

**Minutes of the meeting of Lea Marston Parish Council  
Held on 6<sup>th</sup> February 2018 at 7.00pm  
At Nether Whitacre Village Hall**

Cllrs present :            Martin Watson            (Chair)  
                                 Julie Hobster  
                                 Ruth Swinnerton  
                                 Bob Bryson

In attendance :            Louise Baudet            (Clerk)  
                                 David Green            (Delta Planning)  
                                 Andrew Watts            (McAndrew Watts)  
                                 Mr Richard Habgood    (Curdworth resident re Neighbourhood Plans)

**12/18 Apologies**

An apology for absence was received from Cllr David Reilly due to holiday  
RESOLVED :    that the apology from Cllr Reilly be accepted.

**13/18 Public participation**

- 13.1 Standing Orders suspended to allow public participation and also discuss Agenda items relating to Planning, the Neighbourhood Plan and the Transfer of land to the Parish Council. Councillors agreed an extension to permitted time for public participation in accordance with Standing Orders, and the order of the Agenda was altered accordingly.
- 13.2 Planning – Andrew Watts from McAndrew Watts presented the plans for Coton House in Haunch Lane (PAP/2018/0044), discussing the layout and visual aesthetics of the proposed development. Plans were left with the Parish Council.
- 13.3 ProLogis Planning application and Transfer of Land. David Green discussion the ProLogis plans with Councillors and stated that the layout of the site had not been changed from the layout originally indicated in the outline application, and they had been surprised that the Parish Council had concerns at this late stage. The issue of light pollution was discussed and David Green reported on tests which demonstrated that the light levels did not increase past the boundary of the site. He went on to state that there were measures in place with the proposed planting to address any noise from the site. Cllr Watson outlined the reasons behind the request for the building to be flipped. David Green addressed these concerns stating that commercially the site would operate better and be easier to lease with the current layout, as buildings could be connected. He also stated that they would, however, give consideration to the request from the Parish Council, but reiterated that the site was in accordance with the plans approved initially. It was noted by both sides that there were delays with the legal documents regarding the transfer of land. The Chair reported that Garner Canning had requested further details of the title to the property together with copies of all the Leases and Tenancy Agreements, as well as an amended draft Transfer Deed. Partial replies have been received by Garner Canning to the matters raised with Eon and further work needs to be done to the revised draft Transfer Deed as it does not restrict access along the roads being acquired for emergency vehicles only. Greg Moss was assisting

Rachel Taylor by liaising with Eon's solicitor regarding the amendments, with a full report on the transaction expected by the end of February. It was hoped documents would be ready for signature in March and Councillors would require sight of these to read through prior to voting on their acceptance.

- 13.4 Neighbourhood Plan – the Chair thanked Mr Habgood for attending the meeting, who talked about the challenges facing the Parish Council to produce a Neighbourhood Plan (Appendix A). A map of the parish showing the boundary would be required and the Clerk agreed that it should be possible to obtain this. The Parish Council would apply for the designated area to be registered for the purpose of producing a Neighbourhood Plan. The aims and objectives as well as the level of detail as discussed and it was agreed that there needed to be a clear brief for Mr Habgood if he were to undertake the work required. Mr Habgood stated that Councillors would also need to become involved and be pro-active in the process. The Council would consider the matter further.

Standing Orders restored.

#### **14/18 Declarations of Interest**

There were no interests declared.

#### **15/18 Minutes of previous meeting**

RESOLVED : that the minutes of the meeting held on 2<sup>nd</sup> January 2018, having been circulated and read, be signed as a correct record.

#### **16/18 Progress reports for information/action**

- 16.1 Millennium Bench – this item was deferred until the next meeting to enable Cllr Reilly to update Councillors.
- 16.2 Community Payback Scheme – it was agreed that the Clerk would contact Sue Chaplin at the Community Payback Unit to request that they start work clearing the Victory Hall site.
- 16.3 Community Garden/Orchard – Cllr Hobster gave details of her ideas and proposals for the community garden/orchard ; ideas would also be gathered from a competition being run for residents. It was hoped that the Community Payback Scheme would clear the ground and grants could be obtained for some of the items and work to be done. The Clerk had submitted an application for the WCC Councillor Grant Fund.
- 16.4 Victory Hall Charity Commission return – the Clerk confirmed that the Charity Commission Return had been completed and submitted by 31<sup>st</sup> January 2018

#### **17/18 Finance**

##### **17.1 Accounts for payment**

RESOLVED : that the accounts for payment in Appendix B be approved.

