

MINUTES OF THE 36th PARISH COUNCIL MEETING OF
MAPPLEBOROUGH GREEN PARISH COUNCIL
HELD ON MONDAY, 5th OCTOBER 2009
at 8.15pm at THE VILLAGE HALL

1. THE CHAIRMAN OPENED THE MEETING AT 8.15pm
2. PRESENT - Cllrs. M. Green, G. Ward, J. Fitzhenry, Nor O'Neill Thomas, A. Crichton, L. Topham, M. Barry
3. APOLOGIES – Cllr. Regan
4. DECLARATIONS OF INTEREST – Cllr. Crichton registered Prejudicial Interest in Planning Application (Item 8 on Agenda).
5. PUBLIC FORUM – No members of the Public were present.
6. THE MINUTES OF THE 35th PARISH COUNCIL MEETING OF 3rd August 2009 were accepted as a true record and signed.
7. ITEMS FOR DISCUSSION – Matters arising from the last Parish Council Meeting
- SPEED/SIGNAGE/DUAL FLASHING LIGHTS
Mr. Richard Elbourne of Warwickshire County Council presented results of the Speed Survey conducted in four areas of the Village. He distributed a map showing the sites on the A435, Pratts Lane and Haye Lane. The speed average on A435 was 39.5mph (85% of drivers below 44mph), 21.6mph in Pratts Lane, between 18.5mph and 20.4mph in Haye Lane (2 areas). Concern was expressed by Parish Councillors that Pratts Lane and Haye Lane are de-restricted and whereas the speeds appear to record low, it does leave open the opportunity to drive faster. These are residential areas. The review was also carried out during school holidays, so less traffic. It was requested that the general limit within the Village be 40mph and look at 30mph in Pratts Lane and Haye Lane (40mph between the Farm and the Henley Road). Mr. Elbourne said he was looking at moving the 40mph back up the Henley Road by 60metres. Cllr. Green said this needed to be further back to the junction with Haye Lane as he is aware of vehicles speeding at this point. Mr. Elbourne would look at this and would put the proposals together and forward to the Parish Council. He needed to discuss these with the Police. It would probably be twelve months before these changes could be implemented.

The Parish Clerk asked him about the concerns of the resident at the far end of Pratts Lane regarding speed (copy letter already given to him) and would he consider speed bumps there. Mr. Elbourne advised that they can only be sited where there are street lights.

Regarding the Dual Flashing Lights, one set for the Birmingham Road by the Dog Island and one set on the Henley Road by the School, had been ordered with the contractor and instructed to install. This should be completed with six weeks.

Signed

The Chairman thanked Mr. Elbourne for his report and attending the meeting.

- GRASS CUTTING

The Parish Clerk reported she had attended the Community Forum on 13th August at which the Parish Council letter was acknowledged regarding concerns over the standard of grass cutting from Warwickshire County Council. Several other Parish Councils also raised their dissatisfaction. The Chair of the meeting asked that this subject be an Agenda item for the next Community Forum in November. Since the meeting further cuts have been made and to a better standard.

Following the last Parish Council Meeting, the Clerk had asked Dave Bennett to cut-back the weeds on the cross-over points by the Dog Island. This had now been done and he would keep it tidy along with his regular cutting. She had also approached him with regard his intention to carry on with grass maintenance after March 2010 or not. Previously he had hinted at finishing, however, he will be continuing. A letter had been sent to the Parish Council from another company detailing their services but it was agreed that Mr. Bennett gives a very high standard and is very helpful.

- NEIGHBOURHOOD WATCH

Following the last Meeting when Ann Bicknell expressed an interest in joining the Neighbourhood Watch, she and the Parish Clerk had spoken to the Community Police Officer at the 'surgery' before the Community Forum in August. The Parish Clerk asked that current members be contacted and kept in touch. Cllr. O'Neill Thomas had also expressed interest in taking part. No update on this.

