



# PARISH COUNCIL OF CLAVERDON

## DRAFT MINUTES FOR PARISH COUNCIL MEETING 11<sup>th</sup> APRIL 2022

**Present:** Councillor N. Dargan (Chairman) (ND), Councillor H. Spiers (HS), Councillor K. Meeson (K. Meeson), K. Parker, Parish Clerk and 9 members of the public

The Chairman opened the meeting and welcomed Karen Parker as the newly appointed Parish Clerk. He stated that, in the absence of any form of handover of the role, KP was picking things up as quickly as possible but had been hindered by the lack of access to bank accounts and the website.

The Parish Council agreed that following significant investment and refurbishment of the Pavilion and that it was owned by the Parish Council, that it should be utilised as the venue for Parish Council Meetings going forward. This would also keep hiring costs to a minimum on other locations during the year.

The Chairman stated that a working party would be arranged to produce a communications plan to ensure that there was meaningful engagement between The Council and the parishioners in between meetings. This would also address those without access to the internet.

1 **Apologies for absence:** Councillor P. Bicknell (PB), Councillor D. Goosen (DG), Councillor D. Middleton (DM), County Councillor John Horne (JH)

2 **Declarations of interest:** None declared

3. **Councillor Vacancy:** Following the resignation of the previous Chairman Simon Lawton and Councillor Nick Dargan being appointed as Chairman, this had created a vacancy on the Parish Council. The vacancy was displayed to give residents of the parish the opportunity to request an election to fill it. Graham Raspin, Senior Electoral Officer at SDC informed the Parish Council that no requests had been received in the time allowed for an election to be held and that the remaining parish council members may now proceed to fill the vacancy by co-option. Claire Hammond was then invited to join the councillors and handed the Declaration of Interest Form which needs to be completed and forwarded to [monitoring.officer@stratford-dc.gov.uk](mailto:monitoring.officer@stratford-dc.gov.uk) within 28 days of her appointment. This is a legal requirement under the Localism Act 2011. KH proposed that CH be co-opted as a Parish Councillor which was seconded by HS.

4 **Minutes of the last meeting:** On the proposal of The Chairman, approved by all present the minutes of the 24<sup>th</sup> January 2022 were taken as read and approved.

5 **District and County Councillor Reports:** No District Councillor or County Councillor were present.

6 **Public Forum:**

6.1 William Semmens attended to request the use of Lye Green on Sunday 5<sup>th</sup> June for a Garden Party as part of the Jubilee Celebrations. The Parish Council had no objections and hoped that the day would be a success.

6.2 Gill Evans also spoke to the meeting of the unique event of the Jubilee and that they were planning a series of events to combine 4 days of fun and celebrations. A pamphlet was shared with the meeting (attached) which would appear in the parish Magazine. The committee are also planning a commemorative bench and tree for which they were raising funds and asked the Parish Council if they could support this with a donation. They hope to raise enough to enable the bench to stand on paving rather than just gravel but that the cost of this is quite high. The celebrations are open to all and all village societies as well as the shop are involved. The Chairman felt

that the Parish Council would always be keen to support and offered a donation of £200. HS hoped that some help could also be offered from local businesses or suppliers.

6.3 A member of the public once again raised the issue of traffic 'racing' through the Village at speed. ND reiterated that the Parish Council had no authority and were limited in what they could do but that parishioners could rest assured that they would keep lobbying John Horner. Councillors were aware that there had been an increase in speed checks and that the location of these had moved to the layby opposite The Crown public house. CH had attended a public meeting where the road between Claverdon to Ullenhall had been discussed but that cost also played a part and that as an "unlit" village, speed humps were not an option.

6.4 Alice Peach and Barney McElholm gave a presentation on behalf of John Barnes (who was unable to attend) regarding the planning at Claverdon Hall Farm Barns. There is already approval for 4 houses and a light industrial building but they are seeking further planning approval which would negate the need to utilise existing structures and hard standing and replace with, what they felt, was a more attractive, non-commercial development with no industrial units. The proposal (attached) seeks to reduce the volume and hardstanding (currently for 25 cars) whilst enhancing the ecology and biodiversity by introducing trees, a wildflower meadow and pond. If the new proposal was not approved, the existing plans would go ahead.