17.2 Section 137 payment

RESOLVED : that the sum of £500 be given to St John the Baptist Church to undertake external works to the grounds, using Section 137 powers.

17.3 Removal of moles from the playing fields

The Clerk highlighted the severe problem of moles on the playing fields and that the Parish Council Insurance would potentially be invalid in the event of a member of the public sustaining an injury, if measures have not been taken to ensure the ground is safe and maintained. Councillors delegated authority for the Clerk to authorise works from Betapest (currently used by Curdworth Parish Council and providing best value for money following quotations from other contractors). Councillors also agreed to have a retaining contract for future years, and this be build into future budgets.

17.4 Budget and Precept 2018/19 (Appendix C)

The Clerk presented the amended budget which included amendments to expenditure agreed at the last meeting which re-calculated total expected expenditure for 2018/19 to £18400, an increase from approx. £7157 in the current year, representing a substantial increase in expenditure. This is due to legal costs associated with the transfer of land, potential costs for GDPR, new audit arrangements and costs associated with producing a Neighbourhood Plan and cost of addressing the moles on the playing fields. Although grant funding would be sought for new playground equipment, there is often miscellaneous items of expenditure that would not be covered by grants, so this needs to be budgeted for. Clerking costs would increase due to annual increment, national pay award pending and additional hours associated with additional work required with the transfer of land to the Parish Council not catered for within the existing hours (following guidance from Internal Audit report). There is also likely to be an increase in insurance costs with the transfer of land and additional responsibilities. In addition, the Council Tax Base Grant would no longer be payable to Parish Councils giving an immediate reduction in income. The Clerk presented the forecast to the end of the 2018/19 financial year, based on expenditure of £18400 and an income of £12350 with the Precept being £12,000, the Parish Council would end the year with a balance of £10,305. With ear-marked reserves allocated at £3000 the amount of free reserves would be £7305. However, extrapolating this data for the following year based on the same income and expenditure, would see the balance fall to £4255.60 not taking into account ear-marked requirements, which would then fall below the Accountancy recommendations for the percentage of free reserves. It was hoped that with some prudent expenditure for the following year, the Council would be able to finish with a healthier budget at the end of 2019. The Clerk pointed out that for many years the Parish Council had focused on more having any increase in Precept and very little funds put away as ear-marked, the result of which is that the Council has easily found itself in a position where it may not have any reserves. It was noted that generally across the Borough, most Town and Parish Councils were requesting substantial increases in their Precept figures due to increased demands on finances.

RESOLVED : unanimously that the Precept be set at £12,000 for the financial year 2018/19.

**18/18 Planning**

- 18.1 PAP/2018/0044 Coton House, Haunch Lane – alterations to dwelling including landscaping. This had been discussed under public participation and the Parish Council had no observations to make.

18.2 Any other planning applications – PAP/2017/0627 The Cedars; in response to the queries raised by the Parish Council, the Clerk fed back the following response from the Agent via Planning Officers :

- The landowner also owns that wooded triangle of land south of the site and so will continue to be responsible for its maintenance.
- Most of comments relates to reserved matters.
- Greenbelt – no it does not create a precedent. Each case has to be judged on its merits and it is the particular circumstances of this site, particularly it being brownfield, that should introduce the possibility of residential development being considered acceptable.
- The leylandii can be viewed as unsightly and domineering and not especially consistent with greenbelt status. I think that planting a mix of native species to replace the loss of the leylandii should, in combination with the dwellings themselves, provide an improved visual aspect looking towards Coton Road.
- I don't think the access onto Coton Road is an accident cluster site. Highways were not concerned. The access could have been onto Old Kingsbury Road but the applicant was keen to avoid generating traffic movements on that road in order to preserve the amenity of existing residents.
- Highways have requested that footways be provided around the bellmouth of the junction and that these should link the existing footways, which makes perfect sense. There are no plans for gated access.
- A contribution towards affordable housing in the village will be difficult. Viability of the proposal is quite challenging because of the works/ costs involved in site remediation.
- The indicative layout has the houses on Old Kingsbury Road having a dual aspect, with the principal aspect facing inward but a secondary aspect facing Old Kingsbury Road. This dual aspect was to avoid the development being seen to 'turn its back' on Old Kingsbury Road. The design of the layout would actually be easier if the dwellings faced inward, so that can be taken on board for reserved matters.
- Realise there are one or two questions that have remained unanswered, simply because I don't know the answers, but I hope the above helps.

