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| **ETTINGTON PARISH COUNCIL**  **MINUTES OF THE ANNUAL MEETING HELD ON 16 MAY 2018** | |
| **Present: (Councillors)** J Collins, R Hawksworth, J Henry, D Hughes, L Holtom and R Smith of Ettington Parish Council  **In Attendance:** S Furniss, Clerk; and three members of the public | |
| 1 | **a) Election of Chairman and signing of Acceptance of Office** Cllr David Hughes was nominated and elected as Chairman  **b) Election of Vice chairman and signing of Acceptance of Office** Cllr Rainie Holtom was nominated and elected as Vice Chair |
| 2 | **Apologies for Absence** None received |
| 3 | **Acceptance of Apologies for Absence** Not applicable |
| 4 | **Declaration of Disclosure Pecuniary Interest** None declared |
| 5 | **To Confirm Minutes** It was **resolved** that the minutes of 11 April 2018 be accepted as a true record. |
| 6 | **Community Centre Update** - David Martin sent his apologies and the following update:The Management Committee have no objection to the proposed site for a Covered Shelter. There was discussion regarding whether the lease should be updated and it was agreed that, as there are anomalies in the lease, it would be wise to review the lease and, in the interim, a letter of agreement will suffice.  A new approach has been made to contact PC Craig Purcell and agree a date for the handover of keys to the building.  A questionnaire is being prepared to conduct a door-to-door survey of the village, to gather ideas for future events and the names of people willing to support! |
| 7 | **Warwickshire County Council/Stratford District Council update** Cllr Seccombe, WCC and Cllr O’Donnell, SDC sent their apologies. |
| 8 | **Open Forum**  1 The stiles on footpath in Fulready are in very dilapidated state and it was **resolved** that Cllr Hawksworth and the Clerk will liaise in order that WCC Footpaths Officer can be notified and requested that these be repaired.  2 The village is, again, looking scruffy with Estate Agents Boards. It was **resolved**  that Cllr Holtom and the Clerk will liaise in order that letters, requesting their removal, can be sent to the offending agents.  3 Hedges along Banbury Road (83, 85 and Fir Cottage) and Short Lane/Banbury Road are very overgrown impeding pedestrian access. It was **resolved** that Cllr Hughes and the Clerk will liaise in order that the residents can be written to asking that they cut back the hedges.  4 Parking on road/pavement continues to be a problem and this will be highlighted to Nadim Zahawi (refer to Item 16 below).  5 Kat Le Tzar reported that the majority opinion is that the Kissing Gate at end of footpath adjacent to Rogers Lane development is that it should be retained. A suitable replacement will be sought which allows for improved access. |
|  | **Planning Matters**  **A – Applications**  ***18/01040/LBC :*** Removal of internal wall to enlarge Kitchen at 4 Banbury Road, Ettington,  Stratford-upon-Avon, CV37 7TB **Comments due by: 17 May 2018.**  ***18/01164/VARY*** Variation of condition 3 of application 15/04052/FUL to amend plan  numbers to allow for enlarged ground floor kitchen to previously approved 2 storey rear  extension at Fulready Farm House, Fulready, Ettington, Stratford-upon-Avon CV37 7PE  It was **resolved** that no comment will be submitted.  ***18/01263/LBC*** and ***18/01262/FUL*** Proposed erection of wooden fence to existing low  stone wall and insertion of wrought iron gates to existing entrance at 2- Dairy Court , Hillman  Way, Ettington, CV37 7SG It was **resolved** that an objection will be submitted on the basis  that neither the wooden fence or the iron gates are in keeping with the rural/agricultural  history and the Listed Building status of the Diary Farmhouse and attached buildings.  In addition it was noted that a new entrance with gates has been installed on the same length  of wall for which, it would appear, no planning application has been granted. It was **resolved**  that the residents will be written to asking for evidence of planning permission and, if none forthcoming, SDC will be notified.  ***DEAD/DANGEROUS TREE NOTIFICATION***  ***18/01364/DDT*** -T1 Robinia: Fell. (Tree is in decline, the majority of the crown is dead, the  stem is hollow and the tree holds major deadwood. Replacement planting required). At  3 The Dell, Rookery Lane, Ettington, Stratford-upon-Avon CV37 7TQ It was **resolved** that no  comment will be made.  ***18/00756/FUL***  Proposed front porch, two storey rear extension, side extensions and  detached garage At 22 Banbury Road, Ettington, CV37 7SU, An amendment/additional  information has been received for the application shown above as follows:  Raising roof of existing dwelling, single storey side and rear extensions.  It was **resolved** that an objection be submitted on the grounds that it is not in keeping with the  streetscene, represents overdevelopment of the site and the proximity of development to  neighbouring property will impact on that property’s privacy.  **B Decisions**  ***18/00284/COUQ*** Prior approval at Corner Croft, Fulready **Refused.**  ***17/03658/FUL*** *3 dwellings and turning circle at the Brambles, Hockley Lane****. Granted***  **C - Ongoing/Pending Matters**  ***17/01822/FUL***  ***17/01086/***  ***17/02941/FUL and 17/02495/LBC***  ***17/10186/FUL***  ***18/00147/DDT***  ***18/00756/FUL*** |
