

Luddington Parish Council

Minutes of the Meeting held at Luddington Village Hall on 18th April 2017 at 19:30

Present: W Hughes (WH) (Chairman), T Beeley (TB), A Hegarty (AH),
J Warrender (JW)

In attendance: R D Armstrong (Clerk), P Barnes (PB) (District Councillor)

Members of the public: 1 member of the public

1. Record of members present

As shown above.

2. To receive apologies and approve reasons for absence

Apologies were received and approved from D Nutt and J Horner.

3. Declaration of interests in any item on the agenda

Councillors were reminded that they are required to disclose an interest in any item on the agenda.
No interests were expressed.

4. To approve the minutes of the Parish Council meetings held on 18th March 2017

The minutes of the meeting were read and approved.

5. To receive any questions or representations from the public

Mr A Walsh addressed the meeting concerning planning application number 17/00234/FUL which has been submitted to SDC in respect of his property, 131 Luddington Road, Luddington. Mr Walsh explained to the members that Mr & Mrs Snodgrass at 133 Luddington Road have raised concerns in respect of the size of the proposed extension, particularly the mass and blocking of the east elevation, facing their property.

Mr Walsh has engaged with Mr & Mrs Snodgrass but has, so far, not addressed their concerns other than to rebut them.

WH assured Mr Walsh that it was the aim of the Parish Council to be fair to all the parties involved and hoped that a compromise could be found.

WH advised Mr Walsh that a site visit would be made to 133 Luddington Road to understand better the concerns of Mr & Mrs Snodgrass and, if possible, to offer any useful dialogue routes towards a sustainable design for all.

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6. Matters arising from the minutes of the last meeting not covered in the agenda

- Ragley Hall have offered to extend the lease on the Village Green at a cost of £100 per annum or to sell the land to the Council at a cost of £5000. The matter will be publicly voted on at the Community Open Day on 13 May and formally determined at the next meeting.
- Future projects to be considered at the Community Open Day on 13 May will include fixing the telephone box, purchase of the Village Green, purchasing new play equipment for the Green,
- extending the Conservation Area, to include the lock and basin and reducing the speed limit on Luddington Road from 40mph to 30mph
- **WH** is meeting with Nadhim Zahawi MP on 21 April to discuss the Stratford Transport Strategy.
- **JW** will investigate the procurement of a notice board for the east of the village with an indicative budget of £900.

7. County Councillors Report

This is the last report by Cllr Horner as a County Councillor as, due to boundary changes he will not be contesting the Division that contains the Parish. He has enjoyed representing Aston Cantlow Division and this was due by no small measure to the quality of the Parish Councils in it. He thanks the Parish Council for their contributions and support during this last four years.

- The *What Works Centre for Well-being*, an independent think tank has placed Warwickshire within the top 5 of the most equal places in the country for well-being out of 143 local authority areas.
- Burton Farm recycling centre has moved onto Summer opening times. These are Saturday/Sunday: extended opening 0830 - 1745 hrs; Wednesday: extended opening 0930 - 1815 hrs; Other Days: 0930 - 1515 hrs., as normal. Extended hours apply from April to September inclusive and the site is open on Bank Holidays 0930-1515hrs.
- Warwickshire's domestic violence and abuse service will be provided from 1st. April 2017 by Refuge for both community-based support and accommodation services for victim-survivors of domestic violence. Refuge have been delivering accommodation-based services in Warwickshire for many years. The service delivered by Refuge will include the following:
 - 24 units of accommodation and associated support for females aged 16 and over and their dependent children.
 - A single point of contact and specialist helpline for both victims and practitioners.
 - Outreach support, specialist advocacy for high risk victims and specialist support for male, BME and LGBT victims.
 - Group work and drop-in clinics across the county.
 - Support to Warwickshire's GP practices under the IRIS (Identification and Referral to Improve Safety) programme.
 - Management of the Sanctuary Scheme.
 - Coordination of Warwickshire's MARACs (Multi-Agency Risk Assessment Conferences) and a physical presence in the Warwickshire MASH (Multi-Agency Safeguarding Hub). All services can be accessed through the Warwickshire free phone helpline 0800 408 1552.

Sport England have announced a new *Community Asset grant fund*. Sports clubs and community organisations will be able to apply for investment from our Community Asset Fund – our new capital fund dedicated to enhancing the spaces in your local community that give people the opportunity to be active.

Signed: _____ D Nutt (Chairman) Date: _____

8. District Councillors report

- Five candidates will be standing in the Welford ward in the County Council elections, two of whom live in the ward.
- The lease for the B&Q site in Statford has been extended by 3 years to allow time to identify a suitable alternate site.
- **PB** circulated a map of the South Western Relief Road.
- **WH** highlighted the threats being faced by the Luddington Road
- The materials to be used in the Boddington Farm development have been agreed with SDC.

