

**MINUTES OF AN ORDINARY MEETING OF QUINTON PARISH COUNCIL HELD IN THE VILLAGE HALL, THE CLOSE ON THURSDAY 20 NOVEMBER 2014 AT 7.30PM**

**PRESENT:** MR.D.WHITE (CHAIRMAN), MRS C BARTON, MR T BATCHELOR, MRS S BRANSTON, MR P MAUNDRILL, MR P MILLIKEN, AND ONE MEMBER OF THE PUBLIC.

1. Apologies for absence

Apologies had been received from Mrs A TROUGHTON and District Councillor BRAIN

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 meetings of 18 September 2014 and 28 October 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. W Harry, who had attended the meeting, to address the Parish Council.

Mr. Harry advised that he had noticed from the minutes of the meeting on 18 September 2014 that there had been some discussion regarding the installation of signage on Back Lane to warn drivers that it was not suitable for access by Heavy Goods Vehicles and wanted to know if any further action was planned on this matter.

It was noted by Parish Councillors that this was still a problem with Johnson's coaches continuing to use the lane on occasions and that heavy vehicles posed a particular hazard for the many dog walkers using the route.

The CHAIRMAN advised Mr. Harry that the Parish Council would consider the issue of Back Lane signage at item 5(d) on the agenda and invited Mr. Harry to remain for this discussion

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

(a) Maintenance of trees and hedgerows

The PARISH CLERK briefed the meeting on the responses received from Warwickshire County Council [WCC] Highways in respect of the queries raised by Mr. Sheppard at the meeting on 18 September 2014. It was noted that the hedgerows around Poland Avenue and the Fordway were either the responsibility of the homeowners or within that part of the Fordway which was now the responsibility of the Parish Council. Similarly,

WCC had indicated that the trees on Main Road had been planted by the Parish Council and as such the responsibility lay with the Parish Council.

Mr. BATCHELOR also advised that there was a tree within the Village Hall playing fields that required attention because of a dangerous overhanging branch. Mr. BATCHELOR advised that he could arrange for this to be cut and removed from the site at a cost of £30.

It was agreed that Mr. BATCHELOR should arrange for this work to be carried out and also to undertake an inspection of the trees and hedgerows around the Fordway, Poland Avenue and Main Road to determine what further work, if any, was required

**RESOLVED THAT:**

Mr. BATCHELOR will arrange for the removal of the overhanging branch in the play area at a cost of £30 and will report back on any further work required

(b) Flooding in Magdalen Close

It was noted that WCC had also indicated that, although Magdalen Close was an adopted highway, the ditch to the rear of the properties was on private land and as such was not the responsibility of WCC.

(c) Pavement Repairs in the Close

The CHAIRMAN advised that he had inspected the area concerned and it appeared to have been damaged as a result of heavy vehicles mounting the pavement. It did not represent a serious hazard in need of immediate action but should be reported to Stratford District Council [SDC] as in need of repair

**RESOLVED THAT:**

The PARISH CLERK will contact SDC to request that remedial works are undertaken

(d) Back Lane traffic and resurfacing

The PARISH CLERK reported that she had contacted WCC for an estimate to place "Unsuitable for HGV" signs on Back Lane and had been advised that it would cost £330 to install 2 such signs on the existing speed limit terminal signs heading onto Back Lane from the B4632.

Parish Councillors expressed the view that, other than farm vehicles, heavy goods vehicles should be discouraged from using Back Lane and it was agreed that the Parish Council should pay for the installation of the signage. There was some discussion, however, as to whether two signs were necessary at this junction and whether it would be preferable to install the second sign at the other end of Back Lane at the junction with Main Road. The PARISH CLERK was tasked with contacting WCC to clarify the situation and request a revised estimate if appropriate

**RESOLVED THAT:**

Quinton Parish Council will fund the installation of "Unsuitable for HGV" signage on Back Lane subject to an acceptable estimate of costs from WCC.

The PARISH CLERK will circulate any revised estimates by email to Parish Councillors for approval before the next meeting if required

(e) Lower Quinton Village Green and Main Road kerbstones

It was noted that whilst some repairs had been undertaken there was still a problem with the area opposite St Swithin's Church and that this should be reported to WCC Highways Department.

