

## The Minutes of Fenny Compton Parish Council Meeting – 18th July 2016

### **The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 18<sup>th</sup> July 2016 commencing at 7.45pm.**

**Present:** Miss Deborah Lea in the Chair, Jon Dutton, Derek Carless, Samantha Parkes, Councillor Christopher Williams & Parish Clerk Catherine Lambert.

1. **Apologies:** Michael Guest and Ian Hartwell gave their apologies. Councillor Williams arrived at 8pm.
2. **Minutes of the last meeting:** Derek Carless, seconded by Sam Parkes, proposed acceptance of the Minutes to the Parish Council Meeting held on the 20th June 2016.
3. **Declaration of Interests:** Deborah Lea declared a personal interest in item 9(a) as she is a member of the PCC. Sam Parkes declared a prejudicial interest in item 6(s).
4. **Open Forum:** None.
5. **Matters Arising:**
  - a) **Business Continuity Action Plan:** The Clerk had shown Jon Dutton and Sam Parkes how to update the website and respond to planning applications. The Clerk is in the process of writing notes on how to carry out various duties. CL
  - b) **Standing Orders:** Michael Guest had sent a report saying that he had studied the latest versions of the Standing Orders and Financial Regulations. There are a number of grammatical errors in the latest version of the Standing Orders, mainly due to running words together. It is Michael's view that these errors do not change the meaning of the document. The Standing orders and Financial Regulations appear to be compatible, therefore he proposed that the Standing Orders remain unaltered for another year. The approval of the Standing Orders without any amendment was proposed by Derek Carless, seconded by Sam Parkes and agreed by all. MG
  - c) **Financial Regulations:** The Parish Council is required to review the financial regulations every year. Michael Guest could find no reason to alter them, and therefore proposed that they stand for another year. Derek Carless proposed to accept Michael Guest's recommendations, seconded by Sam Parkes and agreed by all. MG
  - d) **Casual Vacancy:** The vacancy is due to be advertised in September. DL
  - e) **Defibrillator:** Nothing further to report SP
  - f) **Neighbourhood Development Plan:** This item will be discussed under the planning item.
  - g) **Land Registry:** Michael Guest had collected the documents from Mike Davies. Derek Carless volunteered to take over the registration of Parish Council land with the Land Registry. DC
  - h) **Highways:** The Clerk asked for an update from Patch Byrne on the five small areas for patching on the Avon Dasset Road and the kerbstone outside Lavender Cottage on the corner of Memorial Road and High Street. Patch passed this onto the contractors who are to reply directly, however no response has been received. Derek Carless reported that the area outside no 5 High Street has also not been repaired. The Clerk has also reported the fallen sign on the A423 by the Wharf. CL
  - i) **Street lighting:** Derek Carless reported that a streetlight at the back of Manor Court seems to be on all day. He also noted that the street light opposite the end of the Slade isn't working again. The Clerk passed these concerns on to the Street lighting Department. CL
  - j) **Tree work:** Andrew Saunders has carried out the work in the wildlife area to pollard the willow tree. The Clerk has also received an email from Anthony Thornton regarding trees in Squire Place. Another branch has come down hitting his car. He would like confirmation of the ownership of these trees, as he had previously contacted the Council with concerns to their structure and safety. He also raised the issue of overgrown trees and bushes on the entry to Squire Place. The Clerk spoke to Anthony, no damage was done to his car but he is concerned that this may not be the case in the future. Jon Dutton and Sam Parkes had looked at the area reporting that the tree which had the ivy CL

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cut back now seems to be dead and so is the overhanging tree for the parking area. It was agreed to get a quote from Andrew Saunders for the work and to cut back the entrance to Squire Place.

After Michael Guest looked at the various issues with trees reported at the last meeting the Clerk asked Andrew to look at the trees by no. 9 Berry Meadow and on the playing field at the rear of no. 15 Meadow Way. He responded that the trees on the corner of Berry Meadow are a small group of silver birch which are still young in age. At their current size they wouldn't be doing any damage to the property. If the Parish Council wanted them removed the cost would be about £125. The Parish Council agreed that the trees soften the street scene and to leave the trees in place. Andrew Saunders had looked over the line of trees in the park. Some trees overhang some properties more than others. Outside number 15 is a large ash tree which has some long lateral limbs heading towards the property that could do with being removed and lifting away. The cost of the work to the ash tree would be £100. It was agreed to accept the quote for the work to the ash tree.

