

Quinton Parish Council

Annual Meeting of the Parish Council

Tuesday 22nd May 2018
Quinton Village Hall 7.30 pm

Present: Cllr David White
Cllr Paul Milliken
Cllr Rebecca Hall
Cllr Edward Fitter
Cllr Robert Spooner
Mrs M Norman (Parish Clerk and Responsible Financial Officer)

Also present: Cllr Mike Brain and 1 member of the public

1	Election of Chairman: Cllr Robert Spooner was unanimously elected as Chairman of Quinton Parish Council	
2	Declaration of Acceptance of Office: Cllr Spooner signed the declaration of acceptance of office in the presence of the Clerk and Councillors.	
3	Election of Vice Chairman The election of Vice Chairman was postponed until the next meeting. Having previously submitted his resignation as Councillor, Cllr David White left the meeting at this point. Thanks were expressed to him for his service over the years.	
4	Apologies: Apologies for absence were received from Cllr Caroline Barton, Cllr Phil Maundrill and Cllr Chris Watson and were accepted by the Council.	
5	Declaration of interests There were no declarations of interest.	
6	Minutes of the previous meeting: The minutes of the meeting of the 10 th April 2018 were agreed as an accurate record and signed by the Chairman.	
7	Matters arising from the minutes of the previous meeting: The issue of the fallen speed restriction sign was addressed. The Chairman offered to inspect this and see if he could repair it himself. If not, this would be referred to Highways again. Questions were raised about the proposed footpath from Meon Vale. Cllr Brain said that matters could not moved forward until the landowner granted permission for a section of land to be used for this	RS

	<p>purpose, though he was hopeful that permission would be given as funding for the project was already in place. A reduction in the speed limit from 50 mph to 40 mph had been agreed along the stretch of footpath. The possibility of planting trees along Goose Lane was still being investigated.</p>	
8	<p>Questions from the public: A member of the public drew the Council's attention to a tree beside the car park which required pruning.</p>	
9	<p>Annual Governance and Accountability Return Part 3</p> <ul style="list-style-type: none"> a) The Council noted and approved the internal audit report. b) The Council approved the Annual Governance Statement which was signed by the Chairman. c) The Council approved the Accounting Statements prepared by the Clerk and these were signed by the Chairman. <p>Copies of these documents, together with a bank reconciliation, explanation of significant variances and Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return would now all be sent to the external auditors. Copies of the documents would also be posted on the Council's website.</p>	
10	<p>Draft Lease Kingzett: The Council discussed the copies of the draft lease provided. It was resolved to request Shakespeare Martineau to negotiate the terms of the lease with Davies Murray-White, solicitors for the owners of Kingzett. The Council discussed the guidance notes provided by Shakespeare Martineau and resolved to request some amendments to the draft lease (see Appendix A attached).</p>	MN
11	<p>Neighbourhood Plan: Cllr Milliken reported that the survey of residents was now ready to be distributed. The surveys will be analysed by the Performance and Consultation Unit of Stratford District Council and it is anticipated that the results will be available by the end of July. The Steering Group will now publicise the Household surveys to ensure that as many as possible are completed and returned. Once the household surveys have been analysed, the Steering Group will then conduct similar surveys amongst landowners and businesses within the parish.</p> <p>The clerk was asked to investigate possible sources of funding for the Neighbourhood Plan.</p>	MN
12	<p>Any matters from the Chairman: The Chairman raised his concerns about HGVs parking on the grass verges beside the Post Office and suggested inserting posts into the grass to prevent further damage in future. The clerk was asked to investigate whether the verges came under the jurisdiction of the District or County Council and to see if there would be any objection to the Council installing posts. Similar problems were reported with the two lay-bys in the village. The Chairman would inspect these and see what solutions could be found. He also asked that a short article be placed in St. Swithin's Newsletter urging residents not to drop cigarette ends and other litter in the village.</p>	MN RS
13	<p>Clerk's updates:</p> <ul style="list-style-type: none"> a) The registration of the village greens had been sent to the Land Registry on 8th May 2018. b) WALC had been informed that an amendment to the draft Data Protection Bill had been proposed which would exempt Parish Councils from the need to appoint a Data Protection Officer. However, the clerk reminded Council that it would still need to abide by the 	

