



PARISH COUNCIL OF CLAVERDON

Minutes of the Council Meeting 14th May 2019

Present: Councillor S. Lawton, Councillor N. Dargan, Councillor M. Wilcox, Councillor K. Meeson, Councillor H. Spiers, Councillor P. Bicknell, Councillor D. Middleton, District Councillor P Richards, County Councillor J. Horner & 16 members of the public.

Apologies for absence. – None

Declarations of Interest

Councillor S. Lawton declared a non-pecuniary interest in item 6.1 on the Agenda - Affordable Homes at Gannaway Farm. Councillor H. Spiers declared a pecuniary interest in item 9.4.2 on the Agenda – Affordable Housing on Breach Lane. Councillor Spiers offered to leave the room when reaching that agenda item. Councillors agreed that Councillor Spiers could remain and but must stay silent throughout the matter.

1 Election

- 1.1 Election of The Chairman. No nominations had been received for the position of Chairman, other than that made at the Meeting by Councillor S. Lawton. When put to the vote, all councillors supported the nomination that Councillor S. Lawton be Chairman.
- 1.2 Election of the Vice Chairman. No nominations had been received for the position of Vice Chairman, other than that made at the Meeting by Councillor Dargan. When put to the vote, all councillors supported the nomination that Councillor Dargan be appointed Vice Chairman.
- 1.3 Election of the Responsible Financial Officer (RFO) –No nominations had been received for the position of RFO, other than that made at the Meeting by Councillor M. Wilcox who was happy to remain in the position. When put to the vote, all councillors supported the nomination that Councillor Wilcox be appointed RFO.

2 Record of Members Present

The Meeting recorded the Parish Council members in attendance as shown above under “Present”

3 To Receive Declarations of Acceptance of Office –

- 3.1 To Receive the Chairman’s Declaration of Acceptance of Office – The Chairman signed his Declaration of Acceptance of Office which was witnessed by the Parish Clerk & Financial Officer
- 3.2 To Receive the Councillors’ Declarations of Acceptance of Office - The councillors, in turn, signed their Declaration of Acceptance of Office and their signature was witnessed by the Parish Clerk & Financial Officer

4 Declaration by Councillors of any changes to their Declarations of Interest as shown on the Public Register, since they were previously lodged following adoption of the SDC Code of Conduct. The councillors passed to the Parish Clerk & Financial Officer their Declarations of Interest to be lodged with the Monitoring Officer.

5 Minutes of the last Meeting.

- 5.1 On the proposal of the Chairman, the minutes of the Council Meeting held on 2nd April 2019 were taken as read, approved by the Councillors present and later signed as representing a correct record.

6 County Council Matters

- 6.1 Affordable Homes at Gannaway Farm – The matter had already been presented at the Annual Meeting at item 4.6 - Claverdon Land Trust and it was agreed that the Annual Parish Meeting was not the forum to make a decision and that the Councillors would take the information away and seek further details as necessary and respond after due consideration at a Parish Council Meeting.
- 6.2 General Report – WCC will hold their Annual Meeting next week to appoint the chairman and the committees. Trading standards have been successful in prosecuting a butcher in Alcester for false labelling of meat, and intercepting toys regarded as unsafe for children. The WCC Community Grant scheme application process is now open and awards decided at the Arden Chairs & Clerks Meeting. County Councillor J. Horner confirmed to Councillor M. Wilcox that applications should be restricted to £1k.

