

## The Minutes of Fenny Compton Parish Council Meeting – 14<sup>th</sup> December 2015

### **The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 14<sup>th</sup> December 2015 commencing at 7.45pm.**

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

1. **Apologies:** None.
2. **Minutes of the last meeting:** Michael Guest, seconded by Jon Dutton, proposed acceptance of the Minutes to the Parish Council Meeting held on the 16<sup>th</sup> November 2015.
3. **Declaration of Interests:** None.
4. **Open Forum:** None.
5. **Matters Arising:**
  - a) **Defibrillator:** Sam Parkes reported that she had registered the Parish Council's interest in obtaining a new defibrillator for the parish and she had started to complete the relevant forms. Sam is to meet up with Karen Atkins, who has offered to help with this project, in the New Year. The main issues are where the Parish Council would like to site the defibrillator and how they are going to maintain and monitor it. There will be a contribution of £400 to be paid towards the costs of the machine. SP
  - b) **Risk Assessment:** Jon Dutton reported that he had circulated a draft document, and there were a couple of areas which needed further work. The Parish Council needs a business continuity plan, which would cover the issue of what happens if the Clerk is not available. It was agreed that the Parish Council assets need inspecting once a year and the results recorded. It was thought that a list should be compiled and split between the Councillors. The streetlights should be inspected every year and the Clerk will ask Annette Mackie if that could be done by the street lighting department and how much it would cost. Finally the Clerk was asked about the storage of Parish Council records and whether they were kept in a fire proof cabinet. It was thought that this was not the case. The computer records need to be backed up regularly and distributed to the Chair and Vice Chair. The distribution of records between the Chair and Clerk are also to be decided. JD/CL/DL
  - c) **Neighbourhood Development Plan:** Matthew Neale had forwarded more information regarding neighbourhood development plans which the Clerk had circulated. Deborah Lea passed the folder provided by Matthew to Michael Guest. MG
  - d) **Allotment Provision:** Jon Dutton reported that he had received the information he had requested from the Allotment Association. He will look through this before the next meeting. JD
  - e) **Land Registry:** The meeting between Deborah Lea, Mike Davies and Michael Guest to discuss where all the documents will be held was postponed and will be held shortly. Mike Davies is to talk to the solicitors about the war memorial. DL/MD & MG
  - f) **Highways:** Patch Byrne has not responded regarding the posts on Church Street and the footpath on Brook Street and High Street, the Clerk will chase. The Chair confirmed that the overgrown hedge reported by Brian Peers is owned by the housing association. Derek Carless reported more road signs which have not been collected from the Merrie Lion. The Clerk reported these to the highways and they have subsequently been collected. The footpath in Church Street has now been repaired. CL
  - g) **Street lighting:** The light has been fixed at the junction of Cotters Croft and High Street. The Clerk has not heard back regarding the defective light opposite the doctor's surgery which is definitely on during the day and the light closest to the road on Thompson's Field is also permanently on. CL
  - h) **Police Report:** Nothing to report.
  - i) **Standing Orders:** Mike Davies is still in the process of updating the Standing Orders. MD
  - j) **Email addresses:** Mike Davies has obtained new email addresses for the two new Parish Councillors. The Clerk has put these details on the website.
  - k) **Empty homes:** No new updates.
  - l) **WALC:** Legal Topic Notes Updates on Legal Proceedings, Staff Pensions and Section

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137. Mike Davies reported that the issue of pensions does not apply to the Parish Council as the Clerk's salary is not high enough.

