

## The Minutes of Fenny Compton Parish Council Meeting – 17th October 2016

### **The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 17<sup>th</sup> October 2016 commencing at 7.45pm.**

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

1. **Apologies:** Councillor Williams arrived at 8.15pm.
2. **Minutes of the last meeting:** Sam Parkes, seconded by Derek Carless, proposed acceptance of the Minutes to the Parish Council Meeting held on the 19<sup>th</sup> September 2016.
3. **Declaration of Interests:** Derek Carless declared a personal interest in item 9.
4. **Open Forum:** None.
5. **Matters Arising:**
  - a) **Tree work:** The Clerk had accepted the quote from Andrew Saunders, for the work required in Squire Place, who is awaiting confirmation from the District Council for permission to carry out the work. Andrew Saunders had completed the work to the overhanging tree on the playing field. However, the tree which was cut back was by number 15 Field Gate Lane and not 15 Meadow Way. The Clerk attended the site and visited Anthony Buckingham who explained his concerns. It was agreed that the Clerk should meet with Andrew Saunders to discuss how to trim back this tree. Michael Guest had concerns about a tree by the Slade which is interfering with the electricity lines. Michael agreed to contact Western Power Distribution. Jo Taylor had emailed the Clerk regarding concerns of overhanging trees at the top of the Avon Dassett Road. Michael Guest agreed to investigate. CL/MG
  - b) **Footpath by Station Road Electricity Substation:** Derek Carless reported that he had contacted the County Council footpath team. A member of that team had visited the site on the 29<sup>th</sup> September however no views have been received. DC
  - c) **Defibrillator:** Sam Parkes reported that she has received the defibrillator. An article had been placed in the Chronicle regarding the First Responders, but there had been no response. Therefore the First Responders committee agreed that they would transfer their remaining funds to the Parish Council, which will be earmarked for the use of the defibrillator and its upkeep. SP
  - d) **Land Registry:** Michael Guest has all the relevant documentation relating to the land the Parish Council want to register with the land registry. Michael has been given a contact name with Aplins Solicitors who he will ask for a costing for the work required and will report back at the next meeting. MG
  - e) **Highways:** The Clerk had asked for an update on the fallen sign on the A423 by the Wharf. They apologised for the delay and had instructed contractors to make repairs. The Clerk will ask Ian Hartwell about the surface of the car park in Berry Meadow. Thanks were given to Derek Carless who had repositioned the salt bin by Grants Close. CL/IH
  - f) **Street lighting:** The Clerk had accepted the quote from Annette Mackie regarding the replacement of two lanterns. It is expected that work will commence in two weeks' time. The Clerk will report the streetlight on Dog Lane which has gone out.
  - g) **Transparency Code Funding:** Derek Carless reported that he had purchased the scanner and forwarded it to the Clerk who is now using the machine. Thanks to Derek for all his help.
  - h) **The Readings:** Awaiting an update from Ian Hartwell. IH
  - i) **1 The Willows, High Street:** Councillor Williams reported that the Highways Department had written to Severn Trent Water about this problem. At present no work has been carried out. Cllr CW
  - j) **Monitoring of Planning Conditions:** The Clerk emailed Mike Davies to ask for the planning condition template. He confirmed that he had not set up the template. Therefore Derek Carless agreed to set one up, and the Clerk will send the decision notices for recent applications to him to begin the process. DC/CL
  - k) **Waylands Farm Footpath diversion:** The Clerk has not received formal confirmation of the footpath diversion.
  - l) **Surface Water:** Sandra Brookes had contacted the Clerk asking if Grants Close was

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adopted, she is still experiencing difficulties and the garden and footpath are still flooded.

