



# **PARISH COUNCIL OF CLAVERDON**

## *Minutes for Council Meeting 12<sup>th</sup> November 2019*

**Present** – Councillor S. Lawton (Chairman), Councillor H. Spiers, Councillor P. Bicknell, County Councillor J. Horner (part) & 8 members of the public.

**Apologies for absence** - Apologies have been received from Councillor N. Dargan who is away on business, Councillor D. Middleton who has another appointment, Councillor K. Meeson who is unwell & District Councillor P Richards who is on holiday.

### **Declarations of Interest**

There were no declarations of interest made 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 1<sup>st</sup> October 2019 & the minutes of the Extraordinary Meeting held on 29<sup>th</sup> October 2019 were taken as read, approved by the Councillors Spiers & Bicknell and later signed as representing a correct record.

### **2 County Council Matters**

- 2.1 General Report. County Councillor J. Horner advised that WCC were in purdah and therefore no major or contentious decisions could be made. There are a lot of blocked drains in the County for which the County Council has no budget to unblock them. Expect more flooding. Trading Standards have advised of a new “scam” whereby people are told they have won the Health Lottery and scammers then attempt to secure bank details so that the winning amount can be deposited.
- 2.2 A4189 Task Group – No update provided.
- 2.3 The Green – Update in getting the design manual approved by the Strategic Director. No update.
- 2.4 The Chairman invited questions from the Public. A resident, concerned about flooding off the fields onto Breach Lane, and out towards Langley Road, asked what could be done. County Councillor Horner said he would raise this with the Flood Team and believed that the aged pipes may be blocked or crushed. There was a general concern at the Meeting that the development of the 3 houses on Breach Lane and the filled in drainage ditch nearby, may be having an effect. The Chairman undertook to ask Building Control at SDC about the drains associated with the development.
- 2.4.1 A resident raised the issue of flooding on the A4189 by Saddlebow Lane and the possibility of having more lighting in the area. County Councillor Horner advised that the culvert keeps getting blocked with rubbish being washed from the road despite WCC rodding the culvert. The Chairman advised that if there is a proposal received for lighting, it can then be considered.

### **3 District Council Matters**

3.1 District Councillor Richards is on holiday and has provided no report to the Meeting

### **4 Public Input**

4.1 A resident advised that the Dog Waste bin on Breach Lane had become detached from its post and that as there was only one dog waste bin for the Recreation Ground, dog waste was being put in the general waste bins, including the bin situated in the toddlers play area which is unacceptable. The Clerk will request the bin be attended to and ask for another bin for the Recreation Ground.

### **5 Planning.**

#### **5.1 Update on previously considered applications**

- 5.1.1 The Homestead Yarningale Common – 18/03183/LDE. Occupation of a building as an independent C3 dwelling, separate to the residential use of The Homestead. On 3<sup>rd</sup> October 2019 SDC Planning refused the application for a Certificate of Lawful Existing Use.
- 5.1.2 10 Morgan Close Norton Lindsey – 19/02284/FUL. Removal of conservatory - proposed two storey rear extension. The application was withdrawn on 1<sup>st</sup> October 2019.
- 5.1.3 9 Morgan Close, Norton Lindsey – 19/02015/FUL. Two storey rear extensions and side extension. The application was withdrawn on 1<sup>st</sup> October 2019.

## 5.2 Applications Responded to Inter-meeting

- 5.2.1 Cophill Cottage No2 Gannaway – 19/02733/FUL. Proposed two storey side extension and formation of new access entrance. After due consideration the Councillors gave a response of “no objection” which was submitted.
- 5.2.2 Brockwood 4 Kington Rise Claverdon – 19/02454/FUL. Single storey side and rear extensions, extension of existing garage and new terrace to rear. After due consideration the Councillors, provided a response of “no representation” which was submitted
- 5.2.3 Claverdon Hall Farm, Lye Green Road – 19/02890/COUR. Prior approval for the change of use of an agricultural building to a flexible use under Class R of Part 3 of the GDPO 2015 (Class B1 Light Industry or Offices). After due consideration the Councillors, gave a response of “no representation” which was submitted on 28<sup>th</sup> October 2019.

## 5.3 Applications for Discussion at this meeting – None received for discussion.

## 5.4 Other Planning Issues

- 5.4.1 Field Off Henley Road between Kington Lane & Glenhurst Farm. The Enforcement Officer has advised that he awaits the Hedge Replacement Order and that the matter remains open until the Order is received.
- 5.4.2 Land off Langley Road, Claverdon – 18/01410/FUL. The Parish Council lodged their appeal under reference APP/J3720/W/19/3235805 and await the outcome. The Enforcement Officer has updated the Parish Council following his visit regarding unauthorised earthworks within the boundary of the equestrian paddock and it is likely that a non-material amendment application is to be submitted regarding the change from the approved plan for 19/00931/VARY.