- 6.3 A4189 Task Group – Carried over to next Agenda
- 6.4 The Green – Update on progress of Design Manual - Carried over to next Agenda
- 6.5 Turning into DM Hall off A4189 – The costs of £27k are £17k in excess of the budgeted amount. The Chairman expressed surprise at the amount when compared to other works. County Councillor J. Horner said it would be useful for him to have an example to challenge the costings given.
- 6.6 Update on how Claverdon can replicate the 30mph secured by Bearley & Wolverton – carried over to next Agenda

7 **District Council Matters**

- 7.1 District Councillor's Report – District Councillor P Richards similarly advised that Stratford District Council (SDC) would be holding their Annual Meeting on 22nd May where structures would be decided. Very little had happened during Purdah but there were 3 things to update the Meeting upon. 1) Grants – During February there was a motion to support Rural & Urban regeneration via grant scheme. The report has gone to Cabinet where it is hoped that it will be approved and result in Claverdon being able to apply for grants. (2) – No site has been identified for the Gypsy & Traveller Plan yet and District Councillor Richards will advise as soon as he knows. (3) The final updated Site Allocations Plan which is seeking to identify reserved sites across the district, enabling SDC to maintain a 5yr housing land supply should be available in July.

8 **Public Input**

Carol Savage asked whether she would receive an apology from the Chairman on Claverdon matters and in the Parish News as she believed she had been slandered by him in a posting on Claverdon matters. The Chairman said "yes". There were no other questions from the Public.

9 **Planning.**

9.1 Update on previously considered applications.

- 9.1.1 New Barnmoor Cottage, Kington Lane – 19/00416/FUL. Two storey extension and alterations to existing dwelling. The planning application was withdrawn on 1st May 19.
- 9.1.2 The Old Butchers Shop, The Green - 18/02229/FUL & 18/02230/LBC for the alteration and extension to create a first floor 1-bedroom dwelling; alterations to existing dwelling (re-submission of withdrawn application 18/00205/FUL). The applications were refused by SDC on 10th May 2019.
- 9.1.3 Crown Farm, Henley Road - 19/00630/LBC & 19/00629/FUL Construct a small extension to the existing single storey side extension boot room and relocate existing wc window. The planning application was approved by SDC on 10th May 2019.

9.2 Applications Responded to Inter-meeting

- 9.2.1 Clover Hill, Langley Road – 19/00297/FUL. Proposed installation of a sliding metal gate and associated brick pillars. The Councillors, after being provided with the details and after due consideration agreed that there was no objection to the planning application and the response was submitted on 24th April 19.
- 9.2.2 No2 The Green, Claverdon -19/00925/LBC & 19/00924/FUL. Single storey rear extension. The Councillors, after being provided with the details and after due consideration agreed no objection as the response to the planning application.
- 9.2.3 Crown Farm, Henley Road – 19/01008/TREE. T1: Fruit 7 in No. (including plum) - prune out/reduce regenerated growth approx. up to 1 metre. T2: Willow- reduce/prune out regenerated growth up to 2 metres (to retain crown height approx. 5-6 metres. T3: Pear 2 in No: Reduce/prune out regenerated growth up to 2 metres (to retain height approx. 5 -6 metres T4: Acer: reduce to previous stem growth. T5: Hawthorn: reduce protruding crown branches by up to 2 metres to shape and balance (to retain crown height approx. 4-5 metres). T6: Leylandii: reduce protruding branches up to 1 metre to tidy (to retain hedge of approx. 4-5 metres). The Councillors, after being provided with the details and after due consideration agreed no representation as the response to be made to the planning application on 16th April 19.
- 9.2.4 The Post Office, The Green – 19/00697/LBC. Internal and external repairs, including repair of lead valleys, repair to timber wall plates, strengthening of rafters, repair of windows, removal of internal tanking, gypsum plaster and plasterboard, repair of lime plaster, removal of flue, replacement of plastic guttering for cast iron guttering. The Councillors, after being provided with the details and after due consideration agreed no objection as the response to the planning application made on 25th April 19.
- 9.2.5 The Laurels, Henley Road - 19/01100/TREE.
G1 - sycamores - Reduce to 4metres T1 - yew - Reduce by up to 1metre

T3 - horse chestnut - Reduce by 4metres T4 - holly - Reduce by up to 2metres
G5 - beech x4 - Remove T6 - sycamore - Crown thin by 15%
T7 - beech - Crown thin by 15% G9 - holly x4 - Reduce by up to 1metre
T10 - Remove dead tree T11 - laurel - Remove
T12 - holly - Remove T14 - sycamore - Reduce by 3-4 metres
T15 - ash - Remove T17 - Remove dead tree

The Councillors, after being provided with the details and after due consideration agreed to object to the application on the basis that the tree removal was significant and in a conservation area and would adversely impact the street scene. The response was made on 30th April 19.

