



PARISH COUNCIL OF CLAVERDON

Minutes of Council Meeting 6th February 2018

Present: Councillors S. Lawton (Chairman) : M. Wilcox : H Spiers: P. Bicknell.
12 Members of The Public.

Apologies

Apologies for non-attendance were received from Councillors N. Dargan and D. Middleton, their being away on holiday, K Meeson who was suffering from The Flu and, District Councillor P Richards and County Councillor John Horner due to other unavoidable commitments.

Declarations of Interest

There were no declarations of interest recorded at this meeting.

1 Minutes of the last Meeting.

1.1 On the proposal of The Chairman the minutes of the Council Meeting held on 9th January 2018 were taken as read, approved and later signed as representing a correct record.

2 County Council Matters

Report not available from County Councillor Horner at the time of the meeting.

2 District Council Matters

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

3 Public Input

3.1 Following an article in the Claverdon Parish Magazine written by the Chairman, there were questions raised by some of the Parishioners living close to Dorothea Michell Hall (DM Hall) . DM Hall is covered under an existing item on the agenda at item 9.0, however the Chairman allowed the discussion to proceed.

3.1.1 Some of the Parishioners living close to the Hall objected to part of the article that reads "Further discussion has been had with residents concerning the use of the DM Hall. Following complaints from a limited number of residents, a number of trustees have recently resigned". A resident requested to know which residents had been involved & the content of the discussion with Councillors as they could find no one locally who had had discussions over DM Hall with the Parish Councillors. The Chairman, not being bound to disclose names, advised that he had been made aware of the personal liabilities of the trustee position and that correspondence had been received by a trustee threatening to pursue them personally in relation to matters at DM Hall. This raised the question as to who would want to be a trustee. Some residents present at the meeting expressed concern that they were being blamed for things they had not done. There had been no re occurrence of the incidents experienced in 2016 , which included a fight outside the hall attended by Police, throughout 2017. Wedding bookings, a major source of income to DM Hall, had declined. DM Hall needs income to remain sustainable and avoid uncertainty over its future

3.1.2 The residents present wanted it to be known that they wish DM Hall to continue and that it is a valuable and useful facility for the community.

3.1.3 All present expressed the concern over the future of DM Hall and the uncertainty over what would happen if DM Hall failed and had to be relinquished to the Charities Commission

3.1.4 2018 DM Hall AGM. Mrs Reading advised that it was made clear at the AGM that the closing time be changed back to 11-30pm from 11.00pm to make it more appealing to prospective customer bookings.

3.1.5 Mrs Reading advised that DM Hall has about £50,000 in funds to be able to continue. There was no ability at the meeting to determine how long the funds would last.

3.1.6 DM Hall requires 18 trustees, and there are presently 5 , two of which are members of the Parish Council. Trustees generate income and so more trustees are needed to secure the future of the hall. Presently there are on 2 weddings booked for 2018.

3.1.7 Councillor Wilcox observed that though local residents may be happy with the activities at DM Hall at the moment, the lack of bookings adversely affects the finances and long-term sustainability

3.1.8 Jenny & Ian Barratt passed an open letter to Claverdon Parish Council. The Chairman subsequently authorised Councillor Spiers to pass a copy to the Trustees of DM Hall.

3.1.9 The residents present expressed their support for DM Hall and felt that the incidents of 2016 were history.

3.1.10 The Chairman advised that they should in future direct any issues or support in relation to DM Hall to the Trustees

- 3.1.11 *A resident complained about the state of the entrance off the highway into DM Hall. The Chairman recommended the resident to write to Councillor Horner.*
- 3.2 *Questions were raised about the Neighbourhood Plan which related to an existing item on the agenda covered at Item 6.1.*
- 3.3 *A question was raised in connection with speeding through the village and why the promised contact numbers referred to in the January minutes had not been published. This related to an existing item on the agenda covered at Item 2.2. The 9th January 2018 meeting was post the publication cut off for the Parish Magazine and will be published this month.*
- 3.4 *Shirley Reading advised that the triangle at the Forge was damaged and wanted to know what is being done about it. The Parish Clerk, Robert Lees will contact John Horner and the Highways Agency with a request to address the matter.*

