**MINUTES OF THE PARISH COUNCIL MEETING HELD AT WILMCOTE VILLAGE HALL ON WEDNESDAY 20TH MAY 2015 – NO. 74**

1. **Present:** Cllr. Ray, Chairman, Cllr. Roberts, Cllr. A. McMillan, Vice

Chairman, Cllr. Stewart, District Cllr. Lawton, four members of the public and one member of the press.

**Part Meeting:** County Cllr. Horner.

1. **Apologies:**

There were no apologies.

1. **Request received from Mr. K. McMillan to be co-opted as a member of the Council:**

Mr. McMillan was unavoidably delayed and unable to meet the deadline for submitting his nomination paper for the recent election, hence his request to be co-opted.

Cllr. Roberts proposed, and Cllr. Ray seconded the proposal, that Mr. McMillan be co-opted. All members were in agreement.

1. **Written requests for dispensation for Disclosable Pecuniary Interests where that interest is not already in the register of members’ interests.**

No requests were received.

1. **Declarations of dispensations granted for Disclosable Pecuniary Interests already in the register of Members’ Interests:**

Cllr. Ray – Pecuniary interest in land identified in the NDP

Cllr. Roberts – Pecuniary interest in land identified in the NDP.

Cllr. K. McMillan – Potential pecuniary interest in possible development of land identified in the NDP.

Cllr. A. McMillan – Potential pecuniary interest in possible development of land identified in the NDP.

1. **Minutes of the Annual Parish Meeting and ordinary Parish Council meeting held on 25th March 2015:**

The minutes were approved by all members and signed by the Chairman.

1. **Public participation:**

Mr. & Mrs. Shilvock thanked the Parish Council for supporting their application for conversion of a barn to a dwelling.

The have also submitted an application to construct a single stable and haybarn and change of use of land from agricultural to equestrian and offered to answer any queries the Cllrs. raised.

As the application was included in agenda item 12 Cllr. Ray, with agreement from all Cllrs, brought it forward for discussion.

Cllr. Roberts raised various queries that are unclear in the application and Mr. Shilvock confirmed that it is a one acre plot parallel with the Birmingham Road, the stable would be the standard size of 12’ x 12’, and the haybarn/tack room would be 6m.sq.. He also confirmed that it is for personal use for one pony only.

Cllr. Roberts proposed the following response be made to the District Council: Wilmcote Parish Council is of the opinion that the proposed development would not harm the openness of the Green Belt but is concerned that the use of the proposed development is not clearly defined. If the development is to be used for private non-commercial equine purposes and not for commercial purposes such as commercial livery, breeding or riding tuition purposes then Wilmcote Parish Council recommends that the application is GRANTED. It is recommended that a condition preventing the use of the proposed development for commercial equine purposes should be inserted in the permission.

Cllr. Ray seconded the proposal, Cllrs. Stewart and K. McMillan were in agreement. Cllr. A. McMillan abstained.

No further matters were raised by members of the public.

1. **County & District Councillor’s reports**

County Cllr. Horner advised that the County is running up to the new financial year and new Council. This means the election of a new Chairman of Council to carry out representative functions and a new budget. At the start of the year there was a vote in Council to explore the opportunities for savings from forming a unitary council from the districts and the County. More recently they have been considering the options for forming a Combined Authority with various adjoining Counties. It would require agreement from Districts as well. Stratford District is not keen on joining with Birmingham but would prefer Oxford or Worcester.

Child protection is a priority and ideas submitted for road safety have been put forward for pricing.

Due to boundary changes the Parish of Wilmcote is now within Wootton Wawen Ward and Cllr. Lawton was elected on 7th May as the Ward member. The number of District Cllrs. has been reduced from 53 to 36 saving between £60,000 to £70,000 on District Council expenditure. Cllr. Lawton has also been appointed to serve on the Licensing Committee, West Area Planning Committee and Audit Committee.

