

The Minutes of Fenny Compton Parish Council Meeting – 16th November 2015

The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 16th November 2015 commencing at 7.45pm.

Present: Miss Deborah Lea in the Chair, Mike Davies, Jon Dutton, Michael Guest, Ian Hartwell, Derek Carless, Samantha Parkes, Councillor Christopher Williams & Parish Clerk Catherine Lambert.

1. **Apologies:** None.
2. **Minutes of the last meeting:** Derek Carless, seconded by Samantha Parkes, proposed acceptance of the Minutes to the Parish Council Meeting held on the 19th October 2015.
3. **Declaration of Interests:** None.
4. **Open Forum:** None.
5. **Matthew Neale – Neighbourhood Planning Officer at Stratford on Avon District Council: Neighbourhood Development Plans.**

Matthew Neale gave a presentation on the procedure for carrying out a Neighbourhood Development Plan. A completed plan would be attached to the District Council's Core Strategy and become planning policy. Therefore, the document would have to go through an independent examination before being adopted. Things to consider when undertaking a plan are where the community would like to allocate development and community assets. It is a chance to see what the aspirations of the community are for the period up to 2031. The Neighbourhood Development Plan cannot contradict the District Council's Core Strategy or other existing planning policies.

The Parish Council asked what resources are available to undertake a plan. Matthew responded that the Parish Council as the qualifying body would own the plan until it is accepted, then the District Council will take it over as part of their planning policy. A steering group would be needed to undertake the work of preparing the plan, and they would report back to the Parish Council. The plan would be a community document and would help to utilise the expertise available in the local community. The Parish Council can buy in help and expertise and there are grants available up to £8000.

Once a community decides to go ahead, they need to designate the neighbourhood plan area. Step two, the preparing of the plan could take up to a year to complete. Topics to include in the plan are areas of land to protect and areas where development should be encouraged. The aims and objectives of the community can be used to formulate policies to include in the plan. How many topics to include depends on the aspirations and size of the community.

The plan has a statutory consultation period of 6 weeks, where the community is able to comment on the proposed plan. This would be undertaken by the Parish Council.

The Council asked if there was a parish of a similar size to Fenny Compton who are undertaking a neighbourhood plan at present. At present there are only a few plans at submission stage, Kineton and Welford on Avon are at the examination stage. The Council asked how long it takes to get to this stage, the answer was about two years.

When a Parish Council are happy to submit their plan, the District Council would then take over the process. However, they would continue to collaborate and work as a team with the Parish Council. The District Council carry out their own consultation process. Following this the plan is submitted to the independent examiner, it will only go to a hearing if there are particular concerns on the policies. If the examiner is happy it will proceed to referendum. This is carried out within the boundary of the area set out in the plan, and if 51% or over of the people who vote on the day approve the document, it is then accepted and becomes a statutory document.

During consultation anyone can comment - they do not have to be a resident, so this may include developers. Evidence based policies are key to the best plans, so that the plan can be defended against any objections or negative comments.

Matthew is there for day to day support, in his role as programmes officer to help steer Parish Councils through the process. He agreed to put together a pack for the Parish Council which would include a set of documents that will help with investigating the process and providing a starting point. Some communities have used these documents to hold an open morning to see what the community's feelings about a plan are. The overall process is time consuming and the more people involved the better.

Matthew offered to answer any questions or queries and was happy to attend any further

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meetings to help the Parish Council consider the matter. The Chair thanked Matthew for attending the meeting and for his very informative presentation.

It was agreed to discuss this issue further at the next meeting.