- m) **Property Marking Pack:** The Clerk has ordered this from Lucy Lambert.
- n) **Pensions:** Jon Dutton reported that it was not clear from the documents what the responsibilities of the Parish Council are. He will contact Mike Davies who had dealt with this subject previously. JD
- o) **Brook Street:** Sarah Phillips had previously contacted the Parish Council about her concerns regarding vehicles travelling in the wrong direction in Brook Street which is one way only. Jon Dutton reported that he had contacted the local police and although they appreciated the concerns there was little that they could do. Other residents had also seen incidents of this kind and the Parish Council agreed to remind them that they need to report this to the police. The Council were provided with the relevant forms. Jon fed back this information to Sarah and suggested that they meet to discuss this further. Deborah Lea had put an article in the Chronicle highlighting this issue. Sarah had sent a further email asking if the Parish should be more proactive, with a group of volunteers to set up a traffic monitoring group. Councillor Williams had reported this issue to the Highways Safety Department. Jon Dutton agreed to investigate if the Parish Council can obtain a camera at a reasonable cost. JD
- p) **Superfast Broadband:** Jon Dutton had sent on the correspondence to the superfast broadband local champion. Deborah Lea had put an article in the Chronicle.
- q) **Landscape Maintenance:** Councillor Williams reported that the hedge on Field Gate Lane had been cut back.
- r) **Goal post:** Jon Dutton reported that the part that holds the net away from the post was broken, it has now been removed.
- s) **Consultation on changes to precept:** Derek Carless reported that this will not effect this Parish Council.
- t) **Copies of Core Strategy:** The Clerk had contacted Matthew Neale. The cost of the adopted Core Strategy including policies map to Parish Councils is 'cost price' of £25.00 per copy plus postage. The Parish Council agreed to buy one copy and the Clerk will collect this from the Council offices. CL
- u) **Railway bridge:** Councillor Williams reported that we are days away from the lights being installed.

### 6. Correspondence:

- a) **Warwickshire County Council:** The Warwickshire County Council Statement of Community Involvement (SCI) was adopted at Cabinet on 8th September. The SCI sets out the ways in which the Warwickshire community can get involved in both the planning application process (minerals and waste matters and WCC proposals) and key stages in the preparation of the Minerals Local Plan and Waste Local Plan within Warwickshire.
- b) **Warwickshire County Council:** Heritage and Culture Warwickshire (HCW) is currently consulting on the reconfiguration of future service delivery across sites at the Market Hall Museum, St John's House Museum and Warwickshire County Record Office in line with Warwickshire County Council's savings requirements.
- c) **Warwickshire County Council:** Details of the new fund launched for community minibuses which closes on 2nd December 2016.
- d) **Warwickshire County Council:** Community Buildings Capital Grant Fund: One-off Fund, 2016/17.
- e) **Warwickshire County Council:** Your Warwickshire September 2016 Newsletter.
- f) **Warwickshire County Council:** SCAN (Senior Citizens Action Network) Conference on 1 November 2016 at Stratford Racecourse.
- g) **Stratford on Avon District Council – Parish & Partners Briefing - September 2016 issue.**
- h) **Warwickshire County Council:** Warwickshire Quality of Life Key Messages Report 2015/2016.
- i) **WALC:** WALC Stratford Area Committee Meeting. Minutes and Agenda.
- j) **WALC:** Invitation to the WALC Annual General Meeting, 9th November 2016.
- k) **WALC:** WCC grant for community buildings.
- l) **Warwickshire County Council:** October Cyber Scam Newsletter.
- m) **Jo Taylor:** Highlighting concerns regarding dead branches overhanging the Dasset Road up to the crossroads at the top of the hill. They are mainly ash. Could the Parish Council please request the riparian owners to remove these branches as they present a threat to vehicles and cyclists? Michael Guest agreed to investigate this further. MG

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- n) **Canal and River Trust:** Invite to South East Waterway Forum Autumn 2016.
- o) **Warwickshire County Council:** Warwickshire's new Living Well with Dementia website.
- p) **WALC:** Becoming dementia friendly.
- q) **Warwickshire County Council:** Warwickshire Financial Inclusion Partnership Information.
- r) **Anthony Curtis:** Application for the position of Parish Councillor. This will be discussed under item 9 of the Agenda.
- s) **Neil Andrew:** Application for the position of Parish Councillor. This will be discussed under item 9 of the Agenda.
- t) **Warwickshire County Council:** News Information Update - 13th October 2016.
- u) **Warwickshire County Council:** Winter Service in Warwickshire 2016/17.
- v) **Warwickshire County Council:** Public Footpath SM143 Fenny Compton. Details of the confirmation of Public Path Diversion Order for footpath SM143 by Hill Farm, Fenny Compton.

