

A Meeting of Great Alne Parish Council was held on Monday 19 November 2018 at Great Alne Primary School at 7pm in the evening.

PRESENT	Councillors Mr L Bowring, Mr I Millard, Mr P Clark and Mrs M Holding Members of the public: 18 plus two guest speakers
APOLOGIES FOR ABSENCE	County Cllr C Rickhards and District Cllr Mr M Gittus
DECLARATION OF INTERESTS	None
MINUTES	September meeting Minutes agreed and signed by the Chairman.
ALCESTER SOUTH SNT	<p>OPEN FORUM:</p> <p>PC R Davies was unable to attend the meeting but his team reported by email that there had been four incidents of note in Great Alne for the period September- November 2018. These included Burglary Dwellings relating to:</p> <p>6/11/2018- Attempted day time break in to property at Shelfield Green 14/11/2108- Shelfield- Occupants returned from holiday to find rear window smashed and theft of black Volvo from driveway 16/11/2018- Spernal Lane- Break in to rear of property 16/11/2018- Burford Lane, Shelfield- Break in to property</p>
UPDATE ON SPERNAL LANE DEVELOPMENT	<p>Mrs Claire Linfoot McLean, Linfoot Country Homes Ltd attended the meeting and gave an update as follows:</p> <ul style="list-style-type: none"> • Work on site is progressing well • Plots 2- 6 are roofed in • Plots 7- 10 brick work started • Plots 11- 15 (Housing Association) have been started • The view home will be ready in December • Plots 3- 10 have been released for marketing and will be ready for January. • Plots 4, 5 and 6 have been reserved and there has been a good level of interest • The development will be completed by July 2019 • The 12week Local Marketing Plan is a rolling programme from the date the plot is released. This is in perpetuity (ie applies at each subsequent sale of a property on this site) <p>It was commented that there had been quite a lot of mud on Spernal Lane while the excess top soil was being removed from the site, causing a skid hazard, in spite of the road sweeper attending at the end of each day. Mrs Linfoot McLean noted comments.</p> <p>Street lighting- Clerk had been notified by Linfoot Country Homes Ltd that the three new streetlights will be installed January 2019.</p> <p>The Clerk passed on her thanks to Mr P Keohane, Linfoot Country Homes Ltd for his assistance with a potential remedy for the Uroute between Spernal and Coughton Fields Lane (See main business below).</p>
GREAT ALNE PARK UPDATE (FORMERLY MAUDSLAY PARK)	<p>Ms Tina Digby, acting Village Manager together with the Maintenance Manager, IVG attended the meeting plus a welcome contingent of residents from Great Alne Retirement Park and reported as follows:</p> <ul style="list-style-type: none"> • Mary Higginson has left the business for personal reasons • Open day at Great Alne Park for Great Alne • Christmas event on the 18th December- dinner and entertainment- tickets going fast! • From December- hot food will be available Monday to Saturday at Woodlands Restaurant • From January hot food will be available 7 days a week (roast on Sundays) • Club membership details to be issued to the locality but will go to the Parish Council soon. It is thought that this will be about £25 per month with access to the gym and pool at certain times • There are also fitness classes and a walking group which are currently available on a pay as you go basis • Great Alne Park and Parish Council to organise a daffodil planting day <p>Ms Digby extended a warm welcome to everyone in the parish to come in and have a look at the development.</p>