| 10 | **Finance Report** It was **resolved** that the payments listed be authorised and that the Clerk’s salary increase be approved. It was clarified that the cheque for £213 was for the Youth Council from the Waitrose Community Fund. |
| 11 | **Clerk's Report**  **100th Anniversary of the Great War** Cllr Holtom reported that the Parish Meeting raised profile of centenary and it is hoped that there will be an interactive performance based around the life of an Ettington resident from that time and a musical performance from the era.  **Solar Powered Speed Control** It was **resolved** that a reminder be sent to WCC regarding: the obscured, but working, sign to the SE of village; the non-working sign at NW side of village and the replacement of bollards on the chicane near the Chequers.  **Moving of Football Field.** It was noted that the position of footpath on the proposed plan is erroneous.  **Hedge Survey (rear of 50 Banbury Road)** The survey has been undertaken and report pending.  **Meeting Regarding Speeding and Parking with Nadim Zahawi** the Clerk will forward the issues raised to the MP and ask that Pre-School also be invited to attend the meeting which he is to arrange.  **Spitfire Development:** Concern was expressed regarding a) the naming of Hays Meadow when the request was for Hay Meadow; b) the trees at Chequers boundary have not been replaced; c) the replacement trees to road frontage are silver birch not hornbeam as had been proposed. It was **resolved** that Spitfire will be contacted regarding the above and that Cllr O’Donnell and SDC Enforcement Officer will be copied in. |
| 12835. | **Correspondence Report** It was **resolved** that no work is considered necessary as a) the tree inspection did not highlight any weak branches or sharp protrusions and these factors were confirmed by Cllrs Hawksworth, Smith and Henry. |
| 138.40 | **Re-adoption of Policies, Procedures, Regulations and Standing Orders:**   1. Standing Orders 2. Code of Conduct 3. Finance Regulations 4. Dealing with Complaints 5. Councillor Expenses 6. Dealing with the Press, Media and Filming, Recording and Broadcasting of Meetings 7. Grants to Community Centre 8. Freedom of Information/Publication Scheme   It was **resolved** that these be readopted. |
| 148.42 | **General Data Protection Regulations –** Appendix 4 It was **resolved** that a) the privacy notices and policy be adopted and b) the workplan is appropriate. There was discussion about physical and electronic security of equipment/paperwork kept at the Clerk’s home and it was agreed that these factors should be addressed in the Retention and Destruction Policy which is to be drafted. |
| 158.47 | **Audit 2017-18** It was **resolved** that Section 1 be completed as follows:   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | Y | Y | Y | Y | Y | Y | Y | Y | Y |   It was further **resolved** that Section 2 and the Bank Reconciliation and Explanation of Variances be accepted. |
| 169.05 | **Matters Raised at Annual Parish Meeting Held on 28 April 2018** It was **resolved** that the actions proposed in Appendix 6 were appropriate and will be actioned. Cllr Hughes will summarise for inclusion in Village News and the Clerk will post on website. |
| 179.15 | **Notice Board, A-boards other means of communication** It was **resolved** that the notice board be left where it is unless/until such time as residents of the property raise its position as an issue. In future a laminated notice of meeting date (with detail of where agenda can be viewed/obtained) will be displayed on shop noticeboard. |
| 189.25 | **Neighbourhood Plan – Inspector’s Report** It was **resolved** that the Steering Group’s decision not to challenge the Inspector’s opinion that the Football Pitch is not a Local Green Space is supported. |
| 199.30 | **Youth Project** The Youth Shelter has been ordered and ordering of a bin with cigarette stubber is in hand. Tender document will be submitted to ESPO imminently. There was discussion regarding the electricity supply to MUGA and it was noted that if this has to be moved or relaid because of it not being buried sufficiently deep to meet regulatory standards this will be an incidental cost not to be met from the YC budget. |
| Dates of Future Meetings (meetings commence at 7.30 and are held in the Lounge at Ettington Community Centre unless otherwise stated).  11 July 2018  12 September 2018 | |