The Core Strategy is the most pressing need at present. There is still uncertainty as to housing numbers for Local Service Villages and this needs to be ratified in the next couple of months. Washed over Green Belt should be limited infill with a road frontage.

Cllr. Lawton urged the Parish Council to carry on with our Neighbourhood Plan, he is keen to help us and would like to attend a Neighbourhood Plan meeting. He stressed that no Green Belt land should be offered in the Plan.

Cllr. Ray thanked both Cllrs. for attending the meeting.

1. **Annual Accounts of Wilmcote Parish Council for 2014/15:**

The Income and Expenditure account had been circulated prior to the meeting. This was approved by all and signed by the Chairman, Cllr. Ray, and the Responsible Financial Officer.

The Annual Governance Statement was approved by all and the Audit Commission Annual Return was duly signed by Cllr Ray and the Responsible Financial Officer.

Proposed by Cllr. Ray and seconded by Cllr. Roberts.

A new Bank Mandate was completed by all Cllrs. and the Clerk.

1. **Parish Council Insurance Renewal:**

Three quotations had been obtained and circulated to Cllrs. prior to the meeting for consideration, Aviva, Hiscox through Came & Co. Insurance Brokers, and Zurich. Whilst the Zurich quotation was the lowest there was some uncertainty whether the cover offered was quite as comprehensive as previous cover provided through the Brokers. The Clerk was asked to contact the Came & Co. to enquire whether a more favourable premium could be offered. As the renewal date is 1st June 2015 it was proposed by the Chairman that the Vice Chairman, Cllr. A. McMillan, be given the authority to make the final decision after contact with the Brokers. This proposal was agreed by all members.

1. **Neighbourhood Plan update:**

Cllr Ray reported as follows:

The questionnaire had been distributed to residents and completed copies subsequently analysed.

An Open Day has been arranged on the 27th June from 10.00 a.m. to 4.00 p.m. to present the results. Posters are being prepared and all comments will be welcome. Cllr. Ray suggested that members of the Parish Council and the Steering Group should be in attendance.

A Housing Needs Survey is being arranged for September 2015.

Cllr. Ray has been in contact with three Consultants. Kirkwells who will be providing information regarding their fees etc. next week. Alex Munro from Bedfordshire who is prepared to support as required – fees £400.00 per day and Neil Pearce, ex Stratford District Council officer, whose fees are £60.00 per hour. Cllr. Lawton advised that Claverdon are using the services of Mr. Pearce. Cllr. Ray has a meeting with Mr. Pearce arranged for 3rd June and will put together a full report for consideration.

Cllrs. Ray and Roberts attended a presentation at Elizabeth House providing general information on preparation of Neighbourhood Plans.

Environmental matters: Cllr. Ray and Deanna Fernie are working on a report and this will be sent to experts for comment.

Cllr. Ray also advised that the Neighbourhood Plan pages on the website are continually being updated.

The next Neighbourhood Plan Steering Group meeting will be held on 2nd June 2015.

1. **Planning Applications: update on current status of applications:**

*Application No. 15/01238/FUL* The Long Barn, Pathlow: Conversion of a barn to a dwelling: Pending consideration.

*Application No. 15/00663/FUL* The Wharf, Wharf Lane: Conversion of ancillary outbuilding to a holiday let and new roof: Pending consideration.

*Application No. 15/01177/TREE* Mary Ardens House: Various tree works: Pending consideration.

*Application No. 15/00765/FUL* The Stables, Featherbed Lane: Use of land and buildings for agriculture, equine re-schooling, equine psychological rehabilitation therapy and the teaching of children/adults about how to ride: Pending consideration.

*Application No. 15/00452/VARY* Arden Hill Farm, Pathlow: Variation of condition 1 of planning permission 09/00258/VARY to allow the dwellings approved under 07/02371/FUL to be occupied as permanent dwellings as opposed to restricted to holiday accommodation only. Refused.

