

# 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 27<sup>th</sup> April 2020 At 7.45pm

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

**IN ATTENDANCE:** Parish Clerk Ian Wilson, Cllr Nigel Rock (Stratford District Council (SDC)) and Cllr Bob Stevens (Warwickshire County Council (WCC))

1 Apologies

No apologies had been received.

2 Acceptance of Minutes of Previous Meeting

The Minutes of the Ordinary meeting on 16<sup>th</sup> March 2020 (already circulated) were considered and the minutes were **agreed**, subject to Tree Works being added as a standing agenda item (see item 11 (i)).

3 Declarations of Interest

Alan Payne declared an interest in any discussions around HS2.

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4 Requests for Dispensation

There had been 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 handyman had carried out the work to repair the wooden bus stop and this had been invoiced for in his latest bill for various odd jobs (see item 10)
- (ii) Grass Cutting – It had been confirmed that the contractor charged per cut, but there wasn't a specified number of cuts. The clerk was waiting for Orbit Housing to get back to him with the amount that they would be prepared to contribute if the Parish Council took over grass cutting duties at Grants Close and Berry Meadow.
- (iii) Trees Adjacent to Power Lines – The clerk has informed the contractor from Western Power that they can undertake the necessary cutting of trees. This item is now closed
- (iv) Standing Orders – The clerk confirmed that he had spoken with WALC and the Parish Council were able to amend the Standing Orders and Financial Regulations to suit their own needs. The clerk would therefore circulate a scheme of delegation to cover planning and finance during COVID-19, which if agreed would be an appendix to FCPC Standing Orders and Financial

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Regulations.

- (v) Asset Register – Councillors had reviewed the latest asset register and it was therefore **agreed** that all assets were included. It was therefore **agreed** that the clerk would advise the insurers accordingly and payment of the annual premium for 2020/21 was therefore authorised. It was noted that this was the last year of a three year Long Term Agreement with Zurich Insurance and the premium for £1,227.06 including taxes was due by 1<sup>st</sup> June 2020
- (vi) The meeting discussed whether a business rate rebate could be claimed by the Parish Council as the owner of the bowls pavilion. The Clerk and Chair would look into this.

## 7 Correspondence

The meeting noted the following correspondence:

NALC Weekly Newsletters – Information for Parish and Town Councils (COVID-19)  
WALC – Various Guidance Updates for Parish Councils (COVID-19)  
SDC – Delegation of Planning Applications to Head of Planning (COVID-19)  
WCC Localities Update – Community Led Groups (Various Directory Requests)  
WCC – Street lighting (Emergency Only Service) (COVID-19)  
WCC – Councillor’s Grant (Amended to include COVID-19 Support Groups)  
WCC – Recycling Newsletter  
WCC – Bridge Street BT Covers (Patch Byrne)  
HS2 – Various Updates (Including Notice to Proceed Issued)  
WCC – BT Manhole Cover Replacement on The Green, Avon Dasset Road

CLLR ROCK confirmed that arrangements had been delegated to the Head of Planning, though the Head of Planning was continuing to hold virtual meetings with Councillors before decisions were taken.

CLLR STEVENS confirmed that funding for COVID-19 groups did not exclude existing groups who could bid as part of the usual Councillor Grant process later in the year.

The meeting also discussed the saplings offered to the village by a resident for planting, if they were to be planted where the resident proposed the permission of the landowner, in this case WCC should be sought. It was noted that the Parish Council was not opposed in principle to the planting of the saplings.

## 8 Planning

The following application had been received for consideration since the last meeting and Parish Councillors had agreed to make no representation

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<u>Reference</u>	<u>Date Valid</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>
<a href="#">20/00298/FUL</a>	16/03/2020	24/04/2020	Nursery House Avon Dassett Southam CV47 2AE	Change of use of 2 timber framed cabins from holiday lets to permanent dwellings

The following updates and decisions had been received and were noted:

<u>Reference</u>	<u>Status</u>	<u>Address</u>	<u>Proposal</u>
<a href="#">20/00244/VARY</a>	Variation Permitted with Conditions	13 Northend Road Fenny Compton Southam CV47 2YZ	Variation of condition number 2 (Approved drawings) of planning permission 19/01174/FUL (New extensions to the existing residential property to create an additional bedroom and bathroom on the first floor; a new dining room; a new entrance area on the ground floor and changes to fenestration) VARY would add plans AA-545-002B, AA-545-004B to accommodate a dormer window added to south west elevation, windows omitted. Ground floor extension increased from 3 metres to 5 metres in depth. Changes to colour of fenestration
<a href="#">20/00171/FUL</a>	Permission with conditions	9 Berry Meadow Fenny Compton CV47 2YQ	Single storey front porch extension

## 9 Reports from WCC and SDC representatives

CLLR Stevens reported on behalf of WCC and CLLR Rock reported on behalf of SDC. The main items of which were covered under items 7, 8 and 11 (ii)

## 10 Financial Administration

The meeting noted the bank balances and bank reconciliations (see appendix A) and agreed the following payments:

Utility Warehouse (Electricity)	£ 11.22
Ian Wilson (Salary and Expenses Mar)	£372.10
SDC (Website)	£437.77
E-ON (Street lighting)	£222.31
Mick Jones (Handyman – Grass Cutting etc.)	£490.00
Mick Jones (Handyman – Various odd jobs 9.5 hrs at £10 per hour)	£ 95.00
WALC (Training – E-Learning)	£ 15.00
Zurich Insurance (Annual Premium)	£1227.06
<b>Total</b>	<b>£2870.46</b>

The meeting received and noted the latest budget report for March 2020 (attached).

