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

**20th March 2012, held at The Birbury, Birdingbury**

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| **Present** | |  | |
|  | Councillors: D Turner (Chair), I Tipton (Vice-Chair), G Davy, C Morton and T Healey and District Councillor Hazelton. | | |
| **In Attendance** | | |  |
|  | Joanna Bloomfield (Clerk), Graham Stanley, WCC Traffic Engineer and five members of the public. | | |
| 1. | **Welcome & apologies for absence.**  Councillor Turner opened the meeting and welcomed those present. There were no apologies for absence. Although District Councillor Hazelton had not yet arrived, he was expected. | | |
| 2. | **Acceptance of apologies for absence.**  There were no apologies for absence to accept. | | |
| 3. | **Declarations of interest.**  Councillor Davy declared an interest in item 12 as she is related to the applicant. | | |
| 4. | **Representations from the public.**  There were no representations from the public. | | |
| 5. | **Minutes of the last meeting.**  The Clerk pointed out two minor corrections made to the minutes of the meeting held on Tuesday 21st February 2012 which had previously been circulated (item 12, ‘was’ substituted for ‘way’ and ‘is’ substituted for ‘was’), which were accepted. The minutes were unanimously approved and signed as a true record. | | |
| 6. | **Reports from District and County Councillor**. (agenda item 7)  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.   * A chart of new NHS is now available. * Formula grant for schools changed – WCC portfolio holder. * In response to questions from councillors, Cllr Hazelton explained the procedure for ‘calling-in’ a planning application to a Full Planning Committee. * Mobile police station around villages. Birdingbury has good relationship with police and NHW. * Dunchurch forum – feedback would be appreciated. * Locality Plan – more detail to follow soon. | | |
| 7. | **Matters arising from the minutes of 21st February 2012** (and not elsewhere on the Agenda). (agenda item 6)  7.1 **Speed Aware and Road Safety.**  Graham Stanley, WCC Traffic Engineer attended the meeting to report back. He had contacted Michelle Dickson, Housing & Community Development Team Leader at RBC, who had advised that the work to the Jitty and Master’s Court discussed at previous meetings were outside the remit of the Rural Grant as they were maintenance issues not improvements for road safety. Whatever was decided, she required a summary of the revised proposals and costs for forwarding to the Grants Working Party. Although there was no time scale for the review, work could begin as early as April.  Yellow markings had recently appeared on the Jitty where the footpath had fallen and slabs moved and footpath along Marton Road, signalling attention from Highways and, hopefully, intention of work to be done but not in the lay-by where Severn Trent manholes were causing problems. Graham Stanley to ask why and report back.  After a short discussion, it was proposed by Councillor Davy and seconded by Councillor Healey that a request be made for work on the extension of Main Street footpath to link the village to the church. **Agreed** by four votes in favour to one against.  The Chair thanked Graham Stanley for all his hard work. Council asked the clerk to write to Graham Stanley with their thanks.  The issue of kerbing outside Master’s Court could be looked at again when reviewing BPC end of year finances.  Actions  **Clerk** to send Revised Rural Grant Bid, as agreed by Council, to Michelle Dickson  **Clerk** to write to Graham Stanley.  **Clerk** to put Master’s Court under Financial Issues on agenda for next meeting.  7.2 **Personal Statement.**  The Chair read a personal statement.  7.3 **Lottery Grant Returns Form.**  Councillor Morton had returned the Lottery Grant Returns Form, after taking advice from WALC, by guaranteed delivery. He had received a reply asking for clarification relating to the sale of the Apple laptop. It was agreed that the Chair and the Clerk would look out the minutes relating to the issue and copies of the invoices and bank statements, in response as soon as possible.  Councillor Tipton proposed, and Councillor Davy seconded, that a Windows compatible laptop be purchased for the use of the Birdingbury Parish Clerk. **Agreed** by four votes in favour and one abstention.  