



Clerk to the Council: **Joy Pegrum**

37 Westbourne • Honeybourne •  
Worcestershire • WR11 7PT

☎: 01386 830995

email: clerk@coughton.plus.com

## **Minutes of the Meeting of Coughton Parish Council held at The Old School Nursery, Monday 24th September**

**Present were** Councillors: John Gittins (in the Chair), Len Carter, Maureen McTavish, Roy Piddington & Lynne Stanton; The Clerk, Joy Pegrum and 2 members of the public in attendance. Adam Walsh, head of Coughton School joined the meeting after item 1.

- 1) **Public participation** - Two members of the public addressed the Council with accounts of inconsiderate parent parking, including incidents of parking on their own property drives. They asked the Council what could be done to prevent this.

Councillor John Gittins responded that a promised report from WCC on this was delayed (Item 7D refers) and asked Mr Walsh to explain the School's position and any actions take; Mr Walsh confirmed that although not their responsibility, school reminds parents to park considerately and liaises actively with residents and parents do diffuse situations that arise. He also explained the limitations of the current road markings. He invites residents to identify and report inconsiderate parents to him and will do his best as intermediary. Residents are encouraged to visit him to discuss concerns and solutions.

Chairman then announced a change to the AGENDA and asked Mr Walsh to deliver his school report (scheduled as item 7A), which he summarised to the assembly, **a full copy of which was provided and forms part of these minutes, to be found in the appendices.** In summary he reported continued success in achievements and standards attained, with continuing external partnerships and outside group activities providing a wide and rounded curriculum.

- 2) **Apologies for absence:** received from County Cllr. Clive Rickhards
- 3) **Disclosure of Interests:** none disclosed
- 4) **Minutes of the Parish Council Meetings held on 17<sup>th</sup> July 2018** - with one typographical error notified by Councillor McTavish for amendment, these were approved as an accurate account of the meeting.
- 5) **Reports on matters arising from those minutes:**
  - A **Report on Councillor Surgery:** Cllrs Piddngton & Stanton reported that only one resident attended but that this led to useful discussion with valid concerns taken forward. Both councillors recommended giving more time for this to become an established resident forum. (Item 10 B refers)
  - B **Report on the 'Gigabite voucher scheme' to improve broadband service to the village:** Cllr Gittins attended a presentation event run by CSW and ascertained that this government fund is available to groups of residents and/or businesses who collaborate to commission optic fibre installation to their hub, from their choice of provider, making it

worthwhile for the provider. The fund will meet the cost of connection from the cabinet to individual premises. Interested residents should contact Cllr Gittins for more information.

- C **Report on nomination process for Queen's award for Voluntary Service** Cllr Stanton reported that a low level of timely response would prevent CPC satisfying the nomination criteria for this year. Instead, she outlined a plan for a CPC Community Appreciation Award, to comprise bestowing an 'Honorary Freeman of Coughton Village' to nominated persons. (item 9C, 2. Refers)
- D **Clerk's report & Correspondence:** the clerk delivered her report on: the defibrillator; village gates; footpaths; Coughton Court wall; CPC Nursery storage; phone box facelift; abandoned road signs; grant to CAB; rubbish at the ford & website improvement. **The full report forms part of these minutes and can be found in the Appendices.**

6) **District and County Councillor's reports:** No reports notified

- A **WCC Cllr Rickhards** – sent apologies
- B **SDC Cllr Gittus** – did not attend

Councillor McTavish raised a concern that CPC may not be fully informed on County & District matters since Cllrs Rickhards and Gittus have been unable to attend during the previous year.

7) **Village Group Reports**

- A **School Report** – see Item 1 and appendices
- B **Flood group** – report previously distributed, **see appendices**
- C **Community group** – report previously distributed, **see appendices**
- D **Transport and traffic group** –

Cllr Gittins summarised the history of attempts to get attention from WCC and reported that he is still awaiting the promised report on village traffic and parking from Mike Gillespie at WCC, now promised for 5<sup>th</sup> October. When received, he will meet with the School Head to discuss and will either call an Extraordinary Meeting or discuss at next meeting in November. Mr Gillespie is willing to attend that meeting.

