

Fenny Compton Parish Council

Minutes of an Ordinary Meeting Of Fenny Compton Parish Council Held at Fenny Compton Village Hall, Fenny Compton, Warwickshire On Monday 16th March 2020 At 7.45pm

PRESENT: Parish Councillors: Jon Dutton in the Chair, Derek Carless, Michael Guest, Ian Hartwell Alan Payne, Sam Parkes and Roly Whear

IN ATTENDANCE: Parish Clerk Ian Wilson

1 Apologies

Apologies had been received from Cllr Nigel Rock (Stratford District Council (SDC)) and Cllr Bob Stevens (Warwickshire County Council) (WCC)),

2 Acceptance of Minutes of Previous Meeting

The Minutes of the Ordinary meeting on 24th February 2020 (already circulated) were considered and the minutes were **agreed**.

3 Declarations of Interest

There were no declarations of interest.

4 Requests for Dispensation

There were no requests for dispensation.

5 Open Forum

There were no members of the public in attendance

6 Matters Arising from Previous Minutes

- (i) Bus Stop Repair – The clerk would ask the handyman for a quote to repair the wooden bus shelter in the village.
- (ii) Grass Cutting – A quote had been received from the handyman to include the cost to cut the grass owned by Orbit housing by Berry Meadow, Grants Close and the garages. The price quoted was £110. This compared to £400 for the remainder of the village. The quote did not specify how many cuts would be required per annum. The clerk would confirm this with the handyman.
- (iii) Trees Adjacent to Power Lines – The clerk would confirm with Western Power's contractor that permission was granted so that these trees could be cut back.
- (iv) Standing Orders – These were subject to annual review. The clerk would contact WALC to confirm whether the Parish Council could make amendments to cover increased delegated powers and electronic banking to the model WALC code and Financial Regulations previously adopted.
- (v) Streetlights – The clerk had circulated a schedule indicating work undertaken by WCC in the past six months (attached). It was agreed to continue the programme of streetlight replacement and noted that this would

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be invoiced when the work was undertaken, so would come from 2020/21 budget allocations.

- (vi) Insurance – Noted that this next financial year was the last of three years continuing policy which included an obligation to maintain assets in good working order. It was **agreed** that Councillors would look at the assets on the asset register to confirm this for the next meeting. The clerk would circulate the latest copy of the asset register for review.

7 Correspondence

The meeting noted the following correspondence:

Mick Jones – Quotes for Grass cutting etc. (2020/21)
WCC – COVID 19 Guidance
WALC – COVID 19 Guidance (PC Meetings)
WALC – COVID 19 E-Learning (For Employers)
MHCLG – Guidance for Beacon Events
MHCLG – VE DAY 75 Activities

The grass cutting quotes had been discussed under matters arising and COVID-19 guidance and Parish Council arrangements are included under item 11 (Emergency Planning)

8 Planning

No applications had been received for consideration since the last meeting.

The following updates and decisions were noted:

Application Reference 20/00192/TREE – Stonegate, Church Street, Fenny Compton. Application for tree felling in conservation area, tree works approved with conditions

9 Reports from WCC and SDC representatives

CLLR Stevens report on behalf of WCC had been circulated ahead of the meeting (report attached) and was noted.

CLLR Rock had circulated a report on behalf of SDC (attached), he had also provided an update by email to councillors summarising a meeting with WCC to discuss the situation with the Ridgeway which WCC intend to progress and this was also noted.

10 Financial Administration

The meeting noted the bank balances and bank reconciliations (see appendix A) and these were agreed by to the latest bank statements by Michael Guest. The

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following payments were agreed:

PKF Littlejohn (2018/19 Audit Fee)	£240.00
Utility Warehouse (Electricity)	£ 11.61
Ian Wilson (Salary and Expenses Jan & Feb)	£744.20
Handyman Pete (Tree works)	£200.00
WCC (Street lighting repairs)	£211.82
WCC (Street lighting maintenance)	£630.14
National Allotment Society (annual membership)	£ 66.00
E-ON (Street lighting)	£222.31
Mick Jones (Handyman)	£115.00

The meeting received the latest budget report for February 2020 (attached). It was noted that payments for street lighting replacement during 2019/20 related to work approved in March 2019 as part of the on-going replacement programme.

11 Updates

- (i) Flood Prevention – Alan Payne reported that he was working with CLLR Rock to address the situation with the Ridge Way. A joint approach between the county and district councils, with the county leading, is needed to address the water running from the Lagan Homes site onto the highway and thence into the doctor surgery. WCC intend to progress this with potential for enforcement action by SDC planners.

Alan Payne also reported that he had met with Kevin Blount (WCC) and residents to discuss actions that may alleviate flooding in Willow Road, by the ditch in Station Road next to the allotments. Discussions were also on-going with Patch Byrne (WCC) regarding the Telecoms pole through the surface water sewer in Memorial Road

It was noted that WCC jetting crew is planning to carry out work on roads in the village week commencing 24th March.