**RESOLVED THAT:**

The PARISH CLERK will contact WCC to request that further repairs be undertaken

(f) Meon Vale developments

It was noted that the PARISH CLERK, on behalf of Quinton Parish Council, had submitted an objection to SDC in respect of the most recent planning application, reiterating the points made in its initial objection to the scheme. It was also noted that Councillor BRAIN had objected to this application in his capacity as a District Councillor

(g) Fordway play area

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

(h) Village Hall playing field area

Mrs BARTON observed that the new swing chains had now been fitted and Mr. BATCHELOR reported that the new bins had now been installed and that the duck springer would soon be replaced.

Mr. BATCHELOR added that SDC would need to be advised of the need to empty four bins at the site now as opposed to two

**RESOLVED THAT:**

The PARISH CLERK will contact refuse collection at SDC to advise that additional bins have been installed on site.

(i) Flood Defence Report.

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

(j) Speed Aware campaign on Main Road

The CHAIRMAN advised that to date there had been no response to the posters and vacancy notices designed to recruit new volunteers for this initiative and in his view there would need to be 10-12 volunteers recruited to mount any significant effort to change drivers' behavior.

Mr. MILLIKEN offered to canvass support amongst Main Road residents in the new year and it was agreed to revisit this item at the next meeting on 21 January 2015.

**RESOLVED THAT:**

Mr. MILLIKEN will contact residents along Main Road to try and promote interest in a targeted Speed Aware campaign

(k) Neighbourhood Plan

The CHAIRMAN advised that the Parish Council had now applied to SDC for the designation of a Neighbourhood Area as the first formal stage in the Neighbourhood Plan process. The application was now out for consultation with a deadline for any representations to be received by 21 November 2014. To date, however, there had been

no expressions of interest from individuals wishing to be part of a Neighbourhood Plan Committee and further work was required to generate interest within the Parish.

(l) Village Hall report

Mr. BATCHELOR advised that he had had no contact from the Village Hall Committee but that he was continuing to pursue Severn Trent, Orbit, WWC Highways and WCC Flood Defences in an effort to establish ownership of the drain to the rear of the property.

(m) Neighbourhood Watch progress report

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

(n) Kier Homes adoption of POS Millfield Close

The PARISH CLERK advised that further documentation had now been signed on behalf of the Parish Council and returned to Robert Lunn and Lowth who had advised that the matter was now with Severn Trent and awaiting completion of the transfer.

(o) Superfast Broadband Project update

There was nothing to report on this item and it was agreed that the item should now be closed

(p) Dog fouling problem

The PARISH CLERK had obtained a quote of £84 plus installation for an additional dog waste bin to be located in Friday Street. There was some discussion as to the most appropriate site and some outstanding questions as to land ownership which Mr. MILLIKEN undertook to resolve but it was agreed that an order should be placed for the bin and fixing system to be delivered to the CHAIRMAN for installation

**RESOLVED THAT:**

The PARISH CLERK will order an additional dog waste bin and fixing system for installation in Friday Street

(q) Parish Emergency Plan

The PARISH CLERK reported that, having completed the redrafting of the document and circulated it to Parish Councillors for comments, she had now been advised by the Head of CSW Resilience, Michael Enderby, that the Emergency Plan format had been rewritten, simplified and was due to be relaunched in January 2015. It was agreed that in view of this new information no further work should be undertaken until the latest version became available.

(r) Removal of portakabin on Village playing fields

It was noted that no progress had been made on this as yet and that, as Mr. Nicholls had recently suffered a stroke, he would be unlikely to be able to effect the removal of the portakabin in the foreseeable future.

Mr. BATCHELOR advised that he could arrange for the disconnection of services and the removal of the portakabin at a cost of £350 plus skip hire and, if agreed, he would have this done by the meeting in January 2015.

