

## Minutes of the meeting held on Wednesday 6<sup>th</sup> May 2009 in the Village Hall at 7pm

At 7pm the Chairman opened the meeting.

Present:

Chairman: Councillor Ian Spiers (1st item only)

Councillor Geoffrey Marsh (item 2 onwards)

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

Mr Geoffrey Tooke (Clerk).

PCSO Thomas, County Councillor Heather Timms, six members of the public.

### **1 09/10 Election of Chairman**

Cllr Marsh was proposed by Cllr Spiers and seconded Cllr J Loudon. There being no further nominations it was unanimously resolved:

That Cllr Marsh be duly elected Chairman of the Parish Council for the year

### **2 09/10 The Chairman's Declaration of Acceptance of Office**

The Chairman made the Declaration of Acceptance of Office of Chairman of the Parish Council.

### **3 09/10 Apologies for Absence**

Apologies were received from David Sage for personal reasons.

### **4 09/10 Declarations of interests**

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.

### **5 09/10 Election of Vice-Chairman**

There were three nominations for the position of Vice Chairman:

Cllr Harrow proposed Cllr Spiers, seconded Cllr Marsh

Cllr J Loudon proposed Cllr Harris, seconded Cllr S Loudon

Cllr Shiner proposed Cllr Spann, seconded Cllr Harrow

There was a request for a secret ballot

**Resolution** proposed Cllr Steeley, seconded Cllr Harrow

*The election for Vice Chairman of the Parish Council will be by secret ballot*

Unanimous

The Clerk conducted the ballot. As a result of the ballot Cllr J Loudon was duly elected Vice Chairman of the Parish Council for the year.

### **6 09/10 Public participation session**

The members of the public raised the issue of the publication of Coney Farm, Oxford Road, as a site for the formerly proposed Titan Prisons. This is one of 76 proposed sites. The Government now proposes four large prisons. The MP, County Councillor and Borough Councillor will fight any proposal for a prison in Ryton on Dunsmore.

### **7 09/10 Police report**

PCSO Thomas presented and took questions on the crime report. He also stated that he will be holding a surgeries every third Wednesday from 3-5pm in the Parish Office and before the Parish Council meeting.

### **8 09/10 County Councillor's report**

Cllr Timms stated that there will be a survey on the use of Lorries on the Leamington Road, she also said that there will be a county wide investigation into amenity weight limits. The Council should respond by email to the Mineral Core Strategy. Cllr Timms asked to be informed if the Council decides to support the School planning application (see item 31 09/10). Cllr Timms stated that if the Council wished to have parking bays at the butchers, that there is funding available (see

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item 36 09/10). Following the county elections, the Earl Craven Locality Panel on 18th June 2009 in Wolston will be setting priorities.

Cllr Timms is standing for re-election on 4<sup>th</sup> June 2009. Cllr Spiers thanked Cllr Timms for attending the Parish Council meetings and for her hard work for the Parish. The Meeting gave a vote of thanks to Cllr Timms.

Note: due to the presence of Mr G Barnett items 40 09/10 and 41 09/10 took place at this time, but are included with the Correspondence for ease of referencing.

**9 09/10 Dates of and Venue for Council Meetings for the Year 2009-2010**

The meeting resolved to meet on the first Wednesday of the month at 7pm in the Village Hall, but not to meet in August or January, due to Easter the date of the April 2010 meeting is to be decided. The Annual Parish Meeting will be on 15<sup>th</sup> May 2009 at 7.30pm in the Village Hall.

The following appointments were made and resolved en bloc:

**10 09/10 Appointments to groups and responsibilities**

**Planning Working Group**

Planning Working Group Chairman - Cllr Marsh

Planning Working Group members - Cllr J Loudon and Cllr Spann.

The Meeting resolved that the planning applications will be distributed by email.

**Planning Working Group delegated powers**

**Resolution** proposed Cllr J Loudon, seconded Cllr Spann

*The Meeting resolved that the delegated power to respond to planning and licensing applications will be with the Clerk.*

Unanimous

**Recreation and Amenities Working Group**

Recreation and Amenities Working Group Coordinator - Cllr Sage (subject to his agreement)

Recreation and Amenities Working Group members - all or any councillors would be involved as required and appropriate for the particular task.

<b>AP 05-01 Minute 10 09/10</b>	<b>Recreation and Amenities Working Group terms of reference Cllr Marsh to prepare a draft terms of reference for the group</b>	<b>Outstanding Cllr Marsh</b>
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**Burial Ground Working Group**

Burial Ground Working Group Coordinator - Cllr Spann

Burial Ground Working Group members - Cllr Spiers, Cllr Marsh and Cllr Steeley.

