



PARISH COUNCIL OF CLAVERDON

Minutes of The Council Meeting on 4th June 2019

Present: Councillor S. Lawton, Councillor M. Wilcox, Councillor K. Meeson, Councillor H. Spiers, Councillor P. Bicknell, County Councillor J. Horner & 9 members of the public.

Apologies for absence

Apologies have been received from Councillor D. Middleton & District Councillor P Richards who have other appointments & Councillor N. Dargan who is unavailable due to business commitments.

Declarations of Interest

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

1 Minutes of the last Meeting.

- 1.1 On the proposal of the Chairman, the minutes of the Council Meeting held on 14th May 2019 were taken as read, approved by the Councillors present and later signed as representing a correct record.
- 1.2 On the proposal of the Chairman, the minutes of the Annual Parish Meeting held on 14th May 2019 were taken as read, approved by the Councillors present and later signed as representing a correct record.

2 County Council Matters

- 2.1 General Report – Adult Social Care Green Paper is delayed due to the current state of affairs in politics. County Councillor Horner has written to the Chief Constable about average speed cameras and is awaiting a response. There is a new law that will extinguish any footpaths and rights of way that are unregistered by 2026. County Councillor Horner has requested the maps for the Arden Division to ascertain whether there are any unregistered currently. It takes up to 3 years to get them registered, so the process has begun to ensure none are lost as a result of the new law. Trading Standards have identified dangerous Turkish swan necked lamps, being sold at Wellesbourne & Stratford markets and have acted.
- 2.2 Claverdon Land Trust & affordable homes at Curlieu Lane, Norton Lindsey. County Councillor Horner confirmed that a planning application would be made later in the month. The application will address affordable housing for Claverdon, Norton Lindsey & Wolverton. County Councillor Horner confirmed to Councillor Bicknell that not all the houses were for rent, but most of the houses would have some level of home ownership and there was even a self-build, but that all must be occupied by local people.
- 2.3 A4189 Task Group – The next meeting is set for 10th June and County Councillor Horner will report back at the next Parish Council Meeting.
- 2.4 The Green – Update on progress of Design Manual. This is no further forward & County Councillor Horner will speak to those responsible.
- 2.5 Turning into DM Hall off A4189 – The project has been costed and passed to Balfour Beatty resource management to plan the timing of the job. It is expected to be completed during the financial year to March 2020.
- 2.6 Bearley secured 30mph through special circumstances associated with an inability to site a sign, so speed restrictions were installed instead. Councillor Wilcox reminded everyone that the A4189 through Claverdon was a problem road and if the money was not spent on improvements to the infrastructure, then return it to a B road. County Councillor Horner promised to keep looking at the matter and believed that average speed cameras were the solution.
- 2.7 Extra Care Housing and Housing needs in Claverdon. County Councillor Horner believed that extra care housing was the way forward to save costs, provide independent living for longer and would hopefully encourage residents to downsize from their current homes. However, to progress there must be a proven need and any project must be a community driven project. To progress it would be useful if the Parish Council could support a housing needs survey to assist Warwickshire County Council (WCC). The Chairman asked for CLT to put the matter in writing to the Parish Council for formal consideration by Councillors together with any costs associated with the request.
Councillor Meeson believed that the Breach Lane proposed development was a small idea that had been taken along way based upon one report and that a lot more information was needed before any further consideration could be given. County Councillor Horner confirmed that the Parish News article which identified additional housing needs to that shown in the 2017 Survey, did not count if it was not supported by the Parish Council.

2.8 The Chairman asked if there were any questions for County Councillor J. Horner, to which Councillor Bicknell asked for confirmation that the turning into DM Hall would happen. County Councillor Horner confirmed that the project was with the contractor, Balfour Beattie, but that he could not confirm any timings.