Action  **Clerk** to explore acquisition of a laptop and report to next meeting.  7.4 **Community Emergency Plan for Birdingbury.**  Further details at next meeting. Chair to mention in Birdsong, Plan to be published on website.  Action  **Clerk** to put Community Emergency Plan for Birdingbury on agenda for next meeting.  **Chair** to include Community Emergency Plan for Birdingbury in Birdsong article.  7.5 **The Hovel.**  Councillor Morton trading calls with Godfrey Payton. More details at next meeting.  Action  **Clerk** to place The Hovel on the agenda for the next meeting.  7.6 **Replacement of destroyed bus shelter and notice-boards.**  As a result of the consultation at the Village Forum on Saturday 10th March, a ‘unique Birdingbury’ solution had been requested. A small committee was presently drawing up plans and looking at costing, which would be presented at the Annual Village Meeting. Remit to go beyond bus shelter and notice-board to include the whole area.  The Clerk had contacted RBC who said that no planning permission would be required as long as it did not exceed 200 cubic metres but to contact WCC. Graham Stanley provided contact details of officer within WCC who had responsibility for Bus Shelters and indicated there was a procedure to follow, some funding may be available.  Action  **Clerk** to pursue for next meeting.  7.7 **Data Protection.**  Clerk reported that she had completed the Data Protection Registration but it required a bank mandate for standing order of £35 per annum. Signed by two signatories. Clerk named as Data Controller and preparing Information Security Policy. Data to be held on BPC laptop only.  7.8 **Grass Mowing Contract.**  Council reviewed the plan. MFM had indicated the areas mowed under the contract by highlighting the areas in green. Several areas that Councillors thought should be included in the contract but not indicated, were highlighted in red. The Clerk was asked to contact MFM and clarify situation.  Action  **Clerk** to contact  7.9 **Village Pump.**  Councillor Davy reported that the original pump was a hollowed apple tree trunk. She had sourced a replacement, although probably not apple, free of charge to the village. Councillor Davy and another villager would clean up the iron works. Further report next meeting.  Action  **Clerk** to place Village Pump on the agenda for the next meeting.    7.10 **Protocol on Dealing with Planning Applications.**  Clerk reported that she had amended the protocol as agreed at the last meeting. Councillors asked that this be circulated electronically.  Action  **Clerk** to circulate updated Protocol on dealing with Planning Applications electronically | | |
| 8. | **Reports from Councillors.**   * Councillor Davy:  1. reported on activities held at The Birbury. 2. attended the Dunchurch Forum where Birdingbury NHW had been complimented; Phil Robson’s address equated £7 Council Tax to 35 police officers, 15th November election of Police & Crime Commissioner for Warwickshire, polling in Birbury – encouraged to engage in process; decided priorities for Locality Plan.  * Councillor Tipton:  1. still no response from Liz Ellis. 2. complaint from resident about red van parking on Leamington Hastings Road, on verge leaving barely enough space to walk and blocking view of traffic. Council asked Clerk to write to occupants, rather than involving police. 3. Recreational Field AGM – continuing usual working parties; looking into replacing depleted bark with substitute; Diamond Jubilee ‘Olympics’ 3 -5 June; oak sapling purchased from Royal Estate, has to be planted before Jubilee, protection required.  * Councillor Morton:  1. Jubilee Mugs - £20 prize donated by winner to bus shelter fund. Orders coming in. Presentation of boxed and named mugs to be timetabled on Saturday afternoon. 2. BT Infinity. Attended photo shoot. Marton gone live. Birdingbury to go live end of April/May. Cost still uncertain. Asked Chair to mention in Birdsong. 3. NHW asked for consultation with villagers regarding Smartwater signs as this would add to the street furniture in the village.  * Councillor Healey:  1. Attended WALC Briefing Day, including Insurance workshop.  * Councillor Turner:  1. Wished to register work of NHW, Jackie Morton does tremendous job, model for other parishes. Clerk asked to write and pass on compliments 2. Would enquire how many hits the Birdingbury website had received and report back to Councillors   Actions  **Clerk** to write to resident about inappropriate parking of red van.  **Cllr Morton** to include BT Infinity update  **Chair** to include question on Smartwater signs in Birdsong article.  **Clerk** to write to Jackie Morton with Council’s appreciation of her work.  **Chair** to report back to Council on number of hits on Birdingbury website. | | |
