

Clerk to the Council: **Joy Pegrum**

37 Westbourne • Honeybourne •  
Worcestershire • WR11 7PT

☎: 01386 830995

email: clerk@coughton.plus.com



**Coughton Parish Council**

## **MINUTES of the Meeting of Coughton Parish Council, on 22nd July 2019 held at The Old School, Sambourne Lane, Coughton**

In attendance: Councillors Roy Piddington; Lynne Stanton; Christine Lewington and Oliver Stiley;  
Clerk Joy Pegrum, SDC Councillor Gill Forman plus 3 members of the public

- 1) **The meeting was opened by Councillor Roy Piddington in the chair** and members of the public were invited to speak. None accepted.
- 2) **APOLOGIES:** Apologies were received from Councillor Len Carter for personal reasons & WCC Councillor Clive Rickhards who had a meeting clash.
- 3) **INTERESTS:** No interests were disclosed
- 4) **MINUTES** of the Parish Council Meeting held on March 25th (date amended) and May 22nd were agreed as a true account and signed by the Chairman.
- 5) **SCHOOL Report** – No school representative was in attendance and no report had been received.

**Action:** Clerk will contact the school to ask if the Council's invitation to speak should be directed to the new Deputy Head in future and how this should be managed.

### 6) **DISTRICT AND COUNTY COUNCILLOR REPORTS**

**Stratford District Councillor Gill Forman** was in attendance and reported that she was still busy attending meetings and undergoing training as a new Councillor and so had nothing to report from SDC.

### 7) **CLERK'S REPORT: Matters arising / actions from previous minutes / correspondence:**

#### **ACTIONS from Meeting 22<sup>nd</sup> May 2019**

4) **Co-Opted Councillor Inductions:** unable to arrange a mutually convenient time for this but New Councillor Guides have been issued and Declarations of Personal Interests forwarded to SDC. When these have been published on the SDC website they will be linked to Councillor's details on the CPC website.

7.2 **Council's Bank Mandate:** update form completed and submitted to HSBC: confirmation of changes awaited

**ACTION:** Clerk to chase confirmation with HSBC

7.3 **Annual Governance Review & adoption of accounts:** Annual Accounting Statements, Exemption Certificate and notice of Public Rights were posted on both the Council's website and public notice board on Friday 14th June; Auditors have confirmed CPC's exemption from external audit.

8.2 **Request to NT made re mowing the field behind the old School** – feedback

received indicates that this has either not been actioned or that it has re-grown. Councillor discussions suggest that it has not been cut and that in the past this was done for one elderly resident who is no longer in the village. Council agreed that fully cutting it now would threaten wild life and widely distribute wild flower seeds into surrounding gardens so was not desirable. Councillor Stiley suggested that a narrow circuit path could be cut for dog walkers (along the old school path) and his offer to do this was agreed

**ACTION:** Councillor Stiley will cut the field footpath

- 15 PLANNING** – a 'No objection' response posted for the 11 Coughton Lane application & planning department contacted re Haydon Way, which application has since been approved.

**Correspondence:**

**Redditch Gateway:** Further response from Monica Fogarty at WCC to concerns raised & notified following the previous meeting (previously circulated)

**Ford/Coughton Fields Lane** - Notice received that the lane will be closed July/August for repair of the Ford bed (posted on C-FB / circulated to Councillors /posted on notice board) but date since put back to 5<sup>th</sup> August due to 'environmental issues'.

**Neighbour Dispute:** an **anonymous** letter of complaint from one neighbour to another, claiming to be '*on behalf of Coughton Residents*', was received in an envelope addressed to CPC Clerk, with no further explanation. As this is neither a PC matter nor possible to respond to, the letter has been destroyed and a link to the Government Internet guidance page for resolving neighbour disputes included in our entry of the August 'Link' magazine.

