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LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION



**Coughton Parish Council**

**To All Members of the Council**

**DRAFT MINUTES of the  
Meeting of Coughton Parish Council  
17<sup>th</sup> January 2018, Coughton Primary School, 7pm**

**Present:** Cllrs John Gittins; Len Carter; Maureen McTavish and Roy Piddington; Lynne Stanton; Joy Pegrum (Clerk). **In attendance:** 7 members of the public.

1) **Chairman's election**

A. **Cllr John Gittins was duly elected Chairman** for the meeting and current rotation

B. **Chairman's Declaration of Office was duly completed & signed**

2) **Apologies for absence**

Apologies were received from WCC Councillor Clive Rickhards

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

Several members of the public spoke about their concerns around the suggested solution to the school car parking problem, noted at the last meeting. They were particularly worried about both the effects and effectiveness of a car park with an access point from Coughton Lane, fearing that the direction and concentration of all school traffic, to a single point in what is a very narrow lane, would adversely affect residents in a number of ways and would lead to gridlock at peak times. Concerns around the increased security risk and increases in pollution and nuisance were all aired. All were unanimous in their belief that the only way a car park could work for the village and be utilised by parents, was with access from the A435.

Coughton School's Head Teacher explained in response that an access point from the A435 was not an option, because neither funding nor planning would be forthcoming. He reassured the group that this was no more than an idea at this stage and may never progress beyond that.

Councillor Gittins accepted that these were completely valid points and reassured that a public consultation would be held, should the idea progress further.

4) **Disclosure of Interests**

No disclosures made.

- 5) **Minutes of the Parish Council Meeting held on 15<sup>th</sup> November 2017** were agreed and duly signed as a correct record of the meeting.

6) **School Report**

The School Head confirmed that the current school roll of 164 can only rise to a maximum of 175, over the next 5 years. He had no further progress to report as yet on the promised extension of road markings (zigzags), to prevent staggered parking in Coughton Lane. School strategies are in place to ease traffic problems where possible, including having open mornings rather than evenings.

The school continues to maintain strong community links, with recent activities leading to local food bank and 'Children in Need' contributions. Children also took an active part in recent seasonal celebration activities both at the Court and at St Peter's Church over the Christmas period.

Learning at the school has a focus on life experiences and children recently enjoyed a 'history off the page' day as a stone age group. School trips have included a visit to Westminster to underpin work on a politics theme.

7) **District and County Councillor's reports**

None presented (neither Councillor was present).

8) **Clerk's report**

**Bank Mandate** – HSBC have lost yet another set of mandate forms: another set have been submitted to add Councillor Stanton to the mandate.

**Road repairs** - Issues flagged at last meeting were reported to Highways and the path in Sambourne lane has been repaired - Coughton Fields Lane & Ford works are still awaited and 'on the list' for completion.

**Road Closure** - Coughton Fields Lane will be closed 29Jan – 9th Feb for duct & cabling work. Diversion information has been posted on the notice board & website.

**Transparency grant** - laptop, mouse, carry case & scanner have all been purchased within budget – some added software & training will be managed this month.

**Electoral Roll** – an updated version has been received and is on file (176 residents).

**Sambourne Lane** – a report of heavy lorries causing disruption around Sambourne Lane was investigated: these were thought to be Severn Trent Contractors making their annual delivery of farm fertiliser and so not an ongoing problem. Thanks were expressed to the owner of Coughton Lodge Farm for clearing snow and keeping ditches cleared in the Lane.

**Defibrillator** – the AED case has been purchased & delivered; the machine is being held at Warwick hub and will be delivered & fitted when the case has been installed and is ready.

9) **Village Group Reports**

- A Flood group – reported having to chase County for a response and update and with assistance from Councillor Rickhards discovered that a revised scheme will be put forward to the next budget.
- B Community group – reported an enjoyable gathering at the Court Christmas event and Village Walk. Thanks were expressed to Joy & Jim Hawthorn and the Throckmorton for their support.
- C Transport and traffic group – will be meeting to consider proposing village gates with traffic signs and problems with the bollards at Coughton Lane.
- D Friends of the Ford – are still awaiting a quote for ongoing maintenance and ground management at the Ford. The bin is being used and emptied regularly but litter is still being dropped.

