

Clerk to the Council: **Joy Pegrum**

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**Draft** MINUTES of the  
**Meeting of Coughton Parish Council**  
**15th November 2017, Coughton Primary School, 7pm**

**Present:** Cllrs John Gittins; Len Carter; Maureen McTavish and Lynne Stanton, Joy Pegrum (Clerk).  
**In attendance:** 4 members of the public.

1) **To Elect a Chairman**

A. **Cllr Len Carter was duly elected Chairman** for the meeting and current rotation  
B. **Chairman's Declaration of Office was duly completed & signed**

2) **To receive apologies for absence**

Apologies were received from Councillor Roy Piddington, WCC Councillor Clive Rickhards & Adam Walsh (Head of Coughton Primary School)

3) **Public participation (10 minutes)**

*To receive any questions or representations from members of the public Relating to items on this agenda or on other questions for future consideration*

Mr & Mrs J Bate of Coughton attended to state their objections to the second planning application by The Throckmorton Arms for an extension to its car parking facility (Minute 10/17/02509/FUL refers). They feel that although this second application is for fewer extra spaces than the first, its impact on the surrounding area will be the same. Apart from the impact on the beauty of this conservation area (their analysis of the Throckmorton's own visitor feedback shows that the major feature praised is the location and surrounding beauty), they are extremely concerned about security. They feel that because of the natural incline of the land in question, a good deal of the new parking area will be out of sight from the road, especially when vehicles are parked at the road end, prohibiting monitoring by passing patrols and therefore creating the perfect location for criminal liaisons and anti-social behaviour. They feel this risk will be further exacerbated by the size of the overall ground area of the extension in relation to the number of parking spaces within it, with its design easily allowing ad hoc parking outside the designated spaces, above any permitted capacity, since there are no planned barriers to prevent this. Regarding the 'extreme circumstances' quoted by the application planners, Mr & Mrs Bate claim there is no basis for this, having carried out their own survey on the use of the present car park at various times of the day and week, peak and otherwise, finding that the present capacity has always been adequate for the current business use.

Mr & Mrs Bate also wished Council to note that a public right of way footpath near the area in question appears to be blocked.

4) **To receive Disclosure of Interests**

*Councillors are reminded that the Code Of Conduct (2012) provides that should they have a prejudicial interest in any matter under discussion, they should withdraw from the room and not seek to influence a decision about the matter.*

No disclosures made.

5) **To agree Minutes of the Parish Council Meeting held on 19th July 2017**

Two amendments to the published draft Minutes of the previous meeting held on September 20<sup>th</sup> were proposed and approved\* and the amended minutes were duly signed as a correct record of the meeting.

\* 1. **Minute 6** corrected to read: *no objections or amendments were raised*

\* 2. **Minute 7 point 3 amended** to read: *Above national average in Key Stage 1 SATs and Key Stage 2 SATS (Reading, Writing and Maths combined).*

6) **School Report:** although unable to attend the meeting, Mr Walsh sent his report to Council and this was read out to the meeting by Councillor Gittins as follows:

*“Car Park*

*The Local Authority and Warks CC have confirmed that there is no money for the project. This is not linked to Academy status. The cost of creating an access from/to the A435 would be seven figures and would never get through Highways now.*

*Thomas White has since come back with a proposal to fund the project which will be paid for by leasing the land back to the School/Local Authority. This is currently being explored but seems like our ONLY option for finding any solution to the problem.*

*The matter has to go back on the Thomas White agenda - these formalities frustrate me because it just makes everything take so much longer.*

*Since then there has been a visit from Carolyn Burrows from Warks CC, who is keen to pursue the following improvements:*

*1) 'making good' the footpath from Studley to Alcester on the A435*

*2) extending the zig-zags towards Mr and Mrs Barnes' house to prevent cars from parking on that side of the road which creates a 'dog leg' (there was a collision there recently which would have been avoided if a car had not been parked there).*

*3) investigating the speed cameras - ensuring that the one by the school boundary and the one by Coughton Court BOTH work and are active.*

*4) Improve the signage within the village (eg the school sign on Coughton Lane is buried by a bush and is not easily visible)*

*5) She looked at the proposed access point for the new car park (near the bridge on Coughton Lane) and said that this easily met planning stipulations and would be supported by Highways.*

