

BAGINTON PARISH COUNCIL (BPC)
MINUTES OF THE ORDINARY MEETING HELD ON
THURSDAY 3rd May 2018 AT THE VILLAGE HALL, BAGINTON.

PRESENT:

Councillor	Wallace Redford	County Council
Councillor	Pam Redford	District Council
Councillor	Trevor Wright	District Council
Councillor	Julie Keightley	Chairman
Councillor	Chris Goodwin	Vice Chairman
Councillor	David Hewer	
Councillor	Roger Horsfall	
Councillor	Robert Taylor	
Councillor	Steve Williams	
Councillor	Walter Bush	
Clerk	Phil Clark.	
Public	8 members of the public were present.	

The Chairman opened the meeting at 7.36pm, following the closure of the Annual Meeting.

1380. DECLARATIONS OF INTEREST & APOLOGIES

1380.1 Declarations of interest were sought and Councillor Williams declared an interest in item 5a

1380.2 The following had apologised: Councillor Nigel Thomas
 Councillor Rob Newman

1381. MINUTES OF LAST MEETING.

1381.1 Minutes of the Ordinary Meetings on 5th April 2018, having been circulated, were approved without amendment. Proposed by Councillor Keightley & seconded by Councillor Horsfall.

1381.2 Minutes of the Annual Assembly on 12th April 2018, having been circulated, were approved without amendment. Proposed by Councillor Keightley & seconded by Councillor Horsfall.

1382. REPORT FROM COUNTY COUNCILLOR WALLACE REDFORD

1382.1 Councillor Wallace Redford informed those present that a new Area Surveyor had been appointed. Mr David Ellison had taken over the role when Mr Tom Mannion retired.

1382.2 Councillor Wallace Redford suggested that a website called 'Fix my Street' was being used extensively to report highway issues. WCC were having trouble integrating with this website to get issues resolved, so had produced their own equivalent and asked for the information to be circulated publically. **Clerk to action.** <https://warwickshire.fixmystreet.com/>

1382.3 Councillor Redford highlighted a new mental health initiative and provided a poster to be circulated publically.

The Chairman thanked Councillor Redford for his report.

1383. REPORTS FROM WARWICK DISTRICT COUNCILLORS

1383.1 Councillor Pam Redford asked if the Village Hall streetlight had been fixed yet. The Chairman confirmed that an order had been placed but the light had not yet been fixed.

The Chairman thanked Councillors Wright and Redford for their reports.

1384. PUBLIC PARTICIPATION PERIOD.

- 1384.1 To note that following complaints from the public, a temporary stop notice was issued by WDC Planning Enforcement with regards to work being undertaken on a property in Holly Walk.
- 1384.2 Prior to the meeting, complaints were received of motorbikes racing and performing stunts along Stoneleigh Road on both 1st April and 5th April. The Clerk had reported matters to the Police.
- 1384.3 It was noted that a member of the public whose aunt lives in Baginton enquired about transport for medical appointments. The Clerk sent details of volunteer organisations that arrange bespoke transport in the local area.
- 1384.4 Prior to the meeting, a member of the public raised issues with magpies raiding bins looking for food on Lucy Price Playground and asked if lidded bins could be installed. **Clerk to monitor.**
- 1384.5 A member of the public reported problems along Oakey Hill, including standing water, warning signs obscured by vegetation and a lack of planting by the newly repaired fence. **Clerk to investigate.**
- 1384.6 A member of the public reported that drains were blocked and water was standing on the road by the Lucy Price Playground. The Chairman confirmed there was standing water in the area, but reported it was not located near the drains, which were flowing freely.
- 1384.7 Complaints were received about a large pothole outside The Oak public house. **Clerk to investigate.**
- 1384.8 A member of the public reported blocked grips along the Bubbenhall Road towards the Alvis Works. **Clerk to investigate.**
- 1384.9 A resident offered the Parish Council several trees for planting as part of the Queen's Green Canopy Scheme. The Parish Council accepted. The resident will keep the trees until the next planting season.
- 1384.10A member of the public complained about dogs being walked on the Lucy Price Playground. It was suggested that the restriction is advertised and that the signs could be moved into a more prominent position. **Clerk to investigate.**
- 1384.11A member of the public had contacted the Lunt Fort to ask why children were being unloaded from coaches from the road outside the Fort and not in the safe car park area. The Lunt Fort was not aware of the practice, but will investigate. The resident wishes to let the Parish Council know that the issue had been raised.

