

**MINUTES OF AN ORDINARY MEETING OF QUINTON PARISH COUNCIL HELD IN THE VILLAGE HALL, THE CLOSE ON THURSDAY 18 SEPTEMBER 2014 AT 7.30PM**

**PRESENT:** MR.D.WHITE (CHAIRMAN), MRS C BARTON, MR P MILLIKEN, DISTRICT COUNCILLOR M.BRAIN AND THREE MEMBERS OF THE PUBLIC.

1. Apologies for absence

Apologies had been received from Mrs S BRANSTON, Mr P MAUNDRILL and Mrs A TROUGHTON

The CHAIRMAN noted that the meeting was quorate before proceeding

2. Declarations of interests.

Members were reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest in any matter as defined by Regulations made by the Secretary of State where the interest is theirs, their spouse's or civil partner's, or is an interest of somebody with whom they are living as a husband or wife or as if they were civil partners, they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter. They must also disclose the interest if it has not yet been entered on the Authority's register unless it is a sensitive interest.

No interests were declared and no dispensations sought.

3. Acceptance of the minutes of the previous meeting of 17 July 2014

The minutes had been circulated by the Clerk and were accepted by those present as a true record of what had taken place. The CHAIRMAN signed the minutes book.

4. Any matters from the Public present at the meeting including any items on the agenda  
The CHAIRMAN invited Mr R Sheppard, who had attended the meeting, to address the Parish Council.

Mr Sheppard raised concerns regarding the pruning and maintenance of shrubs within the village, in particular the verges on Main Road, Poland Avenue, Banning Corner and land adjoining the Fordway.

The CHAIRMAN explained that the Parish Council was primarily responsible for grass cutting, not hedgerow maintenance, and the verges were the responsibility of Warwickshire County Council's [WCC] Highways Department. He added that the Parish Council was, however, responsible for shrubs within the Fordway play area so should be contacted in the event that this was an area of concern

District Councillor BRAIN confirmed that WCC Highways was responsible for hedgerow maintenance on adopted roads while responsibility remained with the developer in the case on non-adopted highway. He advised that Jeff Morris at WCC Highways would be able to clarify the ownership of the roads in question.

Mr Sheppard also observed that the trees that had been planted on Main Road on the completion of the Fordway some six years ago now needed their stakes removing as they were growing into the trunks

**RESOLVED THAT:**

The CHAIRMAN will contact the Highways Department to establish ownership of the hedgerows and trees and, where this lies with WCC, to request remedial action.

Mr Sheppard went on to complain that the lay bys on Main Road beside the Fordway were generally fully occupied by residents who actually had allocated spaces within the Fordway but were choosing not to use them. This meant that residents on Main Road had difficulty in parking.

The CHAIRMAN advised that there was little that the Parish Council could do about this as the spaces in the lay bys were available on a first come, first served basis

Mr Sheppard also raised concerns regarding flooding in Magdalen Close which he said happened every time there was heavy rain.

There was some discussion as to whether the road and the adjoining drainage ditch had been formally adopted and again District Councillor BRIAN advised that Jeff Morris at WCC Highways would be able to advise

**RESOLVED THAT:**

The CHAIRMAN will contact WCC to establish where responsibility for flood prevention in Magdalen Close lies

Mr R Nicholls raised concerns regarding the re-surfacing of the path around The Close. Mr Nicholls said that this had now resulted in the area in question being inaccessible by pushchairs and the repair works needed to be revisited. The CHAIRMAN undertook to inspect the site and refer the matter to WCC Highways

**RESOLVED THAT:**

The CHAIRMAN will visit The Close and contact WCC Highways to undertake further works to improve accessibility

Mr Nicholls also advised that the Quinton & Admington Charities Commission were continuing to request a representative from Quinton Parish Council to join the Commission. The CHAIRMAN remarked that the Parish Council currently had two unfilled vacancies and that once the Council had reached its full complement the request would be revisited.

5. Matters Arising from the minutes of the previous meetings:

(a) Back Lane traffic and re-surfacing

The PARISH CLERK briefed the meeting on the responses received from WCC Highways in respect of the queries raised by County Councillor Mrs SECCOMBE regarding heavy traffic on Back Lane. Details of satnav mapping companies had been supplied to enable the Parish Council to request the removal of Back Lane due to its unsuitability for heavy traffic but, as a result of budget reductions, WCC was unable to fund the implementation of any weight limit. WCC was, however, open to the installation of an "Unsuitable for HGVs" sign provided that this was funded by the Parish Council. WCC had in the meantime contacted Johnson's Coaches to request that their drivers avoided using the section of Back Lane in question.