### **19/18 High Speed Rail 2**

Councillors had received communications from the Special Management Zone Group, including the Terms of Reference and nominations for positions. Mr M Gaus from HS2 would be attending the next Parish Council meeting.

### **20/18 Information items**

Councillors received details of communications received (Appendix D)  
It was noted that Birmingham Airport had changed the proposed flight path alterations and approved a third option, which minimised the impact for the parish.

### **21/18 Councillors reports**

21.1 Cllr Swinnerton asked if the Clerk would contact Sheila Faulkner at North Warwickshire Borough Council for an update on complaint (CMP/2017/00013) which was chased up in

December 2017, after being informed that the unofficial site inspection in July 2017 had indicated a breach of an enforcement notice and a decision notice regarding change of use.

- 21.2 Cllrs Watson and Hobster would contact VOSA regarding the problems with vehicles and access on Seeney Lane, it was noted there had been further damage. The Clerk would request Warwickshire County Council to look at the gullies and kerb in Seeney Lane.
- 21.2 Contact to be made by the Clerk with Warwickshire County Council regarding the flashing sign in Hams Lane not working
- 21.3 The Clerk would contact Warwickshire County Council to report the missing writing on the sign at Church Lane/Hams Lane
- 21.4 The Clerk would request that Warwickshire County Council (Matthew Williams) update the situation re planting at Marston Fields Farm.

**22/18 Date of next meeting**

The next meeting would be held on 6<sup>th</sup> March 2018 at 7pm at Nether Whitacre Village Hall.

**23/18 Termination of meeting**

The meeting closed at 9.25pm

Signed ..... (Chair)

Date .....



## NEIGHBOURHOOD PLAN CONSIDERATIONS

Getting Started, for discussion:

	Question	
01	Is there an up to date Ordnance Survey Plan for the Parish	
02	To conform with the National Policy Planning Framework (NPPF) what other statutory instruments should the plan adopt beyond: <ol style="list-style-type: none"> <li>1. Town &amp; Country Planning Act 1990 as amended</li> <li>2. Localism Act 2011</li> <li>3. Neighbourhood Planning Regulations of 2012</li> </ol>	
03	Is the Parish a designated Neighbourhood Area as agreed by North Warwickshire Borough Council (NWBC) under the Neighbourhood Planning Regulations of 2012)	
04	Do you want the plan to deal with imposed, if applicable <ul style="list-style-type: none"> <li>• Mineral extraction works</li> <li>• Highway works</li> <li>• Infrastructure works (gas, electric, water, data, other)</li> <li>• Railway works (HS2 and existing Network Rail)</li> <li>• Waterways</li> <li>• Other</li> </ul>	
05	What is the Parish Council Vision / Aims and Objectives for the plan: In general terms, and in no particular order, to: <ol style="list-style-type: none"> <li>1. Promote development that meets local needs such as housing, community facilities, public transport, and employment opportunities to encourage a strong sense of community</li> <li>2. Protect, enhance and sustain the environment</li> <li>3. Improve the Parish infrastructure</li> <li>4. Maintain existing assets for the benefit of all</li> </ol> all in line, <i>in compliance with the NPPF</i> , the NWBC Core Strategy and NWBC Local Plan aims and objectives towards <i>inter alia</i> : <ul style="list-style-type: none"> <li>• Brownfield first</li> <li>• Conserving/enhancing the natural environment</li> <li>• Good design and quality/sustainability for the built environment – housing, workplaces, highways, hard and soft landscaping, other</li> <li>• Protecting trees, hedgerows, other public space amenities</li> <li>• Supporting the community – health, wealth, security, education, and well-being</li> <li>• Meeting climate change requirements</li> <li>• Conserving and promoting heritage</li> <li>• Flood plain avoidance</li> <li>• Renewable energy sources such as ground source heat</li> </ul>	
06	(Likelihood of) NWBC having to undertake a screening assessment of the Plan (sustainability – compliance with 2004 Regs)	
07	Time frame (eg: Mancetter 2 years)	Delivery inside 12 months?
08	Who will help	
09	Communication Strategy	
10	Calling Public Meeting – Garnering support	
11	Meeting Again	