3 District Council Matters

3.1 General Report. District Councillor Richards was absent, and no report had been provided.

4 Public Input

4.1 Steve Day raised the matter of the planning application 19/00931/VARY which involved disturbing the ground adjacent to his property and which is the same land that is the subject of a refused application and currently with Enforcement at SDC. Mr. Day wanted to know why no action had been taken following the Planning Committee refusal of the previous retrospective application, and why did this application not seek to also put back the levels in the paddock. Mr. Day has submitted an objection to the application and asked why the collector loops even need to go through the undisturbed land at all. It was all a major concern. The Chairman confirmed that the Parish Council had objected to the application. Richard Jackson of Jackson Developments advised that it will involve only a groove to be cut 1 metre deep and that it will not disturb the ground that is there now. The Chairman advised that he was not aware that it would not disturb the remaining spur of land, which was the last part of the original topsoil. However, the Parish Council still had not received the levels drawings previously promised, before any review could be undertaken. Richard Jackson said he would tell SDC to submit the levels plans in the morning. The Chairman advised that the Councillors can review the matter between Parish Council meetings. Councillor Meeson asked whether ground source heating was in the original plans. Richard Jackson advised that it was always the intention to install ground source and not air source.

4.2 The new residents at The Den on Breach Lane asked why they had not received a Welcome Pack and that that they had already suffered £8k of damage to glazing at their property. The Chairman advised that the matter had not been shown on recent Police Reports and therefore the Parish Council was unaware of the situation. Councillors were saddened to hear of the incident and recommended that he contact the person named in the Parish News about a Welcome pack as this was not provided by the Parish Council.

5 Planning.

5.1 Update on previously considered applications.

5.1.1 Crown Farm, Henley Road. 19/01008/TREE. T1 – T6 various tree works. SDC approved the application on 20 May 19

5.1.2 No2 The Green, Claverdon -19/00925/LBC & 19/00924/FUL. Single storey rear extension. Both applications were approved by SDC on 23rd May 2019.

5.2 Applications Responded to Inter-meeting

None

5.3 Applications for Discussion at this meeting.

5.3.1 Sunnyside, Wolverton Fields, Norton Lindsey- 19/01032/VARY. Variation of condition no.2 of planning permission reference 16/04014/FUL dated 27 April 2017 to retain a garage to the rear of the plot and remove from the plans the previously approved car port. Original description of development: Demolition of garage and erection of new dwelling and carport. Claverdon have been notified as an adjoining parish. The Councillors, having reviewed the details of the application, and after due consideration recorded a response of No Representation.

5.3.2 New Barnmoor Cottage, Kington Lane – 19/01397FUL. Complete re.-modelling of existing 2 storey dwelling. The plans were reviewed by Councillors who were unable to decide how the plans differed from the previous, withdrawn application, and requested the Clerk to seek confirmation of the increase in size and change in detail before deciding.

5.4 Other Planning Issues

5.4.1 Field off Henley Road A4189 between Kington Lane & Glenhurst Farm. The Forestry Officer has carried out a site visit and is in the process of issuing the required paperwork to ensure replanting of the hedgerow takes place in the next planting season. The Clerk was tasked to seek further information about the type of planting and a timetable for replanting.

- 5.4.2 Affordable Housing – WRCC proposal for 18 homes on Breach Lane presented at 14th May 19 Parish Council Meeting. The Parish Council has no objection to the Public Consultation set for 20 June 19 at DM Hall.
- 5.4.3 Affordable Housing – Claverdon Land Trust. The matter was covered in section 2.2 above by County Councillor Horner. Councillor Bicknell asked what Home Choice Plus meant. The Chairman advised that it was a District Council allocation. Councillors Meeson, Wilcox and Bicknell expressed their concern that the proposals made at the meetings held on 14th May represented a large increase in the number of houses in Claverdon. The Chairman advised that if a public consultation was undertaken, then the Parish Council would review the findings before making any decisions and SDC would not consider the matter until it has Parish Council support.

6 **Neighbourhood Plan**

The Examiner issued his report on the Submission Version of the Neighbourhood Plan on 17th May 2019. The report recommends 17 adjustments to the policies which in the main, enhance the Neighbourhood Plan. The Examiner recommended to Stratford-on-Avon District Council that the Claverdon Neighbourhood Development Plan for the plan period up to 2031 should, subject to the modifications put forward, be submitted to referendum. The Chairman said that this would happen later this year.

