

Lighthorne Parish Council

Draft minutes of the Annual Meeting of the Parish Council held in Lighthorne Village Hall on Tuesday, 9th May 2017 at 7.45pm

Present: Cllrs. A. Archer (Chairman), L. Steele, A. Smith, District Cllr. C. Mills and County Cllr. C. Williams

1 member of the public

1. Election of Chairman

Cllr. Steele proposed Cllr. Archer as Chair, seconded Cllr. Smith. Cllr. Archer signed the declaration of office form.

2. Apologies for absence

Cllr. Reynolds (personal commitment). The Clerk confirmed that she has received Cllr. Reynolds' declaration of office form.

3. To take any questions from the floor

A resident asked when the minutes were displayed on the website. The Clerk explained that the draft minutes are displayed 5 days before the meeting. The draft minutes will be replaced with the approved minutes within a week of the meeting in which they are approved.

4. Declarations of interest

No interests were declared.

5. Appointment of Vice Chairman, Financial Officer and councillors to committees

The Chairman proposed Cllr. Steele as Vice Chair, seconded Cllr. Smith. The Clerk was appointed as the financial officer. The Chairman was proposed by Cllr. Steele as the representative for the Gaydon Liaison Committee Meetings, seconded Cllr. Smith.

6. Acceptance of the minutes of the previous meeting

The Clerk had circulated prior to the meeting draft minutes. Cllr. Steele proposed that they be accepted, seconded Cllr. Smith and carried unanimously. The Chairman signed the minutes.

7. To consider the following planning applications

(i) Planning application no. 17/01127/FUL - land between Gaydon Village and the Jaguar Land Rover site

Councillors agreed to raise no comments or objections.

ACTION: The Clerk to respond to the Planning Department.

(ii) 17/01114 - British Motor Museum

Councillors agreed to raise no comments or objections.

ACTION: The Clerk to respond to the Planning Department.

(iii) 17/00301/TREE - Bishops Farm Cottage

Councillors agreed to raise no concerns.

ACTION: The Clerk to respond to the Planning Department.

(iv) 17/01008/FUL - Jaguar Land Rover

Councillors agreed to raise no comments or objections.

ACTION: The Clerk to respond to the Planning Department.

(v) 16/03832/FUL Chestnut Cottage

Councillors agreed to raise no comments or objections.

ACTION: The Clerk to respond to the Planning Department.

(vi) 17/01017/S106 - land at Lighthorne Heath (treatment of the B4100)

Cllr. Steele had circulated a draft response to all councillors, prior to the meeting, objecting to this proposal. Cllr. Smith seconded this proposal. It was agreed that the draft should be submitted. The Clerk was asked to submit the response.

ACTION: The Clerk to submit the objection.

8. District Council Matters

(i) To receive report.

District Cllr. Mills reported that the by-election for the Ettington District had been won by Penny-Anne O'Donnell.

The Annual Council Meeting will take place on 17th May. Cllr. Atkinson will become Chairman with Cllr. Kettle as Vice Chairman.

Venture House Business Centre was set up for people who want to set up their own business. The District Council is a sponsor of the 'Rising Star' Award category.

The District Council is supporting national Dementia Awareness week which runs from 14th May.

Stratford Leisure Centre will be hosting a prostate screening event on 27th May from 10am until 1pm. This is being supported and funded by the District Council.

(ii) GLH Treatment of the B4100; response submitted

County Cllr. Williams spoke about the 'underpass' option as being the proposed option. Councillors agreed that Cllr. Smith would represent the Parish Council if this application is to be considered at a planning committee meeting.

(iii) Mountford Rise (evens) parking

ACTION: June agenda item.

9. County Council Matters

(i) To receive report

County Cllr. Williams mentioned the closure of Morton Morrell Lane.

Councillors confirmed that they were aware of this and details have already been placed on the website. He reported that the conservatives now have 36 seats on the County Council.

10. Matters arising from previous meetings

(i) Defibrillator update

The Clerk reported that a local parish purchased a defibrillator for £2,550 several years ago from the Arrhythmia Alliance. Cllr. Steele said that the defibrillators she has seen are around £1,500.

ACTION: June agenda item.

(ii) Review of parish owned land boundary update

ACTION: June agenda item.

(iii) Councillor vacancy

The Clerk reported that a notice has been placed on the noticeboard which has now expired. Councillors agreed that a new notice should be prepared asking residents to contact the clerk if they are interested in the vacancy.

11. Parish Maintenance

(i) Sports pavilion/sports ground update

Councillors agreed that the Cricket Club needs to be contacted as a matter of urgency. They have been asked to provide a list of fixtures which has not been received. The Clerk was asked to inform them that new security arrangements are being considered which could come into place on Friday, 19th May.

ACTION: The Clerk to send an email to the Cricket Club.

Cllr. Smith reported that the Café owner has arranged for a new electricity supplier.

Cllr. Smith also reported that he a meeting is arranged with our solicitor to discuss agreements with the Café, Cricket Club and allotments.

(ii) Broadwell; update on repairs

It was reported that the silt and leaves need clearing. The spring is also leaking over the Broadwell. It was agreed that the Chairman should contact Farm Services and also a contractor to clear out the silt and leaves.

ACTION: The Chairman to follow up on this.

12. Contracts and Finance

(i) Bank balance

The bank balance was reported as £9,378.78. The Clerk reported that she hasn't received a statement for the second account. Cllr. Steele said that we should have received funding for play equipment from the Oberry Fields planning development. The Clerk said that this hasn't been received.

ACTION: The Clerk to liaise with the District Council regarding this funding.

(ii) To review the draft 2016/17 accounts

The draft accounts had been circulated prior to the meeting. Councillors agreed that they could be forwarded to the internal auditor.

ACTION: The Clerk to arrange for the accounts to be forwarded to the internal auditor.

(iii) To review the annual insurance

Cllr. Steele proposed that the asset cover be increased due to the purchase of the new play equipment. The Clerk agreed to circulate the asset register for councillors to review and advise what items should be insured.

ACTION: The Clerk to circulate the asset register.

(iv) Pensions Declaration; completed

The Clerk reported that she has experienced problems in completing this declaration. She has emailed the pension regulator for guidance.

(v) End of year tax form; submitted

(vi) To authorise the signing of orders for payment

Cllr. Steele proposed that the following accounts be approved for payment, seconded Cllr. Smith and carried unanimously.

Payee

Mrs. C. Hill - Salary (April)

Amount

£186.14

E.ON - street lighting	£83.98
Rainbow Garden Services - grass maintenance	£648.00
Mrs. C. Hill - expenses (Jan-Mar)	£81.18
WALC - annual subscription	£156.50

13. Correspondence

(i) Lloyds Bank

A letter has been received confirming that the changes to the bank accounts have been actioned. £100 has also been credited to our current account in view of the issues we have experienced.

14. To consider any other matters which the Chair decides urgent.

No matters were discussed.

15. Date of next meeting

Tuesday, 13th June at 8pm.

The Chairman closed the meeting at 8.25pm.