

The Minutes of Fenny Compton Parish Council Meeting – 19th June 2017

The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 19th June 2017 commencing at 7.45pm.

Present: Jon Dutton in the Chair, Derek Carless, Michael Guest, Ian Hartwell, Sam Parkes, Neil Andrew, Councillor Bob Stevens & Parish Clerk Catherine Lambert.

1. **Acceptance of Apologies:** Councillor Christopher Williams & Deborah Lea.
2. **Minutes of the last meeting:** Sam Parkes seconded by Michael Guest, proposed acceptance of the Minutes to the Annual Parish Council Meeting held on the 15th May 2017. Under item 6(a) Neil Andrew spoke to Dave Finch not Dave Miller, subject to that amendment Michael Guest, seconded by Derek Carless proposed acceptance of the Minutes to the Parish Council meeting held on the 15th May 2017.
3. **Declaration of Interests:** Sam Parkes declared a personal interest in item 6(f).
4. **Dispensations:** None.
5. **Open Forum:** None.
6. **Matters Arising:**
 - a) **Pavilion Tidy up Day:** Neil Andrew reported he had ordered the skip, and the Clerk had reimbursed the payment. The tidy up day was held on the 11th June and was a success. Ian Hartwell agreed to check that the bike that was reported as fly tipping has been put in the skip. IH
 - b) **Defibrillator:** Sam Parkes reported that she will send an item for the website to the Clerk. SP
 - c) **Land Registry:** Michael Guest reported that the applications have gone to the land registry. MG
 - d) **Highways:** The Clerk reported that the Highways Department have now marked an area to be repaired outside number 12 Brook Street. Following the General Election the Parish Council can now request the Highways Safety Team to look at the dangers of parking on the junction of Brook Street and High Street. The Clerk will contact the County Council and include Councillor Bob Stevens in the correspondence. Jenny Cranfield reported that a vehicle has mounted the pavement outside The Hollies on Church Street and broke the kerb stones, they then damaged the kerb stones outside Sunnymead and the post. The Clerk has passed this on to the Highways Department. The Clerk will also report that the kerb outside the school, opposite Blacksmith's Cottage on High Street has been damaged. CL
 - e) **Street lighting:** The Clerk was notified that the light outside number 19 Station Road has gone out, this has been reported to the street lighting department. Further to the disconnection in Church Street, Annette Mackie confirmed that she now has Western Power Distribution's (WPD) investigation report and they confirm that Fenny Compton Water Company carried out excavation works in the Highway without a WCC Street Works Permit and whilst they were excavating they caught WPD's LV Main; and pulled the service cable down the lighting column, which gave the appearance the service had been removed. Repair work is now complete and an invoice will be sent to Fenny Compton Water Company. The lights under the railway bridge have been installed. Councillor Stevens had forwarded contact details for all of the street lighting departments at the County Council. CL
 - f) **1 The Willows, High Street:** Neil Andrew reported that the drain on Mill Lane has been rodded, however the water is still going over the drain and down the road. It had been acknowledged that this was a Highways issue rather than Severn Trent Water. The Clerk will ask for an update regarding this issue. The drain that Neil had been investigating was the drain at Mill Lane and not outside 1 The Willows. There is still a problem and it is causing a pot hole. The Clerk will also ask Patch for an update regarding this area. Derek agreed to ask Fenny Compton Water Company if it is their water. NA/CL/DC
 - g) **Waylands Farm Footpath diversion:** No new update. Derek agreed to inform Councillor Bob Stevens about this issue so that he can investigate further. DC
 - h) **Website:** The website has been transferred to the new server and there have been some problems with this transition. The Clerk is working with the new format and has updated the site successfully.
 - i) **Bowling Club:** Jon Dutton reported that he had visited the site with Robert Maries. There JD

are three issues: Repairs – it is not clear as to who is responsible for what. Work to the fabric of the building is needed and as the Parish Council own the building the responsibility is theirs. Work to the bowling green to improve the playing surface is the Bowling Club's responsibility. Derek reported that the guttering is falling off the back of the club house. It was agreed to undertake a proper inspection of the building and obtain the necessary quotes. Advertising – Jon Dutton had contacted planning team regarding proposed advertising boards and they confirmed that the club would need permission which would cost £110 to apply. Hiring the Club House – it was agreed to ask the Bowling Club to attend a Parish Council meeting to discuss this further. The Parish Council were not in favour of this proposal as there is not sufficient parking, it would be in competition with the Village Hall and it would not be covered on the Parish Council's insurance. Jon Dutton agreed to write to the Bowling Club to cover the points above.