**Defibrillator:** a request was received & actioned to register Coughton's defibrillator on a national ambulance service network called 'The Circuit'

**Rural Community Energy Fund** – for renewable energy projects - application forms and guidance notes for community group funding received - not open to parish councils directly so forwarded to Dennis Hackett but he responded that the Community Group only managed social activities. Subsequently circulated to Councillors and posted on Facebook for the attention of any interested residents.

**Ford Anti-Social Behaviour** – no direct reports but several incidences mentioned on social media: a request to Warks. Police for an advisor visit to discuss possible prevention strategies has been placed. Councillor Stiley mentioned that WIFI CCTV is a possibility and that he knows of a simple monitoring notice being effective elsewhere. It was agreed that would be worth considering.

**ACTION:** Councillor Stiley will send the Clerk a suggested copy of the notice mentioned and Clerk will investigate costs.

8) **COMMUNITY – Village Group Reports**

**A) Traffic Report:** John Gittins reported on developments regarding A435 Impact of Redditch Gateway development.

An SDC Planning meeting, at which a decision on discharge of the HGV routing strategy condition will be made, is postponed from on 25<sup>th</sup> July to 29<sup>th</sup> July. This now gives John time to prepare a response although the planner recommendation is to approve and this is supported by Highways steering group, on the addition of another camera at Mappleborough Green. John commented that speed cameras on the A435 are already thought to be one of the busiest and largest revenue earners in the country. It is his understanding that SDC have been given delegated powers to decide on the application to discharge this condition on behalf of all three Councils.

Impact on the road south of Spenal remains unconsidered, since the area does not meet the air quality monitoring criteria, despite residents living along the route having reported pollution related health issues and deposits of pollutant evident on and inside their homes. Councillor Stiley explained that this would be because HGV exhausts are designed to expel at the path side of the vehicle, inevitably hitting those Coughton homes which sit only a yard or so from the kerbside.

The monitoring and enforcement system proposed is likely to be open to simple workarounds locally (via villages like Sambourne) and to circumvent registration as managed at the ports, so this can be expected to be largely unenforceable if abused. The client who will be now taking up the larger part of the development (5 small units now combined into one) remains anonymous and whilst this prevails it is impossible to verify developer claims that the HGV impact will be low: without knowing the nature of this business the frequency and pattern of usage of the 5 bays cannot be reliably assessed.

At the Mappleborough Green meeting in June Ben Simm reported that there is a large government fund becoming available from which improvements to the A435 can be implemented, but there has been no mention of which part of it or in what way.

John will be preparing a co-ordinated response for the SDC meeting with Mappleborough Green and Winyates representatives. Councillor Lewington asked him to raise the issue of traffic and fume dangers to school children walking the route to and from school, especially those arriving via the out of school clubs run by the nursery in Sambourne Lane, who walk round escorted by nursery staff. She will also follow up WCC's 2018 conclusion for Coughton in the Safer to School report.

**ACTION:** Clerk will forward relevant correspondence to Cllr Lewington; Cllr Lewington will follow up and report back.

**B) Ford Report:** Cllr Carter sent a report there had been a meeting of the Ford group and that an update will be forthcoming at the next meeting. The bin had stopped being serviced but this has now been remedied and is now being emptied regularly. A further bin has been ordered for installation on the far side of the bridge path. SDC had informed the Clerk that they could supply the bin immediately but cannot install until September (since the Ford will be closed for repair work for much of this remaining time, Council agreed that the order should wait for September). Grass cutting is ongoing and now twice per month, which is keeping weeds down lower than before. Attempts by the contractor to find someone certified and insured to spray weed killer have been unsuccessful, as in previous years, but low rainfall is helping keep growth down and so this is not such a problem this year. Councillor Stiley commented that it should be possible for Council to apply for a licence from the Dept. of Environment to spray if this is required although the effects on wildlife should be considered. This could be considered for next year. The situation regarding ownership of the area was explained to new Councillors and SDC Councillor Forman felt that SDC legal department or Estates Manager might be able to help identify the landowner, even though Land Registry have no record. Discussion on the implications of this followed and it was agreed to maintain the status quo on this. Councillor Lewington asked about seating at the picnic area. It was explained that the 2017 project had included natural log seating but that these had not materialised.

