

# MINUTES

## OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL MINUTES OF THE MEETING HELD ON MONDAY 16 OCTOBER 2023 AT 8:00PM IN OLD MILVERTON VILLAGE HALL

- PRESENT:** Cllrs Emmerson (Chair), Pope, Tansey, D/Cllrs Bill Gifford, Syson, 1 member of the public and the Clerk
- 2284. APOLOGIES FOR ABSENCE**  
Cllr Keeling, D/Cllr C Gifford, C/Cllr Redford
- 2285. DECLARATIONS OF INTEREST**  
None
- Formal meeting was suspended to allow Member of Public to address the meeting –**  
Churchwarden of St James the Great, Old Milverton, spoke to the meeting about ideas for the addition of services and creation of a small meeting room at the Church, to keep Councillors updated about the progress of the project.  
A discussion followed.
- The Member of Public left the meeting and the formal meeting resumed –**  
A brief discussion followed in which Councillors agreed that they are supportive, in principal, of the scheme. Options for financial support of the project would require investigation.
- ACTION: Clerk to inform Churchwarden that the Parish Council is broadly supportive of the project and looks forward to hearing more in due course.**
- 2286. MINUTES OF PREVIOUS MEETING**
- 2286.1. The minutes of the meeting held on 4 September 2023 were approved and signed by the Chair
- 2286.2. Matters arising, not on the agenda
- Community Speedwatch – Cllr Pope confirmed that she has responded to the inquirer
  - Old Milverton ‘Village Green’ – This has now been mowed. Clerk awaiting information about WCC Highways land and where WDC has a contract to mow. Cllr Tansey suggested the Clerk follow up with an explanation about the leaf miner infestation in the tree and requesting that cuttings and leaves are removed to help prevent further .
- ACTION: Clerk to contact Contract Services**
- 2287. ISSUES & PROJECTS**
- 2287.1. CIL- FUNDED INITIATIVES
- 2287.1.1. BLACKDOWN SIGNS  
Still awaiting invoice (relevant officer at WCC is away), but cost will be £1,094.06.  
**ACTION: Clerk to arrange payment of invoice when received**
- 2287.1.2. FOOTPATH SIGNS  
Cllrs Pope and Tansey have met with the Worcestershire Wildlife Trust officer and toured the farmland and footpaths. A report will be written from this visit further surveys will be done in Dec/Jan and the Spring.  
The cost for carrying out the surveys will be £1,063.12 each.
- 2287.1.3. BLACKDOWN BENCH  
C/Cllr Redford has confirmed that HS2 Community Outreach would not install the bench as it is outside of their area.

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	<p><b>ACTION: Cllr Emmerson to approach a contact</b></p> <p>Invoice received and listed for payment on Financial Report. Bench can remain at depot until contractor appointed.</p>
2287.2.	<p><b>FOOTPATH FEASIBILITY STUDY</b></p> <p>Nothing to report.</p> <p>A discussion followed about possible alternative providers for a study.</p>
2287.3.	<p><b>CONDITIONS OF FOOTPATHS ON STONELEIGH ROAD, BLACKDOWN</b></p> <p>Works carried out are good. Clerk asked for assessment of Sandy Lane/Stoneleigh Road junction, but works have not extended that far.</p>
2287.4.	<p><b>SOUTH WARWICKSHIRE LOCAL PLAN</b></p> <p>D/Cllr Gifford has been in discussion with Planning Officers. There is currently nothing to report.</p>
2287.5.	<p><b>TRAFFIC MONITORING</b></p> <p>Clerk confirmed procedure and costs for 2-week survey.</p> <p>A discussion followed and it was agreed to request new surveys in May/Jun.</p> <p><b>ACTION: Cllrs to confirm locations and inform Clerk</b></p> <p><b>ACTION: Clerk to request new surveys based on Cllrs information</b></p>
<b>2288.</b>	<p><b>PLANNING</b></p>
2288.1.	Applications decided – None
2288.2.	Applications ongoing – None
2288.3.	New applications – None
2288.4.	<p><b>FOR INFORMATION ONLY: Other Applications (non-planning application and not requiring comment):</b></p> <ul style="list-style-type: none"> <li>• W/23/1159 (Blackdown) - Wickstead Lodge, Stoneleigh Road, Blackdown, Leamington Spa, CV32 6RE - Application for a Lawful Development Certificate for the proposed erection of an outbuilding, as shown on drawings no. 1301.05C, 1301.08C, 1301.10A, 1301.11A received on 07/08/2023 – APPROVED 02/10/2023</li> <li>• W/23/1215 (Blackdown) - Chesford Bridge House, Bericote Road, Blackdown, Leamington Spa, CV32 6QP - Application for a Lawful Development Certificate for the erection of a detached poolhouse, as shown in drawings CBPP 3A and CBPP 4A, received on 21/09/2023</li> </ul> <p>A discussion followed about whether the Clerk was now receiving emails from planning. The Clerk confirmed that the weekly planning lists are arriving in the Clerk's inbox, but that a Planning Portal search has now been set up to alert any changes in either parish as a backup.</p>
<b>2289.</b>	<p><b>FINANCE</b></p>
2289.1.	The Financial Report for September and bank reconciliation were noted and approved
2289.2.	<p>The following payments were approved:</p> <ul style="list-style-type: none"> <li>• £171.80 – PAYE on Clerk's salary</li> <li>• £637.87 – Wildlife surveys (50% deposit)[CIL Fund]</li> <li>• £1,124.47 – Blackdown Bench [CIL Fund]</li> <li>• £60.00 – Website services</li> </ul>