- j) **Auto Enrolment for Pensions:** Jon Dutton reported that the Parish Council is now registered as an employer with HMRC and has registered the payments made to the Clerk. The Council now needs to address the issue of a pension. JD
- k) **Bear and Ragged Staff:** Repair work is still ongoing.
- l) **Clerk Vacancy:** Jon Dutton reported that three people has expressed an interest in the position and two of those had submitted an application. The Council now needs to set a date for interviews. JD/SP/MG
- m) **HS2:** Councillor Bob Stevens reported that the training event will be held on 6th July 13.45pm at Shire Hall. Michael Guest agreed to attend. The appointment of the main contractor is expected in the next month, then they can get started with the plans, with a start date this time next year MG
- n) **Empty Homes:** The Clerk had received an update from Sheree Johansen. She has been out to visit both Cranmore and Wharf Cottage and duly noted that no further progress appears to have been made to improve or bring them back into use. She has written to both owners asking for a full update to include their plans for bringing them back into occupation and the timescales. She will inform the Council what, if any responses she has received.
- o) **CPRE:** The Clerk had received more newsletters which have been passed to Michael Guest. MG
- p) **Street naming:** After much consideration the Parish Council agreed their proposal for the name of the development East of High Street as Ridge Way. The Clerk informed the District Council of the Parish Council's opposition to the developer's proposal and of their preferred name.
- q) **Grass verge parking;** The Clerk contacted the resident to inform them of the Parish Council's decision.
- r) **High Street 20mph signs:** The Clerk asked Mick Jones to cut the overgrown hedge back around these signs.

7. **Update List of Councillor Responsibilities:**

The Parish Council updated part of this document and agreed that it should be completed with the review of the Risk Assessment at the next meeting.

8. **Correspondence:**

- a) **WALC:** Details regarding recent changes to the Neighbourhood Planning Act 2017. Pass to Derek Carless. DC
- b) **WALC:** WALC Training Events Programme 2017. Circulate to all Parish Councillors. All Cllrs
- c) **Stratford on Avon District Council:** Details of the Stratford-upon-Avon Neighbourhood Development Plan - Regulation 16 Consultation.
- d) **Warwickshire County Council:** Community Cancer Screening Champions - free training for those working with the public or local community.
- e) **Warwickshire County Council:** CSW Broadband Update.
- f) **WALC:** In the light of the recent attack in Manchester DCLG have sent out the attached briefing on improving safety in your communities.
- g) **WALC:** Details of SDC Rural Housing Event 27 June 2017.
- h) **Warwickshire County Council:** Warwickshire County Council proposes to make a Temporary Traffic Order closing C35 Avon Dassett Road, Fenny Compton from its junction with The Slade to the junction with Burton Hills Road, to vehicular traffic. The closure is required for carriageway patching. The Order will commence on Friday 30 June 2017 and will last for a period of 18 months, or until the works are completed, whichever is the earlier.

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However, it is anticipated that the works will be completed on Monday 3 July 2017. Please note: The road will be open over the weekend between the above dates.

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- i) **WALC:** Details of the benefits of setting up a community co-operative.
- j) **A Resident:** A letter expressing concern regarding the overgrown hedge opposite the surgery on High Street. The Parish Council agreed to monitor the situation.
- k) **WALC:** Revised Legal Topic Note on Planning and Building Control Enforcement. Pass to Derek Carless. DC
- l) **WALC:** Public Health Matters Newsletter. Pass to Sam Parkes. SP
- m) **Local Council Review:** Newsletter. Passed to Sam Parkes. SP
- n) **Stratford on Avon District Council:** Consultation on Site Allocations Plan – Preparation of Built-up-Area Boundaries for Local Service Villages (Deadline 28 July 2017 5pm). Circulate to all Parish Councillors. All Cllrs
- o) **Stratford on Avon District Council:** Parish & Partners - June 2017 issue.
- p) **Stratford on Avon District Council:** Review of Code of Conduct for Councillors. Pass to Michael Guest. MG
- q) **Warwickshire Police:** Rural Residents - we want to hear your views! Pass to Neil Andrew. NA
- r) **Warwickshire County Council:** June Cyber Scam Update. SP
- s) **Warwickshire County Council:** Public Health Matters Newsletter. Pass to Sam Parkes.

