

ETTINGTON PARISH COUNCIL

Minutes of the Ordinary Meeting of 8 June 2020 (held via Zoom)

Present (Councillors) J Collins, R Hawsworth, J Henry, I Houghton, D Hughes, G Lambert and R Smith of Ettington Parish Council

In Attendance: Sarah Furniss, Clerk, Cllr P O'Donnell, Stratford District Council

1 **Apologies for Absence** None received

2 **Declaration of Disclosure Pecuniary Interest** None declared.

3 **To Confirm Minutes** It was **resolved** that the minutes of the Ordinary Meeting held on 10 June 2020 be accepted as a true record.

4 **Community Centre Update**

Steve Austin, secretary to Community Centre, had provided a written update and this was summarised as follows.

- Robust processes are being put in place for the reopening of the Community Centre which is envisaged September with Snooker Club having admittance from August.
- A Retail, Hospitality and Leisure grant of £25k has been received from SDC;
- A further quote has been received in respect of energy survey and a request made for the original quote to be updated. There was discussion about whether the PC had agreed to fund the survey in its entirety or to the value of the annual grant. The Clerk will check and report back.

5 **Warwickshire County Council/Stratford District Council update**

Apologies had been received from Cllr Seccombe. Cllr O'Donnell reported on SDC as follows:

- Elizabeth House is reopening on a limited hours basis;
- Some staff will continue to work from home and this will continue as there has been an increase in productivity;
- Since 1 March over 1,300 food parcels have been delivered to sheltering/vulnerable people. Responsibility for this is to transfer to WCC and Cllr O'Donnell asked that if vulnerable people are known of to notify her in order she can ensure they are not missed in the transfer. Cllr Smith suggested that the Ettington Hub are informed of this as they are most likely to know of vulnerable people.

6 **Open Forum**

White Horse: Cllr Hughes reported that he had been approached by a resident asking if the Council can take any action in respect of the delay in progressing work as a party wall is currently only shielded by a tarpaulin. Following discussion it was agreed that Cllr Hughes respond to query explaining that though the Council sympathises with the situation the resident finds himself in it has no powers in respect of this matter.

Dead/dying cherry tree on Rogers Lane: Cllr Houghton raised the issue of the potential danger this tree could pose. It is on 'no man's land' and though WCC would be responsible for ensuring safety of the public using roads or pavements for which it is responsible this could result in removal of those branches overhanging pavements/road. This being the case Cllr Houghton (in capacity as resident not Councillor) proposes to canvas opinion of Rogers Lane residents regarding his arranging for its removal.

7	<p>Planning Matters Applications</p> <p>20/01698/DDT : -T1 mulberry - Re-prop and undertake a minor tip-back of crown. (Tree structurally poor and heavily leans towards the parking area) at 1 Ettington Grange Stratford Road, Ettington, Stratford-upon-Avon CV37 7NU</p> <p>FOR INFORMATION ONLY</p> <p>Notification has been received in relation to dead/dangerous tree/s at the above address. As the tree/s are dead/dangerous there is no requirement to go through the Conservation Area Notification for tree works (6 week process)/TPO application process.</p> <p>A Forestry and Landscape Officer has either visited the site or examined a report with photographic evidence and confirms that the works are necessary. Noted and resolved that no comment will be submitted.</p> <p>20/00772/FUL : Construction of a two storey dwelling and detached garage. The site has been sub-divided into 8 self build plots as per the Outline Planning Approval Ref 15/04449/OUT. This application is for a single dwelling located on Plot 3 at Land Off , Old Warwick Road, Ettington, CV37 7SH An amendment/additional information has been received for the application shown above as follows:</p> <p>P20.137.02 Rev B - Proposed Garage P20.137.01 Rev B - Proposed Plans and Elevations P20.137.03 Rev D - Proposed Site Plan</p> <p>If you have any further observations you wish to make on the amendment please write to me by: 17 July 2020 It was resolved that no comment will be submitted.</p> <p>Decisions</p> <p>20/00977/FUL Land off Kents Lane, Horse Schooling Run. Granted – Noted.</p> <p>In response to query, Cllr O'Donnell explained the process for requesting and making submission to Planning Committee. The process of application is largely unchanged but representation should first be submitted in writing together with any photographs, and contributors are given a time to phone and make their statement.</p>
8	<p>Finance Report</p> <p>It was resolved that the payments listed be authorised.</p> <p>In response to a query with regard to expenditure in respect of dog waste bags the history to the decision to install and provide dog waste dispensers and bags was given. The Clerk agreed to provide annual cost of provision of bags.</p>
9	<p>Clerk's Report The content was noted and the following agreed:</p> <p>3 MUGA/Tennis Courts: Cllr Houghton will arrange for the installation of basketball backboards and hoops ensuring compliance with current Covid-19 guidelines.</p> <p>6 Hedge Cutting: This will be included as an agenda item in August (to be combined with trees at WCC's request.</p> <p>10e Defibrillator at Fulready In response to query it was confirmed that there is a defibrillator at the school and Ettington First Responders have a mobile one.</p> <p>10 Addition Cllr Hughes asked that Five-a-side goals be included on August Agenda.</p>