*6) She is looking into whether the access from the Old School to Coughton Lane is a public right of way (but like you, I'm pretty certain that this is not a public right of way).*

*Other news:*

*The school continues to work with other local schools closely and we are making progress towards forming a 'school led' multi academy trust with St Nicholas C of E Primary School and Temple Grafton C of E Primary School. A final decision and to if and when we convert to academy status will be made by the end of the term.*

*The school continues to welcome visitors to the school to broaden our children's*

*experiences. So far this term we have had a Muslim member of our local community in to talk to the children and explain more about her faith. We have also had the Dogs Trust in to talk about how to handle and look after a dog.*

*The school has a new member of the team called Hero, she is a Labrador puppy who will be trained to be a PAT dog and will support children in our school as well as children in other schools with emotional and sensory needs.”*

7) **District and County Councillor’s reports** – none presented

8) **To receive Clerk’s report - Matters arising from previous meeting:**

**New Councillor Induction** – Cllr Stanton’s contact details have been added to the website, disclosure of interests completed and published on SDC website with a link from CPC website; bank mandate amendment form completed/submitted to add her as a bank signatory (this last is as yet unconfirmed). Good Councillors Guide provided.

**Bank Mandate amendment & Application for Internet Banking** - Forms submitted to bank – Internet Banking approved & tested, all works OK; Mandate amendments not yet confirmed

**Transparency Support Funding** – equipment purchases: now planned for December to take advantage of Xmas and/or Internet offers.

**Abandoned roadwork signs** – Collected by Highways – also Ford depth sign repaired, offer received from PCC via Cllr McTavish, of storage if needed at cemetery chapel

**Notice board repair** – Mr Hawthorn was approached but has retired. The board was inspected & considered a potential safety hazard (possibly weakened by the recent high winds) and in need of urgent repairs. 8x4 Media and local fencing contractor AS Landscapes provided repair options. Invoking Financial Regulation 4.4, AS Landscapes was engaged to urgently attach the existing posts to concrete ‘godfathers’. Work was completed at a cost of £120. The future cost of replacing the rest of the board will be in the region of £600.

#### **Clerk’s Training**

- **Attended October:** The 3 Ps – People, Plans & Precept (includes budgeting) – 14/10/17 – outline useful in helping me risk assess and draw up the draft budget for 2018/19
- **Booked** for January: End of Year Financial Procedures 22/1/18
- **CilCA**– total costs **c £1K** (inc 60 hrs study + travel)
  - **£350 Registration & tuition**
  - **£540 Additional hours pay/travel**
  - **£83.30 Purchase of Arnold Baker governance/reference bible**
  - **-£60 Cash back on certification**

**The Link** - a small regular entry has been agreed with Mr Shaw.

#### **Charter for Trees**

No site found for the offered free tree so none ordered. News sheets passed to Dennis Hackett to distribute in the village.

## Defibrillator

- Coughton School defibrillator, gifted from Sambourne PC, has been looked at but is neither located nor in a suitable housing for village access.
- The possibility of a refurbished machine available from the Ambulance Service for free has been offered via Councillor Piddington and a Coughton resident: costs for a housing (coded case) will be in the region of £6-700 plus fitting. **Council resolved that this is to be progressed by the RFO, with authority to purchase as necessary.**

**Broken fence at Coughton Ford** – was mended by Mr Turner of Coughton Cross Farm.

## 9) Village Group Reports

**A. Flood group** - Mark Banning (flood team WCC) will be meeting with Jeff Morris 20 Nov to discuss Coughton and the failed bid for drainage relief works and how it may still be funded. Mark will also combine checking other ditches and culverts crossing the A435 by CCTV with drainage relief work, to save costs but this is currently on hold awaiting a decision on the latter.

A small scheme that could benefit from the £5k grant has yet to be identified. It could be used to provide flood gates for individual properties at about £200 per door, although Mark Banning said the age of the properties may make this ineffective and more research may be needed, but this will be reviewed following the November meeting and a resulting plan on how we can proceed. Similarly, the possibility of CPC grant funding for flood defences will be reviewed following the meeting.