**Litter picking party Coordinator** – Cllr Steeley

<b>AP 05-02 Minute 10 09/10</b>	<b>Litter picking dates Cllr Steeley to prepare six dates at two monthly intervals</b>	<b>Outstanding Cllr Steeley</b>
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**Newsletter Coordinator** - Cllr Shiner

<b>AP 05-03 Minute 10 09/10</b>	<b>Newsletter dates and deadlines Cllr Shiner to prepare a schedule of dates and deadlines</b>	<b>Outstanding Cllr Shiner</b>
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**Parish Councillor with responsibility for the Allotments** – Cllr Harris

**Parish Plan Champion** – Cllr Shiner

**Disciplinary and Grievance Panels**

Disciplinary and Grievance Panel Chairman (the chairman is independent of panels and oversees procedure - Cllr Spiers

Disciplinary and Grievance Panel – Chairman Cllr Marsh, members Cllr Spann and Cllr Steeley.

Disciplinary and Grievance Appeals Panel – Chairman Cllr J Loudon, members Cllr Harris and Cllr Shiner.

**Handyman Supervisor** - Cllr Loudon

**To appoint Representatives to Sit on Outside Bodies**

**Village Hall Trust Committee**, Parish Council Representative – Cllr Spiers

**Earl Craven Locality Panel** - Cllr Steeley

**Stonemarket Liaison Group** – Cllr Spiers, Cllr Marsh

**Former Peugeot Site New Owners Liaison Group** – lead Cllr Marsh, Cllr Spann and Cllr Shiner

**WALC** - there is no permanent representative but that representation would be on a meeting by meeting basis.

**School Governor** - Cllr Steeley.

**WALC - Rugby Area Committee** - there is no permanent representative but that representation would be on a meeting by meeting basis.

**Key holder and signatories for the notice boards.**

Cllr Harris will be the key holder for the notice board and that all councillors would be signatories for notices that comply with Parish Council policy. Councillors contact addresses will be stated on the notice boards

**Resolution**, proposed Cllr Spiers, seconded Cllr Spann

*Resolve that all the above appointments be made for the year ahead.*

Unanimous

**11 09/10 Cheque Signatories**

Two Councillors must sign cheques.

The Members resolved to re-approve that all Councillors will be cheque signatories.

**Resolution**, proposed Cllr Spann, seconded Cllr J Loudon

*All councillors should be mindful about signing cheques made out to themselves or their interests and to husband and wife signing the same cheque.*

Unanimous.

**12 09/10 Report on the capital assets and liabilities vested in the Council**

The asset register was noted

**13 09/10 Chairman's Honorarium**

Currently the Chairman's Honorarium is set at £700.

**Resolution** proposed Cllr J Loudon, seconded Cllr Spiers

*Resolved to reconfirm the existing Chairman's Honorarium at £700.*

Unanimous

**Direct Debits**

**14 09/10 Copier Rental**

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

*Resolved to reconfirm the direct debit for the copier rental at £115 per quarter.*

Unanimous

**15 09/10 Data Protection Register**

**Resolution** proposed Cllr Spann, seconded Cllr Steeley

*Resolved to reconfirm the direct debit for the protection register at £35 per annum.*

Unanimous

**16 09/10 British Telecommunications**

**Resolution** proposed Cllr Spann, seconded Cllr Steeley

*Resolved to reconfirm the monthly variable direct debit to British Telecommunications.*

Unanimous

**Approve Following Account for Payment**

**17 09/10 WALC Subscription**

**Resolution** proposed Cllr Shiner, seconded Cllr Spann

*Resolved to approve the payment of the subscription to WALC of £479.00.*

**Risk Management**

**18 09/10 Risk Assessment and management**

The Members were asked to be mindful of any further risks during the year that may need to be added to the risk assessment register.

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

*Resolved to approve Risk Assessment and Management register presented to the meeting.*

Unanimous

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**19 09/10 Approval of Insurance schedule and payment of £2397.88**

The Members reviewed the insurance schedule presented.

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

*Resolved to approve the insurance schedule presented to the meeting and agreed to payment of the premium of £2,193.71.*

Unanimous

**20 09/10 To approve the minutes of the meetings held on 1<sup>st</sup> April 2009**

Proposed Cllr Spiers, seconded Cllr J Loudon

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

**21 09/10 Actions from the minutes of the 1<sup>st</sup> April 2009**

**AP 04-01 Risk Assessment – By September 2009**

**Minute** 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

May – Council to re-use existing documents and processes.

