



NAPTON ON THE HILL PARISH COUNCIL

Minutes Monday 5th June 2017 Napton Village Hall at 7.30pm

Present: Cllrs Gooderham, Featherstone, Clarke, Alsop, Woodcock and Veasey. Parish Clerk Jayne Warman. Warwickshire County Councillor Andy Crump

- 1. Apologies for Absence:** Councillor Chris Williams
- 2. Declaration of Personal or Disclosable Pecuniary Interests.** Taken by item
- 3. Filming and recording of meetings:** Notice displayed
- 4. Minutes of meetings of 8th May:** Accepted as a true record and signed by the Chair

5. Comments and Questions from the Public:

Malcolm Thomas reported that the emergency box is now ready for use and suggested that a “dummy run” would be sensible. Ultimately the box will be placed in the VH store. Alternative access arrangements e.g. code entry need to be explored. Both Malcolm Thomas and Cllr Woodcock were thanked for their work on this

A parishioner asked about the funding of the new culvert on Dog Lane. The Clerk explained that it was installed and paid for by Warwickshire County Council without consultation with NPC. Cllr Clarke reported that he had raised the issue of the potentially dangerous design of the new structure. This has been reported to Highways who have inspected and say there is no problem. Cllr Clarke to reiterate NPC’s concerns and to copy Andy Crump in.

It was pointed out that the roses from the gardens opposite the shop need cutting back as they restrict the view for on coming vehicles. Cllr Clarke agreed to speak to the residents.

It was stated that the posts on memorial green have been installed in locations which do not prevent people parking there. This may be because of the position of the services. Cllr Clarke to follow up and copy in Andy Crump.

- 6. Reports from District and County Councillors:** Cllr Chris Williams was unable to attend the meeting but has been chasing up several planning enforcement issues on NPC’s behalf. Cllr Crump explained that he is still getting to grips with the role but is working closely with Patch Byrne. His contact details, including his phone number are on the WCC website.
- 7. Planning applications:**

Application(s) reference: 17/01296/FUL & 17/01297/LBC

Proposed: Single storey rear extension to existing dwelling, to provide additional open plan Kitchen & Dining accommodation.

Conversion of existing ground floor Garage space into associated accommodation.

First floor extension over existing Garage to form Office/Bedroom accommodation.

At: The Mockery Chapel Green Farm , Thorntons Lane, Chapel Green, Napton-On-The-Hill CV47 8PA

For: Mr & Mrs Richard Bates

Cllr Clarke declared an interest in this application and so did not vote. Cllr Veasey proposed “no comment” seconded by Cllr Featherstone. All in favour.

8. Allotments update: (brought forward on the agenda with the agreement of all Cllrs). 2 representatives from the allotments group gave a brief update on progress to date and plans for the future. The group has undertaken a good deal of work on a voluntary basis including the installation of a solar powered water system, site clearance and the removal of a tree and unwanted scrub. Going forward the group would like to install a fence along the bottom half of the site and undertake works to make the shed secure for storage of materials. It is unlikely that there will be sufficient funds in the Council’s allotments budget to do all of the proposed work but the group are happy to provide volunteer labour which may make it more cost effective. The group undertook to come back to a future meeting with a more detailed, costed proposal.

9. Risk register: Councillors had reviewed an amended version of the risk register outside of the meeting and felt that apart from one or two minor changes the document was ready for signing off. The Clerk was asked to make the final changes and bring the finished version to the July meeting for ratification.

10. Audit requirements:

The report from the Council’s internal auditor was completed on May 16th and found no substantive issues. Whilst it was not cited in the report it was agreed that one of the Councillors would go through the accounts with the Clerk on a quarterly basis to act as a check and challenge.

The Annual Governance Statement was discussed and duly signed by the Chair and Clerk.

The Clerk circulated a copy of the signed Statement of Accounts. These were approved and then signed by the Chair.

The Chair announced that the period for the Exercise of Public Right would be from 19th June – 28th July 2017 and that the accounts would be available for viewing during that time by appointment with the Clerk

11. Finance issues:

The payments listed in appendix 1 were approved.

The detail of the Clerk’s salary was set out in the confidential section and questions were asked about whether this was appropriate as in the past details

had always been in the public domain. The Clerk was asked to take advice on best practice from WALC.

The Clerk was asked to consider what the minimum level of funds held in the current account should be going forward.

12. Open spaces/village maintenance:

As part of the S106 agreement for the Godsons Lane development AC Lloyd are required to offer the long-term maintenance of the open space within the development to NPC or a management company. It was felt that having some control over the area could have merit and therefore it was agreed to investigate further the implications of managing the wild flower meadow.

General village maintenance issues

- The bridge into sports field has become very slippery and needs some chicken wire or similar. Cllr Clarke agreed to investigate
- Hackwell steps – the area needs strimming around the roses. Clerk to instruct M.Mann to undertake the work 2/3 times PA
- Notice boards and benches – these need, rubbing down, staining and checking over. Cllr Gooderham to provide contact details of a maintenance man

13. Highways update:

The raised footpath alongside Baynton’s barn on Church Road needs spraying/trimming 2 x PA. Clerk to instruct M.Mann to undertake the work. The footpath up to the Churchyard is of a brick construction and of historical interest. It should not be tarmacked over. Clerk/Cllr Clarke to liaise with highways.

14. Councillors Items:

There is a water leak opposite the Crown. JW to report to Severn Trent
There has been fly tipping at the entrance to the industrial estate. Also, the fly tipping of garden waste at Chapel Green continues despite the PC having sent a letter to the resident in question. The Clerk was asked to report both issues to SDC.

15. Dates of future meetings

- Mon 3rd July
- Mon 7th Aug
- Mon 4th Sept
- Mon 2nd Oct
- Mon 6th Nov
- Mon 4th Dec

Signed

Dated

Appendix 1 Payments and receipts

Payments for approval

Payee	Description	Amount	Cheque no
Andrew Scott	Internal audit	£150	102580
Clerk's salary	May	££486.90	102581
Warwickshire CC	Pension contribution – May 17	£184.98	102582
CPRE	Annual membership	£36.00	102583
Richard Woodcock	Emergency plan expenses	£26.00	102584