

The minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 18th June 2018 commencing at 7:45pm.

Present: Jon Dutton in the Chair, Derek Carless, Michael Guest, Sam Parkes, Ian Hartwell, Cllr Bob Stevens and Parish Clerk Lisa Andersson.

1. **Acceptance of Apologies:** Neil Andrew and Cllr Chris Williams.
2. **Minutes of The Previous Meeting:** Ian Hartwell, seconded by Derek Carless, proposed acceptance of the Minutes of Annual Parish Council Meeting held on the 21st May 2018.
Michael Guest, seconded by Derek Carless, proposed acceptance of the Minutes of the Parish Council Meeting held on the 21st May 2018.
3. **Declaration of Interests:** Michael Guest declared an interest in item 6 as the land owned by the councillor could form part of where the future flood defence proposal. Derek Carless declared an interest in 9(b) as the planning application is for the councillors' property. Sam Parkes declared an interest in 7 b) and 15 e).
4. **Dispensations:** None.
5. **Open Forum:** No members of the public present.
6. **Flood Remediation Project Update:** Barry Ridgway (WCC Senior Drainage Engineer) made a presentation detailing the work done in ascertaining Fenny Compton's flood risk, as well as the recommendations made (based on extensive modelling and research) in order to prevent further flooding – based on a 1 in 100 year rainfall event. The presentation went into some detail regarding the Surface Water Management Plan, Existing Flood Storage Feature, Understanding Local Flood Risk, Possible Storage Structures, as well as outlining the next steps to be taken. Whilst some funding will come from the Environmental Agency as well as Stratford District Council and Warwickshire County Council, gap funding will be required. The extent of this will only be known after quotations have been received and the case is looked at by the Environmental Agency. One resident questioned the scale of the project and showed concern over the size of the scheme as this will fall adjacent to her land. Another resident gave some feedback on work done previously by Aqueous in building the existing attenuation pond.
The proposed scheme would be designed to complement the current drainage systems, and to prevent future flooding in the village. The surrounding area of the proposed scheme would be grassed and not fenced off. The design would attempt to limit the amount of maintenance required going forward, but it would need to be agreed upon as to who would be responsible for future maintenance costs.
A business proposition will now be developed, and an application to the Environment Agency will then be made. This approval process usually takes between 2 to 6 months, as it has to go to a national level due to the amount of funding required for this project.
7. **Matters Arising:**
 - a) *Defibrillator.* No further updates at present time.
Action: Sam Parkes to confirm date and time of future training session.

b) *Highways*: See agenda item 15 e)

c) *Street Lighting*: The Chair noted that light number 2 on Brook Street is not working.
Action: Clerk to report the faulty light on Brook Street and to follow up again on the lights that need renumbering.

d) *Auto Enrolment for Pensions*: The Chair has completed the declaration of compliance documentation.

e) *Traffic and Speeding*: There was no further update on this, as Cllr Andrew was not able to attend the meeting.

f) *Tree Squire Place*: The work has been completed. It is looking very likely that the land near Squire Place is owned by the Parish Council, but the responsibility for maintaining the land is still uncertain. We have however received a quotation to remove the thorn tree and surrounding branches to expose the street light, coppice the overhanging Buddleia, inspect the Sycamore tree and remove ivy back down to main trunk, and raise up the line of the Yew trees giving clearance for pedestrians. The acceptance of this quotation was proposed by Derek Carless and seconded by Sam Parkes.

g) *Emergency Plan*: No keys for the Post Office have been received as yet.
Action: Jon Dutton to liaise with Keith Hicks to obtain a key.

h) Playground incident: There is no further update on this issue.

i) Defibrillator at Doctors Surgery: Cllr Parkes met with Dr. Sharples at the surgery to discuss moving forward in applying for grant funding for a cabinet to house the surgeries defibrillator, thereby providing a second defibrillator for the village.
Action: Sam Parkes to move ahead with grant funding options.

j) Indolighting: The Clerk has requested specifications from the service provider.
Action: Clerk to follow up on the specifications.

k) NALC: New pay scales for the salaried staff. To be covered later in the meeting under Finance.

l) Resident: Complaint regarding bushes and trees in Fieldgate Lane. The Clerk had asked a service provider to look at this issue, but the feedback was that this was too big a job for the service provider. The PC agreed to get another service provider in to provide a quotation for cutting back the hedges, and to access the tree to see if it presented any issue to the adjacent structure.

m) Resident: Information Sheet for New Residents. There has been no progress with this as yet.

8. Correspondence:

a) WALC: CIL Survey.

Action: Clerk to forward to Cllr Carless.

b) WCC: Launch of Councillors' Grant Fund. The Fund provides each of WCC's 57

Councillors with a pot of £6000 each to support small-scale projects within their division.

Action: Clerk to forward onto Cllr Guest.

c) Michael Guest: Local Green Spaces. Regarding registration of local green spaces.

