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Minutes of the Meeting of Coughton Parish Council held at The Old School Nursery, Monday 23rd July, 7pm

Present were Councillors: John Gittins (in the Chair), Len Carter, Maureen McTavish, Roy Piddington & Lynne Stanton;

The Clerk, Joy Pegrum and 5 members of the public in attendance

- 1) **Public participation**
[There were no speakers or representations](#)
- 2) **To receive: apologies for absence**
[None received](#)
- 3) **To receive: Disclosure of Interests**
[None disclosed](#)
- 4) **To agree: Minutes of the Parish Council Meetings held on 2nd May 2018 & 17th July 2018**

Minutes for 2nd May - Amendment received for approval:

ITEM 8B amended to read: “Councillor Stanton raised the issue of drains not cleared at bottom of Coughton Lane and on to Birmingham Road. She said has been in touch with environment on several occasions and has a complaint number but [\[amended here to remove superfluous word, as per Minutes 24/9/18\]](#) ~~to~~ no action has so far been taken.”

Minutes for 17th July – Amendment received for approval:

ITEM 3D amended to read: “ **Councillor Stanton** pointed out that it is a legal requirement to have vehicle warning/alert sound systems fitted for safety and Mr Spencer agreed.”

[All amendments were accepted and minutes were duly signed as a true account of these meetings.](#)

- 5) **To receive: District and County Councillor’s reports**
 - A WCC Cllr Rickhards – [not present](#)
 - B SDC Cllr Gittus – [not present](#)

It was noted that Councillor Gittus is not receiving the Clerk’s email notification of meeting agenda publication and suggested that a hard copy should be posted to him.

[Action: Clerk to progress this with Mr Gittus \(under GDPR a preferred address with explicit permission to store and use it for this purpose must be provided in order to do this\).](#)

6) **To receive: Clerk's report on matters ongoing, arising from previous meeting & correspondence**

[Actions from AGM 2nd May](#)

Item AGM 5 - Council Meeting Furniture -

10 chairs purchased on Ebay @ £2 each and a new collapsible table @ £29.27 – all currently stored in the Chapel, thanks to David Laband; on-site storage will be explored with the nursery manager in September – **for review at next meeting**

Item AGM 6 - Policy amendments

Policies amended & updated versions now uploaded to the website

Items AGM 11a &b - Annual Financial Return

- IA report duly received and with no contradictions to the document presented at the AGM
- Certificate of Exemption was accepted: auditors PKF Littlejohn & confirmed that CPC is now exempt from External Audit
- Annual Return now published on CPC website with notice of public inspection period 2nd July – 10th August

[Actions from May meeting \(Item 4\)](#)

GDPR - Clerk & Cllrs Piddington & Stanton attended training briefing: subsequent policy draft and guidance presented for approval on this agenda at Item 10A

Road Repairs - Followed up several times with Highways – some pot holes now repaired but promises to collect signs from Mr Turner and to instigate Clerk of Works assessment for Ford river bed repair remain O/S – contacted Highways customer services directly by phone - seemed very helpful & appalled at delay; Jeff Morris contact re Ford repair – no response as yet.

Phone Box - Photos submitted & confirmation received that this is now on the list for repainting.

Bus stop bench - Councillors report that the bench is in good order and is painted regularly by Councillor Piddington.

Planning - SDC Planning were unable to comment on enquiry re Throckmorton application and reaffirmed that only material confirmation statements would be considered if comments submitted, so unable to make representation.

School parking - Letter sent & responded to – a report on this will be given by JG in the Traffic group report on this agenda.

April Cottage - Preparations were made to hold the Extraordinary Meeting on 4th June, but the offer of land at April Cottage was withdrawn by the owners and the meeting cancelled.

Defibrillator: - All planning permissions confirmed; device delivered; installation held up as local electrical contractors have not responded; now awaiting contact from ambulance service recommended contractor; pads need replacing now – battery in 6 months – both will then be replaced together.

7) **To receive: Village Group Reports**

A **School Report** – none received

B **Flood group** – Drains on A435v cleared 21st May; Coughton Lane not done at that time but reports on this were followed up and drains cleared 2nd July.

