

OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING HELD ON
MONDAY, 17TH. MAY 2021 AT OLD MILVERTON VILLAGE HALL**

Owing to the coronavirus emergency no Annual Meeting was held in 2020.

PRESENT: Councillors J. Emmerson (in the Chair), Mrs. L. Keeling, Rachel Pope, M. Rayner and W.M.O. Tansey; and County Councillor W. Redford.

2078. APOLOGIES FOR ABSENCE

Apologies for absence were received from County and District Councillor W.L.Gifford; District Councillors A.Boad, Mrs. C. P. Gifford, P.Kohler, D. Russell and Sidney Syson.

2079. ELECTION OF CHAIRMAN

It was unanimously agreed that Cllr. Emmerson be re-elected Chairman.

2080. ELECTION OF VICE-CHAIRMAN

It was unanimously agreed that Cllr. Tansey be re-elected Vice-Chairman.

2081. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18th. January 2021 were approved, ready for signature by the Chairman.

2082. MATTERS ARISING FROM PREVIOUS MEETINGS

(a). An assurance had been given to Councilor Gifford that the badly flailed hedge in Church Lane would be tidied up in September 2021. Meanwhile, it was agreed that a request be made that the ditch be cleared as soon as possible and that the hedge be laid as part of the tidying up.

(b). The District Council Dog Warden had promised to provide posters warning against dog theft as soon as they were available .

(c). A request had been made to Warwick Rural East Community Forum that voting for future initiatives be calculated based on to the percentage of residents in a parish rather than a straight forward count, but the Police Officer responsible had indicated that this was not possible. County Councillor Redford, who was in attendance at the meeting, indicated that, as Chairman of the Forum, he readily appreciated the Parish Council's view and agreed to arrange future voting accordingly.

(d). The application to Warwick District Council for provision of Blackdown litter bins at the Bericote Road lay-by and at the Parish Notice Board had continued to be refused on the grounds that the District Council did not have the resources to empty the bins nor would they be sited in locations according with the present location criteria. It was agreed to refer this matter to the District Councillors responsible for Leamington Lillington Ward requesting that this request be followed up and implemented.

1983. REVIEW OF PARISH COUNCIL'S REGULATIONS

The Parish Council's Financial Regulations, Risk Management Plan and Internal Audit Procedures were considered: since each had been reviewed in May 2019 and circumstances relating to them had remained unchanged (except for the Risk Management Plan to which had been added at the 6th. July 2020 meeting a Hazard on the holding of meetings under coronavirus regulations) it was agreed that all were satisfactory and should remain in force unamended.

1984. CONSIDERATION OF 2020-2021 ACCOUNTS

The 2020-2021 Accounts were approved as at Appendix A, supporting bank statements having been made available and verified. The accounts would be displayed on the Parish Notice Boards for 15 days.

1985. AUDIT OF 2020-21 ACCOUNTS

At its meeting on 27th. November 2017 (minute no. 1868) the Parish Council had decided that Annual External Audits should take place every three years: in respect of 2018-19 it was agreed that in view of the coronavirus regulations an Internal Audit would suffice and that the same should apply to 2020-21, especially since so little activity had taken place and that an External Audit be held for 2021-22. Accordingly the submission of a Certificate of Exemption to the Auditors, PKF Littlejohn LLP, would be copied on to the Parish Council's website and notice boards together with other documents as follows:

(a). The accounts had been audited by Internal Auditor, Mr. N.M.Pratt, who had completed the Annual Internal Audit Report 2020-21, to whom grateful thanks were expressed for his assistance in this matter.

(b). Approval was given to the Annual Governance Statement 2020-21 which entailed answering each question in the affirmative, except one on Trust Funds which was not applicable. This was duly signed by the Chairman and the Clerk

(c). Approval was given to the Accounting Statements 2020-21 entailing a statement of the Parish Council's approved income and expenditure records based on the accounts at Appendix A approved under minute no. 1984 This was duly signed by the Chairman and the Clerk.

(d). Approval was given to the completion of the Certificate of Exemption, which was duly signed by the Chairman and the Clerk.

(e). An Analysis of Variances, Bank Reconciliation and Notice concerning exercise of public rights.

2086. QUESTIONNAIRE TO RESIDENTS

The matters raised following the Questionnaire to Residents had been listed and a site meeting held with the Highways Engineer: action was approved in accordance with the summary at Appendix B. In due course a further Newsletter would be issued to keep residents informed of the actions possible on their suggestions.

2087. REDESIGN OF PARISH WEBSITE

Cllr. Pope reported that work on redesigning the Parish website remained in progress.

2088. EXPENDITURE OF CIL FUNDING

The sum of £7,129.69 had been allocated to the Parish Council under the CIL (Community Infrastructure Levy) Regulations relating to the development of Blackdown (House), on Old Milverton Lane, the claim on which had to be taken up by 7th. October 2024.