**ACTION:** Councillor Stiley will look on his land and liaise with Magnus Throckmorton to see if any suitable logs can be found and contributed.

**C) Flood Report:** Karen Gazey sent a report saying that June's heavy rainfall caused water ingress & water damage to properties, road flooding & vehicles stuck at the Ford. Reports to Highways regarding silted drains resulted in some remedial work.

Both Highways and Flood Prevention teams are aware of the poor surface water drainage at this point and this has been highlighted for improvement for some time. Jeff Morris (Client Team Leader, Stratford District, Transport & Highways) has been

reminded of the condition of the kerbside drains near the crossing and also the small diameter drain outside the Old Post Office, which blocks very quickly. He has reassured that Coughton is still very much near the top of the list for improvement but as always it is a matter of funding and priority. Traffic management on the A435 being the biggest cost, some minor works MAY be possible on the A435 whilst a diversion is in place for the Ford repairs. He will look at what can be carried out simply and quickly (within budget) whilst the Highways teams are in the area and to utilise resources to best effect.

Karen has suggested that the drain near the Old Post Office should have a larger catchment, directly into the main culvert similar to other Highway drains. This drain appears to be much smaller than the others, with a tiny outlet pipe. It may be possible to replace one of the solid covers with an open grid type to allow fast drainage directly into the culvert. This can also allow water out though, when the culvert reaches capacity, but from experience at the end of Coughton Lane, on balance should be beneficial. Jeff is also looking at how to safely redirect the floodwater from the A435 when the river is in flood and the culverts are at capacity. At such times the outlets from the culverts back up, to a point where the drains fill and the main road floods. Open grid drain covers would allow water to escape from the culverts and flow above ground, hopefully away from properties and the dangerous A435. There is obviously much to consider in doing this safely!

**D) Community Report:** Karen Gazey & Dennis Hackett sent a report that The Village Fete had been held at Coughton Court on Saturday 13th July, officially opened by Alex Cole, the new Deputy Head at Coughton School. Official figures are not yet available but it is thought to be the busiest Fete to date. Claire did a brilliant job of organising the event and was supported by the National Trust Team & Volunteers, Coughton Village residents and the Throckmorton family, who provided some gazebos and furniture free of charge and allowed us to use the gardens and some of their staff on the gardening team. The next event (not yet confirmed) will hopefully be a garden party in the orchard at Coughton Court on Friday 23rd August. Official details not yet received and are to follow. Thanks and congratulations were expressed to Claire, for her successful management of the event.

9) **PLANNING: New notices and decisions since the last meeting were reported as:**

- 44 Haydon Way – finally approved
- Coughton Court: new applications lodged for remedial arboreal work.

10) **FINANCE**

10.1 – The Schedule of Payments & Financial Summary Statement was accepted without comment and forms part of these minutes.

10.2 - The 1st Qtr budget review for 2018/19 (previously circulated) was accepted without comment and forms part of these minutes.

11) **GOVERNANCE** – Co-Opted Councillor Stiley signed his Acceptance of Office

12) **CORRESPONDENCE**

13) **OTHER BUSINESS** – Councillor Stiley wished to make members aware that a school 'allotment' project on his land was ongoing and that children had successfully harvested vegetable for sale at the recent fete.

