

# Clutton Parish Council

## Monday 21<sup>st</sup> October 2019 in the Village Hall

### Minutes of the monthly meeting of the Parish Council

Present: Councillors A Akroyd, S. Barran, J Bush, D Hayward, R Naish, A Parfitt, D Veale, N Skinner, K Warrington, H Wilkinson, G Williams (Chair), S Davis (Ward Councillor) and Mrs H Richardson (Clerk) and 4 members of public

Item	<b>Public Submissions</b>	Action
	<p>- A resident asked the Parish Council to consider his proposals for a new dwelling on Station Road, pre-application.</p> <p>A resident asked the Parish Council if his Freedom of Information Request had been circulated to all councillors and asked that they vote on any decisions in relation to it.</p> <p>A resident thanked the volunteers that had started to clean-up the hedge on Maynard Terrace. He also offered to cut the hedges in Station Park free of charge.</p> <p>A member of the WI asked if there were any objections the WI decorating the village with knitted poppies again this year.</p> <p>A resident spoke of her dismay at the need for the Parish Council to spend so much time dealing with a request for information from a resident, when they could be spending time and money on more constructive things.</p>	
161/19	Apologies were received from I Myatt, & T Starr. There were no declarations of interest. Cllr Bush wanted clarified that Clutton Playgroup is a charity and that she had no personal financial interest in the ownership of the Cabin.	
162/19	The minutes of the meeting on Monday 16 <sup>th</sup> October 2019 were approved.	
163/19	<p>It was reported that B&amp;NES had established that CURO were responsible for the roots of the hedge at no 1 Moorsfield and B&amp;NES were responsible for the verge between the road and the start of the roots. The Clerk would contact CURO to ask them to attend to the hacked hedge roots.</p> <p>The Larger dog bin has been ordered for Maynard Terrace and once it arrived the existing dog bin will be moved to the bottom of Carlton Close. New bins had been installed at the top of the Avenue &amp; at the Allotments. The Clerk is monitoring the emptying schedule as it is not being done weekly as promised.</p>	
164/19	David Hayward was co-opted onto the Parish Council.	
	<b><u>Planning Consultations:</u></b>	
164/19a	19/0425/AGRA: Lower North End Farm, Lower Bristol Road. Erection of timber monopitch barn and trackway. The Parish Council agreed that they had <b>no objection</b> to this application	
	<b><u>Planning Decisions:</u></b>	
165/19	There were no planning Decisions to report.	
	<b><u>Finance, Legal, HR &amp; Admin</u></b>	
166/19	The Finance reports and payments for October were approved.	

Financial information for the meeting to be held on 21st October 2019			
Cashbook balance reported at September Meeting		£	70,403.58
plus Receipts since last meeting			
Allotment Rents	£	159.00	
B&NES Precept	£	23,967.50	
		£	24,126.50
less Payments since August Cheque Run			
647-659 Cheques per September Meeting	£	4,397.38	
dd NEST Sept	£	109.52	
660 Thatcher & Hallam	£	28,088.00	
		£	32,594.90
Balance per Cashbook at 1/9/19		£	61,935.18
Receipts due			
		£	-
Available before October cheques		£	61,935.18
Cheques to be signed on 21/10/19			
Salary Cheques	£	1,880.65	September
HMRC	£	521.04	Tax & NI
Primrose Garden Maintenance	£	397.72	October grass Cutting
Greenways Grounds Maintenance	£	36.60	Dog bins Emptying
SLCC Membership	£	132.50	Subscription (Shared v
PKF Littlejohn	£	300.00	External Audit
SSE Enterprise	£	111.25	Lighting Maintenance
Jenny Bush Reimburse	£	230.00	Allotments - plants, cup, giftcard
Peter Rogers reimburse	£	6.75	
H Richardson reimburse	£	103.00	Expenses, survey Monkey Mileage
Clutton With Cameley PCC	£	1,000.00	2nd Instalment grant approved minute 181./18
		£	4,719.51
Balance at bank after this months cheques		£	57,215.67
less ringfenced			
Legal Fees		1600.00	
Bins		511.60	(spent 5 months @48.
S106 Open Spaces		11212.00	(39300 less 28088 for
		£	13,323.60
		£	443,892.07

## Parks, Open Spaces & Environment

- 167/19 Station Park Committee reported that the purchase of Station Park was complete and the solicitor has been instructed to draw up the leases for the Scouts and for Clutton Playgroup.
- 168/19 It was reported that members of the Parish Council had met with B&NES to discuss the Community Asset Transfer of Burchill Close Playground and the Village Green. The Parish Council needed to submit an expression of interest following which there would be a consultation for 16 weeks. If no objection, the Parish Council would need to submit a business plan for fine assessment. The Parish Council would invite suggestions from residents prior to submitting the business plan. The process was likely to take a year.
- 169/19 It was reported that a working group consisting of Councillors and residents considered the safety inspection of the play equipment and identified actions that could be carried out by the village operative. **The wooden spider and wigwam** showed significant signs of rotting and were breaking apart leaving exposed nails. It was agreed that these two pieces of equipment posed a serious safety threat and should be removed as soon as possible. Residents would be consulted regarding replacement equipment. Initial suggestions included outdoor fitness equipment and a 'witches hat' roundabout. With the recent loss of the Burchill Close playground, the Parish Council recognised the urgency for the replacement of this equipment. JB
- 170/19 Members of the council who were also on the Allotment Association requested dispensation for decisions regarding the Allotments. As more than 50% of the Council were involved in the Allotment Association (7 out of the 13 councillors) it was agreed that a dispensation should not be granted. This could be reconsidered if the dispensation could be justified for a one-off meeting.

### **Highways, Rights of Way & Infrastructure**

- 171/19 It was agreed that the Clerk should write to B&NES asking for a status of the roadworks on Station Road which had not been worked on for several weeks. Clerk
- 172/19 It was reported that the Village Operative had repaired the shelf in the phone kiosk, reviewed the safety report in the park, attended to small repairs in the park, cleaned up the park after Clutton Carnival, cleared rubbish around Warwick Arms Bus stop, stained benches, cut back bushes/ stinging nettles in play area, removed obsolete signs from lampposts, replaced self-closing hinge on park gate, met with working group reviewing play equipment, cleared leaves & weeds on footpath by park, cleared blocked drains as well as general litter picking & sweeping around the village.  
This month he would need to clear leaves on pavements & footpaths, remove weeds on pavements, continue with maintenance from the play park review, and tidy up the path at the top of the park / back of Moorsfield.
- 173/19 The Parish Council considered the purchase of a leaf blower for the village operative and agreed that this could be considered for the 2020-2021 budget.

### **Community Engagement**

- 174/19 The Parish Council approved the purchase & installation of 2 new noticeboards at the cost of £220 each, One for the Allotment society & a new Parish Council noticeboards to be installed by the phone box – subject to approval from the highways inspector.

### **Correspondence**

- 175/19a It was reported that the Parish Council had received an extensive Freedom of Information Request. It was estimated that the clerk would take in excess of 20 hours to respond to the request which asked for all parish council files on 10 separate subjects. Although the Parish Council had grounds to refuse the request or issue a fees notice to the applicant for £500, it was agreed that the Clerk should do her best to respond with relevant information free of charge, within the time available to try to address the applicants concerns. It was noted that other work was suffering due to the amount of work required to respond to this request.
- 175/19b A resident had reported that Clutton United Charities had failed to lodge their accounts to meet the requirements of Charities Commission but this would be rectified soon.
- 175/19c It was reported that the Parish Churches had invited members of the Parish Council to attend the Remembrance service on Sunday 10<sup>th</sup> November.
- 176/19 The **Ward Councillor** reported that she had followed up on two enforcement cases -one had been closed and one she was monitoring closely. She had been notified that the traffic review of the village would take place in November.  
Road signs for Greville Road & Frances Row should have been installed by CURO before residents were allowed to move into the new houses, and issues had occurred because they hadn't been installed. The Ward Councillor had received confirmation that this would be rectified by CURO as soon as possible.

She has requested that additional leaf clearing was directed to the side of Station Road that was raised at the last meeting.  
The joint Spatial Plan had failed at inspection but plans to progress the Local plan were progressing, albeit the timescale was slightly delayed.

- 177/19
- a) Clutton United Charities would be meeting soon to progress plans for their 400<sup>th</sup> Anniversary celebration.
  - b) The Village Hall committee had installed a PA system which would be available for the Parish Council to use.
  - c) A blocked drain on Clutton Hill would be reported on fix my street,
  - d) The Allotment Association would be meeting on Wednesday 23<sup>rd</sup> October. The Water would be turned off at the weekend.

- 178/19
- The Clerk reported that as many of the councillors were unable to access their email accounts, she would request that they were changed to redirection accounts. Clerk
- Karen Warrington offered councillors training on using Dropbox to councillors and would confirm details.

The meeting finished at 9.16pm

The next meeting will take place on Monday 18<sup>th</sup> November 7.30pm in the Village Hall.  
255 Facebook Likes; 143 Newsletter Subscribers.