The PARISH CLERK also advised that WCC had confirmed that the residential section of

Back Lane was included in the Surface Dressing Programme for 2015 and, as such, was regarded as adopted highway.

(b) Lower Quinton Village Green kerbstones

It was noted that WCC had also agreed to inspect these kerbstones and arrange for repairs to be undertaken. Mr MILLIKEN advised that the problem also extended to the area outside St Swithin's Church

(c) Meon Vale developments

District Councillor BRAIN advised that he had recently undertaken a site visit and it appeared that demand for properties within the development was high. He went on to report that, in addition to the application for a further 550 houses on the site, he had now learned that Cala Homes were planning an application for 500 homes on Long Marston airfield even though this had not been identified as a strategic site in SDC's core strategy.

(d) Fordway play area

Mrs BARTON advised that there was nothing to report in respect of this item

(e) Village Hall playing field area

Mrs BARTON observed that the need to install additional bins was now becoming urgent. It was noted that at the AGM of 15 May 2014 it was agreed that Mr BATCHELOR would place an order for the manufacture of two litter bins at a cost of £600 but, in Mr BATCHELOR'S absence, it was unclear as to what progress had been made in this matter.

Mrs BARTON also advised that she had visited the play area following an email from a concerned member of the public who had reported that his son had suffered fibreglass burns whilst playing near the tunnel but had found no evidence of any such debris, just polystyrene.

**RESOLVED THAT:**

The PARISH CLERK will contact Mr BATCHELOR to determine whether an order has been placed for new bins on the playing field.

(f) Flood Defence Report.

Mrs BRANSTON had advised by email that there was nothing to report on this item

(g) Speed Aware campaign on Main Road

The CHAIRMAN advised that posters and vacancy notices had now been posted on village noticeboards and the website in an effort to recruit new volunteers for this initiative.

(h) Neighbourhood Plan

The CHAIRMAN advised that he had now spoken to Matthew Neal from SDC who had assumed responsibility from Tony Horton for providing advice to Parish Councils on the development of Neighbourhood Plans. A vacancy notice had also been placed on the Parish website and noticeboards in an effort to recruit Neighbourhood Plan Committee Members.

District Councillor BRAIN suggested that the Parish Council may wish to revisit its initial discussions on the Neighbourhood Plan boundary, given the potential application for 500 new houses on Long Marston airfield.

Parish Councillors expressed their eagerness to have a strategic input into the determination of any such application and it was agreed that the area of the airfield which lay within the Parish should be included within the boundary of the Neighbourhood Plan. It was also agreed that, for the sake of completeness, the residential development at Meon Vale should be included although it would be acknowledged within the Neighbourhood Plan that this site was already under development.

District Councillor BRAIN also emphasised the need to press ahead with the Plan's development as the deadline for funding from SDC is October 2014

**RESOLVED THAT:**

The Parish Council should adopt the Quinton Parish boundary as the boundary of its Neighbourhood Plan.

The CHAIRMAN will liaise with SDC to determine how this decision should now be formally communicated in order to comply with the October 2014 deadline for funding

(i) Village Hall report

In the absence of Mr BATCHELOR there was nothing to report on this item

(j) Neighbourhood Watch progress report

Mrs BRANSTON had advised by email that there was nothing to report on this item

(k) Kier Homes adoption of POS Millfield Close

The PARISH CLERK advised that, having sought an update from Robert Lunn and Lowth, the solicitors acting for the Parish Council on this matter, she had been advised on 2 September 2014 that the Deed of Easement was now with Severn Trent for completion.

(l) Superfast Broadband Project update

There was nothing to report on this item

(m) Dog fouling problem

District Councillor BRAIN advised that SDC had appointed a new dog warden who had already proved to be very proactive in dealing with a problem within the village

Mrs BARTON requested that a further dog waste bin be installed at the entrance to Friday Street and it was agreed that Mr BATCHELOR should be asked to source this and liaise with Mr MILLIKEN as to where it should be sited

**RESOLVED THAT:**

PARISH CLERK will contact Mr BATCHELOR to request that he sources and installs a new dog waste bin in Friday Street

(n) Parish Emergency Plan

The PARISH CLERK reported that the redrafting of this document was proving problematic due to problems with the original electronic copy. However, she would endeavour to bring an initial draft to the Parish Council meeting in November 2014.