MEMORIAL HALL REP REPORT	<p>The Parish Council had previously met with Ms Higginson, former Village Manager on 18 October and following a tour of the club house facilities, discussed current operations at the site and s106 obligations. The Parish Council noted that there should have been a Community Travel Plan in place, approved by Warwickshire County Council, prior to any occupation. Little seemed to be known about this and the Clerk agreed to make enquiries of WCC. The documentation has now been located and updated by IVG. Copy to be forwarded to Ms Digby.</p> <p>There is an aspiration from IVG to re-establish the woods- so any historical evidence/information would be gladly received.</p> <p>There is a strong desire by the residents of Great Alne Park to integrate into the community of Great Alne and forge good links with village residents and they are holding coffee mornings to this effect. Flyers offering tea, cake and a village tour have been distributed to all households in the village. They are hoping for a good turnout at the next ones on 22 and 23 November and encouraged everyone present to come along.</p> <p>Cllr Mrs M Holding was unable to attend the last Memorial Hall Management Committee meeting, sending her apologies. However, she was able to report as follows:</p> <ul style="list-style-type: none"> • Armistice Centenary Memorial Garden is now open and the opening ceremony was well attended • There are plans for a Centenary calendar for the Memorial Hall (2021)- based on local scenes and submissions are requested now (deadline July 2020). The calendars will be available from October 2020. A resident offered advice on design • New website to be created <p>Future events:</p> <ul style="list-style-type: none"> • 22 Nov Jazz Evening £2.50 to include complimentary drink • 1 Dec Christmas Coffee Morning • 2 Dec Christmas is coming • 7 Dec Christmas Supper • Permissive path at rear of Memorial Hall to Appleby Close- gate and steps have been constructed <p>Mr M Davey and Great Alne Park have been working closely together in co-ordinating events to avoid a clash.</p>
REPRESENTATIONS FROM RESIDENTS	<p>Pavements- The state of the pavement between the Memorial hall and the church was raised again. Clerk to check status with WCC and involve Cllr Rickhards where necessary.</p>
COUNTY COUNCILLOR'S REPORT DISTRICT COUNCILLORS REPORT	<p>County Cllr Rickhards sent his apologies.</p> <p>District Cllr Mr M Gittus sent his apologies.</p>
MATTERS ARISING	<p>Fields in Trust registration- Following the last meeting, where it was agreed that the Parish Council would register the Recreation Ground with Fields in Trust (National Playing Fields Association), the Clerk met with District Cllr Mr M Gittus to complete the registration process. Up to date Land Registry title documents were required at a cost of £6. Cllr Gittus also kindly provided photos. The completed application has now been sent.</p>
SDC UPDATED SOCIAL MEDIA POLICY	<p><u>MAIN BUSINESS</u></p> <p>The Stratford on Avon District Council (SDC) Social Media Policy has recently been updated to deal with the use of electronic devices at council meetings, by adding a new section 5 to the document. A copy of the amended document was uploaded to the Parish Council website ahead of the meeting. This document is linked to the SDC model code of conduct for councillors which the Parish Council has adopted.</p> <p>There was discussion as to the appropriateness of the new section 5 to the Parish Council. The item was deferred to the January 2019 meeting, pending further thought!</p>
MAY 2019 ELECTIONS	<p>Elections are due to be held on 2 May 2019 for the District Council and all 83 parish councils.</p> <ul style="list-style-type: none"> • Have councillors decided what they are going to do yet? • Are any councillors going to stand down? • Will there be enough candidates for there to be a contested election?

<p>UROUTE SPERNAL- COUGHTON FIELDS LANE</p>	<ul style="list-style-type: none"> • Will there be enough candidates to ensure the council will be quorate? <p>If there is a contested election, costs are shared with the principal authority and would be £500 (included in the projected budget forecast for 2019/20). However, historically there has been an uncontested election in the parish and therefore costs would be just £100. The Chair requested that the Clerk obtain the election timetable from SDC.</p> <p>The Chair gave a brief resume on this matter and provided an update since the last meeting In September. The Parish Council had received an email of authorisation from WCC for an earth bund along the Uroute (AKA E5998) in late September. Following a meeting with Mr P Keohane, Linfoot Country Homes Ltd, from whom it was hoped to be able to access some spoil for the bund from the new development on Spernal Lane, it became apparent that this was not a practical solution. The bund would require several years to settle and in the meantime it is likely that the off-road community would drive over/ through it.</p> <p>Mr Keohane suggested meeting with a tree contractor to see whether large tree trunks could be used. According to WCC and following reclassification, the track only needs to be kept open/maintained as a footpath.</p> <p>The Chair has been in contact with the land owner who does not access his land using this track so it may consequently be possible to use tree trunks as deterrents top and bottom of the track and perhaps at the top near the copse.</p> <p>A quote of £840 ex VAT had been received from the tree contractor to supply and lay down three large tree trunks. Clerk to make enquiries as to whether this included the additional metal fixings for improved anchorage as discussed at the site meeting.</p> <p>There was an agreement in principle to this remedy, subject to costs and landowner permission. The Chair will advise the landowner as the next steps and suggest a meeting. Financial contributions could be requested from the landowner, Heart of England Estates (neighbouring land also affected by anti-social behaviour) and perhaps WCC. The Police will also need to be informed.</p>
<p>CPRE AUTUMN APPEAL & ANNUAL MEMBERSHIP</p>	<p>CPRE had approached the Parish Council through their Autumn appeal for funds in “protecting Warwickshire”. Annual membership subscriptions do not cover operating costs. The last donation to CPRE was in 2014 to the value of £25. It was agreed to support the appeal and make a donation of £50.</p> <p>The annual subscription of £36.00 was also approved. Clerk to forward completed paperwork and payment.</p>
<p>CARRYING OVER FUNDS FROM 2017/18</p>	<p>Following July’s meeting where it had been agreed to formally ring fence monies for repair/maintenance of street lights, a letter of authority had been prepared by the Clerk for funds of £5,750 to be transferred from the Parish Council’s HSBC Current account to the Business Money Manager account. The letter was signed by two signatories on the account.</p>
<p>GREAT ALNE PARK- REST CENTRE</p>	<p>Prior to Ms Higginson’s departure as Village Manger at Great Alne Park, the role of the Clubhouse building had been discussed as a potential emergency rest centre for the village once the site was open 24/7. Ms Higginson had already been in contact with CSW Resilience Team. It was agreed to explore this further with the acting Village Manager, Ms Rigby.</p>
<p>RECREATION GROUND- VARIOUS</p>	<p>The Clerk reported as follows:</p> <ul style="list-style-type: none"> • Follow up Annual Playground Inspection action points- Some points have been addressed by Kompan. Cllr Clark has assessed and addressed several minor points. Limebridge Rural Services Ltd have quoted for others (see below). Clerk requested, and approval was given, to contact Richard Kabilski who does minor playground equipment repairs (for Alcester Town Council) to have a look at replacing chain links and securing loose fixings etc • Hedgerow behind the Huff Cap/ Forever Autumn- This is now very overgrown and is encroaching on the access area at the five-bar gate to Forever Autumn (emergency route onto Spernal Lane). Clerk to contact Limebridge Rural Services Ltd for a quote to cut back the hedgerow • Limebridge Rural Services Ltd- A quote of £565.00 ex VAT for the following works was agreed by email ahead of the meeting: <ul style="list-style-type: none"> ○ To supply and install three new rubber safety mats between the Wonky Wood and Parcour, one mat for the slide and two more for the swings ie six new mats of 1.5 X 1m X 23mm thick rubber safety mats.

