|--|----------------|-----------------|-----------|------------------|-------------|
| | | | Deposits | Debits | | |
| 30 Apr 18 | Balance | | £22,100.84 | | £36,365.23 | £58,466.07 |
| | Payments for Approval | | | | | |
| 11 Apr 18 | Recreation Ground Fees for 17/18 season. Midland Rangers | | £250.00 | | | £250.00 |
| 23 Apr 18 | AZ Management Solutions Ltd - Red Lion Voucher for R Lees Retirement | 2177 | | £100.00 | | (£100.00) |
| 26 April 18 | SDC - Precept receipts. First half of 18/19 | BACS | £13,000.00 | | | £13,000.00 |
| 1 May 18 | Xtreme Tree Care | 2178 | | £80.00 | | (£80.00) |
| 1 May 18 | WALC Annual Subscription 18/19 year | 2179 | | £467.00 | | (£467.00) |
| 1 May 18 | WALC - Governance Publication & Fees for Clerks Toolkit Training | 2180 | | £18.00 | | (£18.00) |
| | M Key April Expenses | Amount | | | | |
| | Office Allowance | £18.00 | | | | |
| | Postage | £7.78 | | | | |
| | Travel including 60.0 Vehicle Miles | £27.00 | | | | |
| | Car Parking | £2.00 | | | | |
| | HP Instant Ink for Printer | £17.99 | | | | |
| | Stationary | £5.26 | | | | |
| | John Lewis Voucher-R Lees Retirement | £100.00 | | | | |
| | Total | £178.03 | | | | |
| 2 May 18 | April expenses | 2181 | | £178.03 | | (£178.03) |
| 2 May 18 | M Key April Salary | 2182 | | £420.08 | | (£420.08) |
| 5 May 18 | HMRC April PAYE. M Key | 2183 | | £105.00 | | (£105.00) |
| 6 May 18 | Electricity for Pavilion 22/3/18 to 20/4/18 | DDI | | £18.61 | | (£18.61) |
| 15 May 18 | STWA- Water supply to pavilion | DD | | £26.43 | | (£26.43) |
| 2 May 18 | Sarah Duck - Defibrillator Electrodes | 2184 | | £61.19 | | (£61.19) |
| 30 Apr 18 | Claverdon Gardening Services. Recreation Ground Mowing. April 18 | 2185 | | £300.00 | | (£300.00) |
| 5 May 18 | Perennial Landscapes Mowing verges & Lye Green April 18 | 2186 | | £216.00 | | (£216.00) |
| 6 May 18 | Bainbridge & Co Architect fees for Planning re. Claverdon Cricket Pavilion | 2187 | | £1,009.20 | | (£1,009.20) |
| | Receipts and/or Transfers | | | | | |
| 31 May 18 | Interest on Reserve and Deposit Accounts | | | | £0.04 | £0.04 |
| | Projected Balance | | £32,351.30 | | £36,365.27 | £68,716.57 |

11.2 Year End Accounts for 17/18.

The Account for the year ended 31st March 2018 along with the comparatives for the year ended 31st March 2017, shown at Appendix 1 of these minutes had been circulated along with the Agenda for consideration by Councillors. The RFO answered questions from Councillors having already summarised the accounts to 31st March 18 at the Annual Meeting. The Vice Chairman proposed acceptance of the Accounts to 31st March 2018. The Accounts were approved with all present being in favour.

12 Meeting Dates

12.1 Dates agreed to end of the year are: June 5th: July 3rd: September 4th: October 2nd: November 6th: December 4th: January 8th: February 5th: March 5th, 2019.

ANNUAL ACCOUNTS - 2017-2018

| | <u>Current Account</u> | <u>Deposit Accounts</u> | <u>Total</u> | <u>2016 - 17</u> | <u>Narrative</u> |
|---|------------------------|-------------------------|-------------------|-------------------|---|
| Bank balances brought forward | £21,097.09 | £36,217.06 | £57,314.15 | £54,720.46 | |
| Receipts | | | | | |
| <u>Precept less Council Tax reduction Grant</u> | £24,560.00 | | £24,560.00 | £23,785.00 | |
| <u>Council Tax Reduction Grant</u> | £440.00 | | £440.00 | £440.00 | |
| Recreation Field | £1,190.00 | | £1,190.00 | £750.00 | £250 Recreation fees received in year for 16/17 year & contribution to tree surgery |
| Anti-travellers Barrier- Lye Green | £0.00 | £0.00 | £0.00 | £3,500.00 | |
| Bank Interest | £0.00 | £148.13 | £148.13 | £302.00 | |
| Rent and Easements | £279.13 | | £279.13 | £279.00 | |
| Verges mowing reclaim from SDC | £1,245.59 | | £1,245.59 | £1,218.00 | |
| Grant towards Neighbourhood Plan | £3,510.00 | | £3,510.00 | £4,475.00 | Income is lower as costs are also lower by £2202 in the yr |
| Miscellaneous | £20.00 | | £20.00 | £0.00 | Refund on Hewlett Packard Printer |
| VAT Reclaimed | £0.00 | | £0.00 | £2,380.00 | VAT reclaimed April 18 for 17/18 & 16/17 Finance year |
| Total Income | £31,244.72 | £148.13 | £31,392.85 | £37,129.00 | |
| Expenditure | | | | | |
| Administration | | | | | |
| Clerk's Salary | £7,447.22 | | £7,447.22 | £6,889.00 | Payments to Assistant Clerk. Jan - March 18 . £787.80 |
| Clerk's & Admin Expenses | £970.98 | | £970.98 | £1,185.00 | |
| Total Administration | £8,418.20 | £0.00 | £8,418.20 | £8,074.00 | |
| Recreation Field | | | | | |
| Mowing | £1,500.00 | | £1,500.00 | £1,440.00 | |
| Other Field work | £1,135.00 | | £1,135.00 | £155.00 | Dead wooding oak tree, Hedge Cutting X2 +, barking muddy areas |
| Play Area Maintenance | £408.50 | | £408.50 | £74.00 | Removal of play equipment & cost of safety inspection |
| Play areas - New equipment / Refurbishing | £0.00 | | £0.00 | | |
| Pavilion Maintenance | £1,087.08 | | £1,087.08 | £247.00 | STWA water inc arrears catch up- £402.48, Opus Energy £189.60, Asbestos Survey -£495.00 |
| Pavilion Refurbishment | £192.50 | | £192.50 | £0.00 | |
| Total Recreation Field | £4,323.08 | £0.00 | £4,323.08 | £1,916.00 | |

