

# Fenny Compton Parish Council

Minutes of an Ordinary Meeting Of Fenny Compton Parish Council Held by Zoom On Monday 21<sup>st</sup> September 2020 At 7.45pm

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

**IN ATTENDANCE:** Parish Clerk Lydia Cox, Prospective Councillors Emma Briscoe and David Johnson, and Andy Crump (Warwickshire County Council)

1 Apologies

Councillor Alan Payne

2 Acceptance of Minutes of Previous Meeting

The Minutes of the Ordinary meeting on 20<sup>th</sup> July 2020 (already circulated) were considered and the minutes were **agreed**

3 Declarations of Interest

None declared

4 Requests for Dispensation

There had been no requests for dispensation

5 Open Forum

There were no members of the public in attendance

6 Councillor Vacancies

(i) Parish Councillor vacancies

Emma Briscoe and David Johnson have applied to be Parish Councillors. Both are residents of Fenny Compton

After various questions from the Councillors, it was unanimously agreed to co-opt both as Councillors

Clerk will circulate the relevant forms and documents for signing

(ii) Vice Chair – Sam Parkes was proposed by Derek Carless and seconded by Roly Whear

7 Matters Arising from Previous Minutes

(i) Grass Cutting – The clerk reported that she had been in contact with the grass cutting manager at Orbit again and was still waiting for confirmation of how much Orbit would be prepared to contribute towards cutting the grass at Grants Close and Berry Meadow

(ii) Chair reported that the tennis posts will be bought at a later date

(iii) Damaged manhole cover on Avon Dasset Road has not yet been repaired

8 WCC Report

**Andy Crump joined the meeting at 20.00**

Speeding issues in the village have been brought to his attention and raised with the Community Safety Team. Will be looking into the consistency of speed limits through the village and surrounding areas

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Community Grant Fund is still available. Closing date at end of month

Stockton recycling centre will be re-opening this week with a new booking system

Currently looking at the quality of road repairs that have been completed post HS2 work – standard not good enough

The flooding issues that have been raised by Aqueous and the Parish Council are being looked at and hope to move things forward

Council are discussing the options for change in Warwickshire and the replacement of the two tier system of county and boroughs/districts with one single unitary for Warwickshire. There are differing views within the county. Warwick and Stratford announced a link up in June due to lost income from tourism, car parks, etc., because of covid. Councils are in need of more money and this scenario would help with that

## 9 Correspondence

The meeting noted the following correspondence:

- County Councillor vacancy notice due to the death of Bob Stevens
- Maintenance Items
  - Damage to manhole cover at Memorial Road/ Bridge Street junction
  - Damage to BT chamber cover outside village hall and injury to resident
- Resident Correspondence
  - Request to create a register of vulnerable residents
  - Request to relocate rubbish bin outside the shop
  - Various correspondence regarding ideas for replacement trees
  - Concern raised over size of tree in Fieldgate Lane and overgrown bushes
  - Enquiries regarding speed reduction/ parking problems around shop
- Burton Dasset country park road closure proposal
- Website updates
  - Community Group pages
- COVID-19 updates
  - Guidance on opening playgrounds
  - WCC 'Let's Do The Right Thing' campaign (use of face coverings)
  - SDC COVID outbreak management letter for businesses
- Planning White Paper
  - Headlines on the proposals include: a 300,000 annual housing target; a 30 month time limit to prepare local plans which will be shorter and identify land in three categories of growth, renewal and protection; a single flat rate infrastructure levy to replace section 106 agreements and community infrastructure levy, with a neighbourhood share retained; a new focus on design; and greater use of digital and data. Importantly, neighbourhood planning is being retained, and proposed to be made easier, content more focussed, and again greater use of technology
- Government review of Local Government
  - The Government is planning to revise Local Government across the Country and Warwickshire is being fast tracked
  - Current 3 tier system will be changed to a Unitary Authority