	<ul style="list-style-type: none"> ○ Pressure wash the Multi play with detergent and dispose of all arisings ● Permanent notices for the Recreation Ground- A quote of £357.51 ex VAT was approved for two free standing signs mounted on a single pole for the School Road and Nightingale Close entrances. A 50% deposit was payable at the point of order. Delivery is anticipated w/c 26 November. A quote of £60 ex VAT from Airtay to install the signs was approved. Signage location to be finalised. ● Kompan- The retention monies of £2,000 have now been paid to Kompan following delivery and installation of a fence-fitted play panel (Tumble Ball) and some scarifying and re-seeding of the site. ● HAGS Tango swing seat- The Clerk established with HAGS that it was not possible to fit their Tango swing seat to the cradle swings in the Toddler Area for Health and Safety reasons. There was not enough distance between the play surface and the top bar pf the cradle swings which is a real shame. ● Tree Management Protocol- Both Cllr P Clark and the Clerk surveyed the Recreation Ground in terms of trees owned and managed by the Parish Council. It was difficult to make an exact calculation as some trees, particularly on the norther boundary, form part of the hedgerow. It was thought that there are approximately 40 trees. It was agreed that the Clerk would draft a Tree Management Protocol for the January meeting
WINTER NEWSLETTER	It was agreed Clerk would publish her final winter newsletter. This will include an article on planning. The Clerk invited other article submissions.
PARISH COUNCIL MEETING DATES 2019	It was agreed that the Clerk would investigate whether Great Alne Primary School would be available on the 3 rd Wednesday of the month in 2019 for Parish Council meetings. The proposed date for the next meeting would therefore be 16 January 2019. Clerk to confirm.
PARISH ASSEMBLY 2019	Due to the district and parish council elections on 2 May 2019, and the Bank Holiday, the Parish Assembly would need to be held between 13 May and 1 June 2019. Saturdays that fall within this period include 18 and 27 May- the latter being a Bank Holiday weekend. Clerk to make enquiries about availability of the Memorial Hall for these dates for a Community Coffee Morning where clubs and societies would be invited to speak.
DRAFT BUDGET 2019-20	<p>A Budget Summary document spanning 2017-2020 was made publicly available on the Parish Council website prior to the meeting.</p> <p>The Parish Council requested a precept of £18,120 from Stratford on Avon District Council for 2018/19 (precept and Council Tax Support grant) and has spent approximately 62% to date.</p> <p>At September 2018 the rate of inflation (CPI) was 2.4%.</p> <p>Draft figures for 2019/20 (approximately £19,706) were generally based on anticipated spend for this financial year plus an allowance of 2% inflation. The Chair commented that the budget figures were 9% higher than last year and that adjustments would need to be made to reduce this figure. The Clerk suggested that the Street Lighting reserves allowance of £1000 could be omitted as we already had a healthy figure of £5,750 ring fenced. It was agreed that perhaps any surplus funds at year end could subsequently be transferred to Street Lighting reserves.</p> <p>Anticipated 2019 election costs (Contingencies) were in line with likely figures.</p> <p>The Clerk will revise the budget and the Parish Council will finalise the budget/precept at the January 2019 meeting.</p>
CHT- EMERGENCY PHONE RENTAL FEE	The Parish Council approved payment of £60 for the annual rental fee for the Emergency phone which is adjacent to the defibrillator in the phone kiosk on School Road. This is year 2 of a 4year agreement.
ICO- ANNUAL DATA PROTECTION FEE	<p>The Parish Council approved payment of £40 for the annual data protection fee.</p> <p>As a data controller under the Data Protection Act 1998 (DPA98) the Parish Council's registration expires on 20/12/2018 and it is legally required to renew. There have been changes to the law.</p> <p>Due to the data protection regime in force from 25 May 2018, the Parish Council is no longer required to 'notify' or pay a fee under the DPA98 but is required to pay a new data protection fee under the Data Protection (Charges and Information) Regulations 2018. Under the new regulations, the Parish Council must still pay an annual fee, and due to our size/turnover, this will now be £40. VAT is nil in all cases.</p>
CLERK'S HOLIDAY PAY	The Clerk's holiday pay from 1 May- 31 October 2018 was agreed.

