

PARISH COUNCIL of CLAVERDON

The Next Council Meeting
will be held on
6th December 2021 at Claverdon Church Centre

commencing at 7:15 p.m.

The agenda for the meeting will be posted below in the week before the meeting and minutes from the last six months' meetings can be found under the Meeting Minutes section of the website. Any earlier, or other information can be obtained by contacting The Clerk by e-mail to ClaverdonPC@gmail.com

Members of the Press and Public are cordially invited to attend.



PARISH COUNCIL OF CLAVERDON

Agenda 6th December 2021

Items marked in yellow have Supplementary Papers.

1 Vote on appointment of a new Chair

- 1.1 Following the resignation of Chair Simon Lawton, Parish council to consider nominees and vote in a new Chair.
- 1.2 **To Receive Declarations of Acceptance of Office** – Chair to sign his Declaration of Acceptance of Office. To be witnessed by a member of the Parish Council

2 Apologies for absence.

3 Declarations of Interest

Members are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest. Should that interest be considered prejudicial to the matter, and unless a dispensation has been granted, they should leave the room and not seek improperly to influence any decision on that matter.

4 Minutes of the last Meeting.

- 4.1 To agree and approve minutes of 4th October 2021 meeting.

5 District and County Councillors Reports.

6 Public Forum.

To last for a period of fifteen minutes unless Councillors agree a time extension. During this part of the meeting, speakers, when invited, will have a maximum of three minutes to ask their question or raise any issue. At the Chairman's discretion, brief supplemental questions may be allowed, but speaking time is restricted to 3 minutes. To allow Councillors time to give a considered response, written questions may be submitted to The Clerk, to be received by the Thursday preceding the Parish Council meeting. Following this part of the meeting, no further public participation will be allowed. At the close of the meeting, if time allows, there will a further opportunity for informal public discussion, but this will not be documented in the meeting minutes.

Factual answers only, to topics raised, will be given. If required, any new items requiring further discussion and decision, may be included as a formal agenda item at the next Parish Council meeting.

7 Housing in Claverdon -

- 7.1 Discussion with Sarah Brooke-Taylor, Rural Housing Enabler, WRCC on way forward for new housing needs survey.

8 Planning.

8.1 Update on previously considered applications.

- 8.1.1 20/02868/FUL Proposed Erection of 12 Local Housing Need dwellings and associated works at Land to The South Of, Breach Lane, Claverdon, For Mr Neil Gilliver Warwickshire Rural Housing Association. Support. The parish council welcomes the development which provides social housing on a relevant scale offering opportunities to local residents in line with our Housing Needs Survey 2020. We have made further representation to SDC to validate that the tenure mix of proposed development will meet the needs of our housing needs survey.(5 shared ownership , 1 rental) An amendment/additional information has been received for the application including plans showing re-siting and design of dwellings, public open space and associated landscaping, Road Safety Audit, Design Rationale, Perspective / visuals. **Reconsultation. Object** due to tenure mix of 11 rental to 1 shared ownership which is not in line with 2020 Housing Needs Survey. **Refused.**
- 8.1.2 20/03716/FUL Alterations to Meadow Cottage and erection of a new house with replacement detached double garage and widening of existing access to Station Road Cottage, Station Road, Claverdon, Warwick CV35 8PE **Objection, Pending. Appeal made due to failure of SDC to make decision on time.**
- 8.1.3 21/01749/FUL Demolition of garage and erection of a dwelling. Ossetts Oak , Ossetts Hole Lane, Yarningale Common, CV35 8PT. **No Objection. Pending**
- 8.1.4 21/02153/FUL Extension to the rear of the property to create an additional bedroom in the original house and a living room in the extension. Roseden , Park Drive, Claverdon, CV35 8HG . **No Objection. Refused**
- 8.1.5 21/01905/FUL. Creation of a single storey wrap around extension, excavation of basement, existing cladding to be replaced by Black Timber Cladding and continued on new extension, creation of seating area and landscape changes. Rookley , Langley Road, Claverdon, CV35 8PJ. **No representation. Pending**
- 8.1.6 21/02079/VARY. Variation of condition no. 2 of planning permission reference 19/03482/FUL dated 18 February 2021 to amend the siting of lighting columns so that they are all to be located within the perimeter of the tennis court . Original description of development: Erection of 9 6.12m floodlights (including column and light). Claverdon Tennis Club , Station Road, Claverdon, CV35 8PH **No representation. Approved.**
- 8.1.7 21/02445/FUL. Demolition of single storey extension to no. 10 to facilitate the construction of a new access drive with the erection of 5 single storey dwellings with garages and associated parking, turning facilities, landscaping and other works. Land Off, St Michaels Road, Claverdon, **Object. Pending**
- 8.1.8 21/02710/FUL Improvements to existing domestic annex over garage to include reroofing new windows and roof windows. Wheelwrights Cottage , Church Road, Claverdon, CV35 8PD . **Approved**
- 8.1.9 21/02950/FUL.Coppice Farm Henley Road Claverdon CV35 8PS.Two storey front and single storey rear extension and minor alteration to dwelling house. **No representation. Approved**
- 8.1.10 21/02850/LDE.Crimble Langley Road Claverdon CV35 8PU.Certificate of lawfulness for the existing two rooflights inserted into existing roof. **No representation. Approved**
- 8.1.11 21/02626/FUL.Sunnyside Wolverton Fields Norton Lindsey CV35 8JN.Erection of new one bay detached garage. **No representation. Pending**
- 8.1.12 21/02657/COUQ.Land To The Rear Of Cordison Fields Yarningale Lane Yarningale Common CV35 8HW.Conversion of two existing agricultural barns to two dwellings. **Prior approval Refused**