1385 WHITLEY SOUTH (JLR) DEVELOPMENT

Mr Michael Gilhooly attended as a representative for the above development and reported the following.

Roxhill Report.

- i. The development had about 6 remaining conditions to discharge from the 100 that were imposed. This should be completed by the end of May so that work can start in earnest in June.
- ii. Once the conditions are discharged, a phasing plan will be produced and circulated, giving clear details of works, restrictions and road closures over the following 12 to 13 months of work.
- iii. The installation of the bridge over the A45 is likely to take place on months 11 or 12 of the next phase.
- iv. The new work compound buildings had been delivered and were being set up on site.
- v. Poor weather had caused delays, taking 4 to 6 weeks to remodel the site.
- vi. The website, posters and other communications promised at the previous meeting should be set up by the time that work commences in June.

Buckingham Report

- vii Public site visits will commence as soon as is practicable.
- viii A dedicated e-mail address has been prepared at whitleysouth@buckinghamgroup.co.uk **Clerk to circulate.**
- ix As part of commitment to social values, a series of local schools have been visited to promote engineering, industrial standards etc. The Parish Council were invited to suggest any other schools, or other groups, that may benefit from a visit.
- x As part of social values policy, help is also being given to people Not in Education, Employment, or Training (NEET).

- 1385.1 Councillor Taylor asked if a continuous pavement & cycle path were planned for Rowley Road. Mr. Gilhooly indicated that he was not aware of that level of detail but it was something that he would find out and respond to via the Clerk.
- 1385.2 Councillor Williams asked if the new Traffic Management Plan had been produced yet. Mr. Gilhooly said it was not available yet.
- 1385.3 Councillor Horsfall queried why soil movements on site had started recently, when it was reported previously that this type of work would not be undertaken during poor weather. Mr. Gilhooly didn't know, but would enquire.
- 1385.4 Mr. Gilhooly informed those present that on another project, M1 J23/24 would be closed on the weekend beginning 10:00pm 11th May and that local roads, especially the M6, may subsequently see an increase in traffic.

The Chairman thanked Mr Gilhooly and he left the meeting.

1386. POLICE AND NEIGHBOURHOOD WATCH MATTERS

- 1386.1 No Neighbourhood Watch matters were reported.
- 1386.2 The latest Safer Neighbourhood Newsletter was circulated to Councillors on 18th April, with no new incidents to report, but with the appointment of PC 1462 Ross Kirby

1387. BAGINTON EVENTS COMMITTEE UPDATE

- 1387.1 The next film night is 'Kinky Boots' on 25th May at the British Legion Club.
- 1387.2 Tickets for the 14th July Party in the Park are selling well.
- 1387.3 The Events Committee AGM was held on 17th April (**Minutes Attached Appendix I**).

1388. AIRPORT MATTERS

- 1388.1 No airport matters were received.

