

**Minutes of the meeting of Lea Marston Parish Council
Held on 6th September 2018 at 7.00pm
At Lea Marston Hotel (Conservatory area)**

Cllrs present : Martin Watson
 David Reilly
 Julie Hobster
 Bob Bryson

In attendance : Louise Baudet (Clerk)
 Kevin Oakley (resident)
 Brian Round (resident)

83/18 Apologies

An apology for absence was received from Cllr Ruth Swinnerton

RESOLVED : that the apology for absence be received and accepted.

84/18 Public participation

Brian Round queried the progress re the DVLA investigating the license given to Mr Cummings. This was due to be reviewed in 2020 and would only be investigated if contravening the terms ; the original approval was for two trailers with no specification on the length and he was not therefore contravening. He commented re recent spillage from hay bales and was informed that this was a road traffic offense and should be reported to the Police. It was confirmed that a letter had been sent to Mr Cummings seeking his co-operation in resolving some of the issues.

Marston Fields Farm – Cllr Reilly confirmed this would be referred back to NWBC to query whether the agreed landscaping will take place. He stated the site is on the list at the Warks County Council Regulation meeting for enforcement and has been since 2003.

85/18 Minutes

RESOLVED : that the minutes of the meeting held on 3rd July 2018 be approved
 and notes of inquorate meeting on 15th August 2018 be noted.

86/18 Declarations of Interest

There were no interests declared.

87/18 Transfer of land to Parish Council

There was a brief discussion about the removal of the shed at the side of the boundary/football field and it was agreed that this should be removed. It was agreed to contact the Solicitor to confirm that the freehold was being given as a gift. It was agreed to

request that documentation be circulated in plenty of time to be read before signing of legal documents at a Parish Council meeting ; extra ordinary meeting to be convened if needed. It was noted that Warwickshire Wildlife Trust were seeking to renew their lease, however they would need to do this with Eon as the Parish Council do not legally own the land yet and would not be able to enter into a legal contract.

88/18 Progress reports for information/action

- 88.1 Millennium bench- no quotations had yet been received ; item to be carried forward.
- 88.2 Highway matters – no further matters to discuss.
- 88.3 Re-siting of notice board – no further action

89/18 Finance

89.1 Accounts for payment

RESOLVED : that the accounts for payment for August and September as contained in appendix A be approved.

89.2 Audit

The Parish Council received the report of the Internal Auditor (Appendix B), and approved the Governance Statement. The External Audit paperwork was completed and signed by the Chair, to be sent to PFK Littlejohn.

89.3 Clothing Recycle Bank

The Council considered the request from the Salvation Army but agreed against a site being made available within the parish, due to lack of suitable location;

90/18 Victory Hall site

The Clerk reported that the Parish Council could no longer apply to Birmingham Airport for grants. She suggested that the development of the Victory Hall site be taken over by the registered charity for the Victory Hall as they would have access to a bigger range of grants. Mr Oakley presented the specification for quotation as contained in Appendix C (Site Enabling Works and also Garden Community Enhancement Works) for the development of the site. Cllr Bryson queried if additional quotations should be sought. Councillors present decided not to gain more than one quotation.

RESOLVED : To accept the quotation from Stibbs Haulage for site clearance at Lea Marston old Village Hall land (as per quote of 4th September 2018) for £1710 plus VAT (this includes donation of £500 from Stibbs Haulage)

Kevin Oakley to liaise with Stibbs Haulage re completion of works.

Cllr Reilly reminded those present that the Parish Council had purchased metal bollards from Water Orton Church which could be used at the site to prevent any unlawful vehicle access. The Clerk reminded the Parish Council that there would need to be a documented risk assessment before any works were undertaken, and that there needed to be Public Liability insurance for use of the site. She queried if the Victory Hall registered charity should be

responsible for this, and either way there would need to be a declaration of change of use of site.

91/18 Clerk vacancy

It was noted that there had been no response to the advertisement to fill the Clerks vacancy, following resignation effective 31st August 2018. The Clerk had agreed to provide locum service on reduced hours until the vacancy is filled, and any duties not covered would need to be purchased by the Parish Council from an external provider. Cllr Hobster informed the meeting that she had registered to complete her CiLCA training over the next 12 months.