Action: Clerk to remind councillors to bring proposals to the next meeting.

d) PKF-Littlejohn: Fenny Compton Parish Council Audit Return 2017/18.

Confirmation of receipt of documentation for external audit – including exemption certificate.

e) WCC: Roadworks in Bridge Street. The Clerk requested if it was possible to have a traffic light installed to help with traffic during this time period. WCC responded that it was not, as it felt that the most suitable diversion route was in place, and therefore it was not necessary.

f) Over 60's Club: Application for grant. The relevant forms have been forwarded to the club for completion and return to the Clerk.

g) Banbury Memorials: A request for a memorial stone has been received. The Clerk has checked that the design conforms to the rules for memorial stones within the cemetery, and the Parish Council agreed that the work on the memorial could proceed.

9. Planning:

a) **Application Reference (s): 18/00815/FUL:** Extensions and alterations including: Remodel of internal Kitchen & Utility, Single storey extension & glazed link forming Sun Room & Boot Room, Two storey extension forming Shower Room and Ensuite, Extending existing outbuilding to form new Gym & Garden store. New oak framed Car Port/Store, New front entrance Porch, Alterations to existing window layouts, Re-render of rear of existing property. Harefield House, High Street. No representation.

b) **Application Reference(s): 18/00683/FUL:** Proposed conversion of former post office to form ancillary accommodation including change of use of land to domestic. Fenny Compton Post Office, High Street. No representation.

c) **Notice of Decision: Refusal: 18/00174/OUT:** Outline permission for 2 houses. Home Farm, The Tunnel, Farnborough.

The Chair discussed the planning meeting he had attended recently and felt that it was important that the councillor attending needs more information regarding how the process works. (Councillors attending planning meetings on behalf of the Parish Council are recommended to seek advice on what information they are expected to provide prior to attending.)

Action: The Clerk agreed to find and forward NALC/WALC notes onto the councillors.

10. County and District Councillors Report:

See Appendix 1 for Cllr Bob Stevens' report. There was no report from Cllr Chris Williams this month, as he was unable to attend the meeting.

The inclusion of this report as an appendix does not assume that the PC agrees with all points mentioned in the report, it is merely a copy of the report given at the meeting.

11. Finance:

a) *Agreement of Payments/Signing of Cheques:* Payment for invoices was agreed and then presented for payment.

b) *Bank Reconciliation and Finance for the Meeting:* The various bank balances were reported on to the Parish Council as noted below.

c) *Staff Annual Salary Increase :* It was proposed by Derek Carless and seconded by Michael Guest that the Parish Council amend the Clerk’s salary in line with the new pay scales, and to increase the amount on the Clerk’s salary standing accordingly.

Action: The Clerk to proceed with amending the standing order with the bank.

d) *Audit:* The Clerk confirmed that the relevant documents (including the exemption certificate) had been submitted to the external auditor.

Bank Balances 18th June 2018

Commutated Sum on Deposit	£3,058.62
Deposit Account	£27,597.66
High Interest fixed term deposit	£0.00
Current Account	£1,108.88
Partial Withdrawal High Interest Deposit	£10,000.00

Transfers

Business to Call Account	Nil
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Interest Income Included In Bank Balances

	June
Business Call Account	£0.14
Commutated Sum	£1.36

Cheques Paid Since Last Meeting

None

Cheques Requiring Payment

1) 2099 WJ Robinson: Internal Audit	£90.00
2) 2100 Andrew Saunders: Tree Work	£450.00
3) 2101 WALC: Clerk’s Toolkit Training	£15.00
4) 2102 WALC: Clerk’s Toolkit Training	£15.00
5) 2103 Frank Mann Farmers: Mowing	£337.20
6) 2104 Hilary Birkbeck: N.P Expenses	£194.40
7) 2105 MW Jones: Grass Cutting and Maintenance	£860.00
8) 2106 MW Jones: Grass Cutting and Maintenance	£480.00
9) 2107 Fenny Compton Village Hall: NP Hall Hire	£16.00
10) 2108 Utility Warehouse: Pavilion Electricity	£5.11
11) 2109 SSE: Street lighting	£194.99
12) 2110 Lisa Andersson: Clerk’s expenses	£70.44
13) S/O Staff Salary	£313.85

Payments Received

HMRC VAT Refund	£1931.14
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Sam Parkes, seconded by Derek Carless, proposed acceptance of the financial statement, which was **agreed**.