6. **Matters Arising:**

- a) **Farmers Market:** Mike Davies reported that the attempt to get a new management team for the farmers market had not succeeded. MD
- b) **Allotment Provision:** Jon Dutton had nothing further to report. JD
- c) **Land Registry:** A meeting is still to be organised between Deborah Lea, Mike Davies and Michael Guest to discuss where all the documents will be held. Mike Davies agreed to talk to the solicitors about the war memorial. The Parish Council needs to take a decision as to where the actual land registry documents will be held. It was agreed that the Clerk should hold the certificates. DL/MD & MG
- d) **Highways:** The signs by Manor Court have been installed. Patch Byrne confirmed that he will look at the posts on Church Street and the footpath on Brook Street and High Street when he is next in the village. For the Parish Council's information he has raised a defect for a small drainage job in the verge at the junction of Memorial Road and High Street. He wanted to get in at the head wall at the back of the depot yard behind the large building, however having inspected the area the access for men and plant and the required working area is severely restricted. The work at the junction should help to reduce any back up as they know they have a good connection through to the brook. The Chair is to look at the overgrown hedge reported by Brian Peers. Derek Carless reported road signs which have not been collected since the road surfacing in Memorial Road. The Clerk reported these to the highways and they have now been taken away. CL
- e) **Street lighting:** The Clerk reported a defective streetlight on the junction of Cotters Croft and High Street. Annette Mackie replied that she had instructed their contractor to attend this streetlight. The Clerk also confirmed that the streetlight opposite the doctor's surgery is definitely on during the day, Annette has spoken with their contractor and they are to attend site, inspect and again fit a new photocell and relay, which is all that they can now try. This hopefully, will cure the problem but if not successful, then the Parish Council will need to look at replacing this 28-year old lantern, for the internal wiring has been replaced but they can no longer obtain parts as this type of lantern is no longer manufactured. Michael Guest reported that he has now obtained a quote for the unmetered electricity supply from SSE which will be discussed under the item for Finance. CL/MG
- f) **Police Report:** Nothing to report.
- g) **Standing Orders:** Mike Davies is still in the process of updating the Standing Orders. MD
- h) **Email addresses:** Mike Davies agreed to obtain new email addresses for the two new Parish Councillors. MD
- i) **Empty homes:** No new updates.
- j) **WALC:** Legal Topic Notes Updates on Legal Proceedings, Staff Pensions and Section 137. Mike Davies is to look at this documentation. The Clerk will track back this documentation and pass it to Mike Davies. MD/CL
- k) **Fly Tipping:** Mike Davies reported three incidents of fly tipping on the Claydon road. Councillor Williams will report this the District Council's Street Scene. Cllr CW
- l) **Defibrillator:** Sam Parkes reported that funding for a defibrillator is available from the British Heart Foundation. In applying for a package, the Parish Council would have to guarantee that they could train 10 residents to carry out CPR. Applications are open until March 2016. Mike Davies stated that the ambulance service needed to be consulted. The Council had been informed that the First Responders group still have a bank account and monies in it. This would need confirmation, but such monies might be used to fit the defibrillator once a location had been identified where it would be installed. The location would need an electrical supply. The Parish Council agreed to apply for the funding from the British Heart Foundation. Sam Parkes agreed to proceed with the application on the Council's behalf. SP
- m) **War Memorial:** No update as yet.
- n) **Tree work:** The Clerk had received confirmation from Andrew Saunders that he can process the application forms for planning consent for the tree work in Memorial Road.
- o) **Traffic Management:** Mr Purse has replied to the Clerk. The Parish Council discussed

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his comments and the Clerk will respond accordingly.

CL

- p) **Warwickshire Flood Summit:** Brian Peers attended the meeting, but there was nothing new to report.
- q) **New Councillors:** The Clerk has informed the monitoring officer and returning officer at Stratford on Avon District Council of the appointment of the new councillors and submitted all the necessary documentation.
- r) **Joint Healthy South Warwickshire Funding.** Mike Davies reported that this was not suitable for the Parish Council.
- s) **Joint parish council meeting re Gaydon/Lighthorne development:** Derek Carless had attended the meeting with Avon Dassett Parish Council, Farnborough Parish Council and Burton Dassett Parish Council. He reported that Avon Dassett Parish Council were of the opinion that the Parish Council's should make proposals to mitigate the impact of the development on the parishes from a transport perspective. All representatives thought that the development was unlikely to have a significant impact on traffic movements in the villages, but two main issues emerged where it was thought action could be taken:
 - 1) Increased traffic on the B4100, particularly with regard to the speeds often used on this road, and safe entry and exit to and from the roads from the villages joining the B4100. Proposal - request a 50mph limit from Gaydon to Warmington.
 - 2) Increased HGV traffic on local lanes, with particular concern on negotiation of narrow roads in the village centres. Proposal - request advisory signage on all roads into these villages where the roads leave the A423 and B4100 stating something like 'Unsuitable for HGV traffic'. Farnborough pointed out that they have a weight limit in their village 'except for access' and they are in the process of repairing/replacing their signs.All parishes agreed that the chance of receiving any community funding as a result of the development was nil.