7.

### **Planning:**

- a) **Notice of Decision. Consent with Conditions 16/02687/TREE:** T1 Maple: fell. Bearsden House, Church Street, Fenny Compton.
- b) **Notice of Decision. Permission with Conditions 16/02312/FUL:** Proposed change of use of land to B1 use and erection of industrial unit. Land at Wharf Road Business Park, Wharf Road, Fenny Compton.
- c) **Planning Application 16/02958/FUL:** Full application for a dwelling. Waylands Farm, Wharf Road, Fenny Compton. Mr Rees Hughes. No Representation.
- d) **Planning Application 16/03310/TREE:** T1: Sycamore: reduce crown over house by 3m. T2: Sycamore: fell. Squire Place, Fenny Compton. Mr Andrew Saunders. No Representation
- e) **Planning Application 16/03292/TREE:** T1: Weeping Silver Birch – Fell. Harefield House, High Street, Fenny Compton. Miss Joanna Hill. No Representation.
- f) **Planning Application 16/03151/TREE:** T1: Birch: reduce crown by one-third to height of 7m. T2: Birch: reduce crown by one-third to height of 7m. T3: Elder: reduce crown spread to 4m. T4: Cherry: reduce crown on garden side to reduce leaf area by 1m. T5: Hornbeam: reduce crown spread to 3m. The Post House, Bridge Street, Fenny Compton, Southam CV47 2XY. Mrs Hester Stevens. No Representation.
- g) **Planning Application 16/03041/FUL:** Retrospective application for the erection of close boarded timber fence at north eastern boundary. Hornbeam House, 1 Brook Street, Fenny Compton, Southam CV47 2YH. Kaja Holmboe. No Representation.

8.

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

Councillor Williams gave the following report:

The Council is currently working on the new Gaydon/Lighthorne Heath development. The outline planning permission has been granted, the Council now need to consider how they will integrate this development into the local area.

The Government's Autumn Statement is awaited by the Council as it will impact on their funding and they will need to consider how this will effect services.

Cllr CW

9.

**Casual Vacancy:** The Clerk had received two applications for the position. It was agreed to ask the two applicants to meet with the Parish Council before the next meeting to discuss the position in person.

CL

10.

### **Finance:**

- a) **External Audit:** The Clerk has advertised the closure of the audit. CL
- b) **Parish Council documentation:** The safe has been delivered and after a number of problems has now been installed.
- c) **Pavilion Electricity:** The Clerk has received the October invoice for £9.15 this will be taken from the accrued credit
- d) **Cheque signatories:** The Clerk tried to obtain a form online, but will need to go to the bank instead. CL
- e) **High Interest Rate:** This Clerk has invested the two high interest rate fixed term accounts.
- f) **Clerk's Appraisal:** The Clerk's salary has increased to £680.45 every two months. This is back dated to the 1<sup>st</sup> April therefore a shortfall of £63.75 is due to the Clerk. The Clerk asked for a change of standing order form to be signed to take effect from the 22<sup>nd</sup>

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- g) **Bowling Club:** The Clerk checked the Draft Rateable Value of the Bowling Club on the Government's website. The draft rateable value is £980 compared to the current valuation of £840. Using their estimator the annual business rates would be £434 compared to this year's £406. The Parish Council agreed not to challenge this valuation.
- h) **Streetlight Electricity Contract:** The twelve month fixed term contract ends on the 31 December 2016, therefore the Clerk will contact Southern Electric to get a new quote for the next twelve months.