(o) Removal of portakabin on Village playing fields

It was noted that no progress had been made on this as yet and the one –off payment for this work, which had been agreed at the last meeting, would not be made to Mr Nicholls until this work was completed.

It was also noted that the minutes of the last meeting had omitted to record the level of this one-off payment which had been agreed at £500.

(p) Insurance Renewal

It was noted that this policy had now been renewed until 31 July 2015.

6. Any Matters from the Chairman

(a) Audit completion

The CHAIRMAN reported that the 2013-14 audit had now been successfully completed and thanked the PARISH CLERK for her efforts in achieving this.

(b) Receipts and Payments Report to 30 June 2014

Parish Councillors noted the report which had been previously circulated and thought it a useful addition to the agenda, to be supplied on a quarterly basis

(c) Quinton Website

The website usage information and recommendations for improvement which had been supplied by the current website provider, Digital Image Bureau, were noted and the CHAIRMAN observed that, given the number of visits to the website, the estimated cost of £750 plus VAT to rebuild the website would prove to be a sound investment. Parish Councillors agreed that this work should now be undertaken without further delay.

**RESOLVED THAT:**

The CHAIRMAN and PARISH CLERK should liaise with Digital Image Bureau to begin to implement the recommendations to rebuild the existing website.

(d) Global Gathering grant applications

District Councillor BRAIN undertook to cover this item in his report to the Council later in the meeting.

(e) Playdale contract

In the absence of Mr BATCHELOR this item was deferred until the next meeting

7. Any Matters from the District or County Councillor

District Councillor BRAIN briefed Parish Councillors on the planned boundary changes in the 2015 elections and advised that, although he currently serves as a Councillor for Quinton and Long Marston, the reduction in the number of District Councillors means that these parishes will now be in separate wards. District Councillor BRAIN has elected, however, to remain as the Conservative candidate for Quinton.

With respect to Global Gathering, District Councillor BRAIN advised that although he had forwarded a number of grant funding applications to the organisers he estimated that the funding available would be half that of 2013, i.e. less than £20,000. This was based

on the fact that in 2013 1,200 local residents took advantage of subsidised tickets whereas in 2014 this figure fell to c.500.

District Councillor BRAIN also reported that he had given evidence in respect of the application for a caravan park at the Moat on Campden Road. This was supported by photographs which he himself had taken of HGVs making u-turns in the adjoining lay by and as a result the application was refused.

District Councillor BRAIN also reminded the Parish Council that applications for the County Councillors' Grant Fund should be made by 10 October 2014. Each County Councillor has £5,000 to award to local voluntary and community groups for projects that will benefit their community and in the past this has benefited schools, youth groups and community health initiatives.

Reporting on the full Stratford District Council Meeting on 15 September, District Councillor BRAIN advised that the final elements of the Core Strategy had now been agreed and this would now proceed for submission to the Planning Inspectorate on 29 September 2014, at which point it would carry more weight in terms of strategic planning decisions.

Finally, District Councillor BRAIN went on to brief the meeting on any outstanding and anticipated planning applications:

- There had been developments in respect of the planning application for 10 new houses in Lawyer's Field, Upper Quinton. Initially planning officers had recommended approval of this application but, following a site visit, this had been refused and the applicant was now taking his case to appeal based on 9 new houses as well as submitting a new application.
- District Councillor BRAIN also understood that a revised application was to be put forward by Magdalen College for 65 houses on the land off Goose Lane and Main Road in Lower Quinton. This had not yet been submitted but District Councillor BRAIN had already indicated that he would not support this application and neither would the Parish Council.
- There were also indications that a landowner and developer were considering an application for new housing at the rear of Millfield Close although as yet no application had been submitted.

