**Minutes for the Meeting of Birdingbury Parish Council**

**16th October 2012, held at The Birbury, Birdingbury**

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| **Present** | |  | |
|  | Councillors: D Turner (Chair), I Tipton (Vice-Chair), G Davy, T Healey and C. Morton. Borough Councillor Hazelton. | | |
| **In Attendance** | | |  |
|  | Joanna Bloomfield (Clerk) and four members of the public. | | |

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| 1. | **Welcome and apologies for absence**.  Councillor Turner opened the meeting and welcomed those present. Councillor Morton and Borough Councillor Hazelton had contacted the clerk saying they would be late in arriving. |
| 2. | **To accept apologies for absence**.  There were no apologies for absence to accept. |
| 3. | **Declarations of interest.**  Councillor Davy declared an interest in items 7 and 10. |
| 4. | **Representations from the public.**  A member of the public queried why the Bourton Garden Club welcome letter was no longer accessible on Birdingbury.org web site. The Chair confirmed that as far as she was aware there was no reason, and the member of the public should contact the web site administrator. |
| 5. | **Minutes of the last meeting.**  The minutes of the Parish Council held on 17th September 2012 were unanimously approved and signed as a true record. |
| 6. | **The Hovel** – site meeting report.  The Clerk read the notes of a meeting held on Friday 5th October between a representative from Godfrey Payton and Councillors Turner and Morton where it was suggested that the correct course of action was for Birdingbury Estates to contact CDBF and together they would establish the demarcation registered with the Land Registry and agree on a method of physically marking the border (although not necessarily by means of a fence). Access to the Hovel and to the containers was not at risk but Birdingbury Parish Council had asked to be kept informed of progress, particular if a physical barrier was to be erected. It was decided to accept the advice contained in report. |
| 7. | **The Jitty** – update.  Following the September BPC meetings decision to go ahead with the Jitty steps, Scott Carpenter has time tabled the work for mid-March 2013 but was attempting to bring this forward, in line with the original request for Autumn 2012. The lining and marking to village entrances has still not been timetabled.  (Councillor Morton arrived) |
| 8. | **Grass Verge Cutting.**  As requested at the September BPC meeting, MFM had provided a quote to cut the verge outside the Old Rectory. It was decided not to accept the quote, and the residents of the Old Rectory will continue to cut the verge but probably not as often as before. The issue of verge cutting to be revisited when assessing the Precept requirement at the next BPC meeting.  Action  Clerk to put precept application and grass cutting on the agenda for the November meeting. |
| 9. | **Birdingbury Estates.**  Further to the September BPC meeting, the Clerk had written to RBC and Birdingbury Estates regarding the VW event. Clerk to circulate responses to Councillors.  Action  Clerk to circulate letters to and responses from RBC and Birdingbury Estates. |
| 10. | **Report from Borough Councillor.**  Councillor Hazelton arrived 7.50, and reported:   1. In Stretton on Dunsmore the road by shop was up and Ryton Post Office was closed temporarily. 2. Councillor Turner asked Councillor Hazelton to use his influence to persuade WCC to go ahead with the road markings at the village entrances. 3. Rugby Crematorium is going ahead and there will be tree planting nearby. The group behind the Willoughby Crematorium were preparing to submit a new planning application. 4. Elections for Police Commissioners were to take place on Thursday 15th November. Postal votes are available – please go out and vote. |
| 11. | **Removal of trees in Back Lane.**  Following the decision at the September BPC meeting, the dead trees had been promptly removed from Back Lane. The Chair reminded Councillors that it was the Clerks job to commission works. |
| 12. | **New Bus Shelter.**  The timber frame had been erected but needs to be levelled. There was discussion between members of the New Bus Shelter committee and Councillors on whether to enclose all the notice boards (three inside and three outside) and it was decided that only the outside notice boards needed doors and these would be made of polycarbonate as this was much lighter than glass and was guaranteed for 10 years. Glass would be used on the side panels. It was decided that out of date notices should be taken down when new notices are put up. |
