

The Minutes of Fenny Compton Parish Council Meeting – 17th July 2017

The Minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 17th July 2017 commencing at 7.45pm.

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

1. **Acceptance of Apologies:** Neil Andrew.
2. **Minutes of the last meeting:** Derek Carless, seconded by Michael Guest, proposed acceptance of the Minutes to the Parish Council Meeting held on the 19th June 2017.
3. **Declaration of Interests:** Sam Parkes declared a personal interest in item 7(f). Deborah Lea declared a personal interest in item 13(a) as she is a member of the PCC. Jon Dutton declared a personal interest in item 13(a) as his son attends the scout group.
4. **Dispensations:** None.
5. **Presentation by Eleanor Deeley of Cushman & Wakefield regarding the Compton Buildings Site:**

Eleanor Deeley introduced herself to the meeting, she is acting for the Homes and Communities Agency who purchased the Compton Buildings site in March this year. The Homes and Communities Agency (HCA) is a government body which is seeking to accelerate planning applications 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, who have been carrying out preliminary surveys on site. Initial problems are associated with children accessing the site and gaining access to the railway line. The first step will be to demolish the industrial buildings and submit a reserved matters planning application for 80 houses before the existing outline planning permission expires in November. The mix of housing will be as follows: 10% - 4 Bedroom, 58% - 3 Bedroom and 32% - 2 Bedroom. It is also proposed that the site closest to the railway line which was to be light industrial units will become another application for planning permission to build 30 to 40 further houses. From feedback it is proposed to include 8 bungalows on this scheme. At the moment they have been holding their first discussions with the District Council Planners who are positive with their proposals. Cushman & Wakefield would be grateful for feedback on the issues of public open space and play amenities. The site opposite the development will be used for drainage and not for housing, and this will be landscaped. The Parish Council asked if there were any intentions to build 1 bedroom homes as demand was shown in the recent housing needs survey. Concerns were raised by residents regarding the village store, traffic and the proposal for more housing on the site outlined for industrial units. Concerns over housing numbers were raised, the parish will have met their housing allocation in the Core Strategy with phase one. Questions were asked as to where the drive is coming from to add another 40 houses. The choices are to leave the building as a derelict site or use the site as residential housing, as they feel that the redevelopment of industrial buildings is not viable. There is no timescale for phase two. The question is phase one dependent on phase two was asked, the reply was no, they stand alone. The decision to completely rule out industrial units was made on the basis that it is not economically viable. Residents highlighted that industrial units have recently been built in the parish to meet a demand which does show a return. There is definitely a demand in this area for light industrial units. Eleanor replied that the restriction of the railway bridge was affecting the existing users selling the area. Traffic issues were also raised as they will have a big impact on the village. Residents asked if there are there any plans to address this. A new footpath is proposed to access the village. The planners are not asking for any improvements to infrastructure in the village. The school is half a mile from the development, concerns were raised that parents would transport children to the school and cause major congestion in the village at peak times. The response was that highway concerns are an issue for the planners. The possibility of re-opening the train station was also raised. The Parish Council confirmed that they had investigated this a few years ago and were told that there would be no prospect of opening the station again. It was asked whether a shop could be located on the site. Planners were concerned about the access too close to the railway bridge, they were much keener to see facilities in the centre of the village and they do not want to take away business from existing facilities. However, they would consider retail on phase two. The Chair thanked Eleanor and residents for attending the meeting, when the detailed planning application is submitted the Parish Council will ask the village for their feedback.