- m) **Fly Tipping:** Mike Davies had reported three incidents of fly tipping on the Claydon Road at the last meeting. Councillor Williams reported that this had been cleared by Cherwell District Council. Mike replied that there were still two areas that needed collecting on the Claydon side of the railway bridge. Cllr CW
- n) **War Memorial:** No update as yet.
- o) **Tree work:** A planning application in the Clerk's name has been submitted for the tree work on Memorial Road. Andrew Saunders had reported that notification has been given and the work can be done from the 15th January.
- p) **Traffic Management:** The Clerk responded to Mr Purse as discussed at the last meeting.
- q) **Joint parish council meeting re Gaydon/Lighthorne development:** The Clerk responded to Carol Stephens at the District Council as discussed at the last meeting. Carol replied thanking the Parish Council for their letter and asking if Fenny Compton Parish Council would wish to make any alternative observations/suggestions. It was agreed to send no further comments. CL
- r) **War Memorial Committee:** Deborah Lea agreed to find the minutes for Jenny Cranfield. DL
- s) **Play Equipment Inspection Training:** The training offered by RoSPA was not local and cost £255 plus VAT. Mike Davies asked the Clerk to confirm the details of the training he and Dave Miller attended. The Clerk replied that this was carried out by WALC at a cost of £25 for two. The Clerk asked WALC if they will be carrying out any similar courses. They responded that they will but not until 2017. Mike Davies agreed to try to find the information from his course and to see if they offer other courses closer and cheaper. MD
- t) **Monitoring planning:** Mike Davies had received from the Clerk the first planning permission documents and will now start a file to monitor any planning conditions. MD
- u) **Land between Apple Construction Training Ltd and the railway:** Councillor Williams thanked Derek Carless for providing comprehensive information with regard to the allegation of inappropriate importation of soil. He has now reported this incident to the Enforcement Team and they are looking into it.
- v) **Emergency Plan:** Michael Guest had written an article for the Chronicle and currently has not received any information to be included in the emergency plan. MG
- w) **Bench in Bus Shelter:** Mike Davies agreed to take another look at where the bench was removed from and how it was secured. MD
- x) **Bench outside Manor Court:** Thanks were given to Derek Carless who has repaired this bench.

### 6. Correspondence:

- a) **Stratford on Avon District Council:** Revised Register of Electors.
- b) **Local Council Review:** Newsletter. Passed to Mike Davies.
- c) **WALC:** Clerks Stress Survey.
- d) **WALC:** WALC Stratford Area Committee – Minutes and Agenda for the next meeting in March 2016. Pass to Mike Davies.
- e) **WALC:** WALC County Training Partnership Planned Events for 2016. Pass to Derek Carless and Sam Parkes.
- f) **WALC:** New editions of legal topic notes on Control of Dogs and Byelaws (England). Pass to Mike Davies.
- g) **Warwickshire County Council:** Transport & Highways Update.
- h) **WALC:** New Year 2017 Honours - request for nominations.
- i) **Citizen's Advice Bureau:** Request for funding. The Parish Council did not agree to this request.
- j) **VASA:** Town and Parish Council Fundraising & Development in Stratford District Newsletter - December 2015. Pass to Mike Davies.
- k) **WALC:** Terms of reference for Stratford Area Committee WALC. Pass to Mike Davies.
- l) **WALC:** Lengthmans Scheme: A brief report from WCC on the initial pilot scheme conducted in the Rugby area.
- m) **WALC:** Details of funding available under Building Healthier Communities Scheme. Mike Davies felt that there was potentially some funding for outdoor gym equipment, however he could not find out information on how to apply. He asked if Councillor Williams could

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assist him with this process.

- n) **WALC:** Police Precept Consultation 2016/17
- o) **Fenny Compton Village Hall:** Thanking the Parish Council for their donation.