9.3 Applications for Discussion at this meeting

- 9.3.1 Holly Cottage Yarningale Common – 19/00761/OUT. Demolition of existing kennel and cattery building and erection of single-storey dwelling. The Chairman said he knew the applicant and had sympathies due to the declining kennel business and the change in the market to dog walkers and sitters. The original license had been restricted. The applicants have tried to sell the business. The Chairman asked for decisions from Councillors. Councillor M. Wilcox had grave concerns as it is greenbelt and previous applications for the development of camp sheds on Yarningale Common were not supported and there should be consistency and was not in favour. Councillor Bicknell as a resident on Yarningale Common had no objection. Councillor D. Middleton was sympathetic to replacement of commercial buildings as it would tidy up what was there. Councillor Meeson has sympathies but as it was Green belt and would set a precedent, objected. Councillor Dargan understood that nothing was going to happen in its current form and was supportive of a change in use. Councillor Spiers agreed with councillors Dargan and Middleton and if it was an agricultural building believed it would be allowed, and therefore would support the application. The Chairman asked for a seconder which was provided by Councillor N. Dargan. The Chairman recorded 5 councillors in favour and two against the application.
- 9.3.2 9 Morgan Close, Norton Lindsey – 19/01142/FUL. Construction of boundary fence. The Councillors, after being provided with the details and after due consideration had no objection to the planning application
- 9.3.3 Reddinghurst, previous Livestock Transport Depot, Langley Road - 19/00931/VARY. Variation of condition on 17/01320/FUL to replace proposed air source heat pumps with ground source heat pumps (condition 9: air source heat pumps) relating to Proposed basements to Plots 2 and 3 only, no changes to Plots 1 and 4. (Wider revised scheme for erection of four dwellings and change of use of land for equestrian purposes approved under application 16/03903/FUL). The Clerk explained that the levels drawing that should have been provided in hard copy was missing for the information she had been sent by SDC. SDC have agreed to send the hard copy to The Clerk. The Chairman advised that the levels drawing was needed to enable a decision and therefore the matter was deferred, and discussion would be on-line to facilitate a decision once the plan was received.
- 9.3.4 Arden Park Farm, Manor Lane – 19/01051/COUQ. Prior approval notification for the change of use of agricultural building into 1no. dwelling including associated operational development under Class Q(b). The Councillors, after being provided with the details and after due consideration had no objection to the planning application.
- 9.3.5 Extra Care Housing in Claverdon – County Councillor Horner explained that extra care housing was a halfway position on the care scale. Claverdon Benefice Association has 15 houses by the Church Centre with a waiting list of 41 residents, of which 18 are classified as urgent. There is clearly a need for further homes and preferably near the surgery. County Councillor Horner had requested Tim Willis -Extra Care Housing Lead for Warwickshire County Council to attend the Meeting to pass on his experience in progressing extra care housing projects. Tim Willis explained that people wanted to avoid residential care and either stay in their own home with more care or be in a housing environment with access to 24/7 care. There was evidence that those in residential care were often left in bed too long and commenced a decline as soon as they entered that system. His experience on other projects such as Harbury had provided useful insight in what worked best once a need had been identified. In 2013 a need had been identified for 32 units in Claverdon. Each model had to be bespoke and required community involvement to be effective along with suitable services for the elderly. Councillor D. Middleton asked about the service costs for this type of care. Tim explained that the costs would depend on the services provided and the features of the model. County Councillor Horner explained that the 15, 1-bedroom Benefice bungalows needed refurbishing and demand was coming from various areas for more accommodation and wanted to inform the Parish Council that there are discussions with landowners which may lead to a possible site being identified. The Chairman confirmed that there was no decision to be made by the Parish Council but there was clearly a need for a steppingstone to 2-bedroom accommodation.

