

## NAPTON PARISH COUNCIL MEETING.

2<sup>nd</sup> November 2015

Napton Village Hall. 7.30pm

### MINUTES

#### Item 1

##### Present

Napton Parish Councillors Linda Gooderham (Chairman), John Veasey (Vice-Chairman), Jackie Alsop, Bernard Alsop, Richard Woodcock, Gordon Clark.

Temporary Clerk to the Parish Council Malcolm Thomas.

WCC Councillor John Appleton

WCC Senior Planner Matthew Williams

10 villagers

##### Apologies

SDC Councillor Chris Williams

#### Item 2

##### **Declaration of Personal or Disclosable Pecuniary Interest.**

There were none

#### Item 3

##### **Comments and Questions from the Public.**

Kim Bendzak spoke on her planning application 15/02046/FUL for Nightingale Farm, Shuckburgh Road, Napton. She informed the Parish Council that the concerns expressed by the council at their Planning Meeting in July had been considered and addressed by her architect. The Parish Council's views had led to the application being withdrawn.

New plans were now awaiting re-submission. On speaking with the Planning Officer, Claire Gilbert, at Stratford District Council, she had been advised by the Officer "... it may be worth discussing the amended scheme with the Parish Council prior to submission to see whether you are able to get their informal view on the amended scheme."

The new plans and the letter from Claire Gilbert have been forwarded by the Clerk to all Parish Councillors.

Following the Planning Officer's advice the applicant asked that, when it is convenient, the Councillors look at the plans to advise if their concerns had been addressed.

There then followed a discussion on whether or not Councillors were allowed to offer this type of opinion. A similar discussion had taken place at the October meeting and both the WCC & SDC Councillors present had advised that this prior consultation should not be given.

The Planning Officers advice was referred to.

Also, Stratford District Council's planning website advises under the heading ' Community Engagement' :-

"Applicants of minor developments should also consider contacting the local Parish/Town Council and Ward Members before submitting an application."

The Clerk suggested that he contact the Planning Officer for clarification.

#### Item 4

## **To approve & sign the Minutes of the Parish Council Meeting of 5<sup>th</sup> October 2015**

Cllr Woodcock proposed and Cllr B Alsop Seconded and it was carried that the minutes be approved and signed.

### **Item 5**

#### **Reports from District Councillor and County Councillor.**

In his absence SDC Cllr Williams sent his report. The Chairman read out the report. It is attached to these minutes.

WCC Cllr Appleton introduced WCC Senior Planner Matthew Williams.

Cllr Appleton invited Mr Williams to the meeting following the increased concern in the village regarding the state of Brickyard's Road.

Mr Williams is monitoring the site and has visited 4 times this year.

He is in discussion with the owners of the reclamation works concerning the lorry movements that are causing the mud on the road.

Mr Williams referred to the planning conditions relating to the site.

Items such as the sheeting of lorries and the restrictions on operating hours at weekends are the concern of the Environment Agency. Mr Williams is consulting with that agency.

Mr Williams is hoping that the situation can be resolved without resorting to Enforcement.

Cllr Appleton reported that the work on the drainage problem at the top of Howcombe Road should start this week.

A councillor reported that it has already started.

### **Item 6**

#### **Planning Applications & Decisions (Stratford District Council).**

#### **Applications**

The Clerk pointed out that items 1) & 2) are Class Q notifications..

These are deemed as permitted developments unless there is evidence that they contravene the regulations that cover Class Q development.

1)

Ref. 15/03454/COUQ

Proposed:

Prior approval notification for a change of use for part of an agricultural building to a dwellinghouse (Class C3) and building operations reasonably necessary to convert the building to a dwelling under Class Q (a) and (b)

At: Land and Building off Church Road, Napton on the Hill.

Applicant: Mr Trevor Eadon

**Napton Parish Council – No Comment**

2)

Ref. 15?03628/COUQ

Proposed:

Prior approval notification for a change of use of agricultural building to 1 no. dwellinghouse under Class Q (a).

