

# Lighthorne Parish Council

Draft minutes of an Ordinary Meeting of the Parish Council held at the Village Hall on Tuesday, 12<sup>th</sup> June 2018 at 8pm

Present: Cllrs. A. Archer (Chairman), H. Archer, A. Smith, L. Steele  
11 members of the public.

- 1. Apologies for absence**  
District Cllr. Mills (personal commitment) and County Cllr. Williams (holiday).
- 2. To note the resignation of a councillor**  
The Chairman reported that Cllr. Reynolds had resigned. He thanked him for his support.
- 3. Dr. Stephen Kelly, Home Farm Development**  
Dr. Kelly asked if he could show the meeting a draft drawing of a possible planting scheme. There were no objections. He asked residents for their thoughts on the drawing. It was explained that an enforcement notice has been served regarding this development and this matter is with the District Council. Cllr. Smith asked residents if they would like the Parish Council to facilitate a 'residents' meeting' for all residents to be able to discuss a way forward. This was accepted.  
**ACTION: Cllr. Smith to facilitate a residents' meeting.**  
5 residents plus Dr. Kelly left the meeting.
- 4. To take any questions from the floor**  
It was reported that the willow tree on The Bank appears to be dead.  
**ACTION: The Chairman to arrange for a quote for removal.**  
The bench on the village green needs either repairing or replacing.  
**ACTION: Cllr. Steele agreed to look into this.**
- 5. Declarations of interest**  
No interests were declared.
- 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. Archer and carried unanimously. The Chairman signed the minutes.
- 7. To consider the following planning applications**
  - (i) 18/00215/FUL - Curacy Farm  
Cllr. Smith explained that the plans have been amended to reduce the parking, Severn Trent has been contacted regarding flood issues and Highways have also responded. Councillors agreed that our reasons for objecting have been addressed and our objection can be removed. Cllr. Smith agreed to respond to the planning officer.  
**ACTION: Cllr. Smith to respond to the planning officer.**
  - (ii) 18/01261/FUL - Home Farm

Councillors agreed unanimously to object to this application. The design is inappropriate for a rural village. This is an over development of the site with inappropriate housing.

**ACTION: Cllr. Steele to draft a response, circulate to councillors and respond.**

(iii) 18/01519/TREE - Sunny Bank, The Bank

Councillors agreed to raise no comments or objections.

(iv) 18/01278/TREE - Antelope Inn

Councillors agreed to raise no comments or objections.

Planning notice 18/01025/FUL - The Beeches, Lighthorne Rough; granted

Planning notice 18/01163/TREE - Ashburn, Moreton Morrell Lane; no objection

Planning notice 18/00506/FUL - Heath Farm House, Heath Farm Lane; granted

## **8. District Council Matters**

(i) To receive report

No new report.

(ii) Planning enforcement investigation update - Home Farm (17/00558/CRIT)

No new update.

(iii) Enforcement issues; Hill Farm update

No new report.

(iv) Community Governance Review

Cllr. Steele explained that there will be a consultation. This Parish will remain the same and we have agreed that the number of councillors will increase from 5 to 6. The consultation will be in the autumn.

## **9. County Council Matters**

(i) To receive report

No new report.

(ii) County Councillors' Grant Fund

Councillors agreed that if it is not possible to mend the bench then it might be appropriate to apply for some funding.

(iii) Community Forum update

Cllr. Smith attended and gave a brief update. He mentioned that the Police are no longer sending SMS messages. He agreed to take this forward.

## **10. Matters arising from previous meetings**

(i) Defibrillator update

Cllr. Steele confirmed that the application for funding has been submitted.

(ii) Quotation for tree work

The Chairman had circulated prior to the meeting a quotation for £980 to remove a dead tree. Councillors agreed that this work should take place.

**ACTION: Cllr. Archer to instruct the tree surgeon.**

## **11. Parish maintenance**

(i) Sports Pavilion/Sports Ground

The clerk reported that a replacement septic tank is not covered by our insurance policy. Councillors agreed that this work is urgent. The Chairman

said that the cost would be approximately £10,000. The contractor, who has quoted, knows the site and is willing to undertake the work in the next couple of months. 2 other contractors have not provided quotes. The clerk advised that there are sufficient funds in our accounts. She recommended that the following lines of expenditure be redirected for this purpose. £1500 is budgeted in maintenance for the Sports Pavilion with an additional £1200 in reserves, £3500 in unallocated, £1000 in play area, £1000 from village maintenance and £1800 from street lighting reserve account. She reminded councillors that we are still waiting for the S106 payment from the Oberry Fields development in respect of the play area equipment already purchased. Cllr. Steele proposed that we instruct this contractor to install a new septic tank as a matter of urgency, seconded Cllr. Smith and carried unanimously.

**ACTION: The Chairman to instruct the contractor.**

Cllr. Steele asked councillors if they would support a grant application for £10,000 from Awards for All for outdoor gym equipment. Councillors agreed that this was an excellent idea and asked Cllr. Steele to complete and submit the necessary forms.

**ACTION: Cllr. Steele to complete and submit the necessary forms.**

## 12. Contracts and Finance

(i) Bank balance

The bank balances were as listed on the accounts.

(ii) Café Lease update

The Chairman and Cllr. Smith have met with the tenant. His hours of opening have been amended together with arrangements for events and music.

Councillors agreed that the amendments were acceptable and asked Cllr.

Smith if he could please instruct our solicitor.

**ACTION: Cllr. Smith to instruct our solicitor.**

(iii) Grass maintenance contract map

**ACTION: The Chairman and Cllr. Smith to review the map.**

(iv) Data Protection Act update

The Clerk has advised that we should register with the Information Commissioner's Office.

**ACTION: July agenda item.**

(v) To consider the internal audit report

This was noted.

(vi) To consider refunding 3 allotment holders

This was approved.

(vii) To authorise the signing of orders for payment

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

<b>Payee</b>	<b>Amount</b>
Mrs. C. Hill - Salary (May)	£189.85
Rainbow Garden Services Ltd. - grass maintenance	£648.00
e.on - street lighting	£98.62
Water Plus - sports ground	£83.74

## 13. To consider approving the Certificate of Exemption 2017/18

Councillors agreed that we meet the exemption criteria and this certificate should be approved. The Chairman and the Clerk signed the form.

- 14. To consider the Annual Governance Statement 2017/18**  
The Chairman read out the questions. Councillors responded. Cllr. Steele proposed that the Statement be approved, seconded and carried unanimously. The Chairman and Clerk signed the Statement.
- 15. To consider the Annual Accounting Statements 2017/18**  
It was noted that the Clerk had already signed the statements. Cllr. Archer proposed that these statements be approved, seconded and carried unanimously. The Chairman signed the statements.
- 16. To consider approving the 2017/18 accounts**  
It was agreed that these should still be approved as they give a detailed breakdown of expenditure and income. The Chairman and Clerk signed the accounts.
- 17. Correspondence**  
(i) Community Forum; 7<sup>th</sup> June  
See item 9(iii).  
(ii) email re. verges and footpaths  
Cllr. Archer said that she has spoken to the resident and this matter is now closed.  
(iii) Traffic and website  
Councillors agreed to support the resident with regard to the traffic generated by JLR. It would be good if JLR were to send employees to Lighthorne to see the problem we are facing.  
**ACTION: Cllr. Steele to send an email to JLR requesting assistance.**  
(iv) Accounts  
The clerk said that a notice is now on the noticeboard and website so any resident wishing to view the accounts should contact her.
- 18. Date of next meeting**  
Tuesday, 24<sup>th</sup> July at 8pm.  
The Chairman closed the meeting at 9.40pm.