

## Minutes of the meeting held on Wednesday 1<sup>st</sup> April 2009 in the Village Hall at 7pm

At 7pm the Chairman opened the meeting.

### Present:

Chairman: Councillor Ian Spiers

Councillors: Anthony Harris, Colin Harrow, John Loudon, Sandra Loudon, Geoffrey Marsh, David Sage, Carole Shiner, Nicholas Spann, Gillian Steeley.

Mr Geoffrey Tooke (Clerk).

County Councillor Heather Timms, five members of the public.

### 492 08/09 Apologies and reasons for absence

There were no apologies

### 493 08/09 New Member

The Chairman and all the other members welcomed the newly elected Councillor Mrs Sandra Loudon. Cllr Mrs Loudon thanked the meeting for making her feel welcome.

### 494 08/09 Declarations of interests (existence and nature) with regard to items on the agenda

Cllr Harrow declared a personal interest in the Village Hall due to being on the Village Hall Committee.

Cllr Spann declared a personal interest in the Village Hall due to being on the Village Hall Committee.

Cllr Spiers declared a personal interest in the Village Hall due to his membership of the Village Hall Committee and a personal interest in items relating to RBC due to his role as a Borough Councillor.

Cllr Steeley declared a personal interest in the Village Hall due to her Council representation on the Village Hall Committee.

### 495 08/09 To approve the minutes of the meetings held on 4th March 2008.

Proposed Cllr Spiers, seconded Cllr Steeley

**Resolution** - It was resolved unanimously that the minutes having been distributed, be approved and signed as correct.

### 496 08/09 Public participation session

The issues raised included the status on the Ball Play Area, the Chairman said that there is a further meeting on the proposals with the Borough this Friday. The residents will get an opportunity to comment through the planning consultation process. There was a request to reconsider the provision of a twinning sign discussed at the last meeting, the Chairman responded that the whole Village needed to agree. The councillors who cleared snow during the recent cold weather were thanked. The Council was asked to improve the lighting in High Street, the Council will be dealing with the tree cover along Lamb's Field once the nesting season is over in July. The moving of the memorial was raised, this will be the subject of a reply slip on the next newsletter. Lorries and speed on the Leamington Road was raised, this was also discussed in the County Councillors report see minute 499 08/09

### 497 08/09 Actions from the minutes of the 4<sup>th</sup> March 2008

#### AP 03-01 Leamington Road – improvements

Minute Cllr Spiers and Cllr Timms to continue to lobby WCC Highways for improvements to the road

Outstanding  
Cllr Spiers &  
Cllr Timms

#### AP 03-02 Revision of Financial Regulations

Minute Cllr Marsh and the RFO address the procedure for tendering and the inclusion of preferred contractors.

Outstanding  
Cllr Marsh &  
RFO

#### AP 03-03 Burial Ground Grant funding

Minute Burial Ground Working group to apply for grant funding for the purchase and setting up of the burial ground.

Ongoing  
Cllr Spann

462 08/09 April – Now that the three quotes have been received, Cllr Spann to apply for the grants

#### AP 03-04 Burial Ground Survey

Minute Burial Ground Working group to arrange for a survey to be carried out on the proposed burial ground land

Outstanding  
Cllr Spann

#### AP 03-05 Burial Ground Planning Application

Minute The Parish Council to apply for planning application to change the use of the land for use as a burial ground.

Outstanding  
Cllr Spann

#### AP 03-06 Minerals Core Strategy consultation

Minute All Councillors to send their responses to the Clerk before the next meeting.

Ongoing  
All Councillors

475 08/09 April – Councillors to respond against the 36 questions asked in the consultation before the next meeting.

#### AP 2008 War Memorial

09-01 Clerk to approach Cllr Spann to take on investigation of costs and grants to refurbish the Village War Memorial.

Ongoing  
Cllr Spann

219 08/09 October 2008– Cllr Spann has the forms, which he will fill in and return. November 2008 – forms have been submitted. December 2008 – WREN have agreed that we are able to apply for a grant. Cllr Spann and Cllr Spiers to talk to PCC at their next meeting on 26th January 2009. February – informal response from PCC is supporting of the move subject to necessary approvals and at no cost to the Church. Will be on the agenda of the next PCC meeting. March – the next PCC meeting will be held on 17th March 2009

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**April** – the PCC has agreed to the move but subject to three provisos. See also agenda item 521 08/09

### **498 08/09 Report of the Community Beat Officer**

The PCSO distributed the March report, presented it and took questions.