4 Planning

- 4.1 *Decisions Notified and Update on previously considered applications.*
 - 4.1.1 *The Old Vicarage, 18/00240/DDT – T1 Plum : Clear and replant (Windblown)*
 - 4.1.1.1 *This is for notification only as the tree is in a dangerous condition, there is no requirement to go through the application process.*
 - 4.1.2 *Rose Cottage, Star Lane 17/03491/FUL – Proposed two Storey Side Extension Amendment received reducing the proposal to a single storey.*
 - 4.1.2.1 *The Amendment was circulated to Councillors and no further comment raised.*
 - 4.1.3 *Hercules Farm 17/00421/FUL – Demolition of existing agricultural buildings and erection of five dwellings together with access and landscaping.*
 - 4.1.3.1 *27th January - Notification received that the application has been refused on grounds that the site is located outside of the LSV, therefore cannot be considered as infill: there are no special circumstances that to outweigh the harm to the Green Belt: it would bring harm to the significance of a designated Heritage asset: the development would alter the character and appearance of the entry point of the Conservation Area: the development would be out of character with the surrounding properties.*
 - 4.1.4 *Highfield House, Langley Road 17/03742/TREE – T1 Norway Spruce Crown Lift and reduce height*
 - 4.1.4.1 *CPC returned No Objection. Consent Granted 25th January 2018.*
 - 4.2 ***Applications for Discussion at this meeting.***
 - 4.2.1 ***The Old Vicarage, 18/00178/Tree. T1 Silver Birch - fell, T2/Scots Pine - Fell.***
 - 4.2.1.1 *Following discussion, it was agreed that there is No Objection to the proposal*
 - 4.2.2 ***Oak Tree Farm, Buttermilk Lane 17/03451/FUL – Single Storey Extension and erection of barn outbuilding to rear.***
 - 4.2.2.1 *Following discussion, it was agreed that an objection to this application should be submitted on the grounds that the planned building works represented over development in the Green Belt area.*
 - 4.2.3 ***Glebe Road No 19 18/00222/FUL - Front single storey extension to Bedroom and new Porch extension.***
 - 4.2.3.1 *Following discussion, it was agreed that there would be a response of no representation made to the proposal.*

5 Neighbour Development Plan

- 5.1 *The Chairman advised that the 6-week public consultation period had commenced on the Neighbourhood Development Plan (NDP) & that each household would have received a letter from Stratford District Council (SDC) advising them of its existence and procedure. SDC have published details in the Stratford Herald about the Draft Plan.*
- 5.2 *Responses to the draft NDP should be submitted to ClaverdonPC@gmail.com or in writing to Claverdon Parish Council, 90 Station Road, Hatton, Warwick, CV35 8XJ*
- 5.3 *As some parishioners do not have access to computers, The Parish Clerk will place additional copies of the NDP inside the Community Shop for inspection.*
- 5.4 *Public input – Following discussion the Chairman explained that the draft NDP did not propose any new development within the Parish as 90% of those residents that had responded to the questionnaires for the Neighbourhood Plan expressed their wish for no more development.*
 - 6.4.1 *Mrs. Reading asked whether this covered affordable housing of the type of houses at Morgan Close that had been made available to Claverdon residents in the past and what at the interests are of the Claverdon Community Land Trust (CCLT). The Chairman advised that he believed that Claverdon residents were still eligible for the properties in Morgan Close when they become available and that allocation of these properties was conducted by SDC and not Claverdon PC. In addition, the activities of CCLT were outside of the NDP and the remit of the meeting.*
- 5.5 *The Chairman will email John Cronin to request that the banner promoting the NDP sited on the triangle by the Forge is moved as it obscures the vision of drivers*

6 Recreation Field

- 7.1 The Chairman advised he had a meeting arranged with the Planning Officer on 8th February to discuss concerns over the plans for the pavilion relating to the patio and the extra changing room and their effect on the openness of the Green Belt. Update at the next meeting.

7 Foot Paths and Bridleways

- 7.1 Warwickshire County Council Rights of Way will no longer supply free of charge replacement gates and have set criteria for qualification for free gates. They will only do this in cases when it will bring the footpath up to a useable condition. The question has been asked whether WCC will provide swing gates to replace rickety styles. Parishioners should contact WCC Rights of Way website to report dysfunctional styles and worn out gates which need replacing. This will be highlighted in the Parish Magazine.

8 Yarningale Common

8.1 Fallen Trees.

- 8.1.1 Two trees in the woodland adjacent to 'The Mound' have fallen and need logging and piling in the interests of general safety. A quotation for £150 to do the work has been received which was approved and the work authorised to proceed.

9 Dorothea Mitchell Hall

- 9.1 The Chairman requested Councillor Spiers, as a Trustee of DM Hall, to arrange for a PIR sensor light to be installed to light the ramp walk way outside the hall.
- 9.2 Public Input detailed at 4.1.1

10 General Other Matters including any arising from Earlier Meetings and not already covered.

10.1 Review of Financial Risk Assessment.

- 10.1.1 Following discussion and review by the Councillors, the Claverdon Parish Council Risk Assessment Review document dated 6th February 2018, as at Annex 1 of the minutes was accepted and approved.
- 10.2 Councillor Wilcox raised the matter of the height of the wall built at No 2 St Michael's Road and believed it advisable that the Parish Council ascertain the exact position.

11 Post Received

12.1 Alcester North SNT

Weekly update and prompt w/c 14th January 2018 - No Claverdon items noted.(Circulated by e-mail).

12.2 WCC Localities and Communities

Notification of, and poster for public to attend South Warwickshire Citizens Academy, described as 'an exciting opportunity to understand and experience how Warwickshire Police protects local people from harm and improves residents' quality of life'. (Circulated by e-mail and posted on noticeboards and website.)

12.3 WCC Localities and Communities

Notification of free Hate Crime Training Awareness Sessions being run by The Equality and Inclusion Partnership between January and March. Booking on line through <https://www.reportthatenow.com/training> (Circulated by e-mail).

12.4 Alcester North SNT

Weekly update and prompt w/c 14th January 2018 - No Claverdon items noted.(Circulated by e-mail).

- 12.5 *Mr. Simon Bishop*
e-mail sent to CPC and County Councillor Horner re. hedge on Buttermilk Lane spreading out, narrowing the road scratching sides of horse box and requesting assistance to get it cut back. Councillor Horner has copied to John Brown (WCC Highways) requesting him to look in to. (Circulated by e-mail).
- 12.6 *Alcester North SNT*
Weekly update and prompt w/c 14th January 2018 - One Claverdon items - Suspicious circumstances Kington Lane of two in Red Transit Van driving up and down slowly apparently looking at the houses. (Circulated by e-mail).
- 12.7 *SDC Planning*
Invitation to Parish Council representatives to attend drop in session on Tuesday 13 February (1.00pm - 5.00pm) at the District Council offices. it provides an opportunity to discuss with planning policy officers the current consultation document and the process for preparing the Site Allocations Plan. There is no need to book a time, just report at the reception desk and you will be directed to the room. (Circulated by e-mail).
- 12.8 *SDC*
Notification of, and link to paper for SDC Cabinet Meeting on Long Marston Airfield Supplementary Planning Document. (Circulated by e-mail).
- 12.9 *SDC Planning and Housing*
Notification of consultation on Supplementary Planning Document for the Canal Quarter Regeneration Zone Framework Master Plan. Document can be viewed on line or on two drop in days to Venture Business Centre Monday 19th Feb 10 a.m. to 4 pm or Elizabeth House 7th March 2 pm to 7 pm. Comments can be submitted by downloading a for a e-mailing or posting to SDC by 5:00 p.m. Friday 16th March. (Circulated by e-mail).
- 12.10 *Alcester North SNT*
Weekly update and prompt w/c 4th February 2018 - No Claverdon items. Content has now been extended to include useful tips on security etc. (Circulated by e-mail).
- 12.11 *SDC Tina Brain*
The Canal Quarter Regeneration Zone Framework Master Plan Supplementary Planning Document Consultation has commenced. The Chairman recommended that Councillors become familiar with the document.
- 12 Finance**
- 12.1 *Grass Mowing Contracts 2018.*
- 12.1.1 *Quotations have been obtained for Grass mowing in 2018 from one possible new and the three present contractors. Following discussion it was agreed to confirm Perennial Landscapes to cover Yarningale Common and The Village Verges / Lye Green and Claverdon Garden Services for The Recreation Field.*

12.2 Accounts and Payments Due.

12.2.1 On the proposal of The Chairman and with all in favour, Payments due to date as below, were approved, together with the account projection to the end of February.

Date	Item	Cheque No	Current Account		Deposit Accounts	Total
			Deposits	Debits		
31 Jan 18	Balance		£23,849.03		£36,328.23	£60,177.26
	Payments for Authorisation.					
10 Jan 18	Battery Station - Defibrillator Batteries	2154		£22.74		-£22.74
10 Jan 18	Lorna Perkins for Creative Touch Design - Advert Banners for Neighbourhood Plan	2155		£216.00		-£216.00
10 Jan 18	Defib Shop - Pressure Pads for Defibrillator	2156		£61.19		-£61.19
06 Feb 18	Opus Energy - Electricity Bill to 21st January	DDI		£18.05		-£18.05
06 Feb 18	R.C. Lees - January Salary and Admin. Exp.	2157		£526.04		-£526.04
	<i>Item</i>	<i>Amount</i>				
	Salary	£586.00				
	Office Allowance	£18.00				
	Postage	£2.38				
	Travel including 42.6 Vehicle Miles	£19.17				
	Printer Ink Direct Debit Payment	£14.99				
	Folders for Neighbourhood Plan display in the Community Shop	£2.70				
	Less Tax Paid to H.M.R.C. (Cheque No. 2157)	-£117.20				
	Total	£526.04				
06 Feb 18	H.M.R.C. - January PAYE	2158		£117.20		-£117.20
06 Feb 18	Claverdon PCC - Room Hire for Council Meeting 12th December	2159		£18.00		-£18.00
06 Feb 18	Avon Planning Services - Consultation Services for Neighbourhood Plan	2160		£198.00		-£198.00
06 Feb 18	WALC - Clerk Attendance at 'Clerk's Toolkit' Training	2161		£15.00		-£15.00
06 Feb 18	SDC - Mailing costs for Neighbourhood Plan	2162		£290.40		-£290.40
06 Feb 18	Ian Price - Putting down woodchip in muddy gateways on Recreation Ground	2163		£105.00		-£105.00
06 Feb 18	M.G. Key - January Payment + Expenses	2164		£242.40		-£242.40
06 Feb 18	Claverdon Garden Services - Recreation Ground Hedge Cutting	2165		£325.00		-£325.00
	Receipts and/or Transfers					
09 Feb 18	Groundwork UK - Grant 2017 - 2018	BACS	£3,510.00			£3,510.00
	Interest on Reserve and Deposit Accounts				£9.52	£9.52
28 Feb 18	Projected Balance		£25,204.01		£36,337.75	£61,541.76

13 Meeting Dates 2018-19

1.1 Following discussion the following dates to the end of 2018 – 2019 year were agreed :-

Forward Meeting Dates: March 6th: April 3rd: May 8th (Annual Parish Meeting 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 5th.

Annex 1 Risk Assessment as Approved at Item 10.1

CONTROL ACTIONS	RISK	IMPACT	LIKELIHOOD	SEVERITY	
1	Budget deviations	Lack of Planning brings duty of care in to question	L	H	Prioritise Expenditure : Review quarterly and monitor reserve allocation.
2	Financial shortfall	Inability to finance emergency events, service charges and / or salaries indicating mis-management.			Proper budget and precept setting and control, and the monitoring and maintenance of adequate reserves. Control of expense.
3	Inadequacy of precept	Services not provided : Inability to carry out functions : no funds for contingencies	L	H	Monitor progress with budget : Ensure sufficient reserves for contingencies : forward Planning : Monitor public concerns of facilities.
4	Failure to use grants for intended purposes	Lack of sufficient funds for project : Section 137 payments may be claimed back : Risk of investigation in to use of funds.	L	M	Ensure clear minutes/procedures : Funds to be ring fenced : Follow up on use : Keep separate Section 137 record :
5	Improperly kept financial records.	Inadequate financial control	L	H	Regular scrutiny of records : Proper expense process : Clear standing orders : Signatures on cheques and stubbs checked.
6	Poor quality Council reporting	Poor decision making : Councillors ill informed	L	H	Agenda to councillors in time to allow information gathering on items : Councillors agreement on requirements.
7	Loss of Key staff	Failure of budgetary controls : Correspondence backlog : Reduced provision of services.	M	H	Succession Plan : Clear budgetry process : up to date job descriptions : Appraisal System : Have information available to enable continuity, in the event of Clerk's incapacity :
8	Failure to respond to electors wish to exercise their right of inspection	Loss of confidence : Loss of respect : Possible action against Councillors	L	L	Adherence to the provisions of the Freedom of Information Act : Minutes and other appropriate documents made available to the public.
9	.	Information not passed on in a timely manner : Deadlines missed : Lack of achievement	M	M	Clear Standing orders : Clear job descriptions : Maintain up to date "to do" list.

10	Compliance with Law Health & Safety Equal Opportunities Data Protection Human Rights Disability / Discrimination Employment	Fines & penalties : Action for negligence : Action for grievance : Loss of reputation	L	H	Clear Policies and Procedures : Regular review of current laws :
11	Provision of services	Loss of reputation: Poor public image	L	M	Statement of management for service : Regular scrutiny
12	Ensure all business is within legal powers	Illegal expenditure or actions	L	H	Record in minutes precise power under which abnormal or unusual action / expenditure is approved
13	Proper, timely, accurate reporting of Council business	Confusion, mis-understandings : Actions not reflecting Council's intentions	L	M	Approval by council : minutes properly numbered : Master kept in safe place
14	Meeting deadlines/ timetables	Reputation	L	L	Documented procedures to deal with requests : Enter on to "to do" list.
15	Lack of relevant skills and commitment	Fail to achieve purpose : Council's decision making by passee : poor value for money	L	H	Training : Monitor attendance and councillors activity on Council business
16	Council dominated by individual member	Conflict of interest : Decisions made outside of Council : Loss of democratic process : Loss of opportunity for other Councillors to air views.	M	H	Clear standing orders for the conduct of meetings : Each Councillor to respond to agenda items : Business conducted within The Council. Urgent decisions required between meetings are considered by exchange of e-mail between all Councillors.
17	Councillors personally benefitting	Reputation : Council may be reported	L	M	Clear Standing orders : Open system of payment : Interests to be declared. Extensions to time limits, for responses, to be sought on all major planning matters to ensure discussed at a scheduled meeting. Minor planning matters with deadlines before next meeting e-mailed to all councillors for comment and response agreed.
18	Failure to register Interests	Reputation : Risk of personal benefit	L	M	Procedures in place : General declaration of interests available for inspection : Interests in individual agenda items recorded in minutes.
19	Lack of maintenance of Council property.	High cost of eventual repair : Third party injury : Risk of insurance claim :	M	H	Regularly survey : Regular maintenance : Adequate insurance cover :
20	Damage to council property by third party or act of God	Legal liability as owner : High repair cost : Loss of asset : disruption : Damage to person or other property : High repair cost :	L	H	Ensure adequacy of insurance cover : maintain asset register : Review annually.

21	Damage to services	Claim against council	L	L	Public liability Insurance, including Fidelity clause for Councillors and Employees
22	Embezzlement	insufficient funds for commitments	L	H	adherence to financial controls : Councillors to satisfy themselves of appropriateness of expenditure.
23	Loss of cash	No Cash held			
24	Loans not repaid on time	Financial loss. Brings in question of duty of care.			No loans currently granted or held. The terms of any loans granted approved in a Council Meeting, and repayment terms to be reviewed annually.
25	Loss or incapacity of Key Staff.	Inability of Council to function within expected time frames			Document listing Systems and Procedures to be followed, with list of contacts, Latest Issue is July 2016, Copy on computer file Documents / Administration / Clerk Activities 110615. Copy held by RFO and Chairman.