1389. PLANNING

- a. The following planning decisions were received since the last meeting.**
- i. W/18/0307 – Erection of raised decking area and balustrade to rear of 47 Mill Hill. **NO OBJECTION** reported 21st March. **GRANTED** 12th April.
 - ii. W/18/0030 – Variation of conditions 5, 6, 8 and 9 of W/13/1763 to allow pegging out of the access road at the earliest opportunity. **NO OBJECTION** reported 3rd February. **GRANTED** 12th April.
 - iii. W/18/0493 – Installation of 3 vehicle direction signs at Penso Consulting, Woodhams Road, Baginton. **GRANTED** 20th April.
 - iv. W/18/0264 – Signage (4 retrospective) at CFS Ltd, Bubbenhall Road, Baginton. **OBJECTION** reported 4th March. **REFUSED** 25th April.
- b. To note applications awaiting WDC decision.**
- i. W/18/0522 – Gateway South Development – Extensive commercial development of land to the south and west of Coventry Airport and Middlemarch Industrial Estate, Coventry. Circulated to Councillors via CD. Response date extended to 2nd May. **OBJECTION** reported 2nd May.
- c. New planning applications or planning matters received since the last meeting.**
- i. W/18/0539 – Approval of reserve matters under W/18/0239, regarding access, appearance, layout & scale of the primary substation – Zone 4, Whitley South, Rowley Road. Circulated to Councillors on 27th April with response required by 17th May. **Clerk to Object.**
 - ii. W/18/0643 – Site clearance and mixed use development of up to 2500 dwellings & associated infrastructure and amenities. Land at Kings Hill Lane, Stoneleigh. Circulated to Councillors on 2nd May, with response required by 6th June. **Clerk to prepare draft response & circulate.**

1390 HIGHWAY MATTERS.

1390.1 Summary of known Highways issues, by area.

1. Matters reported previously and awaiting action

- Bubbenhall Road (at stables) – Deep ruts at roadside
- Mill Hill – Damage to bridge.
- Holly Walk – Disintegrating pavements.
- Church Road – Continued flooding.

2. Areas with no reported issues (alphabetical) at date of meeting.

- Andrews Close
- Bosworth Close
- Bubbenhall Road (main road excluding area at stables & Oakey Hill)
- Coventry Road
- Frances Road
- Friends Close
- Kimberley Road
- Hall Drive
- Mylgrove
- Oak Close
- Roman Way
- Rowley Road
- Stoneleigh Road
- Underhill Close

1391. OPEN SPACE.

1391.1 It was noted with sadness that Mr Peter Thompson, whose business has maintained Baginton hedges and open spaces for many years, had passed away. It was suggested a letter of condolence be sent, thanking Peter for his many years of service. **Clerk to action**

1391.2 Councillor Horsfall indicated that rabbits on the Millennium Field may need intervention and was invited to use his discretion regarding when to contact pest control.

1391.3 It was noted that WDC cut the grass on 23rd April.

1391.4 Councillor Horsfall highlighted that a spoil heap on the Millennium Field that was excavated as part of installing security gates was unsightly. It was suggested that Buckingham could grade the heap in the autumn to give a more pleasing appearance. **Clerk to enquire when appropriate.**

1392 GRANTS

1392.1 There were no grant matters to report.

1393. DATA PROTECTION (GDPR), HOUSING & GENERAL MATTERS

1393.1 The housing surveys were distributed by volunteers (with thanks). To be completed by 18th May.

1393.2 The Data Protection Officer contract, as circulated to Councillors on 11th April, was approved.

1393.3 The changes to the Clerk's contract reflecting the need for a Data Protection Officer, as circulated to Councillors on 11th April, was approved.

1393.4 The current Clerk was appointed as acting Data Protection Officer, pending clarification of the post requirements via Parliamentary debate on the subject.

1393.5 It was noted that documents required under the General Data Protection Regulations are being loaded onto our Village Website.

1393.6 It was noted that Baginton Parish Council had applied to be registered with the Information Commissioner's Office on 26th April.

- 1393.7 It was noted that the Information Commissioner's Office have issued a supportive statement acknowledging that where Parish Councils are actively seeking to comply with the new regulations, they will support our endeavours and leniency will be shown during the process.
- 1393.8 It was noted that GDPR guidance received from District Councillor Trevor Wright was circulated to Councillors on 11th April.
- 1393.9 It was noted that guidance received from WALC indicated that they are looking for a 'shared solution' regarding centralised advice regarding GDPR.
- 1393.10 It was noted that new GDPR internal Councillor and employee privacy policies were circulated on 27th April.
- 1393.11 It was noted that GDPR goes live on 25th May 2018.

