



NAPTON ON THE HILL PARISH
COUNCIL

Minutes
Monday 13th May 2019
at Napton Village Hall

1. **Present:** Cllrs Woodcock Heaf, Clarke, Alsop, Gooderham(chair) and Veasey. J, Warman (Clerk). 9 members of the public were also present. Cllrs Crump and Rock were present for part of the meeting
2. **Apologies for Absence:** None received
3. **Declaration of Personal or Disclosable Pecuniary Interests.** Taken by item
4. **Filming and recording of meetings:** Those present were made aware of the rules.
5. **Minutes of meetings of 1st April 2019:** These were agreed as a true record and signed.
6. **Matters arising**
 - CRT response re Holt Road – the Clerk reported she has been unable to get a response. A member of the public offered to provide contact details.
 - Hedge at bottom of Priors Marston Road- the Clerk has contacted the land owner and copied in WCC Highways. A member of the public offered to provide contact details for the landowner.
 - Viewing platform – Cllr Woodcock reported that he had undertaken a site visit and that Bill Line had offered to undertake a repair at cost i.e. approx. £1k for the materials. The Clerk was asked to check standing orders and arrange for the work to be done ASAP on safety grounds. Cllr Clarke to tape off the area in the short term.
 - Street lighting – the Clerk reported that AC Lloyd have offered to repair the light outside Hatties Meadow. The Council are exploring options for transferring old sodium lights to LEDs using possible grant schemes. Cllr Veasey reported that he had been chasing Western Power re the lights on School Hill. It was agreed that if no timetable is provided by June NPC would ask Cllr Rock to intercede.
 - Bank erosion outside Oakwood Cottage – WCC highways have agreed to put new kerbing along School Hill outside the affected property.
 - Dog bin – new bin near the Church to be relocated away from property boundaries and to a more visible location. NPC to contact Shuckburgh estate to get permission.

7. Comments and Questions from the Public: Parishioners of Napton on the Hill are invited to address the Council on any relevant matter for a **maximum of three minutes**.

- Councillors were thanked for standing for office.
- 2 blocked drains were reported. Clerk to follow up
- The hedges on the Doles road need cutting back – Clerk to contact WCC in the first instance.
- The privet hedge in the garden of Wood View needs cutting back. Clerk to contact the owners.
- The brambles in the layby next to the Granary need chopping back. The owner of the adjacent field offered to do the work.
- A resident raised a number of concerns about the Council's approach to planning applications and in particular its response to the recent appeal on the land above the AC Lloyd site. The Council asked for a written copy of the concerns raised so that it could address them in full.

8. Planning Matters:

Application reference: 18/02300/COUQ
Planning Inspectorate Reference Number: APP/J7320/W/19/3225376
Appeal by Mr T Bostock
Site at: Agricultural Building, Shuckburgh Road.
Proposal: Change of use of building to 1 no. dwelling house.

It was resolved to make no further comment on this appeal

CLlr Woodcock gave a report on a recent meeting with the developers for the Brickyard site, the Parish Council and Stratford District Council. A full copy of the minutes will be posted on the Council's website but the key points were as follows:-

- Further work is being undertaken by the developers to mitigate the impact on wildlife on the site
- The current proposal is for 100 homes. The Parish Council has indicated that this is likely to be more than would be acceptable to the Community.
- Whilst the application is outline at this stage the Parish Council has made it clear that the current design would not be acceptable
- There now a useful ongoing dialogue between NPC, SDC and the developers
- A revised application is expected shortly and this will be subject to the standard 21 day consultation period.

9. Reports from District and County Councillors:

- The Chair welcomed newly elected District Councillor Nigel Rock and returning County Councillor Andy Crump. It was suggested that an informal briefing should be arranged to share key issues and priorities. CLlr Crump provided a written report, a copy it attached to the mins.

10. Finance issues:

- The year end accounts for 18 -19 were signed. Copy attached to the minutes.

- It was agreed that the Council should review its holdings, look to maximise income from interest and consider reducing the amount held in the current account.
- The payments listed in appendix 1 were approved. The payment to Malcolm Thomas is to reimburse him for materials purchased and works undertaken to the observer post and War Memorial.

11. Audit requirements:

- The Council's internal auditor has completed his review. It will be circulated to Councillors and any action required will be addressed at the June meeting.
- Councillor's reviewed the Council's risk management policy. Specific timings were allocated to a number of actions. The document will be amended to reflect these, recirculated and adopted at the June meeting.
- Section 1 of the Annual Governance and Accountability Return for 18-19 was reviewed in the light of the Council's risk management policy. The Clerk set out the processes and procedures which are in place to protect the Council. It was agreed that the document would be formally signed off at the June meeting .
- The Clerk confirmed that the period of the Exercise of Public Right for the financial accounts will be 17th June – 26th July. During that time members of the public can ask to see the accounts.