VACANCY CLERK & RFO

It was with much sadness and regret that the Clerk tendered her resignation on 1 November 2018- a role that she has so very much enjoyed. She has given a notice period of 3 months. The post was advertised in the Midweek Herald on Tuesday 13 November. Advertisements were also published on village noticeboards, the Parish Council website, WALC's website and via Alcester Town Council's Facebook and Twitter accounts. The Clerk had received several enquiries about the role and had forwarded further information and the job description on request. Closing date for applications is Friday 30 November.
It was requested that the Clerk minute the thanks expressed by the meeting for her work.

PLANS

Reference	Received	Status	Address
<u>18/03249/TREE</u>	2/11/2018	Pending Consideration	Juniper Henley Road Great Alne B49 6HX
<u>18/03176/TREE</u>	26/10/2018	Pending Consideration	2 Gunn Court Park Lane Great Alne Alcester B49 6HS
<u>18/02828/FUL</u>	24/9/2018	Pending Consideration	The Old Post Office Henley Road Great Alne B49 6HX
<u>18/02829/LBC</u>	24/9/2018	Pending Consideration	The Old Post Office Henley Road Great Alne B49 6HX
<u>18/02679/FUL</u>	11/9/2018	Application Withdrawn	Long House Park Lane Great Alne B49 6HS
<u>18/02517/FUL</u>	24/8/2018	Permission with conditions	1 New End Cottages Sperrall Lane Great Alne Alcester B49 6HZ
<u>18/02208/LDP</u>	25/7/2018	Pending Consideration	Broadlane Cottage Sperrall Lane Great Alne B49 6JD
<u>18/02033/FUL</u>	10/7/2018	Permission with conditions	Wood Farm Carmore Hill Village Road Great Alne B49 6JB
<u>8/01419/VARY</u>	16/5/2018	Variation Permitted with Conditions	Dan Skelton Racing Lodge Hill Shelfield Green Alcester B49 6JR

There were two interim planning applications considered between September and November meetings- **18/02828/FUL & 18/02829/LBC- The Old Post Office Henley Road** (Proposed: Erection of single-storey rear extension). A submission of **objection** was lodged as it was felt that the new proposal would appear to be of a less desirable design than the original one. The proposed lean-to addition is not in keeping with the rest of the property.

At the Parish Council meeting this evening, the following decisions were reached:

18/03249/TREE-Juniper Henley Road (Proposed: -T1: Ash tree: 3 metre crown reduction and dead wood removal). **Holding objection** returned as insufficient detail provided with the consultation to be able to make an informed decision. There does not appear to be an application form, any location plan or rationale for crown reduction or dead wood removal. The Parish Council would be happy to review its decision once the appropriate documentation is available online.

18/03176/TREE- 2 Gunn Court Park Lane (Proposed: T1 - crab apple - Reduce in height and spread from approx 5 metres to 3.5 metres T2 - amelanchier - Reduce in height and spread from approx 4 metres to 3.25 metres T3 - copper beech - Reduce in height from approx 8 metres to 2 metres T4 - willow – Fell). **No objection.**

The Parish Council had been updated with respect to the planning application in a neighbouring parish- **18/01242/FUL- Land Off Croft Lane Stratford Road Alcester** (Proposed: Development of a standby gas-powered generation facility, incorporating access road, security fence, acoustic fence, gas generators and associated infrastructure [temporary 25year permission]. The Parish Council has received various updates with respect to this controversial planning application. The most recent being that the applicant has withdrawn the application following notification from SDC that the application was likely to be refused.

