

The Minutes of Fenny Compton Parish Council Meeting – 20th June 2016

The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 20th June 2016 commencing at 7.45pm.

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

1. **Apologies:** Councillor Williams gave his apologies.
2. **Minutes of the last meeting:** Derek Carless, seconded by Sam Parkes, proposed acceptance of the Minutes to the Annual Parish Council Meeting held on the 16th May 2016. Ian Hartwell, seconded by Jon Dutton, proposed acceptance of the Minutes to the Parish Council Meeting held on the 16th May 2016.
3. **Declaration of Interests:** None.
4. **Open Forum:** None.
5. **Matters Arising:**
 - a) **Business Continuity Plan:** Jon Dutton had circulated the revised draft Business Continuity Plan and Risk Assessment to be approved. Michael Guest, seconded by Sam Parkes, proposed acceptance of the Business Continuity Plan which was agreed by all. Michael Guest, seconded by Derek Carless, proposed the acceptance of the Risk Assessment, which was agreed by all. The Clerk asked for volunteers to see how to update the website and respond to planning applications. Jon Dutton and Sam Parkes volunteered. It was agreed to review the action plan at the next meeting. JD
 - b) **Standing Orders:** Michael Guest reported that he has now re-read the Standing Orders, Financial Regulations and Governance and Accountability for smaller authorities. The Governance document is advisory for this year, but will be mandatory from next year. However there is an indication that this will be revised next year. Michael could not obtain the latest copy of the Standing Orders, the Clerk will supply this and Michael will email his comments to Councillors ready for the next meeting. MG
 - c) **Financial Regulations:** Michael Guest reported that the Financial Regulations do have the ability to recognise the changes in the Governance and Accountability document. He confirmed that the regulations cover the current actions of the Council and the Council carries out what is required of them. When the latest version of the Financial Regulations are received Michael will email his comments in time for the next meeting. MG
 - d) **Casual Vacancy:** Graham Raspin from Stratford on Avon District Council confirmed that no requests had been received in the time allowed for an election to be held. The remaining Parish Council members may now proceed to fill the vacancy by co-option. Deborah Lea proposed to advertise the vacancy in the September edition of the Chronicle and to put this item on the Agenda for the September meeting, which was agreed by all. DL
 - e) **Defibrillator:** Sam Parkes reported that she had submitted an application for a new defibrillator to the British Heart Foundation. An item will appear in the Chronicle this month to see if anyone wants to restart the First Responders Group. SP
 - f) **Neighbourhood Development Plan:** Michael Guest agreed to ask for the documentation from Mike Davies. MG
 - g) **Land Registry:** A Councillor will need to take on the responsibility of this project at the next meeting. Awaiting documents from Mike Davies.
 - h) **Highways:** Patch Byrne has marked out five small areas for patching on the Avon Dasset Road and he anticipates that this work will be completed before the end of June. The Clerk reported that the kerbstone outside Lavender Cottage on the corner of Memorial Road and High Street is raised up and a defect has been raised to address this. Sandra Brookes has reported back to say that the jetting of the drains by her property have not improved the problem with surface water in her garden. The Clerk forwarded these comments to Patch, who responded that as soon as he has the report back from the jetting company and an extent plan he will be in a position to see if any of their pipework is at fault. The Clerk sent further images of the area to Patch as supplied by Sandra Brookes. Patch has since responded that from the extent plan he does not CL

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believe that this is a highway issue. Warwickshire County Council's legal requirement is to drain the highway, not the adjacent land, as far as he can tell all the highway drains are intact, the highway extent shows only the carriage way as being adopted, no verges or any other land is included. He will be visiting the site and will call at the property when next in the general area. Derek Carless reported that Mr Yelloly was concerned that a drain in Dog Lane outside his house is blocked. The Parish Council responded that this is not a Highway's drain.