- k) **Litter Bin:** The Clerk is still trying to contact Streetscene to enquire why the repairs to the litter bin by the Co-op have not been done. The Clerk also reported the damaged litter bin by the pavilion on the sports field. The Clerk is to collect the litter picking equipment from SDC. Councillor Williams volunteered to chase the repairs and collect the litter picking equipment. Cllr CW
- l) **Transparency Code Funding:** Derek Carless reported that he has completed the application form. Having now gone through the form in detail, because the Parish Council had its own website which was live before April 2015, they are not eligible to apply for any funding towards the website hosting costs, or staff time to upload documents. However, the Parish Council can apply for funding for the printer/scanner/copier which was agreed. DC
- m) **Land next to 9 Berry Meadow:** Michael Guest investigated this area and the outcome was discussed under the item for tree work.
- n) **Village Map:** Jon Dutton supplied Linda Coleman with the two copies of the Village Map as requested. JD
- o) **List of Councillor Responsibilities:** This has been updated and displayed on the website.
- p) **The Readings:** Ian Hartwell reported that he had contacted both Warwickshire County Council & Midlands Rural Housing both said they were responsible for this matter, so hopefully the problem will be resolved one way or another. Ian will keep a check on the situation to see if anything comes of it. IH

### 6. Correspondence:

- a) **Chris Whitwell:** He was impressed with the new grass tennis court that has appeared on the playing field. He understood that it was the work of Dave Miller who is to be commended for his efforts.
- b) **Stratford on Avon District Council:** Stratford District Core Strategy - Publication of Inspector's Final Report. The report sets out the recommendations of the appointed independent inspector, Pete Drew. He has concluded that, subject to a number of main modifications being made (as requested by the Council), the strategy is sound.
- c) **Healthwatch Warwickshire:** Annual Report.
- d) **CSW Broadband News:** CSW Broadband Update - June 2016 - Wave 3.
- e) **Stratford on Avon District Council:** Rural Crime Newsletter July 2016.
- f) **Stratford on Avon District Council:** Parish & Partners Briefing - June 2016 issue. Circulate to Parish Councillors.
- g) **Terry Church:** Mr Church contacted the Clerk to say that he is disgusted that the old bramble bush cornering Berry Meadow and Field Gate Lane has been demolished. The area was a haven for wildlife, and an important safe roosting place for many birds.
- h) **Warwickshire Police:** Newsletter. Youths have been damaging electrical fencing containing animals in on a 40-acre area of land in Fenny Compton. This damage has been done continuously for the last two weeks. As a result, rural crime patrols have been monitoring in and around the area affected. The possible repercussions of this type of damage to rural property are clear – animals could get out, get stuck and or hurt and get

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onto nearby country roads posing a threat to drivers.

- i) **WALC:** NALC working across all levels of local government.
- j) **Georgina Luggier:** Asking for an update as to what the proposed plan with 3 Willowbrook and the land behind. The Clerk responded that the Parish Council is unaware of any new information. Derek Carless reported No 3 Willowbrook to Sheree Johansen the empty homes officer to investigate further.
- k) **Fields in Trust:** Newsletter. Send to Deborah Lea. DL
- l) **Anthony Thornton:** Highlighting concerns regarding trees in Squire Place. This was addressed under the item for tree work earlier in the meeting.
- m) **Warwickshire County Council:** Public Consultation on the revised Statement of Community Involvement.
- n) **Warwickshire County Council:** Details of the 'I'm In to Win' Green Wheeled Bin Competition. Send to Jon Dutton. JD
- o) **Aon Affinity UK:** On 12 August 2016, the Insurance Act 2015 comes into effect; replacing law that has been in place since 1906. The Act aims to re-balance the position between the buyers of insurance and Insurers, putting clients in a better position than under current law. One key change is the introduction of a new duty on clients, the 'duty of fair presentation'. This new duty will require you to change how information is provided to Insurers, and is explicit regarding who needs to be consulted when gathering such information. Forward to Michael Guest. MG
- p) **Warwickshire County Council:** Wellesbourne and Walton Neighbourhood Plan Open Forum Meeting on the 23<sup>rd</sup> July 2016.
- q) **WALC:** Police and Crime Panel Consultation.
- r) **Stratford on Avon District Council:** Stratford-on-Avon District Core Strategy - Adoption Statement.
- s) **Graham and Samantha Parkes:** Mr and Mrs Parkes have had an on-going problem with water outside their house that appears to start on the road just bordering their property and next door. The front garden has become extremely wet with parts that have become very marshy. They have had several conversations with Severn Trent who have inspected and say there is no problem with their pipe and that it could be groundwater and they need to report the problem to the Council. The Clerk will forward the details to Councillor Williams who agreed to investigate it further. Cllr CW

