

The minutes of the Parish Council Meeting held at the Village Hall, Fenny Compton on 21st May 2018 commencing at 7:45pm.

Present: Jon Dutton in the Chair, Derek Carless, Neil Andrew, Michael Guest, Ian Hartwell, Cllr Chris Williams and Parish Clerk Lisa Andersson.

1. **Acceptance of Apologies:** Sam Parkes and Cllr Bob Stevens. Cllr Chris Williams apologised as he would have to leave the meeting early.
2. **Minutes of The Previous Meeting:** Neil Andrew, seconded by Derek Carless, proposed acceptance of the Minutes of Annual Meeting of the Parish held on the 23rd April 2018.
Neil Andrew, seconded by Derek Carless, proposed acceptance of the Minutes of the Parish Council Meeting held on the 23rd April 2018.
3. **Declaration of Interests:** None.
4. **Dispensations:** None.
5. **Presentation Regarding Proposed Residential Development Adjacent to the Village:**
Sinead Turnbull (DLP (Planning) Ltd) and Duncan Vercoe (Talbot Homes) presented a proposal for Self-build/Custom-build development at land at Station Road (adjacent to the Compton Buildings site). The proposal was to build 140 homes over a 3 to 4 year period. The houses were to be marketed at 20% cheaper than the regular market pricing. The Parish Council noted that after the Compton Buildings site is developed, the village would sufficiently meet the quota for the Core Strategy (84 houses). It was noted that the village had opposed any further large-scale developments, and it was doubtful that this proposed development, which is outside the Built Up Area Boundary would be seen as necessary for the area. The Parish Council thanked Ms. Turnbull and Mr. Vercoe for coming to present their proposal to the PC.
6. **Open Forum:** No members of the public present.
7. **Matters Arising:**
 - a) *Defibrillator:* No further updates at present time.
Action: Sam Parkes to confirm date and time of future training session.
 - b) *Highways:* There still appears to be a leak on Mill Lane, in spite of the drain having been fixed. It is thought that this water might be coming from the school field. The PC proposed raising this issue with Cllr Stevens, to see if he could recommend a course of action. There is a 30mph sign facing the wrong way. A resident had complained about damage to her vehicle due to the pothole on High Street. The Clerk had given the resident the link to follow in order to claim for the damage.
Highways noted that they do not believe the leak on the High Street to be a Highways issue, but will look into it again.
Action: The Clerk to follow up with Highways on High Street and 30mph sign issues and needs to liaise with Cllr Stevens regarding the water leak from the school field onto Mill Lane.

c) *Street Lighting*: There is only one light currently not functioning, and that is the one on Church Street.

Action: Clerk to follow up on when the Church Street light is to be repaired as well as the lights that need renumbering.

d) *Auto Enrolment for Pensions*: The Clerk has received, completed and returned the documentation required. The Chair to complete a declaration of compliance.

Action: The Chair to complete a declaration of compliance.

e) *Traffic and Speeding*: Neil Andrew is still trying to get a meeting set up with his contact at WCC, and is awaiting feedback regarding the data collection.

f) *Tree Squire Place*: The work was cancelled due to heavy rain. It has been rescheduled.

The ownership of the land has not been conclusively decided, but it is looking highly likely that it is owned by the PC. It was decided to go ahead with a survey of all the trees in the area, and also factor in doing some work on the surrounding hedges.

g) *Emergency Plan*: No keys for the Post Office have been received as yet.

Action: Jon Dutton to liaise with Keith Hicks to obtain a key.

h) Playground incident: There is no further update on this issue.

i) Defibrillator at Doctors Surgery: Possible funding to be looked into.

Action: Sam Parkes to investigate possible funding/grants.

j) Indolighting: No progress as yet.

Action: Clerk to follow up on viability of this solution.

8. Correspondence:

a) *NALC*: New pay scales for the staff salary. The standing order for the staff salary needs to be amended to take into account the increase. This would need back dating from April.