## APPENDIX B

CHEQUE PAYMENTS FEBRUARY 2018								
Creditor	Purpose	checked	Amount (ex VAT)	Claimable VAT	non-claima VAT	Total (inc VAT)		
Mrs L Baudet	Salary payment Feb inc pf meeting	y	233.47	0.00	0.00	233.47		
HMRC	PAYE payments	y	58.40	0.00	0.00	58.40		
Abbey Office Park Ltd	Cleaning bus shelters - Dec and Jan	y	40.00	8.00	0.00	48.00		
Local Council Public Advisory Service	Document templates for PGDR	y	30.00	0.00	0.00	30.00		
Louise Baudet	Reimbursements and office allowance	y	61.98	0.00	0.00	61.98		
Warks & Solihull Training Partnership	GDPR training	y	15.00	0.00	0.00	15.00		
Connecting Four Magazine	re-issue cheque	y	180.00	0.00	0.00	180.00		
s137 Church	Works to grounds	y	500.00	0.00	0.00	500.00		
			<b>291.87</b>	<b>0.00</b>	<b>0.00</b>	<b>291.87</b>		

## APPENDIX C

**LEA MARSTON PARISH COUNCIL**

Analysis of Income and Expenditure against agreed budget

	FY 16/17 Budget	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Actual	FY17/18 Estimate Jan- March	FY17/18 Estimate EOY	Draft 18/19
		31.3.17		Dec-17			
<b>£ PAYMENTS</b>							
Clerking costs	2551.32	2643.98	3300	2043.21	400	2045	5000
Office: post/mileage/stat/printing	500.00	629.34	800.00	596.53	100.00	696.53	800.00
IT expenditure	500.00	0.00	0.00	0.00	700.00	700.00	100.00
Councillors expenses & travel	300.00	225.79	300.00	0.00	60.00	60.00	300.00
Room hire and meeting costs	170.00	256.08	300.00	222.00	0.00	222.00	250.00
Insurance	200.00	408.98	650.00	0.00	0.00	650.00	1000.00
Audit fees (Internal and External)	140.00	111.60	150.00	235.00	0.00	235.00	500.00
Newsletter (Parish Link)	170.00	0	200.00	180	0.00	180.00	200.00
Grass cutting	1600.00	499.5	1000.00	677.99	0.00	677.99	750.00
Playground - moles	1000.00	546.00	1000.00	0.00	0.00	0.00	1000.00
Misc. village (tree, repair VH fence)	500.00	1129.2	1300.00	910.00	50.00	960.00	1000.00
Subscriptions	170.00	121	130.00	131.38	0.00	131.38	150.00
Section 137	500.00	580	500.00	100.00	400.00	500.00	500.00
Capital spending	0	1108.08	0.00	0.00	0.00	0.00	1000.00
Website	100.00	97.99	100.00	0.00	0.00	0.00	100.00
Training	60.00	0	60.00	0.00	0.00	0.00	100.00
Events	250.00	681.41	500.00	0.00	0.00	0.00	500.00
Legal fees/Professional fees	70.00	105	120.00	364.75	0.00	0.00	2000.00
Election costs	0	0	0.00	0.00	0.00	0.00	0.00
Neighbourhood Planning admin	500.00	0	500.00	0.00	0.00	0.00	1000.00
Victory Hall site Charity Comm admin	100.00	0	100.00	0.00	100.00	100.00	150.00
Other/contingency	0	0	200.00	0.00	0.00	0.00	200.00
GDPR administration					0.00	0.00	300.00
VAT	0	315.83	400.00	306.55	0.00	0.00	
Commuity Garden/Orchard							1000.00
Community Payback Scheme					0.00	0.00	500.00
<b>Total</b>	<b>9381.32</b>	<b>9459.78</b>	<b>11610</b>	<b>5767.41</b>	<b>1810</b>	<b>7157.9</b>	<b>18400</b>