C **Community group** – Fete – full figures not yet available, review meeting TBA; numbers were down due clashes with Football and other local events, so takings down a little but still a good event. Hog Roast planned for August, details TBA.

D **Transport and traffic group** – unpleasant clashes with parents & residents experienced but school responded quickly and effectively. Drop off system relies on co-operation and is no longer working at its best. This needs re-visiting in September especially with a view to encouraging new parents to support it. Similarly, new residents need to be made aware of the informal one-way agreement. An exploratory meeting to discuss options with WCC Capital Assets Surveyor Mike Gillespie was attended by Councillors Gittins & Carter: background was explained and Mr Gillespie will investigate and respond before meeting in September. Councillor concerns were expressed over school roll expansion and the effect that this might have on traffic and parking, but Councillor Gittins recalled that we had been advised by the school Head that this will not be implemented without adequate access and parking. These will form part of discussion with the school in the new term.

Regarding temporary traffic increases in traffic to Coughton Lodge Farm: Mr Stiley has agreed to notify interested residents when deliveries are expected and residents should contact him directly to add themselves to his notification list. Councillor McTavish asked if a one-way system could be used at the farm (e.g. entry on Coughton Lane and exit on Sambourne Lane) but most deliveries are arranged by contractors and beyond his control.

Councillor Carter mentioned his concern at logging traffic on Sambourne Lane.

E **Friends of the Ford** – Councillor Carter reported that weeds had been strimmed but dry weather has prevented mulching and given rise to safety/fire hazard concerns. A regular contractor is being sought and the volunteer group will do their best until one is found. Rubbish bin is being used but fills quickly. A second collection would be ideal and a second bin for the other side of the river would help.

Action: Councillor Carter will follow up with suggested contractors; Clerk will make enquiries regarding a weekly collection by SDC

8) **Planning**

A To review new planning notices & decisions since last full meeting and to agree any required responses

Coughton House, Birmingham Road, 18/01292/TREE

G1 - x2 Conifer – Fell - 20th June 2018 - Permission Granted

Throckmorton Arms, 18/00920/LDE

Application for a certificate of lawful development (not a formal planning application) Comments re confirmation that the land to the rear of the Throckmorton Arms has been used as ancillary to The Throckmorton Arms for in excess of 10 years or otherwise invited.

30th May - Amendment/additional supporting information received - 25th June Lawful Dev. Cert. Existing - granted for hatched area; not granted for area beyond that.

Land near Windmill Barns, Coughton Fields Lane, 18/01728/ELEC
Notification of installation of new overhead electricity line (not a formal planning application) - views of the Local Planning Authority sought. **Comments due by 13 July 2018 - 20/7/18 Pending Consideration**

Coughton Lodge Farm , Sambourne Lane, 18/01603/FUL
Two agricultural buildings (retrospective) one a workshop and one a drying store
Comments due by: 20 July 2018 - CPC response: No objection

Coughton Lodge Farm , Sambourne Lane, 18/01604/FUL
Change of use of part agricultural building to mixed agricultural and B8 storage use - **Comments due by: 20 July 2018 - CPC response submitted: No objection.**

42 Coughton Lane, 18/01848/FUL
New roof and office over existing detached garage **Comments due by: 2nd August 2018.**
Council agreed a response of 'No Objection' but with the following comment: "Since the plan does not show the development's relationship to the main building, it is not possible to judge its impact on the surrounding open space."

4 Birmingham Road, 18/01812/LBC & 18/01807/FUL
Minor alterations to outbuildings for conversion to ancillary accommodation. Perimeter fencing and gates. **Comments due by: 6th August 2018**
Council agreed their 'Objection' response to these applications, with the following comment: "Council is firmly in support of much needed renovation work to these dilapidated buildings but the change of use proposed by this plan will not maintain the integrity of the site or preserve its historical value and connection to the heritage of the village."

B To Note:

Notification received of tree preservation order SDC 702 for the Alcester/Coughton boundary of development at Arden Forest Industrial Estate, effective 20/06/18.

Notification received from SDC that in future, if an objection to a planning application is lodged by a Parish Council, the application will be referred to a planning committee.

Both were so noted.