8.2 Applications Responded to Inter-meeting

- 8.2.1 21/03263/TREE_Proposed : -T1: Douglas Fir: fell_-T2: Douglas Fir: fell -T3: Douglas Fir: fell Sunnyside, The Green, Claverdon, Warwick CV35 8LL. **Approved**
- 8.2.2 21/03096/FUL, Heart Of England Farms Henley Road Claverdon Warwick CV35 8PS, Extension to existing mixed use agricultural and game bird rearing building. **No response. Pending**
- 8.2.3 21/03243/FUL, Crown Farm Henley Road Claverdon CV35 8LJ, Proposal to replace the existing bitumen felt roof covering to the rear balcony area with a GRP grey coloured roof covering, the existing black painted metal guard railing will be replaced with a frameless glass balustrade screen. **No Objection. Pending**

- 8.2.4 21/03244/LBC, Crown Farm Henley Road Claverdon CV35 8LJ, Proposal to replace the existing bitumen felt roof covering to the rear balcony area with a GRP grey coloured roof covering, the existing black painted metal guard railing will be replaced with a frameless glass balustrade screen. **No Objection. Pending**
- 8.2.5 21/03491/FUL, Mulberry House Langley Road Claverdon Warwick CV35 8PJ, Removal of existing hedge and erection of brick wall and timber fence adjacent to Langley Road. **No response. Pending**

8.3 **Planning Issues for comment to SDC after the Parish meeting**

- 8.3.1 21/03434/FUL, New Barnmoor Cottage Kington Lane Claverdon, Demolish 250m2 of buildings. Construct 50m2 garage and store
- 8.3.2 21/03576/FUL, Claverdon Oaks Henley Road Claverdon Warwick CV35 8PS, Remodelling exterior and minor alterations
- 8.3.3 21/03595/TREE, Old School House Langley Road Claverdon CV35 8PU, T1 and T2 - conifers - Fell due excessive height, shade and low amenity value; plant Malus variety close to location. T3 - silver birch - Reduce in height by approx 5metres- excessive height close to dwelling; T4 - eucalyptus - Fell, poor twin-trunk specimen below mature silver birch and potential to grow to excessive height in close proximity of dwelling; T5 - holly - Fell, possibly dead.
- 8.3.4 21/03021/FUL, Field Adjacent To Glenhurst Farm Henley Road Claverdon CV35 8PS, Proposed Track for the purpose of Agriculture