**B. Community group** – Next year's fete date is yet to be confirmed and agreement between Coughton Court and National Trust is awaited. Cemetery clean up was well attended by both Coughton and Sambourne residents with most tasks completed, including hedges and planting. Coughton Court Christmas event will be by invitation as usual. The Christmas walk will later this year, on the 30<sup>th</sup> December, followed by refreshments at the Throckmorton as usual. The decision is awaited on an application for WCC Councillor grant funding for costs of a gazebo and microphones for use at community events.

**C. Transport and traffic group** – concerns raised are to be reported to Highways and urgent inspection/repair requested for the following: a) Road edge erosion in Coughton Fields Lane at the A435 end needs attention. b) The surface of the road at the Coughton Fields Lane end of the E5999 is disintegrating and needs repairing (this has previously been requested) and in addition the concrete section of Coughton Fields Lane (that part which runs under the river Arrow) seems to have moved, resulting in a hole developing. Drivers who know this are driving onto the river bed to avoid it; c) the footpath in Sambourne Lane outside the Old School (children's) Nursery, is now a safety hazard and requires repair.

**D. Friends of the Ford** – most of the work is now complete, just some finishing of the trunk seating remains. The SDC waste bin has been installed. Effective weed management now needs to be considered by the group, who will find the most effective treatment that will also be safe for users, animals and the environment. **Council agreed that ongoing costs for such annual management will be met from CPC funds.**

10) **Planning - New Planning Notices & decisions since last full meeting**

**Barn, Coughton Lane**, 17/01227/FUL  
Conversion of Barn to Residential Dwelling  
**20<sup>th</sup> September 2017 – Application Withdrawn**  
**Status update 20/09/17 Application Withdrawn**

**Coughton Lodge**, 17/01811/VARY  
Variation of condition 02 (plans condition) of planning permission 16/02251/FUL to allow a minor amendment to the design, concerning set back and windows.  
**02/10/17 Planning Permission Refused**

**Throckmorton Arms, Coughton Hill 17/02509/FUL**  
Change of use of land to create overflow car park to serve The Throckmorton public house and hotel, consisting of an additional 27 car parking spaces  
**Comments due by 21st Nov. Council agreed with residents' regarding concerns and decided on a response, objecting on the following grounds:**

**1 Inappropriate development of the Green Belt**

The Parish Council would actively support any development that enhances the environment, the local community, the local economy, and addresses the wider housing demand. Although the Council recognises the contents of the planning statement, we feel that they are not fully substantiated or recognise the genuine concerns of local residents. We further believe this development would have a negative impact on the immediate environment through its encroachment onto open field space.

**2 Security** risk to the rear of the neighbouring properties (including 36/37 Coughton Hill, and the barn development alongside Pool House, and Sambourne Lane).

There have been a number of burglaries to neighbouring properties where, despite additional security measures, neighbours fear that a car park extending behind the properties and out of sight from the A435 is even more detrimental to their safety and security.

**3 Concerns at the potential for noise pollution**, from additional vehicles and people calling at the Throckmorton Arms, and the increased risk of anti-social behaviour.

**4 Residents do not accept the need for a doubling of the car park area.**

The site plan, in addition to the extra spaces, shows a much wider site which is clearly connected to the driveway access for the site. It is felt that, because of its unobtrusive location the door would be opened to unofficial overflow car parking for a much greater number of vehicles.

**5 Covenant:** The parish council are aware that there is a covenant on the site that restricts the nature of any business to be carried out on the said plan. Whilst this may not be a material planning consideration, the Parish Council believe it should be drawn to the attention of the Planning Officer.

11) **Finance & Accounts**

A **Council accepted verification of a satisfactory internal check of RFO Bank reconciliation by Councillor Carter (FR 2.2)**

**B Council accepted the RFO's Financial Statement** and approved payments:

**Financial Summary**

Bank bal c/fwd <b>20/9/17</b>		<b>13200.36</b>
Payments received	2250.00	
Less payments due out	1140.27	
Balance to take forward		<b>14310.49</b>

**Schedule Of Payments** – Cheques signed by Councillors Gittins and McTavish

<b>DATE</b>	<b>DESCRIPTION</b>	<b>CHQ no.</b>	<b>EXPENSE</b>
14/11/17	WALC (Training & resources)	200337	50.00
14/11/17	A.S. Landscapes (Notice Board repair)	200338	120.00
14/11/17	J Pegrum (Clerk's wages/expenses Sep/Oct)	Direct Transfer	753.28