Avon Dassett Parish Council were keen that the four parishes respond to SDC with a joint letter proposing that these options be explored. Mike Blakeman agreed to draft a letter and circulate to all to review. Unfortunately the letter was sent by Avon Dassett Parish Council to the District Council without it being approved by the other Parish Councils. The response is listed under the Correspondence item on the Agenda. Derek Carless was most unhappy that this had occurred.

The two proposals were then considered. The first, being the speed limit on the B4100 was thought a sensible proposal, but the second regarding HGV traffic was a complex one. There were concerns about vehicles using the villages as a cut through, but Mike Davies pointed out that the other three parishes have little or no commercial businesses running HGV's, whereas Fenny Compton does, that many residents and other local businesses were dependent on deliveries and collections by HGV's, that Warwickshire County Council already publishes a map showing suggested HGV routes, and that Warwickshire County Council would not consider taking any action about HGV usage unless 10% of all traffic was shown to be of HGV's It was agreed by all Councillors that a letter should be sent to the District Council stating that the views expressed in the letter sent by Avon Dassett Parish Council were not those of Fenny Compton Parish Council.
- t) **Warwickshire Cares Better Together (WCBT) & Community Resilience:** Michael Guest confirmed that he had carried out the survey.

7. **Correspondence:**

- a) **Warwickshire County Council:** Winter Service in Warwickshire 2015/16. This shows the primary gritting routes in Warwickshire.
- b) **Jennifer Cranfield:** A request for historical information on the War Memorial Committee. The Chair will look for this documentation. DL
- c) **Robert Purse:** Mr Purse's response to the Parish Council's consideration of his proposals for traffic calming in Fenny Compton. The Clerk will respond on the Parish Council's behalf. CL
- d) **Warwickshire County Council:** Warwickshire County Council proposes to make a Temporary Traffic Order closing C35 Wharf Road, Fenny Compton to vehicular traffic. The closure is required for carriageway works. The Order will commence on 9 November 2015 and will last for a period of 18 months, or until the works are completed, whichever is the earlier. However, it is anticipated that the works will be completed by 16 November

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2015. The work will be carried out between 07.30hrs and 18.00hrs daily.

- e) **Playsafety: RoSPA Playsafety** Playground Inspection Training Courses – New Dates for 2016. Playsafety run Playground Inspection training courses across the UK and have now released their dates for 2016. Ian Hartwell agreed to look at the dates to see if he can attend one of the courses. The Clerk will send Ian the details. IH
- f) **Warwickshire County Council:** 2015 Parish Sand Bag Offer & Community Resilience. The Parish Council agreed that they did not need to accept the offer of more sandbags.
- g) **Healthwatch Warwickshire:** Patients representative group Healthwatch Warwickshire is holding a series of meetings aimed at giving members of the public a chance to share their views and experiences of health and social care provision.
- h) **Warwickshire County Council:** Public Scrutiny Meeting - Tuesday 17th November 2015 at Kingsley School.
- i) **WALC:** Procurement Toolkit.
- j) **Warwickshire County Council:** Transformation Fund. Warwickshire County Council has created a one-off grant fund of £500,000 to give support to Third Sector organisations and Town and Parish Councils. The Fund will help eligible organisations to take on board the significant transformation which is necessary to ensure that communities have the capacity to meet the challenges associated with the delivery of Warwickshire County Council's One Organisational Plan. Mike Davies reported that this was not a viable option for the Parish Council.
- k) **WALC:** Minutes of last Stratford Area Committee. Pass details to Mike Davies. CL
- l) **Bus service 277** – The Chair had received an email from the Cropredy Parish Council Clerk highlighting Oxford County Council's decision to recommend the withdrawal of the subsidy on the 277 service.
- m) **Avon Dassett Parish Council:** A copy of a letter sent to Stratford on Avon District Council following a joint meeting regarding the Gaydon/Lighthorne Development. This was previously discussed.