7 **Policing, CLASP & CASE**

- 7.1 Report from CASE. Councillor Spiers said she had not been given a report, but that CASE is consulting over a proposed questionnaire to be placed in the Parish News about the ANPR cameras.
- 7.2 Councillors requested that either a monthly report be provided by CASE or the Meeting would welcome a member's attendance to update the Parish Council.

8 **Recreation Field**

- 8.1 Councillors reviewed the Sport England documentation previously circulated to them, and after due consideration all approved the terms and content of the Acceptance Form, the Project Contacts Form and the Bank Details Form. The forms were later signed by the required signatories.
- 8.2 WALC Community Grant towards the play area – An update is waited from WALC on the success of the application
- 8.3 The Chairman and Councillor Spiers volunteered to be the 2 Councillors to review the Play Area proposal and costs and to meet with the volunteer group headed by Emma Foulerton and provide an update at the next Parish Council meeting. The remaining Councillors thanked them for volunteering and approved their appointment as the Play Area Review Team. Councillor Wilcox highlighted a concern over the proposed grass surface matting and wondered whether the maintenance costs would be high and asked that their review looked at lower maintenance surfacing that provided the same safety. The Chairman agreed that a review of the surface would be undertaken.
- 8.4 Update on obtaining 3 quotes for the extension & refurbishment of the Pavilion along with timetable to submit to Sport England the Tender Report Form well before the Sport England deadline for commencement of work by before 25th July 19. Deferred to the next Meeting.
- 8.5 Update on quotes for the costs of asbestos removal from the pavilion. The Chairman advised that the potential start date for the removal of asbestos was the end of the month and that costs, yet to be approved would likely be in the region of £18k - £20k.
- 8.6 Councillor Wilcox reported that, in the absence of a response from the VAT Written Enquiries Unit, which takes a long time, other advice sought suggested that the Parish Council test whether input can be reclaimed on the project with an early reclaim. Councillors believed this unsatisfactory and that the cost of the project should be considered inclusive of VAT until a response is received from the Written Enquiries Unit. The Clerk advised that a quote was sought from the Internal Auditors to give professional advice on whether and how input vat can be recovered on the pavilion project.

9 **Footpaths /Bridlepaths**

- 9.1 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. Councillors expressed disappointment as the field represents a lost asset to the community. The Clerk was requested to draft a letter on that basis.
- 9.2 Bridleway to the side of Gannaway Wood. Responsibility for the maintenance is being ascertained via the Rights of Way team at WCC

10 Yarningale Common

- 10.1 Update for discussion by Councillors on resolving the potholes on the access to the car park & The Homestead. Councillor Wilcox could not support sharing the Parish Council's legal advice with the occupants of The Homestead. The Chairman suggested that he and the Clerk draft a response for consideration by the Councillors.
- 10.2 Draft Biodiversity Management Plan for Yarningale Common. Following the meeting at site between the conservationists, the ecologists, Yarningale Common residents & the Parish Council on 16th May in respect of the glow worm population, WCC have adopted the conservationists' recommendations in their draft plan. The draft plan will be sent to the Parish Council shortly.

11 Dorothea Mitchell Hall

- 11.1 The new notice board has been delivered and installation adjacent to the pathway to the Community Shop is being arranged. The old notice board at the entrance to DM Hall will be removed when the new board is in situ.

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 **Any Other Business –**
- 12.2.1 Councillor Wilcox asked about the goal posts left behind the pavilion. The Clerk will address as part of the discussion on mowing as they are preventing that area being mowed adequately and it all looks untidy.

13 Post Received

Meeting 04 June 2019 - Correspondence

13.01 Letter from David Dalby - Democratic Services Manager - SDC

Invitation to contribute towards the review of the Polling Districts and Polling Places. Representations to be submitted by 28th June 19.

13.02 Alcester Police North SNT. Latest Weekly Report. 19th May 2019

Burglary Residential. Ossetts Hole Lane, Yarningale Common. Secure garage broken into and several items stolen including a Mountfield Lawnmower, 2 rattan chairs and a table. Between 5pm and 6pm Tuesday 14th May.

13.03 Alcester Police North SNT. Latest Weekly Report. 26th May 2019

Suspicious Circumstances. Langley Road, Claverdon. Man going door to door selling items from a bag. Caller concerned that they did not have the correct licence etc. Between 10am and 2pm Thursday 23rd May.

