

Meeting of Great Alne Parish Council was held at 7pm on Tuesday 15 July 2025 at The Conservatory, Maudslay House, Great Alne Park, Henley Road, B49 6HX.

PRESENT	<p>Cllr Lynn Bowring, Cllr Ian Millard, Cllr Louise Bennett and Cllr Ian Taylor. Mrs Kyla Brown, Executive Officer for GAPC also attended.</p> <p>7 members of the public in attendance.</p>
1. APOLOGIES FOR ABSENCE	None.
2. DECLARATION OF INTERESTS	None.
3. TO CONFIRM MINUTES FROM THE MAY 2025 PC MEETING	Minutes from the May 2025 Parish Council Meeting were approved by the Councillors.
4. TO CONFIRM MINUTES FROM THE MAY 2025 PARISH ASSEMBLY MEETING	Minutes from the May 2025 Parish Assembly Meeting were approved by the Councillors
<i>ACTION: Minutes to be signed by the Chairman and filed by the Executive Officer.</i>	
5.	<u>OPEN FORUM</u>
a. Representations from residents	<p>The Executive Officer confirmed there had been one written representation – relating to the affordable housing process. The query is whether if other sites - in addition to the long list originally considered - came to light as possible options for the affordable housing project when that restarts, they would also be included for consideration? The Chair responded that there is a theoretical possibility that other sites are put forward, and any such sites would be considered along with the existing list of sites.</p>
b. Alcester South SNT & crime statistics update	<p>The Executive Officer provided an update on the latest Alcester SNT report. There is nothing to report specific to Great Alne but there have been a number of burglaries in Alcester and Studley with reports of suspicious activity or behaviour in the surrounding villages. There have also been an increasing number of cars stolen by keyless entry. A full copy of the weekly crime statistics and update is available from the Executive Officer on request.</p>
c. County Councillor's Report	<p>The new County Councillor, Mr Luke Cooper, was due to attend the meeting. The Chair deferred the County Councillor's Report until he arrived. On his arrival, Cllr Cooper provided a hard copy of his report to the Executive Officer (Annex 1) and summarised his report to the councillors.</p> <p>At the end of Cllr Cooper's report, Cllr Millard explained that we currently have a list of proposed traffic calming measures outstanding with WCC. We have been trying to get this</p>

	<p>list approved since March 2023. Cllr Kerridge had ringfenced £10,000 of his delegated Highways Budget to traffic calming in Great Alne. Graham Stanley in the Road Safety Unit knows this money is ringfenced. We are still trying to agree with WCC what is needed and what will be approved. We are trying to establish whether the £10,000 will cover our wish list. Cllr Millard asked Cllr Cooper if he would follow up with Graham Stanley in WCC Highways so that we can get this project moving. [<i>During the course of the evening, Cllr Cooper sent an email to Graham Stanley reiterating the above points and seeking an update.</i>]</p> <p>Cllr Taylor also updated Cllr Cooper on where we are with flooding. He said it would be helpful if Cllr Cooper could lean on Highways so that we know what's going on, what work is planned to be done and when. There are key areas of work that still need doing.</p> <p>The Chair reiterated that GAPC's biggest issue with WCC is the serious lack of communication.</p>
<p>d. District Councillor's Report</p>	<p>Cllr Holmes was unable to attend the meeting this evening. He did not provide an updated Report to the Executive Officer.</p>
<p>e. GAKMH parish councillor representative's report</p>	<p>Cllr Millard provided the following update on the Memorial Hall:</p> <ul style="list-style-type: none"> • Meeting held between GAPC, GAKMH and the Architect for new owner of Social Club premises & discussions over proposed plans to turn into a residential building (current plan is x4 one-bedroom Flats). There will be no amendments to the existing footprint. No planning applications have yet been submitted. • Grass Cutting changes all approved & siting of green bins at Memorial Hall were agreed. • Very Successful village BBQ – over £1100 profit made • Hall Frontage is being painted in June/July • Key Dates: Village Produce Show - 2.00pm Saturday 30 August Macmillan Coffee Morning - 10.00am Saturday 20 September Art Exhibition - 10.00am Saturday 8 November Christmas Coffee Morning & Bazaar -10.00am Sat 29 Nov Christmas is Coming! -5,30pm Sunday 7th December Christmas Party - 7.30pm Fri 12 Dec
<p>f. Update on Great Alne Park</p>	<p>Adam Hall, General Manager at Great Alne Park provided an update to the Executive Officer in which he confirmed they have achieved handover and practical completion of Phase Three. There are some outstanding landscaping works which will be completed late autumn as it's a little too warm to continue at the moment.</p> <p>The gates have been installed, however will remain open until further works on automation are completed, which is TBC.</p>
<p>g. Climate Action Group update</p>	<p>The Executive Officer confirmed that feedback reports have provided to SDC's Climate Team following expenditure of the SDC CCCF funding and are due to be uploaded to the SDC website. The Executive Officer is keen to hold the next Climate Action Group meeting soon and will circulate dates to the team after the summer holidays.</p>