The Chairman thanked them for their presentation and asked about a footpath into The Village. AP felt that this would not be granted in the plan but that the original plan did not feature one either. Councillors asked questions about re-saleability and were told that the smaller properties would be good for those wishing to downsize but stay in the village as well as for the surrounding properties. Further discussion was held about the industrial unit and it was agreed that this would add to the traffic in the area. HS asked about the car ports and if, in the future these could be extended to enlarge the properties but was told that no extensions could be granted due to the properties being on green belt. It was felt that the new plan was better for the environment and aesthetically for The Village. The Chairman confirmed that the Parish Council had not seen anything in the presentation that they objected to but would look at in more detail when the planning application had been forwarded to them.

**7 Claverdon Community Land Trust:** John Horner was unable to attend therefore a presentation was given by Neil Pearce of Avon Planning Services along with James Horner and Philip Lowe from the Trust, (copy attached). They concluded by stating that the application for this proposal had already been submitted and felt that it had addressed all previous refusal reasons and was now in the portal.

The Chairman thanked the delegates for the presentation and stated that they were aware of some of the responses to this development i.e. Wolverton and Norton Lindsey PCs and that the Parish Council had felt that they were in the middle of two competing proposals. The delegates felt strongly that this proposal was not competing with the previous plan for Breach Lane, but that both were needed and each a different offering. The land at Gannaway Farm was the only site they had been able to source. The Parish Council asked about control over who would be able to apply for a property under the Discount Scheme (KM suggested that this might be extended to include veteran/key workers). The response was that this would be investigated if the Parish Council made a recommendation but that residents and those with a village connection would be given priority.

The Chairman asked about the survey that they had carried out and whether it yielded the responses that they had expected. The delegates stated that they had endeavoured to be as clear and transparent as possible as they genuinely believe there to be a need for this housing in the area.

HS asked about the amounts of the discount being proposed and was told that the minimum would be 20% but could be up to 50%. HS said that the previous Chairman had been a member of the Trust and had questioned the discounts and asked if this was a "not for profit" scheme. The delegates were insistent that this was indeed not a profitable proposal and that the District Council would make the decision. HS queried whether the data from the housing need survey would need to be analysed by an independent authority approved by SDC. The delegates

were keen to point out that the responses they had sought from residents had been carried out openly and sealed envelopes opened in the presence of witnesses in a proper manner and that they were not there to “pull the wool over anyone’s eyes” but believed that the area genuinely had a need for the discount housing scheme that was being offered.

KM asked about the source of the investment and the response was that it would be from CAF Bank and the sale of the properties would fund the scheme. KM also asked if the properties were only for first time buyers. The delegates stated that these houses were also of the benefit of those wishing to downsize.

CH said that the village of Claverdon needed more affordable housing and for the schools and businesses to be utilised by local people but this scheme would be of more benefit to the villages of Wolverton and Norton Lindsey. The delegates once again stated that it was the price of the land that had driven the location and that with this application, there would be an option to purchase another 5 acres which could also be utilised. Hazel Spires agreed with CH that traffic and parking in Claverdon to use the school etc. was already a problem. The Chairman agreed that 2/3rds of the pupils at Claverdon were not from Claverdon and that children living in the village should be able to stay and purchase homes of their own in the village. He confirmed that the Parish Council were not against the idea of new and affordable homes but these were on the furthest boundary but felt reassured that the reasons had not been profitable ones. PL from the Trust reiterated that this is development was excellent and that if the 10 houses were not built, 10 families would lose out. James Horner stated that this was better than a development of 30 houses with only a percentage of them being affordable. HS agreed but would like to have more detail on how much the actual discount to the families would be. NP said that the price land and the build would determine the cost of the housing.

The Chairman thanked the CLT once again and confirmed that the Parish Council had not seen anything from the presentation that they objected to but would look at in more detail when the planning application had been forwarded to them.

**8 Planning:** No further comments following the updates.

## **9 Recreation Field:**

9.1 Councillor Dave Goosen had sent an update as follows: *Playground repairs. I have spoken to one of the original installation contractors (Nick Green) to arrange a site meeting. He is supportive of putting things right and installing the gym equipment. I am still awaiting his availability for a site meeting. I will chase when I’m back this week.*

9.2 The Parish Council agreed that Thomas Fox would carry out the mowing of the Recreation Field and, verges and village areas for the next year.

