

The Minutes of Fenny Compton Parish Council Meeting – 15th May 2017

The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 15th May 2017 commencing at 7.59pm.

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

1. **Acceptance of Apologies:** None
2. **Minutes of the last meeting:** Derek Carless, seconded by Sam Parkes, proposed acceptance of the Minutes to the Annual Parish Meeting held on the 24th April 2017. Ian Hartwell, seconded by Sam Parkes, proposed acceptance of the Minutes to the Parish Council Meeting held on the 24th April 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 that he had spoken to Dave Finch who informed him that the Cubs are due to hold a tidy up day on the 11th June. It was agreed to move the Parish Council's tidy up day to coincide with this. Neil will order a skip for that day. The Clerk had provided litter picking equipment. NA
 - b) **Defibrillator:** Sam Parkes reported that the defibrillator and cabinet have been installed. Sam is now organising a training event. SP
 - c) **Land Registry:** Michael Guest reported that all documents have been signed and are now in the possession of the solicitors. The solicitors have now asked for the registration fee for the land registry which is £30 per application. Michael reminded the Council that the solicitor's fees for registration will be £500 per application. MG
 - d) **Highways:** The Clerk reported that Avon Dassett Road and Bridge Street have been resurfaced. After the advice from Patch at the last meeting it was agreed not to reinstate the broken wooden post on the Avon Dassett Road Green. Derek Carless agreed to remove the fallen post. The lights to the signs on Brook Street have been repaired. The Clerk reported the area on the footpath in Brook Street which has dropped and has not been marked for repair. Patch responded that he was sure that the area he marked is outside number 12, he did have a quick look along the rest of the street which he felt was relatively good. Neil Andrew disagreed with his opinion. The Clerk will ask Patch to talk to Neil regarding this matter. Councillor Williams reported that due to the General Election there can be no request to the Highways Safety Team to look at the dangers of parking on the junction of Brook Street and High Street until after June 8th. CL/DC
 - e) **Street lighting:** The Clerk has not received any update on the light in Church Street, Councillor Williams reported that the lights under the railway bridge are due to be installed on the 15th June. CL
 - f) **1 The Willows, High Street:** Neil Andrew reported that he had contacted Laura at Severn Trent Water who will respond to his enquiries shortly, however, she did agree that the issues was their responsibility. NA
 - g) **Waylands Farm Footpath diversion:** Councillor Williams reported that he had chased the footpath department regarding this matter. They are now asking for extra time. The footpath is still blocked and it is not acceptable. Cllr CW
 - h) **Website:** The format has not changed as yet.
 - i) **Bowling Club:** Councillor Williams reported that if the Bowling Club want to advertise even on the inside of the premises they will need to submit a planning application. Even though this will be displayed internally, it is due to the Bowling Club being open to the public. Jon Dutton agreed to organise a meeting with the Bowling Club regarding an inspection of the building and an assessment of what repairs are required, he will also talk to the committee regarding their intention to hire out the pavilion. JD
 - j) **Auto Enrolment for Pensions:** This was an issue raised by the internal auditor. Jon Dutton reported that the Parish Council need to address this and register as an employer with HMRC. JD
 - k) **Grass Verges:** Ian Hartwell had raised the issue of damaged verges by Berry Meadow and

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the Bowling Club on High Street. The problem is cars parking too close to the junction, therefore, not leaving enough room for large vehicles to get around causing them to drive over the verges. The issue with the corner of Brook Street and High Street will be addressed shortly.

- l) **Tree work:** The Clerk had responded to both Dave Miller and Sue Haywood.
- m) **Bear and Ragged Staff:** Repair work is ongoing.
- n) **Sport England Capital Grant:** Michael Guest reported that if the Parish Council decide what they want to do and get associated costings, ensuring that it is not football or cricket related then in due course the Parish Council can apply for funding.
- o) **Clerk Resignation:** The advert for the vacancy of Clerk has been put in the Chronicle, on the website and the noticeboards and also via the WALC website. The Clerk had received correspondence from two people who are interested in the position, one has formally applied for the position. The closing date for applications is the end of May. Jon Dutton, Sam Parkes and Michael Guest volunteered to shortlist and interview candidates. JD/SP/MG
- p) **Anti-Social Behaviour:** It was agreed to include the concerns regarding dog fouling in the article for the Chronicle. Councillor Williams informed the meeting that the police are still aware of the anti-social behaviour in the bus shelters and are calling in regularly.
- q) **HS2:** Councillor Bob Stevens reported that the training event has been postponed until after the General Election. He will notify the Clerk when a new date has been set. Councillor Stevens informed the Council that the contract to install HS2 still hasn't been awarded yet, until this has been done there are no details to share with the Parish Council. It is expected that work will start next year, unfortunately there will be disruption over the five years of construction. Cllr BS
- r) **Empty Homes:** The Clerk had contacted Sheree Johansen for an update but has received no reply. CL
- s) **Aviva Women's Cycle Tour:** Will be passing through Fenny Compton Village approx. 1.15pm on 9th June.
- t) **CPRE:** Membership Documents received. Passed to Michael Guest.