### **499 08/09 Report of the County Councillor**

Following discussions about the Leamington Road, Highways are looking at its maintenance and repair and also a traffic survey to give data for evidence based proposals.

### **500 08/09 Report of the Borough Councillor**

There is a MP, County Councillor and Borough Councillor surgery on 4<sup>th</sup> April in the Village Hall. There is a meeting on the Gypsy and Traveller situation in the Town Hall tomorrow evening. All of the new recycling bins have been distributed around the Village.

### **Finance**

#### **501 08/09 Chairman's Honorarium**

The Vice Chairman Cllr Marsh Chaired this item

The Parish Council pays a Chairman's Honorarium of up to £700 per year

**Resolution** proposed Cllr Marsh, seconded Cllr Spann, unanimous.

The Parish Council resolves to pay the Chairman's Honorarium of £700 for the financial year 2008-09.

The Chairman Cllr Spiers resumed the chair and chaired the following items.

#### **To agree payments in accordance with the budget**

#### **502 08/09 Payments made since the last meeting**

The payments made since the previous meeting in accordance with Standing Orders were listed and copies had been previously distributed to members.

**Resolution** proposed Cllr Spiers, seconded Cllr Steeley

It was resolved unanimously to accept the payments that had been made since the previous meeting in accordance with Standing Orders and Financial Regulations.

#### **503 08/09 Payments to be made from this meeting**

The payments for authorisation at this meeting were listed and copies had been previously distributed to members.

**Resolution** proposed Cllr Spiers, seconded Cllr Shiner, unanimous.

That the meeting authorises the payments listed.

#### **504 08/09 Receipts since the last meeting**

The members noted the details of the receipts, as listed.

**Resolution** proposed Cllr Spiers, seconded Cllr Steeley, unanimous.

It was resolved unanimously to accept the receipts that had been received and recorded since the previous meeting in accordance with Financial Regulations.

#### **505 08/09 Bank reconciliation**

The members noted the bank reconciliation, as presented.

#### **506 08/09 Revenue, Budget and forecast, Reserves**

The meeting noted and agreed the revenue details, expenditure and forecast details, and the reserves.

#### **507 08/09 Resolution to paint the exterior of Village Hall**

**Resolution** proposed Cllr Marsh, seconded Cllr Loudon, unanimous.

The meeting resolves to spend £115 + VAT on paint for exterior of Village Hall.

#### **508 08/09 Purchase of extended loppers for handyman at £18.27 +VAT**

**Resolution** proposed Cllr Spiers, seconded Cllr Steeley, unanimous.

The meeting resolves to spend £18.27 +VAT on extended loppers for handyman.

#### **509 08/09 Purchase to Printer/scanner/fax and answer machine for Parish Office**

**Resolution** proposed Cllr Marsh, seconded Cllr Sage, unanimous.

The meeting resolves purchase to printer/scanner/fax and an answer machine for Parish Office.

#### **510 08/09 Resolve that handyman can rebuild trailer**

**Resolution** proposed Spann, seconded Cllr Marsh, unanimous.

The meeting resolves that the Handyman may rebuild the trailer at a cost of up to £100. The work when finished to be inspected by Cllr Sage.

#### **511 08/09 Internal Auditor appointment**

Cllr Spiers will approach a suitable known candidate to perform the 2009/10 Internal Audit

#### **To consider Planning Applications and Approvals**

The Chairman took no part in this debate due to his position on RBC. Cllr Marsh chaired the agenda item.

#### **Applications for approval**

#### **512 08/09 9-136 R09/0189/PLN Sports Connexion, Leamington Road**

Renewal of planning permission R/04/0239/06733/P (renewal of planning permission for the erection of a two storey side extension and use for short stay bedroom accommodation in association with the existing sporting facilities) (Officer Richard Redford). The meeting resolved that it had no comments to make on this application.

#### **513 08/09 9-184 R09/0235/HOUS59 High Street**

Erection of single storey front, side and rear extension. (Officer Brian Slater). The Members resolved that they had no comments to make other than neighbour consultation should be carried out.

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**514 08/09 9-185 R09/0256/MDPT Police Training College, Leamington Road**

Erection of a single storey office building with conference, dining, garaging and workshop accommodation with car parking and internal site access road (Temporary permission for up to 4 years). (Officer Nigel Reves) The meeting resolved that it had no comments to make on this application.