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6. **Open Forum:** A resident asked about the progress of the drainage problems in Mill Lane. The Clerk gave a review of the information supplied by the Highways Department and assured him that the Parish Council was closely monitoring the situation, with the help of Councillor Bob Stevens.
7. **Matters Arising:**
- a) **Pavilion Tidy up Day:** Ian Hartwell confirmed that the bike had been put in the skip. The Clerk will ask Neil when the skip is to be removed. CL
 - b) **Defibrillator:** Sam Parkes reported that she has sent an item for the website to the Clerk. A training day is to be held in the autumn either at the school or in the Village Hall. SP
 - c) **Land Registry:** Nothing further to report. MG
CL
 - d) **Highways:** The Clerk had requested the Highways Safety Team look at the dangers of parking on the junction of Brook Street and High Street but due to no accidents in the area they are not prepared to put together a project to address the situation. The Clerk had reported the broken kerb stones on High Street and Church Street, Patch confirmed that they are due for repair. The Clerk asked for an update on the drains in Mill Lane, Patch replied that he has now received the information from the jetting team and he is now in the process of raising a works order, it will mean rebuilding the chamber at the junction of High Street and laying a new pipe from the chamber to the gully about 30m up Mill Lane. It will involve some disruption as there is no other access, but unfortunately it can't be avoided. They will lay the pipe as close to the road edge as possible to try to allow traffic in and out as needed. There was no update on the High Street drain.
 - 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. Deborah Lea questioned whether the light at the bottom of Church Street was still working. She will report back to the Clerk. CL/DL
 - f) **1 The Willows, High Street:** Derek Carless reported that he had spoken to Brian Peers from Fenny Compton Water Company who confirmed that the neighbours are connected to Fenny Water, and their pipes are in the vicinity. He admitted that the water leak could be theirs. Derek agreed to talk to Brian again to investigate this further. DC
 - g) **Waylands Farm Footpath diversion:** Councillor Bob Stevens reported that in order for the diversion to progress the landowner's permission is required. The tenant of one piece of land wants to divert the footpath onto the land of a neighbour. The applicant's landlord has recently died. The County Council's Rights of Way department confirmed that there will be no action for the next 6 months. The next course of action is to keep the diversion onto the applicants land. It was agreed to take this item off the agenda. Cllr
BS/DC
 - h) **Website:** Cllr Bob Stevens had forwarded an article, but the Clerk could not open the picture. Sam Parkes had forwarded an article regarding the defibrillator. CL
 - i) **Bowling Club:** Jon Dutton had contacted the Bowling Club, who had agreed not to pursue their plans for advertising and hiring out the pavilion. With regard to repairs and maintenance they will forward further information regarding costs etc. and Jon will meet with them to discuss this further at the Bowling Club. Michael Guest agreed to join Jon Dutton. JD/MG
 - j) **Auto Enrolment for Pensions:** Jon Dutton reported that there has been no further progress. JD
 - k) **Bear and Ragged Staff:** Repair work is still ongoing.
The Chair closed the meeting to the public
 - l) **Clerk Vacancy:** The Chair reported that the interviews had been carried out by himself, Michael Guest and Sam Parkes. The Parish Council agreed to appoint Lisa Andersson to the position. The Chair agreed to write a letter of offer. JD
The Chair reopened the meeting to the public.
 - m) **HS2:** Michael Guest did not attend the training due to the late notice of the meeting, however the Clerk had forwarded the details from the meeting to Michael, who will report back on the information. MG
 - n) **Empty Homes:** The Clerk has not received an update from Sheree Johansen.
 - o) **CPRE:** The Clerk had received more newsletters which have been passed to Michael Guest. The numbers for housing allocation from the Core Strategy were discussed.
 - p) **Street naming:** No further response had been received.
 - q) **Grass verge parking.** The contractors for the housing development on the corner of High Street and Station Road are parking on the grass verge, this will become an increasing

