

**MINUTES OF THE ANNUAL MEETING OF QUINTON PARISH COUNCIL HELD IN THE VILLAGE HALL, THE CLOSE ON WEDNESDAY 20 MAY 2015 AT 7.30PM**

1. Election of Chairman  
Mr DAVID WHITE was re-elected as Chairman, proposed by Mrs C BARTON and seconded by Mrs S BRANSTON
2. Record of Members present.  
Those present were:  
MR.D.WHITE (CHAIRMAN), MRS C BARTON, MRS S BRANSTON, DISTRICT COUNCILLOR MR M BRAIN AND THREE MEMBERS OF THE PUBLIC.
3. Apologies  
Apologies were received from Mr P MILLIKEN and Councillor Mrs I SECCOMBE
4. Co-option of Councillor  
This item was deferred in the absence of Mr P MAUNDRILL
5. Resignation of Councillor  
The CHAIRMAN expressed his appreciation for the work undertaken by Mr T BATCHELOR who had resigned from the Parish Council with effect from the elections on 7 May 2015. The CHAIRMAN said that Mr BATCHELOR'S contribution to the Parish Council had been outstanding, in particular the work undertaken on the Village Hall play area in 2015. District Councillor Brain also expressed his thanks to Mr Batchelor for his support.  
Mr BATCHELOR thanked the Parish Councillors for their kind words and said that he had enjoyed his 9 years serving on the Council whilst living in the village and would be happy to continue to assist in any way that he could.
6. Declarations of Interest  
Members were reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest in any matter as defined by Regulations made by the Secretary of State where the interest is theirs, their spouse's or civil partner's, or is an interest of somebody with whom they are living as a husband or wife or as if they were civil partners, they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter. They must also disclose the interest if it has not yet been entered on the Authority's register unless it is a sensitive interest.  
No interests were declared and no dispensations sought.
7. Chairman's Declaration of Acceptance of Office  
The CHAIRMAN signed the Declaration of Acceptance of Office
8. All Councillors Declaration of Office  
Mrs C BARTON and Mrs S BRANSTON signed the Declaration of Acceptance of Office
9. To decide when any signed the Declarations of Acceptance of Office which have not been received, as provided by law, should be received  
It was agreed that the outstanding Declaration of Acceptance of Office from Mr P MILLIKEN

should be submitted by 31 May 2015.

10. Councillors to enter financial interests in Register of Member's Interest forms or agree a date for completion

The PARISH CLERK briefed the meeting on the latest guidance issued by Stratford District Council (SDC) and circulated blank copies of the latest versions of Member's Declaration of Pecuniary Interest (DPI) forms. It was noted that, in the interests of transparency, updated forms should be submitted within 28 days of the May election and that these would be published on both SDC's and the Parish Council's website.

**RESOLVED THAT:**

Parish Councillors will complete and return the DPI forms to the PARISH CLERK before the deadline for submission of 7 June 2015.

11. Election of Officers

- Vice-Chairman - This was deferred until a full complement of Parish Councillors could be established
- Responsible Finance Officer - Mrs E NEAL, PARISH CLERK
- Internal Auditor - Mr M PRINCE
- Village Hall Representative - This was deferred until a full complement of Parish Councillors could be established. In the interim the PARISH CLERK was asked to contact the Village Hall Committee to request written notice of any matters of note.
- Neighbourhood Watch Representative - Mrs S BRANSTON
- Ditch and Drainage Committee Representatives - Mrs S BRANSTON
- John Cooper Foundation Representatives - Mr P MILLIKEN
- Quinton School Governor - Mrs C BARTON was willing to serve in this role, District Councillor BRAIN will contact Quinton Primary School to confirm
- Playground Inspections - Mrs C BARTON
- Quinton and Admington Charities - Mr P MILLIKEN was to be asked if he would assume this role

12. Dates for meetings

The following dates were confirmed for the remaining Parish Council meetings in 2015

- 22 July
- 16 September
- 18 November

The PARISH CLERK was asked to enquire as to whether the larger hall could be made available on these dates

13. Presentation and Acceptance of Annual Accounts 2014-15 / Review of Internal Audit Procedures / Receipt of any comments from Internal Auditor

The PARISH CLERK issued a summary of receipts and payments for 2014-15, together with details of current bank balances.

The accounts were made available for inspection by Parish Councillors, together with the comments of the internal auditor.