8. Planning:

- a) **Notice of Decision. Permission with Conditions 15/001925/FUL:** Siting of a proposed dwelling on scrubland to the west of Applegarth, Church Street, Fenny Compton.
- b) **Notice of Decision. Consent with Conditions 15/03573/TREE:** T1 Conifer: fell. 3 Mill Lane, Fenny Compton.
- c) **Notice of Decision. Consent for Arboricultural Work 15/03001/TPO:** T1 Yew, 3no: composite crown reduction of three yew trees by one-third. Pruning to be back to target growth points where possible. Fenny Compton Lodge, The Slade, Fenny Compton.
- d) **Notice of Decision. Approval 15/03028/REM:** Application for approval of reserved matters relating to layout, scale, appearance, access and landscaping for the erection of a new dwelling house with detached garage pursuant to outline planning permission 14/01411/OUT. Land to the North Side of, Station Fields, Fenny Compton.
- e) **Notice of Decision. Planning Consent with Conditions 15/03506/TREE:** T1-17 Leyland cypress: remove. T18-T23 Apple: remove. T19 Plum: remove. T20 Rowan: remove. Claraden Cottage, Bridge Street, Fenny Compton. Miss Lesley Ross.
- f) **Notice of Decision. Planning Permission with Conditions 15/03433/FUL:** Proposed two storey and part single storey rear extension with associated internal and external works. Claraden Cottage, Bridge Street, Fenny Compton. Mr and Mrs Spencer.
- g) **Planning Application: 15/03354/FUL:** Construction of a detached dwelling house including a new access. Contone House, Bridge Street, Fenny Compton. Mr J M Lambert. No Representation.
- h) **Planning Application: 15/03470/VARY:** Variation of 14/01631/FUL Condition 1. Apple Construction Training Ltd, Unit 2 And 4, Station Fields, Fenny Compton. Mrs K Bendzak. No Representation.
- i) **Planning Application 15/03708/OUT:** Erection of a new dwelling. Studfield, Station Fields, Fenny Compton. Mr M Whittington. No Representation.
- j) **Monitoring Planning Conditions:** Mike Davies expressed his concerns that the District Council Enforcement Officers will only deal with issues relating to Planning Conditions that are brought to their attention. The Parish Council records planning decisions and then file them, however the conditions are not fully examined. If there are important conditions then they should be logged and monitored. Mike Davies agreed to undertake

MD/CL

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this work. The Clerk will forward any decision notices to Mike as soon as they are received.

- k) **Land between Apple Construction Training Ltd and the railway:** Derek Carless reported that during his work with the footpath group it became apparent that the footpaths in this area had been obstructed by the erection of earth banks, following the apparent importation of large amounts of earth by the landowner. The footpath group have raised this issue with the County Council, and, as a result, are aware that the landowner is in the process of applying to divert the footpaths. The Parish Council was concerned about the importation of soil, and Derek Carless agreed to send details with photographs to Councillor Williams who will pass them on to the enforcement officer at the District Council.

DC/Cllr
CW

9. **Risk Assessment:**

Jon Dutton had prepared a draft risk assessment for the Parish Council to consider. Derek Carless thought that an annual inspection of assets should be included. It was agreed that Parish Councillors should read through the document and come back at the next meeting with any comments and amendments.

JD

10. **Emergency Plan:**

Michael Guest had updated the emergency plan for consideration by the Parish Council. The only major change is the format. The emergency box is still held in the village hall and the emergency committee still consists of Michael Guest, Deborah Lea, Mike Davies and the Clerk. Michael Guest's target is to complete the process of updating the plan by the January meeting. The main issue raised was whether, and, if so how, to form a register of the vulnerable residents that may need help in an emergency. It was agreed that the Parish Council should try and collect this information via the Chronicle and village organisations. Michael Guest agreed to put an article in the Chronicle. All information would be held in confidence.

MG

11. **County and District Councillor's Report:**

Councillor Williams gave the following report.

The District Council is currently considering its budget proposals for 2016-17. The indication from the Treasury is that there will be significant reductions in settlement allowances but the District Council, unlike the County Council, do not have to fund large public services such as Health and Education. Councillor Williams is expecting that for the fifth year running, Stratford District Council will be able to freeze Council Tax.