9. Clerk's Report

The Clerk reported that £6,472.42 was held in the Community account as at 31 March 2017. It was not possible to prepare a financial report in time for the meeting in the absence of a current bank statement from HSBC and this will be circulated later.

The following accounts were presented for payment :

W Robinson	Audit fees	186
Luddington Village Hall	Room hire	45
WALC	Annual subscription	272.86
Aon Insurance	Insurance premium	381.02

AH proposed that the payments be approved and this was seconded by **WH** and passed unanimously.

The Clerk suggested that the Council agree to a long term agreement of 3 years with Aon Insurance to fix the premium at a cost of £381.02 instead of £400.17, a saving of £19.15 per annum. **WH** proposed that the long term agreement be accepted and this was seconded by **TB** and passed unanimously.

JW proposed that HSBC be informed that David Hayworth and Ray Thorpe be removed as authorised signatories and that they be replaced by Wendy Hughes and David Nutt and this was seconded by **TB** and approved unanimously.

The Clerk requested that the risk register presented at the last meeting be approved and adopted. **TB** proposed that the risk register be approved and adopted and this was seconded by **JW** and passed unanimously.

WH proposed that quarterly inspections of the parish accounts be carried out by councillors in May, August, November and March. This was seconded by **JW** and passed unanimously.

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The Clerk reported changes to the status of the following planning applications :

17/00839/TPO	All Saints Church, Luddington	New
17/00808/FUL	Manor Farm, Luddington	New
17/00561/FUL	Bordon Hill Farm	New
17/00690/TREE	Honahlee, Luddington	Granted
17/00234/FUL	131 Luddington Road, Luddington	Pending
17/00494/FUL	2 Sandfields Farm Cottage, Luddington	Granted
17/00465/FUL	May House, Luddington	Granted
17/00294/FUL	28 Luddington Road, Luddington	Granted
17/00072/VARY	Drayton Manor Farm, Alcester Road	Pending

The Council will object to planning application number 17/00808/FUL unless the owner of Manor Farm confirms provision to exclude large vehicles from the village with correct signage on the Evesham Road., identify the site to incoming traffic and provides appropriate signage to prevent vehicles from turning right towards Luddington.

WH will contact the owner of Manor Farm and report his progress with WCC Highways at the next meeting.

The Clerk reported that a four drawer filing cabinet would be required to store the documents which **DN** had taken from the former Clerk.

The Clerk reported that all correspondence received by the Council had been forwarded to members by email.

10. Annual Governance Statement 2016/17

The Clerk reported that he had been unable to present the statement for approval as a statement of account had not been forthcoming from the bank. The statement will be presented to the next meeting.

WH had been in contact with HSBC Stratford, who were actively working to complete the PC requests for all statements to go to the new clerk's address and for the revised cheque signatory mandate to be authorised.

11. Annual Governance Statement 2016/17

The Clerk reported that he had been unable to present the statement for approval as a statement of account had not been forthcoming from the bank. The statement will be presented to the next meeting.

12. Revision and Adoption of Standing Orders and Financial Regulations

WH has reviewed the model Standing Orders and Financial Regulations provided by WALC and has made editorial changes where necessary.

WH proposed that the Standing Orders and Financial Regulations be adopted as policy and this was seconded by **AH** and passed unanimously.

13. Adoption of a revised Village Design Statement

AH reported that the maps had been redrawn and added to the completed VDS, which should go to SDC to be ratified soon.

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14. Website and Communication Strategy

WH reported that she had received credentials to add information to the new village website and will pass these to the Clerk. Over the next month, the clerk and councillors will test this village website to see if it is fit for purpose, that is secure and viable.

The Clerk reported that a parishioner had circulated an email which inaccurately suggested that the Parish Council was intending to spend a large amount of money on developing a web site. This was factually inaccurate. The PC has received a grant of £267 from WALC towards set up cost of a new website to comply with the Transparency Code, the running costs for which would be about £20 pcm. Should the village website not be suitable, a vote will be taken on buying our own website. Costs recorded above were not generally considered unacceptable.

15. Community Champions

TB reported that **DN** had asked him to contact the Avon Navigation Trust to invite them to the Community Open Day.

16. Recruitment of a permanent Parish Clerk

The Clerk advised the meeting that he may be prepared to accept a longer period of office as long as the Clerk's salary was reviewed in line with NJC 2016-2018 National Salary Award. **WH** asked the Clerk to review the options available and report to the next meeting.

17. Business for future consideration

2017-18 Budget

Planning Checklist

Re-boot Crime Prevention awareness

Parish telephone box

Village green ownership

Developing community health agenda :

- Survey
- Basic parameters/goals
- Sport England - Community Asset Fund

18. Any Other Business

No other business was discussed.

19. Date of Next Meeting

The next meeting of the Parish Council will take place on Tuesday 16th May 2017 at 19:30 at Luddington Village Hall which will be preceded by the Parish Assembly/AGM at 7pm.

The meeting closed at 21:55.

Signed: _____ D Nutt (Chairman) Date: _____