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- 2 proposals: a single Unitary Authority for the whole of Warwickshire which is being put forward by WCC; and a South Warwickshire advocated by Stratford-on-Avon DCV and Warwick DC
  - Warwickshire Police relaunching Community Speedwatch scheme
  - Website Accessibility Requirements
    - Two years ago, new regulations came into force with the aim to improve access to information for those in our communities who have difficulties or disabilities when it comes to using the internet. This includes those with impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing
    - All public bodies including parish, town and city councils have a legal duty to make sure websites and apps meet a minimum standard of accessibility requirements
    - By September 23<sup>rd</sup> 2020, you should have an action plan in place to ensure website is compliant and a published Accessibility Policy Statement on your website
    - SDC have confirmed that they will be doing this on our behalf
  - Integrated Care Record
    - The health and social care organisations within Coventry and Warwickshire are undertaking an engagement campaign to inform the people of Coventry and Warwickshire about the new Integrated Care Record (ICR), a confidential digital shared care record which will be going live in autumn 2020
- (i) The Parish Council agreed to contact Streetscene regarding more frequent emptying of the bin outside the shop and the possibility of replacing it with a bigger bin
- (ii) Councillors discussed the correspondence regarding a resident's worry about the size of a tree on Fieldgate Lane. The council inspect all trees that they are responsible for maintaining on a regular basis and nothing has been reported about this specific tree. It was agreed to respond that the council believes it is acting responsibly by inspecting but if the resident has any concerns regarding disease or damage to the tree then they should let the council know

### **Andy Crump left the meeting at 20.30**

- (iii) Councillors agreed to spend £350 on the tidy up and clearance of the bushes in Fieldgate Lane
- (iv) David Johnson agreed to take the lead on Traffic/ Speeding. Derek Carless to forward all correspondence regarding community speedwatch
- (v) Councillors discussed the request to create a register of vulnerable residents. It was agreed to not pursue this due to GDPR issues as well as the difficulties around the definition of 'vulnerable' and maintaining the register. If any resident needs help then the Covid volunteers are already in place and can be contacted
- (vi) Derek Carless to forward the Covid outbreak management letter for businesses to the Neighbourhood plan team
- (vii) Chair attended a meeting regarding the change to a Unitary Authority. There was debate whether to go with one or two areas as concern that larger boroughs would

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take all if only one. It would mean that Parish Councils could take on more roles and responsibilities, or group together (for example, grass cutting budgets across councils to reduce costs). Although questions around how funding would work if parish councils grouped

### 10 Planning

- (i) The following applications have been received for consideration since the last meeting:

<u>Reference</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>
<a href="#">20/02040/VARY</a>	04/09/2020	Land Next To The Lankett Mill Lane Fenny Compton	Vary condition 2 (plan numbers) of planning permission 17/02362/FUL dated 18 January 2018 to incorporate amendments to plot types
<a href="#">20/01738/FUL</a>	26/08/2020	Rose Cottage The Tunnel Farnborough OX17 1EH	The erection of an acoustic, Eco friendly (sustainably sourced), 1.95m high close panel wooden fence along the Western boundary of the property that runs adjacent to the main A423 Road to reduce the impact of road noise. The fence will follow the existing boundary of the hedge line leaving an approximate 1 to 1.5m verge width. It's not expected to remove any hedging, but simply to cut back some of the overgrown branches to create reasonable space for the fencing to be erected
<a href="#">20/01983/FUL</a>	03/09/2020	2 Meadow Way Fenny Compton Southam CV47 2WD	Two-storey side extension and single-storey rear extension
<a href="#">20/02480/TREE</a>	29/09/2020	In The Parish Of Fenny Compton	Area 13 --- T1 - oak - Remove 2 low limbs over school carpark T2 - oak - Remove 1 low limb over school carpark Area 16 ---- T13 - sycamore - Remove 2 limbs on house side of 6 Squire Place Area 20 ---- T1 - cherry - Fell T2 - cherry - Fell Area 26 ---- T1 - hawthorn – Fell
<a href="#">20/02225/FUL</a>	09/10/2020	Brook House Church Street Fenny Compton CV47 2YE	Addition of three dormer windows to the rear of the property and two side light windows, one to either gable end elevation. Use the existing attic room as two bedrooms and a shower room. Add side extension to extend kitchen and add a side entrance porch, with a covered walkway. Change front door to a single door with side windows, to replace existing double door.

