

Luddington Parish Council

Minutes of the Meeting held at Luddington Village Hall on 21st November 2017 at 19:30

Present: D Nutt (DN) (Chairman), J Warrender (JW) (Vice-Chairman),
A Hegarty (AJH), A Haines (ADH), C Wise (CW)

In attendance: R D Armstrong (Clerk), M Brain (MB) (County Councillor),
P Barnes (PB) (District Councillor)

1. Record of members present

As shown above.

2. To receive apologies and approve reasons for absence

Apologies were received and approved from T Beeley.

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. **ADH** mentioned that he had an interest in planning application 17/03462/LBC.

4. To approve the minutes of the Parish Council meetings held on 17th October 2017 and 31st October 2017

The minutes of the meetings were read and approved.

5. To receive any questions or representations from the public

Mr P Trim made representations concerning planning application 17/03310/VARY. He informed members that he had purchased the property for use by his daughter and had been unable to secure mortgage funding due to a planning condition which was imposed when a barn conversion had been carried out. This required the property to be used for short term holiday purposes only and not as residential accommodation. He requested that no representation be made in respect of his application.

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

There were no matters arising.

7. County Councillor's Report

MB has made an application for further funding under the County Councillor's Grant Scheme which had suffered a reduction against previous years. The Luddington Village Fund had been awarded £850 which will be used to support the defibrillator project.

A traffic issues meeting had been held with **DN** and representatives of the Dodwell residents. **DN** asked whether the 50mph speed limit in Evesham Road could be reduced to 40mph which would allow Community SpeedWatch to monitor the road. **MB** will look into this possibility.

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MB will also look into the possibility of reducing the 40mph limit on the Luddington Road from Evesham Road to 30mph.

An influenza inoculation campaign is being promoted amongst vulnerable people.

Broadband has been rolled out to 59,000 homes in the county with more planned for the near future.

LMAGV depends on the delivery of the SWRR and without it, the development cannot take place. There do not appear to be any clear alternatives to the proposed SWRR.

A primary school is planned for Meon Vale but is likely to be delayed until 2019/20.

8. District Councillors Report

PB reported on the outcome of several planning applications.

The primary school proposed for LMAGV is no longer in the plan and WCC will not be providing transport for residents to other schools in the County.

WCC is withdrawing opposition to the Long Marston to Stratford railway proposal.

Great Western Railways have included the in their franchise proposal.

9. Clerk's Report

The Clerk reported that £9139.37 was held in the Community account as at 1 October 2017.

The following accounts were presented for payment:

Parish Council Websites	Website setup and hosting	100786	529.00
The Information Commissioner	Registration fee	100787	35.00
R D Armstrong	Postage	100788	18.30
CPRE	Annual subscription	100789	36.00
WALC	Training	100790	60.00

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

The Clerk presented an initial draft of the budget for 2018/19 and explained the content and calculations. Members will consider their proposals for funding and post these on the forum web site in a new board. The Clerk will present an updated draft of the budget at the next meeting.

The Clerk described the new audit procedures which will come into operation at the end of the current financial year. As a qualifying *Smaller Authority*, LPC do not have to be audited but can opt to undergo a *Limited Assurance Review* at a cost of £200. An internal audit would still be required and the Clerk requested that W Robinson be appointed for a further year.

ADH proposed that LPC opt to be audited and this was seconded by **DN** and passed unanimously.

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ADH proposed that W Robinson be appointed as the internal auditor for 2017/18 and this was seconded by **DN** and passed unanimously.

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

10. Planning

Scope/00030 SWRR; Designs/Elevations to be determined any time soon.

Updates

17/01736/FUL 143 Luddington Road; Major Modernisation and Second Floor. This will go to a second committee on 6 December

17/02119/FUL 141 Luddington Road; Games room/garage extension; Determination date 12th Sept; 5 Neighbour comments, 1 x support, 4 x Objections. Appears to be a new in-fill dwelling, unlikely to be approved by SDC, also contravenes VDS. LPC has passed to SDC delegated powers. Permission refused on 13 November.