- PURCHASES

Some discussion took place at the last Parish Council Meeting regarding projects for the benefit of the Village. No further ideas were put forward. Councillors said the residents continually need encouraging. The Clerk confirmed again that requests are on the Website and Notice Boards. The Councillors were asked to email ideas to the Clerk.

- DOG FOULING SIGNS

The Clerk advised that permanent posters were available free of charge and could be put in situ by W.C.C. at the footpath by The Boot (site suggested at the last Meeting). She would organise this. She still had some adhesive signs to put in place around the Village. Cllr. Green asked for one by the dog waste bin in Hays Lane which had been graffitied. He also remarked that rubbish is in need of collection around the litter bin. Parish Clerk to action.

- EMERGENCY PLAN

The Clerk distributed updated 'Emergency Plans'. Following discussion at the last Meeting regarding W.C.C. suggested contents of the 'Emergency Box', the Clerk had priced up various items – Walkie Talkies (for Chairman and herself) ranging from £9+ to £37.00 the latter having a 5km range, wind-up radio (£9), torch etc. She suggested also obtaining a rigid box for storing the items – the current box being cardboard and contains 33 space blankets and 3 tabards. After some discussion Cllr. Crichton proposed to go ahead with the purchases, seconded by Cllr. O'Neill Thomas.

Signed

- ADVERTISING ON THE WEBSITE/NOTICE BOARDS

Following the last Meeting when it was reported that Ian Geddes (Website updates), had enquired regarding advertising of a 'writers competition'. The Clerk had enquired if the organisation was profit making or charity and Mr. Geddes advised it is profit making. However, Studley Parish Council are allowing this and making a charge of £5.00 per month. The Parish Council agreed that Mappleborough Green could do the same but just having a heading then Link. This could apply to other users. Proposed by Cllr. Ward, seconded by Cllr. O'Neill Thomas. The Parish Clerk read out the current policy agreed on 3rd December 2007.

Following previous contact regarding a proposed 'News Email' for the Village, the Clerk had received an email from Mr. Masefield with how he viewed it running. The Chairman asked for a copy of this and he would contact him.

- REVIEW OF FINANCIAL PROCEDURES/FIXED ASSETS

In line with the suggestion from the Internal Auditor to review the values of Fixed Assets, the Parish Clerk distributed details current Fixed Assets. It was decided that IT items/camera have no written down value after two years. The Chairman said these would probably need renewing next year as the Clerk had reported problems with the Laptop and Printer. The Parish Councillors present agreed nil Book Value on next year's Return.

The Clerk read through the Financial Risk Assessment sheet given to the Parish Councillors in May.

Following the Clerk's completion of her Portfolio for the CiLCA Certificate, it is suggested that a 'Financial Procedures' document be put in place and agreed by the Parish Council. She distributed a Draft for the Parish Councillors to consider and for Adoption at the next Parish Council Meeting. The document covers cheque signing, Internal Audit arrangements, procedures for Contracts, delegation to the Clerk.

- LOCAL TRANSPORT PLAN 3

The Questionnaire had been completed by Cllr. Fitzhenry and copied to the Parish Councillors and Clerk.

OTHER ITEMS FOR DISCUSSION

- WARWICKSHIRE FIRE SERVICE

Various notices had been received regarding the proposed closure of some Fire Stations – Studley being the one affecting Mappleborough Green. A copy of background information on the changes and Consultation Document had been received from Warwickshire Fire & Rescue Service. The Clerk had requested 6 further copies. Details had been emailed to the Parish Councillors.

There is a Public Meeting at Studley Village Hall on 21st October at 7.00p.m. Cllr. Hazel Wright, Ward Member for Studley, had written inviting representatives from Mappleborough Green to attend a Pre-Meeting at Studley Village Hall on Wednesday, 14 October 2009 at 7.00p.m. to consider the proposals and compile questions in readiness for the Public Meeting.