Draft Core Strategy: The inspector does not want to revisit any of the policies regarding the Local Service Villages.

A Districtwide Partnership Conference – 'Spotlight on our Communities' will be taking place on Wednesday 2nd December, at 6.00 pm at the University of Warwick, Wellesbourne Campus.

There will be an opportunity to meet with Leaders from Stratford District, Warwickshire County Council, Warwickshire Police, South Warwickshire Clinical Commissioning Group and the Police & Crime Commissioners Office to raise any issues.

12. **Finance:**

- a) **Unmetered Streetlight Electricity Supply:** Michael Guest had obtained a quote from Southern Electric at a total cost of £1822.25 per annum compared with £1937.04 from Eon. It is the only competitive quote that he has received. Michael did investigate a buying organisation called Crown Commercial Services. They do not quote an actual price, although their report for last year shows a 5% saving for their customers. However their form filling is somewhat onerous, and their fee structure is complicated. It was agreed that subject to paying by standing order monthly or by cheque the Parish Council should move to Southern Electric. This was proposed by Mike Davies, seconded by Derek Carless and agreed by all.
- b) **Budget 2016/2017:** The Clerk will circulate a draft budget for discussion at the December Meeting. The Parish Council will be receiving a letter in December from the District Council as usual following the setting of the Council Tax Base which will be set on 7th December 2015. The District Council will require the Council's precept request by 28th January 2016.
- c) **Mike Mann:** MFM Services had contacted the Clerk to inform the Parish Council that

CL

CL

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there will be no change in prices for the mowing of the playing field next year due to low inflation. Mike Davies, seconded by Jon Dutton, proposed to accept this quotation for the mowing season 2016 which was agreed by all.

- d) **Pavilion Water:** The water bill for the pavilion was higher than expected, it was agreed to monitor the water meter reading to see if there is still a leak. A portion of the invoice was attributed to the time period from the previous leak. The Clerk will obtain the last two years meter readings from the bills.

CL

Bank Balances 16th November 2015

Commuted sum on deposit	£4,253.32
Deposit Account	£15841.92
Higher interest fixed term deposit	£15,000.00
Current Account	£987.08
Partial Withdrawal High Interest Deposit	£11,155.55

Transfers

11/11/15: Business Call to Current Account	£600.00
17/11/15: Business Call to Current Account	£1700.00

Interest Income included in Bank Balances

Business Call Account	£1.11
Commuted Sum	£0.17

Cheques paid since the last meeting

1873: Severn Trent Water Ltd: Pavilion Water.	£559.14
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Cheques requiring payment

1874: MFM Services: Mowing the playing field and play area.	£264.00
1875: Smart n Tidy: Landscape Maintenance around the War Memorial.	£196.00
1876: M Jones: Grasscutting and Landscape Maintenance.	£550.00
1877: The Utility Warehouse: Pavilion Electric.	£32.65
S/O: Catherine Lambert: 2 months' salary.	£659.20

Payments Received

None

Derek Carless, seconded by Jon Dutton, proposed acceptance of the financial statement, which was agreed.

13. **Updates:**

- a) **Flood Prevention:** Michael Guest reported that he will be attending a meeting on Monday at the County Council with Councillor Williams. MG
- b) **Playing Field:** The Clerk reported the meter reading by Jon Dutton. Jon Dutton reported that the goal posts were left outside. Mike Davies agreed to obtain a new chain for the gate. There is a broken window in the pavilion. Mike Davies and Jon Dutton agreed to meet and look at the pavilion. MD/JD
- c) **Play Equipment:** Mike Davies reported that he had looked through the last play inspection report. There are various items to address with the highest risk score of 7 which is low. The main issues are with the multi play and the seesaw rocker which is loose in the ground and where the bolt will not tighten up. The Parish Council has identified the problems and they will be attended to. MD
- d) **Superfast Broadband:** Nothing further to report.

14. **Any Other Business:**

- a) Mick Jones had reported that the wooden seat on Station Road has been moved into the bus shelter. Jon Dutton and Mike Davies agreed to investigate further. JD/MD
- b) The back to the wooden seat on the corner by Manor Court is broken. Derek Carless agreed to make repairs. DC

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