	<p>EU General Data Protection Regulation (2016/679) until such time as the Data Protection Act received Royal Assent or Britain left the EU, whichever was sooner.</p>	
14	<p>General Data Protection Regulations: The Council noted the information provided (see above).</p>	
15	<p>National Joint Council for Local Government Services: The Council noted and approved the nationally agreed pay scales for Local Government Services effective from 1st April 2018.</p>	
16	<p>Planning applications: The following planning applications were considered:</p> <ul style="list-style-type: none"> i) 18/00668/FUL 4 Rideau Road, Meon Vale: proposed erection of rear dormer window with three rooflights to the front elevation. It was resolved to make no representation in respect of this application. <p>And to receive any results of planning applications:</p> <ul style="list-style-type: none"> i) 17/03256/FUL Clifford Farm, Clifford Chambers: erection of a replacement dwelling (including relocation) and associated landscaping and re-alignment of driveway. Application withdrawn. ii) 18/00496/FUL 24 The Firs, Lower Quinton: single storey extension to front of property. Permission granted. iii) 18/00530/FUL The Orchard, Hill Lane, Upper Quinton: two storey and part single storey extension with porch. Permission granted. iv) Application offering unforeseen benefits at area around junction of Main Road and St. Swithin's Drive by Dudley Taylor Pharmacies Ltd. Permission refused. v) 17/03795/REM Long Marston Storage Depot, Lower Quinton: erection of a public house/restaurant. Use Class A3/A4. Details approved. 	
17	<p>To receive receipts and payments records for the quarter: The Council received the receipts and payments records previously circulated and agreed them as an accurate record. The clerk presented the income and expenditure accounts for the year 2017/2018, previously verified by the internal auditor, and these were signed by the Chairman.</p>	
18	<p>To receive any correspondence: The draft Code of Conduct prepared by Stratford District Council had been received by the Clerk and would be forwarded to all councillors.</p>	
19	<p>Councillors' reports and items for future agenda. Thomas Fox (grass maintenance contractors) would be asked to collect and remove the cut grass from particularly prominent areas in the village, notably the village greens, the Church and Millfield Close. The possibility of providing Hi Vis jackets for the children of Meon Vale attending Lower Quinton Primary School would be discussed further at the next meeting.</p>	MN
20	<p>Accounts for payment and finance matters: The following payments were noted and approved:</p> <ul style="list-style-type: none"> i) Thomas Fox (grass cutting contract) - £618.08 ii) Robin Freeman (hedge cutting) - £260.00 iii) Quinton Village Hall (hire of hall) - £48.00 	

- iv) Vale Forestry (hedge and tree work) - £534.00
- v) Mrs E Neal (internal audit) - £120.00
- vi) Thomas Fox (grass cutting) - £1531.40
- vii) WALC (Councillors' course) - £30.00
- viii) Clerk's salary - £**
- ix) HMRC (income tax) - £**
- x) Paul Milliken (printing expenses Neighbourhood Plan) - £135.00
- xi) Paul Milliken (Printing expenses Neighbourhood Plan) - £205.00
- xii) BT (broadband) - £43.68

The meeting closed at 9.05 pm.

The next meeting will take place on Tuesday 10th July 2018

Appendix A

Lease of two small parcels of land fronting Main Road at Lower Quinton adjoining Kingzett.

The Council agreed to request the following amendments to the draft Lease:

- a) There is to be an annual charge of £10 rent.
- b) Permitted use of the land to be solely as garden land ancillary to Kingzett. No buildings or other erections may be placed on the land. The planning of low lying shrubs is permitted, but not the planting of trees.
- c) A covenant preventing the land from being enclosed by fencing or other means shall be inserted into the lease.
- d) All outgoing will be the responsibility of the tenant.
- e) Notice of transfer must be provided to the Clerk to the Parish Council.
- f) The Parish Council will waive consent to transfer and accept notice of transfer.
- g) Land must be kept neat and tidy.
- h) Tenants to be responsible for the Council's legal fees in completing the lease.
- i) The Council agrees on a term of 999 years.
- j) Land can only be transferred on a sale of Kingzett.

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