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- problem especially when the weather is wet. Michael Guest agreed to contact the site manager to say that this is not acceptable and they should be parking on site. MG
- r) **High Street 20mph signs:** The Clerk will see if the overgrown vegetation has been cut back. CL
- s) **List of Councillor Responsibilities:** The Clerk circulated the updated list of Councillor Responsibilities which was approved by the Parish Council.
- t) **Training Events:** Parish Councillors did not wish to attend any of the planned events.
- u) **Hedge opposite the Doctors Surgery:** The landowner had cut this back.
- v) **Consultation on Site Allocations Plan: Built up Area Boundaries.** Derek Carless reported that the Neighbourhood Plan Steering Group are happy with the proposals. They had contacted the District Council as the Compton Building site was not included. They responded that there can be two built up area sites in the parish. The Parish Council agreed that they would want this area included. Derek Carless agreed to respond on the Council's behalf. DC
- w) **Review of the Code of Conduct:** Consultation on a new draft code has been received. Michael Guest agreed to go through the proposal and report back in September. MG
8. **Review of the Parish Council's Risk Assessment:**
The Parish Council reviewed the risk assessment and updated the list of inspection for the Parish Council assets. All inspections will be recorded by the Parish Councillor responsible and any concerns will be immediately reported to the Clerk.
9. **Internal Audit Report:**
The Parish Council reviewed the document and agreed to implement all the statutory requirements regarding payroll and pensions, and the recording of inspections. All other recommendations were noted.
10. **Correspondence:**
- a) **Bob Stevens:** As part of HS2's commitment to being open and accessible for our communities, you will now be able to contact our helpdesk team using a new Freephone telephone number. All calls are free of charge from UK landlines and mobile phones. The new number is 08081 434 434. This number can also be found on the website www.gov.uk/hs2.
- b) **Warwickshire County Council:** Launch of Warwickshire's Carers Wellbeing Service.
- c) **WALC:** Warwickshire County Council have confirmed that Cllr Dave Shilton has been confirmed as their Local Councils Charter Champion.
- d) **Stratford on Avon District Council:** Details of Engage - The 50+ Festival.
- e) **Warwickshire County Council:** CSW Broadband Update.
- f) **WALC:** WALC's Chairman Cllr. William (Bill) Lowe has asked member Councils if they would like to invite him to speak to them he would be pleased to attend. JD/SP
- g) **Warwickshire County Council:** Warwickshire County Council Children's Centres Public Consultation. Pass to Sam Parkes and Jon Dutton.
- h) **Warwickshire County Council:** Details of the Joint Strategic Needs Assessment Annual Statement 2017 & The New Approach to Warwickshire's JSNA. MG
- i) **Stratford on Avon District Council:** Consultation on Draft New Code of Conduct for Councillors. Pass to Michael Guest.
- j) **WALC:** Stratford Area Meeting Invite and Agenda.
- k) **Warwickshire County Council:** Holiday Help Voucher Scheme Update.
- l) **Peter Gilks:** Mr Gilks expressed his concern regarding a proposed BT Telephone pole to be erected next to Manor Court. Jon Dutton and Sam Parkes had looked at the proposed site and Jon had contacted BT regarding these concerns. He will try to contact them again as no reply had been received. JD
- m) **Mr Ecclestone:** Concerns regarding an overgrown tree in the grass verge next to his home. The Clerk will contact Andrew Saunders with these concerns. CL
- n) **Mary Hughes:** Concern regarding an overgrown hedge which is obscuring a streetlight on Northend Road. The Clerk had asked the owner of the hedge to cut this back.
- o) **Sarah Brooke-Taylor - Rural Housing Enabler:** The housing needs survey is complete and a report of the survey findings has been produced. If the Parish Council is happy with the survey report they should formally adopt it. Adoption of the report does not give it legal status but the report may be used by SDC as a material planning consideration when CL

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considering planning applications. Once adopted the Parish Council may wish to upload a copy to the Parish Council website for perusal by the community. It was agreed to circulate the report and adopt at the next meeting.

11. **Planning:**

- a) **Amendment 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. The amendment information relates to revised visual splays, landscaping, parking layout and bin location. The Parish Council has no further observations to make.

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

County Councillor Bob Stevens gave the following report:

Cllr BS

The inclusion of business rates into the County Council's revenue did not appear in the Queen's Speech, therefore the budget in November must include a local government grant which is unknown at present. This is worrying, making decisions more difficult, as the County Council does not know how much to spend. The issue of school places are still being considered, there are not sufficient places without building 12 new schools in Warwickshire, which would cost in the region of £300 million pounds. The Council are aware there is a problem and will try to resolve it. The County Council is responsible for the fire brigade. There is to be a new fire station for Southam together with a fire training school, the station will be moving out of the town. An integration of the blue light services is being considered, to get resources to the right place at the right time, however the separate emergency services have resisted this proposal. HS2 – the main contractors have now been allocated, however work is unlikely to start before next year. Surveys are being undertaken. Applications for the County Councillor Community Grants are to become available in the next couple of weeks. At the next Community Forum the Police and Crime Commissioner is to attend.

Cllr CW

District Councillor Chris Williams gave the following report:

The District Council received a donation of £1 million by Orbit Housing. This figure represents 50% of the total amount accrued from the sale of redundant garages owned by the Housing Association. It is not clear how this money will be spent but there is a strong movement that it should be allocated to the provision of accommodation for homeless families in the district. This figure has been growing and is now beyond the scope of the budget agreed earlier this year. Currently homeless families are accommodated in B&Bs.

With the adoption of the Core Strategy there has been a significant fall in the number of speculative applications lodged at the District Council. Last year the planning department received the second highest number of planning applications in the UK. The figure has dropped significantly in the last few weeks although there is concern that the government might force a change to the total number of houses in the housing provision for the next 15 years. This change in demand for housing nationally is not mirrored in Stratford's housing allocation

13. **Finance:**

- a) **Donations for Local Organisations:** Derek Carless compiled a new application form to be used by local organisations when applying for funding. The Over 60's Club completed this document and the Clerk received two more applications with forms for The PCC and Fenny Compton Scout Group.
Over 60's requested £500 – The Parish Council agreed not to support this application this year, as their reserves were sufficient, however, the group would be able to apply again next year.
PCC £350 – supported.
Scouts £400- supported.
- b) **External Audit:** The External Auditor had asked some questions of the Clerk. The Clerk had responded accordingly.
- c) **Insurance:** The Clerk had received another invoice for the insurance, and contacted Aon accordingly they acknowledged that this was an error due to the inclusion of the defibrillator.
- d) **Pavilion Electric:** Ian Hartwell agreed to organise the replacement of the electricity meter and ring the utility warehouse to agree a time and date. Jon Dutton to send details.