9.4 Other Planning Issues

9.4.1 Field off Henley Road A4189 between Kington Lane & Glenhurst Farm. The Enforcement Officer awaits the findings of the Council Tree and Forestry Officer who is to undertake a site visit and make her recommendations. The WCC report in respect of the importance of the hedgerow has been provided to SDC but is undisclosed at present.

9.4.2 WRCC – Sarah Brooke Taylor. Rural Housing Enabler - WRCC. Initial review of a proposal for affordable housing on Breach Lane. Sarah Brooke Taylor explained that the 2017 Housing Survey identified needs for more affordable housing. WRCC have been in discussion with a landowner in Breach Lane to provide affordable housing and introduced Neil Gilliver who presented a scheme to the Parish Council for 18 properties on Breach Lane constituting 12 affordable homes and 6 local market homes. All 18 homes would be under a S106 Agreement for local connections in perpetuity. 3 of the affordable homes would be under shared ownership, and 9 for rent. The 6 local market homes would constitute 2 bungalows, 2 3-bed houses, and 2 4-bed houses. National space standards would be adhered to and thermal efficiency would exceed building regulations. Councillor Middleton asked who decides the nominations. Sarah Brooke Taylor confirmed that SDC policy determines that you can only build what is identified as a need, and not aspiration, and that there had been a survey conducted through the Parish Magazine which supported the need for the 6 local market homes. The Chairman questioned the sizes of the local market homes and the need for discounted housing when it appeared that some could be as large as 2500 square feet and would have a market value of circa £800k. In addition, Councillors wondered whether the local market homes were of a size to enable the funding of the 12 affordable homes and how this proposal fitted with the Neighbourhood Plan. Councillors required more information and to understand the drivers for the scheme including the Housing Needs Survey content. Following a brief discussion Sarah Brooke Taylor said she would like to attend a further meeting to gain an in-principle agreement from the Parish Council and recognised that should this be secured there would still need to be community consultation.

10 **Neighbourhood Plan**

To date all queries raised by the Independent Examiner have been answered and the Parish Council have undertaken a fact check of the Examiner's confidential draft initial report. All exchanges will be made public on the SDC website so that the process is open and transparent to interested parties. The Examiner will issue the final report shortly after 16th May.

11 **Policing, CLASP & CASE**

11.1 Jeff Morris of WCC to meet with CASE to resolve the queries raised over the ANPR signs.

11.2 The Internal Audit report included reference to the Parish Council involvement with CASE and the ANPR cameras. After discussion the Councillors agreed that the Parish Council agenda should routinely include a report from CASE to update on adherence to legal requirements, ICO certification, any issues or instances which needed to be logged, successes or complaints etc. In addition, Councillor Wilcox requested that residents be given the opportunity, whether through a forum or meeting to be able to express concerns and ask questions about the cameras and provide feedback, possibly via a questionnaire. Councillors supported this approach.

12 **Recreation Field**

12.1 The Sport England application has progressed to the final stage & they have provided the documentation and draft legal Agreement associated with the grant of £70k. The documents will be circulated to Councillors and will be for consideration at the June Parish Council Meeting.

12.2 WALC Community Grant towards the play area – An update is waited from WALC on the success of the application.

12.3 Proposed New Play area – Review by Councillors of the feedback following the exhibition given by the prospective providers, along with costs provided for the schemes. Appointment of 2 Councillors to review the Play Area proposal and costs and to meet with the volunteer group headed by Emma Foulerton and update at the next Parish Council meeting.