**AP 04-02 Parish Plan and Housing needs survey**

**Minute** Each Councillor will approach likely candidates for the committee

522 08/09 May – Cllr Shiner to be the champion for Parish plans

Ongoing

Cllr Spiers

Cllr Loudon

Cllr Steeley

Outstanding

All

Councillors

**AP 04-03 Best Kept Village Competition**

**Minute** Cllr Marsh to investigate the Best Kept Village Competition

523 08/09 May – Council resolved to enter under the Best Kept Village under the Communities section

Ongoing

Cllr Marsh

**AP 04-04 Meadowlands Fishing Permits**

**Minute** Cllr Steeley to make enquiries about the Parish Concessionary scheme

525 08/09 May – Clerk has a telephone number and will contact the owner

Ongoing

Cllr Steeley

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

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

443 08/09 May – lorry survey to be carried out. WCC amenity weight limits to be reviewed

Ongoing

Cllr Spiers &

Cllr Timms

**AP 03-02 Revision of Financial Regulations – by July 2009**

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

**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.

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

May – no applications for funding until June

Outstanding

Cllr Marsh

& RFO

Ongoing

Cllr Spann

**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

462 08/09

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.

462 08/09 May – land already designated as burial ground, need planning application for use.

Outstanding

Cllr Spann

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

Ongoing

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**Minute 475 08/09**      **All Councillors to send their responses to the Clerk before the next meeting.**      **Cllr Marsh Clerk**

**April** – Councillors to respond against the 36 questions asked in the consultation before the next meeting.

**May** – Meeting resolved that the Chairman and Clerk compose the Council's response.

**AP 2008 09-01**      **War Memorial**      **Ongoing**  
**Minute 219 08/09**      **Clerk to approach Cllr Spann to take on investigation of costs and grants to refurbish the Village War Memorial.**      **Cllr Spann**

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

**May** – Information will be in the next newsletter. The contractor has been chosen.

**22 09/10**      **Section 137 resolutions**

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

*Resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:*

- *Handyman street litter picking (amount from time sheets)*
- *2/5th ride on mower petrol costs for general work in Village (amount from receipts)*
- *Clinic Village Hall hire costs (amount from invoices)*
- *Evergreens (£500.00)*
- *Air Ambulance (£100.00)*
- *Crimestoppers (£100.00)*
- *British Legion Poppy Appeal (£50.00)*
- *WALC-RAC (£25.00)*
- *Youth Club (£500.00)*

Unanimous

**23 09/10**      **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 Steeley, seconded Cllr Spiers

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

**24 09/10**      **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 Steeley, seconded Cllr Spiers

*That the meeting authorises the payments listed.* Unanimous

**25 09/10**      **Receipts since the last meeting**

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

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

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

**26 09/10 Bank reconciliation**

The members noted the bank reconciliation, as presented.

**27 09/10 Summary of Income and expenditure for 2008-09**

The members noted the summaries as presented to accountant.

**28 09/10 Reconfirm Photocopier charges at 10p/sheet**

**Resolution** proposed Cllr Steeley, seconded Cllr Harrow.

*It was resolved that non-parish council use of the photocopier will be charged at 10p per sheet.*

Unanimous

**To consider Planning Applications and Approvals**

**Applications for approval**

**29 09/10 9-224 R09/0323/VARI National Police Improvement Agency Training Centre**

Variation of Condition 12 of planning permission R07/2198/MAJP (Demolition of four existing accommodation blocks and erection of 1 No. new block, provision of temporary construction access to A423 Oxford Road) to read; 'within 4 years of the completion of the works within the site the temporary access shall be removed and the land reinstated to its former use, the highway crossing (verge) hereby permitted shall be reinstated in accordance with the standard specification of the Highway Authority and shall include reinstatement of the boundary hedgerow. (Officer Richard Redford) The meeting resolved that it had no comments to make on this application.

**30 09/10 9-252 Service Review Ref 108 Ryton Fields Farm, Wolston Lane**

Erection of potato store and covered yard (Officer: End-to-end review team). The meeting resolved that it had no comments to make on this application.

**31 09/10 9-285 R09CC024 Provost Williams School, Soden's Avenue**

Erection of new, detached timber pavilion to provide full day care nursery provision as part of extended services within school grounds. The Members had no concerns and resolved that it had no comments to make on this application.