| 9. | **Amendment to Standing Orders.** (agenda item 8)  Councillor Tipton had previously circulated amendment to Standing Orders for discussion by Council. It was decided that the amendment should apply to Planning Applications only. Councillor Tipton, in consultation with Chair and Clerk, to work on wording and bring to next meeting.  Action  **Cllr Tipton** to word amendment to standing order, in consultation with Chair and Clerk  **Clerk** to put Amendment to Standing Orders on next agenda | | |
| 10. | **Correspondence requiring action** (and not elsewhere on the Agenda).   * RBC Hedgerow Audit. Councillor Davy to speak to RBC to ask what is involved. Chair to mention at Annual Village Meeting * Parish Verges. Previously discussed under Speed Aware and Road Safety issues. * Clerk read email received from Birdingbury History Group requesting permission to display passed BPC minutes. Chair declared an interest. Agreed by four votes.   Actions  **Chair** to include RBC Hedgerow Audit in address to Annual Village Meeting.  **Clerk** to respond to Birdingbury History Group. | | |
| 11. | **Financial Issues.**  11.1 Approval of cheques  Councillors approved all invoices and payments be made as stated below:   * Cheque 000483: £45 – fee for acting clerk * Cheque 000484: £185.69 – February fee for clerk, including WACL Briefing Day   11.2 Statement of accounts  Statement of accounts were circulated for Councillors to review. Chair asked that Councillors think about balance, in relation to paying for kerbing at Master’s Court for next meeting | | |
| 12. | **Planning Issues.**   * R11/1768. Clerk reported that, in line with Protocol on Dealing with Planning Applications, three Councillors had visited and clerk reported view back to RBC Planning Officer. Council asked clerk to forward relevant correspondence to Cllr Hazelton for information and comments. Should RBC approve against decision of BPC, ask Cllr Hazelton to ‘call-in’. Council also asked Clerk to contact RBC Planning Officer and ascertain how things stood.   Actions  **Clerk** to (i) forward correspondence to Cllr Hazelton   1. Contact RBC Planning Officer | | |
| 13. | **Highways.**   * Damage to footpath sign on Stockton Road. Clerk requested to contact WCC Footpath Officer. * Application for road closure. Jubilee Street Party to be held on Tuesday 5th June, Council asked Clerk to write to RBC and request closure of Main Street from 10.00 am – 5.00 pm. Police have been notified and will provide cones.   Actions  **Clerk** to contact WCC Footpath Officer re: sign on Stockton Road.  **Clerk** to apply for road closure on Tuesday 5th June. | | |
| 14. | **Newcomers to the village.**  There were two new babies born into the village recently. Chair to deliver cards.  New residents at 4 Old Orchard, Back Lane. Councillor Morton already visited but would like a copy of the Village Plan.  Action  **Cllr Morton** to deliver copy of Village Plan to 4 Old Orchard, Back Lane | | |
| 15. | **Business considered urgent by the Chair.**  There was no business considered urgent by the Chair, and not covered in the meeting. | | |
| 16. | **Dates of forthcoming meetings.**  Next Parish Council Meeting – Tuesday 17th April  Annual Village Meeting – Tuesday 24th April  After some discussion, it was decided to hold the Annual Village Meeting at the Birbury, depending on attendance, a large venue may be agreed for September meeting. Chair to mention in Birdsong.  There being no further business, the Chair closed the meeting at 10.10pm  Signed ..................................................................... (Chair)  Date ......................................................................... | | |