9.3 Update send by PB following Pavilion Working Party

- *Noted that the two village football teams are having strong seasons. The first team are top of the league, whilst the seconds (in their debut season) have reached a cup final. Claverdon Rugby Club also won their league at the weekend, and it’s great to see our village sports clubs thriving.*
- *On 25<sup>th</sup> March, a working group consisting of councillors met with representatives of the football and cricket clubs. There have been a few outstanding points to discuss and we felt that a working group was the most productive and proactive way of addressing these. No decisions were made at this working group but any proposals put on PC Agenda.*
- *It was a really positive meeting, with the following points worth reporting back to the PC:*
  - a. *Fire Alarm key & reset. Football club (via Matt Parker) offered to look at this. Since we met, the alarm has been serviced, tested, and new keys provided.*
  - b. *Parking – flagged the concerns from residents. Both clubs agreed to ensure that parking at the top of the field was fully utilised and sports club users asked to park considerately. PC may have the option of opening up the hardstanding at the bottom of the field for further parking in future.*
  - c. *Use of the field – both clubs offered to provide a schedule of upcoming matches & training sessions (circa 4 weeks) to inform other parishioners of use of the field/pavilion. To be posted in the pavilion*

window and on Claverdon Matters. Messaging around 'support your local team' & opportunity to join to be included.

- d. Responsibility for use & maintenance – it was proposed that a checklist be developed to ensure users take care when using the pavilion and 'leave as they find it'. It could include; sweeping, bins, closing windows, locking storage, etc and a named signatory required. The PC could provide signage (no studs/spikes) to support this. A good suggestion about the teams for a 'deep clean' of the pavilion on a regular basis, with the agreement this would be looked in to.
  - e. It was also felt that keys should be given to those who need them and the Parish Council could be given a "register" of key holders. It was suggested that new locks could be put on the changing rooms with a master set stored securely on site.
  - f. Perishable equipment & storage (e.g. football kits, cricket pads) are not suited to outdoor storage due to tendency to rot, rodent damage. Suggested racking to be put in the unused 'umpire room' to allow indoor storage.
  - g. It was anticipated that new contracts be issued to the sports clubs (which should include some of the points above where relevant and/or clarity needed)
  - h. Use of the field by Warwick thirds – discussed at the meeting and subsequently discussed with all councillors. Agreed to offer them the use of the field as it helps with the financial upkeep of the field/pavilion. **Update following sub group that Warwick thirds had been forced to find another venue due to time constraints to publish fixtures for 2022 season. They hoped that a longer term agreement could be reached in time for 2023 and beyond. This had resulted in a loss of potential revenue for this season and early resolution for next year would be sought.**
  - i. Both clubs asked who would be responsible for "deep cleaning" of the pavilion as well as the provision of hand soap, toilet paper etc. VH stated that the club had received national sponsorship and been supplied hand sanitiser which would be available to all. Consumables would be looked into and quotes sought from contract cleaning companies for a 2 hour clean each month. This could potentially be advertised to see if anyone locally would like this opportunity.
- Councillors present agreed with the proposals presented and that any further actions should be implemented to ensure smoother running of the Pavilion.
  - Many of the actions agreed will address a number of points raised in the audit of 2021, summarised in the PC Minutes of 4<sup>th</sup> October 2021.

**10 Footpaths and Bridleways:** Following the Chairmans suggestion in January, enquiries were being made to update the website to enable problems to be reported through the correct channels via links.

**11 Yarningale Common:** Councillor Phil Bicknell had sent the following update - *There had been a request for a memorial bench to be placed on the common. Any bench would need to be in-keeping with the common i.e. made of wood and anchored).*

*A question had been raised re funding -- I think that is what is being used to fund the signage that Ian Bowater is working on (and which I mention in the note). I will double check, but the original request was for PC to put more money in for some more significant signage. We said the lower cost option would be preferred. Suggestion is to hold back on any substantive signage until we're a couple of years in to the biodiversity project and we're starting to see the results. Plus I'd be concerned that any signage may get damaged --- as happened to some rather good signs on the canal a couple of years ago.*

Councillors present agreed with the suggestions in Councillor Bicknell's update.

**12 Dorothea Mitchell Hall:** All title deeds held by Moore & Tibbits (Parish Council Solicitors) had now been sent to the DM Trust.

**13 Boys Club Field:** The Chairman had been in contact with Moore and Tibbits and more information was required to enable the Parish Council to reach a decision on the option that suited the needs of the Parish Council best. This would be feedback at the next meeting.