It was agreed that, in order to relieve Mr. Nicholls of this concern, Mr. BATCHELOR should be tasked with arranging the portakabin's removal but that in recognition of the

work undertaken by Mr. Nicholls within the community, the Parish Council should honour its commitment to pay Mr. Nicholls £500 in respect of the expenses he incurred in additional grounds maintenance costs in 2013. Parish Councillors also unanimously extended their good wishes to Mr. Nicholls for a speedy recovery

**RESOLVED THAT:**

Mr. BATCHELOR will undertake to arrange for the disconnection and removal of the portakabin by 21 January 2015 at a cost of £350 plus skip hire  
The sum of £500 will be paid to Mr. Nicholls towards the expenses incurred in additional grounds maintenance of the cricket pitch

(s) Additional Village Noticeboard

The CHAIRMAN advised that he had now obtained approval from the owners of the village stores and post office to install an additional noticeboard outside their property. He had also compared costs for UPVC noticeboards and believed that he would be able to source one for c.£100 which he was then happy to install. It was agreed that this should be purchased and installed without further delay

**RESOLVED THAT:**

The CHAIRMAN will place an order for an additional noticeboard and undertake its installation outside the village stores and post office

6. Any Matters from the Chairman

(a) Receipts and Payments Report to 30 September 2014

The PARISH CLERK briefed Councillors on this report which had been previously circulated, highlighting projected year end overspends in respect of the Playing Field and Grass Cutting budget headings

(b) Parish Council Budget and Precept 2015-16

The PARISH CLERK briefed Councillors on the budget setting process and advised that SDC will be writing to all Parishes to formally request the precept figures following the Cabinet meeting on 1 December when the Cabinet would meet to consider the Taxbase. There was some discussion as to how the precept would be calculated and how this was then applied to the respective Council Tax bands and the PARISH CLERK undertook to provide Councillors with an explanatory note on this.

Councillors reviewed the budget headings from the previous two financial years and agreed that a further heading of "Projects" should be included. It was also noted that the 2015-16 precept would include the new development at Meon Vale.

Parish Councillors agreed that, if time allowed, this should be an item for discussion and agreement at their meeting on 21 January 2015 but, failing that, a draft budget should be circulated for approval in the interim.

**RESOLVED THAT:**

The PARISH CLERK will circulate an explanatory note on Precepts and Council Tax Calculation.

A new budget heading of Projects will be included in the 2015-16 budget

Budgetary proposals for 2015-16 will be circulated for approval by Parish Councillors if required to meet the submission deadline to SDC.

(c) Quinton Website

It was noted that this was now under development and that a preview site would be set up for checking and feedback from Parish Councillors before the new site went live. The new site would also have the facility to send email alerts to individuals who wished to be kept informed of local developments.

(d) Grass Cutting Contract

It was noted that this contract, which had been awarded to Thomas Fox Landscaping in 2014 for one year, was now coming to an end and consideration should be given as to how this service should be procured in 2015.

The CHAIRMAN suggested that, whilst tenders should be sought from at least two interested contractors, consideration should also be given to the direct employment of a part time seasonal operative which would also provide an employment opportunity for local people. It was noted that this would also necessitate the purchase of equipment and storage facilities but it was agreed that this was worth further consideration before any final decision was made.

**RESOLVED THAT:**

The CHAIRMAN and PARISH CLERK will undertake further feasibility studies and costings and report back to Parish Councillors with a recommended course of action

(e) Playdale contract

Mr. BATCHELOR advised that if the Parish Council were to pay in advance for the annual playground inspection in May 2015 then he would be able to secure a better price. This would require payment to be made in January 2015. It was agreed that comparative costs should be sought from Playdale based on an advance payment and payment at the time of the inspection

**RESOLVED THAT:**

Mr. BATCHELOR will request a comparative quotation from and report back to Parish Councillors

(f) Motion to amend Standing Order 71 to permit the recording of Council meetings in accordance with the Openness of Local Government Bodies Regulations 2014

The PARISH CLERK advised that guidance had now been issued by the Warwickshire Association of Local Councils to the effect that these regulations now provide a right to make recordings of meetings and that Councils could no longer give or withhold permission to do so. It was therefore necessary to amend standing order 71 and remove the wording that "there shall be no audio or video recording or photographs of the meeting without the express approval of the Council." It was agreed that the standing orders should be amended accordingly