- (ii) Neighbourhood Plan – Michael Guest reported that the statutory environmental assessment of the plan had now been successfully completed. The plan was to launch formal consultation on the Plan at the start of April. This would be advertised formally, with comments accepted through the neighbourhood plan website and in writing. Copies of the plan and executive summary will be available to the public through this website and in The Merrie Lion. Consultation would run to 22nd May. All comments would be considered by SDC after the end of June 2020, before they submit the plan to the planning inspectorate. Once agreed by the planning inspectorate this would be subject to a referendum in the village to agree whether to adopt the plan. An open meeting was planned for 27th March, but given the current situation regarding COVID-19 this was unlikely to go ahead.
- (iii) Allotments – Jon Dutton reported that planning permission had now been

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submitted for the sheds and that the registration of the lease on the allotments is currently being arranged.

- (iv) Street lighting – Noted attached summary of work undertaken by WCC in the past six months and that three additional lights were not working. The clerk would report these to WCC and arrange for WCC to work through the latest inventory to ensure numbering etc. was updated. It was **agreed** to replace the lights in Berry Meadow and Grants Close as part of the on-going replacement programme.
- (v) GDPR – Nothing to report
- (vi) Traffic Calming – Jon Dutton reported that the Parish Council had submitted a request for survey work to be carried out by WCC. The clerk would find out whether WCC needed the £500 to undertake this survey now.
- (vii) Highways – Potholes on high street had been reported to WCC Highways by the clerk. Progress on work would be followed through on the agenda for the next meeting under this item.
- (viii) Playing Field & Equipment– Ian Hartwell reported that he was continuing to look at the garages by the playing field and source replacement wire strips for the playground zip wire.
- (ix) Emergency Planning – The meeting discussed the delegated powers included in current standing orders, as they stood payments could be made against the budget headings agreed by Council between meetings up to the value allocated in the budget and in emergencies up to £500. All payments required two authorised signatories and would be reported to the full council at their next meeting. It was agreed that the clerk would look to amend the bank mandate so that payments could be authorised electronically so long as a record of who had authorised the payments was maintained.

Planning decisions are not delegated. However, If a response to a planning application is required between scheduled meetings only if 3 objections are received from Councillors or one objection from a member of the public is it necessary to convene a meeting of the Council to discuss the response and if necessary seek an extension of the time for a response allowed by the planning authority.

- (x) COVID-19 – Jon Dutton reported that he had attended a meeting arranged in the diocese to discuss how best to help vulnerable residents across the village during social isolation. A further meeting was planned to divide each village in to areas identifying villages who would volunteer to help with shopping etc.

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12 Items to Publicise

COVID-19 – Volunteer arrangements

Compton Buildings – Actions with WCC and SDC regarding Homes England and flooding risks

Clerk Vacancy – Ian Wilson has resigned, with a three month notice period, effective from 10th March 2020. However, he has agreed to continue until another clerk is appointed and the 2019/20 audit is complete.

13 Future Discussion

Playing Field Assets

Asset Register

14 Date of next meeting

The next meeting planned is the Annual Meeting scheduled for Monday 20th April

MEETING CLOSED 20:55

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Appendix A

March Financial Administration

Balances: (See attached bank reconciliation)

30 day notice (Committed on deposit) **£910.46**

12 month partial withdrawal (High interest deposit):

Cotters Croft £9750

PC Balance £250

£10000

Deposit £14881.98

Traffic Mgt £ 2635.82

Flood Relief Grant £ 2510.00

WCC Flood Attenuation Grant £ 1133.76

Over 8's Play Area £ 604.23

NP Plan Projects £ 1449.43

Defibrillator £ 2023.26

WCC Violin Grant £ 0.00

Deposit Account

£25237.48

Current Account

£1352.07

Less payments

PKF Littlejohn (2018/19 Audit Fee) £240.00

Reimburse IW (Utility Warehouse (Electricity)) £ 11.61

I Wilson (Salary and Expenses Jan & Feb) £744.20

Handyman Pete (Tree works) £200.00

WCC (Street lighting repairs) £211.82

WCC (Street lighting maintenance) £630.14

National Allotment Society (annual membership) £ 66.00

E-ON (Street lighting) £222.31

Mick Jones (Handyman) £115.00

Cherrie Southgate (NP Consultation) £241.92

(£1330.93)*

Total Balances carried forward at 16/03/2020

£33728.00

Transfer from deposit to current account 16/3/2020 to cover shortfall

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March Bank Reconciliation

Bank Balances

30 Day Notice	£ 910.46
12 Month Partial Withdrawal	£10000.00
Deposit Account	£25237.48

Current Account	£1352.07
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Total Bank	£37500.01
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Cash book balance b/f 25/2/2020	£37500.01
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Less payments since last meeting:

Add receipts since last meeting:

Total Cash book	£37500.01
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