## 6 **Housing in Claverdon**

- 6.1 The changes to the draft questionnaire are being discussed with Sarah Brooke-Taylor at WRCC and it is hoped that this will be issued later in November.

## 7 **Policing, CLASP & CASE**

- 7.1 CASE update. Councillor Spiers advised that Langley now have a camera in place. There is a meeting of CASE next week and due to work commitments, Paul Johnson wishes to stand down and Becky Muller is willing to be the Chair. Les Edwards is looking for more volunteers to be involved and will include this in the Paris News
- 7.2 The Warwickshire Police & Crime Commissioner, Philip Seccombe is due to attend the Parish Council meeting set for 3<sup>rd</sup> December 2019. Councillors had no items that they wished to raise in advance and Councillor Bicknell recommended that the PCC attendance at the next Meeting be placed on Claverdon Matters by a Councillor.

## 8 **Recreation Field**

- 8.1 ROSPA Play Safety – Results of the Safety Inspection Report issued on 22<sup>nd</sup> October 19 had been shared with Councillors before the Meeting, for their consideration. Councillors agreed following a review of the recommendations of the report to remove all items from the Junior Play Area.
- 8.2 Pavilion extension & refurbishment. Update awaited on the proposed render options and related costs to change the external elevation treatment from UPVC sheeting to a render to improve sustainability if hit by a ball.
- 8.2.1 Update on progress of build at pavilion. The Chairman advised that progress on the pavilion had been set back by rain and there had been mention that a solution would be to have the pavilion extension in a timber frame construction and not block work. When asked by a resident, the Chairman thought that it would probably not lead to a cost reduction. Councillor Spiers advised that the Contractor had had some tools stolen from site. Councillors hoped that this had been reported to Police.
- 8.2.2 Play Area at Recreation Ground. The Clerk issued the draft tender document to Councillors prior to the Meeting. After due consideration the Chairman proposed acceptance of the tender document and this was seconded by Councillor Spiers & Councillor Bicknell.

## 9 **Footpaths /Bridlepaths**

- 9.1 Footpath off Breach Lane. Strimming/maintenance required. Clerk to contact the Landowner.
- 9.2 The Chairman thanked those involved for volunteering to clear one of the footpaths that leads across from Yarningale Common to Hercules Lane.

- 9.3 Yarningale Common – the footpath that borders the Homestead field. The Parish Council is grateful to the owner of the Homestead who have said that they will cut back the overgrowth to make this passable.
- 9.4 Hercules Lane – this has been reported to the Rights of Way team at WCC who are responsible for the bridleway. The Rights of Way team will not refund the Parish Council for any work done as they use a volunteer work force to do the work. However, despite having a job reference number, WCC Rights of Way team cannot even confirm that the work has been communicated to the Volunteers. Councillors present requested the Clerk obtain a quote to get the work done and make it accessible.
- 9.5 The Boys Club Field. –Andrew Entwistle of George F White advised the Clerk that he hoped that documents would be issued shortly which, if agreed, would allow the school to continue to use the field but no one else. The Chairman advised there was now no prospect in receiving a response from UK Youth to the proposal made in letter sent by the Parish Council in January 2019 and proposed that the Parish Council seek legal advice on what can be done over usage of the field. Councillor Spiers & Councillor Bicknell agreed, and the Clerk will provide the necessary information to Moore & Tibbits.

## **10 Yarningale Common**

- 10.1 At the Extraordinary Meeting held on 29<sup>th</sup> October 19, the Parish Council agreed that a separate bank account was necessary to manage the funds from WCC for the Biodiversity Offset Agreement. The draft proposed letter to the Bank was considered and upon approval by Councillors was signed by the 2 cheque signatories.
- 10.2 With the increasing number of residents showing interest in the Biodiversity Management Plan & eager to be involved in the works, the Clerk will produce a “short form” plan for distribution and details will be placed in the Parish News.
- 10.3 Pond 1 – County Councillor Horner has passed the request for assistance from WCC to address how pollutants draining into the pond can be rectified, to the relevant Department and the Clerk will follow this up.
- 10.4 The Management Agreement requires the Parish Council to appoint an Ecological advisor to provide support and advice on the Plan. Following discussion, the Chairman proposed, based upon the excellent work done by David Cole and knowledge held, that Warwick County Council Ecology Department be appointed as advisor to the Parish Council. Councillors Spiers & Bicknell supported the appointment.
- 10.5 Councillors advised that they had received various communications from a resident on Yarningale Common who, in general, objected to the plan. Councillors will consider their response and instruct The Clerk accordingly.