14) **DATE OF NEXT MEETING was confirmed as: 23<sup>rd</sup> September 2019 at 7pm**

**Meeting closed at 8.05pm**

**Signed:**

**Date:**

## Appendix 1

### Clerk's Financial update & Schedule of payments

23 May – 19 July

#### Receipts

6/6/2019	VAT reclaimed	178.91
----------	---------------	--------

#### Payments

DATE	DESCRIPTION	EXPENSE
02/06/19	Clerk's pay & expenses - May	397.31
04/06/19	Ms S Day (Internal Auditor)	50.00
28/06/19	Clerk's / expenses - Jun	402.03
28/06/19	CTKT Ltd Inv1799 (Ford maintenance ss.10)	55.00

#### Summary

Bank bal c/fwd 23/5/19		<b>10359.13</b> <i>(adjusted)</i>
Payments received	178.91	
Less payments out/due	904.34	
Balance to take forward		<b>9633.70</b>

Appendix 2 – 1<sup>st</sup> Qtr Budget Review for 2019/20 – see next page

Expense Type	Budget 2019-2020	July Qtr Review	Notes & Rationale	Review: 1st Qtr to July 2018
<b>Ongoing OPERATIONAL COSTS (met from precept)</b>				
Clerk salary	4,000	1,015	Allows for retirement handover period	
Travelling & Office Costs,	300	108	Includes travel for training (including potentially for New Clerk in 2020)	
Insurance	175	149	Allows for potential increase	No increase this year :)
ICO Fee - (Data Protection)	35	35	ICO registration is a legal GDPR requirement	
Internal Audit	50	50		
External Audit	0	0	We are exempt from external audit	
Printing	0	0	Costs of admin printing are covered under Stationery/Postage below and in office allowance and expenses	
Village Event	50	0	Parish Assembly costs	
Village Maintenance (Open Spaces Act 1906, ss. 10)	1,500	180	Allows for ongoing Ford maintenance costs: weed control, SDC Litter collection; path repair etc. The cost of this can initially be covered partially from existing reserves and partially by a gradual increase in precept over the next 3 years	Expense this quarter covers Ford tidy & summer cutting so far.
Stationery / Postage	10	4	1 x toner + 1x ream paper + postage	
WCC - School Hire	0	0	No longer applicable	
Election	0	0	See Below	No election in Coughton & so far no SDC costs charged
Website/Internet	55	30	Upgrade to improve navigation & usability is desirable at a cost of £500 - 1K: however, if election costs prohibit this, perhaps the WCC or another grant scheme could be utilised	Website Hosting
<b>Total</b>	<b>6,175</b>	<b>1,571</b>	To be met from precept with shortfall from reserves	
<b>OTHER COSTS (met from reserves)</b>				
Election	2,000	0	Risk assessed & advised to budget this amount by SDC (G. Raspin) but unlikely outcome - could be as little as £100 if election is uncontested.	
Clerk/Councillor Training & Resources	500	0	I have not taken up Cilca as I plan to retire 12/2019, with potential election costs this year, potential Cilca for new Clerk to be included in 2020-21 budget	
S137 grants & expenses	0	170	£0 planned for start of this budget: any unused election funds may allow applications to be met from reserves later (2018/19 capped @7.86 per capita, so max allowable spend for Coughton = c £1383)	Contribution to Alc. 1st Responders funds in respect of Defibrillator training delivered FOC
Capital expense	0		Seats & recreation etc. + upgrade of Village gates & speed signs	
<b>Total</b>	<b>2,500</b>	<b>170</b>		

<b>SUBS &amp; DONATIONS</b>				
WALC membership	110	104	Allows for a possible increase	lower increase than expected
Link magazine	100			
Churchyard Maintenance	230			
<b>Total</b>	440	104		
<b>Total Expenditure</b>	9,115	1,845		
<b>INCOME</b>				
Precept	5,000	2,500	Planned Increase of aprox £2.90 per capita per year for 3 next years to cover the additional operational cost of maintaining the Ford	
VAT Reclaim	100	179		
Village Community Fund	0			
<b>Total Income</b>	5,100	2,679		
<b>Balance</b>	-4,015	834	Negative balance to be used to reduce reserves to a more appropriate level - but this figure will potentially reduce in 2019-20 by £2k anyway, if election not contested	Election not contested & no grant applications received