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2289.3.	<p><b>INTERNET BANKING</b></p> <p>Cllrs Emmerson and Tansey have logged into the bank account. It was decided to make the PAYE payment by cheque and use online banking for the other 3 payments.</p> <p style="text-align: center;"><b>ACTION: Clerk to set up payments and notify Cllrs when ready for authorisation</b></p>
<b>2290.</b>	<p><b>COUNCIL ADMINISTRATION</b></p>
2290.1.	<p><b>RECRUITMENT</b></p> <p>No progress to-date. A discussion followed about a leaflet/poster campaign.</p>
2290.2.	<p><b>2024/5 MEETINGS</b></p> <p>The list of dates presented by the Clerk were approved (see appendix)</p> <p>Cllr Tansey will not be able to attend the next scheduled meeting on 27 November 2023. It was agreed to re-schedule that meeting to Tuesday, 28 November 2023 at the same time.</p>
2290.3.	<p><b>PARISH COUNCIL POLICY DOCUMENTS</b></p> <p>The Clerk has re-drafted the Standing Orders and Financial Regulations using the latest model documents. There are various fields that require completion and the Clerk will use the previous versions to complete these fields and re-circulate for approval.</p> <p style="text-align: center;"><b>ACTION: Clerk to amend and recirculate</b></p>
<b>2291.</b>	<p><b>ITEMS FOR FORTHCOMING MEETINGS</b></p> <ul style="list-style-type: none"> <li>• Grounds maintenance / WDC Contract Services</li> </ul> <p style="text-align: center;"><b>ACTION: Clerk to seek clarification of WDC contract with WCC Highways</b></p>
<b>2292.</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Cllr Tansey raised jetting of surface water drains by WCC Highways</li> <li>• Cllr Tansey raised surface water drain covers in Old Milverton, which are becoming increasingly exposed by receding soft verges and creating a hazard to vehicles.</li> </ul>
<b>2293.</b>	<p><b>NEXT MEETING</b></p> <p>Tuesday, 28 November 2023 (*NOTE change of date) at 8pm in Old Milverton Village Hall.</p>
Signed as a true record:	<p style="text-align: center;"><u><i>Jamie Emmerson</i></u> <span style="float: right;"><b>(Chair)</b></span></p>
Date:	<p style="text-align: center;"><u><i>15/01/2024</i></u></p>

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## APPENDIX A

### MEETING DATES 2024/25

2024/25

<b>22/04/2024</b>	<b>Monday</b>	<b>Annual Parish Meeting</b>
<b>13/05/2024</b>	<b>Monday</b>	<b>Annual Parish Council Meeting (AGM)</b>
<b>01/07/2024</b>	<b>Monday</b>	
<b>02/09/2024</b>	<b>Monday</b>	
<b>14/10/2024</b>	<b>Monday</b>	
<b>25/11/2024</b>	<b>Monday</b>	
<b>13/01/2025</b>	<b>Monday</b>	
<b>10/03/2025</b>	<b>Monday</b>	