## **11 Dorothea Mitchell Hall**

- 11.1 Councillor Spiers advised that the Hall finances looked sound at present, and that the organisation providing the quote for the replacement curtains, including the stage curtains, had been slow and this was the reason for the delay. As the only heating for the Meeting was a small electric heater, Councillor Spiers undertook to check that there was no problem with the boiler. Councillors Spiers has received a complaint about the state of certain of the verges from a resident but confirmed it is a DM Hall matter which she was dealing with, and not a Parish Council matter.

## **12 Neighbourhood Plan & General Other matters including any arising from Earlier Meetings and not already covered.**

### **12.1 Neighbourhood Plan**

The Neighbourhood Plan was adopted following the Referendum on 24<sup>th</sup> October 2019 and following some minor amendments approved by the Senior Policy Planner at SDC, the Neighbourhood Plan is for final sign off by SDC on 16th December 2019.

- 12.2 **Claverdon K6 Telephone Kiosk. Listed Structure.** The Duty Desk at SDC Planning advised that a Pre – Application to the Listing Officer was required if the Parish Council wished to know whether the Kiosk can be moved. Councillors considered the pre- application cost of £350.00 and decided that the spend was inappropriate. Councillors debated the location of the telephone kiosk and agreed that it was in the wrong location to do anything with it, other than basic maintenance.

- 12.3 **Stakeholder Consultation – Green Garden Waste – due by 19<sup>th</sup> November 19.** Stratford-on-Avon District Council is proposing to introduce an annual charge of £40 (per wheeled bin or equivalent sacks) for the garden waste service from 1 June 2020. Additional bins/sacks will be charged at the same rate. Following discussion between the Councillors and input from the public, the Clerk is to respond to the Consultation highlighting the following points made and objecting to the proposed charge –

The cost of administering and monitoring the service will be prohibitive and therefore it would be better to place a few pence onto the Council Tax (if necessary) and continue to provide the service to all.

The proposal will encourage fly tipping, more bonfires, and more trips to the tip

Based on the above, how does the proposed new process accord with SDC's Climate Change agenda and policy making?

The black bins will be polluted with garden waste

The security of the tagged bins is not clear

Waste may be placed in Green Bins of paying residents by others – there is no security once the bin is placed external to the building.

- 12.4 The Parish Council had received a request from Claverdon Cricket Club to allow the Warwickshire Third Team to use the Recreation Ground again for the forthcoming season. Councillors considered the request and on the proposal of the Chairman, agreed that permission would be granted, but agreed that all Sports teams needed to sign an Agreement with the Parish Council over how the new pavilion would be treated and looked after by those who used it. Councillors requested a proposed draft agreement to be raised for their consideration and discussion with the Sports teams.

### 13.0 Post Received -

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#### Meeting 12 November 2019 - Correspondence

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#### 13.01 Email from County Councillor J. Horner re. food waste bins

County Councillor J. Horner advised that SDC is not able to pick up food waste from the grey caddies he distributed at the last Parish Council Meeting and that food waste should go into the green bins for disposal.

#### 13.02 Email from County Councillor J. Horner issuing a copy of a letter between Philip Seccombe & Councillor Peter Cornford of Henley in Arden

The letter is dated 24th September and responds to Councillor Cornford asking whether the Police would support Parish Councils investing in average speed cameras. The response does not support the request on the basis that the approach would be haphazard, have uncertain governance and administrative support and variations in technical specification and reliability.

#### 13.03 Alcester Police North SNT. Weekly Report. 6th October 2019

Burglary. Kington Lane, Claverdon. Outside containers broken into and items stolen including a transformer, saw and cash. Between 1<sup>st</sup> & 2<sup>nd</sup> October

#### 13.04 Email from Craig Bourne - Contracts Manager SDC advising of Consultation on Green Bins

The email advises there is a consultation on the continuing collection of green bin waste by SDC and the intention to make an annual charge of £40 per annum per household for Green Bin collection commencing June 2020. The consultation period closes 19 Nov 2019

#### 13.05 Alcester Police North SNT. Weekly Report. 20th & 27th October 2019

There were no reported incidents in Claverdon for either week. The email advises details of Operation Snap and advice for fireworks.