The annual report and accounts were approved and the CHAIRMAN signed the declaration for submission to the external auditor.

14. Acceptance of the minutes of the previous meeting of 24 March 2015  
The minutes had been previously circulated by the Clerk and were accepted by those present as a true record of what had taken place. The CHAIRMAN signed the minutes book
15. Any matters from the Public present at the meeting including any items on the agenda  
There were no representations from the members of the public present at the meeting
16. Matters Arising from the minutes of the previous meetings:
  - (a) Maintenance of trees and hedgerows  
District Councillor BRAIN observed that the oak trees that had recently been planted along Goose Lane would need to be relocated once work commenced on the development at the corner of Main Road  
The PARISH CLERK advised that she had received a complaint from a resident in Goose Lane regarding the "island" that had not been mowed in 2015. Thomas Fox had undertaken this work as a goodwill gesture but had subsequently advised that it had not been on the list of designated sites in 2014. There was some discussion regarding the ownership of this site and whether it might belong to Orbit Housing or Warwickshire County Council [WCC]. It was agreed that the PARISH CLERK should make further enquiries as to its ownership and, if it proved to fall within the responsibility of the Parish Council, to instruct Thomas Fox to include it within the contract at an appropriate additional cost.  
  
**RESOLVED THAT:**  
The PARISH CLERK will establish the ownership of the site in question and take action accordingly
  - (b) Pavement repairs in The Close  
It was noted that this work had now been completed and that this item should now be CLOSED
  - (c) Back Lane traffic and resurfacing  
The PARISH CLERK advised that WCC had confirmed that the installation of the additional signage indicating that the road was unsuitable for HGVs would now take place in week commencing 15 June. This was welcomed as the road was still being used by coaches and heavy vehicles.  
It was also noted that resurfacing work on this stretch of road was planned for July
  - (d) Lower Quinton Village Green and Main Road kerbstones  
The PARISH CLERK advised that Mr. P MILLIKEN had emailed to say that this work had now been undertaken.
  - (e) Meon Vale developments  
It was noted that the application to build an additional 550 houses had been approved by SDC's Planning Committee on 25 March 2015.

(f) Speed Aware Campaign

There was nothing to report in respect of this item. It did, however, prompt further discussion on the funding available for road safety measures which had been mentioned by District Councillor BRAIN at the previous Parish Council meeting and whether further funding may be available as part of the s106 agreement in relation to the Magdalen College development.

District Councillor BRAIN advised that, in respect of the latter, WCC would make an assessment of the traffic impact and calculate the measures required to mitigate this. He briefed Parish Councillors on the additional funding requests already proposed by WCC in respect of education, healthcare, sustainable travel and libraries.

Parish Councillors expressed disappointment that they had not been consulted as part of any discussions with WCC regarding traffic calming measures. District Councillor BRAIN advised that both he and Councillor Mrs SECCOMBE were able to access a share of the £32,000 plus in delegated budgets made available for road safety measures across the county. He added that a pedestrian crossing across the Campden Road had already been agreed as part of the Meon Vale agreement but it was open to Councillors to make applications for additional measures within the Parish.

After further discussion, Parish Councillors agreed to apply via Councillor SECCOMBE for two speed visors at either end of the Main Road through Lower Quinton [estimated at £8,000 each], and to explore the options of prohibiting HGV traffic in Taylors Land and installing further safety measures along the residential section of Back Lane in line with discussions at previous meetings

**RESOLVED THAT:**

The PARISH CLERK will contact Councillor Mrs SECCOMBE to initiate discussions as to how funding could be accessed to implement additional road safety measures within the village

(g) Neighbourhood Plan

There was nothing to report in respect of this item

(h) Dog fouling problem

The PARISH CLERK reported she had now submitted a request to SDC for the installation of a dog waste bin in the vicinity of the bungalows in Goose Lane at the rear of Meon Medical Centre.

(i) Parish Emergency Plan

The PARISH CLERK reported that this was still to be updated

(j) Quinton website

It was noted that the redesign of this website was still to be finalised pending the receipt of comments from Parish Councillors.

Mrs S BRANSTON advised that she would like to see the inclusion of feeds from the local community safety team and the CHAIRMAN would like to have the facility for limited editing of the site to allow Parish Council notices to be posted together with any updates on planning applications and links to SDC's planning portal.