*Application No. 15/00448/VARY* Arden Hill Farm, Pathlow: Removal of condition 2 (restriction to holiday accommodation only) of planning permission 99/01309/FUL (Proposed demolition of steel-framed “lean-to” covered yard and conversion of redundant agricultural building to 3 No. holiday lets) in order to allow permanent residential occupation of the building. Refused.

*Application Nos. 15/00794/LBC & 15/00793/FUL* 6 Old School Lane: Proposed demolition of conservatory and front entrance porch; erection of replacement conservatory and associated alterations; erection of a replacement front entrance porch and the replacement of 10 no. windows. Permission granted and Listed Building consent approved.

*Application No. 15/00811/FUL* 24 Marsh Road: Proposed detached double garage: Pending consideration.

Application No. 15/00845/LDP 2 Aston Cantlow Road: Proposed single storey side extension. Application withdrawn.

Application No. 15/00849/FUL 2 Aston Cantlow Road: Proposed single storey side extension, extension to existing porch and new bay window. Permission granted.

The following applications were considered:

Planning Application No.15/01321/FUL 17 Church road, Wilmcote: Reposition existing vehicular access and driveway.

Cllr. Roberts proposed that with the information currently available it is considered that this proposal could be harmful to the setting of an important listed building. It is noted that this application has been referred the Planning Archaeologist for further assessment.

Wilmcote Parish Council recommends that this application is granted provided that the proposal meets with the approval of the Planning Archaeologist.

 Cllr. Ray seconded this proposal and all were in agreement.

Planning Application No. 15/01184/FUL 53a Aston Cantlow Road, Wilmcote: Request from the Case Officer for the Parish Council to reconsider our recommendation.

Cllr. Roberts pointed out that the Council’s own design guidance ‘Extending your Home’ states, in Clause 3.2, that “Extensions to properties on corner plots should normally follow the building lines of neighbouring buildings.” Therefore it is necessary to consider the neighbouring buildings in Swanfold where the building line is set back over 20 feet from the pavement. The proposed development does not follow the teachings of Clause 3.2.

Clause 4.17 states that ‘Defensive, high gates, wall and fences will not normally be acceptable on street frontages and should normally only be used for side and rear boundaries which are next to other gardens. Thus 1.8 metre high close board fencing is not acceptable on the frontage with Swanfold.

The development of 53a Aston Cantlow Road is already out of keeping with the surrounding properties, largely due to the dormer windows which are detrimental to the street scene. These windows were constructed under permitted development but the important point is they are not in accordance with the planning guidance “Extending your Home “document produced by Stratford District Council. Clause 3.40 states that “Large Dormer windows, particularly large flat roof dormers, are normally only acceptable where out of public views on rear roof slopes outside of conservations areas.

Cllr. Roberts proposed that as we already have a development that is detrimental to the street scene and is not in accordance with the District Council’s own design guidance. It is therefore important that the situation is not allowed to deteriorate further. This property is situated in a prominent position in the Green Belt and it is considered that the proposed development would be inappropriate development for which there are no special circumstances to justify approval therefore this application should be refused.

Cllr. Ray seconded the proposal and all were in agreement.

1. **Progress reports:**

Council Tax increase:

The following explanation was received from Jenni Love, Revenues Manager, SDC:

The tax base reports are run usually the first Monday of October for the following year’s tax base. These reports show a snap shot in time taking in to account the number of properties, discounts, exemption and Local Council Tax Reduction (LCTRS).

For October 2014 the number of properties in Wilmcote was 507 (previous year 505). This figure is then used as  a basis to forecast how much income is needed. Our Revenues Inspector provides information on new properties and deletions that will also be taken in to account. For Wilmcote this figure was estimated as 8 properties that would come in to the taxbase between October 2014 and March 2016. Any new properties and deletions are calculated as a band d equivalent. The figure is further adjusted by discounts, exemptions, LCTRS and rate of collection.

1. **Correspondence:**

-WALC – Legal Briefing Note L02-15 Transparency Code for Smaller Authorities with a turnover not exceeding £25,000. As this is not applicable to Wilmcote Parish Council the Clerk was asked to ascertain the transparency code for larger Councils.