9) **Finance & Accounts**

A To receive RFO Report: Financial Summary; Quarterly Budget Review; Internal Controller Report

Financial Summary – received & accepted

Bank bal c/fwd 2/5/17	13173.55
Payments received	0.00
Less payments out/ due	1436.72
Balance to take forward	11736.83

Budget Review – previously distributed, received & accepted without comment

Internal Control Report from Councillor Carter: Bank reconciliation checked and confirmed accurate.

To approve Schedule Of Payments made since last meeting - approved

DATE	DESCRIPTION	CHQ No.	EXPENSE
09/05/18	Cllr J Gittins - reimbursement (S137 defibrillator planning app)		12.00
09/05/18	WALC - Subscription & Training fees		219.00
10/05/18	Cllr L Carter - reimbursement -Ford sign repair materials	200339	10.87
21/05/18	SDC - Ford litter bin replacement		240.00
04/06/18	G Taylor - Internal Auditor fee		50.00
04/06/18	J Pegrum (Clerk's wages & expenses May)		475.58
04/06/18	BHIB - Insurance renewal		149.27
02/07/18	J Pegrum (Clerk's wages June)		280.00

B To decide Capital Expenditure purchase list

Suggestions discussed as follows:

1. Replace seat at bus stop – **agreed not necessary**
2. Village gates – **decision c/fwd**
3. Laser/digital display traffic control signs: **c/fwd pending outcome of discussions on traffic & parking review with WCC**
4. Additional bin at Ford – **agreed**
5. Plaque for seat made from bricks of demolished railway bridge – **agreed**
6. Sign for footpath in Sambourne Lane – **c/fwd**

Councillor Gittins also raised the issue of repairs to the footpath. Council agreed that these were necessary. Mr Stiley offered to see if there was anything he could offer on this.

Councillor Stanton informed the Council that she is hoping to establish a 'Coughton in Bloom' group and asked Council to keep in mind the possibility of funding this in the next year's budget, due for discussion at in the November meeting.

Actions:

- Clerk to contact owners of village gates (WCC) for permission to renovate, update and possibly move location.
- Clerk to follow up with Mr Stiley on the footpath
- Councillor Gittins to agree bridge plaque wording with the resident who suggested the original seating.

C To consider a grant application from Citizens Advice South Warwickshire/Alcester Outreach

The application form (previously distributed) was considered: all agreed that it was a worthwhile service that should be maintained, but some concerns over a lack of information in the application on how the overall goal was being targeted or would be sustained were raised. Analysis of other local Council's contributions so far showed an average of 10p per capita: an award of £50 was agreed from Coughton's s137 budget (c 30p per capita).

Action: RFO to complete records, notify the applicant and transfer funds

10) **Governance**

A To approve GDPR procedural recommendations

Following attendance at a GDPR training and briefing by the Clerk and Councillors Piddington and Stanton, a Data Protection Briefing and action list together with a draft Policy was distributed before the meeting. In discussion some Councillors felt that more time was needed for consideration and so the Approval decision was c/fwd to next meeting.

Action: Clerk to forward training notes to Councillors Gittins, McTavish and Carter.

B To decide on a plan and schedule for one or a series of Councillor 'Surgeries' to make CPC more readily accessible to residents with enquiries or concerns.

Council agreed on 2 dates initially: Saturday 1st September and Saturday 20th October 10-12pm, at the Old School Nursery, with a minimum of 2 Councillors present.

Action: Clerk to make dates available on the website and notice boards.

11) **Any Other Business**

A To consider making nomination for Queen's award for Voluntary Service and to appoint 2 Councillors to progress this on behalf of the PC

Action: Councillors Stanton and Piddington agreed to progress this on behalf of the Council.

B To consider uptake of the 'Gigabyte voucher scheme' to improve broadband service to the village and to appoint a Councillor to investigate and progress on behalf of the PC

Action: Councillor gittins agreed to progress this on behalf of the Council.

C Councillor Piddington asked what could be done to encourage better use of the Council's website: the Clerk confirmed that details of how to access the website are on the school gate notice board and links to important information on it are posted on Coughton FB page.

Action: the Clerk to review the Home page of the website, with a view to making it more user friendly and attention grabbing

12) **The date of next meeting was confirmed as Monday 24th September, 7pm at The Old School Nursery**