It was agreed that Cllr. Pope obtain as inclusively as possible the views of local residents by gathering additional suggestions from councillors and others over the next month or so, and investigating the feasibility of each suggestion (i.e. speaking to relevant people at WCC or elsewhere) to understand more about logistics and costings, and putting any viable suggestions to a vote at an Extraordinary Annual Parish Meeting in September or October.

Each Member and the Clerk was asked to submit to Cllr. Pope a paragraph of initiatives for inclusion.

2089. SOUTH WARWICKSHIRE LOCAL PLAN REVISION

A South Warwickshire Local Plan was proposed to determine requirements up to 2050 for Warwick and Stratford-upon-Avon District Councils and in preparation for it a "Scoping and Call for Sites Consultation" was being held from 10th. May to 21st. June 2021. A list of Consultation Questions had been issued and it appeared that number Q52 was most appropriate to the Parish Council, which asked "Notwithstanding your preferred Growth Option, do you agree that we should explore growth opportunities in Green Belt locations? If not, why not". It was agreed that the Parish Council should submit its response to this question on the lines of "The Green Belt in this Parish's area constitutes good quality agricultural land which it would be wasteful if used for other purposes and it is most important to maintain the separateness of towns, villages and hamlets rather than to allow them to be joined up to form a conurbation, thus destroying a valuable green lung for the residents of northern Royal Leamington Spa, which has lately proved invaluable especially during the coronavirus lockdown".

In processing the existing Warwick District Council Local Plan which had initially included taking Green Belt land for housing in the area, Hunter Page Planning Limited had been engaged and there had been satisfaction with their services. Accordingly, it was agreed that Ridge and Partners LLP, their successors, should be employed again to represent the Parish Council. The firm had agreed to assist and would be submitting an estimate of costs.

2090. VEHICLE PARKING NEAR OLD MILVERTON VILLAGE HALL

Since Old Milverton Village Hall had been hired out as Montessori children's classes for the foreseeable future, the car park was reserved for their exclusive use, which meant that casual visitors to the area had to park cars on the highway. A favourite parking place was alongside the Old Barn, but if vehicles were parked parallel to the building fewer cars could be accommodated. Making up and white-lining this part of the highway, if permitted, would be unacceptably expensive, so it was agreed that appropriate notices be displayed on the Parish notice boards and others if approved, hoping to "educate" visitors to park herring bone style in this area.

2091. CORRESPONDENCE AND ANNOUNCEMENTS

(a). A request was received from Mrs. Ann Kelsey that the Parish Council ask Warwick District Council about the possibility of siting CCTV cameras in the car park and Church approach area of

Church Lane, Old Milverton. It was agreed that the request be made, though there was little expectation of a favourable response, based on previous similar local requests.

(b). An assurance was received from the Communities Directorate of Warwickshire County Council that the earlier request for tree planting in Stoneleigh Road, Blackdown, was on the list for consideration by the Tree Officer later in the year, since a general order for trees would be placed in December.

(c). Notification was received that there was to be a Parliamentary Boundaries Review by the Boundary Commission for England to report to Parliament by 1st. July 2023.

2092. MILVERTON NEIGHBOURHOOD WATCH MEETINGS

Notification was received from Mrs. Ann Kelsey that she wished to resign as Old Milverton's Representative on the Milverton Neighbourhood Watch Meeting with effect from the end of May 2021.

It was agreed that the thanks of the Parish Council be conveyed to her for her service.

Notices were to be posted and enquiries made with a view to recruiting a new Representative.

2093. PLANNING APPLICATIONS

The following Planning Application actions were approved or noted, as appropriate:

W20/1529 Jephson House, Stoneleigh Road, Blackdown

Part alteration and demolition and redevelopment of the site to provide 20 residential units, etc.

NO OBJECTION but queries about drainage arrangements

W20/1771 1 Mill Cottages, Kenilworth Road, Old Milverton

Demolish conservatory and build single storey rear extension

GRANTED

W20/2016 Moorfields Rugby Football Club, Kenilworth Road, Blackdown

Stationing of shipping container

REFUSED

W21/0436 New Farm, Kenilworth Road, Old Milverton

Change of use from agricultural to mixed office and store

NO OBJECTION

2094. THE NEED FOR AN EXTRAORDINARY ANNUAL PARISH MEETING

Since the Annual Parish Meeting on 26th. April had been conducted by Zoom and participation had been sparse, it was agreed that, exceptionally, a further (or Extraordinary) Parish Meeting be held in September or October 2021 to give residents the opportunity to have a face-to-face-meeting and at which the results of the Parish Questionnaire suggestions could be announced.

2095. PARISH TIDY DAY

It was agreed to hold a Parish Tidy Day on Saturday 25th. September, when Old Milverton Village Hall was understood to be available.

2096. APPROVAL OF ACCOUNTS

The payments specified in the Schedule provided for Members, including £124.20 for administrative expenses and £148.00 for WALC 2021-22 subscription were approved, the cheques being signed immediately after the meeting.

2097. BUDGET COMPARISONS AND COMPARISON WITH BANK BALANCES

The budget comparisons were considered and balances as at 22nd March 2021 were verified by one of the Parish Councillors.

2098. ITEMS FOR FORTHCOMING MEETINGS

None.

2099. PUBLIC PARTICIPATION

None

CHAIRMAN

APPENDIX A

OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL

Summary of Receipts and Payments for year ended 31st. March 2021

2019-20	RECEIPTS	£	2020-21	PAYMENTS	£
10,000	Precept	7500	2,575	Clerk's salary	2675
103	Bank Interest	28	732	Administration	764
50	Bank compensation		252	Insurance premium	254
7,130	CIL contribution		105	Hire of meeting venue	15
485	VAT refund		240	Subscriptions	264
			50	Internal Audit Fee	50
			40	Speed gun expenses	
			130	Plan. Apps. Prof. Advice	
			29	Publications purchase	
			128	Course fees	
			255	Website administration	157
			450	2019 Election fees	
				OM Village Hall grant	500
			39	VAT on Payments	5
<u>17,768</u>		<u>7528</u>	<u>5,125</u>		<u>4684</u>

Receipts and Payments Summary

		£
	Balance brought forward 1 st . April 2020	78004
Add	Total receipts	7528
Less	Total payments	<u>-4684</u>
		<u>80848</u>
	<i>These cumulative funds are represented by:</i>	
	Current Account balance 31st. March 2021	30874
	Deposit Account balance 31st. March 2021	<u>51029</u>
		81903
	Less uncashed cheques no. 100887 to 800891.	<u>-1055</u>
		80848

£7130 is ring-fenced for appropriate CIL expenditure

Signed _____
Chairman

Responsible Financial Officer

Continued overleaf

APPENDIX A (CONTINUED)

ASSETS *Note: Assets are defined as land and buildings, and plant and equipment with a significant value in relation to the Parish Council's financial activities*

At 31st. March 2021 the following assets were held:

Old Milverton notice board	1,413
Blackdown notice board	1,413
Bench on Old Milverton Village Green	710
Old Milverton Village Green Jubilee Plaque	445
Blackdown Jubilee Plaque and Tree	26
Old Milverton Plant Barrel	4
Old Milverton "Old Village Pound Site" notice	18
2 plant half-barrels at Car Park entrance	<u>8</u>
	4,550

The basis of the value of these assets is based on the original purchase price

GRAHAM E. COOPER
Clerk to the Council May 2021

QUESTIONNAIRE TO RESIDENTS 2020

APPENDIX B

Summary of actions taken on highways suggestions submitted (ref. item 2086 of minutes)

1. Items referred to the Highways Engineer with request to progress as soon as practicable:
 - (a). Ensure that all foot ways are cut back to their proper widths and cleared of overhanging branches, especially in Stoneleigh Road, Sandy Lane and Kenilworth Road (between Sandy Lane and Bericote Road)
 - (b). Ensure sight-lines are maintained especially at Stoneleigh Road - Sandy Lane junction.
 - (c). Maintain condition of verges in Church Lane, Old Milverton.
 - (d). Obtain advice of Forestry Section on safety of trees above Old Milverton notice board.
 - (e). With the Clerk arrange for Church Lane ditch to be cleared of debris to avoid future blocking
 - (f). Remedy any potholes generally
 - (g). Ensure that drainage pipes were clear and jetted out, especially in Church Lane, Old Milverton.

2. Applications to Traffic and Safety to consider possibilities:
 - (a). On Stoneleigh Road install signs "Not suitable for HGV's" where road narrows between Sandy Lane and Bericote Road
 - (b). Install 40 mph sign where Stoneleigh Road leaves Stoneleigh Road -Bericote Road roundabout
 - (c). Improve street lighting in Sandy Lane between Stoneleigh Road and North Leamington School
 - (d). Install traffic calming (perhaps including pinch point) for Old Milverton Village.

3. Items for consideration by Highway Authority at appropriate times when major roadworks are being considered at those locations in the future:
 - (a). Install traffic calming and pedestrian crossing measures at Stoneleigh Road - Sandy Lane junction, Blackdown
 - (b). Facilitate pedestrian crossing at Kenilworth Road - Northumberland Road junction (in Leamington Town Council area)
 - (c). Facilitate pedestrian crossing of Kenilworth Road near junction with Sandy Lane (in conjunction with proposed cycle lane?)
 - (d). Suggestion that Old Milverton Lane was too narrow at one point.

4. Items previously discussed
 - (a). Introduce 30 mph on Stoneleigh Road between Sandy Lane and Bericote Lane. Previously, Police had indicated that 30 mph would not be appropriate for this stretch.
 - (b). Flooding in Sandy Lane near North Leamington School Highways Engineer stated that drainage had recently been jetted and it was hoped this would solve the problem after heavy rain