- i) **Street lighting:** The streetlight outside the Old Toft on Bridge Street is now working.
- j) **Tree work:** Andrew Saunders thanked the Parish Council for accepting the quote, he will speak with his colleague and arrange to carry out the work to the willow tree, hopefully within a few weeks. He has spoken to the District Council and understands that the tree falls within the conservation area. He has explained the safety issue of the tree and they have said go ahead but take photographs to prove this. Andrew also confirmed that he will tidy the Cherry Tree the corner of Church Street and the Avon Dasset Road. CL
- 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. Carl Jelfs confirmed that he would still like litter picking equipment, the Clerk is waiting for the District Council to tell her when she can pick this up. CL
- l) **Transparency Code Funding:** Derek Carless reported that there is no time frame to submit an application, the Parish Council can apply for any costs incurred with complying with the Transparency Code. The Parish Council agreed that Derek should apply for the costs of the website and the purchase of a new scanner for the Clerk. DC
- m) **Land next to 9 Berry Meadow:** The Clerk confirmed that the Parish Council does own this land. Lana Blewitt replied that the land is very overgrown and is overhanging her garden, not only damaging the fences but is not allowing her replace or repair them. She commented that many of the neighbours also comment about the state of the land as it contains lots of sharp bramble type bushes and people appear to have been placing their unwanted rubbish in there. She asked if the Parish Council could attend and clear the area as it is unsightly and damaging her fences and her family would be prepared to maintain it once it is in state that can be managed. Michael Guest agreed to look at the area and report back to the Parish Council. MG
- n) **Chasewell Park Football Club:** Jon Dutton contacted the Club, however they withdrew their request.

6. Correspondence:

- a) **WALC:** Housing support for the homeless - Newsletter.
- b) **WALC:** NALC and SLCC Clerk's Salary Scales 2016-18 Final Version.
- c) **Warwickshire County Council:** Details of the Warm & Well Scheme.
- d) **WALC:** June Planning Event – postponed. New dates in November and December. Circulate to Parish Councillors.
- e) **WALC:** Local Biodiversity Plan newsletter.
- f) **WALC:** Transparency Code newsletter. Details of funding. Pass to Derek Carless.
- g) **Lucy Lambert:** Rural Crime Prevention Stratford on Avon District. Updating the Parish Councils on their role and what they are focussing on in 'Year 2'.
- h) **Warwickshire County Council:** Notification of the temporary closure of Church Street Fenny Compton on the 2nd July 2016 for 1 day.
- i) **WALC:** Government document concerning Fly Tipping.
- j) **WALC:** WALC Stratford Area Committee – Minutes of the last meeting and Agenda for the next on 27th September.
- k) **Stratford upon Avon District Council:** Planning Training slides and structure chart following recent planning training. Circulate to Parish Councillors.
- l) **David and Jo Johnson:** 10 Field Gate Lane. Mr and Mrs Johnson are planning to carry out some landscaping work in their back garden. In order to get a small digger into the back garden, with access around the side of the house extremely restricted, they would prefer to temporarily remove part of the fence that adjoins the playing field and have the digger enter through the playing field. The work is to start on the 11th July and last for about 1 week. The fence will be reinstated after the work is complete. The Chair and Vice-Chair gave their consent for this request.

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- m) **Tony Buckingham:** Mr Buckingham lives at 15 Meadow Way, he sent the Clerk photographs of the now very large trees overhanging his garden. The tree is in the playing field but 2m from his boundary. At least a third of the tree overhangs the garden and the size is now becoming too overwhelming. Mr Buckingham asked if all the very large trees along this boundary be pruned back to a respectful size. Michael Guest agreed to investigate this on the Parish Council's behalf. MG
- n) **WALC:** Legal Topic Notes 41 & 60 have been updated. LTN 41 – Responsibilities of Councils as Landowners. It has been simplified and has been updated to take account of audit changes. LTN 60 – Copies of Planning Documents. The changes identify the interaction of Planning Law and copyright by setting out the circumstances in which a local council can copy and make publicly available plans submitted as part of a planning application. The LTN now also gives the wording which must be attached by a local council to any copies of plans provided to the public or made available on its website.
- o) **Local Council Review:** Newsletter.
- p) **Linda Coleman:** Asked for two copies of the Village Map. Jon Dutton agreed to contact Linda. JD
- q) **WALC:** Flying a Flag for Commonwealth Day 2017.