7. Correspondence:

- a) **Streetscene – Stratford on Avon District Council:** Submitted Fly Tipping Web-form. A broken bike has been dumped in the playing field on Station Road Fenny Compton. It was agreed that this could be placed in the skip at the tidy up day. NA
- b) **Stratford on Avon District Council:** Details of the "EngAGE Festival: Information Fair ", a new older people's festival that is scheduled to take place in Stratford in the autumn. There will be a range of activities and events happening over eight days which kick off with an information fair on 30 September at King Edward's School.
- c) **Stratford on Avon District Council:** S740 - Street Naming and Numbering – Request for Road Names - Land East of High Street, Fenny Compton. The Parish Council agreed that they did not like the name submitted by the developer. They will consider alternatives suggestions before the next meeting. JD/DC/DL/ MG/IH/SP/ NA
- d) **WALC:** Details of a Neighbourhood Planning Workshop.
- e) **Graham Raspin – Stratford on Avon District Council:** Result of Poll for the Feldon Warwickshire County Council Electoral Division.
- f) **Warwickshire County Council:** Warwickshire County Council celebrates Mental Health Awareness Week 2017. Pass to Sam Parkes. SP
- g) **WALC:** Revised Legal Topic Note: LTN 28 – Basic Charity Law has been updated to include references to the procurement regulations (the Public Contracts Regulations 2015) and to situations where there are insufficient managing trustees for a charity to operate.
- h) **Warwickshire County Council:** Invitation: Enterprising Communities Project Roadshows, 20 and 21 June.
- i) **Grass Verge Parking:** A resident had contacted the Clerk regarding parking on the grass verge on the area opposite the Doctor's Surgery. They have asked for a no parking sign to be installed. The Parish Council agreed to take no action at this time.
- j) **Mike Davies:** Mike contacted the Clerk as the 20mph signs as you enter the village on High Street have become overgrown. The Clerk will ask Mick Jones to cut the vegetation back. CL

8. Planning:

- a) **Planning Application 17/00731/FUL:** 2 no. underground gas vessels with surrounding wall/fence and trip rail. Land East Of, High Street, Fenny Compton. Mr Stuart Pearson.

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The Parish Council had objected on the grounds that the proposed development would obstruct a public right of way. The Planning Officer at Stratford on Avon District Council informed the Parish Council that the County Council Rights of Way Team have no objection to this application as it seems that the footpath route on the ground does not precisely correspond with the official route. So even though the tank site application affects the route commonly walked, it does not affect the official route as marked on the definitive map. Therefore the Parish Council agreed to withdraw their objection.

- b) **Householders Planning Appeal: 16/03041/FUL.** Appeal by Kaja Holmboe. Hornbeam House, 1 Brook Street, Fenny Compton. Retrospective application for the erection of close boarded timber fence at north eastern boundary.
- c) **Notice of Decision. Permission with Conditions 17/00278/FUL:** Erection of outbuilding in rear garden. 2 The Willows, High Street, Fenny Compton.
- d) **Notice of Decision. Permission with Conditions 17/00535/VARY:** Application to vary conditions 2 of 15/00501/FUL (Demolition of garage and workshop/store to allow erection of dwelling house in grounds of Manor Lodge). Manor Lodge, Northend Road, Fenny Compton.
- e) **Compton Building's site:** Councillor Williams informed the meeting that the site has now been sold and that he will be holding a meeting on Monday with the new developers.

9. **County and District Councillor's Report:**

County Councillor Bob Stevens reported that he is pleased to be the new County Councillor representing Fenny Compton. The County Council now has a conservative majority. The main policies will be decided at their AGM on 23rd May and the Committees will be decided. The Council's Chief executive retired now they have two managing directors to fill the role. The County is still suffering from austerity and the budgets are under pressure especially adult social care. The budget is being cut every year. The Council has lost 10% of staff. Bob has checked the dates of the Parish Council meetings for the year and he can attend most of the meetings. Councillor Stevens will still have a Councillors Grant of £5000 to distribute, however the funding now covers a wider area. He holds a three monthly meeting with Patch Byrne of the Highways Department and he asked the Clerk to let him know the major Highways issues before his next meeting on the 7th June. Bob had contacted Barry Ridgeway regarding the flooding issues in Fenny Compton. He had suggested a meeting in Shire Hall with Bob and Michael Guest

Cllr BS

District Councillor Chris Williams reported that the District Council are holding their Annual Meeting on Wednesday 17th May 2017 so he will be able to update the Parish at the next meeting. The District Council are appointing a new Chairman. There are no major changes to the committees. The challenge to the Horton Hospital proposals are due to held in the Autumn.

