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

**21st February 2012, held at The Birbury, Birdingbury**

**Present**

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|  | Councillors: D Turner (Chair), I Tipton (Vice-Chair), G Davy, C Morton and  T Healey and District Councillor Hazelton. |

**In Attendance**

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|  | Joanna Bloomfield (Clerk), Graham Stanley, WCC Traffic Engineer and nine members of the public. |

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| **1.** | **Declaration of Acceptance of Office by new councillor**  Councillor Terence Healey, co-opted at the meeting on 17th January 2012 signed his Declaration of Acceptance of Office and Notification of Financial and Other Interests. |
| **2.** | **Apologies for absence**  There were no apologies for absence. Although District Councillor Hazelton had not yet arrived, he was expected. |
| **3.** | **To accept apologies for absence**  There were no apologies for absence to accept. |
| **4.** | **Declarations of interest**  Councillor Davy declared an interest in Items 7.4 as her family owns adjacent land and 12.2 as she is related to the applicant.  Councillor Turner declared an interest in Item 10, as she is a member of the Local History Group. |
| **5.** | **Representations from the public**  There were no representations from the public. |
| **6.** | **Minutes: to approve the Minutes of the last meeting of the Council on 17th January 2012**  The minutes were unanimously approved and signed as a true record. |
| **7.** | **Matters arising from the Minutes**  **7.1 Speed Aware and Road Safety concerns**  Graham Stanley, WCC Traffic Engineer attended the meeting to report back to the Council on the costings for work which could be done under the RBC Rural Development Grant (15/11/11-7.3) and to help Councillors and the attending public to evaluate the results of the Speed Aware survey (17/01/12-6.5). He advised that it would be possible to do another trial after work was complete and that as the Area Committee Works funding was agreed every January, it was an option to go back to apply for more funding (although this was rare) if solutions put in place did not produced the require effect.  It was agreed that the main area of concern was Marton Road, which was being used as a rat-run. Councillors looked at various design of ‘gateway’ signage used in other villages, with an overall effectiveness of reducing speed by 2-6 mph. Signs now required to have frangible poles which have Safety Audit approval and two such signs could be placed on Marton Road heading into the village. It was not possible to move the 30mph signs as they needed to be placed where there was a change of scenery, and were currently in the only available position but it was possible to make representation to have the speed limit on approaches to the village reduced. The cost of two signs, the carriage markings and roundels (earlier agreed) would come to £2,000.  It was proposed by Councillor Tipton and seconded by Councillor Davy to accept, and was carried unanimously.  This left a balance of £11,500 (in the RBS grant together with the PC contribution) plus the possibility of £500 from the Highway Maintenance Fund. Discussion took place on the best use of this money, with the two main claims being:  (i) the provision of safe walkway from the village to the Church by means of a footpath at £12,000  (ii) the re-surfacing of the Jitty at £8,000 and work on the kerbing at Master’s Court at £1,500.  As the Jitty was an adopted road, it was a matter for Maintenance and could be on the list for re-surfacing (but not alteration of the ramp) in the next five years at no cost to the village but as a Safety issue, councillors were aware that the residents in the area were mainly elderly.  Whichever was chosen, work could begin April/May 2012. Graham Stanley suggested that he contact Maintenance to ascertain where the work to the Jitty and Master’s Court was on the list, to inform the final decision which was adjourned until the next meeting. It was suggested that RBC could be approached to move the work on the Jitty and Master’s Court up the list, District Councillor Hazelton was happy to give his support and asked to be sent copies of relevant correspondence. Graham Stanley would speak to department responsible for issuing the grant to advise that BPC was endeavouring to use the money wisely in a sustainable way.  The chair thanked Graham Stanley for his attendance.  Actions:  **Clerk** to (i) put decision on the RBC Grant on the agenda for March.  (ii) contact The Highways Authority to request re-surfacing of the Jitty  and mending of kerbing at Master’s Court be brought forward as a  Safety issue.  (iii) copy District Councillor Hazelton in on correspondence with  reference to Road Safety issues.  **7.2 Lottery Grant for village website – completion of Grant Return**  Councillor Turner proposed that Dallal Stevens and Graeme Falkner each be paid £400 for the work they had put into the website.  **Agreed** unanimously.  It was decided that Councillor Morton would seek advice as to including the sale of the Apple Mac computer, and the subsequent ring-fencing of the monies accrued, on the Grant Return, even if this resulted in the repayment of the £650. The Chair pressed the urgency of returning the form by 28th February, or all the grant would need to be repaid.  