12. **Vacancy:** The position has been advertised on the noticeboards, and on the Facebook and PC Website.
13. **GDPR:** Sam Parkes agreed to take on the role of GDPR officer for the Parish Council. The acceptance of Sam Parkes as GDPR officer was proposed by Ian Hartwell and seconded by Derek Carless.
14. **Fenny Compton Parish Council Continuity Plan and Fenny Compton Parish Council Risk Assessment – for approval:** These had been distributed prior to the meeting, and the acceptance of these documents/procedures was proposed by Michael Guest and seconded by Ian Hartwell.
15. **Updates:**
 - a) **Flood Prevention:** This was covered in some detail in section 6 in the minutes (above).
 - b) **Playing Field/Play Equipment:** The proposal for the potential café has not been received yet.
 There was an incident of fly tipping in the road adjacent to the playing fields. This was reported by various people, and this was cleared on the same day. The road belongs to Severn Trent Water.
 A resident mentioned that a concrete plinth has a crack in it. A structural survey has been done on this already, and the PC were instructed that this was structurally sound.
 Cllr Hartwell has not had the time to paint the fence as yet. It was agreed that this was done voluntarily, that there would be no time frame put on this.
 The temporary tennis courts have not been put up as yet this year. This is done voluntarily by a resident.
 It was asked if the field needs cutting more often, but it was agreed that the PC had not budgeted for the additional expense.

Action: Clerk to follow up with WCC regarding structural survey of the playground equipment.
 - c) **Neighbourhood Development Plan:** The survey has gone out, and recovery is supposed to be complete. Some of the collectors have been verbally abused – which is very disappointing. Some parts of the village have shown poor returns. The replies received to date are only about a third of the total amount handed out. The online option seems to have been fairly popular. The poorest response seems to have been from the eldest and the youngest residents in the village. The next step is to forward the information to be analysed. The other surveys (environmental, youth, business) are all in hand, and should all come together by the end of July. The next phase will

be to start writing the plan. The resources are stretched beyond limitations. A grant will be required to pay for the work to complete the document.

d) **Allotments:** The Chair of the Allotments Association has received a call stating that the water connection is progressing, but no date has been finalised for hand over. The developers have put a fence between the development and Cotters Croft – this is causing some contention with residents in Cotters Croft.

e) **Highways:** The pot hole in High Street – Severn Trent Water sent an engineer to take a look, and they report that they have no leak there – in spite of the fact that water continues to slowly fill the hole – in spite of no rainfall. Highways say they will do more jetting, but they feel this will not change anything. The gullies are all working fine. Highways still feel there is a leak somewhere. The issue continues, and the Clerk continues to follow up with the relevant authorities.
The 30mph sign is now facing the correct way.

f) **Street Lighting:** The street numbering has not been rectified yet, and the Clerk continues to email the relevant authorities to chase this up.

The Chair reported a street light number 2 is not working in Brook Street.

Action: Clerk to report the street light in Brooke Street to WCC.

There will potentially be a pole removed by Western Power. This will mean that the street light apparatus currently sharing this pole will need a new pole installing. We await confirmation of this from Western Power.

16. **Fenny Compton Parish Risk Assessment:** The Clerk amended the form to exclude the items on the Playground Safety Checklist that are not required.

17. **Items to Publicise:**

- 1) Flood Remediation Project Update
- 2) Vacancy.
- 3) Thank you to the street representatives/champions and to those who completed the recent Neighbourhood Plan questionnaire.

18. **Items for Future Discussion:**

- 1) Green Spaces.

19. **Date of Next Meeting:** 16th July 2018.

The meeting closed at 10:00pm.

Appendix 1 -

District Councillor Bob Stevens' report:

Fenny Compton Parish Council WCC Report June 2018

May was generally a quiet month at the County Council. The long awaited Kenilworth Railway station was opened and HS2 and their sub-contractors continued to alienate local land owners with their cavalier approach to entry onto private land and random road closures. The work on the trial pit near Wormleighton starts soon and there will be an increase in lorries along the A423. There were elections at the beginning of the month and various AGMs around the Districts and parishes where appointments to key posts were either confirmed or replaced.

There were localised flash floods but otherwise Warwickshire had no major incidents as a result of the unpredictable weather we experienced recently. Potholes are slowly being repaired and the first verge cut (There are only 3 a year) has been completed. Other than speeding traffic our roads are as safe as any other county. If every "Complaint" received was actioned the county would be full of signage, yellow lines and traffic signs!!

The fire service has started its' Home Office inspection which lasts until July A new children's centre, which is being supported by WCC children's service (not financially!) is being established by Southam Town council in the Grange.

Schools are getting ready for the summer holidays as the examination season gets into full swing. Southam College is again fully subscribed with a PAN of 270. There are some appeals outstanding from outside the catchment area. The cabinet discussed at some length the supply of school places throughout Warwickshire as a result of the increase housing numbers.

The community Grant scheme for 2018/19 has been launched last week and there is £6,000 available for small community organisations in Feldon. Bids close at the end of August. I also have a delegated highway "Pot" for which projects are requested ASAP to get completed this financial year. Both were discussed at last weeks' Feldon community forum when there were presentations on water courses and flooding and Highways issues by WCC Officers.

Bob Stevens

County councillor Feldon Division