<p>6</p> <p>a. Flooding and Highways</p> <p>b. Footpaths Project</p> <p>c. Community Speed Watch / Road Safety</p> <p>6b. Recreation Ground and defibrillator</p> <p>a) Coronation Copse and Community Orchard</p>	<p>MATTERS ARISING</p> <p><u>General Maintenance Update</u></p> <p>Please refer to the report provided by Cllr Taylor at Annex 2.</p> <p>Cllr Taylor provided a summary review of the work carried out by the Flood Action Group (FLAG) since the last meeting.</p> <p>WCC Highways completed their outstanding highways works in March. There has been no rain since to test the efficacy of works completed. There have been no recent incidents of flooding.</p> <p>Residents may notice more yellow paint markings on some of the kerbstones and highways. This will be the next phase of works. WCC has allocated some additional funding to Great Alne for remedial works over the coming year. We understand these will be on Sernal Lane, Alne Cote Corner and Henley Road, although we do not have a timeframe yet.</p> <p>With regard to recent works on Pelham Lane – these have mainly constituted piling in the ditch to shore up the banks. Councillors were expecting more work than this to be done – they were on site for 2 days as opposed the 3 weeks expected. The ditch is considered to be dangerous the way it has been left and engagement is required with WCC Highways to establish what needs to be done to finish the job and when it will be done.</p> <p>A comprehensive update on the Footpaths project was prepared by Bob Larbey, lead volunteer, for the Parish Assembly on 13 May 2025. A copy of this update is available on the GAPC website or from the Executive Officer.</p> <p>The Executive Officer confirmed that a large number of way marker posts are currently being installed as the weather is favourable. These will have yellow painted tops with directional disks.</p> <p>Cllr Millard provided his update since the last meeting. Please see Annex 3 – the following is a summary:</p> <ul style="list-style-type: none"> • Speedwatch sessions remain weekly • 1 additional volunteer has been obtained to join the CSWG • A full detailed plan for proposed traffic calming measures was submitted in June to WCC for support of Local Councillor/Highways/Police. We have not had any feedback yet. <p>Please see Annex 4 – the following is a summary:</p> <ul style="list-style-type: none"> • There are no issues with the defibrillator. • There are new signs at either end of the footpath in the park, containing updated information for the public including what three words location reference. • The sign for the Community Orchard has been installed next to the orchard by the path. • The long grass has been strimmed around the trees in the copse to assist with watering. Mulching of the trees has also been done. • There is currently no water in the IBC tanks due to the lack of rain. Any water that was in there has been used. • We were provided with some watering cans as part of the WCC funding for the Orchard project – we need to get these down to the rainwater harvesting structure and secured.
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<p>7.</p> <p>a. Grounds maintenance contract renewal</p> <p>b. GAPC insurance renewal</p> <p>c. Update on External Audit 2024/2025</p> <p>d. Parish Councillor Vacancy</p> <p>e. Update on works at former Social Club</p> <p>f. Chatty Café Update</p>	<p>MAIN BUSINESS</p> <p><u>FOR INFORMATION AND DISCUSSION</u></p> <p>The Executive Officer confirmed that she had received three quotes for the grounds maintenance in the village. The contractor will be mowing the playing field fortnightly, (excluding the copse and orchard), the verges will be mown monthly – specifically those in the 50mph speed zone and one of the verges on Sernal Lane that doesn't have a footpath. The parish lengthsman will be mowing the GAKMH fortnightly and the verges in the 30mph zone in the main village. Councillors commented on what a great job Richard is doing for us as lengthsman and noted that a number of residents have commented on the good work he is doing and what a difference it is making.</p> <p>Councillors had confirmed in writing between meetings that they approved the contract being awarded to Thomas Fox. The Executive Officer has sent Thomas Fox a draft contract for review. The prices for the 2026/27 mowing season will need to be reviewed at budget time in October / November.</p> <p>The Executive Officer confirmed that following receipt of three quotes, councillors had confirmed in writing that they wished to enter a new three-year contract with Ecclesiastical through Clear Councils. The Executive Officer thanked Cllr Millard for his support in the process and for assisting with obtaining quotes and reviewing documentation. Cllr Millard said that the Ecclesiastical policy represents good value for money for the cover offere and provides excellent cover for our volunteers and lengthsman.</p> <p>The Executive Officer confirmed that the 2024/25 audit was submitted to Moore, the external auditor, on 23 May 2025. There has been one enquiry requesting a breakdown of income received for both the 2023/24 and 2024/25 financial years, which was provided on 24 June 2025. There may well be further enquiries to follow.