Concern was further raised regarding proposals for traffic from the Redditch Gateway development to be deliberately routed over the A435 through Studley, Coughton and Kings Coughton instead of being made to exit onto the motorway system as is customary for such developments. Discussion with representatives from neighbouring parish councils around opposing this plan is to be investigated.

**Action:** Clerk to poll neighbouring parish councils to arrange a joint interest meeting.

E **Friends of the ford** –

Cllr Carter reported that attempts to find a contractor suitably accredited for safety to maintain this small area, is proving difficult. It is believed that the Ford area is owned by WCC and if so, they should maintain it.

**Motion to accept or reject financial responsibility for the ongoing maintenance of the leisure area at Coughton Ford:** c/fwd to next meeting pending enquiries to WCC & SDC regarding ownership and/or maintenance services available.

**Action:** Clerk to make relevant enquiries and report back;

8) **Planning**

- A. **Council acknowledged receipt & review of SDC Strategic Housing Land Availability Assessment 2018 and noted that the only land identified within the Parish was assessed by SDC as ‘undeliverable’.**
- B. **New planning notices & SDC decisions since last full meeting were reviewed as follows**

**NB:** unless otherwise noted, applications are still pending consideration by SDC

---

**Coughton Lane Barn, 18/02185/COUQ**

Prior approval - change of use: agricultural building into 1no. dwelling including associated operational development under Class Q(b)

**Comments due by 8th October – ‘No objection’ agreed**

---

**Coughton Court, 18/02159/LBC**

Enlarge existing openings to 50mm diameter in front elevation and internal wall of south wing for new fibre optic - **Comments by 28th Sept – ‘No objection’ agreed.**

---

**44 Haydon Way, 18/02136/FUL**

New steel-framed domestic garage and new driveway. **Comments by 21st Sept - CPC response of ‘No objection’ lodged**

---

**4 Birmingham Road, 18/01812/LBC & 18/01807/FUL**

Minor alterations to outbuildings for conversion to ancillary accommodation. Perimeter fencing and gates.

**CPC Response: Council's objection lodged as per Meeting Minutes, 23rd July was reviewed as per request from SDC: withdrawal of objection was agreed.**

---

**Coughton Lodge Farm , Sambourne Lane, 18/01604/FUL**

Change of use of part agricultural building to mixed agricultural and B8 storage use - **CPC response: ‘No objection’ lodged - 10th August: Supplementary Agricultural Justification submitted - CPC response unchanged.**

---

**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**

**10th Sept update: Pending consideration**

---

**42 Coughton Lane, 18/01848/FUL**

New roof and office over existing detached garage

**CPC response: no objection but comment lodged as per Minutes, 23rd July. 15th August 2018 - Application WITHDRAWN**

---

**Land near Windmill Barns, Coughton Fields Lane, 18/01728/ELEC**

Notification: new overhead electricity line (not a formal application). Local Authority view sought 24/7/18 - **SDC resolved ‘no objection’.**

9) **Finance & Accounts**

**A RFO Report/Financial Summary received as follows:**

Bank bal c/fwd 1/6/17	<b>11736.83</b>
Payments received	00.00
Payments out	<b>1086.81</b>
Balance to take forward	<b>10650.02</b>

**B Schedule Of Payments (all pre-approved)**

02/08/18	J Pegrum (Clerk's wages June)	DT	399.75
02/08/18	J Pegrum expense reimbursement	DT	56.26
02/08/18	CAW Grant funding (s137)	DT	50.00
20/08/18	CTKT Ltd (FORD Maintenance)	DT	200.00
01/09/18	Clerks Pay - August	DT	280.00
01/09/18	Safelinks Ltd - Defibrillator Battery/Pads kit	DT	100.80