1394. FINANCIAL MATTERS.

- a. To advise Bank balances as at 27/04/2018
- | | |
|--|------------|
| HSBC treasurers (community) account: - | £ 1830.66 |
| HSBC savings (BMM) account: - | £ 27538.31 |
| Total..... | £ 29368.97 |

Data as of 1st April 2018 (as approved in end of year accounts).

Nominally ring fenced Monies	£1330.29
Committed Funds L'Price)	£9000.00
Underlying Council Reserves.....	£13155.46

- b. To confirm items for payment:-

	Value	Cheque No.
Clerk's net salary for previous month (£382.51 Gross)	£382.51	101919
Reimbursement (Walter Bush) printing of N'hood Plan.	£96.00	101920
Information Commissioner	£35.00	101921
Trevor Thompson (Internal Audit of Accounts)	£100.00	101922
Hiscox Insurance (Came and Co)	£997.96	101924
Cheques not cashed – 101918 (Village Hall)	£24.00	
Cash needed in Current Account (Inc Un-presented cheques)	£1635.47	

- c. It was agreed that the allowance for Office Costs & Overheads should be increased from £207 per quarter to £250 to reflect cost increases over the last decade. Proposed by Councillor Keightley, seconded by Councillor Williams and passed by show of hands.
- d. It was noted that a request for the Smithy tenant to contribute £275 towards the repair of the Smithy roof was issued on 18th April.
- e. It was noted that the internal audit of the accounts was completed on 28th April and signed off by the auditor with no issues reported.
- f. The Annual Governance Statement of the Annual Return was approved. Proposed by Councillor Keightley, seconded by Councillor Goodwin and passed by show of hands.
- g. The Accounting Statement of the Annual Return was approved. Proposed by Councillor Keightley, seconded by Councillor Goodwin and passed by show of hands.
- h. As a qualifying Parish Council, it was approved to exempt ourselves from the annual external audit of accounts. Proposed by Councillor Keightley, seconded by Councillor Goodwin and passed by show of hands. **Clerk to issue exemption notice.**
- i. It was noted that the first portion of our precept (£7187.50) was paid into our bank account on 27th April.
- j. Thanks were given to Councillor Bush who got 5 full copies of the Neighbourhood Plan printed within the £100 budget. Reimbursement is included in the above list of cheques.

1395. CONSULTATION DOCUMENTS.

1395.1 The consultation on changes to NPPF (housing) was circulated to Councillors on 13th March with response required by 10th May.

1395.2 The consultation on Parking and Residential Design was circulated to Councillors on 27th March. Changes are to bring it in line with the new Local Plan. Response is required by 7th May.

1396. BROCHURES AND DOCUMENTS AVAILABLE FOR PURUSAL

a. None received.

1397. ANY OTHER BUSINESS.

1397.1 No matters were raised.

1398 The meeting closed at 8:25pm.

1399. DATES FOR YOUR DIARY.

Next Parish Council Meeting: **Thursday 7th June 2018** at 7.30pm in Baginton Village Hall.

Appendix 1 – Baginton Events AGM

Attendees:

Sharon Avery (SA), Alan Brown (AB), Brenda Brown (BB), Gayle Goodwin (GG), Rheba Horsfall (RhH), Roger Horsfall (RH), Julie Keightley (JK), Della Thomas (DT), Nigel Thomas (NT), Rob Newman (RN),

Apologies:

Sue Williams (SW), Val Daly (VD),

By proposal, second and show of hands, the following were elected

1. **Chairman** Gayle Goodwin
2. **Treasurer** Rheba Horsfall
3. **Secretary** Rheba Horsfall
4. **Terms of reference** Current terms of reference were accepted.

BE Constitution to be amended to clarify that remaining funds will be distributed to village concerns should the Baginton Events committee cease to exist.

5. Matters relating to upcoming events

FILM NIGHTS are proving to be popular and are only a small drain on BE finances. Payment for The Hatton Garden job is outstanding – Live and local are not quick in sending invoices.