Signed

Cllr. Barry was invited to address the Parish Council. He confirmed the need for cover from the Studley Force who have always acted promptly when called. There was grave concern over the cover expected if the proposals go through. The Consultation Document is machine read so letters need to be sent in with key words relating to support of keeping the Fire Station at Studley in service. These letters will have to be manually read. In emergency, immediate and quick response is required. Fire appliances will be too far away and spread across the region. Cllr Barry urged everyone to write in support. January is the deadline and any decision will take immediate effect. The Chairman thanked Cllr. Barry.

- SUSTAINABLE COMMUNITIES ACT 2007 AMENDMENT BILL

The Clerk had forwarded an email to the Parish Councillors regarding this and asked for any responses or if action was required. Only Cllr. Ward had emailed back. No action was required. No other comments from Councillors at the Meeting.

- RURAL COMMUNITY DOCUMENT

The Clerk had previously distributed copies of 'Greening Your Community Plan'. The Parish Council felt it was not applicable at this time to Mappleborough Green.

8. PLANNING APPLICATIONS

The Clerk distributed a list of Planning Application Notices/Decisions received since the last Meeting (Appendix 1). Planning Application 09/01806/LBC for A. Crichton was to be considered. Cllr. Crichton had already advised his Declaration of Interest and took no part in the discussion. No members of the public were present. The decision of all Parish Councillors present was that there were no objections to the Application.

The Clerk had forwarded the email of the Planning Portal from WALC for their consideration.

9. DISTRICT and COUNTY COUNCILLORS REPORTS

Cllr. Topham reported that Stratford District Council had started work on the Budget which was 'looking good'. They were supporting Studley Fire Station which gives a very good emergency service and that is what is important. Monetary costs do not come into it or the size of the fire.

Cllr. Barry had already spoken.

10. CORRESPONDENCE

- The Play Area Annual Inspection Form had been returned for Abbeyfields and was due to take place in October/November. The cost of this is met by S.D.C., however, the letter says expenditure is under review for 2010. Clerk to obtain an idea of the costs and the District Council's intentions for next year.

- A notice of this year's 'Switch It Off' campaign (4th year) had been sent by W.C.C. The campaign is to encourage communities to 'switch off' non-essential appliances between 4.30-6.30p.m. on November 13th. Ideas were listed of how to take part in raising awareness. Clerk to put on the Website and Notice Boards.

Signed

- A copy of the 2nd Edition of the Lorry Route Map was shown to the Parish Councillors.

- Details had been received of the Quality Status Fund from WALC. This is available to Parish and Town Councils aiming for Quality Status. The Clerk outlined the benefits and said the Clerk has to have the CiLCA Certificate as part of applying for Quality Status. She had completed her Portfolio in September and was awaiting the result. However, she felt that because of lack of time with day-to-day work and her own commitments, she was not confident of success. She will have a further six months to complete this again if necessary, at a reduced fee.

The Clerk gave details of two Briefing Days on 21st November and 12th December for Councillors. She would email the details as a reminder.

11. FOR CIRCULATION

Because of some late amendments, the Clerk had not arranged printing of the updated Contact Sheet. This was now ready for producing and gave a copy to the Parish Councillors. The price from Staples is now £50 (including folding) for 300 copies. She would organise the copying and give to the Parish Councillors for distribution.

The sheet included a list of useful emergency numbers supplied by S.D.C. The list was also being posted on the Website and Notice Boards.

Notification had been received from WALC regarding the need for Parish Councils to have a 'Complaints Procedure' in place. This was also raised in completing the CiLCA Portfolio. The Clerk circulated a copy of 2 documents on the subject from NALC – Legal Topic Note 6 July 2003 and the latest Legal Topic Note 9 November 2008 – Handling of Complaints. The Clerk asked that the Parish Councillors look at these in order that Mappleborough Green can form a policy and be discussed at the next meeting.