| | | | | | |
|--|-------------------|--------------|-------------------|-------------------|--|
| Yarningale Common | | | | | |
| Major Work | £0.00 | | £0.00 | | |
| Mowing | £950.00 | | £950.00 | £1,371.31 | |
| Maintenance | £1,927.48 | | £1,927.48 | £1,614.00 | Tree felling & surgery £975, Footpath clearing & maint £952.48 |
| Total Yarningale Common | £2,877.48 | £0.00 | £2,877.48 | £2,985.31 | |
| Other Village Areas | | | | | |
| Village Green and Lye Green | £630.00 | | £630.00 | | |
| Lye Green Anti-Travellers Fencing | £0.00 | | £0.00 | £6,889.00 | |
| Maintenance of Trees | £0.00 | | £0.00 | | |
| Gritting (i.e. provision of Grit bins. | £0.00 | | £0.00 | | |
| CLASP / Road Safety | £0.00 | | £0.00 | | |
| Verges Inc. Mowing of Lye Green | £3,216.09 | | £3,216.09 | £4,104.00 | |
| Footpaths and Bridlepaths | £351.00 | | £351.00 | £275.00 | Footpath strimming & Gardening Club verge planting |
| Tattle Bank | £300.00 | | £300.00 | £200.00 | Tree work |
| Total other Village areas | £4,497.09 | £0.00 | £4,497.09 | £11,468.00 | |
| | | | | | |
| Sundry Section 137 inc. Donations | £0.00 | | £0.00 | | |
| Neighbourhood Plan | £2,771.57 | | £2,771.57 | £4,974.00 | See above - income is also lower |
| Communications and Noticeboards | £315.00 | | £315.00 | £315.00 | |
| Subscriptions | £451.27 | | £451.27 | £450.00 | |
| Churchyard | £0.00 | | £0.00 | £0.00 | |
| Courses, Seminars and Training | £30.00 | | £30.00 | £30.00 | |
| Hire of meeting Rooms etc. | £347.00 | | £347.00 | £275.00 | Annual Room hire DM Hall £300, plus £18 for additional meeting due to cancellation in Dec & Room Hire for Defibrillator training |
| Miscellaneous Non-Budgeted | £1,749.89 | | £1,749.89 | £378.00 | 2 Cabinets for Defibrillator Units for £1300.00 |
| Election Charges | £0.00 | | £0.00 | £0.00 | |
| Total Miscellaneous | £5,664.73 | £0.00 | £5,664.73 | £6,422.00 | |
| Professional | | | | | |
| Legal Charges | £0.00 | | £0.00 | £118.00 | |
| Audit Fees | £336.60 | | £336.60 | £337.00 | |
| Insurances | £630.83 | | £630.83 | £610.00 | |
| Bank Charges | £15.00 | | £15.00 | £15.00 | |
| Vat payable | £2,054.06 | | £2,054.06 | £2,590.00 | |
| General Contingency | £0.00 | | £0.00 | | |
| Total Professional | £3,036.49 | £0.00 | £3,036.49 | £3,670.00 | |
| | | | | | |
| Total Expenditure | £28,817.07 | £0.00 | £28,817.07 | £34,535.31 | |
| Expenditure Sheet Figure | | | £28,817.07 | | |

| Bank Sheet Figure | £28,817.07 | | | | |
|---|------------|------------|------------|------------|--|
| - | | | | | |
| <u>Transfer between Accounts</u> | | £0.00 | | | |
| - | | | | | |
| Balance from Transactions | £23,524.74 | £36,365.19 | £59,889.93 | £57,314.15 | |
| Bank Account Reconciliation | | | | | |
| <u>Balance per Bank Statement</u> | £23,553.74 | £36,365.19 | £59,918.93 | £57,314.15 | |
| Unpresented Cheque- no 2167 | £29.00 | £0.00 | £29.00 | | |
| - | | | | | |
| Cash in Transit | £0.00 | £0.00 | £0.00 | | |
| - | | | | | |
| <u>Reconciled Balance</u> | £23,524.74 | £36,365.19 | £59,889.93 | £57,314.15 | |
| | | | | | |
| <u>Surplus / Deficit at Year End</u> | - | - | £2,575.78 | £2,593.69 | |
| | | | | | |