### 7. **Planning:**

- a) **Notice of Decision. Permission with Conditions 15/03275/FUL:** Side extension to replace existing timber garage and create new garage and study. 16 Northend Road, Fenny Compton. Dr Andrew Smith.
- b) **Amended Planning Notification 15/03708/OUT:** Erection of a new dwelling. Studfield, Station Fields, Fenny Compton. Mr M Whittington. Amended Visibility Splays. No representation.
- c) **Planning Application 15/04088/TREE:** T1: Willow: crown thin 15%, remove dead wood and selectively reduce branches to reduce risk of breakage. G1: Hornbeam hedge: remove. Hornbeam House, 1 Brook Street, Fenny Compton. No representation.
- d) **Planning Application 15/04125/FUL:** Erect a detached garage/shed with associated works. Claraden Cottage, Bridge Street, Fenny Compton. Mr and Mrs A Spencer. No representation
- e) **Planning Application 15/04166/TREE:** T1: Lawson Cypress: fell. T2: Field Maple: remove deadwood and lift crown to 2.5m. The Dasset C of E Primary School, Memorial Road, Fenny Compton. Catherine Lambert. On behalf of the Parish Council. No Representation
- f) **Planning Application 15/04328/FUL:** Proposed erection of single storey extension to side. Sunnyside, Mill Lane, Fenny Compton. Mr Warren Gilbert and Mrs Nuala Toner. The plans had not been received by the time of the meeting. Circulate to all Parish Councillors.
- g) **Land Off Station Road - Street lighting:** The Clerk had received an email from Annette Mackie regarding the new housing development off Station Road, Fenny Compton. She had been approached by EON who are undertaking the lighting design on behalf of the developer and they are enquiring as to which lanterns are appropriate. A plan was attached. As Fenny Compton are the lighting authority for the area, they were asked to confirm if the Parish Council are happy for the installation of 5-metre columns with TRT 27W LED lanterns. The Parish Council noticed from the plans that the 80 houses agreed in the outline planning application had now increased to 119. However, Mike Davies had spoken to the planners at the District Council who confirmed that there had been no detailed planning application submitted. The details are purely to approve the proposed street lighting. The lights are LED and are energy efficient. The Parish Council approved the street lighting plan.

### 8.

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

Councillor Williams gave the following report.

The County Council is currently formulating its budget proposals for next year. Central government has advised that there will be significant reductions in the settlement allowed which helps run the authority in addition to the money raised by the Council Tax etc. The exact amount of the settlement will be known on 18th December 2015. In the normal course of events authorities such as the County Council are restricted in the amount they are allowed to increase the Council Tax. This figure is normally 2% unless they hold a referendum. This year the Chancellor has announced that local authorities will be allowed to increase their annual precept by 2% to cover the cost of Adult Social Care in addition to any other increase charged by authorities. Therefore, Councillor Williams expects that the new precept increase will be in the region of 3.95%, thereby not breaching government guidelines.

The County Council is in the middle of a four year plan to reduce costs by some £92 million. None of the front line services such as Public Health, Education or Adult Social Care will be subjected to the savings regime. There will be no significant capital projects announced in the budget and the plan is to reduce the current level of borrowing to less than £20million.

The District Council, unlike the County Council does not have the same financial pressure, although they are having to balance the figures bearing in mind the advice given by the Chancellor and the expectation that the settlement provided by central government will be significantly reduced. Despite these pressures he anticipates that for the fifth year running SDC

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will be able to freeze the Council Tax without any significant reduction in services provided by the authority.

### 9. **Finance:**

- a) **Budget Calculations 2016/17:** The Clerk had drawn up a preliminary budget for the Councillors to discuss. WALC had sent advice notes. The Clerk has not received any information from the District Council regarding the setting of the Council Tax base and the Council Tax Support Grant. The approval of the budget and precept request will take place at the January meeting.
- b) **Unmetered Streetlight Electricity Supply:** The Clerk had asked Southern Electric if they could pay by quarterly instalments and by cheque. They confirmed that they could and a new quote was produced. The new price was lower than the previous quote at £1766.69 per annum compared with £1937.04 from Eon. The Clerk had contacted Eon to see if there was any notice period to cancelling their contract and they confirmed that there was not. When accepting the quote with Southern Electric they will notify Eon by registering as the Parish Council's provider. CL
- c) **Mowing Quotations:** The Clerk accepted Mike Mann's quote and asked Mick Jones to submit his
- d) **Pavilion Water:** The Clerk had provided Jon Dutton and Mike Davies with a detailed inventory of the last two years water usage for the pavilion. Jon Dutton had read the meter and it had only increased by 7 units, therefore returning to the usage of two years ago. However, at present there are less people using the pavilion. It was agreed that there was not much more the Parish Council can do but keep monitoring the meter, which Jon Dutton agreed to carry out. JD
- e) **Village Violin School:** The Violin School have applied for funding under the County Councillors Grant Fund 2015/16. As they are not a constituted group they need an established organisation who can administer the grant on their behalf should they be successful. As this is a community project the Clerk and Chair agreed to this request, which was supported by the Parish Council.
- f) **Short term fixed rate investment.** The three month investment of £15,000 is due to mature on the 21<sup>st</sup> December. The Parish Council agreed to reinvest this for a further three months. CL
- g) **Grass verge cutting reimbursement:** The Clerk received confirmation that the District Council will shortly be paying the Parish Council some funds towards the cutting of the grass verges.
- h) **Pavilion Electric:** Since the Clerk reported the meter reading this has resulted in a repayment which will be used against future usage.