12. APPROVAL OF ACCOUNTS PAID/FOR PAYMENT – FINANCE

The Clerk advised that the second half of the Precept payment had been received. She distributed a Bank Statement Balance Sheet (nos. 60 & 61) showing a balance of £18,766.96 (including the Precept payment). This did not show cheques for approval and signing. The Village Hall had not cashed the cheque for the light repair. The total of these payments was £1,147.72 giving a balance of £17,619.24. The invoice from 2GeeDesign was still outstanding.

The Clerk distributed a list of payments made since the last Parish Council Meeting and cheques due for signing (Appendix 2).

The National Association of Local Councils (NALC) Pay Award had been decided and this was 1% increase back dated to April 1st 2009.

13. DATE OF NEXT MEETING

The next Parish Council Meeting was confirmed as Monday, 7th December at 8.15pm at The Village Hall

- The Chairman declared the Meeting closed at 9.45pm -

Signed

APPENDIX 1.

PLANNING APPLICATIONS NOTICES RECEIVED/
NOTICE OF APPLICATION DECISIONS
SINCE PARISH COUNCIL MEETING 3RD AUGUST 2009

APPLICATIONS RECEIVED

- No. 09/01146/FUL Les Topham Garden Centre, Birmingham Road, Mappleborough Green
Proposed: Demolition of existing storage buildings and erection of new storage building, associated with Garden Centre
Comments from Parish Council: No representations
- No. 09/01485/FUL Mr. Matthew Crisp, Outhill Cottage, Henley Road, Outhill.
Proposed: Modification of domestic curtilage to include change of use of parcel of agricultural land to residential use and change of use of equivalent size parcel of residential land to agricultural use.
Comments from Parish Council: No representations
- No. 09/01657/FUL Mr. K. Osaki, Hillcrest, Birmingham Road, Mappleborough Green
Proposed: Replacement dwelling
Comments from Parish Council: No representations
- No. 09/01806/LBC Mr. Alan Crichton, Manor House Farm, Pratts Lane, Mappleborough Green
Proposed: Repair to external wall brickwork and structural timbers
Awaiting comments from Parish Council

NOTICES OF DECISIONS

- No. 09/01221/FUL Mr. Nigel Pitt, The Forge Garage, Birmingham Rd., Mappleborough Green
Dated: 4th August **Granted with conditions.**
No noise generating activities or repairs shall be carried out outside the premises. Noise generated activities to be carried out inside the building with closed doors except to access and egress.
- No. 09/01080/FUL Mr. Roger Dior, Jalna, Pratts Lane, Mappleborough Green
Dated: 6th August **Granted with conditions.**
- No. 09/01446/FUL Les Topham Garden Centre, Birmingham Road, Mappleborough Green
Dated: 4th Sept. **Granted with conditions.**
- No. 09/01485/FUL Mr. Matthew Crisp, Outhill Cottage, Henley Road, Outhill,
Dated: 23rd Sept. **Granted with conditions**

Signed

APPENDIX 2.

PAYMENTS MADE SINCE LAST PARISH COUNCIL MEETING 3rd AUGUST 2009

| Cheque No. | Description | Amount | Date Paid |
|------------|---|---------|-----------|
| 100316 | Clement Keys – External Audit | £155.25 | 27.8.09. |
| 100317 | Parish Clerk – Wages August + Broadband less PAYE | £317.52 | 2.9.09. |
| 100318 | Parish Clerk – Postage, mileage cost to meeting at Wootton Wawen | £14.15 | 2.9.09. |
| 100319 | D.J. Bennett – Landscaping August | £120.00 | 2.9.09. |

CHEQUES FOR APPROVAL AND PAYMENT

| | | |
|--------|---|---------|
| 100320 | Parish Clerk – Postage, Stationery, Ink Cartridges (Staples) | £45.02 |
| 100321 | Parish Clerk – Wages September + Broadband National Pay Award back-dated to April and Includes for hours to complete Portfolio for CiLCA Certificate – less PAYE | £468.46 |
| 100322 | Post Office – PAYE July, August, September | £276.79 |
| 100323 | D.J. Bennett – Landscaping September | £170.00 |

Signed