17/02527/LBC 197 Luddington Road; Retrospective Application for Double Glazed windows and door replaced in 2004. Comments by 27th Oct, Determine by 16th Nov. No objections to date. Application withdrawn 14 November.

New Applications

17/02940/FUL Avon Leys 111 Luddington Road; Alterations and extension to existing garage. Extending the existing garage footprint to the side to provide new games room and new garage space. Raising the roof to provide accommodation for a new bedroom above with new dormer windows. LPC agreed to support the application at the meeting of 31st October 2017. Case officer asked LPC to reconsider the decision and this was changed to *no representation* based on the majority view prior to this meeting.

17/02869/FUL 139 Luddington Road; Proposed Rear/side single storey side extension, Timber Garage to rear and External Render. Comment by 7th November 2017, determine by 20th November 2017. Neighbours comments re Light, LPC have requested Single storey to help this issue. LPC agreed to support the application at the meeting of 31st October 2017. Case officer asked LPC to reconsider the decision. Awaiting comments from members.

17/03175/VARY Sandfields Barns Luddington; Application for the removal of condition no. 2 (The use of the development hereby permitted shall be restricted to short-term holiday purposes only and shall not be occupied at any time as permanent residential accommodation) of approved application 08/02468/FUL (which was for the 'Conversion of two existing single storey barns to one (1) holiday letting including car parking with existing vehicular access repositioned)' to allow the property to be used as a dwelling house. Comment by 22nd November, Determine by 13th December 2017.

AJH proposed that LPC object as the application contravenes policies CS15, CS16, CS24 and AS10 of the SDC Core Strategy. This was seconded by **ADH** and passed unanimously.

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17/03310/FUL Avon Hill, Luddington Road, Luddington; First floor side extension, single storey rear and front extensions. External alterations to consist of replacement windows and the replacement of existing brick external materials with render on all elevations. Re-submission of 17/01673/FUL. Comment by 1st December, determination by 29th December 2017.

ADH proposed that no representation be made and this was seconded by **JW** and passed unanimously.

17/03325/FUL 95 Luddington Road; First floor side extension, single storey front extension with two and single storey rear extension and alterations to fenestration. Comment by 7th December 2017, determination by 10th January 2018. Decision deferred until next meeting.

17/03462/FUL Clover Cottage; Installation of cavity wall insulation to C20 extensions. Comment by 8th December 2017, determination by 10th January 2018.

WH proposed that no representation be made and this was seconded by **DN** and passed unanimously.

11. Environment

TB was unable to attend the meeting and has not yet provided the fully costed proposal for all elements of the project, including initial and ongoing costs which was requested at the last meeting.

WH offered to take responsibility for the Environment portfolio and relinquish her responsibilities for Planning in the absence of **TB** who is not available due to other commitments.

ENV07 **WH** reported that she had received a letter from the estate manager at Ragley Hall asking LPC to make an offer in writing for the purchase of the Village Green an undertaking to meet their legal fees. **WH** will also identify a local solicitor to undertake the conveyancing for LPC. **WH** will also look into possible funding from **MB**, Luddington Village Fund and Luddington Village Hall Committee.

WH proposed that LPC enter into an agreement to purchase the Village Green over a period of three years in instalments and the legal fees of both parties. This was seconded by **CW** and passed unanimously.

ENV10 **CW** agreed to source high visibility jackets and heavy-duty gloves for the Great British Spring Clean on 3 March 2017 and **ADH** will design and print the posters. **AJH** has requested that the event be included the village newsletter calendar.

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12. Health & Safety

HEA04 Defibrillator

The Village Fund has been awarded £850 from the County Councillor's Fund to support the project.

SAF01 Swing on the Village Green

The safety inspection has been booked and the report is awaited. Any actions arising from the report will be reported to the next meeting.

DN reported that an SDC councillor had been assigned responsibility for health matters and that AJH should follow this up.