The Parish Council made no representation for these applications

- (ii) The following decisions have been received since the last meeting:

<a href="#">20/01148/FUL</a>	30/04/2020	Permission with conditions	Craftscreen Station Fields Fenny Compton Southam CV47 2XD	Seven external lights around perimeter of building (retrospective application)
<a href="#">20/01893/TREE</a>	15/07/2020	Tree Works Approved	Rose Cottage Church Street Fenny Compton CV47 2YE	T1 - leyland cypress - Remove
<a href="#">20/00874/LBC</a>	07/07/2020	Listed Building Consent Approved	Contone House Bridge Street Fenny Compton CV47 2XY	Underpinning of internal wall and associated remedial works
<a href="#">20/02022/AMD</a>	27/07/2020	Approval of Non Material Amendment	Land At Wharf Road Business Park Wharf Road Fenny Compton	Non-material amendment to planning application 16/02312/FUL to allow for the following changes: North east elevation - 2x new windows, removal of central emergency exit door and relocation of the remaining two emergency exit doors. North west elevation - removal of emergency exit door and x1 new window. South east elevation -

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				removal of emergency exit door and x1 new window. South west elevation - 2x new emergency exit doors.
<a href="#">20/01821/TREE</a>	08/07/2020	Tree Works Approved	Harefield House High Street Fenny Compton CV47 2YG	T1 - cherry - Fell
<a href="#">20/01707/TREE</a>	23/06/2020	Tree Works Approved	The Old Rectory Church Street Fenny Compton Southam CV47 2YE	-T1 maple - Fell and treat stump.
20/01202/FUL	28/05/2020	Planning Permission Refused	3 Station Road Fenny Compton CV47 2YW	Front single storey extension with side and rear two-storey extensions with a loft conversion
<a href="#">20/01324/FUL</a>	26/06/2020	Permission with conditions	Old Toft Bridge Street Fenny Compton CV47 2XY	Change of use of domestic garage to Mirco brewery and the use of the existing residential parking
<a href="#">20/01576/FUL</a>	19/06/2020	Permission with conditions	Saddlers Cottage High Street Fenny Compton Southam CV47 2YG	Insert new conservation rooflight to North West (front) Elevation for escape purposes.
<a href="#">20/01577/LBC</a>	19/06/2020	Listed Building Consent Approved	Saddlers Cottage High Street Fenny Compton Southam CV47 2YG	Insert new conservation rooflight to North West (front) Elevation for escape purposes.

### 11 Financial Administration

The meeting noted the bank balances and bank reconciliations (attached) and agreed the following payments:

Lydia Cox (Salary and Expenses July and August)	£ 650.44
Mick Jones (Grass Cutting etc. July & August)	£1,640.00
WALC (Training courses)	£ 36.00
E-ON (Streetlights February, July & August)	£ 651.48
Michael Mann (Grass cutting & Actuation Pool)	£ 780.00
Utility Warehouse (Sports Pavilion Electricity – Aug & Sep)	£ 15.39
Sort-IT.biz Ltd (Website domain name)	£ 18.00
Roly Whear (Playing field maintenance reimbursement)	£ 65.30

**Total** **£3,856.61**

- (i) The commuted funds for Cotters Croft and Fieldgate Lane were discussed in relation to the grass cutting budget. It was agreed that the relevant funds should be transferred to the main budget to cover grass cutting costs
- (ii) Clerk reported that Alan Payne had undertaken the first quarter check of the financial statements, bank reconciliations and receipts and confirmed that they aligned with those reported in the meetings

### 12 Updates

- (i) Flood Prevention – Alan Payne sent a report prior to the meeting. Maintenance work to clear the watercourses has continued and in a good place for winter. Reminder about riparian responsibilities and disposal of garden rubbish adjacent to the watercourse have been circulated via social media. We have also completed the

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flood advice leaflet and will issue via the village social media sites should a risk of flooding be imminent

WCC work to clear highway drainage and inspection of the culverts has not been undertaken. This has been escalated but no response

Our limited investigations into the surface water system at Willowbrook has revealed some design, construction and maintenance issues. The view is that this means the system does not operate as designed and is not fit for purpose. It has been compounded by the fact WCC have not used the S106 contribution for offsite works. Aqueous have been informed that this money is being used as contribution to the overall flood mitigation funding. These issues have been escalated to SDC and WCC but no response received

On the longer term capital solution there has been no progress by WCC. The update of the hydraulic model is still not completed and promises made recently are broadly the same as autumn last year. The issue has been escalated and a response received which accepts progress has been limited in the year

- (ii) Trees – The tree works have not yet been undertaken as permissions are still outstanding. Residents have sent ideas for replacement trees
- (iii) Playing Field – Weekly inspections have now been reinstated by Roly Whear. Maintenance has been undertaken in the under 8's play area. A RoSPA inspection has been scheduled for October and as part of this we will receive a tailored risk assessment

The Scouts have expressed an interest in the garage on the playing field

Clerk to contact the Cricket Club regarding the state of repair of the scoring hut

- (iv) Neighbourhood Plan – Stratford District Council have agreed that the Section 14 consultation can go ahead
- (v) Allotments – Registering the lease is in progress and documents need to be signed by ex-Councillor Guest and returned to solicitors

Councillors discussed the need to build up a reserve for future replacement of fencing

- (vi) Highways – WCC have completed jobs to clear pathways and trim hedges in the village and at the Wharf, drain in Memorial Road, pot hole outside Co-op, pavement outside Blacksmith Cottage and BT cover outside village hall. The clerk will continue to escalate and also add the following:
  - a. Pavement at junction of Church Street and Memorial Road
  - b. Corroded sign on North End Road
  - c. Various footpath cracks in Fieldgate Lane and Meadow Way
- (vii) Street Lighting – A number of repairs previously identified still remain outstanding, although four streetlights are now working that had previously been escalated. Clerk will add to the maintenance list the issue of Number 1 Cotters Croft streetlight being permanently on

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- (viii) Traffic Calming – Discussed within correspondence
- (ix) Emergency Planning – Sam Parkes has now received all documentation from Michael Guest and will check if any need updating  
On-line banking forms are in process to add clerk

### 13 Items to Publicise

- (i) Co-option of new councillors
- (ii) Stockton recycling centre re-opening

### 14 Future Discussion

Nothing identified at this meeting

### 15 Date of next meeting

The next meeting planned is an Ordinary Meeting scheduled for Monday 19<sup>th</sup> October. The Parish Council is meeting virtually in line with COVID-19 legislation

**MEETING CLOSED 21.20**

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## Appendix A

### July/ August Financial Administration

Balances: (See attached bank reconciliation)		£
<b>30 Day Notice</b> (Committed on deposit)		
Fieldgate Lane		<b>910.61</b>
<b>12 Month Partial Withdrawal</b> (High interest deposit):		
Cotters Croft	7,572.34	
PC Balance	2,427.66	
		<b>10,000.00</b>
Deposit	17,377.17	
Traffic Management	2,136.00	
Flood Relief Grant	1,037.76	
WCC Flood Attenuation Grant	1,133.76	
Over 8's Play Area	604.00	
NP Plan Projects	1,207.51	
Defibrillator	2,023.26	
WCC Violin Grant	-	
<b>Deposit Account</b>		<b>25,519.46</b>
<b>Current Account</b>		<b>1,403.40</b>
<b>Total Balances</b> (See Bank Reconciliation)		<b><u>37,833.47</u></b>
Less Payments (See agenda item 9)		
Lydia Cox salary	(650.44)	
Mick Jones	(1,640.00)	
WALC Training	(36.00)	
Playing Fields grass cutting	(684.00)	
Actuation Pool	(96.00)	
Eon Electricity (Streetlighting)	(651.48)	
Playing Field Electricity	(15.39)	
Website domain name	(18.00)	
Playing Area Maintenance	(65.30)	
<b>Total Payments</b>		<b>(3,856.61)</b>
<b>Total Balances carried forward</b>		<b><u>33,976.86</u></b>



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## Appendix B

### July/ August Bank Reconciliation

Bank Balances	£	
30 Day Notice	910.61	
12 Month Partial Withdrawal	10,000.00	
Deposit Account	25,519.46	
Current Account	1,903.40	
Less cheques outstanding		
2280 WCC	(500.00)	
Current Account	1,403.40	
Total Bank		<u>37,833.47</u>
Cash Book Balance b/f	37,811.34	
Less payments between meetings:		
Add receipts since last meeting:		
Village maps	20.00	
Bank Interest	2.14	
Total Cash Book		<u>37,833.48</u>

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