

# MINUTES

**OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE JOINT PARISH COUNCIL  
ON MONDAY, 13 MAY 2024 AT 8:00PM IN OLD MILVERTON VILLAGE HALL**

- PRESENT:** Cllrs Emmerson (Chair), Keeling, Pope, Tansey, C/Cllr Redford, D/Cllrs Bill Gifford, Syson and the Clerk
- 2315. ELECTION OF CHAIRMAN**  
It was unanimously agreed that Cllr Emmerson be re-elected Chairman (Proposed: Cllr Tansey / Seconded: Cllr Keeling).
- 2316. ELECTION OF VICE-CHAIRMAN**  
It was unanimously agreed that Cllr Tansey be re-elected Vice-Chairman (Proposed: Cllr Keeling / Seconded: Cllr Emmerson).
- 2317. APOLOGIES FOR ABSENCE**  
Cllr Pope arrived late [8:50pm]
- 2318. DECLARATIONS OF INTEREST**  
None
- 2319. MINUTES OF PREVIOUS MEETING**
- 2319.1. The minutes of the meeting held on Monday, 11 March 2024 were approved and signed.
- 2319.2. There were no matters arising from the minutes that are not on the agenda.
- 2320. ISSUES AND PROJECTS**
- 2320.1. CIL funded initiatives
- 2320.1.1. Footpath signs  
The Clerk confirmed that all outstanding invoices for wildlife surveys have now been received (there was a problem with receiving emails from Worcestershire Wildlife Consultancy around the new year period – this is now resolved) and paid, with the latest being listed on the Financial Report for approval at this meeting.
- 2320.1.2. Blackdown bench  
No progress to-date. Cllr Emmerson will instruct contractors in due course.  
**ACTION: Cllr Emmerson to instruct contractors**  
Councillors approved the plan to proceed with the scheme to plant two new trees near the bench and replace the felled tree on Stoneleigh Road and agreed to pay for the works. Planting will not take place until the Autumn/Winter.  
**ACTION: Clerk to give WCC Forestry the go-ahead and ask for approval of species in advance**
- 2320.2. Footpath Feasibility Study  
Cllr Emmerson has received information from Sustrans about the options for a feasibility study at £10,000+ / high level plan at £5-6,000 for a footpath. This was mentioned at the Annual Parish Meeting and no objections were raised. The Council agreed to go ahead with the feasibility study, to be funded using CIL money.  
**ACTION: Cllr Emmerson to instruct Sustrans to proceed**  
**ACTION: Footpath Feasibility Study to be moved into CIL-funded initiatives on future agendas**
- 2320.3. South Warwickshire Local Plan [SWLP]  
*[This item was held until Cllr Pope arrived at 8:50pm, after Cllr Gifford mentioned SWLP at item 2321.1]*

## MINUTES

Following an email informing Parish Councils of the Review of the West Midlands Green Belt in Stratford on Avon and Warwick Districts, being undertaken on behalf of the SWLP Team, Parish Councillors asked for further information about the remit of the review. Parish Councillors have attended Parish Council Briefings and a discussion followed about the schedule of the Green Belt Review and Preferred Options, and their publication.

The PC agreed to seek an opinion about challenging the process from the legal consultants.

**ACTION: Cllr Pope to consult with legal adviser**

Cllr Tansey asked about reference in the Parish Briefing to a new National Planning Policy Framework [NPPF]. Is there a briefing note regarding changes available?

**ACTION: Clerk to research**

[UPDATE: No information on WALC or NALC websites – Government website ([www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2)) states the NPPF was last updated 20/12/2023 and editorial information on all updates is listed on that page.]

2320.4.

Traffic monitoring

Cables have been laid last week in the agreed locations. C/Cllr Redford was advised of problems where the cables appear to have become detached. Although the PC commissioned the report, C/Cllr Redford suggested he may be able to pay for it.

Milverton Community Speed Watch is interested in the data. The PC agreed that it would be happy to share data.

2320.5.

Defibrillator(s)

Following a progress update on the new extension to St James' Church, Old Milverton, Cllr Keeling suggested the PC might fund or contribute to a defibrillator. This would require a trickle-charge electricity supply, which could be included in any plans, and also an arrangement for a person to take responsibility for monitoring the cabinet and equipment. It was decided to put the proposal to the Churchwardens.

