**MINUTES OF THE PARISH COUNCIL MEETING HELD AT WILMCOTE VILLAGE HALL ON WEDNESDAY 23rd MARCH 2016 – NO. 82**

1. **Present:**  Cllr. Ray, Chairman, Cllr. Stewart, Cllr. McMillan, Cllr Shilvock, and one member of the press.

**Apologies:** Cllr. Lowis who is on holiday.

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

No written requests were received.

1. **Minutes of the meeting held on 27th January 2016 and the Special Parish Council meeting held on 17thth February 2016:**

Both sets of minutes were approved by all members and signed by the Chairman.

1. **Co-Option of new Councillor:**

Prior to the meeting Kate Fraser had expressed an interest in being co-opted onto the Parish Council and had provided a brief resume of herself for the benefit of the Councillors. Ms Fraser withdrew from the room whilst Cllrs. held a brief discussion, the outcome of which was that all were very much in favour of the co-option. On her return Ms Fraser was welcomed as a member and signed a Declaration of Acceptance of Office. The Clerk asked her to complete a Register of Interests and return it to her within the next week or so.

 Cllr. Ray introduced the members of the Council to Ms Fraser and also explained that Cllr. Lawton is our District Councillor and Cllr. Horner is our County Councillor, both of whom support us in matters relating to SDC and WCC.

1. **Public Participation:**

There were no members of the public present.

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

 Both reports were received at the Annual Parish meeting.

**7. Road Traffic Items:**

The Secretary of Wilmcote School had reported concerns about parents inconsiderate parking on the yellow zig zags and also the danger of some stopping in the middle of the road to drop children off in the mornings despite the Head and Caretaker being on duty outside so that parents can drop and go and signs outside school as a regular reminder. The Clerk had asked the Safer Neighbourhood Team if they would provide a presence, as and when possible, in an attempt to deter the inconsiderate parking.

 Cllr. Ray suggested that he and Cllr. Stewart should have a meeting with the School Governors to consider ideas to improve the parking situation.

Mr. Perry from Station Road contacted the Parish Council expressing both his and other residents’ concerns about speeding in Featherbed Lane and Station Road. He had been in contact with Christine Lambert, Community Liaison Officer, Traffic & Road Safety Group, WCC, who advised that neither of these roads qualify for a Casualty Reduction Scheme. She suggested that, if he would like some enforcement to take place, he could approach the Police Safer Neighbourhood Team through the Alcester/Bidford Community Forum and make a specific request.

Cllr. Stewart advised that she will now begin progressing the community road safety awareness process. Cllr. Ray had sent her a newspaper article relating to Warwickshire Police’s Community Speed Watch scheme and Cllr. Stewart will endeavour to obtain further details.

 Although the traffic flow details for the A3400 indicate that the excessive speeds are generally in the early hours we will continue to monitor.

 Whilst we are aware that persistent parking in Aston Cantlow Road and Station Road remains a problem, without photographic evidence/registration number details the Parish Council is unable to take any action.

 It has been reported that the flashing speed sign in Billesley Road is not working. Cllr. McMillan confirmed that is the case. The Clerk was asked to report the fault to the Highways Dept.

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

*Application No. 15/01222/FUL* 165 Aston Cantlow Road: Construction of five dwellings with new shared surface access road, closure of existing vehicular access and construction of new access on to Aston Cantlow Road. Appeal dismissed.

*Planning Application No. 15/03795/FUL* Units 4 & 5 Pathlow Farm, Featherbed Lane, Pathlow: Change of use of Unit 4 from offices (use class B1a) to dance studio (use class D2) to be used in association with Unit 5. Permission granted.

*Planning Application No. 15/04308/FUL* St. Andrews Church, Wilmocte: Replacement timber shed with hardstanding and an access footpath. Permission granted.

*Planning Application No. 15/03895/FUL* Little Longfields, 133 Aston Cantlow Road, Wilmcote: Proposed extensions and alterations to include two storey gable extension to front of property, single storey rear and side extension and construction of chimney on side elevation. Permission granted.

 *Planning Application No. 15/04499/OUT* Land to The North and West of Bishopton Lane, Stratford on Avon: Outline planning application with means of site access from Bishopton Lane and The Ridgeway for the erection of up to 500 dwellings safeguarding land for a single form entry Primary School, public open space and all other necessary ancillary and enabling works. Pending consideration.

*Planning Application No.16/00361/OUT* Arden View, The Orchard, Wilmcote: Outline application (all matters reserved except for access) for the erection of up to 4 residential dwellings and associated works including demolition of part of single storey garage forming part of Arden View (No 2 The Orchard). Application refused.