**C Non-budgeted expenditure considered as follows:**

**1. Motion to create a CPC Award to recognise outstanding community service, by bestowing an honorary 'Freeman of the Village of Coughton'.**

**It was agreed that** [under power: Local Government Act 1972, 72 c. 70, Part XII, Section 249 ... \[F10\(5\)\]... \(b\)...\(6\)](#)

- a) A CPC Community Appreciation Award should be established, comprising a printed certificate plus voucher for the Throckmorton.
- b) Residents will be polled for nominations via Newsletter
- c) Award will be presented at the Parish Meeting in March
- d) Maximum cost to be allocated from reserves is £110

**Actions: Cllr Gittins** will include this in the next newsletter (item 10D refers)

**Action: Clerk** will receive & bring nominations to the attention of Council for decision

**Action: RFO** will arrange for certificate and voucher purchase/printing

**2. Motion to approve installation of a storage cupboard at The Old School Nursery for Council meeting furniture.**

Council agreed purchase and provision of external metal shed and security lighting, to the maximum value of £500 from reserves.

**Action: RFO** to arrange purchase and installation

**3. Additional motion: to approve the purchase and installation of a plaque to commemorate the demolished railway bridge in Coughton Lane (design as below & to be placed on the seat in situ at the site), total cost £ tba**

BUILT FROM THE PARAPETS OF  
COUGHTON LANE BRIDGE  
1868-2015

Costings not being available, this item was c/fwd to the next meeting.

**Action:** Clerk to include on next agenda.

**4. Additional motion to agree delegate attendance and approve training costs (£30 per delegate, from the training budget) for Councillors/Clerk wishing to attend:**

**3Ps - People, Plans & Precepts: 13 October 2018**

**Planning for the Elections: 10 & 28 November**

**Community Engagement: 1 December 2018**

Maximum expenditure agreed: £ 180.00 from training budget

**Action:** Councillors to advise Clerk if they are able to attend/ Clerk will book

10) **Governance**

A **Motion to approve GDPR procedural recommendations and adopt policy –previously distributed** was approved

**Action:** Clerk to update policy draft as adopted and publicise on CPC website

B **Motion to agree further dates for Councillor ‘Surgery’ drop ins** was approved: Council agreed to continue on a trial basis with a review at the AGM in May. The next planned surgery will now be cancelled, with further surgeries on the first Saturday of each meeting month as follows, i.e. **3<sup>rd</sup> Nov ’18; 5<sup>th</sup> Jan ’19; 2<sup>nd</sup> Mar ’19 & 4<sup>th</sup> May’19**

**Action:** Clerk to notify revised autumn surgery date and publicise the others

C **Motion to consider a date and format for the next Parish Assembly Meeting** was discussed: it was agreed that the same format as in 2018 will be applied in 2019, i.e. on the same date and to immediately follow the March Council meeting.

**Actions:** Clerk to source loan of additional seating and to arrange a suitable speaker/display.

D **Additional Motion to approve draft of next Parish Newsletter (previously circulated) for distribution.** Following discussion on content & style it was agreed to hold this over until receipt of the WCC report on traffic & parking.

**Actions:** Cllr Gittins will adjust style to use more bulleted text and add an appeal for nominations for the Community Appreciation Award.

11) **Any Other Business**

A. CPC wishes to express sincere thanks once again to Robert Turner of Coughton Cross Farm, this time for maintaining the many hedges around the village which had become overgrown, including some at the Cemetery.