**ACTION: Clerk to forward proposal to the Church**

2320.6.

Community Maintenance

2320.6.1.

Appointment of Maintenance Contractors

Cllr Tansey has provided information to a potential contractor and has received a verbal quote of approx. £4-500, but is awaiting a written quotation.

**2321.**

**DISTRICT AND COUNTY COUNCILLOR REPORTS**

2321.1.

Warwick District Council

- Cllr Bill Gifford gave a brief update on the progress of the SWLP. The team has appointed consultants to conduct a review of West Midlands Green Belt in Stratford on Avon and Warwick Districts. SWLP is moving forward slowly
- No Mow May is now under way. Feedback would be welcomed
- Riverside House site is close to submitting planning application
- The K2L Cycleway works are planned to extend to Blackdown in this financial year. [www.warwickshire.gov.uk/major-transport-construction-projects/a452-kenilworth-leamington-spa-cycle-route-k2l](http://www.warwickshire.gov.uk/major-transport-construction-projects/a452-kenilworth-leamington-spa-cycle-route-k2l)

2321.2.

Warwickshire County Council

- County highways are using a new system of permanent pothole repair. C/Cllr Redford has asked for route schedules to be shared with Parish Councils. Please report any potholes immediately, either on



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	<p><a href="http://www.warwickshire.gov.uk/reporthishighwayproblem">www.warwickshire.gov.uk/reporthishighwayproblem</a>, direct to County Highways Locality Officer or C/Cllr Redford</p> <ul style="list-style-type: none"> <li>• Old Milverton Road to be closed (Rugby Road to the cemetery)</li> <li>• Police Meeting scheduled for 17 June. Cllr Emmerson will attend.</li> </ul> <p>Vehicle Activated Sign [VAS] on Stoneleigh Road appears to not be working since the Police have installed a number of ANPR cameras in the area.</p> <p><b>ACTION: Clerk to advise WCC Highways Localities Officer that VAS is not working</b></p>														
<b>2322.</b>	<b>PLANNING</b>														
2322.1.	<p><u>Applications Decided:</u></p> <ul style="list-style-type: none"> <li>• <b>GRANTED 19/03/2024</b> - W/23/1824 - Nuffield Health Warwickshire Hospital, Old Milverton Lane, Old Milverton, Leamington Spa - Installation of a Portakabin single modular building and external canopy for use as additional clinical room space for a temporary period of 260 weeks. <b>No objection</b></li> </ul>														
2322.2.	<p><u>Applications Ongoing:</u></p> <ul style="list-style-type: none"> <li>• W/23/1698 - Woodberry of Leamington Spa, Bericote Road, Blackdown, Leamington Spa, CV32 6QP - Demolition of existing office (Use class E (g) (i)), storage buildings (Use class B8), manufacturing building (use class B2) and erection of a new storage building (Use class B8) with ancillary office space. (Use Class E (g) (i). <b>OBJECT (Sent: 15/01/2024)</b></li> </ul>														
2322.3.	<p><u>New Applications:</u></p> <ul style="list-style-type: none"> <li>• W/24/0355 - River Studio, Old Milverton Lane, Old Milverton, Leamington Spa, CV32 6RW - Notification for Prior Approval under Part 14, Class J of the General Permitted Development Order 2015 (as amended) for the installation of 39 no. roof mounted solar photovoltaic panels on the roof of non-domestic premises. – <b>No objection (Notification for Prior Approval does not require comment)</b></li> </ul>														
2322.4.	<p><u>FOR INFORMATION ONLY: Other Applications</u> (non-planning application and not requiring comment):</p> <p><i>[Cllr Pope arrived and Chair returned to Item 2320.3]</i></p>														
<b>2323.</b>	<b>FINANCE</b>														
2323.1.	<p><u>Annual Governance and Accountability Return 2023/24</u></p> <p>The Certificate of Exemption was approved and signed. The AGAR Internal Audit is currently under way.</p> <p><b>ACTION: Clerk to submit Certificate of Exemption to external auditor</b></p>														
2323.2.	<u>Financial Report</u>														
2323.2.1.	The Financial Report & Bank reconciliation was approved and signed.														
2323.2.2.	<p>The following payments were approved:</p> <table> <tbody> <tr> <td>Clerk's Salary top-up (change of tax code)</td> <td>£53.40</td> </tr> <tr> <td>Refund (HE): Software and stationery</td> <td>£94.44 (inc VAT)</td> </tr> <tr> <td>Contract Services (website)</td> <td>£60.00</td> </tr> <tr> <td>WALC Subscription 2024/25</td> <td>£175.20 (inc VAT)</td> </tr> <tr> <td>Payroll services 2024/25</td> <td>£120.00</td> </tr> <tr> <td>Extended warranty for Clerk's laptop</td> <td>£156.91</td> </tr> <tr> <td>Wildlife survey (Spring) 50% deposit</td> <td>£505.24 (inc VAT)</td> </tr> </tbody> </table>	Clerk's Salary top-up (change of tax code)	£53.40	Refund (HE): Software and stationery	£94.44 (inc VAT)	Contract Services (website)	£60.00	WALC Subscription 2024/25	£175.20 (inc VAT)	Payroll services 2024/25	£120.00	Extended warranty for Clerk's laptop	£156.91	Wildlife survey (Spring) 50% deposit	£505.24 (inc VAT)
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## MINUTES