92/18 Planning

Coton House, Haunch Lane – Cllr Reilly declared an interest as Vice-Chair of NWBC Planning Committee and left the room. Councillors considered the amended plans as submitted. The number of dwellings remained the same however the layout had been re-arranged. Warwickshire County Council had expressed concerns regarding visibility. Councillors agreed to Object based on unacceptable development in green belt.

PAP/2018/0349 Land South and South West of Whitegate Stables, Kingsbury Road – change of use of field from market/car boot from 14 days to 28 days annually. Julie Hobster had met with Ian Griffin to discuss. A decision was being awaited on the containers. Councillors were concerned it would set a precedent for other sites. The transport statement does not address the traffic issues. They queried the areas of the site and that the number of units was not stipulated in the original application. Councillors raised concerns about the high number of visitors and cars, unsafe access, parking, flooding at the site, greenbelt location, fencing through Public Right of Way. Julie Hobster would respond to consultation on behalf of Parish Council

93/18 High Speed Rail 2

There would be another meeting of the Special Management zone and Parish Council's were being asked to identify their concerns around traffic management ; the A446 being of major concern in terms of usage and traffic flow. Cllr Reilly discussed the future operations of the Special Management Zone group. 18th September 2018 at 11.30am ; training for Councils on how to engage with HS2 – Julie Hobster to attend representing Council.

94/18 Councillors reports

Cllr Hobster informed the Parish Council that she was resigning as a Councillor with immediate effect.

It was raised that the willow structure on the playing fields needed to be re-done. Cllr Reilly reported that the Warwickshire County Council Minerals play would be out for re-consultation in September.

95/18 Communications

Councillors received details of communications as detailed in Appendix C and commented :

- They were happy for Mohammed Gaus from HS2 (Phase 2) to attend a Parish Council meeting
- Confirmation from NWBC that the Parish Council would receive donation of pieces of equipment for development of play area
- Complaints had been received re dog fouling and requesting Parish Council to enforce, it was acknowledged that the Parish Council were not in a position to take any enforcement action. The Clerk suggested providing dog refuse sack dispensers and also bins to help deter the problem, although these would need emptying.

96/18 Date of next meeting

The next meeting would be held on 9th October 2018 at 6.30pm (venue to be confirmed).

97/18 Termination of meeting

The meeting closed at 9.30pm

Signed (Chair)

Date

APPENDIX A

LEA MARSTON PARISH COUNCIL								
CHEQUE PAYMENTS FOR APPROVAL AT SEPTEMBER 2018 MEETING								
Creditor	Purpose	checked	Amount (ex VAT)	Claimable VAT	non-claima VAT	Total (inc VAT)		
AUGUST								
Mrs L Baudet	Salary	y	194.69	0.00	0.00	194.69		
HMRC	PAYE payments	y	48.80	0.00	0.00	48.80		
Abbey Offices Ltd	Bus shelter	y	144.00	0.00	0.00	144.00		
Louise Baudet	Sept 2017 salary	y	184.86	0.00	0.00	184.86		
HMRC	Sept 2017 PAYMENT	Y	46.20	0.00	0.00	46.20		
Roberts & Co	Internal Audit	y	70.00	0.00	0.00	70.00		
Louise Baudet	Office, mileage, internet & Reimbursements	y	170.51	0.00	0.00	170.51		
WALC	CiLCA Cllr Hobster		100.00	0.00	0.00	100.00		
SEPTEMBER								
Mrs L Baudet	Hours worked, office allow and mileage	y	161.50	0.00	0.00	161.50		
Orange Pippin Trees	Trees for orchard	y	179.95	0.00	0.00	179.95		
Mrs L Baudet	Reimbursements - binding, stationery	y	31.03	0.00	0.00	31.03		
Warks & Sol Training P'ship	Planning training	y	15.00	0.00	0.00	15.00		
Betapest	Moles (July to October)	y	65.00	13.00	0.00	78.00		

Lea Marston Parish Council

Proposed Community Garden to Village Hall Site. The land is owned by the Parish and administered by the Parish Council.

Site Enabling Works as may be required

The following schedule consists of ;

a) Parish Council Construction Design and Management Statement.

b) Contractors Preliminary Requirements.

c) Schedule of Contractors Works for Costing.

Proposed requirements to the site referred to as the old Village Hall Site located on land @ Birmingham Road, Lea Marston, North Warwickshire.