Councillor Morton undertook to return the form to the Clerk, so that it could be submitted on time.  Actions  **Clerk** to send cheques to Dallal Stevens and Graeme Falkner.  **Councillor Morton** to take advice and complete the Grant Return.  **7.3 Community Emergency Plan for Birdingbury: Update Plan**  No progress to report.  Actions  **Clerk** to (i) investigate registering with Data Protection.  (ii) put Community Emergency Plan on agenda for March.  **7.4 The Hovel – update:**  Councillor Morton: no progress to update.  **7.5 Replacement of destroyed bus shelter and notice-boards**  Councillors had received various leaflets with designs for shelters and noticeboards. As these were variable in design from completely enclosed to just a canopy, it was decided that villagers could view these during the Village Forum on Saturday 10th March at 11.30am which follows-on from The Swap Club. They would be asked which of the designs would be appropriate or whether a replica should be commissioned. The designs for the Jubilee mugs would also be on display. Councillor Turner would draft a flyer.  In response to questions about how the cost of replacement could be met (since the old shelter had not been insured) Councillor Turner advised that a 100% Rural Capital Fund could be available for the replacement. Dick Withington advised that the PCC would like to work with BPC and share cost.  It was suggested that a free standing noticeboard would be preferable and could be temporarily situated near the seat where the bus shelter had been. If the Council agreed a re-vamp of the whole area, this could easily be re-sited. When taking into account the views of the village, priority should be given to the sensitivity of those living near.  As the bus shelter had been completely flattened, Planning Permission would have to be sought for re-building, although if it was promoted by RBC this may be waived. No Planning Permission would be required for a free-standing notice board.  Actions  **Councillor Turner** to draft flyer for Village Forum.  **Clerk** to enquire of RBC whether Planning Permission will be required.  **7.6 Possibility of increasing PC membership**  In response to a request by a member of public at the last BPC meeting, the Chair had investigated the issue of increasing membership of the Council. The advice from WALC was that it could not be increased in this council’s lifespan but could be put in place prior to the next election in 2015.  **Agreed** that no action be taken at this time.  **7.7 Children Survey**  Councillor Day advised that there were 75 children in village up to age of 16. Councillor Morton advised that 200 mugs would probably be ordered, with surplus for sale. Submitted designs to be on view anonymously during 10th March Village Forum, decision to be taken then. A reminder of the vote should be on the flyer.  **7.8 Grass Mowing Contract – Identifying & updating areas to be cut**  It was agreed that an up-to-date plan of the village with areas of cutting identified should be obtained.  Action  **Clerk** to contact MFM to obtain up-to-date details of grass mowing areas. |
| **8.** | **Reports from Councillors (other than Planning and Highways Issues)**   * Councillors Davy and Turner attended ‘Neighbourhood Planning Training’. Guidance not through yet, so more training available in autumn. Less of an issue for BPC than other councils. * Councillor Morton:  1. BT Infinity. Problems because of multiple collapses between Marton and Bridingbury, possibly due to tractors and other heavy vehicles. BT apologetic for obstructions to highway. All villagers will be able to enter into contract with BT, material still at draft stage.   (ii) Heartstart. Councillor Tipton had emailed Liz Ellis, would chase up.  (iii) Jubilee mugs – previously discussed.  (iv) NHW looking for funding of signage against cold calling and  indicating use of Safe Water. Four Official Trading Standards signs  at £25 each. As there was an apparent link between door-to-door  salesmen and crime, signs would support villagers to say “No” to  door-to-door salesmen and to approach people in the village to  ask to see Pedlar’s Certificates. Councillor Turner proposed that  BPC underwrite cost.  **Agreed** unanimously.  Actions  **Councillor Tipton** to follow up email to Liz Ellis.  **Clerk** to (i) place BT Infinity on agenda as standing item.  (ii) advise NHW that BPC would underwrite the cost of four Trading  Standards signs. |
| **9.** | **Reports from District and County Councillor**  In response to a previous request, ‘Report from District and County Councillor’ was moved higher up the agenda in order that District Councillor Hazelton could move on to his next meeting.   * Following the recent spate of criminal activity in the village, Cllr Hazelton had spoken to the police who reported that Birdingbury was not alone, and that they were on the case. * Recommended the Speed Aware Report – could Councillors please use their influence with other PCs to instigate similar. BPC ‘a model’. The Chair suggested that it was raised at the Dunchurch Division Community Forum on 14th March and she would speak on the subject. * A Councillor at Thurlaston who was actively pursuing the conservation of the village pump would like to be contacted to compare notes. Third pump in the area at Dunchurch. * Schools being re-financed – governors should be aware. * Health being re-vamp. * Would willing give full support on any maintenance issues, particularly in relation to the Safety Development Grant – please keep fully informed, early for greatest effect. |