13.04 WCC Planning Strategy Dept Notification of consultation previously omitted from

Policy MCS 10 – Underground Coal Gasification Warwickshire Minerals Plan 2018 which had been missed from a previous consultation by WCC

13.05 WRCC - Public Consultation - 20th June 2019.

WRCC have provided a notice to the Parish Council of the intended Public Consultation on 20th June in respect of the proposed development of homes for local people off Breach Lane. The event will be at DM Hall from 3pm. The occupancy of the homes will be restricted to local people by way of a S106 Planning Agreement.

14 Finance

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

Date	Item	Cheque No	Current Account	Debits	Deposit Accounts	Total
			Deposits			
31 May 19	Projected Balance		£47,553.10		£35,626.43	£83,179.53
4 Jun 19	Payments for Approval New Notice Board to be located near the Community Shop	2274		£1,641.60		(£1,641.60)

4 Jun 19	Clerk's May 19 net salary.	2275		£560.25		(£560.25)
6 Jun 19	Pavilion Electricity 22-3-19 to 20-4-19	DD		£14.69		(£14.69)
4 Jun 19	Repayment of Receipt from Purchasers of Tattlebank for Admin Costs of the Sale to The Auctioneers	2276		£600.00		(£600.00)
	<i>Cheque Cancelled</i>	2277				
4 Jun 19	Zurich Municipal. Insurance Charge for 1/6/19 to 31/5/2020	2278		£647.32		(£647.32)
15 Jun 19	Water Charges at Pavilion for June 19	DD		£22.80		(£22.80)
4 Jun 19	Clerk's May 19 Expenses	2279		£87.09		(£87.09)
4 Jun 19	Verges & Lye Green Mowing for May 19	2280		£444.00		(£444.00)
	<i>Item</i>	<i>Amount</i>				
	Allowance	£18.00				
	Postage - 12 second class stamps	£7.32				
	HP Instant Ink - Ink supply for Printer.	£13.99				
	Mileage Claim for May 19 - 94.5 miles	£42.53				
	Printer paper & Manilla wallets	£5.25				
	<i>Total</i>	£87.09				
4 Jun 19	Internal Audit fees for 2018 & 2019 Audit Years	2281		£404.40		(£404.40)
	<i>Receipts and/or Transfers</i>					
14 May 19	Net proceeds of Sale of Tattlebank Wood after Auction & Legal Fees	BGC	£90,227.78			£90,227.78
	Interest on Reserve and Deposit Accounts	BGC			£22.50	£22.50
Date	Item	Cheque No	Current Account Deposits	Debits	Deposit Accounts	Total
30 Jun 19	Balance		£133,358.73		£35,648.93	£169,007.66

14.2 Annual Governance & Accountability Return 2018/19 Part 3 (page 4)

14.2.1 To consider & approve the Annual Governance & Accountability Return 2018/19. The Councillors considered the 9 areas listed and their responsibility to ensure a sound system of internal control including arrangements for the preparation of Accounting Statements. Having reviewed all criteria on the form the Chairman proposed the document be approved and signed. The proposal was agreed by Councillors present.

14.2.2 The Chairman & Clerk signed the Annual Governance Statement 2018/19 – page 4, upon approval

14.3 Accounting Statements 2018/19 of the Annual Governance & Accountability Return (page 5)

14.3.1 To consider & approve the Accounting Statements for 18/19. Councillor Wilcox explained the main differences and the Reserves schedule. After due consideration of the Accounting Statement to 31st March 2019, the Chairman proposed the document be approved and signed. The proposal was agreed by all members present.

14.3.2 Chairman & the RFO signed the Accounting Statements 2018/19, upon approval

14.4 An updated draft of the current Standing Orders for Claverdon Parish Council is for consideration and approval by Councillors. The Chairman requested further time to review. Councillor Bicknell advised that everything that needed to be considered had been adequately highlighted by the Clerk and that it should be easy to progress before the next Meeting. The Chairman recommended that the matter be reviewed by email in the intervening period. This was supported by Councillors.

15 Meeting Dates

15.1 Dates agreed are: 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, 7th January 2020, 4th February 2020, & 3rd March 2020.