1) Lea Marston Parish Council- CDM Statement.

Attention is drawn to the following;

a) Existing Electrical supply pole with overhead services and underground electrical services located adjacent on and off the site.

b) Existing drainage to the side of the site parallel to the existing property Kopervik. The existing drain runs from the rear of the site and discharges into the footpath manhole adjacent the electrical pole.

c) Existing water service is capped off but may be live from the footpath on to the site. To be investigated before works commence.

d) Overhead electrical and telephone services to be receive notification of height restriction with warning tapes as required.

e) There is restricted parking to the Birmingham Road at this location due to the road junction around the Green.

f) Protection to be made to existing adjacent fences, adjacent properties , trees and planting.

g) Hours of Work from 8.30am until 5.30pm with Saturdays 8.30am until 1.00pm.

h) Dust to be suppressed as may be necessary.

j) Provide temporary fencing with notices to the rear of the footpath. Fencing to be contained within the works and site.

k) Movement of plant and machinery and delivery thereof to be via the existing footpath. To be undertaken within Health and Safety regulations regarding pedestrians, traffic . Allow for protection as may be required to the public highway and footpath.

The public footpath is to remain clear at all times. As and when the crossing of such is required management of such activities is to be put in place.

Note there may be restricted width of the footpath during the works. Again management of this activity to be provided.

l) Welfare facilities are to be provided by the contractor and the location of such agreed with the Parish Council.

m) Attention is drawn to the existing blockwork wall located on land within the Kopervik ownership. It is possible the wall has little or no foundations. Notice will be given to owner of the potential issue before works commence by the Parish Council.

n) It is proposed an inspection will be made with adjoining owners to prepare a schedule of condition of existing fences ,wall and trees and planting before commencement of the works.

o) Noise is to be kept to a minimum due to the adjacent properties.

p) The existing ground surfaces are uneven due to the existing tree stumps and the existing village hall and toilet foundation footprint.

q) The existing Electrical pole is deviated at an angle from vertical. This was inspected approx 18months ago by Western Power who confirmed it was safe.

r) Attention is drawn to the traffic flows adjacent the site and care needs to be undertaken at all times during the works.

s) The village has an equestrian centre and horses are exercised past the site.

2) Contractors Preliminary Requirements.

a) The Contractor is to provide all insurances as required for the execution of the works.

b) Provide temporary protective fencing to the footpath elevation.

c) Provide for all temporary protection to adjacent properties and boundary fencing,trees.

d) Provision of any statutory notices to be provided by the Contractor.

e) Protection and the signing thereof to be provided to overhead cables.

f) Provide water for the works.

g) Provide necessary welfare facilities located in agreement with the Parish Council.

h) Allow for necessary Health And Safety notifications , signs and notices.

j) Allow for Contractors security to the perimeter of the site.

k) Protect existing on site and perimeter trees

- l) Allow for all temporary protections as necessary .
- m) Provide temporary lighting for the works as required.
- n) No inflammable materials are to be stored on site.

3) Schedule of Contractors Works for Costing.

- a) The site has been partially cleared of existing fencing ,shrubs ,small and large trees .
- b) Remove all surplus exposed vegetation / fencing etc as may be visible on the site.
- c) Grub up and remove existing planting to the rear of the footpath from site.
- d) Carefully remove existing vertical paving slabs to the rear of the footpath and remove from site.
- e) Grub up and remove from site existing pine tree stumps (3NO).
- f) Break out the existing village hall foundations and floor slab consisting of concrete and brickwork. Allow to remove visible service ducts or existing redundant drains interfacing with the site foundation slab. Remove all surplus foundation materials from site. Remove all hardcore or similar base from site.
- g) Break out existing Toilet block foundations and slab consisting of brickwork and concrete and remove site. Remove or cap off redundant drains and service ducts interfacing with the foundation slab. Remove all hardcore or similar base from site.
- h) Investigate the existing toilet block drains , cap off as necessary.
- j) Investigate existing septic tank, cap off existing drainage connection and possible overflow as required. Clean out and cleanse as necessary. Remove existing access cover and fill with sand to the void area. It is assumed the tank will have a concrete top .This is be investigated to ascertain the existing condition and strength. Protect the area to eliminate excessive loading from groundwork equipment. It is intended to leave the tank if possible .
- k) Prepare existing ground with a shallow machine grade cut to remove top vegetation to grassed areas. Remove surplus spoil as may be required.
- l) Infill depressions left from tree stump remove and voids left from the hall and toilet removals with top soil as required.
- m) Supply and spread new top soil dressing to the whole site average depth of 150mm .To be left for future seeding.
- n) Supply and lay new 150mm deep concrete back edging to the back of the footpath, haunch as required. Allow to lay flat across the proposed new entrance. Make good to the existing footpath tarmac .
- o) Grade spoil to the rear of back edging to form a shallow bank /slope. Allow for 600mm width to provide for possible planting strip.