9 **Internal Audit.** Consider and approve response to internal audit findings (included in draft minutes for 4th October meeting) and recommendations to include:-

- 9.1 All councillors to update themselves with current legislation which has changed significantly over the last few years. Read the "Good Councillors guide," from NALC.
- 9.2 Review analysis of the ongoing costs to maintain the facility. This will provide the necessary income figure required to maintain the facility. Further, to ensure the operation of the pavilion has a reserve that its own activities can build for the purpose to cover more significant expenses.
- 9.3 Carry out a survey and open meetings for residents to come forward with their wishes regarding their own facility. Availability, hire cost, uses and the option of evening events, ring fenced village prime times.
- 9.4 Include in the information to be circulated that council is looking to form a sub committee from residents. (which **may** include one councillor with no connection to the current users). The sub committee should be made up of a cross section of the community, gathered from volunteers after the open meeting.
- 9.5 Having checked the booking calendar- the prime time continues to be taken by two clubs at no financial reimbursement of consumables to the council. The electorate is therefore not compensated for their restricted access.
- 9.6 A risk assessment should be completed on the building. Both in the physical and the financial sense. How is the insurance affected by the distribution of keys for access? In normal events a caretaker would open and close public buildings. Is there a COVID policy in place for users of the building?
- 9.7 Council has not made efforts to collect such license fees. Yet it has continued to allow the non payers to use the facility.

10 **Policing, CLASP & CASE.**

- 10.1 Update

11 **Recreation Field**

11.1 **Update on Recreation field issues and agree proposals to move forward. e.g.**

- 11.1.1 Lack of signed license from cricket club.
- 11.1.2 Security issues at the Pavilion e.g. doors left open/ keys not with agreed keyholder/ keys left out behind pavilion/ Gates left open
- 11.1.3 Use of google calendar to share fixture/ training lists
- 11.1.4 Un sanctioned /regulated use of recreation field by Coffee truck

11.2 Update on Playground field issues and agree proposals to move forward. e.g.

11.2.1 Proposals for Gym equipment install

11.2.2 **Review Rospa report** and agree proposals to implement recommendations e.g. Fencing move to >2m from supernova/ finger trap protection on gates/ signage

11.2.3 Can Playground closed sign now be removed?

11.2.4 Review proposals to repair fences /gates

12 Footpaths /Bridlepaths

12.1 Update on how to make pathways more accessible to those with disability and mobility issues e.g. wooden stiles. Review and agree Proposal for 2 new stiles in Oak Dene Close path to breach Lane.

13 Yarningale Common

13.1 Review quotes and appoint contractor for holly and bramble clearance work for work in Zone B under the WCC bio- diversity agreement.

13.2 Review proposals from FOYC to continue clearance works outside the bio diversity area. These include

13.2.1 Weed clearance, perennial weeds, self-seeded saplings, holly, brambles and laurel from limited areas. This will require additional contractor expenditure.

13.2.2 Including biodiversity plans in next FOYC newsletter

13.2.3 Request for additional grant funding for Yarningale Common information board to cover funding shortfall of approx.£900

14 Dorothea Mitchell Hall

14.1 Review letter send to DM Hall trustees regarding Tennis club lights

14.2 Review request from DM Hall trustees via their lawyer, that the Parish Council as the holding trustee for the charity forward to the DM Hall trustees the deeds and documents which the Parish Council holds in relation to the charity's properties.

15 Boys club field

15.1 Current situation: UK youth, who own the boys club field have offered to gift the land either to the Parish Council (which could take longer and be more costly) or to a new/existing charitable entity whose objective must be explicitly be the broad development of young people (not just sports development). Council to consider email received from UK youth and propose a preferred option on which to move forwards with them.