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### **Planning:**

- a) **Councillor responsible for monitoring planning conditions:** Derek Carless agreed to take over this responsibility if he receives the template from Mike Davies. DC
- b) **Report on meeting with planning consultant:** Michael Guest and Deborah Lea attended a meeting with planning consultant Neil Pearce. They visited the proposed sites for development. Both Deborah and Michael were impressed with the consultant. He acts on behalf of Parishes to resist further housing development. He also assists with Neighbourhood Plans. His costs are £60 per hour and he can provide estimates of specific items of work. Derek Carless proposed that the Parish Council should meet the cost of the initial meeting as they now have a very useful contact if they should face large scale development planning applications, this was seconded by Jon Dutton and agreed by all. Hillary Birkbeck had contacted the Parish Council and is anxious about the subject of a neighbourhood plan and had questions for the Council. Do we need to create a neighbourhood development plan? Who on the Parish Council would be a representative on the working group? Deborah Lea had sent contact details for Matthew Neale who gave information on how to carry out a plan. Derek Carless and Jon Dutton were not convinced about the need for a neighbourhood plan. If the Parish Council is happy with the core strategy there is no need to complete a neighbourhood plan. Hilary has already four volunteers willing to help. It was agreed that if members of the community want to complete a plan then the Parish Council should be involved. Councillor Williams said that it was customary for the working party to be led by a member of the Parish Council. Derek Carless is happy to be on the group but not to lead it. Jon Dutton also volunteered to talk to Hilary Birkbeck on the subject.
- c) **Notice of Decision. Permission with Conditions 16/01470/FUL:** Use of land for the stationing of 2 x holiday lodges. Nursery House, Avon Dassett, Southam.
- d) **Planning Application 15/04367/FUL:** Demolition of outbuilding and creation of a

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surface water attenuation basin and earth mounds. Banbury Compton Limited, Station Works, Fenny Compton. Bloor Homes. This application has now been withdrawn.

- e) **Planning Application 15/04110/REM:** Application for approval of reserved matters relating to appearance, layout and scale for the construction of class C3 dwelling houses, together with public/amenity open space, structural landscaping and means of access in association with outline planning permission 13/02734/OUT. Compton Buildings, Station Works, Fenny Compton. Bloor Homes Limited. This application has now been withdrawn.
- f) **Planning Permission Refused 16/00990/OUT:** Outline application to the construction of up to 25 dwellings (35% affordable) with all matters reserved except access. Land Off, Station Road, Fenny Compton.
- g) **Planning Application 16/01963/REM:** Submission of Reserved Matters application for the matters of appearance, landscaping, layout and scale, in connection with previously approved application 15/03708/OUT. Erection of a new dwelling. Studfield, Station Fields, Fenny Compton. Mr M Whittington. No Representation.
- h) **Planning Application 16/01743/OUT:** Outline Application with all matters reserved for one dwelling. Land Adjacent Studfields, Wharf Road, Fenny Compton. Mr & Mrs Millward. The Clerk had received correspondence from Mr and Mrs Davies regarding this application which was read out to the Council. No Representation.
- i) **Footpath diversion Waylands Farm.** Derek Carless asked about the progress of the footpath diversion. Councillor Williams agreed to send on confirmation of the diversion to Derek.

Cllr CW

### 8. **County and District Councillor's Report:**

Councillor Williams gave the following report:

Now is the time to put in place a voluntary Snow Warden who is appointed by the Parish Council to provide information to the County Highways Team on the local situation during a period of severe weather conditions. It was agreed to ask Ian Hartwell if he would be willing to take on this role.

In relation to the overall financial position of the County Council, over the next three years the government has already indicated that they will be terminating the Revenue Support Grant and is consulting on significant changes to various grant schemes which again will have implications for the Council. If such forecast reductions in funding are delivered this would seriously impact upon the Council's ability to deliver the current range of services. The Council has been proactive in meeting the challenges of austerity and is in a strong position to meet these reductions.

However, the scale of these further reductions is requiring them to evaluate the Council's position.

Councillor Williams has a small amount of money to donate directly to help communities who might benefit from financial support. Local groups should contact him for the documentation.

On Monday 11th July 2016, the full Council met in Stratford and approved the Core Strategy. The Inspector supported the proposals put forward during the development of this document which basically allows for some 15,500 new houses to be built over the next fifteen years and endorsed the decision to allow significant settlements at Gaydon/Lighthorne Heath and Long Marston. As soon as this document is ratified any future development within the district will only be supported by the Planning Department if it is already earmarked within the Core Strategy.

West Midlands Combined Authority – In May Warwickshire County Council was agreed that it should become a Non-Constituent Member of the WMCA with a view to negotiating the basis of an acceptable deal on which Warwickshire could become a Constituent Member. Discussions about the potential terms of Constituent Membership for Warwickshire have not progressed quickly as central government focus has been on other priorities during recent weeks.