9. **Planning:**

- a) **Notice of Decision 17/00917/FUL:** Permission with Conditions. Two storey rear extension with pitched roof. 12 Brook Street, Fenny Compton.
- b) **Appeal Decision 16/03041/FUL:** Retrospective householder application for approval of close boarded timber fence at North Eastern Boundary. Hornbeam House, Brook Street, Fenny Compton. The appeal is dismissed.
- c) **Planning Application 17/01301/VARY:** Variation of Condition 2 of planning permission 15/02969/FUL for the 'Erection of small cottage (amendment to 14/01686/FUL)' to allow for an additional bedroom to be accommodated within the roof space and erection of new rear dormer window and side facing second floor windows in both gables. Land South of The Cottage, Mill Lane, Fenny Compton. Mr Graham Young. No Representation. Additional Details have been received: The description of development has been updated to include the proposed ground floor window identified on the front elevation. For information only.
- d) **Planning Application 17/01392/FUL:** Full Application for the demolition of existing workshop, and the construction of new B1 (Light Industrial) building containing two commercial units and associated works. Craftsreen, Station Fields, Fenny Compton. Mr T and Mr J Norman – Norman Contracts. No Representation.
- e) **Compton Building's site:** Councillor Williams had contacted the Chair regarding the July Meeting. He had a meeting last week with a representative from the Homes and Communities Agency. This is a government body which is seeking to accelerate planning applications. This body recently acquired the former Compton Buildings site on Station Road with a view to delivering the government's housing agenda in bringing stalled sites forward. They have appointed a developer, Cushman & Wakefield of Birmingham to progress the Station Road site. To this end, they wonder if they could make a presentation to the Parish Council at their July meeting explaining how their proposals differ from those for which Outline Approval has already been obtained. The Chair agreed to this request.

10.

County and District Councillor's Report:

Cllr BS

County Councillor Bob Stevens was pleased to say that all elections are now over and they can now get on with the work in hand. It is Armed Forces Day this week and there are a number of events planned around the County. The cabinet meeting last week discussed the future of the Children's Centres with a possibility of downsizing some, the proposal is to have a hub and small outreach centres. The issue of school sufficiency is being raised, are there enough primary and secondary school places for now and the future. Secondary school places are thought to be a concern. A new school between Lighthorne Heath and Wellesbourne may be considered. Community grants applications will be out mid July and Councillor Stevens is encouraging groups to apply online. There are also highways grants available for schemes that improve highways safety. Projects have to be over £6000 and has to add to street safety, the closing date is in July. The Parish Council commented that a scheme for highways safety may come from the neighbourhood plan but not until next year. Councillor Stevens encouraged members of the Parish Council to attend the Southam Community Forum meetings.

The Clerk asked Councillor Stevens for an article for the website.

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11. Finance:

- a) **Donations for Local Organisations:** The Parish Council have received a letter from the Over 60's Club asking for a donation. It was agreed to ask groups for more information when applying for funds to include the amount requested, the purpose for the request, the current state of the groups' accounts and how many members would benefit from the donation. Derek Carless agreed to compile a standard application form for future use. It was agreed to advertise the process and consider applications at the next meeting.
- b) **Internal Audit:** The Clerk had circulated the internal audit report by Bill Robinson. It was agreed to discuss the recommendations at the next meeting.
- c) **External Audit:** The Clerk had sent all the necessary documentation to the External Audit and published the required documents on the website.
- d) **War Memorial:** Derek Carless had looked at the area around the war memorial to see what repairs were required. The Parish Council could lay a new base around the memorial but in his view he did not think it needed it. The Parish Council agreed with this view and will not proceed any further.
- e) **Bowling Club Rates:** The Clerk had received confirmation that the application has been successful and no payment required.
- f) **Insurance:** The Clerk has contacted the Insurance Company to include the cost of the defibrillator (£1245) on the insurance policy. It will be endorsed on to the policy at no extra cost. The clerk has emailed Aon the details.

