CHURCH LAWFORD PARISH COUNCIL

MINUTES OF THE MEETING OF CHURCH LAWFORD PARISH COUNCIL HELD AT THE VILLAGE HALL ON 14th November 2018

**Present:** Cllr Jeremy James, Vice-chair (JJ)

 Cllr James Hosegood (JH)

 Cllr Derek Holland (DH)

 BCllr Sally Bragg (SB)

 Mr Matthew Nahit, Clerk/RFO (MN)

 Ms Julie Melck (Prospective Councillor)

**519 To Receive Apologies for Absence** BCllr Andrew Bearne sent his apologies

**520** **To Receive Verbal Requests for Disclosable Pecuniary Interests where that interest is not registered –** MN has previously declared that Julie Melck is his partner

**521 Public Participation** – Julie Melck, a parishioner, introduced herself and confirmed that she was here to observe the meeting to help her decide if she wished to apply for one of the current vacancies on the Parish Council.

**522 Borough Councillor’s Report**

SB updated the meeting. The condition of the road surface at some places on Little Lawford Lane gives cause for concern, which has been now been reported.

Work to drop the kerb between the footpath and the road on School Street near the Old Rectory has now been completed which will improve access for people with disabilities, parents with buggies etc.

**523 Minutes** – the last meeting of the Council held on 10th October 2018 were approved and signed off

**524 Progress Reports for information**

The debit card from Santander that was applied for to simplify CLPC's purchasing process and facilitate VAT refund claims has arrived, along with the required PIN number. The card has been activated and can now be used for Parish Council business.

The completed display panels for the new noticeboard on the village green, which have been worked on by Keith Sinfield, were brought along to the meeting by DH. Councillors were very happy with the panels, and work will shortly begin on erecting the noticeboard.

**525 Correspondence for Information -** the attached appendix of items which have been circulated or were available at the meeting was noted

**526 To Approve the Following Accounts for Payment**

**a) Outgoing payments:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | **In Annual Budget** |
| Clerk's wages  | confidential | Yes |
| Morral play services | £59.40 | Yes |
| Remembrance Day wreath | £22.98 | Yes |

**b) Payments received:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | **In Annual Budget** |
| VAT refund | £648.38 | Yes |

All payments were approved by the Councillors.

**527 Planning** – the Parish Council has not been notified of application R18/2018 officially (yet) but have accessed documentation relating to it directly from RBC Planning Portal. Unfortunately, the documentation appears to have been hand written and the scans of this are hard to decipher, which RBC will be contacted about.

**528 Litter and dog waste bins** – the levels in the dog waste bins are being monitored and there has been less of an issue of lack of capacity recently. A close eye will be kept on this for the moment in order to facilitate a judgement about whether more frequent scheduled emptying or a larger bin are required.

Recent further communication from RBC about replacing the bus shelter bins and the one on the village green was discussed. A suitable bin was selected for the village green, and Councillors will prepare the base it will be affixed to. RBC will now be contacted to signal the Parish Council’s agreement to the replacement of the bus stop bins, and to request the delivery of the new bin for the village green after mid-December (to give Councillors time to prepare the base).

Proposed: JJ

Seconded: JH

SB left the meeting at this point.

**529 Recreation ground trees** – the quotes received for removing some of the overhanging tree branches were re-examined, and a unanimous decision taken to employ P and B Tree Services to carry out the work. DH will liaise with them about the timing of their visit and oversee/provide additional guidance on site about the work required.

**530 Grant applications** - an application form for a National Lottery grant to help fund the purchase and installation of new inclusive play equipment in the Recreation Ground is in the process of being completed. The level of the grant to be applied for was decided, and other funding opportunities to cover as much of the rest of the costs of the purchase and installation of the inclusive roundabout as possible are to be pursued.

**531 Annual play equipment inspection –** Councillors reviewed an example of an annual report drawn up by our inspectors, Morral Play Services that included a review of disabled access to the play area, a new feature we had requested in our recent inspection. It was unanimously agreed that this format was acceptable and preferable to an assessment of disabled access being fedback separately from the main report. Morral Play Services will be informed of this decision forthwith.

**532 Monthly property inspections –** JJ has reviewed the existing checklists and revised and updated them. Councillors had previously voiced concerns that the checklists were overdetailed and unwieldy and agreed that the new versions should be more manageable and allow for the completion of a full monthly within a more realistic amount of time. JJ has volunteered to carry out the first of these new monthly inspections.

**533 Community items/Village Maintenance**

It has now been established that the overhead wires that branches from trees on the Village Green are encroaching are phonelines. However Open Reach will not themselves carry out the necessary pruning, therefore, WCC, who own the village green and maintain the trees on it, will be contacted.

To allow time for communication with other relevant parishioners, the size of this year’s donation to the Village Newsletter will be confirmed at the next meeting.

**534 Councillors' reports and Items for Future Agendas** – Julie Melck confirmed at the end of the meeting that she was still interested in filling one of the vacant slots on the Parish Council. She agreed to attend the next meeting when she can be inducted, and the paperwork completed.

**535 Date of Next Meeting** - the date of the next meeting was confirmed as the 12th of December 2018

Signed: ….............................................. Name (print): …...................................................................

Date: …........................................