



PARISH COUNCIL OF CLAVERDON

Minutes of the Council Meeting 2nd April 2019

Present: Councillor S. Lawton, Councillor M. Wilcox, Councillor H. Spiers, Councillor P. Bicknell, Councillor D. Middleton & 4 members of the public

Apologies for absence. Councillor N. Dargan was abroad on business, Councillor K. Meeson was unable to attend due to another appointment, & District Councillor P Richards was unable to attend due to personal circumstances.

Declarations of Interest

There were no declarations of interest made at the Meeting by Councillors

1 Minutes of the last Meeting.

- 1.1 On the proposal of the Chairman, the minutes of the Council Meeting held on 5th March 2019 were taken as read, approved by the Councillors Wilcox & Middleton and later signed as representing a correct record.
- 1.2 The Minutes posted in advance of the Parish Council Meeting are marked as a "Draft" until approved by the Meeting. As noted by Councillor Wilcox, the draft is provided to Councillors with time to advise amendments beforehand.

2 County Council Matters

- 2.1 General Report – The Budget has been approved. At a meeting on Social Care & health, the practice of bed blocking was discussed, but no conclusion was reached. There is a concern that Adult Social Care budget has received a 2% uplift over the last 3 years, but the White Paper on the subject shows no sign of being concluded. The purpose of the White Paper is to delivery sustainability for adult social care. There is a question over whether another 2% will be added next year.
- 2.2 Task Group A4189 held their first meeting on 1st April 2019 and notes from the meeting are awaited. The Chairman confirmed that both Councillor Middleton and the Clerk attended the meeting. The Chairman also advised that the plans for the increase in industrial buildings in Redditch were approved without the assurances requested from developers that the lorries resulting there from would be required to use the M42 and not the A4189.
- 2.3 Small Road Safety Schemes
 - 2.3.1 The Green – A Design Manual is due to be reviewed by Senior Officers this Spring.
 - 2.3.2 Turning into DM Hall off the A4189. The trees that need to be removed to accommodate the works are not of sufficient quality to require a planning application. Balfour Beatty are unable to say when the works will commence within the financial year.
 - 2.3.3 The PCC Email to award Road Safety Grants up to £500k – County Councillor Horner believes these funds will be awarded to accident black spots where there were incidents of fatality and serious incidents.
 - 2.3.4 Councillor Wilcox asked how Bearley & Wolverton had secured 30mph in areas where the density of houses did not meet the criteria. The Chairman wanted to know how Bearley & Wolverton achieved this. The Chairman requested County Councillor Horner use best efforts to tell us what was needed to similarly secure speed reductions on the A4189 within Claverdon.
 - 2.3.5 ANPR signs – The Chairman requested County Councillor Horner speak with Jeff Morris as it is most important to get support for the signs as they had already achieved a reduction in crime in Claverdon. Paul Johnson had emailed Jeff Morris several times, without a response. Councillor Wilcox advised that he had looked at the guidance provided by WCC and could not see how they did not comply. The matter was passed to County Councillor Horner to speak with Jeff Morris at WCC.

3 District Council Matters

- 3.1 General Report District Councillor P Richards was unable to attend the Meeting and as elections approach there is nothing to report.

4 Public Input

- 4.1 A member of the public asked why when Claverdon has a social housing need, that the preferred location seemed to be Norton Lindsey which did not have the access to facilities and shops that Claverdon had. The Chairman advised that there had been no sites made available in Claverdon. Research had been done and a site identified, but the owner then decided against proceeding. County Councillor Horner advised that it was not just about land availability, but also the price that was being asked. A question was raised as to

whether there was any intention to have social housing on Breach Lane. The Chairman advised that WRHA is looking at a potential site on Breach Lane and that they intended to attend the May Parish Council Meeting.

5 **Planning.**

5.1 Update on previously considered applications

- 5.1.1 Yarningale House Yarningale Common – 19/00229/FUL. Alterations to existing side extension and front garage, replacement of front porch with single storey front extension and installation of balcony to existing rear extension. SDC approved the planning application with conditions on 14th March 2019.
- 5.1.2 Crimble, Langley Road.19/00235/LDP. Construction of rear box dormer. SDC Planning Authority were satisfied that the development is permitted under Schedule 2, part 1, Class B and a Certificate of Lawful Proposed Use or Development issued on 29th March 19.
- 5.1.3 14 Glebe Road. 18/03807/FUL. Front Porch with pitched roof. The application submitted by Councillor Meeson was approved by SDC on 22nd March 2019 with conditions.
- 5.1.4 Fieldway Langley Road – 18/03728/FUL. Demolition of dwelling and replacement with new dwelling. SDC approved the planning application with conditions on 29th March 2019.

5.2 Applications Responded to Inter-meeting

- 5.2.1 New Barnmoor Cottage – 19/00416/FUL. 2 storey extensions & alterations to existing dwelling. The Councillors, after being provided with the details and after due consideration objected to the planning application on the grounds of overdevelopment in the greenbelt and it being detrimental to the street scene on Kington Lane.

5.3 Applications for Discussion at this meeting

- 5.3.1 Glenhurst Langley Road – 19/00699/FUL. Proposed 1 & 2 storey extension at rear, 2 storey extension to front & external façade changes. The Councillors, having reviewed the details of the application, and after due consideration recorded a response of No Representation.
- 5.3.2 Crown Farm Henley Road – 19/00629/FUL & 19/00630/LBC. Construct a small extension to the existing single storey side extension boot room and relocate existing WC window. The Councillors, having reviewed the details of the application, and after due consideration recorded a response of No Representation.
- 5.3.3 Myton House, Langley Road – 19/00781/FUL. Proposed double garage. The Councillors, having reviewed the details of the application, and after due consideration recorded an objection to the planning application on the grounds that the proposed double garage was in front of the building line which was out of character with houses in Langley Road, and that the proposed garage harmed the openness of the greenbelt.

5.4 Other Planning Issues

- 5.4.1 Old Butchers Shop – The site is listed at the Planning Committee Meeting to be held on 3rd April 2019 and The Chairman will be attending. The Parish Council are in support of the application despite the plans representing a poor scheme for the site. This is because of the number of applications that have already been rejected with continued rejection appearing unreasonable. Councillor Middleton supported the approach on the grounds that the building was not a good example of a grade II listed building and that its deterioration needed to be halted.
- 5.4.2 Field off Henley Road A4189 between Kington Lane & Glenhurst Farm. The Enforcement Officer has visited the site and awaits a report from WCC as to the importance of the hedgerow that has been removed. The Chairman noted that further work had been undertaken at the site recently and that the Parish Council would want the hedgerow reinstated to ensure that green belt is not decimated in Claverdon. Councillor Bicknell advised that a permit is usually needed from Natural England prior to ploughing permanent pasture.

6 **Neighbourhood Plan**

The Regulation 16 submission consultation for the Neighbourhood Plan concluded on Friday 15th March 19 and the work of the Examiner now commences. An update will be provided once that work is complete.

7 Policing, CLASP & CASE

7.1 Work progresses on the installation of two further cameras. If the ANPR signs need to be removed, then landowners will be approached to provide sites for the signs. Steve Burman has already kindly said that one can be placed on his land.

7.2 Councillor Spiers asked County Councillor Horner to push for support of these sign and it was recommended that CASE share all email communications on the ANPR signs with County Councillor Horner.

8 Recreation Field

8.1 It is expected that Sport England will receive the proof of funding by the May 19 deadline date.

8.2 WALC – At the recommendation of WALC the application for £8k of grant funds towards the Play Area has been split into 2 sections. One for the ground works and one for the equipment so that part of the application could be considered at the April awards meeting. The next meeting is not until July 19.

8.3 Proposed New Play area – Review by Councillors of the feedback following the displays provided by the Play Ground providers on 8th January 19, along with costs provided for the schemes after the Parish Council Meeting held on 5th February 19. The Chairman noted that it was all about costs and funding and that Councillors were no further forward.

8.4 Final costs need to be determined for the asbestos removal from the pavilion, the ground work and the cost of the extension & refurbishment of the pavilion. Councillors noted the variation in cost of the 3 quotes provided for asbestos removal. Further work is needed before a decision can be made.

8.5 Councillors considered the Moore & Tibbitts Solicitors Client Care letter for the registration of the Recreation Ground at Land Registry and resolved that the letter be signed by The Chairman and the RFO. The document was duly signed.

8.6 Councillor Wilcox noted that there is an accumulation of spare & redundant goal posts and a fridge discarded behind the pavilion. Councillors requested the Clerk to write to the teams to ensure that all of this is removed in readiness for the pavilion works to commence.

8.7 The Clerk confirmed that Sport England had made no comments about the draft Safeguarding of Adults & Children Policy before passing to the next stage in the application process. Councillors, having given the Policy prior consideration, supported the Chairman's recommendation to approve the Safeguarding of Adults & Children Policy.

8.8 Sale of woodland at Tattlebank. The Agent is discussing the site with interested parties and the advice is to still sell at Auction. The Chairman confirmed that the Agents have been instructed to seek full & final offers. If these offers are in excess of the asking price, Councillors will be consulted by email.

9 Footpaths /Bridlepaths

9.1 The Boys Club Field. There has been no communication from UK Youth/Ambition or their professional advisors, George F White since Claverdon Parish Council made their Offer. The Clerk will seek a response.

9.2 The Chairman noted that some stiles in the Parish were becoming dilapidated. The Clerk will check the reporting process as Councillors were unsure as to whose responsibility it was to provide and install replacements. Councillors requested a note in the Parish News asking for instances of dilapidated stiles. A member of the public said that the bridleway at Wolverton and Gannaway which exited at the Maggot Farm was over grown and no horse would be able to pass down it. The Clerk ascertain responsibility and the matter will be reviewed at the next Meeting.

10 Yarningale Common

10.1 Potholes on the access to The Homestead. A response has been received from Mr. Young who is offering £600 towards the repair of the holes. Councillors considered the offer and on the proposal of the Chairman that the previous offer of a 50 % contribution remain that the Parish Council will contribute £500 plus VAT towards the repairs. Councillors present supported the contribution and the Clerk was instructed to respond on that basis.

10.2 Draft Bio Diversity Management Plan for Yarningale Common. There has been a delay in the draft agreement and plan due to the existence of glow worms in the vicinity of the area for regeneration. There is to be a site visit in May between to Conservationists, interested parties & the Ecologist to determine the best outcome to preserve the glow worms. WCC Ecologist suggests that it will not be detrimental to delay the mowing of Yarningale Common whilst awaiting the outcome of the meeting. Councillor Wilcox did not believe to miss a mow in the spring was appropriate. Councillors requested an expected date for the final contract and would decide inter-meeting on mowing Yarningale Common once a cost had been provided.

11 Dorothea Mitchell Hall

11.1 The new notice board is due for delivery in 7 to 10 days of the Meeting.

- 11.2 Councillor Middleton advised that, disappointingly, the Trustees of DM Hall were not prepared to hold the donations towards the Play Area at the Recreation Ground. The Chairman requested that this be noted in the Parish News.
- 12 **General Other matters including any arising from Earlier Meetings and not already covered.**
- 12.1 Claverdon K6 Telephone Kiosk. S171 Application form requires completion to secure the license to remove the kiosk. A meeting will be arranged with Peter Morgan & David Hunt to review the form and the work to be undertaken. The Councillors will decide on the best outcome for the Kiosk once all the costs are known.
- 12.2 Claverdon Gardening Group – Councillors considered the 3 locations proposed by the Gardening Group and selected Option 3.
- 12.3 Warwickshire Community & Voluntary Action - Volunteer Awards 2019. Councillors appreciated that there were many volunteer groups in Claverdon that were deserving of nomination but decided to nominate 2 groups. After discussion, Councillors agreed to nominate CASE and the Community Shop this year.
- 12.4 Lloyds Bank – Documents held for safe keeping. £15 per annum charge. Councillor Wilcox recommended that consideration be given to purchasing a fire proof safe and installing at DM Hall. The Clerk to ascertain costs and viability and provide details before the next Meeting together with costs of these being held by the Parish Council Solicitors’.
- 12.5 Any other business – none was raised.
- 13 **Post Received**

Meeting 02 April 2019 - Correspondence

- 13.01 **Alcester Police North SNT. Latest Weekly Report. 10th March 2019**
The Police Report details 2 suspicious circumstances involving a white transit van. One at Yarningale Common and one in Langley Road. Police attended both locations.
- 13.02 **Robyn Dorling - Engagement & Outreach Officer -Healthwatch Warwickshire. Invitation to a Conference - Integrating the Patient Voice In an Integrated Care System**
Invitation to a conference to be held on 17th May 2019 in Coventry.
- 13.03 **Dead & Dangerous Tree Notification from SDC Planning**
Dead Larch tree to be felled at Seafield Lodge
- 13.04 **Letter from the Minister for Local Government**
Details of the latest Government position in respect of candidates at an election not now being required to disclose their address, Localism Act 2011, Disclosing interests and other related matters pertinent to a Council position.
- 13.05 **Parish & Partners Briefing - Issue 31 from Stratford on Avon District Council**
Publication that covers relevant and recent topics along with meeting dates and election article, produced by SDC.
- 13.06 **Alcester Police North SNT. Latest Weekly Report. 17th March 2019**
The Police report shows no instances for Claverdon. The Police Priorities Poll is live until 30th March 19 for voting.
- 13.07 **Email from John Crossling at WALC**
The email contained the NALC briefing on Council publicity during purdah before elections.
- 13.08 **Email from John Crossling at WALC**
John Crossling provided details of the nomination process for the Warwickshire Community & Voluntary Action - Volunteer Awards 2019
- 13.09 **Alcester Police North SNT. Latest Weekly Report. 24th March 2019**
Suspicious Circumstances. Kington Lane. Claverdon. Dark Grey BMW seen parked on private drive. When they noticed they were being watched they drove off at speed. 1.45pm Saturday 23rd March. 0209 23/03/2019

Vehicle Crime. St Michaels Road, Claverdon. Window of secure works van smashed, and items stolen including Stihl petrol saw, Husqvarna saw and ground saw. Between 2pm and 3pm Monday 18th March. 0242 18/03/2019

14 Finance

14.1 After consideration by Councillors & upon the proposal of the Chairman, the receipts & payments as listed below, to the end of March 19, were approved by all Councillors present.

Date	Item	Cheque No	Current Account		Deposit Accounts	Total
			Deposits	Debits		
31 Mar 19	Balance		£30,604.70		£41,107.30	£71,712.00
6 Mar 19	Opus Energy. Electricity at Pavilion. 22-1-19 to 18-2-19	DD		£14.55		(£14.55)
11 Mar 19	Safe Custody of Documents Charge	SO		£7.50		(£7.50)
11 Feb 19	Interest on Reserve and Deposit Accounts				£21.42	£21.42
31 Mar 19	Balance		£30,582.65		£41,128.72	£71,711.37

14.2 After consideration by Councillors & upon the proposal of the Chairman, payments due as listed below, together with the account projection to the end of April 19, were approved by all Councillors present.

Date	Item	Cheque No	Current Account		Deposit Accounts	Total
			Deposits	Debits		
1 Apr 19	Balance		£30,582.65		£41,128.72	£71,711.37
2 Apr 19	Jan, Feb & March 19 Income Tax deductions re. Clerk's salary	2262		£417.80		(£417.80)
2 Apr 19	Clerks' Net Salary for March 19	2263		£556.95		(£556.95)
6 Apr 19	Pavilion Electricity Charges for 19-2-19 to 21-3-19	DD		£16.85		(£16.85)
	Item	Amount				
	Allowance	£18.00				
	Postage	£6.96				
	HP Instant Ink - Ink supply for Printer. 13.3.19 to 12.3.19	£13.99				
	WALC Good Councillor Guide Publication	£5.00				
	Stationary purchases	£5.25				
	Land Registry re. Registration of Lye Green & The Green	£6.00				
	Mileage Claim for March 19 - 71.4 miles	£32.13				
	Total	£87.33				
2 Apr 19	Clerk's Expenses for March 19	2,266		£87.33		(£87.33)
15 Apr 19	Water Charges at Pavilion for April 19	DD		£22.80		(£22.80)
2 Apr 19	March Verges & Lye Green Mowing	2264		£444.00		(£444.00)
2 Apr 19	WALC - Annual Subscription 1/4/19 to 31/3/20	2265		£421.00		(£421.00)
2 Apr 19	Mowing & Mulching Lion Hill.	2267		£186.00		(£186.00)
2 Apr 19	Payroll Services to 5th April 19	2268		£156.00		(£156.00)
	Receipts and/or Transfers					
	Interest on Reserve and Deposit Accounts				£0.21	£0.21
30 Apr 19	Balance		£28,273.92		£41,128.93	£69,402.85

- 14.3 Standing Orders. An updated draft of the current Standing Orders for Claverdon Parish Council had been distributed to Councillors before the Meeting. Due to the length of the document and the content Councillors requested more time and it was agreed that the matter would be scheduled for the Parish Council Meeting on 14th May 19.
- 14.4 To approve the Accounts for the year ended 31st March 2019 and year end Bank Reconciliation. Councillor Wilcox explained the surplus of funds for the year of £11.8k existed because the following payment commitments had been given , but the payments were still to be made – Payment towards the ANPR Cameras , £5k, further costs of the Neighbourhood Plan- £1k , new notice board and installation - £2.3k, various other monthly costs incurred in March and not yet paid - £1.7k. The Chairman proposed approval of the Accounts and this was seconded by the Councillors present. Councillor Middleton reviewed and signed the Bank Reconciliation to 31/3/19.
- 15 **Meeting Dates**
- 15.1 Dates agreed are: 14th May 2019 (Annual Meeting & Parish Council Meeting), 4th June 2019, 2nd July 2019, 3rd September 2019, 1st October 2019, 12th November 2019 (a delay due to the first Tuesday of the month being Bonfire Night) & 3rd December 2019.

Claverdon Parish Council Receipts and Payments
Year Ended 31 March 2019

	<u>Current Account</u>	<u>Deposit Accounts</u>	<u>Total 18/19</u>	<u>Total 17/18</u>
-				
Bank balances brought forward	£23,525	£36,365	£59,890	£57,314
Income				
<u>Precept</u>	£26,000		£26,000	£24,560
<u>Council Tax Reduction Grant</u>	£0			£440
Recreation Field (Clubs Etc.)	£675		£675	£1,190
Bank Interest		£248	£248	£148
Wayleave Rent and Easements	£277		£277	£279
S106 Receipt	£4,516		£4,516	£0
Pavilion Re-build Grants	£0		£0	£0
Verges mowing reclaim from SDC	£1,276		£1,276	£1,246
Donation for ANPR Cameras	£3,500		£3,500	
Miscellaneous	£71		£71	£20
WCC County Councillors Grant Fund	£1,000		£1,000	£0
Neighbourhood Plan Grant	£0	£0	£0	£3,510
VAT Reclaimed	£4,644		£4,644	£0
Total Income	£41,959	£248	£42,207	£31,393

Expenditure				
Administration				
Clerk's Salary	£7,246		£7,246	£7,447
Clerk's & Admin Expenses	£978		£978	£971
Total Administration	£8,224	£0	£8,224	£8,418
Recreation Field				
Mowing	£2,250		£2,250	£1,500
Other Field work	£600		£600	£1,135
Play Area Maintenance	£516		£516	£409
Playgrounds - new all ages playground at Recreation Field.	£0		£0	£0
Pavilion Refurbishment/Rebuild	£2,509		£2,509	£193
Pavilion Maintenance and Utilities	£600		£600	£1,087
Total Recreation Field	£6,474	£0	£6,474	£4,323
Yarningale Common				
Major Work	£0		£0	£0
Mowing	£1,850		£1,850	£950
Maintenance	£85		£85	£1,927
Total Yarningale Common	£1,935	£0	£1,935	£2,877

Other Village Areas				
Village Green and Lye Green				
Maintenance of Trees	£0		£0	£0
Gritting and Misc. Other.	£824		£824	£630
CLASP / Road Safety	£3,500		£3,500	£0
Mowing - Verges and Lye Green	£1,744		£1,744	£3,216
Footpaths and Bridlepaths	£275		£275	£351
Tattle Bank	£0		£0	£300
Total other Village areas	£6,343	£0	£6,343	£4,497
Miscellaneous				
Sundry Section 137 including Donations	£0		£0	£0
Neighbourhood Plan	£1,502		£1,502	£2,772
Communications and Noticeboards	£315		£315	£315
Subscriptions	£531		£531	£451
Churchyard	£0		£0	£0
Courses, Seminars and Training	£108		£108	£30
Hire of meeting Rooms etc.	£275		£275	£347
Miscellaneous Non-Budgeted	£1,585		£1,585	£1,750
Election Charges	£0		£0	£0
Total Miscellaneous	£4,316	£0	£4,316	£5,665
Professional				
Legal Charges	£0		£0	£0
Audit Fees	£200		£200	£337
Insurances	£638		£638	£631
Bank Charges	£15		£15	£15
Vat payable	£2,240		£2,240	£2,054
General Contingency	£0		£0	£0
Contingency for Planning Consultancy	£0		£0	£0
Total Professional	£3,093	£0	£3,093	£3,036
Total Expenditure	£30,385	£0	£30,385	£28,817
Balance from Transactions	£35,099	£36,613	£71,711	£28,497
- Transfer between Accounts	-£4,516	£4,516		
Final Balance	£30,583	£41,129	£71,711	£28,497
Bank Account Reconciliation				
Balance per Bank Statement	£30,903	£41,129	£72,031	£59,890
Unpresented Cheques				
Cheque No . 2250	£260			
Cheque No. 2258	£60			
Corrected Balance	£30,583	£41,129	£71,711	£59,890
Surplus / (Deficit) at Year End	-	-	£11,821	£2,576

CLAVERDON PARISH COUNCIL**For the Financial Year ending 31st March 2019****BANK RECONCILIATION****Quarter ending -**

31/03/2019

Prepared by **MARGO KEY**

Position

Parish Clerk & Financial Officer

Date **31/3/19**

Approved by

Position

.....

Date

	<u>Date</u>	<u>Current Account</u> £	<u>Date</u>	<u>Investment Account</u> £	<u>TOTAL</u> £
BALANCE PER BANK STATEMENT AS AT	25/03/2019	30902.65	29/03/2019	41128.72	72031.37
Less unrepresented cheques at	31/03/2019				
Cheque number 2250		260.00			260.00
Cheque number 2258		60.00			60.00
Cheque number					0.00
Add any banked funds not cleared					
Details					0.00
Details					0.00
NET BANK BALANCES AT	31/03/2019	30582.65		41128.72	71711.37

The net bank balance reconciles to the Cash Book (receipts & payments) for the year as follows**CASH BOOK.**

£

Opening Balance at 31/3/18 per AGAR	59889.93
ADD - Receipts during the period	42206.66
LESS - Payments during the period	30385.22
Closing balance per the Cash book as at 31/3/19	71711.37