Action: Clerk to acquire the forms to amend the standing order for staff salary.

b) *SDC*: Vacancy. The vacancy on the PC does not need to be formally advertised by the District Council, but can be advertised on our notice boards, website and social media page.

Action: Jon Dutton to advertise on the social media page. Clerk to place advertisement on the notice boards and on the website.

c) *Resident*: Complaint regarding bushes and trees. The resident requested that these be cut back and/or removed.

Funds from Fieldgate Lane Commuted Sum can be used to pay for this expense.

Action: Clerk to respond to the resident and confirm which tree is problematic, and to ask our service provider to cut back the problematic hedges.

d) *Resident*: Lagan Homes Development – complaint re: digging up of grass verge to lay drainage pipes. Cllr Williams ~~has~~has notified the enforcement officer.

e) *Resident*: Information Sheet for New Residents. It has been suggested that an

information sheet is provided to new residents, in order to make new residents feel welcome. The resident has offered to put this together. The PC agreed that this was a good idea, and would give the resident the go ahead to put this together. This would need to be checked by the PC before it is ready for publication.

f) *WCC*: Statutory Notification Confirming Order re: Public Footpaths SM138 and SM138b. Confirmation of details of the making of a Public Footpath Diversion Order. This has already been carefully checked by the Footpaths group, and agreed that it was okay to proceed.

9. Planning:

a) **Application Reference (s)**: 18/01080/COUQ: Conversion of existing agricultural buildings into a single dwelling with associated amenity, parking and turning area. Waylands Farm, Wharf Road. RESPONDED ALREADY (BETWEEN MEETINGS). No objection.

b) **Application Reference (s)**: 18/01128/FUL: Single Storey Rear Extension. The Hollies, Church Street. No representation.

c) **Notice of Decision Consent with Conditions: Application Reference(s)**: 18/00995/TREE. T1 Norway Maple – Fell. T2 Acer Negundo – Crown reduction by 3 metres away from Rectory Farm House. Rectory Farm Court, Rectory Barn, Avon Dassett Road.

d) **Notice of Decision: Refusal: Application Reference(s)** 17/03520/OUT: Outline application for the erection of up to 16 no. dwellings (all matters reserved except for access). Land West Of, Avon Dassett Road.

10. County and District Councillors Report:

See Appendix 1 for Cllr Chris Williams' report. There was no report from Cllr Bob Stevens this month.

The inclusion of this report as an appendix does not assume that the PC agrees with all points mentioned in the report, it is merely a copy of the report given at the meeting.

11. Finance:

a) Agreement of *Payments/Signing of Cheques*: Payment for invoices was agreed and then presented for payment.

b) *Bank Reconciliation and Finance for the Meeting*: The various bank balances were reported on to the Parish Council as noted below.

c) *Internal Audit*: The Clerk reported that the internal audit had been completed on the 8th May, and the report was due shortly.

Bank Balances 21st May 2018

| | |
|----------------------------------|------------|
| Commutated Sum on Deposit | £3,058.48 |
| Deposit Account | £34,596.30 |
| High Interest fixed term deposit | £0.00 |

| | |
|--|------------|
| Current Account | £2,606.40 |
| Partial Withdrawal High Interest Deposit | £10,000.00 |

Transfers

| | |
|--------------------------|-----------|
| Business to Call Account | £1,800.00 |
|--------------------------|-----------|

Interest Income Included In Bank Balances

| | |
|-----------------------|-------|
| | May |
| Business Call Account | £0.13 |
| Commuted Sum | £1.17 |

Cheques Paid Since Last Meeting

None

Cheques Requiring Payment

| | |
|---|----------|
| 1) 2085 Streetlight repair | £1058.05 |
| 2) 2086 Streetlight repair | £1041.86 |
| 3) 2087 Pavilion electricity | £39.34 |
| 4) 2088 Landscape Maintenance and Grass Cutting | £520.00 |
| 5) 2089 Streetlight electricity | £187.18 |
| 6) 2090 Clerk's toolkit training - May | £15.00 |
| 7) 2091 Clerk's expenses April/May 2018 | £59.30 |
| 8) 2092 Swing replacement | £4059.54 |
| 9) 2093 Petty cash | £75.00 |
| 10) 2094 Cancelled: cheque written in error | £0.00 |
| 11) 2095 Village Hall hire 2018/19 | £146.00 |
| 12) 2096 Mowing | £279.60 |
| 13) 2097 Chairman's Training | £15.00 |
| 13) S/O Staff Salary | £300.54 |