p) Form new disabled ramp with regulation anti slip paviors width 1200mm wide with a 1in 12 grade in length. Allow for hardcore/ Hoggin base and beds for paviors. Ramp grade all to disabled regulations.

r) Take out existing Birmingham Road sign and re-instate as necessary.

Lea Marston Parish Council

August 2018

Lea Marston Parish Council

Proposed Community Garden to old Village Hall site.

Additional Enhancement Works following Site Preparation works.

- 1) Fencing and Entrance Gates to the footpath elevation.
- 2) Formation of Disabled Ramp complete with handrail.
- 3) Paving as may be required for disabled access around the garden.
- 4) Seating to be provided by others. Allow for bases to anchor and fixing of seats.
- 5) Notice Boards as may be required and limited liability notices.
- 6) Landscaping to include for grass seeding and planting between the back of footpath and new fence.
- 7) Wild flower planting.
- 8) Tree Planting preparation.
- 9) Enhancement to the existing blockwork wall to adjacent property.
- 10) Enhancement and possible repairs to the existing timber fencing to the rear and side of the site.
- 11) Tree management to the existing trees.
- 12) Possible Rose garden feature to the seating area.
- 13) Provision of waste bin as may be necessary.
- 14) Planting to the adjacent house wall elevation to enhance the brickwork elevation.
- 15) Re-locate the existing Parish Notice board from the Green location.

APPENDIX C

	From	Topic	
30.3.18	Tame Valley Wetlands Partnership	Newsletter	For info
30.3.18	Warks County Council	Cllr Grant Fund - £200 playground equipment, payment processed	For info
29.3.18	Dave Harris, NWBC	Planning & Devt Board Agenda 8/4/18	For info
28.3.18	John Crossling, WALC	PKF Littlejohn website down	For info
	Steve Maxey, NWBC	HS2 Info re parapets and piers – response from Richard Habgood	For info
	PKF Littlejohn Auditors	Appointed for 5 years, all data provision and collection online/via email	For info
	Rural Services Network	Monthly newsletter	For info
	Greg Moss, Garner Canning	Chancell Indemnity insurance quote	For info
	Tame Valley Wetlands Partnership	Final of UK River Prize 2018, winner Multiple Benefit Partnership Award	For info
27.3.18	Time out Service	Services to vulnerable residents eg shopping, befriending	For info
	John Crossling, WALC	S137 notification, £7.86 per resident	For info
	John Crossling, WALC	Self Assessments for Parish Councils	For info
	Alison Gregory, WALC	Audit Practitioners Guide – updated	For info
26.3.18	LAWRAG	Copy of Decision notice	For info
	WALC	Info re proposed pay award provisional	For info
	Rural Services Network	Newsletter	For info
	SLCC Bill Robinson	Info for AGM 30 th May 2018	For info
	Tahir Ahmed, HS2	HS2 website live, Warwickshire Community site live	For info
22.3.18	NWBC	Details of parking restrictions	For info
21.3.18	LAWRAG	Notice of winning appeal Daw Mill	For info
	Dave Harris, NWBC	Full Council 22 nd April 2018	For info
20.3.18	Greg Moss, Garner Canning	Chancel Liability re transfer of land	For info
19.3.18	Alison Gregory, WALC	Checklist for contracts re GDPR	For info
15.3.18	John Crossling, WALC	NALC consultation, Standards in Public Life	For info
	Alison Harrison, Shustoke School	Info and contacts for childrens project	For info
	L Bird, NWBC	Broadband update	For info
9.3.18	Select Payroll	New systems for GDPR and additional costs.	For info

Numerous emails between Councillors re Pro Logis and transfer of land to Parish Council