

Luddington Parish Council

Minutes of the Meeting held at Luddington Village Hall on 16th May 2017 at 20:15

Present: W Hughes (WH) (Chairman), D Nutt (Vice-Chairman), A Hegarty (AH),
J Warrender (JW)

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

Members of the public: None present

1. Election of Chairman

WH opened the meeting in her capacity as retiring Chairman. The first order of business was to elect a new Chairman and WH proposed DN for this office which was seconded by AH and passed unanimously. DN took the chair.

2. Record of members present

As shown above.

3. To receive apologies and approve reasons for absence

Apologies were received and approved from T Beeley.

4. 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.

5. To approve the minutes of the Parish Council meetings held on 18th April 2017

The minutes of the meeting were read and approved.

6. To receive any questions or representations from the public

No questions or representations were made by any members of the public.

7. Chairman's Declaration of Acceptance of Office

DN signed the Chairman's Declaration of Acceptance of Office and this was witnessed by the Clerk.

DN expressed his thanks for the work performed by WH during her year of office.

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8. Election of Vice-Chairman

DN proposed JW for this office which was seconded by WH and passed unanimously.

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

There were no matters arising.

10. County Councillor's Report

Cllr Brain was not present and did not submit a written report.

11. District Councillor's Report

PB reported that Cllr Seccombe had resigned from SDC to focus on his role as Police and Crime Commissioner and a new councillor has been elected.

The planning application in respect of 131 Luddington Road will be considered by the Planning Committee on 24th May 2017.

The five year land supply required by the Core Strategy has not yet been satisfied as some of the larger planning applications have yet to be determined. This places us in a vulnerable position.

WH asked PB if he had any knowledge of a route connecting Long Marston with the Evesham bypass. PB responded that such a route had been considered for the now-defunct *eco town* several years ago. WH suggested that such a route could connect with the Alcester Road and onwards to the M40.

WH thanked PB for his support and for being available when needed.

12. Clerk's Report

The Clerk reported that £9977.54 was held in the Community account as at 29 April 2017.

The following accounts were presented for payment :

P Rudge	Grass cutting	412.50
W Robinson	Audit fees	91.00
W Hughes	Village Design Statement printing	43.45
S Brayshay	Catering	17.68
P Rudge	Grass cutting	326.25

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

The Clerk requested that members approve an application to permit access to electronic banking in order to allow timely bank statements to be obtained prior to meetings. The advent of chequeless banking will necessitate an inevitable move to electronic banking.

JW proposed that the request be approved and this was seconded by WH and passed unanimously. Two bank account signatories then signed the application form.

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

13. Planning Applications

The Clerk reported the status of the following live planning applications :

15/03785/VARY	Land S W Of Alcester Road Stratford-upon-Avon	Pending	24/05/16
16/00737/REM	Land S W Of Alcester Road Stratford-upon-Avon	Pending	24/05/16
17/00839/TPO	All Saints Church, Luddington	Pending	12/04/17
17/00775/S106A	Land S W Of Alcester Road Stratford-upon-Avon	Pending	18/04/17
17/00808/FUL	Manor Farm, Luddington	Pending	02/05/17
17/00561/FUL	Bordon Hill Farm	Pending	10/05/17
17/00234/FUL	131 Luddington Road, Luddington	Pending	28/03/17
17/00072/VARY	Drayton Manor Farm, Alcester Road	Granted	24/02/17
17/01088/VARY	6 Avon Bank Drive, Stratford-upon-Avon	Pending	24/05/17
17/01126/COUQ	The White Bungalow, Stratford-upon-Avon	Pending	19/05/17

The response of the Council to application 17/01088/VARY will be *no comment*.

JW will review application 17/01126/COUQ on the planning web site and discover any comments.

14. Internal Audit Report 2016/17

The Clerk presented the Internal Audit Report for the year 2016/17.

15. Annual Governance Statement 2016/17

The Clerk presented the Annual Governance Statement and explained the contents of the statement and the controls which are in place.

DN proposed that the Annual Governance Statement be approved and this was seconded by **JW** and passed unanimously.

16. Accounting Statements 2016/17

The Clerk presented the Accounting Statements and explained how they were derived from the Parish accounts.

DN proposed that the Accounting Statements be approved and this was seconded by **JW** and passed unanimously.

17. Confirmation of arrangements for insurance cover in respect of all insured risks

The Clerk confirmed that insurance cover was in place in respect of all insured risks and that the policy has been renewed for the year 2017/18.

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18. Village Green

WH will confirm the insurance position and confirm the lease options with the Ragley Hall estates manager and report to the next meeting. It was felt appropriate to make annual provision to build a reserve over five years with the aim of purchasing the land.

JW offered to solicit sponsorship from local businesses which would be added to the reserve being built to purchase the green.

19. Notice Board

The meeting considered the options available, including the site and type of board required. It was agreed that the board should comprise 2 windows, one lockable and one open. The cost of the notice board would be drawn from the budget for street furniture (£750) and the telephone box (£500).

20. Update on South Western Relief Road Proposal

The route of the SWRR will be walked by parish and district councillors together with our MP. **WH** commented that the Council should continue to explore alternative options, including the *eco-town* route.

21. Revised Village Design Statement

The VDS is being printed. There would be an additional cost of £180 plus VAT to print three maps in colour. The incorporation of all the changes requested by SDC should result in the VDS being approved at one of the forthcoming planning committee meetings.

22. Parish Council Website

The Clerk reported that a grant of £267 had been made by the Warwickshire Transparency Fund to develop a website capable of satisfying the requirements of the Transparency Code.

The proposal provided by Town and Parish Council Websites contained an error implying that the Basic site allowed 25 additional pages could be created. This should have read that only 2 additional were allowed, where the Standard site allowed for 25 additional pages. It is suggested that the **Standard** site be used and that an application be made for an additional grant of £252 to cover the following additional costs :

Increased cost of the Standard site	£132
Annual hosting cost	£120

WH suggested that a page be maintained on the Luddington Village site for informal communication with the community. **DN** further commented that all formal council communication and documents should be stored on the new Council site and not the Luddington Village site.

JW proposed that the Standard website be purchased and an additional grant application be applied for and this was seconded by **DN** and approved unanimously.

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23. Community Champions and results of the Community Open Day

A report on the results of the Community Open Day has been circulated by **DN** and is appended to these minutes. Feedback was very positive and reflected a good cross section of those living in the Parish.

There have been two expressions of interest from parishioners who may wish to join the Council. These individuals may be co-opted to the Council.

24. Recruitment of a permanent Parish Clerk

An employment contract based on the model published by NALC has been edited to meet the requirements of the Parish Council. The annual salary will be based on salary point **SCP22** within the range in scale **LC1**, attracting an annual salary of **£20661**, resulting in a pro rata annual salary of **£2578**.

The Clerk agreed that he would remain in post on a permanent basis.

AH proposed that the contract be approved and this was seconded by **JW** and passed unanimously.

25. Business for future consideration

26. Any Other Business

DN circulated a statement of intent which is attached to these minutes.

No other business was discussed.

27. Date of Next Meeting

The next meeting of the Parish Council will take place on Tuesday 13th June 2017 at 19:30 at Luddington Village Hall.

The meeting closed at 22:05.

Signed: _____ D Nutt (Chairman) Date: _____