**14 Finance:**

**14.1 Income and expenditure for 3 months to 31<sup>st</sup> December 2021** – The Parish Clerk was unable to produce a set of accounts as, at present there was no access to the bank accounts held by the PC. Passwords and access were both unavailable. No payments could be made and any amounts received remained unchecked. This was being addressed as a matter of urgency by The Chairman and Vice Chair.

**14.2 Bank reconciliation Jan 2022 Review and approval by Councillors** – As above

**14.3 To authorise payments due to date and approve the account projection to end of April 2022** –Due to a number of issues, the Parish Clerk would need to write cheques to ensure payments could be made.

**15 General Other Matters:**

**15.1 Replacement Laptop** – The parish Clerk would seek quotes to replace the laptop and purchase a hard drive for storage of archived electronic files.

**15.2 Village Telephone Box** – the Parish Clerk had received some correspondence in regard to the appearance of the telephone box and a request for funding to install shelving. The Parish Council did not wish to encourage use of the telephone box as it is situated on the narrowest stretch of pavement at the side of a busy road. The Parish Council had previously looked at resighting the box but this had been a costly option. It was agreed that it was unsightly and needed some refurbishment. It was noted that during the past week, new shelving had been added to the box. Some investigation would be necessary to highlight who was responsible for the box and whether any insurance cover was required.

**15.3 Use of the Pavilion** – The Parish Clerk had received requests for party bookings in the pavilion over the summer. The Parish Council agreed that there was a need for a system to manage this asset to ensure bookings did not clash with sporting fixtures and that a Hire Agreement would be necessary to ensure that it was being utilised by those who lived in the village.

**15.4 LGA Code of Conduct** – The Parish Council agreed that this would be adopted.

**15.5 Independent Housing Needs Survey** - Sara Brook Taylor advised that WRCC undertake parish-wide housing needs surveys and within Stratford district these are provided at no cost to the parish council, other than delivery. The local parish council would normally arrange for hand-delivery of the survey but, as has already been agreed with Claverdon Parish Councillors, on this occasion one survey pack (cover letter, survey form & Freepost envelope) will be posted by Stratford on Avon District Council (SDC) to each dwelling currently registered on the Electoral Roll and to those on Home Choice Plus who have indicated a preference for Claverdon. It has further been agreed that postage costs will be covered by Warwickshire Rural Housing Association (WRHA).

Additional copies of the survey form can be requested from WRCC and respondents can, if preferred, complete the survey online. More information would be put on the PC website.

WRCC are particularly aware, through discussion with Councillors at meetings last year, that there are a number of people who currently live elsewhere but wish to return to the parish so would encourage details of the survey to be published locally (both the online link & how to get additional forms) so the information can be readily shared. Anyone with a local connection (as detailed on the survey form) can complete the survey.

The return deadline is usually set approx. 3 weeks after the distribution date. Simon Purfield at SDC who would organise the posting of the survey packs has advised that 25th April would be the earliest to arrange distribution.

As already agreed with the Parish Councillors and SDC the standard survey form would be used, which is used in parishes across the district. The form is based on a survey in common usage by Rural Housing Enablers and Community Led Housing Advisors throughout England. Parish Councillors have also previously asked that the attached sheet providing rental data accompany the housing needs survey form.

The Parish Council were in agreement that this should go ahead.

**15.6 Village Defibrillators:** Councillor Dave Goosen sent an update following a request for funding towards a Defibrillator to serve Claverdon Benefice Housing Association bungalows at St Michaels Close and the surrounding area including Claverdon Church, cemetery and Church Centre.

- a. *Crown Defib - Met with NHS regional coordinator Tim Cronin. The defib will be registered on the NHS system by the end of this week. This benefits the community when someone calls 999 as they can direct the caller to where the machine is located and also gives access to Paramedics/Ambulance staff if required. Tim also mentioned that the NHS are trying to promote the use of military grade bandage/emergency dressings packs at a cost of circa £97 to be located in local Defib sites. I will contact the company this week for an official quote and further details as it needs to be privately funded.*
- b. *Defibrillator request by Les Edwards. I have asked them to write into you to see if CPC funding is available in the case they cannot raise the required budget. One of the group may well be present to speak during the public question item on the agenda. As this item was not raised in the Public Forum the PC will await further contact from the group.*

**16 Next Meeting:** The next meeting would be a combined AGM and Annual Parish Meeting on **Monday 30 May 2022** to be held in The Pavilion on the Recreation Ground, Langley Road, Claverdon.

The Chairman thanked everyone for their attendance and closed the meeting.