**515 08/09 9-191 Service Review Ref 61 67 Holly Drive**

Erection of a rear conservatory (Officer End to end review team) The Members resolved that they had no comments to make other than neighbour consultation should be carried out.

**516 08/09 9-204 R09/0291/MDPT Land on the west side of Oxford Road**

Retrospective application for the use of land as a residential caravan site for gypsy families, comprising of 10 No. pitches for residential purposes including formation of new access and ancillary works, including the erection of an amenity building. (Officer Nigel Reeves). The Members resolved that this application represents inappropriate development of Green Belt land, this is contrary the Rugby Borough Local Plan policy E2, so there should be a presumption against granting this application. Also this site is adjacent to two other approved sites, one now owned and managed by the Borough and the other with temporary planning permission. The Borough site has pitches available to meet the local need and therefore there is no need for this additional site. The existing Borough site has permission for 36 pitches. If granted this would therefore create a large concentration of sites in one small area of the Borough, and naturally place undue pressure on the local services of the area particularly schooling. The Oxford Road is a busy A-road with the national speed limit of 60mph. An increase in traffic emerging onto and off the A423 will impose a safety risk that should be taken seriously. It should be noted that the new temporary access to the Police College development has traffic light control on the grounds of safety.

**517 08/09 Approved applications**

**9-158 R09/0056/ADV Holiday Inn London Road**

Approved. Display of 1 No. internally illuminated freestanding totem sign, 2 No. internally illuminated fascia signs comprising individual lettering and logo and 1 No. internally illuminated free-standing pole sign. (Officer Brian Slater) Decision Date 5th March 2009

**9-159 R09/0061/PLN 23 Avon View Park Homes Oxford Road**

Approved. Provision of wooden decking to the rear. (Officer Nathan Lowde)

Decision date 10th March 2009

The Members noted the approved planning applications.

Cllr Spiers chaired the rest of the meeting.

**Items for this meeting**

**518 08/09 WCC Minerals Core Strategy: revised spatial options consultation**

The Members were asked to consider the 36 specific questions asked in the consultation before the next meeting.

**519 08/09 Risk Assessment**

The Council needs to carry out risk assessments on all the activities it carries out. To begin with the following areas will be addressed, Clerk, Handyman, Cllr Harrow, Community Transport Scheme.

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| <b>AP 04-01<br/>Minute<br/>519 08/09</b> | <b>Risk Assessment</b><br><b>Risk Assessments to be performed on the following areas by the following Members: Clerk – Cllr Spiers, Handyman – Cllr Loudon, Cllr Harrow – Cllr Harrow, CTS – Cllr Steeley</b> | <b>Outstanding<br/>Cllr Spiers<br/>Cllr Loudon<br/>Cllr Steeley</b> |
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**520 08/09 Location of Emergency Plan items**

The meeting resolved that the items should be stored in a Village Hall cupboard and not in the Parish Office.

**521 08/09 War Memorial – Grants**

The required three quotes had been obtained and Cllr Spann will now apply for the grants. Following the PCC meeting the Church Council agreed that the memorial could be moved to the section of what is currently the Church Yard so long as other sites are considered, that the Village is consulted and there is no cost involved to the Church. The Members agreed that there will be a tear-off reply slip attached to an article in the next newsletter.

**Resolution** – proposed Cllr Marsh, seconded Cllr Spann. Unanimous

The Council resolved that in the next Newsletter there will be a tear-off reply slip attached to an article on moving and restoring the War Memorial.

**522 08/09 Parish Plan and Housing needs survey update**

Each Councillor will approach likely candidates for the committee.

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| <b>AP 04-02<br/>Minute<br/>522 08/09</b> | Parish Plan and Housing needs survey<br>Each Councillor will approach likely candidates for the committee | <b>Outstanding<br/>All Councillors</b> |
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**To consider Correspondence requiring a decision of the Council**

**523 08/09 9-137 WRCC Competitions 2009**

Cllr Marsh to investigate the Best Kept Village Competition

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| <b>AP 04-03<br/>Minute<br/>523 08/09</b> | <b>Best Kept Village Competition</b><br><b>Cllr Marsh to investigate the Best Kept Village Competition</b> | <b>Outstanding<br/>Cllr Marsh</b> |
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**524 08/09 9-161 WALC "Being a good councillor and clerk"**

**Resolution** – proposed Cllr Spiers, seconded Cllr Marsh. Unanimous

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The Council resolved that Cllr Mrs Loudon to go on the "Being a good councillor and clerk" - induction day for new councillors and clerks at a cost of £35 when there is a venue near to Ryton on Dunsmore.