-WALC – 4th edition of the Good Councillors Guide plus addendum.

-WALC Induction training for new Councillors & Clerks.

The following items were received after the agenda had been circulated:

Notification from the Chief Accountant, SDC, that following the dissolution of Old Stratford & Drayton Parish Council the remaining bank balance is to be distributed between Stratford Town, Luddington Parish Council and ourselves. A payment of £383.00 has been processed via BACS into our bank account.

Bus Timetable: A new operator, Diamond who are based in Redditch, will be taking over Service No. 229 from the 1st June 2015 and a new timetable has been provided.

The Camping and Caravanning Club: Residents in Featherbed Lane have been contacted advising that they are proposing to establish a Certificated Site at The Elms in Pathlow. If certificated by the Club, the landowner will be permitted to accommodate a maximum of five caravans/motorhomes on site at any one time plus no more than 10 tents unless express permission has been granted by the Club.

The Camping and Caravanning Club holds a Certificate of Exemption which permits them to establish small sites without the need to obtain planning permission.

Two residents have contacted the Clerk expressing concerns about the highway safety of the access to this site on the A3400. The Clerk was asked to express their concerns on behalf of the residents of Pathlow and enquire whether the Highways Authority has been consulted.

The Shakespeare Line has put in their annual request for a donation of £5.00. Cllr. Ray proposed that the Council should make this donation, seconded by Cllr. Roberts and all in agreement.

1. **Willow Wood Play Area update:**

Cllr. K. McMillan reported that there does not appear to be as much movement in the swing bay pole at present and it is possible that the work could wait until later in the year. He will continue to monitor it.

1. **Website Protocol:**

No issues have occurred and it was agreed this item should be removed from the agenda.

1. **Stratford on Avon Draft Core Strategy:**

Cllr. Roberts advised that he is continuing to keep in touch with the District Council. Paul Harris is not at this stage able to specify the number of residences that will be required in Wilmcote but it is expected that it will not be as originally predicted.

1. **Drainage system in Church Road:**

The Clerk reported that the School Secretary advised her that Severn Trent have been to carry out maintenance as promised and intend to get a camera down the drains to see whether there appear to be any blockages.

1. **Payment of outstanding invoices:**

C. P. Wheeler (grasscutting) £ 55.00 (100476)

WILLOW WOOD PLAY AREA

G. Compton300.00 (100047)

**20. Councillors’ reports and items for the agenda for the next**

 **meeting:**

Cllr. Stewart expressed her concerns over the speed of traffic on the A3400 and wondered whether it would be possible for a speed gun to be used. The Clerk advised that she had looked into this matter and would forward a copy of the useful guidelines received from Mr. Edwards, Claverdon

Neighbourhood Watch Beat Chairman to her. It involves getting a group together who would require official training. Cllr. Stewart offered to circulate a flyer to all Pathlow residents the next time she is delivering a Neighbourhood Plan notification.

Cllr. Roberts reported that weeds are already growing through the footpath in Aston Cantlow Road where recent slurry sealing was carried out. He also asked the Clerk to enquire whether there are any plans to slurry seal the rest of the footpath in Aston Cantlow Road.

Cllr. K. McMillan reported that the litter bin at the end of Glebe Estate has gone missing, believed to have been taken away by the refuse collectors as deemed unfit for use.

 Items for the next agenda to include:

 Neighbourhood Plan update

 Willow Wood Play Area update

 Road traffic items

1. Date of next meeting:

15th July 2015.

Not further business – Chairman closed the meeting at 10.10 p.m.

For information only.

The following payments were made between meetings:

SDC (bin emptying) £ 117.44 (100471)

E.on (maintenance) 137.44 (100472)

WALC Membership 410.00 (100473)

Wilmcote Village Hall 40.25 (100474)

Colemans Office supplies 59.72 (100475)

WILLOW WOOD PLAY AREA

Playground Supplies 72.00 (100046)