16.1 To authorise payments due to date and approve the account projection to end of Nov 2021.

Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
30 Sep 21	Projected Balance		£58,025.60		£35,896.32	£19,195.20		£113,117.12
	Payments for Approval							
30 Sep 21	Opus Energy . Pavilion Electricity 15-08-21 to 14-09-21	DD		£19.36				(£19.36)
1 Oct 21	JM Whitehurst. Sept 2021 Net Salary	Bacs		£621.60				(£621.60)
1 Oct 21	JM Whitehurst. Sept 2021 Expenses	Bacs		£53.99				(£53.99)
1 Oct 21	Thomas Fox landscaping & Maintenance Ltd Sept Mowing of the village and verges (7 of 8) verges and Recreation Field (20-21 of 24)	Bacs		£648.32				(£648.32)
22 Oct 21	HW Construction and Commnerical Management(DCE). Final Retention fee for Pavilion build on recreation ground	Bacs		£1,200.00				(£1,200.00)
1 Nov 21	Kaymark Computer Ltd. 1 year renewal of NOD 32 anti virus 2021	Bacs		£33.60				(£33.60)
1 Nov 21	Xtreme Tree Care. Dead Wood removal on recreation ground	Bacs		£820.00				(£820.00)
1 Nov 21	JM Whitehurst. Oct 2021 Net Salary	Bacs		£712.40				(£712.40)
1 Nov 21	JM Whitehurst. Oct 2021 Expenses	Bacs		£35.99				(£35.99)
1 Nov 21	Opus Energy . Pavilion Electricity 15-09-21 to 14-10-21	DD		£17.49				(£17.49)
5 Nov 21	Thomas Fox landscaping & Maintenance Ltd. Oct Mowing of the village and verges (8 of 8) verges and Recreation Field (22-23 of 24)	Bacs		£648.32				(£648.32)
1 Nov 21	HM Revenue & Customs. Jul/Aug/Sept 21 Income Tax deductions re. Clerk's salary	Bacs		£70.06				(£70.06)
	Item	Amount						
	Allowance Sept 2021	£26.00						
	HP Instant Ink - Ink supply for Printer. Sept	£9.99						
	Mileage Sept	£18.00						
	Total	£53.99						
	Item	Amount						
	Allowance Oct 2021	£26.00						
	HP Instant Ink - Ink supply for Printer. Oct	£9.99						
	Mileage Oct							
	Total	£35.99						
18 Oct 21	Receipts and/or Transfers Western Power Distribution. Wayleave Yarningale Common	Cheque	£277.27					£277.27
31 Oct 21	Interest on Reserve & Deposit Accounts Oct.				£0.87			£0.87

Date	Item	Cheque No	Current Account		Deposit Accounts	Yarningale Account		Total
			Deposits	Debits		Deposits	Debits	
31 Oct 21	Projected Balance		£53,421.74		£35,897.19	£19,195.20		£108,514.13
	Payments for Approval							
29 Nov 21	Creative touch Design Website hosting 2021	Bacs		£144.00				(£144.00)
	Claverdon gardening group Winter bedding and Planter repair payment	Bacs		£279.77				(£279.77)
	Thomas Fox. Nov Mowing of the Recreation Field (24of 24)	Bacs		£96.00				(£96.00)
	WCC. Ecological advice and Great crested newts DNA kits	Bacs		£1,560.00				(£1,560.00)
	Claverdon Parish Magazine. 2021 advertising fee	Bacs		£315.00				(£315.00)
	Claverdon Church centre. Rental charge 4th October 2021	Bacs		£47.50				(£47.50)
	Waterplus. July- Nov water charges at Pavilion(DD cancelled by WP in Error)	Bacs		£173.00				(£173.00)
	JM Whitehurst. Nov 2021 Net Salary	Bacs		£627.40				(£627.40)
	JM Whitehurst. Nov 2021 Expenses	Bacs		£35.99				(£35.99)
	Item	Amount						
	Allowance Nov 2021	£26.00						
	HP Instant Ink - Ink supply for Printer. Nov	£9.99						
	Mileage Nov							
	Total	£35.99						
30 Nov 21	Receipts and /or Transfers							
	Interest on Reserve and Deposit Accounts				£0.81			£0.81
30 Nov 21	Projected Balance		£50,143.08		£35,898.00	£19,195.20		£105,236.28

17 **General Other matters/ including any arising from Earlier Meetings and not already covered.**
(No decisions are to be taken on any items discussed under this heading)

18 **Meeting Dates**
 Agree date for future Parish Council meetings.