- C **Council received the RFO's quarterly budget review** (attached as Appendix 1 and forming part of these minutes)
- D **Council received the RFO's draft Budget for 2018/19 and will raise amendments for discussion and adoption at the next meeting.** (attached as Appendix 2 and forming part of these minutes)
- E **Council resolved that a Newsletter would be distributed to all residents in the village to ensure that their wishes regarding Council services for 2017/18 are sought and brought before Council at the next meeting, before adopting the budget. Councillor Gittins will circulate a draft newsletter as soon as possible.**

12) **Governance**

- A **Council decided that the Clerk should report on the need for further Policies & Procedures at the next meeting.**

13) **Correspondence**

- A **The clerk brought the following to the attention of Council:**
  - o **The Good Councillor Guide (provided to Councillor Stanton)**
  - o LCR Autumn Magazine & WALC Annual Report
  - o 'It takes all sorts' information booklet for prospective councillors (passed to Councillor Gittins for a resident who has expressed an interest in joining the Council)

**B Correspondence received by individual councillors: none presented**

14) **No Other Business identified**

15) **Date of next meeting confirmed as: 17<sup>th</sup> January 2018, 7pm**

**There being no further business the meeting closed at 20.35pm**

## Appendix I – 2017/18 Budget Review

Expense Type	June 1/4	Sep 1/4	Dec 1/4	Mar 1/4	Year to Date 2017-2018	Budget 2017-2018	1/4 Review Apr - Jun 2017 - Variation Notes	1/4 Review Jul- Sep 2017 - Variation Notes
<b>Admin Costs</b>								
Salaries	850.50	972.00			1822.50	1800.00	Up c 50% - Includes pay for March not accounted for in budget but will <b>go over annual budget this year</b>	Up - Increase maintained at c 50% as projected but some supplement received via transparency grant below
Telephone/Travelling/Office Costs	101.72	73.44			175.16	0.00	Up - Nothing budgeted for this 2017/18	Up - Nothing budgeted for this 2017/18
Aon Insurance	189.65				189.65	360.00	Down almost 50% Premium reduced following JP risk assessment	
Data Protection Fee					0.00	0.00		
Internal Audit	30.00				30.00	30.00	Up £10 - New auditor appointed	
External Audit					0.00	0.00		
Printing					0.00	50.00		
Playground Equipment					0.00	0.00		
Village Event					0.00	200.00		
Village Maintenance		1272.00			1272.00	400.00		Off set by WCC grant received in previous 1/4
Stationery / Postage					0.00	50.00		
Training /Advertising for Clerk/Cllrs					0.00	50.00	Down - Seems to be a duplicate cost item with Clerk training & resources	
WCC School Hire	90.00				90.00	80.00	Up £10 - Under costed on 2017/18 budget	
Election					0.00	100.00		
Village Image					0.00	500.00		
Website/Internet	48.95				48.95	0.00	Up - Nothing budgeted for this 2017/18	
Clerk Training & Resources	70.00	69.00			139.00	0.00	Up - Nothing budgeted for this 2017/18	Up - Nothing budgeted 2017/18 - figure includes Councillor resources
S137	23.50				23.50	0.00	Up - Nothing budgeted for this 2017/18	
Capital purchase					0.00	0.00		
Build to reserves					0.00	350.00		
<b>Total</b>	<b>1404.32</b>	<b>2386.44</b>	<b>0.00</b>	<b>0.00</b>	<b>3790.76</b>	<b>3970.00</b>		