| 13. | **Playing Field Hedge.**  The Recreation Field Committee had applied to the Woodland Trust and were to receive a number of plants for hedging, to be delivered before 9th November. It was not known exactly what but when they arrive, the committee will take advice. Six horse chestnuts trees required renewed ties. The RFC was also looking into the flaying of the hedge. Councillor Davy to report back at November BPC meeting.  Action  Councillor Davy to report on progress at the November BPC meeting. |
| 14, | **Reports from Councillors.**   * Councillor Morton: had been approached by the Allotment Society to see if BPC would fund the removal of trees fronting Shaker Lane. The Society would sell logs to help pay for it. It was decided that as the church owns the allotment site, Councillor Morton should refer the Society to the PCC. * Councillor Tipton: The Emergency Plan had been finalised and copies given to the Chair and the Clerk and one would go into the Emergency Pack. The Chair thanked Councillor Tipton for all the work he had put into the Emergency Plan. * The Clerk was asked to write to Birdingbury Estates and ask that any future events be announced on Birdingbury.org so that residents got prior notification. * A number of breeze blocks had been ‘fly tipped’ at the viaduct. The Clerk was asked to call Warwickshire County Council to get them removed.   Actions  Clerk to write to Birdingbury Estates asking for future events to be advertised on Birdingbury.org  Clerk to contact Warwickshire County Council to clear breeze blocks from viaduct. |
| 15. | **Correspondence requiring action.**  It was decided that Councillor Turner would attend ‘How to Make Effective Planning Applications’ training in November and the Clerk would attend ‘Off to a Flying Start’ training in December.  Action  Clerk to enrol Councillor Turner and self on training courses. |
| 16. | **Financial Issues**  16.1 Approval of Cheques  The following cheques were approved and signed:   * Godfrey Payton – re The Hovel: cheque no. 502 £10.00 * Birbury Committee – rent: cheque no. 503 £45.00 * Back Lane Tree Removal: cheque no. 505 £115.00 * MFM Grass Cutting – September: cheque no. 505 £264.00 * Clerk fees and expenses – September: cheque no. 506 £182.25 * Clement Keys audit of Annual Return: cheque no. 507 £162.00   16.2 Financial statement: Circulated by the Clerk. A commitment for £700 to the PCC for document storage cupboards was no longer applicable. Filing cabinets, preferably second hand, were being sought instead. The Clerk was asked to arrange with Zurich to insure the bus shelter so far.  16.3 Financial Audit – Clement Keys opinion. The Clerk reported that Clement Keys had given an unqualified audit opinion.  Action  Clerk to contact Zurich to insure the Bus Shelter so far. |
| 17. | **Planning Issues**   * The Boat Inn, Birdingbury – R12/1478: the Clerk reported that the planning application had been approved. * The Barn, Back Lane, Birdingbury – R12/1682: Councillor Turner apologized to the Council for not following the planning protocol when the original application had been received. Since the September BPC meeting, an amended application had been received. Councillors Tipton and Healey visited the site and spoke with the applicant. They had decided that the BPC should offer ‘No Comment’ and this was reported back to RBC by the Clerk. |
| 18. | **Highways**   * Hole in Long Itchington Road verge. As this was still outstanding, and no correspondence had been received from Mark Widdows, the Clerk was asked to pass the details on the Borough Councillor Hazelton and ask him to use his influence to resolve the matter. * Councillor Morton reported that although the verge at the back of Mansfield House had been damaged, the contractors working at the premises had agreed to make good.   Action  Clerk to pass details relating to Long Itchington Road verge to Borough Councillor Hazelton. |
| 19. | **Newcomers to the village.**  There were new residents at Yew Tree, and those in Back Lane were yet to be visited. A Parish Plan was to be delivered to Councillor Morton. |
| 20. | **Business considered urgent by the Chair** (and not elsewhere on the Agenda).  There were not items of considered urgent by the Chair. |
| 21. | **Date of next meeting**  The next meeting of the Birdingbury Parish Council is to be held onTuesday 20th November 2012 at 7.30pm at the Birbury. |
|  | There being no further business, the Chair closed the meeting at 8.45pm  Signed ................................................................ (Chair)  Date ..................................................................... |