CL

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Bank Balances 17 July 2017

Commuted sum on deposit	£3,057.07
Deposit Account	£25029.62
Current Account	£255.05
Partial Withdrawal High Interest Deposit	£10,443.80

Transfers

18/07/17: Business Call to Current Account.	£1850.00
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Interest Income included in Bank Balances

Business Call Account	£1.17
Commuted Sum	£0.13

Cheques paid since the last meeting

2000: British Telecommunications plc: Telephone and Broadband.	£152.64
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Cheques requiring payment

2001: Frank Mann Farmers: Mowing the Playing Field – June 2017.	£330.00
2002: SSE: Street lighting Electricity: June 2017.	£212.37
2003: Jon Dutton: Lock for playing field gate.	£9.49
2004: Playdale Playgrounds Limited: Two swing seats for the under 8's play area.	£357.58
2005: Cash: Petty Cash.	£75.00
2006: Utility Warehouse: Pavilion Electric July 2017.	£9.33
S/O: Catherine Lambert: 2 months salary.	£680.45

Payments Received

None

Deborah Lea, seconded by Ian Hartwell, proposed acceptance of the financial statement, which was agreed.

14. **Updates:**

- a) **Flood Prevention:** Michael Guest reported that Brian Peers and volunteers have strimmed the apparatus in Halls Yard. Mik Squire will not be able to provide sheep in the future to maintain the area. The Parish Council are responsible for the maintenance of the apparatus. The area needs to be strimmed 2-3 times during the growing season. The Clerk will get costings from Michael Mann. The Parish Council owns the fence, Michael Guest agreed to inspect this from time to time. Councillor Stevens and Michael are to meet with Barry Ridgway on Thursday. Michael commented that it appears that what little information had been passed on in the past has been seriously misleading, it is not the case that the funds are available. This is partly due to the large costs. The Environment Agency is supportive but do not have funds large enough to cover the cost of works. Councillor Stevens had previously met with Barry, the business plan should be ready by the end of July. MG/Clr
BS/CL
- b) **Playing Field:** Jon Dutton reported that he had received a quote for two replacement swing seat at a cost of £297.98 plus VAT, which was approved by the Council. JD
- c) **Play Equipment:** As above. The Clerk will book the RoSPA play equipment inspection. CL
- d) **Business Continuity Action Plan:** The Clerk has completed the Action Plan
- e) **Neighbourhood plan:** Derek Carless reported that the last meeting of the steering group concentrated on the built up area boundary. The District Council had given clarification regarding exactly where the steering group should be concentrating, which is land use and development. They would like the work already undertaken on traffic and speeding passed on to the Parish Council. It was agreed to make this an item for the next meeting's agenda. The group had identified all the land owners, however advice from SDC said that the development already undertaken in the parish exceeds the limit and therefore no sites for potential development are required at present. However, how far into the future do you want to look, the parish would be in a stronger if they have possible sites? This is for discussion at next steering group meeting. DC
- f) **Allotments:** The Allotment group are in the process of organising into a formal group with committee meetings. Jon Dutton reported that he is not on the committee. Jon had circulated details of the lease for the allotments lease. One or two open ended clauses. JD

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Michael Guest asked who the landlord is, the answer is Christ Church College for 150 years. The developer will lay the services to the edge of the development. The allotment group have no capital, if they are responsible for the utilities they will need funding. The Parish Council is responsible for the fencing. There will need to be some arrangement between the Parish Council and the Allotment Group to ensure who is responsible for what. Close liaison with the group would be essential. Jon agreed to sit in on their committee meetings. Signing the lease would not commit the Parish Council to a major financial exposure, however setting up the allotments would incur a cost. The allotment group will need their own insurance. It is important to get the allotment group to agree the Parish Council's expectations before they sign the lease. It was agreed to progress this further in September.

15. **Items to publicise:**

It was agreed that the Council should publicise the presentation on the Compton Buildings site.

16. **Items for future discussion:**

- a) The Clerk had been given back the sandbags from Mike Davies, Michael Guest agreed to hold these on the Parish Council's behalf.
- b) Traffic and speeding.
- c) Housing Needs Survey