13. Traffic Management & Community SpeedWatch

TMD01 DN reported on the meeting held with MB and representatives of the Dodwell residents on 7th November 2017 to discuss road safety issues.

14. Crime Prevention & Fire Safety

No activity

15. Communication & Engagement

No activity

16. Planning Policy

Planning Application Policy & Procedures

DN proposed that the Clerk be granted delegated powers to determine responses to planning applications in accordance with the provisions of section 101(1) of the Local Government Act 1972. These powers will be exercised in accordance with the procedures laid out in *Planning Application Policy and Procedures*. The proposal was seconded by WH and passed unanimously.

DN presented the final draft of *Planning Application Policy and Procedures* and proposed that it be adopted as LPC policy. This was seconded by WH and passed unanimously.

17. Parish Council Website

DN requested that the Clerk post *Planning Application Policy and Procedures* on the website together with guidelines for document management.

18. Training Events

DN asked all members to consider the WALC training events which they would be interested in attending.

ADH, JW and CW will be attending the WALC course *Understanding and Responding to Planning Applications* on 25th November 2017.

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19. Succession Planning

DN reported that **TB** was unlikely to be able to attend meetings for some time due to his college commitments. He is happy to tender his resignation to allow the Council to identify a replacement, but a letter has not yet been received.

DN expressed the view that members should be actively recruiting prospective councillors.

20. Code of Conduct

DN proposed the following resolution:

1. To adopt the Councillor Code of Conduct as adopted by Stratford-on-Avon District Council on 16th October 2017, so as to replace the Parish Council's existing Code of Conduct.
2. To adopt the documents linked to the Code, namely:
 1. Guidance Document (including flowchart)
 2. Declaration of Acceptance of Office Form
 3. Declaration of Personal Interests Form
 4. Parish and Town Council Councillor role description
 5. Council Resources Policy
 6. Social Media Policy
 7. Gifts and Hospitality Policy
2. To require all members to complete and submit a fresh Declaration of Personal Interests form to the Clerk on or before Friday 9th February 2018, to enable the Clerk to forward these to the Monitoring Officer.
3. The replacement Code and linked documents shall come into effect on Tuesday 1 May 2018.

The resolution was seconded by **JW** and passed unanimously.

21. Business for future consideration

22. Any Other Business

WH reported that she had reviewed the LMAGV Draft Framework Masterplan SPD and placed her comments in the forum. Responses are required by 1st December 2017 and these will be submitted by the Clerk using text provided by **WH**. Members are requested to post their comments by midnight on Friday 24th November 2017.

The Clerk confirmed that places had been reserved for **JW** and the Clerk at the training session for the new Code of Conduct on 22nd March 2018 at 17:00 at Elizabeth House. The session will also be webcast for members to view remotely.

The Clerk confirmed that a further consultation event had been arranged at the Village Hall on 5th December 2017 from 16:00 – 20:00. Cushman & Wakefield will send invitations to all residents.

The December meeting of the Council will be rescheduled to an earlier date to accommodate holidays.

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23. Date of Next Meeting

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

The meeting closed at 21:38.

Notes

Indices to the open and closed issues referred to in these minutes can be found on the Parish Council website.

Abbreviations used:	DN	-	D Nutt	LPC Chairman
	JW	-	J Warrender	LPC Vice-Chairman
	TB	-	T Beeley	LPC Councillor
	AJH	-	A Hegarty	LPC Councillor
	ADH	-	A Haines	LPC Councillor
	CW	-	C Wise	LPC Councillor
	WH	-	Wendy Hughes	LPC Councillor
	MB	-	Mike Brain	WCC Councillor
	PB	-	P Barnes	SDC Councillor
	MG	-	M Giles	SDC Councillor
	SDC	-	Stratford District Council	
	LPC	-	Luddington Parish Council	
	SRAG	-	Stratford Residents Action Group	
	WCC	-	Warwickshire County Council	
	LMAGV	-	Long Marston Garden Village	

Signed: _____ D Nutt (Chairman) Date: _____