**£ RECEIPTS**

Precept	8588.00	8588	8588	8588	0	8588	12,000
Council Tax Base Grant	95.00	95.00	95	81	0	81	0
Grant : WCC Cllr Grant Fund	0	1000	500	0	230	230	0
Bank interest	0	0	0	0	0	0	0
VAT refund	70.00	166.93	0	310.83	0	310.83	350
Other	0	0	0		0	0	0
Grant : Transparency Fund	0	615.83	0	0	0	0	0
Lengthsman Scheme					0	0	0
<b>Total</b>	<b>8753</b>	<b>10465.76</b>	<b>9183</b>	<b>8979.83</b>	<b>230</b>	<b>9209.83</b>	<b>12350</b>

**FORECAST  
RECONCILIATIONS**

End of year c/f 2016/17	8253.67
Income 2017/18	9209.83
Expenditure 2017/18	7157.9
Balance c/f 31.3.2018	<u>10305.6</u>

**less earmarked**

Election costs	1000
IT year on costs	200
WCC grant fund	500
Play area development	<u>1300</u>
	3000

**TOTAL FREE RESERVES**      **7305.6**

End of year c/f 2017/18	10305.6
Income 2018/19	12350
Expenditure 2018/19	18400
Balance c/f 31.3.2019	<u>4255.6</u>

less £3000 earmarked would leave free reserves of £1255.60



### Lea Marston Parish Council - emails reported at February 2018 meeting

	Date	From	Subject	Action
1	5.2.18	Yola	Site stats – 15 visitors	For info
2		Emma Humphries, NWBC	Executive Board 12 <sup>th</sup> Feb	For info
3		Local Council Public Advisory Service	Data Protection Regulations – required documents order – cost of £30	Actioned
4		Rachel Taylor, Garner Canning	Apologies for meeting 6 <sup>th</sup> Feb and report to follow	For info
5		Rural Services Network	Newsletter	For info
6		Clr Reilly	Notice that Dave Green from Delta Planning will attend PC meeting re ProLogis	For info
7		Jo Robinson, NWBC	Precept required by 5.2.18 – Councillors informed	Clerk actioned
8		Lorraine Whiteman, WCC	Coton Road to be closed 1-5 March for works	For newsletter
9		WALC	Newsletter with training info	For info
10	2.2.18	Steve Maxey, NWBC	Aecom, on behalf of HS2 to be attending Phase 2b Liaison meeting, and responses from Special Mgt zone members	For info
11		Tame Valley Wetlands Trust	Community Forum mins and Terms of Reference	For info
12		Ian Thomas SMZ	HS2 LVIA Viewpoint Locations for consultation – Agenda for SMZ meeting	For info
13		Ian Thomas SMZ	Agenda for meeting 15.2.18	For info
14	1.2.18	Sports and Play Consulting	Re quotes for play equipment	For info
15		Susan Wilson, NWBC	Draft submission of Local Plan – comments deadline extended to 16 <sup>th</sup> March	For info
16		Amanda Tonks, NWBC	Planning & Devt Board Agenda	For info
17		John Crossling, WALC	Info re appointment of new External Auditors Littlejohn – Annual Return process, deadline will be 11 <sup>th</sup> June	For info
18	31.1.18	Charity Commission	Ack submission annual return	For info
19	30.1.18	Emma Humphreys, NWBC	Planning & Devt Board	For info
20	22.1.18	Stewart Andrews, Sutcliffe Play	Confirmation of appointment for quote	For info
21	15.1.18	John Crossling, WALC	Info re charitable trust training and Prevent online grooming	For info
22	12.1.18	Jenny Price, NWBC	Community and Engagement Agenda for 22 <sup>nd</sup> January 2018	For info

23	5.1.18	David Green, Delta Planning	ProLogis plans update	For info
24		Smaller Authorities Audit Appointers	Appointment of PKF Littlejohn LLP until 2021/22	For info
25	4.1.18	NWBC	Parish letter and Precept form	For info

**Letters re proposed Car Boot sales 2018**

Dunton Hall – 14 from 13<sup>th</sup> January

Hams Lane – 14 from 7<sup>th</sup> January

Kingsbury Road – 14 from 4<sup>th</sup> March

Coppice Lane, Middleton – 14 from 27<sup>th</sup> January

Land opposite The Belfry Wishaw – 14 during 2018