**525 08/09 9-192 Mr S Evans Concession fishing permit**

Mr Evans to be put on the waiting list. There was a general lack of understanding on how the permit scheme operates. Cllr Steeley will investigate.

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| <b>AP 04-04<br/>Minute<br/>525 08/09</b> | <b>Meadowlands Fishing Permits<br/>Cllr Steeley to make enquiries about the Parish Concessionary scheme</b> | <b>Outstanding<br/>Cllr Steeley</b> |
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**526 08/09 To consider Correspondence for Members' information**

The information folder contains these items and is to be circulated amongst the Councillors after the meeting. The contents were noted. Advertising is now held in the Parish Office for a limited period.

**Recreation and Amenities**

**527 08/09 Litter pick dates**

The Members resolved the next working party will be on Saturday 2<sup>nd</sup> May 2009, at 10.3am meeting at the Village Hall.

**Village maintenance**

**528 08/09 Holly Drive play area entrance reinstatement**

The entrance has been reinstated.

**529 08/09 Motion under the Public Bodies (Admission to Meetings) Act as amended -That in view of the Special and Confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw**

**530 08/09 2008/09 final salary award for local council clerks (additional 0.3% on interim)**

The details of this nationally agreed final salary award had been distributed to the Members with the meeting agenda.

**Resolution** proposed Cllr Marsh, seconded Cllr Steeley, unanimous.

The meeting resolves to accept and pay the national final salary award of 2.75% (an increase of 0.30% on the interim award) to the Clerk, backdated to 1<sup>st</sup> April 2008.

**531 08/09 2009/10 pay scale increase for Clerk**

The Members discussed the information distributed in advance with the agenda on the Clerk Salary. The Members agreed to an increase in the financial year 2009-10 of one increment on the NALC pay scales.

**Resolution** proposed Cllr Marsh, seconded Cllr Spann, unanimous

The Parish Council resolves to increase the Clerk's salary for the financial year 2009-10 from SCP 32 to SCP 33 (£14.331/hr) on the NALC/SoLCC national scales from 1st April 2009.

**532 08/09 Handyman's contract and duties**

The Members discussed the information distributed in advance with the agenda on the proposed Handyman's contract and duties. The Members agreed document and it will now be discussed with the Handyman to gain his agreement.

**Resolution** proposed Cllr Spiers, seconded Cllr Marsh, unanimous

The Parish Council resolves agrees the Handyman's contract as presented to the meeting and will now move to gain the agreement of the Handyman.

**533 08/09 Annual appraisals**

The Members accepted that there was a need for an appraisal scheme and noted that appraisers should have experience in performing the task. It was noted that the John Cleese training video was a good resource. It was agreed that Cllr Spiers should appraise the Clerk and that the Clerk should appraise the Handyman.

**534 08/09 Item 44 Standing Orders and Chairmanship**

At 10pm the Chairman asked the meeting for a resolution to extend the meeting by 30 minutes

**Resolution** proposed Cllr Marsh, seconded Cllr Harrow, unanimous.

Resolve that the Meeting continue for a maximum time of a further 30 minutes.

**To receive the report from representatives on other bodies**

**535 08/09 Village Hall Committee**

The boiler has been serviced. The Bingo raised £53. The next meeting will be held on 29<sup>th</sup> April 2009 and the AGM will be 20<sup>th</sup> May 2009.

**536 08/09 School Governors' meeting**

The school now has funding for the new building. The School visited the Mayor's Parlour. The musicians have performed at St. Andrew's Church and in Bilton.

**537 08/09 Reports from members**

The Ride on Mower belt tensioner needs replacing and the hand mower is in for repair. RBC are saying the precept went up by 7.5% and not the actual increase of 6.28%. The Members agreed to discuss the Power of Well Being at the June meeting to see if the Council should be working towards achieving the status.

**538 08/09 Date of the next meeting**

The meeting resolved that the next Parish Council meeting and AGM is to be held on Wednesday 6<sup>th</sup> May 2009 at 7.00pm. The Annual Parish Meeting will be held on Friday 15<sup>th</sup> May 2009 at 7.30pm.

The meeting closed at 10.30pm.

Signed \_\_\_\_\_ Chairman.