It was agreed that Parish Councillors should submit any comments / suggestions to the

PARISH CLERK by 31 May to enable the updated website to be finalised.

**RESOLVED THAT:**

Parish Councillors will submit any final comments on Quintonweb to the PARISH CLERK by 31 May 2015

17. Any Matters from the Chairman:

(a) Road Safety Package

This had already been discussed and resolved at agenda item 16(f)

(b) S.106 Agreement – Land at Corner of Main Road and Goose Lane

This discussion continued from agenda item 16(f). The CHAIRMAN advised that any funding must be directed towards public open space or leisure facilities and that two sums of c.£11,000-12,000 were available for facilities to meet the needs of both adults / youth and children.

It was agreed that it may be feasible to use this funding to build a football wall and multi-use leisure cage in the vicinity of the Village Hall playing field and Mrs C BARTON undertook to explore this further. District Councillor BRAIN advised that Chris Fennell, Leisure Services Manager of SDC, could advise in this respect.

**RESOLVED THAT:**

Mrs C BARTON will contact Chris Fennell of SDC for further advice on the costing and procurement of this facility

(c) Annual Membership – Warwickshire and West Midlands Association of Local Councils (WALC)

The CHAIRMAN had requested that the annual renewal of WALC membership should be brought to the Parish Council for consideration in view of the annual cost of £541.00. District Councillor BRAIN commented that he felt that this was a useful source of information and advice and the PARISH CLERK confirmed that she used the site regularly. It was also felt that this may be prove a useful forum to exchange views on measures to prevent anti-social behavior.

It was therefore agreed that the Parish Council should proceed to renew WALC membership for 2015.

**RESOLVED THAT:**

The PARISH CLERK should renew the annual membership subscription for WALC

18. Any matters from the District Councillor or County Councillor.

District Councillor BRAIN advised that he had already covered most of the items on which he wished to brief the Parish Council but he also remarked that, had Councillor Mrs SECCOMBE been present, she would have wished to provide a detailed update on the County Council's position on the current discussions concerning a Greater Birmingham authority.

District Councillor BRAIN went on to brief the meeting on the recent District Council election results and the associated boundary changes. He also advised that SDC's Core Strategy was back with the District Council for reassessment and that this would include a re-evaluation of the strategic sites which would bring Long Marston Airfield back into the

equation.

19. To receive or note any new planning applications submitted since the last meeting  
Parish Councillors noted the following planning applications submitted since the last Parish Council meeting.
  - (a) 15/00983/FUL – Wheelgate Cottage, Upper Quinton – Extension to front and rear of cottage, including external staircase
  - (b) 15/01253/TPO – Land at Edmonds Close, Upper Quinton – Lift the canopies of 6 Lime Trees
  - (c) 15/01009/FUL – Homeleigh, Upper Quinton – Single storey side extension
  - (d) 15/01357/REM - Meon Vale Phase 3A Reserved matters - Access arrangements, layout, scale, appearance and landscaping for 77 dwellings
  - (e) 15/01358/FUL - Meon Vale Phase 3A - Erection of 5 dwellings – plots 78-82, & gardens – plots 35-47
  - (f) 15/01356/OUT – Land off Main Road, Lower Quinton - Outline planning application for residential development of up to 30 dwellings, access infrastructure and public open space. Means of access from Main Road to be determined, with all other matters (internal access, appearance, landscaping, layout and scale) reserved for subsequent approval.

Parish Councillors agreed to make no representation in respect of these applications other than applications 15/01253/TPO and 15/01356/OUT where it was agreed that the Parish Council should raise an objection

**RESOLVED THAT:**

The PARISH CLERK should draft objections to planning applications 15/01253/TPO and 15/01356/OUT for approval by the CHAIRMAN prior to their submission

20. To receive any results of planning applications  
The Parish Council noted the following planning decisions which had been notified since its last meeting.
  - (a) 15/00159/TPO - 4 Gundulf Close, Meon Vale – Remove low branch of Cherry Tree  
PERMISSION GRANTED SUBJECT TO CONDITIONS 17 MARCH 2015
  - (b) 14/01186/OUT – Meon Vale, Campden Road, Long Marston – Outline application for 550 dwellings  
PERMISSION GRANTED SUBJECT TO CONDITIONS 2 APRIL 2015
  - (c) 14/01449/OUT – Land at Corner of Main Road and Goose Lane - Outline application for the erection of up to 44 dwellings, public open space, associated infrastructure with new access ways from Goose Lane.  
PERMISSION GRANTED SUBJECT TO CONDITIONS 2 APRIL 2015
  - (d) 15/00714/FUL – 1 Meon View, Upper Quinton – Two single storey rear extensions  
PERMISSION GRANTED SUBJECT TO CONDITIONS 27 APRIL 2015