| **10.** | **Correspondence requiring action (and not elsewhere on the Agenda)**   * WALC Briefing Day. As no training for new councillor or clerk was timetabled until June, it was suggested that the clerk and Councillor Healey attend the Briefing Day being held at Myton School, Leamington, at a reduced cost of £37 for two attendees. * Village Pump. Letter received from Ian Palmer of The Malt Barn, read to council by the Chair. As the pump could be seen as general street furniture, application could be made to village funds but first investigations into the cost of restoration, which may also include iron work, were required. Councillor Davy undertook to contact a carpenter in the village for advice and quote. * Manure Dumping. Dick Withington advised that RCB had visited the location and considered that no action was required. * RBC: Hedgerows Audit update. Paperwork contained in correspondence file which had not been returned to Chair. To be placed on agenda for March meeting. * History Group. An application had been received from Birdingbury Local History Group for funding of £700 to help provide long-term storage for Birdingbury Records and Archives by ‘constructing and installing a bespoke floor-to-ceiling oak cabinet in St Leonard’s Church’, and attached quote for £1,978.35. £700 had already been secured from The Birbury and the PCC were to discuss funding at the next meeting.   Following discussion, including Dick Withington from the PCC and Chris Barney, resident and craftsman, surrounding the advisability of storage, the statutory duty of the council to protect archive material and make it available to the public and the suitability of the location and materials of the work, it was decided, subject to the BPC archive being kept separate from other stored material, that (i) the Council would like to store their records at the facility and (ii) to help with the cost.  Both were proposed by Councillor Davy, seconded by Terence Healey and supported by the other two Councillors (Councillor Turner abstained due to interest).   * Neighbourhood Watch leaflet drop (brought forward by request of Councillor Morton). NHW requested funding for leaflet drop informing villagers about Pedlar’s Certificates and NHW contacts within the village, to be included with pack containing NHW door/window sticker and door/window leaflet indicating that “no cold callers welcome” which are being provided by the police. It was proposed by Councillor Turner that BPD underwrite cost, seconded by Councillor Davy, carried unanimously.   Actions  **Clerk** to (i) enrol herself and Councillor Healey on WALC Briefing Day.  (ii) put RCB Hedgerow Audit on agenda for March meeting.  (iii) to advice the Local History Group of BPC decision.  (iv) to advice NHW of BPC decision.  **Councillor Davy** to investigate cost of restoration of the Village Pump. |
| **11.** | **Financial Issues**  Councillors approved all invoices and payments be made as stated below:   * Cheque 000478 : £40.00 Birdingbury Community Fund - hire of Birbury for January * Cheque 000479: £45 W Robinson – fee for Acting Clerk * Cheque 000480: £197.46 G Bailey – fee for Acting Clerk * Cheque 000481: £400 Dallal Stevens – website costs * Cheque 000482: £400 Graeme Falkner – website costs |
| **12.** | **Planning Issues**  R11/2040: permission granted, noted  R11/1768: Clerk read response from Nisar Mogul, RBC Planning Officer, indicating that the Applicants had blocked the road with cones so that it was not used. As this was a Safety issue, the Clerk was asked to write to the Enforcement Officer informing him that the slipway was still in use and to follow-up objection to the erection of signs (see BPC Meetings 18.10.11 and 09.12.11)  R12/0010: Councillors Davy and Turner visited and recommended approval. Application granted by RBC – noted.  Discussion around the perceived break in the protocol of planning was robust.  Temporary Clerk Bill Robinson, who is also Warwickshire WALC Tutor, had advised on the re-wording of item 2.5 : ‘Chair will then decide ... and instruct the Clerk accordingly’ to be replaced by ‘Where time does not permit a full Council Meeting, the Clerk (in consultation with three Councillors) will make the decision’.  **Agreed** unanimously.  Actions  **Clerk** to (i) inform RBC of the Parish Council’s views on R11/1768.  (ii) amend the Planning Protocol to reflect the advice given by Bill  Robinson. |
| **13.** | **Highways**  The damaged sign had been repaired by villagers. |
| **14.** | **Newcomers to the village**  There were no newcomers to the village. |
| **15.** | **Business considered urgent by the Chair**  There was no urgent business, not previously covered, to be discussed. |
| **16.** | **Dates of forthcoming meetings:**  The next meeting of the Birdingbury Parish Council is Tuesday 20th March 2012 at 8.00pm at the Birbury.  Future meetings will be held on Tuesday 17th April and Tuesday 16th May (AGM). The Annual Village Meeting will be held on Tuesday 24th April.  There being no further business, the Chair closed the meeting at 10.25pm  Signed ................................................................ (Chair)  Date ..................................................................... |