At: Napton Holt Farm.

For: Mr R Steele

**Napton Parish Council – Request that SDC check that this building was in agricultural use during the time scales in the regulations**

3)

Ref. 15/03700/AGNOT

Proposed:

Steel Portal framed building

At: Napton Fields Farm. Southam Road

For: Mr Chris Bagshaw (C & R Bagshaw)

**Napton Parish Council – No Comment**

4)

Ref. 15/03351/FUL

Proposed:

Construction of a single dwelling, an agricultural building, a slipway and No. 2 moorings.

At: Land off Tomlow Road, Napton on the Hill.

For: Mr & Mrs T & D Heason

**Napton Parish Council Object – This application is against the National Planning Policy Framework and Stratford District Council Policy concerning new houses in open countryside. It will have a detrimental impact on the landscape.**

**If SDC are minded to approve this application Napton Parish Council request that the item is referred to the Planning Committee for determination.**

### **Decisions**

1)

Ref. 15/03113/COUP

Granted:

Change of use of building from class B8 (storage and distribution) use to C3 (dwellinghouse) .

With conditions.

At: Tomlow Road. Napton

For: R & N Plant Specialists.

### **Update on Bloor Homes Application off Stockton Road**

Although Napton Parish Council has not received notification it is believed that Bloor Homes have appealed against Stratford District Councils non-determination of their application and a Planning Inspector is to be appointed.

### **Item 7**

#### **Highways/General Issues affecting the Parish:**

1) Neighbourhood Development Plan for Napton. Update

It was decided that the Parish Plan be updated rather than produce a Neighbourhood Development Plan. It was felt that a Parish Plan would be of more use to the village.

2) To discuss duties of Parish Council's Highway Officer.

It was made clear that Cllr Clarke is responsible for highway matters and Mr John Lines will assist him in this.

3) To identify previously reported Highway items not yet actioned; to discuss plan for

progressing these, and all newly reported items.

Cllr Clarke and Mr Lines will administer an 'Action of List' of highway matters that need attention. They will progress those matters and the 'Action List' will be reviewed at each Parish Council meeting.

4) Concerns relating to the Brickworks site:

The site is being used for moto-cross at weekends and the Parish Council have received complaints about noise. Attempts will be made to contact the owners of the site to enquire whether or not they are aware.

The Environmental Health Department are to be asked for advice and Cllr Woodcock suggested that there may be by-laws that deal with this situation.

5) To report on progress of actions following complaint regarding dog mess in village.

Cllr Woodcock has submitted an article to the Parish Magazine. The article explains that the offence carries a fine of £1000 and that Stratford District Council have taken offenders to court.

6) To report on progress of actions following complaint regarding 'state of Brickyard's Road'. This was covered by Mr Matthew Williams earlier in the meeting.

7) Verge on Priors Marston Road near new development.

WCC Highways have responded that this will be dealt with when the new development is completed.

8) Warwickshire Community Lengthsman (Linesman) Scheme.

There is no finance available following the pilot scheme.

9) Gulley flooding at top of Howcombe Lane.

Work has now started.

## **Item 8**

### **Sports Field:**

To receive report from 28<sup>th</sup> October meeting of Napton Sports Association.

A report from the Napton Sports Association was submitted and read by the Clerk.

It is attached to these minutes.

## **Item 9**

### **Correspondence**

1. To discuss circulation of correspondence and e-mails to Councillors.

2. To discuss managing of correspondence by Clerk and Councillors.

The prompt circulation of correspondence and e-mails between Councillors and the Clerk are necessary for the effective running of the Parish Council.

The present method of the 'circulation pack' is not delivering the desired outcome, especially as there are now electronic methods.

Mr Jim Sleight suggested that an electronic method of shared storage of documents could be adopted by the Parish Council.

Mr Sleight explained the technical details of this method. In précis, it is a shared workplace where all Council documents are stored and Councillors can use their password to log on at any time to view them -- filing system that is accessible to all those who are authorised. Although there are other systems a commonly used one is Dropbox.