**B Hedges on the A435 from the Lodge at Coughton Court gates to the area opposite the Throckmorton are so overgrown as to cause a danger to pedestrians and have buried the bus stop.**

**Action: Councillors will contact the landowner in person.**

12) **The date of next meeting was confirmed as: Monday 26th November**

**Meeting closed at 21.10pm**

**Please see the following pages for appendices:**

- I. **Clerk's Report**
- II. **Flood Group Report**
- III. **School Report**

## Appendix I

### Clerk's Report: Matters arising and actions from July meeting:

#### HIGHWAYS:

- **Road repairs – Ford crossing bed** – chased this resulting in temporary repair effected – permanent repair to be planned for future – details awaited
- **Abandoned signs** - Finally collected from C. Cross farm yard
- **Existing Village Gates** – WCC approached & responded: they are their responsibility – they would 'investigate' whether or not permission to renovate can be given on payment of a £200+ fee. They further informed that 'Speed awareness signs are not authorised signs for highways' and so permission for these would NOT be granted.

#### FOOTPATHS

- **Sambourne Lane - condition of path reported & repair to steps requested**, followed up with photos, awaiting response as WCC officer concerned was on holiday when I called – a CSA promised to follow up when he gets back
- **Coughton Court Wall – dangerous condition reported to NT** – no response as yet
- **Rubbish at the Ford – Fly-tipping reported; Second bin collection** investigated - SDC confirmed that it is already emptied weekly

#### DEFIBRILLATOR

- **Contractor** appointed & installation to take place 25<sup>th</sup> September
- **Training** is next to be arranged – report on this c/fwd to next meeting

#### OTHER

- **Grant to CAB – update:** they are still awaiting contributions from other local councils and other bodies so struggling to reach target to reinstate service
- **Phone box** – requested facelift completed 26<sup>th</sup> July
- **CPC meeting furniture storage:** best solution agreed with Emma is a shed at the side entrance – good time of year to purchase – a metal shed is probably best - estimated costs £250-400 depending on size. Need to consider space for possibly adding more in future and ideally some useable space & internal stacking for Nursery outdoor toys. Security lighting also required.

## Appendix II

### Community & Flood Group Reports

**2017 Cllr's Grant** - Final return for last year's Cllr's Grant submitted and accepted

**Fete** - Total profit £1026 - brilliant considering clash of events & football etc.  
Review meeting Tuesday 25th Sept 7.30pm - tea room Coughton Court. Everyone welcome for plenary review & distribution of funds.  
Anyone attending can send comments by email and K will take these forward.

**Hog Roast** - Organised by the National Trust at Coughton Court on 11th August. Bad weather did not dampen spirits and atmosphere was brilliant all crowded into the tea room. Thanks to NT & volunteers who sold tickets. Photos on website.

**Cemetery upkeep** - Site visit 19th September - action plan for the next Cemetery Volunteer weekend agreed for 13th & 14th October. Residents notified by email, notice put in October 'Link' & posters up in village.

**Flood Group** – No progress - Karen will attend any planned County Council Flood Forum Events to keep Coughton firmly in focus for any future flood defence funding.. The bid failed last year and plans for flood relief work appears to have stalled although K is told Coughton is still 'on the list'. Cannot attend WCC event this week – hopes that a councillor might be able to .....

**WCC - Flood Information Evening - 'Maintenance of Watercourses'** - rescheduled event  
Fillongley's **Village Hall, CV7 8EQ**, from **19:30 - 21:30** on **26<sup>th</sup> September 2018** - no one free to attend but summary & resources requested from event organiser.



# Appendix III

## Coughton School Report



### Coughton C of E Primary School PARISH COUNCIL REPORT September 2018

#### 1. **Attainment** – Above Average at the end of each Key Stage

Early Years Foundation Stage (Reception)

2018 GLD	
School	National
81%	71.4%

End of Key Stage 1 (Year 2)

2018			
	<u>R</u>	<u>W</u>	<u>M</u>
School	83%	76%	76%
National	76%	70%	76%

End of Key Stage 2 (Year 6)

2018					
	<u>R</u>	<u>W</u>	<u>M</u>	<u>GPS</u>	<u>RWM</u>
School	84%	84%	96%	84%	72%
National	75%	78%	76%	78%	64%

#### 2. **Family and Community Engagement**

- I. Written reports continue to be given to parents termly, this is followed up with parent evenings which are also. Feedback was overwhelmingly positive
- II. Values Service - the service was very well attended by parents and members of the community.