**32 09/10 Approved Applications**

**9-225 R09/0235/HOUS 59 High Street**

Approved. Erection of single storey front, side and rear extension. (Officer Brian Slater)

Decision Date 2nd April 2009

**9-253 R09/0184/PLN Ryton Conservation Trust Steetley Meadows, Church Road**

Approved. Siting of a storage container (Officer Brian Slater)

Decision Date 15th April 2009

**9-262 R09/0189/PLN Sports Connexion, Leamington Road**

Approved. 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)

Decision Date: 16th April 2009

**9-263 Service Review Ref 61 67 Holly Drive**

Approved. Erection of a rear conservatory (Officer End to end review team)

Decision Date: 14th April 2009

The Members noted the approved planning applications.

**Items for this meeting**

**33 09/10 WCC Minerals Core Strategy: revised spatial options consultation**

Meeting resolved that the Chairman and Clerk compose the Council's response

**34 09/10 Allotments – water logging**

The Members discussed the issue, but were not clear as to what they were being asked to do. This also demonstrates the need for an Allotment Association to speak for the interests of all the allotment holders. The Council cannot act on the requests of individuals.

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<b>AP 05-04</b> <b>Minute</b> <b>34 09/10</b>	<b>Allotment Association</b> <b>Cllr Harris to urge the allotment holders to form an association.</b>	<b>Outstanding</b> <b>Cllr Harris</b>
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At 10pm the Chairman asked the meeting for a resolution to extend the meeting by 30 minutes

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

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

**35 09/10 Newsletter – Police and Police Surgery**

The Members agreed to include the Police Surgery in the newsletter. See also item 7 09/10

**36 09/10 Request for white lines for parking bays outside the Butchers**

After discussion the Members agreed that white lined bays would not help and that they do not wish to see more road lining in the Village

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

*The existing view is that the Village does not have white or yellow lines on the road, therefore the meeting resolves to uphold this and not to have white lines for parking bays outside the butchers.*

Unanimous.

**37 09/10 Village Hall fence following theft**

The Members discussed the theft of the Village Hall fence and the options for its replacement.

**Resolution** proposed Cllr Harrow, seconded Cllr Steeley

*The meeting resolved to make the existing posts upright and make a temporary barrier using agricultural fencing and work towards establishing a hedge.* Unanimous.

**38 09/10 Recreation Ground grass mowing 2009**

*The meeting resolved to reject the quote from Connaught for £2940 +VAT as this is far more than previous years and outside the limits of the Council's budget. A firm is coming to quote for the work on Friday, until there is a contractor the Handyman and Cllr Spiers will cut the grass.*

**To consider Correspondence requiring a decision of the Council**

**39 09/10 9-205 RBC Church Road - Ryton open space**

**Resolution** proposed Cllr Spiers, seconded Cllr J Loudon

*The meeting resolved to proceed with the transfer on the understanding that the money identified in the letter is forthcoming.* Unanimous.

**40 09/10 9-247 Mr G Barnett Football Pitch hire on Saturday 30th May 2009**

This is for a charity friendly on FA Cup Final Day.

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

*The meeting resolved to agree to the match providing that the team controls the street parking.* Unanimous.

**41 09/10 9-248 Mr G Barnett Pitch Hire for the 2009-10 season**

A similar request has also been received from existing team Edwin SoM FC. The issue with granting the request to use the pitch and changing facilities for the 2009-10 season is the remodelling of the Recreation Ground and the future of a full size football pitch.

**Resolution** proposed Cllr Spann, seconded Cllr Harris

*The meeting agrees to renew the contract of Mr G Barnett's football team and Edwin SoM FC for the 2009-10 season on the understanding that the Parish Council may give three months notice to cancel the contract due to planned remodelling of the Recreation Ground or other force majeure.*

Unanimous.

**42 09/10 9-249 WALC Induction day for Councillors and Clerks**

Cllr S Loudon is already registered, there were not further requests.

**43 09/10 9-250 WALC Briefing for all Chairman and aspiring Chairman**

The Council will consider this course when it is scheduled at a closer venue to Ryton on Dunsmore.

**44 09/10 9-264 Cllr Robin Hazelton Cllr Gordon Collett Retirement Presentation**

The Members noted the request.

**45 09/10 9-208 WCC Warwickshire minerals Core strategy: revised spatial options**

See item 33 09/10

**46 09/10 9-214 Highways Agency A45/A46 Tollbar End Improvement Scheme**

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To be considered at the next meeting.

**47 09/10 9-230 WCC Bus Service improvements**

The meeting noted the consultation

**48 09/10 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.

**49 09/10 Date of the next meeting**

The meeting resolved that the next Parish Council meeting is to be held on Wednesday 3<sup>rd</sup> June 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 10.33pm.

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