Cllr CW

10. **Finance:**

- a) **Internal Audit:** Bill Robinson undertook the Internal Audit for the Parish Council on the 5th May 2017. He completed the internal auditor section of the Annual Return. He will be forwarding a report to the Clerk who will circulate it to all Councillors.
- b) **Approval of Fenny Compton Parish Council Annual Accounts 2016/17:** Following the completion of the Internal Audit the Parish Council approved the Financial Accounts 2016/17. This was proposed by Michael Guest, seconded by Ian Hartwell, and agreed by all
- c) **External Audit:** Approval of the Annual Return 2016/17: The Clerk had circulated a copy of the figures entered into the Statement of Accounts together with the notes for the auditor.
- d) **Approval of the Annual Governance Statement 2016/17: Resolution:** Proposed by Sam Parkes, seconded by Neil Andrews and agreed by all the Parish Council approved and signed the Annual Governance Statement.
- e) **Approval of the Accounting Statements 2016/17: Resolution:** Proposed by Neil Andrews, seconded by Michael Guest and agreed by all the Parish Council approved and signed the Statement of Accounts. The Clerk will now put the unaudited Annual Return on the website, complete the notice for the exercise of electors' rights and send all the necessary documentation to the External Auditor.
- f) **Village Violin School:** The Clerk had received a receipt from Veronique Matarasso.
- g) **Fixed Term Deposit:** The Clerk has telephoned many times to organise this. The letter was sent but they do not seem to have recorded it. It was agreed not to progress this any further.

CL

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- h) **War Memorial:** The Parish Council need to have a plan and a proposal to apply for grant funding. The funding will be up to 75% of the costs. Derek Carless agreed to look at the war memorial to see what repairs are required. DC
- i) **Bowling Club Rates:** The Clerk had completed and sent the application..
- j) **Mowing Playing Field:** MFM Services has changed its name to Frank Mann Farmers and will now be charging VAT which the Parish Council can recover from HMRC.
- k) **WALC:** Confirmed Membership. Included in membership is two hours of bespoke services, which includes technical planning advice, HR Service, including a mentoring service for new Clerks.
- l) **Insurance:** It was agreed to include the defibrillator and cabinet on the insurance. CL
Insurance Premium Tax has increased to 12%. The policy now includes new cover at no further cost to the Council. This includes: Up to £500 cover per week and £5,000 in total if the clerk is unable to perform their normal duties following accidental injury, Up to £1,000 cover per claim and £5,000 in total for the cost of tree felling, Up to £1,000 cover per claim and £5,000 in total for removal of waste illegally tipped at the Council's premises.

Bank Balances 15 May 2017

Commutated sum on deposit	£3,056.82
Deposit Account	£29,922.43
Higher interest fixed term deposit	£0.00
Current Account	£965.00
Partial Withdrawal High Interest Deposit	£10,443.80

Transfers

16/05/17: Business Call to Current Account.	£3100.00
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Interest Income included in Bank Balances

Business Call Account	£1.10
Commutated Sum	£0.13

Cheques paid since the last meeting

None.

Cheques requiring payment

1986: Frank Mann Farmers: Mowing the Playing Field – April.	£386.40
1987: SSE: Street lighting Electricity: April 2017.	£193.22
1988: M Jones: Grasscutting and Landscape Maintenance.	£480.00
1989: Aon UK Limited: Insurance Premium.	£1341.21
1990: Aplins: Land Registry Fee.	£60.00
S/O: Catherine Lambert: 2 months' salary.	£680.45

Payments Received

1: Stratford on Avon District Council: 6 months' precept.	£9640.00
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Michael Guest, seconded by Derek Carless, proposed acceptance of the financial statement, which was agreed.

11. **Updates:**

- a) **Flood Prevention:** Michael Guest reported that an update from Barry Ridgeway is expected shortly. In the meantime Councillor Bob Stevens has agreed to arrange a follow-up meeting at Shire Hall in July. MG/Cllr BS
- b) **Playing Field:** Jon Dutton reported that the surround to one of the swings in the under 8's play area has broken. The swing has been removed and needs a replacement. Jon agreed to look at both swings to see if the other needs replacement. The Council may also need to replace the see saw as it has become increasingly difficult to find the original supplier to make repairs. JD
- c) **Play Equipment:** As above.
- d) **Business Continuity Action Plan:** Nothing further to report.
- e) **Neighbourhood plan:** Derek Carless reported that at the last steering group meeting the group are focused on the specialist surveys, the first is the Housing Needs Survey which is due to go out in a couple of weeks. WRCC will undertake the survey. The next to be DC

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undertaken are the traffic survey, environment survey, heritage and business. Derek has agreed to approach local landowners to ask about their aspirations regarding development. The main survey will be coming up in the summer, the focus in particular will be on young people. The next steering group meeting will be held in two weeks' time.

- f) **Allotments:** Jon Dutton reported that a meeting of the allotment group was held on Wednesday. 16 people attended, which was encouraging. The action points to progress were regarding the layout and whether the allotments will need a planning application. Jon has contacted the planning department and is awaiting a response. The insurance company did respond to Jon's queries however, they did not answer most of the questions. There will be a wide range of issues to investigate including a constitution which the allotment association should be able to help with.

JD

12. **Items for future discussion:**

- a) The Parish Council need to update their List of Councillor Responsibilities at next meeting.
- b) The Parish Council will consider Donations for Local Organisations at the next meeting.
- c) Councillor Williams gave his apologies for the next meeting.

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