**RESOLVED THAT:**

The PARISH CLERK will amend the standing orders to comply with these regulations

7. Any Matters from the District or County Councillor  
 In the absence of District Councillor BRAIN the CHAIRMAN briefed Parish Councillors on the grants which had been secured for the Parish by Councillor BRAIN from Global Gathering. i.e.:
- Nosh & Natter £1,000
  - St Swithin's Church Newsletter £500
  - Quinton Youth Club £500
  - Quinton Primary School [outdoor equipment] £750
  - Community First Responders [kit] £1,000
  - Quinton Village Hall [ongoing refurbishment] £500
  - St Swithin's Church [donation towards restoration fund] £1,000
  - Quinton Glebe allotments [wheelchair access] £500
  - Meon Medical Centre [high backed chairs for disabled users] £1,000
- Parish Councillors expressed their appreciation for the work undertaken by District Councillor BRAIN in securing grants totaling £6,750 even though less than half of the allocation of residents' tickets for the festival had been sold
- The CHAIRMAN reported that District Councillor BRAIN had also wished to make the Parish Council aware of the free Christmas parking which would be available in certain SDC car parks on Thursday late night shopping evenings in Stratford upon Avon.
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 the Parish Council's original objection to application 14/00900/OUT would, as a matter of course, be submitted to the Planning Inspector hearing the appeal.
- (a) 14/00900/OUT - Lawyers Field, Meon Close, Upper Quinton - Outline development for 9 houses including 5 open market and 4 affordable (all matters reserved)  
 APPEAL Planning Inspectorate Reference Number: APP/J3720/A/14/2227793
  - (b) 14/02664/FUL- Cherry Lodge, Upper Quinton - Demolition of existing building and erection of replacement building of increased size
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) 14/01733/OUT – Twiga House, Campden Road – 3 new detached dwellings  
 OUTLINE PERMISSION GRANTED 16 October 2014
  - (b) 14/02724/LBP – Four Thatches, Friday Street – Replacement of timber framed windows in same style  
 CERTIFICATE OF LAWFULNESS OF PROPOSED WORKS issued 31 October 2014
  - (c) 14/01624/FUL –Prospect House, Friday Street - Single storey rear extension  
 CERTIFICATE OF LAWFULNESS OF PROPOSED DEVELOPMENT issued 4 November 2014
10. To receive any correspondence  
 A letter had been received from Judy Moore concerning the lack of any wheelchair accessible public seating on the Village Green in Upper Quinton and requesting that the Parish Council give consideration to this at its next meeting.  
 Parish Councillors were of the view that it would prove difficult to identify a site on the Green which would be acceptable to all the residents of Upper Quinton but

acknowledged the need to provide more accessible public seating within the village. After further discussion it was therefore agreed to investigate the sourcing and installation of an additional bench on Goose Lane opposite Meon Medical Centre where a site had been previously identified and prepared. Mr BATCHELOR offered to undertake this and report back to Parish Councillors with a cost for moving the bench from its current location and installing it in Goose Lane.

**RESOLVED THAT:**

The PARISH CLERK will write to Mrs Moore advising that the Parish Council were investigating the possibility of providing a bench at this alternative site  
Mr BATCHELOR will report back to Parish Councillors with proposed installation costs

11. Accounts for Payment and Finance Matters

The Parish Council noted that the following payments had been made since its meeting of 18 September 2014

- (a) Clerk's salary August & September - £\*\*\*(BACS)
- (b) Payment to HMRC for tax on clerk's salary - £\*\*\* (BACS)
- (c) Thos Fox Landscaping
  - Playing Fields, Greens & Verges (16975) - £1,938.00
  - Fordway plus shrubs, weeding & herbicide (16957) - £510.00
  - Millfield (16976) - £108.00
  - Fordway (17171) - £168.00
  - Millfield (17244) - £72.00
  - Playing Fields, Greens & Verges (17239) - £1,428.00
- (d) Quinton Village Hall – September meeting - £30.00
- (e) Thos Fox Landscaping
  - Playing Fields, Greens & Verges (17384) - £1,428.00
  - Fordway (17324) - £168.00
  - Millfield (17408) - £72.00
- (f) Staples – Stationery Account - £37.04

12. Meeting dates 2015:

It was noted that Parish Council meetings in 2015 would take place at 7.30pm on the following dates and would now take place in the smaller hall.

- Wednesday 21 January
- Wednesday 18 March
- Wednesday 20 May
- Wednesday 22 July
- Wednesday 16 September
- Wednesday 18 November

The CHAIRMAN closed the meeting at 9.00pm