District Councillor BRAIN also reported that an appeal had been allowed in respect of application 14/01443/FUL – The Moat, Campden Road. It was noted that to date, however, this had not been communicated to the Parish Council. The PARISH CLERK was requested to make contact with SDC to determine why no such communication had been received.

21. To receive reports from any Parish Council members sitting on outside bodies or leading on matters of ongoing interest

(a) Village Hall report

There was nothing to report in respect of this item

(b) Playground Inspections – Village Hall playing field and Fordway play area

Mrs C BARTON reported that the wet pour surface on the Fordway play area was beginning to shrink away from the edges of the play area and as such could over time present a trip hazard. There was also a hole appearing in the play area.

Mrs BARTON had obtained a quote for £690 incl. VAT to undertake repairs to the play area surface but was concerned that if, the area, including play equipment, was coming to the end of its life, it may be better to invest in a total refurbishment at an estimated cost of £10,000-12,000. There was some discussion as to whether a project of this nature may fall within the s106 agreement discussed at item 17(b) and again District Councillor BRAIN suggested that Chris Fennell of SDC may be able to provide some useful advice and guidance on this issue

**RESOLVED THAT:**

Mrs C BARTON will make contact with Chris Fennell of SDC to arrange a site visit with the CHAIRMAN in attendance.

Mrs BARTON also reported that there was a continuing problem of vandalism in the Village Hall play area, in particular there appeared to have been the deliberate placement of broken glass around the teen shelter. It was agreed that this would continue to be monitored and that the CHAIRMAN would undertake a site visit over the May bank holiday.

(c) Flood Defence report

There was nothing to report in respect of this item

(d) Neighbourhood Watch

Mrs S BRANSTON commented on the fly tipping which had recently taken place in the lay-by in Back Lane. It was noticed that the PARISH CLERK had already reported this to the Streetscene team at SDC.

(e) John Cooper Foundation

The PARISH CLERK advised that Mr. P MILLIKEN had reported by email that he had attended the last meeting of the Foundation on behalf of the Parish Council and had learned that there had been no applications for grants from undergraduates within the Parish of Quinton. He was therefore intending to brief the Parish Council on the Foundation at its next meeting

22. To receive any correspondence

(a) Email from Michael Walsby 11 May 2015 concerning ditch clearance / flood risk in Goose Lane

Mr. WALSBY had emailed the PARISH CLERK to advise that he had been approached by

one of the residents of Goose Lane about the unsightly and overgrown condition of the ditch outside the bungalows which face on to the road, just north of the Medical Centre. The

resident was concerned that in times of heavy rain the ditch could become blocked and cause flooding of those bungalows.

Parish Councillors believed that the ditch was the responsibility of Orbit Housing and requested that the PARISH CLERK make contact with Orbit to request its clearance.

**RESOLVED THAT:**

The PARISH CLERK will contact Orbit Housing to establish ownership of the ditch in question and request its clearance.

23. Councillors' reports and items for future agendas  
There was nothing to report in respect of this item

24. Accounts for Payment and Finance Matters

The Parish Council noted that the following payments had been made since its meeting of 24 March 2015

- (a) MRW Waste Recycling (OUT-26711) – Skip Hire - £480.00
- (b) Clerk's salary February - £\*\*\*
- (c) Payment to HMRC for tax on clerk's salary - £\*\*\*
- (d) Warwickshire County Council – Back Lane signage - £550.00
- (e) Stratford upon Avon CAB – Donation - £200.00
- (f) Staples (9839012) – Stationery Account - £38.58
- (g) Playdale – Playground Inspection - £210.00
- (h) Clerk's salary March - £\*\*\*
- (i) Payment to HMRC for tax on clerk's salary - £\*\*\*
- (j) Thomas Fox (17901) – Grass cutting contract - £876.00
- (k) Staples (9846345) – Stationery Account - £103.00

The meeting closed at 9.00pm