Warwickshire has made representations to central government requesting dialogue as to how Warwickshire could take forward a deeper involvement in the WMCA with the intention of also discussing the priority investment schemes that Warwickshire would wish to see supported by government. To date there has been no response from government.

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### 9. Finance:

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| a) | <b>Donations to Local Organisations:</b> The Clerk had received two applications from the Over 60's Club and the Parochial Church Council for the upkeep of the churchyard. Sam Parkes, seconded by Derek Carless, proposed to donate £500 to the Over 60's Club and £350 to the PCC, which was agreed by all. | CL    |
| b) | <b>External Audit:</b> The Clerk had advertised all the relevant details on the website and sent the hard copies to the External Auditor who has confirmed receipt of the Annual Return.   |       |
| c) | <b>Parish Council documentation:</b> The Clerk is still to order the safe.   | CL    |
| d) | <b>Pavilion Electricity:</b> The Clerk has received the July invoice for £8.99, which will again be taken from the accrued credit  |       |
| e) | <b>Cheque signatories:</b> Derek Carless and Sam Parkes have completed the change to cheque signatories form which the Clerk will now submit to the bank.  | CL    |
| f) | <b>High Interest Rate:</b> This matures on the 16 <sup>th</sup> August 2016 and it was agreed to reinvest for another three months.  | CL    |
| g) | <b>Cheque 1917 for Jon Dutton:</b> This cheque had to be signed by Jon Dutton as no other signatory available on the account. This should not be repeated once Derek Carless and Sam Parkes have been included.  |       |
| h) | <b>Clerk's Appraisal:</b> A date needs to be set for the Clerk's Appraisal with Deborah Lea and Jon Dutton.  | DL/JD |

#### Bank Balances 18<sup>th</sup> July 2016

Commutated sum on deposit	£3,732.46
Deposit Account	£13909.83
Higher interest fixed term deposit	£15000.00
Current Account	£391.60
Partial Withdrawal High Interest Deposit	£11,155.55

#### Transfers

01/07/16: Business Call to Current Account	£220.00
19/07/16: Business Call to Current Account	£1800.00

#### Interest Income included in Bank Balances

Business Call Account	£0.83
Commutated Sum	£0.16

#### Cheques paid since the last meeting

1914: BT Telecommunications plc: Telephone and Broadband.	£121.55
1915: Mrs Pogmore: Internal Audit Fee.	£100.00

#### Cheques requiring payment

1916: SSE: Streetlighting June 2016.	£180.98
1917: Jon Dutton: Reimbursement of items for under 8's playground.	£58.62
1918: MFM Services: Mowing the playing field - June.	£404.00
1919: Andrew Saunders: Pollard Willow Tree in Wildlife Area.	£500.00
S/O: Catherine Lambert: 2 months salary.	£659.20

#### Payments Received

Banbury Memorials: Memorial Fee: Mr B Knight.	£90.00
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Sam Parkes, seconded by Derek Carless, proposed acceptance of the financial statement, which was agreed.

### 10. Updates:

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|----|---|----------------|
| a) | <b>Flood Prevention:</b> Michael Guest asked the Parish Council to record a note of thanks to Brian Peers and his team for strimming the Apparatus in Hall's Yard. Councillor Williams reported that the County Flood Prevention team will report at the end of next month on how to proceed. There is money in the fund for work this financial year in accordance with the business plan. | MG/ Cllr<br>CW |
| b) | <b>Playing Field and play equipment:</b> The Clerk had checked and Mike Mann cut the  |                |

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grass around the pavilion at the end of June. The Clerk also wrote to Dave Miller as agreed at the last meeting. No response has been received. Jon Dutton reported that the spring to the gate of the under 8's play area has been fitted and the hopscotch squares have been fixed. There has been no progress on the basketball hoop. Jon has spoken to Ros Campbell regarding the cricket score hut and it was decided to board the window up rather than replace the glass. Jon will organise this and ask Simon Bradley for a quote on the pavilion doors.

JD

c) **Play Equipment:** The Clerk will need to book the RoSPA play equipment inspection.

CL

11. **Any Other Business:**

- a) Thanks were given to Derek Carless for repairing the bench on the corner by Manor Court.
- b) Ian Hartwell had asked the Clerk to raise the idea of whether the Village Hall and the Pavilion could be linked. It was thought that this would not be viable at present.
- c) Ian also raised the issue of surface water at Cotters Croft. Councillor Williams agreed to investigate this further.
- d) Deborah Lea asked Councillor Williams if he could help Sandra Brookes with her problem of surface water standing in her garden which overflows onto the footpath.
- e) Councillor Williams reported that the railway bridge light situation has been unacceptable. The people who were responsible to install the lighting have left the County Council and Network Rail. A meeting is to be held next week to install two lights under the bridge.

Cllr CW

Cllr CW

Cllr CW

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