</p> <p>The Executive Officer explained that any co-option for the Parish Councillor vacancy would be on hold until the draft Co-option Policy had been adopted by full council. This is important to ensure what we are doing is in accordance with best practice and procedure.</p> <p>Cllr Millard has explained in his GAKMH update above on the recent meeting held with the new owners' architect and the proposed plans for the former Social Club. He added that there are currently no significant issues in terms of the appearance of the building. There is a proposal for a fenced-in garden area so as not to impinge on GAKMH's garden area. The key aspect for GAKMH is to ensure the work is done properly so as to prevent subsequent issues if it is left in its current state. The Chair added that we will not know exactly what is proposed until we see the plans submitted to SDC. Any proposals to rent out the one-bedroom apartments will need to adhere to private rental restrictions. Breach of normal environmental conditions and rules would be obvious in that very visible and central location.</p> <p>The Executive Officer stated that Chatty Café would be having a break over the summer months. Numbers have been low since the restart of the sessions in April. There is little point expecting volunteers to attend over the summer when there are less likely to be</p>
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<p>g. Progress on Church shed project</p>	<p>additional attendees. Hopefully by the autumn we may be able to look at providing a light lunch again like last year. We need to advertise widely to let residents know, including in a newsletter by October.</p> <p>The Executive Officer confirmed that the team of volunteers had started working on the plans to replace the shed at the Church. Due to the Church being in the Conservation Area, a planning application has been submitted for the new shed as it is slightly larger and made of metal. An application has also been submitted to remove the self-seeding elder tree that is located at the back of the shed between the back wall and the shed base. The shed will partly be used to house lengthsman equipment and for parish council storage. There needs to be careful monitoring of who has a key and clear guidance on who uses what equipment etc.</p> <p><u>FOR DECISION/ APPROVAL/ACTION</u></p>
<p>h. Consideration and approval of Commemorative Bench Scheme Policy</p>	<p>Prior to the meeting, Cllr Bennett circulated a draft Commemorative Bench Scheme Policy for consideration. The Councillors agreed this was a good idea for those in the village who have lived here to commemorate loved ones, especially now we have the copse and orchard. Following a lengthy discussion about various aspects including number of designs to choose from, what material the benches would be made from, would there be a specific size of plaque, who would cover ongoing maintenance costs, and at what point in the year would councillors review applications, it was agreed that all councillors would submit their comments to Cllr Bennett with a view to tweaking the draft and recirculating for further consideration.</p>
<p>i. Consideration and approval of Co-option Policy</p>	<p>The Executive Officer circulated a draft Co-option Policy for consideration prior to the meeting. Councillors discussed the draft and felt that the differences between election and co-option process needed to be clearer. The Chair is going to review the document and work on a revised draft with the Executive Officer.</p>
<p>j. Domain name emails – approval of quote and how to proceed</p>	<p>The Executive Officer has obtained three quotes from companies that can provide domain name emails for the Parish Council. These quotes have been shared with councillors. The Executive Officer recommended proceeding with Cuttlefish as the quote was very competitive, they can provide 25MB storage for inboxes and can migrate existing email accounts for a very low cost. Councillors approved using Cuttlefish.</p>
<p>k. Local Government Reform including GAPC involvement in small working group – agreement of allocation of councillors</p>	<p>The Chair provided a summary of the proposals for Local Government Reform and Devolution. This is a plan to abolish county and district councils across the UK and create unitary authorities (ie merge councils). Central Government is expecting councils to become increasingly involved and closer to the communities they serve. The problem is that they want councils to form into unitary authorities quickly and without guidance on how to do it.</p> <p>Government has asked for submission of proposals by November 2025. There are a range of options being considered. A working group of local councils has been set up to help drive this process – this currently consists of 11 out of 220 town and parish councils in Warwickshire – so more representatives are needed. As the implications are significant for small councils, Great Alne PC wants to be involved in this working group. The question for</p>