Payments Received

None

Ian Hartwell, seconded by Neil Andrew, proposed acceptance of the financial statement, which was **agreed**.

d) Approval of Fenny Compton Parish Council Annual Accounts 2017/18:

Following the completion of the Internal Audit the Parish Council approved the Financial Accounts 2017/18. This was proposed by Ian Hartwell and seconded by Neil Andrew, and agreed by all.

e) **External audit – Approval of Annual Return:** The Clerk presented and discussed the figures entered into the Statement of Accounts.

f) **Approval of Annual Governance Statement 2017/18:** Resolution: Proposed by Ian Hartwell and seconded by Neil Andrew and agreed by all the Parish Council, the Chair approved and the signed Annual Governance Statement.

g) **Approval of Annual Account Statements 2017/18:** Resolution: Proposed by Ian

Hartwell and seconded by Neil Andrew and agreed by all the Parish Council, The Chair approved and signed the Statement of Accounts. The Clerk will now put the unaudited Annual Return on the website, complete the notice for the Notice of Public Rights, and send all necessary documentation to the External Audit – including the certificate of exemption (exempting the PC from external audit for 2017/18 – as the PC fall below the threshold required for external audit).

h) **M. Jones contract renewal:** M. Jones had quoted for the contract for mowing and landscaping maintenance for 2018/19. The quotation was as per last years' quotation with no increase proposed (£390 per grass cut, and £10 per hour for landscape maintenance). The acceptance of the quote was proposed by Michael Guest, and seconded by Derek Carless, and agreed by all.

i) **Insurance Renewal:** The PC's insurance cover is due for renewal, and the existing insurers are no longer providing municipal cover. A councillor attained two quotes from reputable companies. The first quotation was from BHIB and came in at £1219.28 per annum, and the second quotation was from Zurich Municipal who provided two options – the first was for a one year period at £1263.68 per annum, and the second was a fixed rate for 3 years at £1170.11 per annum. It was decided that the 3 year fixed rate was the most preferable and the acceptance of Zurich Municipal's quote was proposed by Derek Carless, and seconded by Neil Andrew and agreed by all.

j) **Burial Ground Fees:** The PC reviewed the existing Burial Ground Fees, and decided not to increase the fees for the time being. This was proposed by Ian Hartwell, seconded by Derek Carless, and agreed by all.

k) **Pension Scheme:** This has been discussed in minute number 6 d), and has already been set in motion.

12. **Vacancy:** It was agreed that the PC should go ahead and advertise the vacancy again on PC's notice boards, website and social media page.

13. **Streetlight Replacements:** There are a number of street lights that need replacing in Fenny Compton. The 5 concrete pillars have been deemed to be the most urgent, and one has already been approved for replacement as it is currently not functioning and the work should be completed soon. As the budget allowed for two to be replaced this financial year, there is still money in the budget for one more to be done. All have been visually inspected, and no issues have been identified. It was decided to hold back on the decision of which should be next, and the next one to stop functioning will be replaced. If none has done so over the coming months, a decision shall be made in September as to which one should be replaced.

14. **Updates:**

a) **Flood Prevention:** Michael Guest had a meeting with Barry Ridgeway and Cllr Stevens regarding the progress made to date. Quotes have been received and so far the sum quoted is around £300 - £350k. The environmental agency will fund approximately 60% of the project. The balance is to come from "other sources". It has been suggested that there may be money available at the county council level – but this has yet to be confirmed.