7. **Planning:**

- a) **Notice of Decision. Consent with Conditions 16/01371/TREE:** T1 willow: pollard back to previous pollard points. T2 Willow: pollard back to previous pollard points. 1 The Willows, High Street, Fenny Compton.
- b) **Notice of Decision. Consent with Conditions 16/01403/TREE:** T2 spruce: lift crown to approximately 1.8 metres above ground level. T3 Holly: lift crown to approximately 1.8 metres above ground level. T4 winter flowering cherry: fell. 2 The Willows, High Street, Fenny Compton.
- c) **Planning Appeal Decision:** Planning Inspectorate APP/J3720/W/16/3144755: Contone House, Bridge Street, Fenny Compton. The appeal is allowed and planning permission is granted for the construction of a detached dwelling house including a new access, in accordance with the terms of the application, Ref 15/033354/FUL, dated 14 September 2015.
- d) **Planning Application 16/01021/FUL:** Erection of 2 No. 3 bedroom dwelling houses in the grounds of Manor Lodge with associated works (following approval of one dwelling house under application 15/00501/FUL). Manor Lodge, Northend Road, Fenny Compton. Mr Mike Jarrett. No Representation.
- e) **Planning Application 16/01808/FUL:** Erection of new industrial building and laying of associated hardstanding. Manor Farm, Northend Road, Fenny Compton. Smith Buildings. No Representation.
- f) **Proposed Development – Land off Avon Dasset Road.** Public Consultation meeting held in the Village Hall on the 27th May 2016. Robert Purse sent details of his concerns. Many residents in the village did not receive an invitation to the consultation meeting, especially residents from Grants Close. It was reported that Councillor Williams had suggested that the houses next to Thompson's Field would be difficult to oppose. Questions on the validity and effectiveness of the Core Strategy need to be asked. The level of proposed housing is the most important issue in the parish at present. Residents need the support of their Councillors and clear advice on this issue. Other villages are mobilising groups to form objections to further developments.
- g) **Talbot Homes:** Proposed development – Land off Station Road, Fenny Compton. Informing the Parish Council of their intent to submit an outline planning application for 140 houses relating to the land south of Station Road. Talbot Homes are willing to talk to the Parish Council about these proposals. Robert Purse, Ian Darker-Larkings, Robert and Karen Mulley sent copies of their concerns which had been forwarded to Talbot Homes. The Parish Council agreed to respond thanking them of their correspondence, the Parish Council reserve their position on the proposals until they have received the formal planning application, however they need to understand that the Parish Council are opposed to this development in principle. CL

8.

County and District Councillor's Report:

Councillor Williams gave his apologies and asked to let him know if there were any issues for his

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attention.

9. Finance:

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| a) | Internal Audit: The Clerk had taken all the documentation Mrs Pogmore who has completed the Internal Audit with no matters arising. The Clerk has not received the invoice from Mrs Pogmore as yet. | CL |
| b) | Approval of Fenny Compton Parish Council's Annual Accounts 2015/16: Following the completion of the Internal Audit the Parish Council approved the Financial Accounts 2015/16. This was proposed by Jon Dutton, seconded by Sam Parkes, and agreed by all. | |
| c) | External Audit: Approval of the Annual Return 2015/16: The Clerk had circulated a copy of the figures entered into the Statement of Accounts together with the notes for the auditor. | |
| d) | Approval of the Annual Governance Statement 2015/16: <u>Resolution:</u> Proposed by Jon Dutton, seconded by Sam Parkes and agreed by all the Parish Council approved and signed the Annual Governance Statement. | |
| e) | Approval of the Accounting Statements 2015/16: <u>Resolution:</u> Proposed by Michael Guest, seconded by Derek Carless and agreed by all the Parish Council approved and signed the Statement of Accounts. The Clerk will now put the unaudited Annual Return on the website, complete the notice for the exercise of electors' rights and send all the necessary documentation to the External Auditor. | CL |
| f) | Donations to Local Organisations: The Clerk had received one request from the Over 60's Club. This item will be discussed at the next meeting. | |
| g) | Parish Council documentation: The Clerk is still to order the safe. | CL |
| h) | Pavilion Electricity: The Clerk has received the June invoice for £7.50, which will again be taken from the accrued credit. It seems that reporting monthly meter readings is creating a more realistic invoice. | |
| i) | Cheque signatories: The Clerk has obtained a change of signatories form from Lloyds Bank. The new signatories will need to provide original proof of identification at the branch before being included. | DC/SP |
| j) | Printer Ink: The Clerk had asked her father to order two sets of printer ink on the Parish Council's behalf and asked for reimbursement which was agreed. The Council will need more petty cash. | |