8. Planning applications

Great Alne councillors is whether they agree that we should get involved in the group, and if so, who does it?

GAPC will need to work in partnership with other small councils or with larger partners, such as town councils, working as a hub as they have greater resources and capacity. There needs to be a degree of standardisation that we would be happy with.

There is no clarity on the proposals so far but there are two possible ways forward for a new unitary authority:

- a. A single unitary council of approximately 500,000 residents; or
- b. 2 smaller unitary councils – North Warwickshire and South Warwickshire.

This structure has implications on local democracy – one unitary authority means those responsible are more remote. If it's two, those responsible will be geographically closer and the officers and councillors will be more familiar with the specific issues facing the different areas.

The Chair asked the councillors whether they are happy for GAPC to be involved, even though we don't know the level of commitment yet. It is going to be a challenge as well as an opportunity. All four councillors confirmed their willingness to be engaged with this working group and were happy to be considered for the task, so it was agreed that this would be a joint task, and all councillors would be involved. It is hoped that further feedback will be available at the next meeting, Councillors also suggested requesting a 'back to basics' approach so all level of parish councils can understand what's going on and what proposals have been put forward.

PLANNING

Between meetings, GAPC has submitted the following responses (further to email meetings):

- NO REPRESENTATION for application [25/01493/TREE](#) – St Mary Magdalene's Church, Henley Road, Great Alne
- In relation to the Planning Inspectorate case regarding 25/00285/FUL (Dan Skelton Racing), GAPC did not wish to change its original submission of NO OBJECTION and does not wish to amend or withdraw its submission, so no further comments have been submitted.

The following are the planning applications recently submitted in the parish of Great Alne and their current status.