CL/DC

Bank Balances 19 June 2017

Commuted sum on deposit	£3,056.94
Deposit Account	£26,623.45
Current Account	£292.92
Partial Withdrawal High Interest Deposit	£10,443.80

Transfers

30/05/17: Business Call to Current Account.	£200.00
19/06/17: Business Call to Current Account.	£1800.00

Interest Income included in Bank Balances

Business Call Account	£1.02
Commuted Sum	£0.12

Cheques paid since the last meeting

1991: Neil Andrew: Reimburse skip hire – Pavilion Tidy up Day.	£185.00
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Cheques requiring payment

1992: Frank Mann Farmers: Mowing the Playing Field – May.	£320.60
1993: SSE: Street lighting Electricity: May 2017.	£200.42
1994: M Jones: Grasscutting and Landscape Maintenance.	£1030.00
1995: Fenny Compton Village Hall: Meeting Hire of Hall 2017/18.	£143.00
1996: W.J.Robinson: Internal Audit Fee 2016/17.	£90.00
1997: Utility Warehouse: Pavilion Electric May & June 2017.	£18.86
1998: Peter Hughes: Cemetery Duties: Mr I Mathie.	£27.50
1999: Derek Carless: Neighbourhood Plan.	£34.99

Payments Received

J & M Humphris: Burial Fees: Mr I Mathie.	£205.00
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Ian Hartwell, seconded by Neil Andrew, proposed acceptance of the financial statement, which was agreed.

12. Updates:

- a) **Flood Prevention:** Michael Guest reported that he had received the following information from Barry Ridgeway. Following the Geotechnical Investigations in March, they have received the results of the laboratory tests and the interpretation report was with their Consultants (WSP) at the beginning of April. He has had weekly telephone conferences with WSP to agree with them the work that now needs to be done to bring the business

MG/Cllr
BS

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case to a conclusion. They were working on having a draft business case developed by the beginning of June. He had met with the Environment Agency on 2nd May to review all the projects which are anticipated to form part of WCC's 2017/18 programme. Barry was pleased to be able to report that they did get confirmation of the allocation of funding for Fenny Compton. Page 942

- b) **Playing Field:** Jon Dutton reported that the cost to fit a replacement swing is £750, however we don't need new chains just the seat, therefore Michael Guest proposed that the Parish Council purchases two new seats with brackets and fixing approximately for approximately £200 per seat, this was seconded by Sam Parkes and agreed by all. Jon also reported that there was a message via facebook making the observation that the sports field and the play equipment are cut at different times, could they be cut at the same time, there were also concerns regarding nettles around the play area. These have been dealt with by the contractors. JD
- c) **Play Equipment:** As above.
- d) **Business Continuity Action Plan:** The Clerk has two further items to update and then this will complete. CL
- e) **Neighbourhood plan:** Derek Carless reported that the next steering group meeting is on Monday. The Housing Needs Survey has been distributed with a deadline of next Sunday. Roly Whear is to take responsibility for the Environment Survey and the Scouts have volunteered to help with the survey of hedges. Derek is to approach the landowners to ascertain their aspirations regarding development and permission to carry out the hedge survey. The big survey for residents is planned for the autumn. DC
- f) **Allotments:** Jon Dutton reported that the planning department have confirmed that the allotments was part of the initial planning application for the development and therefore planning permission is not required. The group are to start drafting their constitution, with an aim of formally establishing the allotment group in the next few months. They have already started a waiting list for the allotments. The next meeting will be held in a couple of weeks. JD

13. **Items to publicise:**

The Chair asked for this to be a regular item on the Agenda to highlight items to be put on facebook and the website. It was agreed that the Council should publicise the speakers attending the next meeting regarding Compton Buildings and the application process for donations for local organisations.

14. **Items for future discussion:**

- a) It was agreed to review the risk assessment and internal audit report at the next meeting.

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