12. Highways issues:

- Cllr Clarke reported that he has been having regular meetings with WCC Highways and gave a short progress report.
 - WCC will be painting white lines outside No 2 Dog Lane as the large vehicles which are regularly parked there make it a difficult and dangerous junction for pedestrians and drivers alike
 - The damage to the footpaths in St Lawrence Close will be tackled at the end of the AC Lloyd contract

13. Neighbourhood Development Plan:

- Dave Skyes gave an update on progress on behalf of the NDP group. The large number of comments received as part of the consultation exercise has taken longer than anticipated to work through. However, work this is nearly complete and the group is hoping to come forward to the Parish Council in the near future with an updated plan which will then be subject to a future formal consultation exercise.

14. Correspondence:

- The Clerk reported that WCC have just launched a community grants scheme. www.warwickshire.gov.uk/cllrgrants deadline for the first round of applications is Friday 7th June 19.

15. Councillor's urgent items:

- The raised footpath on Church Road needs cutting back
- Hackwell Steps need spraying
- Hackwell Bank needs clearing

CLr Clarke to liaise with Michael Mann

- Following Planning Committee meeting on 25th April at which application reference 18/03239/FUL Field Between Dog Lane and Fells Lane was discussed, the Council raised grave concerns about the process. It was agreed that a formal complaint should be sent to SDC Head of Planning and the Council's Chief Executive Officer, Isabel Edgar Briançon.

16. Confirmation of dates of future meetings:

Monday 3rd June, Monday 1st July, Monday 5th August TBC, Monday 2nd Sept , Monday 7th October, Monday 4th November, Monday 2nd December.

Signed.....

Dated.....

Napton Parish Council - appendix A

Expenditure transactions - payments approval list

Start of year 01/04/19

| Tn no | Cheque | Gross | Heading | Invoice | date | Details |
|--------------|--------------|-----------|---------|---------|----------|--|
| 1 | | £112.00 | 1030 | | 01/04/19 | Napton Village Hall - Room Hire Jan - March 19 |
| 3 | | £96.00 | 1002 | | 01/04/19 | Edge IT Systems Ltd - Year end finance training |
| 4 | | £374.00 | 1015 | | 01/04/19 | WALC - Annual membership for 19-20 |
| 2 | | £785.04 | 2050/2 | | 02/04/19 | EON - Energy charges March and April 19 |
| 14 | | £756.26 | 1001 | | 30/04/19 | Staff costs April |
| 15 | contribution | £240.30 | 1000 | | 30/04/19 | Warwickshire County Council - Pension April 19 |
| 18 | | £50.00 | 2070 | | 30/04/19 | Richard Woodcock - Grass seed |
| 19 | | £1,699.20 | 2090 | | 30/04/19 | Frank Mann Farmers - April mowing |
| 20 | | £80.00 | 1050/1 | | 07/05/19 | Malcolm Thomas - Reimbursement for works to benches and observer post |
| 21 | | £36.00 | 1015 | | 13/05/19 | CPRE - Membership 19-20 |
| 22 | | £216.00 | 1010/1 | | 13/05/19 | Andrew Scott - Internal audit fee 2018 - 2019 |
| 23 | | £265.70 | | | 13/05/19 | Clerk's expenses |
| 1 | | £227.70 | 1025/4 | | | Printer Cartridges |
| 2 | | £38.00 | 1025/2 | | | Misc expenses |
| 3 | | | | | | |
| Total | | £4,710.50 | | | | |

Financial Summary - Cashbook

Summary between 01/04/18 and 31/03/19 inclusive.

Balances at the start of the year

Ordinary Accounts

| | |
|-----------------------------|-------------|
| HSBC | £26,951.92 |
| Nationwide Building Society | £5,000.00 |
| Skipton Building Society | £75,000.00 |
| Total | £106,951.92 |

| RECEIPTS | Net | Vat | Gross |
|--------------------|------------|-----------|------------|
| Policy & Resources | £54,597.86 | £0.00 | £54,597.86 |
| Outside Services | £2,199.35 | £0.00 | £2,199.35 |
| Total Receipts | £56,797.21 | £0.00 | £56,797.21 |
| PAYMENTS | Net | Vat | Gross |
| Policy & Resources | £19,725.41 | £809.32 | £20,534.73 |
| Outside Services | £16,603.76 | £2,276.71 | £18,880.47 |
| Total Payments | £36,329.17 | £3,086.03 | £39,415.20 |

Closing Balances

Ordinary Accounts

| | |
|-----------------------------|-------------|
| HSBC | £44,333.93 |
| Nationwide Building Society | £5,000.00 |
| Skipton Building Society | £75,000.00 |
| Total | £124,333.93 |

Signed
Chair

Linda Gooderham

Clerk / Responsible Financial Officer

[Signature]