Cllr. Ray suggested that our planning procedures require some modifications. More site visits should be carried out and we should engage more frequently with applicants and their immediate neighbours. He will prepare a draft discussion paper.

 **10. Progress reports:**

Other than reports included in agenda items there were no additional reports.

**11. Correspondence:**

 - WALC Information on audit regulations.

 - Free Home Composting workshops in Warwickshire.

 - New Audit scale of fees.

 The following correspondence was received after the agenda was circulated:

 - Shakespeare Hospice request to be considered for a charitable donation. This will be considered in the new financial year.

 - Copy letter from a resident to SDC raising objections to Planning Application No. 16/00753/LDP. The Clerk advised the resident that the Parish Council is not invited to comment on applications for Certificates of Lawful Development.

**12. Parish Council Standing Orders:**

Cllr. Ray thanked Cllr. Shilvock for updating the Orders. A copy had been sent to all Cllrs. prior to the meeting and Cllr. Ray proposed that the revised Standing Orders should be adopted. The proposal was seconded by Cllr. McMillan and all Cllrs. were in agreement.

**13. Audit Procedures for 2017-18:**

Information regarding the audit procedures had been circulated to Cllrs. prior to the meeting, and together with advice also circulated from WALC, Cllr. Ray proposed that Wilmcote Parish Council continue with the external audit arrangements that Smaller Authorities’ Audit Appointments Ltd. is putting in place. Seconded by Cllr. McMillan and agreed by all.

**14. Financial Regulations:**

Cllr. Ray proposed that the revised model Financial Regulations, as circulated in January, be adopted. Seconded by Cllr. Shilvock and approved by all Cllrs.

 **15. WRCC Housing Needs Survey:**

Cllr. Ray proposed that the Housing Needs Survey carried out by WRCC be formally adopted. The proposal was seconded by Cllr. McMillan and agreed by all Cllrs.

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

 Brief details of the background of the play area were provided by Cllr. Ray for the benefit of our new Cllr., Kate Fraser.

 Cllr. McMillan had obtained details of various swing bays and it was agreed by all members that the replacements should be wooden.

 The cost will be in the region of £3,000.00 plus installation, new matting and removal of existing. The supplier would need to carry out a site survey to provide a precise quotation and suggested the 8th April. Cllr. McMillan will attend and Cllr. Ray will join them if possible.

 Cllr. McMillan will discuss replacement roundabouts at this meeting.

 It was agreed that the results of this meeting and final decisions will be carried out via an email trail.

**17. Neighbourhood Plan Update:**

Cllr. Ray confirmed that the pre-submission consultation documents have been distributed to the statutory consultees. The consultation period is 1st March to 12th April 2016.

 An open day was held at the Village Hall on 29th March from 10.00 a.m. to 4.00 p.m. attended by two residents only. One of the residents queried whether particular pieces of land should be named in non-designated assets WP3 and wildlife sites WP1. He did not wish his property to be named and felt others wouldn’t want their land mentioned either. This was later discussed by members of the NP Group present to agree modifications to deal with this. Cllr. Ray has re-drafted the relevant paragraphs making references rather than giving specific detail and this will now be put to our Consultant.

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

An update had been received from Amanda Willis, Programme Office for Stratford District Council, indicating that a list of main modifications, taking into account the Inspector’s preliminary indications of what he considers are required in order to make the plan sound and capable of adoption, is hoped to go to formal consultation on 31st March and run until 12th May 2016.

**19. Payment of outstanding invoices:**

E.on (maintenance) £ 137.44 (100516)

David Holmes Planning Ltd 475.00 (100517)

 E.on (repair) 1005.60 (100518)

WILLOW WOOD PLAY AREA.

Playground Supplies 72.00 (100065)

 NEIGHBOURHOOD PLAN

 C.R. Harrison (printing) 39.00 (100025)

 C. Ray (printing) 363.48 (100026)

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

 **meeting:**

 Items for the next agenda to include:

 Parish Council Emergency Box

 Willow Wood Play Area

 Neighbourhood Plan

 Road Traffic items

**21. Date of next meeting:** 18th May 2016. Annual General Meeting followed by ordinary Parish Council meeting.

No further business – Chairman closed the meeting at 9.45 p.m.

For information only:

The following payments were made between meetings:

WILLOW WOOD PLAY AREA

Playground Supplies £ 72.00 (100064)

NEIGHBOURHOOD PLAN

Wilmcote Village Hall 33.00 (100023)

Kirkwells 1440.00 (100024)