- The children prepared canvases and Mrs Newbold led a team of volunteers to create reflection spaces for Year 6 and their parents to enjoy. These canvases will form our values display in the hall as usual. The previous year's values boards are now on display at St. Peter's Church.
- III. Katie Langley attended the Sambourne Fete to lead the choir and went in the stocks which raise £60 for the school.
  - IV. The School Summer Fete and Farmers Market were a great success and were organised by the PTA and staff together. A new record of £3,800 was raised.
  - V. Studley High School organised and led a science workshop which our children attended.
  - VI. Year 5 attended Alcester Academy's maths workshop and enjoyed their time at Alcester Academy.
  - VII. Parent questionnaires were extremely positive with 100% of parents saying they would recommend our school.

### **3. Premises – there are currently three projects due for completion**

- I. Updated outdoor equipment and a new all-weather surface will be fitted at the end of September. This has been funded using the PE and Sports Premium
- II. Wire mesh fencing has been put up on 23 metres of the boundary by the A435 and we are still waiting for this to be completed by the LA.
- III. Fascias are due to be replaced. They have been costed by the LA and are due to be completed in the Autumn Term.

### **4. Curriculum Matters – a varied curriculum with memorable experiences for the children**

- I. The new school values were launched for the Summer Term which were Compassion and Courage. As always these values were reflected on in Collective Worship and the children try to demonstrate these values every day.
- II. Sports Day was extremely well received with the team games section before competitive section being another great success.
- III. Year 6 attended a Macbeth workshop with Jen Stone and then created their own modern and musical version of Macbeth.
- IV. Year 5 & 6 attended Coughton's first ever swimming gala at the Sandford Park Lido in Cheltenham which was funded by Sports Premium and was a great success.
- V. We are working with the Heart of England Forest to develop sessions of Forest School on their Education sites in the local area.
- VI. KS1 visited the Butterfly Farm at Stratford Upon Avon and enjoyed studying butterflies linked to their theme 'Up, Up and Away
- VII. Maple class had their first school trip to The Cotswold Wildlife Park linked with their theme of 'Explorers' and they thoroughly enjoyed being accompanied by Hero.

### **5. School Links**

- I. We welcomed back four Year 10 students from Studley High School for work experience. One student is now seriously considering primary school teaching as a career as she enjoyed her time in school with us so much. They were all extremely polite and professional and worked hard always offering to help in a wide range of situations.
- II. Year 6 attended and came 3<sup>rd</sup> at a consortium general knowledge quiz hosted by Studley St Mary's Catholic School.
- III. Our Year 5/6 team are champions of the consortium football league and were celebrated with a very impressive trophy. Their perseverance and collaboration have been a credit to the school.

### **6. Business and Community Links**

- I. The school has continued to work on *The Food for Life* project which gives schools a Bronze, Silver or Gold award for sustainability, food miles, healthy eating, and the ability for children to talk

about sustaining a healthy life style. This work culminated in a very successful Farmers Market as part of the Summer Fete.

- II. KS2 enjoyed cricket coaching through the 'Chance to Shine' coaching programme.
- III. A first aid course for parents was held and was well attended and gratefully received.
- IV. The school raised £2,843.33 for the Shakespeare Hospice through our 'Walk for George' to Broadway Tower. George Hands' relatives and members of the community who we met along the way were full of praise for the way our children conducted themselves and their outstanding behaviour.
- V. Representative from the school attended a ceremony to receive the *Food for Life* Bronze Award at Hilltop Farm.

## **7. School Council**

- I. School Council continued with their focus for the summer term which has been Growth Mindset. They have led a section in weekly Celebration Worship celebrating children using their Growth Mindset.
- II. School Council planned and led Collective Worship with the Shakespeare Hospice in order to raise money with our obstacle race and 'Walk for George' to Broadway Tower.