RhH had reservations about showing the film 'Birdman' (May). Saw it on iplayer - in her opinion it is obscure and has overuse of bad language. RH had not seen the full film (wasn't impressed at the start and went to bed). Only one other friend had seen it and was of the same opinion. Committee members present had not seen the film but looked through the film list for an alternative. **GG to request Kinky Boots.**

It was agreed that film nights should continue in 2019. **GG to book 2019 dates to ensure last Friday of the month constancy.**

BARN DANCE

RH to liaise with Tom & Margaret Oliver (callers). Hopefully we will not need a back-up plan!

PITP

Ticket sales - RhH has so far received money for 54 tickets (11 this time last year) and had been given £6 from the village shop before this meeting. AB has money from further ticket sales. **Keep on with ticket sales everyone.**

Acts meeting **GG to contact all performers to arrange a date (May).** GG,NT,RN,RH & RhH to attend.

Lighting RN has done a great job with the lighting and the system is fully controlled from a laptop. The free software used will run the other lights too. RN would like to test the whole system (Village hall / Legion) soon.

RN will program the lights the night before the event and make adjustments during sound checks. Only a few adjustments will be necessary through the performance. Will set up within the sound engineers gazebo. A back-up laptop will be on standby.

RN will position cameras around the stage – no need for roaming video.

RN has acquired lined cases for storage and the **committee agreed to the purchase of more storage boxes** (with clipped lids) for cabling. The haze machine will also need a protective case.

RN still drying out the old control board.

Stage AB to confirm arrival day & time. NT suggested that the BE team should all be on stage at the end.

Floral display lighting the display was discussed but thought unnecessary as not seen from a distance when crowds are in. Mick Smith aware of meeting dates – **RH & RhH to liaise and give date of acts meeting when arranged.**

Fireworks NT has put a reminder in his phone

Toilets Sorted but **RH will check**

First responders have still to get back to GG. Backup = St John's Ambulance

Walter Bush still OK to attend

Risk Assessment - RhH updating and will circulate

Volunteers a briefing will be arranged for a week before the event. One or two of our regular volunteers are unable to help this year, but a few new helpers have come forward. **GG to update volunteer list. Appeal for helpers to be put in the newsletter. Please let GG know of anyone who can help.**

Ice-cream van – booked £40 Thanks Sue.

Wristbands DT in charge – they will happen. Using 'orange' for Acts and buying more 'pink' for audience. Bands for performers only – groupies to buy tickets. Blank children's bands for parents to write contact details on. Table with spare pens needed.

Childrens entertainer booked and DT liaising

Merchandise flags etc **GG ordering**

Finale to be discussed with JLR etc at acts meeting

Leaflets GG and RHs have started distributing to shops /pubs etc in surrounding area. AB/BB have taken leaflets for Ryton. **GG enquiring if the event could be advertised in Ryton newsletter. NT taking some to JLR.** Still not sure how effective door to door leafleting is. A sort of love/hate feeling about doing it but it usually turns out to be a fun evening! It takes place in June so time enough to judge ticket sales.

Correx boards/banners to go in the usual places. The slick team (their words) of **GG, NT & RH to arrange a date in June** – no balaclavas NT!

BE CLOTHING

Anyone needing a new polo shirt should give size details to NT please (own) Khaki shorts were suggested to compliment the blue tops.

6. Financial matters



Financial Report for Baginton Events Meeting April 2018

	Cash	Bank	Total
Balance at 18.03.18	£538.49	£14,778.89	£15,317.38
INCOME			
PITP Ticket sales (The Oak)	£36.00		
PITP Ticket sales (AB)		£198.00	
PITP Ticket sales (Shop)	£12.00		
PITP Ticket sales (RH)	£48.00		
Film night tickets (Hatton Garden Job)	£108.00		
Film night snacks	£12.00		
EXPENDITURE			
Live & Local screening of Four Lions		-£125.00	
balance at 16.04.18	£754.49	£14,851.89	£15,606.38

PITP Predicted expenditure - £9,209.74 may be nearer £10,000

Capital expenses - Lighting equipment - £494 a few extra costs

7. **AOB** None except SA enquiring as to job allocation – more jovial banter!

Meeting closed at 8.30pm. **Next meeting – 7.30pm May 15th @ RBL Club**