Bank Balances 20th June 2016

Commutated sum on deposit	£3,732.30
Deposit Account	£15639.00
Higher interest fixed term deposit	£15000.00
Current Account	£392.19
Partial Withdrawal High Interest Deposit	£11,155.55

Transfers

21/06/16: Business Call to Current Account	£1600.00
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Interest Income included in Bank Balances

Business Call Account	£1.03
Commutated Sum	£0.14

Cheques paid since the last meeting

1906: Matthew Wright: Pavilion Plumbing.	£120.00
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Cheques requiring payment

1907: SSE: Streetlighting May 2016.	£175.21
1908: MFM Services: Mowing the playing field - May.	£225.00
1909: M Jones: Grasscutting and Landscape Maintenance.	£925.00
1910: Fenny Compton Village Hall: Hire of Hall 2016/17.	£143.00
1911: Catherine Lambert: Reimbursement of Printer Ink Costs.	£22.96
1912: Catherine Lambert: Petrol Allowance to attend Internal Audit.	£32.87
1913: Petty Cash.	£75.00

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Payments Received

None.

Sam Parkes, seconded by Derek Carless, proposed acceptance of the financial statement, which was agreed.

10. **Updates:**

- a) **Flood Prevention:** Michael Guest reported that he has been in correspondence with Barry Ridgeway about their priorities. They are working upon a plan which has an alleviation pond on the west hand side of the village off the Avon Dasset Road, the investigation of the run off on Memorial Road on the east side, plus the possible need for individual property protection. Hopefully a meeting will take place at the end of June. At some point he may invite the Parish Council and other members of Aqueous for their input. The Council asked if the proposed development on the Avon Dasset Road would interfere with the proposed alleviation pond. Michael responded that it may do and he will inform Barry to be aware. MG
- b) **Playing Field and play equipment:** Jon Dutton reported that he has ordered a spring and some sealant for the hopscotch squares in the under 8's play area, which is due to arrive tomorrow at a cost of £58.62 Inc. VAT. Ian Hartwell noted that the basketball hoop and the back board had fallen down. Jon Dutton agreed to source a replacement. Jon is also to speak to Ros Campbell regarding the cricket score hut. The woodwork on pavilion needs replacing, Jon spoke to Dave Finch and his recommendation is to replace the doors. He will obtain some quotes. The grass in front of the pavilion is long, the Clerk will check when Mike Mann is going to cut the pavilion grass again. A tennis court has been erected by Dave Miller on the playing field without the permission of the Parish Council. Michael Guest agreed to take a look and report back. The Parish Council agreed to write to Dave Miller, highlighting that he cannot proceed with any alterations to the field without the written permission of the Parish Council. JD/CL
- c) **Play Equipment:** The RoSPA report will need to be obtained from Mike Davies.

11. **Any Other Business:**

- a) The Parish Council updated the List of Councillor Responsibilities which is needed for the Transparency Code. CL
- b) Michael Guest gave his apologies for the July and September meetings.
- c) Ian Hartwell reported that the pathway from the back of The Readings is overgrown. He agreed to contact Orbit Housing to highlight the situation and ask for it to be cut back. IH

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