The PC has agreed that it would be beneficial to invite Barry Ridgeway to attend next

month's meeting. The intention will be discuss all available options.
In the interim the source of the flooding in Memorial Road will be looked into further.

b&c) Playing Field/Play Equipment: The individual who has showed interest in opening a café at the Pavilion is looking for quotations to replace the roof. Once the quotation has been received, if it is favourable, then a proposal will be made to the PC.

The "amendments" made to the plumbing at the Pavilion will be rectified.
The Clerk will contact WCC to find out if they can recommend someone to do a structural survey of the playground equipment.

Action: Clerk to ask WCC for assistance regarding structural survey of playground equipment.

The PC have attempted to remove the seats on the existing swing, but could not do so. It was decided to find someone to do a structural survey of the swing before proceeding to have it removed professionally, but all indications are that it is structurally sound.

Cllr Hartwell has applied the non-slip paint to the play equipment.

Cllr Hartwell requested permission to paint the fence around the under-8's playground. The PC agreed that this was a good idea, as long as the paint used was in line with regulations.

d) Neighbourhood Development Plan: The questionnaire has gone for checking. If the questionnaire is back on time, a meeting will be held on the 30th May with street champions and questionnaires will be handed out. The questionnaire can be completed on paper or online. About 350 copies will be printed at a cost of approximately £376. There will also be publicity banners put up in the village, at a cost of approximately £200. The questionnaires will be handed out the next weekend, and collected two weeks later. Professional assistance will sought to help with the writing of the NP, and an expert at the SDC will advise on receiving, analysing and reporting the data. A grant will be required to meet the cost of this. The environmental survey will also have cost implications. A total cost of about £4000 will be incurred to produce the NP. In addition to the main survey, there will also be a business survey, a young person's survey, and an environmental survey. A drone will do an aerial survey of the village. It is hoped that all of the information will come together by the end of July.

Surveys will be collected by street champions (where completed in paper format).

e) Allotments: A water connection has been requested from Severn Trent by the landlord's agent. The lease will only be signed once this has been completed.

15. Fenny Compton Parish Continuity Plan: The Clerk will forward onto the PC for review.

16. Fenny Compton Parish Risk Assessment: The Clerk will forward onto the PC for review.

17. Items to Publicise:

- 1) Housing presentation.
- 2) Vacancy.
- 3) Meeting of street champions (30th May).
- 4) Discussion at next PC Meeting regarding Flood Prevention. (Barry Ridgeway)

18. Items for Future Discussion:

- 1) GDPR
- 2) Fenny Compton Parish Continuity Plan
- 3) Fenny Compton Parish Risk Assessment

19. Date of Next Meeting: 18th June 2018.

The meeting closed at 21:54pm.

Appendix 1 -

District Councillor Chris Williams' report:

Fenny Compton Parish Council – 21st May 2018 - District Councillor's Report

1. Leadership of District Council - At the Annual Meeting of Stratford-on-Avon District Council, Cllr Chris Saint who has been the Leader of the Council resigned due to ill-health and Cllr Tony Jefferson was elected as the new Leader. Cllr Jefferson comes from Stratford and has been an experienced portfolio holder. He has the full support of the Council in his new appointment. Cllr Chris Kettle is the new Chair of the Council.

2. Policy Issues – I did mention in my last report that the Stratford on Avon Area Transport Strategy was likely not to be accepted by the full Council. This prediction was correct and a new strategy is currently being prepared. The main concerns were the provision of a Southern By-Pass which the Council believed would open up land for additional housing that was not in the current Core Strategy.

3. Planning – A reminder that I do hope the Parish Council will be sending a councillor to the East Area Planning Committee at Elizabeth House, Stratford on Wednesday 30th May 2018 to speak on behalf of Mick Squire's application for the erection of a dwelling house in Mill Lane. As you are aware he is under notice of eviction from his present property and whilst the proposed building is not within the Built-Up area designated for the village, I believe there is local need demand for this application.

I am sure that the Parish Council is pleased to hear that the application for 16 houses west of Avon Dassett Road has been 'Refused'.

Cllr Chris Williams
Member for Napton & Fenny Compton Ward - SDC
20.05.2018