**RESOLVED THAT:**

The PARISH CLERK should make the Quinton Youth Group and Mr Nicholls aware of the County Councillors' Grant Fund

Parish Councillors should forward any suggestions for applications to the County Councillors' Grant Fund to the PARISH CLERK

8. To receive or note any new planning applications

Parish Councillors noted the following planning applications submitted since the last Parish Council meeting and noted that an objection had been lodged by the Parish Council in respect of application 14/02159/FUL

(a) 14/01786/FUL – Homeleigh, Meon Hill – Single storey front extension

(b) 14/01733/OUT – Twiga House, Campden Road – Three new detached dwellings

(c) 14/02107/VARY – Quinton House Nursing Home, Lower Quinton – Increase number of beds and narrow driveway

(d) 14/02159/FUL – Land off Hill Lane, Upper Quinton – Two new dwellings

The CHAIRMAN also reported that, whilst no objection had been lodged in respect of planning application 14/01733/OUT, he had written to SDC on behalf of the Parish Council to express his concerns regarding the increased traffic which this would generate on an already busy road

9. To receive any results of planning applications

The Parish Council noted the following planning decisions which had been notified since its last meeting:

(a) 14/01117/FUL - Morningside Cottage, Upper Quinton – Dwelling on garden land  
WITHDRAWN 12 August 2014

(b) TPO 077/003 - Millfield Close, Lower Quinton – Arboricultural work  
APPROVED 18 August 2014

(c) 14/01443/FUL - The Moat, Campden Road – Caravan Park  
REFUSED 18 August 2014

(d) 14/01624/FUL - Prospect House, Friday Street, Lower Quinton – Single storey rear extension

WITHDRAWN 19 August 2014

(e) 14/02101/LBP – 12 Village Cottages, Lower Quinton – Conservatory repairs  
CERTIFICATE OF LAWFULNESS OF PROPOSED WORKS issued 28 August 2014

(f) 14/01786/FUL – Homeleigh, Meon Hill – Single storey front extension  
APPROVED with conditions 29 August 2014

10. To receive any correspondence

A letter had been received from Heather Belcher, Treasurer of Quinton and Admington Youth Club, thanking the Parish Council for its donation of £1,000 towards the work of the Club. Mrs Belcher also advised that she was stepping down from the role of Treasurer with effect from 31 July 2014. Parish Councillors expressed their disappointment and agreed that a letter should be sent to Mrs Belcher on behalf of the Parish Council to thank her for her excellent contribution to the young people of Quinton and advise that she will be sadly missed

**RESOLVED THAT:**

The CHAIRMAN will write to thank Heather Belcher on behalf of the Parish Council

Mrs BARTON also advised that she had been approached on behalf of a group of young people within the village to ask if it would be possible to install a bus shelter adjacent to the Firs where a number of students wait to catch their school bus.

After some discussion it was decided that it would be difficult to justify the level of expenditure that this would entail on the basis that it benefited a relatively small proportion of the community.

11. Accounts for Payment and Finance Matters

The Parish Council noted that the following payments had been made since its meeting of 17 July 2014

(a) Clerk's salary June & July - £\*\*\*(BACS)

(b) Payment to HMRC for tax on clerk's salary - £\*\*\* (BACS)

(c) Thos Fox Landscaping

- Playing Fields, Greens & Verges (16793) - £1,458.00

- Fordway plus shrubs, weeding & herbicide (16768) - £468.00
- Millfield (16794) - £72.00
- (d) Came & Company – Annual Parish Council Insurance - £1,239.18
- (e) Buildbase – Post mix cement -£54.24
- (f) Online Playgrounds – Antiwrap chains and gate buffer - £230.40
- (g) Digital Image Bureau – Website hosting & maintenance - £43.20
- (h) S J Upstone – Flower boxes - £90.00
- (i) Quinton Village Hall – July meeting - £30.00
- (j) Grant Thornton – External audit - £240.00
- (k) Online Playgrounds – Spring rocker repairs - £120.12

The CHAIRMAN also advised that further expenditure would be required in respect of a replacement Parish noticeboard. The noticeboard which had been located by the former Londis Shop had been destroyed by the builders who were redeveloping the site and the CHAIRMAN was keen to relocate a replacement noticeboard outside the Post Office. The builders had agreed to make a contribution towards this because the original noticeboard should have been returned to the Parish Council as originally agreed but there may be some incremental costs incurred in sourcing and installing a replacement. Parish Councillors agreed that this work should proceed.

**RESOLVED THAT:**

The PARISH CLERK will investigate the cost of a replacement noticeboard based on the model installed outside the College Arms

The CHAIRMAN closed the meeting at 8.45pm