#### 13.06 Email from Stratford District Council (SDC) of 1/11/19 re. Cabinet Consult on Introducing chargeable green waste service

The email advises that SDC Cabinet met on 7th October and approved a proposal to begin consultation on introducing a chargeable green waste service commencing 1/6/2020 for £40 per annum on an "opt-in" basis. The consultation will be available on the SDC website until Tuesday 19th November for comments at -

<https://www.stratford.gov.uk/gardenwasteconsultation>

#### 13.07 Email received from the Chairman of Warwickshire Pride

The Clerk responded advising that the matter to which you refer was reviewed with the Monitoring Officer at Stratford District Council (SDC) at the time, as Claverdon Parish Councillors accord with the same Code of Conduct as SDC. It was confirmed by the Monitoring Officer that as the comments made by Simon Lawton were in a personal capacity with no reference to his position as a Parish Councillor, or mention of the Parish Council, then the Code of Conduct does not apply and there is nothing for the Parish Council to provide a response to. The Parish Council understand that Simon Lawton is in communication personally with Warwickshire Pride in respect of an apology.

**John Crossling - WALC. Email 5th November - Recommended practice on Local Authority**

**13.08 Publicity**

Instructions issued on the Code of Practice on Local Authority publicity during purdah from 6th Nov 2019 to 12th Dec 2019.

**13.09 Emails from CWS Broadband**

Notice advising the post codes where upgrades have been completed to provide fibre broadband and the process to see whether you can get the new fibre broadband

The Chairman confirmed that he had apologised to Warwickshire Pride and was sorry for his Facebook posting and the distress & inconvenience it had caused.

## 14.0 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 November 2019, were approved by all Councillors present.

Date	Item	Cheque No	Current Account	Debits	Deposit Accounts	Total
			Deposits			
31 Oct 19	Balance		£105,003.23		£35,738.18	£140,741.41
	<b>Payments for Approval</b>					
1 Oct 19	Installation of the new Notice Board outside the Community Shop	2311		£600.00		(£600.00)
11 Oct 19	Mowing Recreation Ground September 19	2312		£300.00		(£300.00)
7 Oct 19	Receipt for share of cost of temporary repairing the holes in the access to the Car Park & the Homestead.		£576.00			£576.00
13 Oct 19	Wayleave Income for Yarningale Common Poles		£277.27			£277.27
12 Nov 19	ROSPA Inspection fees for play areas at Recreation Ground	2313		£82.20		(£82.20)
12 Nov 19	Repairs to potholes at access to car park & Homestead at Yarningale Common	2314		£1,152.00		(£1,152.00)
12 Nov 19	Remainder balance of payment for Quantity Surveying Services for the Extension & Alterations to the Pavilion at Recreation Ground	2315		£925.00		(£925.00)
12 Nov 19	Clerk's October 19 Net Salary.	2316		£666.85		(£666.85)
15 Nov 19	Water Chgs at Pavilion for November 2019	DD		£22.80		(£22.80)
6 Nov 19	Pavilion Electricity 21-9-19 to 21-10-19	DD		£22.30		(£22.30)
12 Nov 19	Legal advice re. potholes at access to car park at Yarningale Common & The Homestead	2317		£303.00		(£303.00)
14 Oct 19	Compensation for poor service in progressing bank mandate	TRF	£31.00			£31.00
30 Oct 19	HMRC. Refund of VAT for 6 months period. 1/4/19-30/09/19	BACS	£5,880.44			£5,880.44
12 Nov 19	Interim Costs of extension of Pavilion at Recreation Ground	2318		£13,200.00		(£13,200.00)
12 Nov 19	October 2019 Verges & Lye Green Mowing	2319		£444.00		(£444.00)
12 Nov 19	Clerk's Expenses for October 2019	2320		£1,477.02		(£1,477.02)
	Item	Amount				
	Allowance	£18.00				
	Postage	£9.58				
	HP Instant Ink - Ink supply for Printer.	£19.99				
	Mileage in October -70 miles	£31.50				
	SDC Building Control Inspection Fees re. Pavilion Extension	£1,068.00				
	Stratford Herald Advertising Costs for Parish Clerk Vacancy	£329.95				
	Total	£1,477.02				
12 Nov 19	Mowing Recreation Ground October 2019	2321		£225.00		(£225.00)
	Receipts and /or Transfers					
	Interest on Reserve and Deposit Accounts				£22.67	£22.67
Date	Item	Cheque No	Current Account	Debits	Deposit Accounts	Total
			Deposits			
30 Nov 19	Balance		£92,347.77		£35,760.85	£128,108.62

## 13.0 Meeting Dates

13.1 Dates agreed are 3<sup>rd</sup> December 2019, 7<sup>th</sup> January 2020, 4<sup>th</sup> February 2020, 3<sup>rd</sup> March 2020.