<p>ACCOUNTS</p>	<p>The Bank Reconciliation page of the Accounts, Financial Statement, Progress against budget and Parish Council Expenses over £100 for the year to date were uploaded to the Parish Council website ahead of the meeting- see Parish Council/ Associated Meeting Papers page.</p> <p>Precept received from SDC for £9,060 on 27 September 2018.</p> <p>Direct debits to EoN for Invoices dated:</p> <table border="0"> <tr> <td>H1651D13C4- 2 October 2018</td> <td>DD</td> <td>£144.48</td> </tr> <tr> <td>H16731FC9A- 2 November 2018</td> <td>DD</td> <td>£149.30</td> </tr> </table> <ul style="list-style-type: none"> • Limebridge Rural Services Ltd Inv no.1037- mowing #200156 £184.52 • Limebridge Rural Services Ltd Inv no.1078- mowing #200150 £373.94 • Kompan Inv No SI224819- retention paid re O/S play equipment #101251 £2000.00 • Clerk's holiday pay 1 May- 31 October 2018 #200145 £409.80 • Cllr P Clark- Reimbursement telephone kiosk- minor repairs #200151 £29.50 • Braz Harwood Ltd- Inv no. 1034-deposit- signs playground #200147 £214.51 • Herald Publishing- Inv no. 3947 Midweek advert Clerk/RFO #200148 £206.93 • Community Heartbeat Trust- annual Emergency phone rental fee #200152 £60.00 • ICO- annual data protection fee #200153 £40.00 • H M Revenue & Customs- Employee NICs #200142 £13.18 • H M Revenue & Customs- Employer NICs #200143 £15.15 • CPRE- Annual Membership Subscription #200154 £36.00 • CPRE- Donation- Autumn Appeal #200155 £50.00 • Parish Clerk's wages & expenses: including September 2018, £543.00 (wages); £30.39 (expenses) #101250 £573.39 October 2018, £388.82 (wages); £17.85 (expenses) # 200144 £406.67 <p>Void cheques to date 200116, 200126, 101246, 101247, 200146, 200149 & cancelled cheque 200101</p> <p>Bank Account Balances @ 21 October 2018: Community Account: £34,487.47 Business Money Matters: £8,202.74</p>	H1651D13C4- 2 October 2018	DD	£144.48	H16731FC9A- 2 November 2018	DD	£149.30
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<p>CORRESPONDENCE</p>	<ul style="list-style-type: none"> • Mr P Grafton, Stratford on Avon District Council- SDC Model Code of Conduct-Linked Documents-Social Media Policy (email- see Main Business above) • Royal Mail- Freepost Scam Mail- Request to raise awareness in the community through Parish Council newsletter. <i>Poster enclosed which Clerk put on noticeboards and on website. Will also include in Winter newsletter</i> • HMRC- New online service to claim a VAT refund as an organisation not registered for VAT (known as a VAT 126 claim) • WALC- Notice of AGM- Saturday 17 November 2018 Shire Hall Warwick at 9.30am- 12.45pm • Mr M Davey, Chair Great Alne & Kinwarton Memorial Hall Management Committee- Invitation to Formal Opening and Service of Dedication- The Great War- Armistice Centenary Memorial Garden 10.30am Saturday 20 October 2018 • WCC Highways, Rights of Way Team- Authorisation for earth bund on Uroute Spenal-Coughton Fields Lane (email- see Main Business above) • CPRE- Invitation to AGM Friday 2 November The Lord Leycester Hospital Warwick at 6pm • WCC- Winter Service in Warwickshire 2018/19 (given to Cllr Clark) • WCC- Regulation 19 Town and Country Planning (Local Planning) (England) Regulations 2012: Warwickshire Minerals Plan Publication Consultation (2018)- Consultation period runs from 31 October- 12 December 2018- invitation to comment (CD enclosed). <i>Clerk to scan covering letter and sent to Chair</i> • The Mother Huff Cap- Update on The Mother Huff Cap- letter of introduction. <i>Clerk acknowledged letter, inviting new owners to attend the mtg. However, currently the pub is still closed- apparently awaiting a transfer in Premises Licence Holder.</i> <p>The next Meeting will be held on Wednesday 16 January 2019 at Great Alne Primary School at 7pm</p> <p style="text-align: right;">Meeting finished at 9.30pm</p>						