### Bank Balances 14<sup>th</sup> December 2015

Commutated sum on deposit	£4,253.50
Deposit Account	£14337.42
Higher interest fixed term deposit	£15,000.00
Current Account	£926.09
Partial Withdrawal High Interest Deposit	£11,155.55

### Transfers

15/12/15: Business Call to Current Account	£750.00
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### Interest Income included in Bank Balances

Business Call Account	£0.76
Commutated Sum	£0.18

### Cheques paid since the last meeting

None

### Cheques requiring payment

1878: Tennyson Insurance: Aqueous Insurance.	£319.87
1879: Stratford-on-Avon District Council: Website Hosting and Domain.	£425.77
1880: M Davies: Lock for the sports field.	£9.99

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### Payments Received

Stratford-on-Avon District Council: Grass Verge Mowing Contribution. £194.74

Derek Carless, seconded by Ian Hartwell, proposed acceptance of the financial statement, which was agreed.

### 10. **Updates:**

- a) **Flood Prevention:** Michael Guest reported that he and Councillor Williams had met with the County Council and the consultants, who gave a presentation on their proposals. These included an attenuation facility on the west side of the village and some diversionary measures away from Mill Lane and the development by Christchurch College under the road and across to the brook in Steve Smith's field. Thanks were given to Steve Smith who has cleaned the ditches. The attenuation scheme will need the permission of the landowner, Mike had spoken to the land agent who needed more information before discussing the matter with the landowner. MG
- b) **Playing Field:** Mike Davies reported that he and Jon Dutton had visited the pavilion and agreed that the pavilion needs some work to improve the building. There are two broken windows which Mike agreed to get fixed. The electricity cable which was going into the window is now wired in through the roof. Michael Guest and Ian Hartwell suggested that the Parish Council should hold a meeting down at the pavilion to look at the issue in depth. Mike Davies confirmed that the amount of money being spent on the sports field is mainly on the maintenance of the field and grounds. The amount spent on the pavilion is limited. If the housing approved for development is built there will be a potential for more users of the pavilion and field. It was agreed to put this item on the Agenda in the spring of next year. MD/JD
- c) **Play Equipment:** Mike Davies reported that we could go back to Awards for All for another phase of the over 8's play equipment. The see saw rocker is unstable and Mike and Jon were unable to tighten the bolts. This means that either the see saw is removed altogether or the Parish Council will need to approach the installer to reset it into the ground. The Clerk will forward details of the installer to Mike Davies.
- d) **Superfast Broadband:** Councillor Williams reported that the installation of superfast broadband will start in January and will hopefully be completed by July. Mike Davies commented that the users along Wharf Road past the railway bridge will not be able to access the superfast broadband.

### 11. **Any Other Business:**

- a) Michael Guest was concerned regarding the noise level of other users in the Hall during the meeting.
- b) Ian Hartwell asked to discuss community speed watch at the next meeting.
- c) The Clerk had distributed the Diary Dates for 2016 which were approved. Derek Carless had passed these dates to the Village Hall Committee to book the hall for the meetings.

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