Mr Sleight offered to help the Parish Council set up this facility if the Parish Council so wished.

## **Item 10**

**Monthly Financial Report – See Appendix for Receipts, Payments & Bank Reconciliation & October Financial Review (Both attached to these minutes)**

1. To discuss NPC's Assets and Insurances.

Report to be submitted to January Finance Meeting.

2. Progress report on appointment of Internal Auditor.

To be progressed by the Clerk. This is in order as the present Clerk is only 'Temporary' and will not be dealing with the Internal Auditor.

3. The Chairman thanked Mr Chris Gait for the time he has spent on producing the detailed Financial Summary and the work he has carried out on the accounts generally.
4. It was proposed by Cllr B Alsop, Seconded by Cllr Woodcock and carried that the payments on the Appendix be approved and paid.

## **Item 11**

### **Allotments.**

To reconcile allotments file.

The file contains much old and unclear paperwork and needs to be 'tidied up' to facilitate the effective operation of the document.

It transpired that there are other files that need similar treatment. Councillors will gradually work through the list to bring all files up to an operational standard.

## **Item 12**

### **Councillors Items**

#### Cllr B Alsop

He will attend the WALC AGM on 4<sup>th</sup> November.

He is working on the previously agreed and minuted requirement for lights on School Hill and replacement bracket at junction of Butt Hill and Hillside.

The starting time of meetings needs determining as there is some confusion as whether it is 7.00pm or 7.30pm. It was stated that 7.30pm is the official time for Parish Council Meetings.

#### Cllr Clarke

Some of the 50mph signs have been sprayed over on the Stockton/Napton Rd.

#### Cllr Gooderham

SDC have some second-hand laptops available for local groups.

St Lawrence School wish to place a sign on the verge by the school at appropriate times. It will request that car drivers drive with caution. The sign is sponsored by a local company and carries that company's logo.

It was suggested that the school should approach Paul Cowley at WCC Highways for guidance.

#### Cllr Veasey

Signs have appeared on the bridge on Stockton Road that appear not to be official.

#### Cll J Alsop

Catterall's Coaches have been contacted regarding their school coaches using the single-track Marston Doles Road. No schoolchildren live along there so it is just being used as a short cut.

A villager has asked that Napton Parish Council contribute to the Volunteer Driver scheme for trips to hospital. It was suggested that this be on the Finance Meeting agenda in January.

#### Cllr Woodcock

Old tyres by the A425 'phone box and the verge opposite Brickyard's Road need to be collected by

SDC.

A wooded post on Chapel Green has rotted and snapped off. As the parish Council has discussed wooden posts generally at locations in the village perhaps a budget can be set to carry out new and replacement post as required. This will be on the Finance Meeting agenda in January.

**Item 13**

**Matters Arising.**

There were none

**Item 14**

**Granton Playing field**

Cllr Woodcock has inspected the play equipment area and found there to be no immediate action needed although he was surprised at the amount of litter in the area.

He has also looked at the skate-park and although no immediate action required the top of the bench is beginning to peel. The park was tidy and litter was at a minimum.

He pointed out that these inspections need to be carried out regularly.

The Chairman reported that she was in consultation with members of the school parents association (SALSA). She is hoping that they will take on the inspection responsibility.

In the meantime both Cllrs Gooderham and Clarke offered to carry out inspections.

**Item 15**

**Recruitment of Clerk to the Parish Council**

Progress report on recruitment of Clerk to the Parish Council.

The post has been advertised.

Closing date for applications will be 26<sup>th</sup> November with interviews week beginning 30<sup>th</sup> November.

**Item 16**

**Business considered urgent by the Chairman.**

There was none.

**Item 17**

**Dates of Forthcoming Parish Council Meetings.**

7<sup>th</sup> December 2015 Parish Council Meeting

4<sup>th</sup> January 2016 Parish Council Finance Meeting.

There being no further business the Chairman closed the meeting at 9.50pm.

Signed .....

Date.....