

Lighthorne Parish Council

Draft Minutes of an Ordinary Meeting of the Parish Council held in Lighthorne Village Hall on Tuesday, 10th October 2017 at 8pm

Present: Cllrs. A. Archer (Chairman), A. Smith, L. Steele, County Cllr. C. Williams and District Cllr. C. Mills (from 8.05pm)

3 members of the public.

1. Apologies for absence

Cllr. Reynolds (business commitment).

2. To consider co-opting Hermione Archer to the Parish Council

Cllr. Steele proposed that Hermione Archer be co-opted to the Parish Council, seconded Cllr. Smith. The Chairman explained that Cllr. H. Archer had sent her apologies for this meeting.

ACTION: The Clerk to arrange for Cllr. Archer to sign the declaration of office form.

3. To take any questions from the floor

A resident explained that he will be submitting a further planning application for several houses on his land. He showed councillors the plans and explained that the plans have been reviewed addressing the comments from the planning department. Councillors thanked him for attending the meeting.

3 residents left the meeting.

8.05pm District Cllr. Mills joins the meeting.

4. Declarations of interest

The Chairman, Cllrs. Smith and Steele declared interests in item 6(ii) as a user of the village hall. The Clerk explained that the monitoring officer at the District Council has advised that councillors could be seen to have an interest so has advised that they do not discuss this application.

5. Acceptance of the minutes of the previous meeting

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

6. To consider the following planning applications

(i) 17/02694/FUL - Aston Martin Lagonda

No comments or objections.

ACTION: The Clerk to respond to the planning department.

(ii) 17/02346/FUL - Village Hall

Councillors were unable to discuss. See item 4(ii).

ACTION: The Clerk to make the planning officer aware of the situation.

(iii) 17/02757/FUL - Jaguar Land Rover

No comments or objections.

ACTION: The Clerk to respond to the planning department.

(iv) 17/02744/TREE - Southview, The Bank

No comments or objections.

ACTION: The Clerk to respond to the planning department.

(v) 17/02544/FUL - Jaguar Land Rover

No comments or objections.

ACTION: The Clerk to respond to the planning department.

(vi) 17/02703/FUL - Jaguar Land Rover

No comments or objections.

ACTION: The Clerk to respond to the planning department.

(vii) 17/02655/FUL - Home Farm, Old School Lane

No comments or objections.

ACTION: The Clerk to respond to the planning department.

Planning Committee Meeting; 4th October

The Chairman thanked Cllr. Reynolds for representing the Parish Council. It was noted that planning application 17/01059/FUL (The Beeches) was granted.

Planning notice: 17/01793/VARY - Far Westfields Farm; granted.

7. District Council Matters

(i) To receive report

District Cllr. Mills made councillors aware that the MOP would be in Stratford tomorrow and Thursday.

Local businesses will be supported with a business rates relief policy.

Hi 5 operating in the half term holidays.

Cllr. Smith drew the Parish Council's attention to the revised parish boundary map which was attached to the invitation to the Community Governance Meeting. Lighthorne's boundary has been moved substantially resulting in parish land being incorporated into Lighthorne Heath's parish. Councillors agreed that there is no need for the boundary to be moved. It was agreed that Cllrs. Smith and Steele would attend the meeting on Thursday.

8. County Council Matters

(i) To receive report

County Cllr. Williams reported that the County has started working on the budget for next year. There will be a council tax rise.

Cllr. Steele said that the water flowing down Mountford Rise has started running again. She said that the resident believes it is a blocked drain.

County Cllr. Williams said that this is a matter for Severn Trent.

ACTION: The Clerk to report to Severn Trent.

9. Matters arising from previous meetings

(i) Defibrillator update

ACTION: November agenda item.

(ii) Gaydon Liaison Committee Meeting

County Cllr. Williams reported that the building of the hotel is progressing.

(iii) Meeting with Village Hall Committee update

Cllr. Smith had circulated notes to councillors prior to the meeting.

(iv) Community Forum update

Cllr. Smith reported a very poor attendance. He is not sure that it will continue. Sergeant Catherine Morgan has been temporarily seconded to Southam.

10. Parish Maintenance

(i) Broadwell; update on repairs

The Chairman reported that the Broadwell has been sorted.

(ii) Play area inspection

Cllr. Steele said that there are a couple of items on the report that require attention. She has emailed the supplier.

11. Contracts and Finance

(i) Bank balance

The bank balances were reported as £21,914.09 and £7,545.98.

(ii) Bank reconciliation

ACTION: November agenda item.

(iii) To appoint a new solicitor in respect of the lease with the Café

The Clerk confirmed that the existing solicitor has released the Parish Council from this arrangement. Councillors agreed to appoint a replacement solicitor.

ACTION: Cllr. Smith to liaise with a replacement solicitor who is able to assist us immediately.

(iv) Café and Cricket Club agreement update

Cllr. Smith said that he is hoping that a new lease with the Café will be ready before the next meeting. The Cricket Club and the Café have signed the agreement. Councillors agreed that this agreement should be reviewed before each season. Cllr. Steele proposed that the Parish Council sign the agreement, seconded the Chairman and carried unanimously. Cllr. Smith signed the agreement. A copy is attached to these minutes.

(v) To consider a request from the Cricket Club for additional sessions

Cllr. Smith said that no request has been received in writing and they have not raised concerns regarding the number of sessions stated in the agreement.

(vi) To approve the annual return

The external auditor has drawn our attention to the fact that our notice exercising public rights was one day longer than necessary. They also alerted us to the fact that our external auditor had ticked box 'yes' for petty cash and he should have ticked 'not covered'. These are matters not affecting the external auditor's opinion and so they have completed the annual return. The Clerk pointed out that the form had not been returned in time for our September meeting and, therefore, the completion date of 30th September had not been possible.

ACTION: The Clerk to arrange for a copy of the close of audit to be displayed.

(vii) 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	Amount
Mrs. C. Hill - Salary (September)	£186.14
E.ON - street lighting	£83.98
Rainbow Garden Services - grass maintenance	£972.00
Lighthorne Village Hall - annual hire of hall	£120.00

Wicksteed Leisure Ltd. - play area inspection	£54.00
Grant Thornton LLP UK - external audit fee	£240.00

12. Correspondence

(i) Verney Close garages

Cllr. Steele reported that residents object to the conversion to a house. They believe it will cause additional parking issues and lead to vehicles having to reverse on to the main road. Residents say the garages were built to assist with parking on this street and if they were reinstated they would greatly help this part of the parish. Councillors agreed that they would not comment until they see the planning application. Cllr. Steele was asked to respond to the applicant's agent.

ACTION: Cllr. Steele to respond to the applicant's agent.

(ii) WALC Annual General Meeting; 1st November

Cllr. Smith said that he might be able to attend.

ACTION: Cllr. Smith to respond to WALC if he is able to attend.

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

No matters were discussed.

14. Date of next meeting

Tuesday, 14th November at 8pm.

The Chairman closed the meeting at 8.45pm.