Any yellow highlighted applications are still to be determined, with submissions to SDC yet to be completed

Reference	Received	Status	Address
25/00014/TEL28	06/01/2025	Comments Sent	Outside 39 School Road Great Alne Alcester B49 6HQ
25/00277/LDP	06/02/2025	Application Withdrawn	Great Alne and Kinwarton Memorial Hall Henley Road Great Alne Alcester B49 6HL

25/00285/FUL Appeal	06/02/2025	Planning Permission Refused	Dan Skelton Racing Lodge Hill Shelfield Green Alcester B49 6JR
25/00796/LBC	28/03/2025	Listed Building Consent Approved	Alne Cote School Road Great Alne Alcester B49 6HG
25/00795/FUL	28/03/2025	Permission with Conditions	Alne Cote School Road Great Alne Alcester B49 6HG
25/00793/LBC	28/03/2025	Listed Building Consent Approved	Alne Cote School Road Great Alne Alcester B49 6HG
25/00792/FUL	28/03/2025	Permission with Conditions	Alne Cote School Road Great Alne Alcester B49 6HG
25/01017/TPO	23/04/2025	Tree Preservation Order - Approved Works	Plantation Wood Henley Road Great Alne
25/01358/AMD	06/06/2025	Pending Consideration	Maudslay Park Great Alne
25/01397/LBC	11/06/2025	Pending Consideration	8 Mill Cottage Henley Road Great Alne Alcester B49 6HX
25/01493/TREE	18/06/2025	Pending Consideration	St Mary Magdalene's Church Henley Road Great Alne Alcester B49 6HR
25/01529/AMD	26/06/2025	Pending Consideration	Maudslay Park Great Alne

With regard to **25/01397/LBC, 8 Mill Cottage, Henley Road, Great Alne B49 6HX-** Councillors agreed to make a submission of NO REPRESENTATION. Despite the property being on the edge of the conservation area, the works are all internal. There are significant technical elements involved in this application, so it was agreed that the case officers are best placed to consider any relevant issues.

Planning appeal: Further consideration was given to the following appeal before the Planning Inspectorate:

<p>9.</p> <p>a. Progress against budget report</p> <p>b. Accounts information</p>	<p>The Barn, School Road, Great Alne-</p> <ul style="list-style-type: none"> • <u>Planning Appeal DISCN/00092/25</u> <ul style="list-style-type: none"> ○ This is an appeal against discharge of condition 2 - Hard and Soft landscaping of planning permission 22/03629/COUQ. • <u>Planning Appeal DISCN/00093/25</u> <ul style="list-style-type: none"> ○ Discharge of condition 3 - Materials of planning permission 22/03629/COUQ. • GAPC previously submitted a response of No Representation to this application. <ul style="list-style-type: none"> ○ https://apps.stratford.gov.uk/eplanningv2/AppDetail/DocumentsV2/3f883503-0650-c2a0-9ff7-08dc70c2ff70 <p>Councillors agreed that for both grounds the following response should be submitted: 'We see no reason why the applicant cannot adhere to the original conditions as set down by SDC in its original decision in relation to planning application 22/03629/CouQ.'</p> <p><u>ACCOUNTS</u></p> <p>The Executive Office provided a summary of the progress against budget report. There is nothing to note of any concern.</p> <p>The following is a list of invoices and payments presented for authorisation and paid since the last PC meeting. Any blue cells represent payments set up to be authorised by a second bank signatory – which were duly authorised by the second signatory before the meeting.</p> <table border="1" data-bbox="513 1077 1505 1966"> <tr> <td>1.5.25</td> <td>npower electricity supply Inv IN13058070</td> <td>214.25</td> </tr> <tr> <td>18.5.25</td> <td>Internal auditor fee- Eleanor Choudry</td> <td>390.00</td> </tr> <tr> <td>20.5.25</td> <td>Inkberrow Services Ltd Inv 11137 (A Smith for kissing gates and posts installation)- to be reimbursed from s106 fuds held by WCC</td> <td>1300.00</td> </tr> <tr> <td>22.5.25</td> <td>Groundforce Environmental Ltd (Inv -5148) Reconditioned Lawnmower (Toro)</td> <td>450.47</td> </tr> <tr> <td>30.5.25</td> <td>Clear Councils - Local councils insurance renewal</td> <td>803.12</td> </tr> <tr> <td>31.5.25</td> <td>Unity Trust Bank service fee</td> <td>7.20</td> </tr> <tr> <td>1.6.25</td> <td>Scribe software (Starboard Systems Ltd) Invoice 10819)</td> <td>43.20</td> </tr> <tr> <td>4.6.25</td> <td>npower electricity supply Inv IN13265570 (1 -31 May 2025)</td> <td>215.73</td> </tr> <tr> <td>17.6.25</td> <td>Clerk's wages for June 2025</td> <td>N/A</td> </tr> <tr> <td>17.6.25</td> <td>Clerk's expenses for June 2025</td> <td>243.71</td> </tr> <tr> <td>17.6.25</td> <td>HMRC payment. Income tax =£34.20, E'ees NICS = £7.91, E'ers NICS= £109.48. Total for tax period 3 = £151.59</td> <td>151.59</td> </tr> </table>	1.5.25	npower electricity supply Inv IN13058070	214.25	18.5.25	Internal auditor fee- Eleanor Choudry	390.00	20.5.25	Inkberrow Services Ltd Inv 11137 (A Smith for kissing gates and posts installation)- to be reimbursed from s106 fuds held by WCC	1300.00	22.5.25	Groundforce Environmental Ltd (Inv -5148) Reconditioned Lawnmower (Toro)	450.47	30.5.25	Clear Councils - Local councils insurance renewal	803.12	31.5.25	Unity Trust Bank service fee	7.20	1.6.25	Scribe software (Starboard Systems Ltd) Invoice 10819)	43.20	4.6.25	npower electricity supply Inv IN13265570 (1 -31 May 2025)	215.73	17.6.25	Clerk's wages for June 2025	N/A	17.6.25	Clerk's expenses for June 2025	243.71	17.6.25	HMRC payment. Income tax =£34.20, E'ees NICS = £7.91, E'ers NICS= £109.48. Total for tax period 3 = £151.59	151.59
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17.6.25	Timesheet for lengthsman Richard Gardner - May 2025 (30hrs x £12.21 = £366.30)	366.30
17.6.25	Lengthsman expenses- fuel for mower, hard hat, gloves, summer hi vis and new mower blade	70.88
17.6.25	Executive officer expenses - councillor advert in Stratford Herald, Mountfield petrol blower / vacuum	419.99
25.6.25	Expenses to Cllr L Bennett - NN Postfix x 20kg	6.99
27.6.25	Great Alne Park - function room hire for PC meeting (May) Inv 013904	35.00
27.6.25	Great Alne Park - function room hire for PC meeting (July) Inv 013986	35.00
1.7.25	Scribe software (Starboard Systems Ltd) Invoice 11140	43.20
8.7.25	The Sign Shed - park signage Inv SI-104605 Ref SHED784407	200.71
10.7.25	Timesheet for lengthsman Richard Gardner - June 2025 (30hrs x £12.21 = £366.30)	366.30
10.7.25	Lengthsman expenses- fuel for mower and jerry can	23.27
10.7.25	Clerk's wages for July 2025	N/A
10.7.25	Clerk's expenses for July 2025	46.38
10.7.25	HMRC payment. Income tax =£103.40, E'ees NICS = £35.59, E'ers NICS= £161.38. Total for tax period 4 = £300.37	300.37

Councillors approved the payments list.

- **Bank Account Balances @ 30 June 2025: £43,195.11**
 - Unity Trust Current Account T1 ending 0348: **£4,643.85**
 - Unity Trust Instant Access Account (reserves) ending 0351: **£38,551.26**
- **Money In:**

12.06.25	CIL Payment June 25 (Cutler's Farm)	£180
17.6.25	Reimbursement of expenses paid to Andrew Smith for the recent installation of kissing gates/ reimbursement for footpaths expenditure - s106	£1300
30.6.25	Credit interest	£222.12
	TOTAL	1702.12

