

Preston on Stour Parish Council

Clerk: Mrs Elizabeth Jonsson ✉ prestononstour.clerk@gmail.com 🌐 www.prestononstour.org
☎ 07554 314046 Mansell Farm House, Preston on Stour, Stratford on Avon, Warks. CV37 8NL

Minutes of an Ordinary Meeting of Preston On Stour Parish Council held at Three Parishes Millennium Hall, Preston on Stour, Warwickshire on Thursday 22nd March 2018 at 7.30pm

PRESENT: Parish Councillors: Mr W.SPENCER (Chair), Mrs. A. CORSER, Mr. M. JENNINGS, Professor. R. REED and Mr L.SMITH

IN ATTENDANCE: One member of the public, CLLR SECCOMBE (SDC) and MRS. E. JONSSON (Clerk)

1. Apologies for Absence – None.
2. Declarations of interests - None.
3. Acceptance of the Minutes of the previous meeting

Minutes of the Ordinary Meeting held on 25th January 2018 (previously circulated) were **ACCEPTED** as a true record with the following amendment;

“Minute No. 5 - Appointment of Parish Clerk and RFO

IT WAS RESOLVED to appoint Mrs E. JONSSON as Parish Clerk and Responsible Financial Officer (RFO) for an initial period of six months (which commenced on 2nd January 2018) at a rate of £9.50 per hour (standard NALC/SLCC pay rates) for ten hours per month).

4. Public participation

A resident of the village stated a preference for email communication from the Parish Council. CLLR. CORSER confirmed that the Council would look to communicate with the Parish residents by email however the collection of email addresses would need to conform with the requirements of forthcoming Data Protection legislation.

5. Action Points arising from the Minutes of the previous meeting

- .1 Minute No. 13.c – Set up email addresses for Councillors – MJ

CLLR. JENNINGS reported that as he did not have access to individual Councillors devices he was unable to remotely set up email accounts for them. Information would be circulated to enable them to set these up for themselves.

- .2 Minute No. 14 - Tree survey/ gritting bins

The CLERK confirmed that a undertake a tree survey for the Council could be undertaken within budget (£400.00). It was decided to examine the trees using an existing tree survey dating from 2013 and to await confirmation from SDC as to whether this would be acceptable as a basis for new tree work. **ACTION - CLERK**

CLLR. SPENCER confirmed that he would inspect the trees in the Parish, referencing the existing tree survey, in order to avoid the cost of commissioning a new survey unless absolutely necessary. CLLR. SPENCER confirmed that he would look to repairing the lids of the gritting bins rather than incur the costs of replacement.

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- .3 Minute No. 17 – Rearrange meeting venue booking for July

CLLR.SPENCER advised the meeting that as the CLERK was unavailable at the originally agreed meeting date in July that a new date of Thursday 5th July at

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7.30pm was proposed and venue availability confirmed. CLLR. REED offered his apologies for absence in advance due to conflicting commitments.

6. Parish Council Reports

CLLR. CORSER reported on her attendance at “Spotlight on Rural Health and Social Care”. The Council noted the need to be aware of any elderly residents who may require assistance.

CLLR. REED updated the Council on Broadband – no progress to report. CLLR. REED noted that the Government had undertaken to provide a download speed of 20mbps to every household in the UK by 2020.

The report of the Clerk was received and noted.

7. Alscot Tenant’s car parking and track by the Church and Sylvester Cottages (Top Green)

CLLR.CORSER advised the Council that Mr Alun Rees would be the new contact within the Alscot Estate for this issue. It had become custom and practise for tenants living in Sylvester Cottages to park by going across Top Green. A meeting would be held between Alscot, the Church Wardens and CLLR. Spencer as Parish Council Chairman to discuss this. Following a discussion it was decided that a licence fee should be requested by the Parish Council to enable this practice to continue. It was noted that parking by the church risked cars being stuck in the mud. Repairs to the road by the telephone box had not yet been done and a starting date for this from Alscot had not yet been established.

8. Reports from Other Organisations and Council Members

a. Alscot Estate – CLLR. CORSER advised the Council that Mr Rees would attend as Alscot representative at future Council Meetings and that she would summarise Alscot’s report for this meeting. Remedial works had been carried out at The Old Forge which were considered to be an improvement. The proposed site for the Community Orchard had proved to be unsuitable and an alternative (formerly the site of the allotments) was to be considered. Permitted walking routes across the Alscot Estate were still under discussion. Although Atherstone Airfield had been identified as a permissible development site any development was unlikely to be substantial. Alscot Estate have agreed to be responsible for mowing the same areas in the mowing season of 2018 as in 2017. The clearance of recent heavy snow from Parish roads had caused some areas of damage to grass verges and this would be repaired.

b. District Council Ward Member – No report received.

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8c. County Council Ward Member - CLLR. SECCOMBE advised the Council that SDC had moved away from S106 and onto CIL for the majority of planning applications (exceptions included Long Marston and Gaydon). Small developments of ten or fewer homes made no contributions under S106. CLLR. SECCOMBE updated the Council on the Western Relief Road required by Cala Homes development at Long Marston. CLLR. CORSER raised the point that developers should be obliged to provide the infrastructure required as a precondition of planning permission for housing being granted. CLLR. SECCOMBE confirmed that regular meetings were taking place between SDC and Cala homes to resolve all issues. Council Tax bills for the financial year

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2018/19 were also noted and it was further noted that SDC's budget would reduce by £67 million by 2020. In the recent heavy snow most of the gritting crews working to clear roads were volunteers and that huge thanks were due to them. CLLR. SPENCER queried why WCC employed a highways drains contractor who appeared to be based in Chesterfield - CLLR. SECCOMBE offered to look into this.

9. Planning

RESOLVED to make the following comments or actions and up-dates noted.

Application no.	Proposal	Address	Action/ Comment or up-date
<i>18/00297/FUL</i>	Demolition of existing single storey buildings & construction of two and single storey side and rear extension.	Preston Pastures, Admington Rd, Preston on Stour CV37 8NJ	The Parish Council appreciates the need for modernisation of the property and also the incorporation of existing features in the style of brickwork etc. of the proposal. However, the scale of the proposed extension and the use of large glass folding doors and glass balustrade as not in keeping with the original eighteenth century farmhouse.
<i>17/03258/REM</i>	Outline application with all matters reserved for the erection of up to 400 dwellings etc.	Long Marston Airfield, (predominately the South Eastern corner), Campden Road, Lower Quinton, Stratford upon Avon, CV37 8LL	Consultation period ended 25.01.18

10. Mowing Contract

The grounds maintenance contract has been reviewed with a view to cutting costs. The mowing of the new cemetery is no longer included in the contract (as the land belongs to the local PCC). Alscot Estate has agreed to continue to regularly mow parts of the village greens and the verges to further help reduce costs as per the arrangement in 2017. Three quotes have been requested and two provided for mowing and it was agreed to contract with Thomas Fox for the next season (April – October 2018) at a cost of £130.50 (plus vat) per cut.

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It was noted that, whenever possible, cuts would be cancelled so that mowing was only carried out when it was needed, rather than always fortnightly.

11. Governance Review

The New Councillor's Code of Conduct together with the following linked documents [all of which had been previously circulated];-

1. Guidance Document (including flowchart)
2. Declaration of Acceptance of Office Form
3. Declaration of Personal Interests Form
4. Parish and Town Councillor role description
5. Council Resources Policy
6. Social Media Policy

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7. Gifts and Hospitality Policy were considered and

IT WAS RESOLVED:-

1. To adopt the Councillor Code of Conduct as adopted by Stratford -on-Avon District Council on 16 October 2017, so as to replace the Parish Council's existing Code of Conduct.
2. To adopt the documents linked to the Code, namely the above documents 1-7.
3. The replacement Code and linked documents shall come into effect on Tuesday, 1st May 2018.

12. Data Protection: GDPR Toolkit from NALC

Following a discussion it was decided to wait for further Guidance from WALC concerning Data Protection. Email addresses from Parish residents who wish to receive communication from the Parish Council would be collected using an approved form.

13. Financial Administration

- a. **IT WAS RESOLVED** to accept the finance and bank reconciliation reports.
- b. The clerk had not prepared invoices and cheques for payment, it was agreed that these could be approved at the next meeting. The clerk's salary for the period 2nd January to 2nd April (@ £95.00 per month totalling £285.00) was approved for payment by cheque after 2nd April.

14. Correspondence

The list of correspondence was noted.

15. Annual Parish Meeting

It was agreed that the Annual Parish Meeting would be held on the same evening as the Annual Meeting of the Parish Council. The Parish Meeting starting at 7.00pm on Thursday 24th May 2018 followed by the Annual Meeting of the Parish Council at 8.00pm.

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16. Consultations

The following Consultations, which had been received and circulated were noted;

- .1 Development Requirements Supplementary Planning Document Consultation
- .2 Local Council Public Advisory Service – closing date 5th May 2018
- .3 Canal Quarter Regeneration Zone Framework Masterplan Supplementary Planning Document
- .4 Local Government Ethical Standards – closes 18th May 2018

17. Computer hardware and Parish Website

The Clerk confirmed that, following the receipt of a grant from the Transparency Fund of £1872.00, the Council now owned a laptop, printer and software. Still to agree was either the set up of a new dedicated Parish Council Website (two quotes obtained) or as an alternative the development of the Parish Council page on the existing Parish website. **IT WAS AGREED** that further guidance would be sought from WALC and the Clerk would upload recent minutes etc. onto the existing Parish

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Council section of the Parish website as soon as possible and that this would be reviewed at the next meeting.

18. Items for Future Agendas

None

19. Date of Next Meeting

The next scheduled meeting will be the Annual Meeting on Thursday 24th May 2018 at 8.00pm at The Three Parishes Millennium Hall. This would be preceded by the Annual Parish Assembly starting at 7pm.

There being no further business the MEETING CLOSED at 22.05hrs