

**Minutes of Meeting held on Tuesday 16th April 2019
at the Birbury, Birdingbury**

Present: Councillor Preston, Cllr Mrs Davy, Cllr Mrs Turner

In attendance: Jackie Chapman (Clerk)

1. Welcome.

Cllr Preston opened the meeting at 19:35hrs and welcomed those present.

2. To accept apologies for absence

Cllr Mrs Morton and Cllr Tipton.

3. Declaration of interest

There were no declarations of interest.

4. Representations from the public

No public were present.

5. Minutes of the Parish Council meeting held on 19th March 2019.

The Cllrs discussed the minutes following on from a request from Cllr Tipton for amendments. The Cllrs present determined the minutes of the Parish Council Meeting held on 19th March 2019 were a true and complete record and did not need any additional information.

6. Reports from County and Borough Councillors

Neither was present

7. Reports from Councillors

Cllr Mrs Turner stated the attendance the Litter Pick was poor; however, the people who had attended had done a fabulous job. Cllr Turner suggested advertising next year's litter pick earlier and ensure it is put in Birdsong. Cllr Preston advised the fly tipping down Long Itchington Road has been cleared.

8. Planning Applications

8.1 The following planning application has been received.

Application No	Address	Details	BPC Comments
R19/0180	Land adjacent to Stockton Road, Birdingbury	Variation of Condition 3 of planning permission reference R17/2056	No objection
R19/0721	Masters Barn Masters Yard Birdingbury CV23 8EU	Erection of four new dwellings with associated parking.	Comments due in by 13.05.19

The Clerk advised having spoken to the planning department at Rugby Borough Council the variations being requested on planning application R19/0180 are all considered to be minor in the scheme of things and they are likely to be approved. The Planning Department has also confirmed the site has been visited and the buildings have been measured. All of the measurements are as per the Planning permission granted.

Planning application R19/0721 - It was agreed Cllr Preston and Cllr Mrs Turner will visit the site, they will advise Cllrs of their thoughts by email. If it is felt necessary to have an extra ordinary meeting to discuss the application, this can be done prior to the Annual Village Meeting due to be held on 30th April 2019.

8.2 One planning decision has been received.

Application No	Address	Decision
R18/2210	Development land west of Stockton Road, Birdingbury	Refused

8.3 No appeals

9. Financial Issues

9.1 Payment made since last meeting

Payee	Amount £
ICO – Renewal fee via DD taken on 30.03.19	35.00

9.2 Approval of cheques

Payee	Amount £
Clerks fee April 2019 including mileage	
WALC Membership fee 2019 – 2020 (no increase)	126.00
Godfrey Payton – Hovel Licence fee	10.00

It was proposed by Cllr Mrs Turner, seconded by Cllr Mrs Davy and **RESOLVED** the payments be made.

9.3 Payment received

Precept £3,625.00 - noted

9.4 Bank Balance Reconciliation

Bank statement as at 31st March 2018 £6199.52 (this amount includes ring-fenced money from other village projects/events. - Noted

9.5 Budget Report as at 31.03.18

The Clerk advised she is just in the process of completing this and will forward it to all Councillors as soon as it is completed.

The Clerk advised there is a credit being held by HMRC against the Parish Councils Employee account. The Clerk will investigate this further.

10. Recreation Ground

The Clerk confirmed she has spoken to Mr Lennon regarding the work required around the MUGA and he has confirmed he is willing to carry this out. The Clerk advised she has applied to Calor Rural Community Fund for funding for repainting the MUGA.

The Clerk is still investigating funding for a new slide and a path up to the recreation field.

11. Defibrillator

Cllr Mrs Morton was not present. It was agreed an official opening of the defibrillator will be held in the better weather, this will be for the new Council to pick up after May 2019.

The Clerk stated she has spoken to Mr Lennon and he has confirmed he will ease the Telephone Box door in the next seven days. He has been unable to do it any earlier as he has been very busy.

The Clerk is the put the defibrillator on the Asset Register.

12. Birdingbury Village Club

The Chairman of the Birdingbury Club has sent an email to the Chairman of BPC asking for the minutes of the February Parish Council meeting to be amended as he disagreed with the contents in point 11. The Clerk advised on four points:

- 1) Once the minutes of a meeting have been agreed by Councillors, they cannot be amended. The minutes of the meeting held on 26th February 2019 were agreed as being correct at the meeting held on 19th March 2019.
- 2) Only Parish Councillors can ask for an amendment to the minutes.
- 3) The purpose of the minutes of a meeting is to record in clear terms the formal decisions or resolutions that have been made at a meeting. They are not a verbatim record.
- 4) All correspondence, by whatever method, to the Parish Council has to go to the Clerk. The Clerk is the Proper Officer for the Parish Council and is the only person entitled to reply.

13. Planning Protocol and Policy

The Clerk was asked to make the following amendments to the Planning Protocol.

- 1) The word policy is removed.
- 2) 2.1 The Clerk will instruct the Councillors to visit the site of the planning application.
- 3) 2.4 All comments are to be circulated to the Clerk and all Councillors.4
- 4) If a planning application is discussed at a Parish Council meeting the Clerk will draft the response to Rugby Borough Council.
- 5) If Councillors have objections to the draft response, either the Chairman or two Councillors can ask for an Extra Ordinary Meeting to be called.
- 6) The Clerk will keep a record of all responses made to Rugby Borough Council, including any detailed information.

The amended protocol will come back to the next meeting.

14. Village Website – GDPR in relation to photos

Clarity is needed regarding photos of children being put on Birdingbury's website, the Clerk will seek guidance. This matter will also be raised at the Annual Village Meeting.

15. Newcomers to the Village

None

16. Correspondence received and action required

Only correspondence was the bank statement.

17. Business considered urgent by the Chair (and not elsewhere on the Agenda)

Cllr Mrs Turner thanked all other current Councillors for the past four years.

Cllr Preston thanked all retiring Councillors for their contribution over the last four years.

**18. Items for the next Agenda
Planning Protocol**

19. Date of next meeting

Annual Village Meeting 30th April 2019
21st May 2019 Annual Council Meeting, immediately
followed by the monthly Parish Council meeting.

Meeting closed 21.10 hrs

Signed

Date

DRAFT