12.4 Final costs need to be determined for the asbestos removal from the pavilion, the groundwork and the cost of the extension & refurbishment of the pavilion. Sport England require 3 like for like quotes to be presented to them and the Chairman confirmed he is obtaining a third quote.

12.5 The reclaiming of VAT on the pavilion refurb is complicated and The Clerk has had no response from the Written Enquiries Team of Customs & Excise. Following a brief conversation with the Auditor, The Clerk requested that to expedite the matter, that the Parish Council agree that professional advice is sought from the Auditor as to the correct way to secure reimbursement of the VAT on the pavilion and play area. Councillors agreed that the Clerk seek professional help.

13 **Footpaths /Bridlepaths**

13.1 The Boys Club Field – The Clerk has written twice to Ambition/UK Youth and once to their professional advisors, George F White since Claverdon Parish Council made their offer. A response is promised but still awaited.

13.2 Bridleway from Wolverton & Gannaway which exits at the Maggot Farm. Responsibility for the maintenance is being ascertained.

14 **Yarningale Common**

14.1 Potholes on the Access to the car park & The Homestead. Further correspondence has been received from the owners of the Homestead and after consideration by Councillors, the Parish Council will not consider any change to the existing deeds for access.

14.2 Draft Biodiversity Management Plan for Yarningale Common. The meeting at site between the conservationists, the ecologists, Yarningale Common residents & the Parish Council is to be on to be on 16th May. Nothing can be progressed in respect of the Biodiversity Management Plan until the outcome of that meeting on the existence and protection of glow worms.

15 **Dorothea Mitchell Hall**

15.1 New Notice Board – delivery is expected within a week.

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

16.1 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.

16.2 Any Other Business.

16.2.1 Mowing – Councillors highlighted areas missed at High Croft and on the Green by the forge. Clerk to contact mowing contractors.

17.0 **Post Received**

Meeting 14 May 2019 – Correspondence

17.01 Alcester Police North SNT. Latest Weekly Report. 31st March 2019

The Police report shows no instances for Claverdon.

17.02 Dead/Dangerous Tree Notification 19/00917/DDT Claverdon Church Centre

Dead & dangerous tree notification for removal of an elm tree at the Church Centre

17.03 Alcester Police North SNT. Latest Weekly Report. 7th April 2019

The Police report shows no instances for Claverdon.

17.04 Email from John Horner - Annual Report

John Horner's annual report which will be published in the Parish News.

17.05 Alcester Police North SNT. Latest Weekly Report. 14th April 2019

Anti-Social Behaviour. Langley Road, Claverdon. Report of door to door seller using aggressive selling techniques. Caller concerned for the vulnerable in the area. 11a, Wednesday 10th April.

17.06 Details from the Last Meeting for the Police & Crime Panel on 22 March 2019

The email provides the minutes of the Meeting and the PCC Quarterly Report for Oct-Dec 18.

17.07 Details of Speed Checks in Claverdon

Email received from Mark Simons - Warwickshire Police showing dates and statistics over the last 6 months for the speed checks in Claverdon. Of the 18 occasions, 5 were conducted at the weekends. There were 431 speeding offences recorded on the 18 occasions

17.08 Dead/Dangerous Tree Notification 19/00993/DDT Claverdon Church Centre

Dead & dangerous tree notification for removal of a second elm tree at the Church Centre

17.09 Alcester Police North SNT. Latest Weekly Report. 28th April 2019

Suspicious Circumstances. Langley Road, Claverdon. Caller reporting a van / truck acting suspiciously in the area. The last three letters of the registration number ended in / similar to 'FGO'. No offences disclosed. Full number given to police. 2pm Friday 26th April.

17.10 CSW Broadband News -

The update advises of automatic compensation for broadband users from certain providers

Five UK broadband and landline providers – BT, Sky, TalkTalk, Virgin Media and Zen – who serve around 90% of landline and broadband customers in the UK, will now automatically compensate customers when services do not work and go live dates are delayed. Visit for details -

<https://www.ofcom.org.uk/about-ofcom/latest/media/media-releases/2017/automatic-compensation>

17.11 John Horner - Warwickshire County Council 19 March - Response from Chief Constable regarding motion on rural crime

Letter from Martin Jelly QPM providing details of what the Police are doing to address rural crime.

