CLAVERDON PARISH COUNCIL

MINUTES OF THE MEETING HELD MONDAY 3th JULY 2023

CHURCH HALL @ 7.00PM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present:  Cllr. Nick Dargan (Chair)  Cllr. Hazel Spiers (Vice Chair)  Cllr. Claire Hammond.  Cllr. David Goosen Cllr. David Middleton Cllr. Ken Meeson Cllr Martin Fairlie & Ken Flood (Clerk).  Cllrs Ian Shenton and Duncan Parker also joined the meeting. | Apologies:  Steve Lister | 3 Parishioners  Paul Myrescough  Francis Hilton  Yvonne Fairlie |  |  |
|  |  |  |  |  |
| **Agenda Item** | **Agenda Ref** |  | **Status** | **Outcome &/or Action- by Whom/Timescale** |
|  |  |  | Chair Cllr. Dargan opened the meeting at 7.00 pm |  |
| **Declaration of Interest** | **No. 23.7.1.0** |  | The Chair made the specified statement asking for members to declare any interest regarding items to be discussed and voted on. | There were no declarations. |
|  |  |  |  |  |
| **May 23 Minutes** | **No. 23.7.2.0** |  | The Chair signed the Minutes from 9th May 2023 as a true record of proceedings. | Minutes will be posted to the website by the clerk. |
|  |  |  |  |  |
| **Matters Arising** |  |  |  |  |
| **Traffic Calming** | **No. 23.7.3.1** |  | Deferred to later in the meeting for discussion under Portfolios. |  |
| **Bank Transfer** | **No. 23.7.3.2** |  | Cllrs Dargan and Spiers had now transferred the Yarningale Account to UTB. The 32-day account requires 32 days’ notice and that will be transferred on 14th July to complete the entire transfer process. | Cllrs Dargan & Spiers to effect circa 17th July |
| **Public Footpath Breach Lane** | **No. 23.7.3.3** |  | Parishioner Paul Myerscough confirmed that he had received 3 quotations for the work and recommended that we go with the lowest priced quote. He wanted to complete the work in August 23.  There is some doubt over who actually owns the land in question. It appears that it is probably owned by Mr. Dan O’Donnell.  The PC is in contact with Mr O’Donnell.  The recent CIL payment covers 80% of the cost and can be used for community benefit projects such as this.  Cllr Fairlie had also applied for a grant of £1,500 to supplement the project. That is not guaranteed.  Volunteers will be recruited by Paul Myerscough and FoYC will provide equipment for clearing vegetation back from the footpath and recommend some volunteers.  Cllrs Goosen and Middleton proposed that Anthony Haynes be asked to give a view relating to the statement of works that Paul Myerscough would get from the contractors.  Cllr Fairlie recommended that Terram fabric be used to avoid the aggregate being absorbed into the soil.  Subject to the SOW being signed off, the PCs financial support was approved.  Cllr Hammond stated that there are many other footpaths that require similar attention.  Cllr Parker said that if Breach Lane was treated as a sub-group of the PC, the PCs insurance covered volunteers. | Clerk to confer with D O’Donnell  Paul Myerscough to obtain a SOW from the chosen contractor.  Cllr Goosen to ask Anthony Haynes to look at the SOW and approve.  Clerk to coordinate to allow work to begin at the earliest opportunity. |
| **Improving Planning coordination** | **No. 23.7.3.4** |  | Deferred to later in the meeting for discussion under Portfolios. |  |
| **Pavilion Water Metering** | **No.23.7.3.5** |  | Request by clerk to Water Plus to take action to meet to read the meter before 15th July. | As a CIC the Pavilion can and will change supplier if Water Plus continues to drag their heels. |
| **Pavilion Management** | **No.23.7.3.6** |  | CIC will be formed before September’s meeting at which Matt Parker will set out his team’s plans. | Clerk to coordinate. |
| **FoYC Management and management of the Biodiversity Contract** | **No.23.7.3.7** |  | As an unincorporated Association, FoYC will be a Volunteer Community Group.  The PC Lawyer has sent the agreement between the PC and FoYC to Ian Bowater of FoYC.  The PC clarified that FoYC would have autonomy to budget and operate autonomously in line with that financial plan which would be agreed annually with the PC (November each year).  It Treasurer would have access to the Yarningale account to be able to set up payments in line with the budget for authorisation by the Chair.  The clerk clarified that the PC remains responsible for the Biodiversity Contract and public funds; however, with delegated authority, it wants to make FoYC fully accountable for how the resources are used in its area. | Legal documents to be finalised by lawyers – clerk to coordinate. All will be ready for September. |
|  |  |  |  |  |
| **Public Forum** | **No. 23.7.4.1** |  |  |  |