Signed \_\_\_\_\_ Chair May 2020

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## 11 Updates

- (i) Trees – It was **agreed** to revisit the tree survey during 2020/21 and the clerk would therefore contact the tree surgeon to get quotes to agree a programme of works.
- (ii) Flood Prevention – Alan Payne reported that he was looking to arrange an update meeting with WCC to see what could be progressed during COVID-19. There was little else to report at this stage as activity was on hold during COVID-19
- (iii) Clerk Vacancy – There had been an expression of interest and the prospective candidate had been sent an application form. Jon Dutton would arrange an interview panel once an application was received.
- (iv) Neighbourhood Plan – Michael Guest reported that work to agree the plan was on hold during COVID-19. The public had been notified accordingly
- (v) Allotments – Jon Dutton reported that everything was in order.
- (vi) Street lighting – Derek Careless reported that the clerk had asked WCC to undertake the works identified on the inventory at the last meeting. The clerk reported that WCC were currently undertaking emergency works only (see item 7). It was **agreed** that the clerk would see whether the Parish Council could claim on their insurance for the cost incurred on the damaged street light.
- (vii) GDPR – Nothing to report. Noted that Sam Parkes had started on-line training with WALC.
- (viii) Traffic Calming – Jon Dutton reported that the clerk confirmed that WCC needed £500 to undertake the initial survey and it was **agreed** to pay this.
- (ix) Highways – BT had been carrying out maintenance by the village green. WCC had confirmed that this work was in accordance with BT requirements. There wasn't anything to update from reports to fix my street regarding highway maintenance identified to WCC. However, the clerk would follow up with WCC any progress on highway repairs previously identified by the Wharf.
- (x) Playing Field & Equipment– Noted that Ian Hartwell was carrying out regular inspections. The replacement strips for the zip wire were still outstanding, though the playground was currently closed. Jon Dutton reported that the colts were happy for the garages to be removed and there may be someone willing to purchase them. Jon Dutton would contact Ian Hartwell.
- (xi) Emergency Planning – The Parish Council **agreed** to move to on-line

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banking the clerk would arrange the relevant paperwork for the mandated signatories with Lloyds Bank.

- (xii) COVID-19 – Jon Dutton reported that vulnerable residents were now being supported. The resident who had written to a national newspaper was fine now.

### 12 Items to Publicise

- (i) Annual Report – Various items to be submitted
- (ii) Finances – Budget balanced for 2019/20
- (iii) Tree Survey – See item 11 (i)
- (iv) Site Allocations Plan – Update
- (v) Thanks to COVID-19 community volunteers

### 13 Future Discussion

Tree Survey

### 14 Date of next meeting

The next meeting planned is an Ordinary Meeting scheduled for Monday 18<sup>th</sup> May. The annual meeting and annual assembly are postponed in line with current guidance and the Parish Council is meeting virtually in line with COVID-19 legislation.

**MEETING CLOSED 20:55**

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## Appendix A

### April Financial Administration

**Balances:** (See attached bank reconciliation)

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

**12 month partial withdrawal** (High interest deposit):

Cotters Croft £9750

PC Balance £250

**£10000**

Deposit £11923.90

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 £ 1207.51

Defibrillator £ 2023.26

WCC Violin Grant £ 0.00

**Deposit Account**

**£21738.48**

Current Account £1731.92

Less payments

Utility Warehouse (Electricity) £ 11.22

Ian Wilson (Salary and Expenses Mar) £372.10

SDC (Website) £437.77

E-ON (Street lighting) £222.31

Mick Jones (Handyman) £490.00

**Current Account**

**£198.49\***

**Total Balances carried forward**

**£32847.43**

\*Transfer £3500 from Deposit Account to Current Account ahead of next payments

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## April Bank Reconciliation

### Bank Balances

<b>30 Day Notice</b>	£ 910.46
<b>12 Month Partial Withdrawal</b>	£10000.00
<b>Deposit Account</b>	£21738.45

<b>Current Account</b>	£3177.19
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Less cheques o/s

2267 £200.00

2268 £841.96

2269 £ 66.00

2270 £222.31

2271 £115.00

<b>Total Bank</b>		<b>£34380.33</b>
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<b>Cash book balance b/f</b>	£34379.33	
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Less payments since last meeting:

Add receipts since last meeting:

Bank interest	£1.00	
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<b>Total Cash book</b>		<b>£34380.33</b>
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