2324.

### COUNCIL ADMINISTRATION

2324.1.

#### Insurance 2024/25

The Clerk presented options for insurance. The PC approved a policy with Clear Councils Insurance with a 3-year long-term undertaking at £378.32.

2324.2.

#### Recruitment

A discussion followed.

It may be helpful to establish working groups, where non-Councillors work with the PC on specific projects, e.g. the SWLP response, which may identify people who would be good Councillors and give people a chance to see how the PC works. Cllr Pope will consider a Focus Group.

2324.3.

#### Parish Council Policy documents

- Financial Regulations

The Clerk prepared new Financial Regulations for consideration in advance of this meeting. The new NALC model was circulated on 03/05/2024 and is a major re-write and it is difficult to identify the changes and there is no briefing note available. It was agreed that the PC would conform with the NALC model, but Cllr Emmerson identified reference to a Committee, which requires removal.

Approval was deferred to the next meeting.

**ACTION: Clerk to amend (remove any references to Committees) and present for approval at the July Meeting**

- Civility & Respect Pledge

The PC adopted the Civility & Respect Pledge.

Pledge requires a training plan for Councillors and Staff. It was agreed that the Clerk would add an item to all future agendas for Councillors to consider available training.

**ACTION: Clerk to sign up to the Pledge**

**ACTION: Clerk to add Training to future agendas**

2325.

### ITEMS FOR FORTHCOMING MEETINGS

- .gov.uk Domain / Councillor Emails

The Clerk has been researching options with another Parish and gave the Chair contact information for an IT Company from the Approved Registrars list that could provide .gov.uk domain and MS365 accounts for Councillors. It was agreed that there is a priority requirement to get email accounts for Councillors. The website is a lower priority, having only recently been renewed. A discussion followed.

**ACTION: Cllr Emmerson to research options for Cllr emails**

**ACTION: Clerk to add item to future agendas**

2326.

### ANY OTHER BUSINESS

- Trail Cameras

Cllr Tansey asked about trail cameras, having circulated research on costs between meetings. The PC agreed to purchase two of the lower-cost cameras.

**ACTION: Cllr Tansey to purchase cameras, to be refunded by the PC**

Cameras may be useful to discourage fly-tipping. A discussion followed about adding the WCC Highways reporting and fly-tipping reporting links to the website.

- Neighbourhood Watch

Cllr Emmerson has observed reports of a number of incidents of vehicle crime connected or adjacent to Quarry Park. To discuss at WRE SNT Meeting in June.



**MINUTES**

2327.

**NEXT MEETING**

The next **Meeting of the Parish Council** will be held on Monday, 3 July 2024 at 8pm in Old Milverton Village Hall.

Signed as a  
true record:

.....  
**(Chair)**

Date: .....

DRAFT

**DRAFT**