CL

### Bank Balances 17<sup>th</sup> October 2016

Commutated sum on deposit	£3,732.93
Deposit Account	£16822.83
Higher interest fixed term deposit	£15000.00
Current Account	£1327.02
Partial Withdrawal High Interest Deposit	£10443.80

### Transfers

18/10/16: Business Call to Current Account	£800.00
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### Interest Income included in Bank Balances

Business Call Account	£0.98
Commutated Sum	£0.16
Cotters Croft Higher Interest Deposit	£99.56

### Cheques paid since the last meeting

1933: British Telecommunications plc: Telephone and Broadband.	£141.15
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### Cheques requiring payment

1934: SSE: Streetlighting September 2016.	£192.48
1935: Severn Trent Water Ltd: Pavilion Water.	£72.94
1936: MFM Services: Mowing the playing field – September.	£224.00
1937: Derek Carless: Reimbursement for new printer and printer ink.	£154.95
1938: The Royal British Legion: Poppy Wreath Donation.	£50.00
1939: Catherine Lambert: Back dated pay increase.	£63.75
1940: Stratford on Avon District Council: Copy of the Core Strategy.	£25.00

### Payments Received

Stratford on Avon District Council: 6 months precept.	£9525.00
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Jon Dutton, seconded by Sam Parkes, proposed acceptance of the financial statement, which was agreed.

## 11. **Updates:**

- a) **Flood Prevention:** Michael Guest reported that the County Council Environmental Department cannot organise a meeting. The landowner for the second phase attenuation scheme now states that any discussions should be with their land agent. The County Council are not prepared to pay for the land agent's time. Aqueous are trying to get things moving. Soil samples need to be taken to see if the site is suitable. If necessary they are prepared to pay the land agent fees out of Aqueous funds.
- b) **Playing Field and play equipment:** Jon Dutton reported that the Colts had bought a new lock for the car park gate before he had time to purchase one. There is a problem with the push taps in the pavilion. However the plumber is not responding to Jon's calls. A new plumber has been contacted and is willing to install a new tap. There has been little progress on the funding for the doors, their replacement may have to be phased in. The Colts have painted the walls inside the pavilion which was appreciated.
- c) **Play Equipment:** The Clerk has not yet received the report from the RoSPA play equipment inspection.
- d) **Business Continuity Action Plan:** Jon Dutton had sent details of how to read the pavilion meter to the Clerk to be included in documentation. Since the safe has been installed the Clerk will start to implement the recommendations.

MG/ Cllr  
CW

JD

CL

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- e) **Neighbourhood plan:** Derek Carless reported that a public meeting will be held on Wednesday 16<sup>th</sup> November in the Village Hall to discuss the prospect of conducting a neighbourhood plan. Matthew Neale has agreed to attend to talk about what a neighbourhood plan is and what they can do. Peter Jordan from Brailes has also agreed to talk about their experience of conducting a plan. It was agreed that Derek should be the Chair for the evening. The objective of the meeting is to see if residents want to proceed and gain volunteers to help with this project. Derek agreed to put together a flyer to advertise the event and Sam Parkes agreed to request that it is put in with the Chronicle. The Parish Council agreed to cover the costs of the meeting which includes the printing costs. The Clerk will provide refreshments.

DC/SP/CL

### 12. **Items for future discussion:**

- a) Michael Guest reported that he had collected items from Mike Davies. There were two signs for the playing field which need to be installed. The Council will need to decide on a location, the signs were given to Jon Dutton for safekeeping. Although the Clerk has removed Mike Davies Parish Council email from the website, it is still active. The Clerk will contact the District Council to remove this. Jon Dutton took the documentation for the play equipment. Thanks were given to Michael Guest.
- b) Jon Dutton felt that the Parish Council should consider setting up a Facebook page.

JD/CL

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