<b>Subscriptions &amp; Donations</b>							
WALC subs	95.26				95.26	90.00	Up - Slight Increase in fee for 2017/18
Link and Voice magazines					0.00	150.00	
Quality Status					0.00	0.00	
Churchyard Maintenance					0.00	230.00	
Village Hall					0.00	0.00	
British Legion					0.00	60.00	
					<b>95.26</b>	<b>530.00</b>	
<b>Total Expenditure</b>	<b>1499.58</b>	<b>2386.44</b>	<b>0.00</b>	<b>0.00</b>	<b>3886.02</b>	<b>4500.00</b>	UP - Annual exp set to exceed budget by c £2000.00 from reserves due to new Clerk costs
Village Plan sales					0.00	0.00	
Precept	2250.00	2250.00			4500.00	4500.00	
Parish Plan Steering Committee					0.00	0.00	
HM Treasury					0.00	0.00	
VAT Reclaim					0.00	0.00	
Village Community Fund	1400.00				1400.00	0.00	Up - Nothing budgeted for this 2017/18 but Minute 11a/May Meeting refers (WCC Ford grant) due out July/August
Warks Transparency Fund		1208.00			1208.00	0.00	UP - Covers back payment of related Clerk admin hours; Equipment & software purchase + relevant Clerk training. c £704 Due out 3rd 1/4 - remainder supplements to Clerk's wage bill over next quarters
	<b>3650.00</b>	<b>3458.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7108.00</b>	<b>4500.00</b>	
<b>Total Income</b>							
				<b>Balance</b>	<b>3221.99</b>	<b>0.00</b>	

## Appendix II Draft Budget, 2018/19

Expense Type	End of year Projection 2017/18	Budget 2018-2019	Notes & Rationale
<b>Admin Costs</b>			
Clerk salary	3389.00	3644.00	Annual increment to NJC point 16 - £9.20 p.hr (rounded) for 2018/19
Telephone/Travelling/Office Costs	300.00	300.00	<b>Inflated by training commitment for this year only</b>
Aon Insurance	190.00	300.00	Expected increase due to new insurance co. + increased asset cover & ins tax
Data Protection Fee	35.00	35.00	ICO registration is a legal requirement but was not on last years budget
Internal Audit	30.00	40.00	Needs to be thorough to remain exempt from external audit 2018 onwards
External Audit	0.00	0.00	
Printing	30.00	30.00	Village Newsletter/Survey
Playground Equipment	0.00	0.00	
Village Event	0.00	350.00	<b>???? Parish Meeting?</b>
Village Maintenance	1740.00	450.00	Ford - ongoing costs: SDC Litter coll. + GMH annual tidy?
Stationery / Postage	30.00	10.00	1 x toner + 1x ream + postage
Advertising for Clerk / Cllrs	0.00	0.00	
WCC School Hire	90.00	95.00	Allows for poss rate rise
Election	0.00	0.00	None planned: any unexpected cost to be met from reserve
Village Image	0.00	0.00	<b>???</b>
Website/Internet	50.00	55.00	Allows for possible rate rise
Clerk/Councillor Training & Resources	200.00	1080.00	<b>Cost of CiICA for Clerk &amp; training for new councillor(s) - majority be for this year only</b>
S137	23.50	2500.00	<b>Planned reduction of reserves over 3 years via community services, grants and donations</b>
Build to reserves	0.00	0.00	50% of precept for contingencies to remain in reserve balance
Capital expense	990.00	0.00	
<b>Total</b>	<b>7097.50</b>	<b>8889.00</b>	
<b>Subscriptions &amp; Donations</b>			
WALC subs	94.00	100.00	Allows for possible rate rise
Link and Voice magazines	100.00	100.00	
Quality Status	0.00	0.00	
Churchyard Maintenance	230.00	230.00	
Village Hall	0.00	0.00	
British Legion	0.00	50.00	<b>Wreath for 2018 end of WW1 commemoration?</b>
<b>Total</b>	<b>424.00</b>	<b>480.00</b>	
<b>Total Expenditure</b>	<b>7521.50</b>	<b>9369.00</b>	

<b>INCOME</b>			
Village Plan sales		0.00	
Precept	4500.00	4500.00	
Parish Plan Steering Committee		0.00	
HM Treasury		0.00	
VAT Reclaim		0.00	
Village Community Fund	1400.00	0.00	
Transparency fund	1208.00	<b>0.00</b>	
<b>Total Income</b>	<b>7108.00</b>	<b>4500.00</b>	
<b>Balance</b>	<b>-413.50</b>	<b>-4869.00</b>	
<b>Reserve Projection</b>			
<b>Projected end of year 2017/18 reserve balance</b>		<b>12738.00</b>	
<b>Less 2018/19 expense &amp; disposal</b>		<b>-4869.00</b>	
<b>Remaining for similar disposal 2019-2021</b>		<b>7869.00</b>	