| **Cllr Duncan Parker** | **No. 23.7.5.1** |  | Spoke briefly to give an example of how a petition can be used to put pressure on a County Council. Car Parking in Snitterfield was used as the example.  Cllr Parker also advanced the importance of sub-groups as enablers in a community and the benefit of automatic insurance cover under the PC policy for any subgroup. | The PC has renewed its policy and it does afford such cover. |
| **Cllr Ian Shenton** | **No. 23.7.6.1** |  | Cllr Shenton announced that FoYC recent bids for funding (not Breach Lane bid) had been rejected because it required a report about the impact of previous funding.  He spoke at some length about the funding available with funds such as Shared Prosperity and Social Fabric.  Cllrs Spiers and Fairlie raised the matter of road signs and Cllr Shenton asked for their list.  Cllr Fairlie talked about FOI relative to a recent vehicle accident in Ossets Hole Lane and The Chair asked him to share any relevant details with the PC  Cllr Hammond talked about Saddlebow Lane Potholes and Cllr Shenton asked her to write to him and he would take up the matter.  The clerk asked about his contact for the recent Climate Emergency Conference, and he promised to respond. | Cllr Fairlie to produce a report and reapply in September. |
| **Planning Coordination** | **No. 23.7.8.1** |  | There have been few consultations of late.  It was agreed that Cllr Middleton would take the lead on the more difficult planning consultations and share his opinion with other members.  A discussion about the need to get more involved with understanding the content and limitations of SWDP took place. | These are matters where we need to find our way through quite complex and time involving tasks. The whole thing is still a little vague! |
| **Portfolio Reports** | **No. 23.7.9.1** | Yarningale | Cllr. Fairlie presented his written report. | Clerk to post report as an addendum to these minutes. |
|  | **No. 23.7.9.2** | Communications | Cllr Hammons spoke about the new website (which is a work in progress) and her plans to set up individual sections over time.  She talked about the Parish News and her schedule for that.  She asked the clerk to sort out Facebook access. | Cllr Hammond will develop a Section template.  It could include a call for volunteers.  Clerk to sort w/c 3/7/23 |
|  | **No. 23.7.9.3** | Health & Safety | Cllr Spiers reported on the work Steve Lister had been doing to monitor traffic and speed over a 2-week period. There would be 3 other sites where data would be collected.  Cllr Spiers said that the PC would need to fund £414 for the total monitoring activity by Warwickshire Highways.  Steve Lister was developing a good relationship with the Highways team. | The Chair offered his thanks to Cllr Spiers and Mr Lister. He went on to say that by September he would like to have the project’s long-term objectives and plan. |
|  | **No. 23.7.9.4** | Pavilion | Cllr Goosen reported that he had 2 of the 3 required quotes. The concrete solution would cost circa £5,000.  He has yet to find a contractor to deal with the RoSPA inspection work.  He is undertaking a good deal of the legwork because he is conscious of the burden on Matt Parker | The Pavilion and Recreation Ground will be a CIC with 3 offers by September.  The Chair noted that we need to let Matt parker, Sue Sargent and Emma manage as planned. The Clerk supported that view repeating that the PC have not managed the enterprise in the past, so we have to find a better way.  The PC has to function as a enabler of community groups.  PS RoSPA will reinspect in September 23. |
|  | **No. 23.7.9.5** | Special Projects | Cllr Meeson provided his report and recommendations regarding the telephone box | The cost of refurbishing the box is approaching £1,000. Cllr Meeson is still looking to reduce that by finding a door from an architectural merchant somewhere. |
|  | **No.23.7.9.6** | Planning | Already reported 23.7.8.1 |  |
| **Financial Report** |  |  |  |  |
| **Bank Accounts** | **No.23.7.10.1** |  | As of the 3th July 2023 the Main A/c £74,469 UTB and £604.55 at Lloyds Warwick. Biodiversity A/c £14,366 and Lloyds Deposit is £36,211.  The Treasury account included a £2400 CIL payment. | Bank switch will be finalised 14/7 by Chair. |
|  | **No 23.7.10.2** | Gardening Group | Gardening Group – we paid some money but we need to understand what they do and how we can help them do more. | Clerk to investigate. |
|  |  |  |  |  |
| **A.O.B.** | **No 23.7.10.2** | Boys Sports Ground | Cllr Middleton asked for an update. | Clerk to investigate |
| **Next Meetings** |  |  | September 18th 2023 |  |