17.09 Alcester Police North SNT. Latest Weekly Report. 5th May 2019

Suspicious Circumstances. Langley Road. Two males seen acting suspiciously in the area. Both seen to go into private gardens then walk off. First male had a beard and was wearing a short grey coat. The second had light coloured hair and beard and was wearing a blue coat with a red stripe. No offences disclosed at the time. 12.45pm Thursday 2nd May.

17.1 Alcester Police North SNT. Latest Weekly Report. 12th May 2019

The Police report shows no instances for Claverdon.

18.0 Finance

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

Date	Item	Cheque No	Current Account		Deposit Accounts	Total
			Deposits	Debits		
30 Apr 19	Balance		£28,273.92		£41,128.93	£69,402.85
	Payments for Approval					
6 May 19	Pavilion Electricity 22-3-19 to 20-4-19	DD		£15.26		(£15.26)
15 May 19	Water Charges at Pavilion for May 19	DD		£22.80		(£22.80)
14 May 19	April Verges & Lye Green Mowing	2269		£444.00		(£444.00)
30 Apr 19	Land Registry Fees for Recreation Ground Registration	2270		£60.00		(£60.00)
14 May 19	April net Salary - Parish Clerk	2271		£667.84		(£667.84)
14 May 19	M Key April Expenses	Amount				
	Allowance	£18.00				
	HP Instant Ink - Ink supply for Printer. 13/3/19-12/4/19	£14.99				
	Stationary - Printer paper	£3.25				
	Mileage Claim for April 19 - 57.8 miles	£26.01				
	Total	£62.25				
14 May 19	April Expenses of The Clerk	2272		£62.25		(£62.25)
14 May 19	Mowing Recreation Ground - 3 weeks of April	2273		£225.00		(£225.00)
8 May 19	Cricket Club Fees for 2018 Season	BACS				
23 Apr 19	Precept income for first half of 19/20 Financial Year	BACS	£15,000.00			£15,000.00
8 May 19	Cricket Club Fees for 2018 Season	BACS	£250.00			£250.00

	<i>Receipts and/or Transfers</i>					
	<i>Transfer from Deposit to Current</i>		£5,526.33		(£5,526.33)	
	<i>Interest on Reserve and Deposit Accounts</i>				£23.83	£23.83
<i>Date</i>	<i>Item</i>		<i>Current Account</i>		<i>Deposit Accounts</i>	<i>Total</i>
		<i>Cheque No</i>	<i>Deposits</i>	<i>Debits</i>		
31 May 19	<i>Projected Balance</i>		£47,553.10		£35,626.43	£83,179.53

- 18.1** Insurance Renewal. Councillors considered the quote for the renewal of insurance on a 1 year and a 3-year basis with Zurich Provincial commencing 1st June 19. The renewal of a 3-year term agreement with a year 1 payment of £647.32, which is less than £10 higher than last year, was proposed by The Chairman and supported by Councillor M. Wilcox and Councillor Bicknell.
- 18.2** An updated draft of the current Standing Orders for Claverdon Parish Council had to be read by all Councillors and so The Chairman deferred the matter until the next Parish Council Meeting.
- 18.3** Internal Audit – to receive and approve the Internal Audit Report for 18/19 Audit Year. The Councillors, having reviewed the content of the Internal Audit Report for 18/19, accepted the findings of the report and it was noted at point 11.2 of these minutes that a monthly report is required from CASE for the operation of the ANPR system.
- 19.0 Meeting Dates**
- 19.1** Dates agreed are: 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.
- 19.2** The proposed dates for consideration of 7th January 2020, 4th February 2020, & 3rd March 2020 were accepted by Councillors.