10) **Planning**

**New Planning Notices & decisions since last full meeting are:**

**Coughton Fields Farm**, 17/03637/LBC and 17/03636/FUL

Change of use & conversion of buildings to 5 dwelling houses, demolition of farm buildings, erection of garage and bin stores and associated development.

**No objections received**

**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

**21st Nov 2017 - Objection by Coughton Parish Council logged with SDC  
6th Dec 2017 - Planning Permission Refused**

11) **Finance & Accounts**

- A **The RFO provided the Financial Statement** as follows

**Financial Summary**

Bank bal c/fwd 1/12/17		<b>14310.09</b>
Payments received	0.00	
Less payments out/due	2193.51	
Balance to take forward		<b>12116.58</b>

- B **The Schedule Of Payments** were agreed to have been authorised appropriately and made by online transfer in accordance with Standing Orders 14.xiii and Financial Regulations 5.8.

DATE	DESCRIPTION	By	EXPENSE
7-12-17	Clerk's wages/expenses – Nov 17	Transfer	255.87
4-1-18	Tranter Training (AED Case)	Transfer	780.00
4-1-18	Clerk's wages/expenses – Dec 17	Transfer	252.00
16/1/18	Donation to C&SPCC (Cemetery upkeep and The Link magazine)	Transfer	380.00
10/1/18	Laptops Direct (IT equipment-transparency grant)	Transfer	525.64

- C **The quarterly budget review** was presented: **Council agreed that no donation would be made this financial year to The Voice.**
- D **An emended draft budget for 2017/18 was presented.** Some further amendments were suggested for allocation from reserves. These will be investigated for inclusion by the RFO, for final approval at the next meeting. **Council agreed unanimously that the Parish precept should remain at the same rate as for the previous year.**

12) **Governance**

**A. Provision of Defibrillator:**

1) The location for the AED was discussed. **Council agreed that the Old Bakehouse, Birmingham Road was the most suitable and central site.** Thanks were expressed to all who had offered to host the equipment. Council accepted Councillor Stanton's offer to be responsible for regular cleaning and maintenance.

2) **Council agreed that the Clerk be authorised to progress the appointment of an installation electrician on the basis of the most favourable quotation.**

**B. The Date and format for the Parish Assembly 2018 was agreed and confirmed as 21<sup>st</sup> March, immediately following the Council meeting, 7.30 – 9pm. Refreshments will be provided.**

13) **Correspondence**

**1. Community services:** A resident has written to Council requesting that the following be considered:

- i) An upgrade to public seating
- ii) Adoption of BT Phone Box
- iii) Provision of public (adult) exercise equipment

**Council discussed these requests and decided that:**

- i) **The Clerk will investigate options for a new seat at the bus stop,** but a proper seat at the other end of Coughton Lane is not possible as it would be too close to the highway
- ii) Adoption of the phone box will not be progressed as this would have many responsibilities and ongoing cost implications for insurance, maintenance and repair. However, **the Clerk will contact BT to request that it be given a facelift.**
- iii) There was **no suitable space for exercise equipment** as school grounds are closed to the public.

**2. School Car Park:** Three letters have been received from residents, outlining concerns over a possible proposal to route traffic to a car park from a point in Coughton Lane. All have been responded to with assurances that a public consultation will be held if and when a plan is drawn up and at that time Council will support concerns and argue for the best interests of the village.

**3. Royal Garden Party:** WALC has requested that Council nominate a member to be put forward for selection to attend a garden party at Buckingham Palace. Council nominated Councillor John Gittins.

- 14) **Other Business** – There being no other business, the meeting closed at 8.35pm.
- 15) **Date of next meeting** – **21<sup>st</sup> March 2018** at a revised time of **6pm** for this meeting only.

**Signed: Cllr John Gittins, Chairman**

**Date:**