10	Correspondence Report The content was noted .																																						
11	<p>Ear Marked Reserves and Priorities</p> <p>The history of current commitments was rehearsed for the benefit of new Councillors particularly in respect of funding of the Wheeled Play Area/Youth Project.</p> <p>The Clerk clarified that the EMR budget can be changed at any point in the year and on this basis it was resolved that the proposed budget be adopted.</p> <p>No additions were added to projects list.</p>																																						
12	<p>Portfolios It was resolved that the following portfolios be agreed (with explanation regarding history/objectives as requested) and subject to Cllr Hawksworth's agreement as a technology issue meant she wasn't present for this item.</p> <table border="1"> <thead> <tr> <th>Portfolio</th> <th>Councillors</th> </tr> </thead> <tbody> <tr> <td>Allotments</td> <td>Cllr Smith</td> </tr> <tr> <td>Bank Reconciliation</td> <td>Cllr Houghton</td> </tr> <tr> <td>Bank – mandated to view bank accounts and authorise payments</td> <td>Cllrs Collins, Hawksworth, Henry, Hughes, Lambert and Smith</td> </tr> <tr> <td>Community Orchard</td> <td>Cllr Hawksworth</td> </tr> <tr> <td>Community Centre Trustees</td> <td>Cllrs Hawksworth and Hughes</td> </tr> <tr> <td>CCTV at each end of village</td> <td>Cllr Houghton</td> </tr> <tr> <td>Defibrillator at Fulready</td> <td>Cllr Hawksworth</td> </tr> <tr> <td>Emergency Plan</td> <td>Cllr Lambert</td> </tr> <tr> <td>Footpaths and Village Appearance</td> <td>Cllrs Collins and Henry</td> </tr> <tr> <td>HR</td> <td>Cllr Hughes</td> </tr> <tr> <td>MUGA upgrade</td> <td>Cllrs Houghton, Hughes and Smith</td> </tr> <tr> <td>Noticeboards</td> <td>Cllrs Collins and Henry (can call on Cllr Houghton where repairs/maintenance required).</td> </tr> <tr> <td>Newsletter Submissions</td> <td>Cllr Hughes</td> </tr> <tr> <td>Playing Field and Children's Play Equipment</td> <td>Cllr Hughes with support from Cllr Hawksworth (subject to Cllrs Hawksworth's agreement as a technology issue meant she wasn't present for this item).</td> </tr> <tr> <td>Planning</td> <td>Cllr Lambert</td> </tr> <tr> <td>Parish Meeting</td> <td>Cllrs Henry and Collins</td> </tr> <tr> <td>Wheeled Play Area</td> <td>Cllrs Henry, Lambert and Smith</td> </tr> <tr> <td>Website Working Group</td> <td>Cllrs Houghton and Smith</td> </tr> </tbody> </table>	Portfolio	Councillors	Allotments	Cllr Smith	Bank Reconciliation	Cllr Houghton	Bank – mandated to view bank accounts and authorise payments	Cllrs Collins, Hawksworth, Henry, Hughes, Lambert and Smith	Community Orchard	Cllr Hawksworth	Community Centre Trustees	Cllrs Hawksworth and Hughes	CCTV at each end of village	Cllr Houghton	Defibrillator at Fulready	Cllr Hawksworth	Emergency Plan	Cllr Lambert	Footpaths and Village Appearance	Cllrs Collins and Henry	HR	Cllr Hughes	MUGA upgrade	Cllrs Houghton, Hughes and Smith	Noticeboards	Cllrs Collins and Henry (can call on Cllr Houghton where repairs/maintenance required).	Newsletter Submissions	Cllr Hughes	Playing Field and Children's Play Equipment	Cllr Hughes with support from Cllr Hawksworth (subject to Cllrs Hawksworth's agreement as a technology issue meant she wasn't present for this item).	Planning	Cllr Lambert	Parish Meeting	Cllrs Henry and Collins	Wheeled Play Area	Cllrs Henry, Lambert and Smith	Website Working Group	Cllrs Houghton and Smith
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13	Information Technology It was resolved that, as agreed at the June meeting the decision regarding this revert to the Website Working Group.																																						
14	Notice Board at Playing Field It was resolved that there should be one noticeboard adjacent/attached to MUGA and this should be for the purpose of MUGA information only. It was further resolved that the decision regarding choice of board be delegated to Cllrs Collins and Henry.																																						

15	Bench Repair and Inspection of Benches The Clerk confirmed that she has asked Mark Taylor to ascertain whether pre-formed slats available are suitable for the bench removed due to its collapse. It was resolved that the Clerk will establish (with reference to Asset Register) which benches in the parish are the responsibility of the Council and arrange for their inspection by Mark Taylor.
16	Housing Needs Assessment It was resolved that members to confirm content of letter by email (having compared the original and the suggested replacement submitted by Cllr Hawsworth). It was further resolved that the Clerk research the ability and cost of SDC arranging distribution.
17	Treading the Boards Performance(s) Cllr Lambert reported that he has met with the Director of Treading the Boards and the proposal is to hold hour long performances of Wind in the Willows during August at 12.00, 3.00 and 6.00 with 30 tickets for each performance. This will allow for social distancing (facilitated by marking of 'pods' for attendee groups). Should guidance change on social distancing and /or arranging events the number of tickets could be increased. The preferred day of the week is a Saturday but should this not be possible other days will be considered. Tickets will be circa £10-12. The Council cannot subsidise this as the tickets will be for purchase by both village and non-village residents. The date of performances will be dependent on availability of changing/toilet facilities for performers). It was resolved that if ticket sales are high that a second run of performances be agreed.
18	Playground Risk Assessment in Preparation for Reopening Following consideration of the proposed actions it was resolved that Cllr Houghton will remove the swing seats which need replacing (Clerk will arrange purchase of replacements) and, once this is done any remaining hazard tape be removed and the equipment reopened and Cllr Smith will announce via facebook.
<p>Dates of Future Meetings All meetings are held in the Lounge at the Community Centre at 7.30 pm unless otherwise stated</p> <p>During Covid-19 restrictions meetings will be conducted via Zoom.</p> <p>12 August 2020 9 September 2020 14 October 2020</p>	

These minutes are DRAFT until such time as the date of approval is completed below.

Date of Approval: