

UPPER LIGHTHORNE PARISH COUNCIL

Clerk: Miss Sahira Hanif

Tel: 07733209296

Email: clerk@upperlighthorneparishcouncil.co.uk

Minutes of a meeting of the Parish Council held on Thursday 6th June 2024 @ 7pm at Lighthorne Heath Village Hall

Present: Cllr Ben Robinson (Chair)

Cllr Angie Marian

Cllr Michael Perks

Cllr Martin Lea

Cllr Scott Goodman

Cllr David Murphy

In attendance: Clerk, Emma Hills (Community Champion)

(Meeting started at 7.03pm)

306. Apologies for Absence - Cllr Nangia

307. Welcome to new Chair/Vice Chair – Welcomed new Chair, Cllr Ben Robinson and new Vice Chair, Cllr Angie Marian

308. Public forum (15 minutes) 4 members of the public present

One member of the public mentioned issues regarding an overgrown tree. It was discussed that this tree was likely owned by the SDC. **SDC will be contacted by the PC.** Another plumb tree was mentioned, which is owned by the PC on the roundabout off South crescent and Marston Ave. This tree is overhanging and requires pruning back. **Clerk to contact Thomas Fox to complete this job.**

The same member of the public also mentioned issues of rubbish outside of the shop. The litter is being picked up by the village litter picker. Cllr Robinson mentioned that Cllr Scorer and Cllr Mills are in contact with the shop and an update to be provided once they arrive at today's meeting

Another member of the public mentioned that 30mph speed signs are covered by tree branches at Southam Crescent. In addition, the speed sign at Birdhaven is not visible enough. The same member of the public mentioned the grass around Aston Martin had not been cut. The PC informed that this area was not owned by the PC and that the member of the public would need to contact Street Scene at the SDC. **Clerk to contact Street Scene regarding the speed signs.**

The same member of the public asked for an update on the helipad situation. Cllr Robinson mentioned regarding the first helipad, that he was going to write a letter with a section for public review. This will then be sent to Aston Martin. There have been no further developments on the second helipad. **Cllr Robinson mentioned that Cllr Mills will provide an update once he arrives today. In addition, Cllr Robinson mentioned he will add pressure via trust pilot too**

Another member of the public mentioned speed bumps on the main road are wearing down. The PC discussed this further and was concluded Cllr Mills could advise on this. **Cllr Mills to advise once he arrives at today's meeting**

309. To receive declarations of interest from Councillors on items on the agenda - none

310. Approval of the Minutes of the meetings held on 7th March 2024, 9th May 2024 and 22nd May 2024 as an accurate representation of the meetings - Approved

311. Community Champion (Emma Hills)

- a. *Update on where the Orchard will be placed in Upper Lighthorne* – Emma mentioned that this will be on the field near the school once confirmation/permission is given from the landowners. Emma went onto mention that she has some wildflowers, hedges and trees. The trees include plum, cherry and pear trees. Emma to have different groups involved to help maintain the trees/orchard including the resident's association
- b. *Speed Watch* - Emma mentioned there are 9 volunteers for the speed watch group and all will receive the appropriate training. Once trained, the Speed watch group will be answerable to the police and not the PC. Emma mentioned that a speed gun and high vis jackets were required. The Speed gun was discussed as to whether this could be loaned from the police with advice on calibration if required or to have the PC buy the speed gun. **PC to find out from the police as to what the best option is.**

Further discussions took place as to where the speed equipment would be stored. The Parish Council shed was suggested, and that the PC would oversee the equipment. **PC to provide a full update at the next PC meeting**

- c. *Neighborhood Watch* - Emma mentioned that there was an aim to set up 4 small Neighborhood watch groups across the whole parish. The PC discussed to see if there was a Neighborhood watch scheme in Lighthorne and what was involved in the set up. **Clerk to contact Lighthorne PC**
- d. *Residents' Association* – No update was possible as there was no representative tonight from the Residents Association. **An update to be given at the next PC meeting**
- e. *The Allotment Association* - No update was possible as there was no representation from the Resident's Association. However, Emma did mention that the Allotment Association was to have members from the church and the Parish. Further discussions took place as to any possible restrictions of the church being involved, particularly if there were to be any potential donations being made. **Clerk to check the process of having the church involved in the Allotment process**

312. Outstanding matters/actions from previous minutes

- a. *Update from Cllr Mills/Cllr Scorer regarding the litter bin outside the village shop* - Cllr Mills/Cllr Scorer to update
- b. *An update from Cllr Mills about the helipad* - Cllr Scorer/Cllr Mills to update
- c. *Update from Cllr Perks on the grass cutting areas and possible recommendations for grass cutting contract* - Cllr Perks mentioned that Thomas Fox had sent some information and photos were taken as some areas on the playing field were not able to be cut because of the works undertaken by Severn Trent. A member of the public also mentioned that although they understand that Thomas Fox does not take away the grass cuttings, would they be able to not to do this when the grass is wet as a lot of mess is left behind. Further discussions took place to see if Thomas Fox could take away the grass cuttings/rubbish. The PC discussed if the contract could be amended to accommodate this. **Clerk to send the grass cutting contract and any additional information to Cllr Perks to go over the contract and area's while showing Thomas Fox around the village**
- d. *Update from Clerk on costs for dog litter bins*- Agreed to purchase a bin as per SDC quote (£133 + VAT annual charge for once a week emptying of the bin). A location to be decided later
- e. *Update from Cllr Murphy regarding finalisation of grant/funding template* – completed and to remove from the agenda at the next meeting
- f. *Update from Clerk on IT support and set up of gov.uk emails for councillors per WALC* - Clerk and Cllr Robinson mentioned they attended a very informative meeting hosted by gov.uk. Other domains were contacted too to give quotes. The three suggested quotes (annual charge) are

£190, £120 + VAT and £129 annual charge for domain only from Midland Computers. However, this was with £150 annual charge for website and email hosting, and a one-off fee of £1520 for onboarding, which included migration of emails, set up of emails, website, and backups. The PC discussed the key points were for a secure and user-friendly domain and IT system. It was agreed that the Midland company would host for the PC. Cllr Robinson mentioned the quote could be revised as some of the features were not required. **Cllr Robinson to contact the Midland group and receive a revised quote and then to have the new domain set up. To update at the next PC meeting**

- g.* **Update on repairs to the wall on Marston Avenue** – All of the wall now repaired but it was discussed to have a levelling process to the entrance. Cllr Perks mentioned that the machinery used had caused a lot of loose stones that were being played with by local children. **Cllr Perks to find out about the levelling process and to keep a watch on any children throwing stones.**
- h.* **Update from Clerk regarding the removal of the fallen tree on the football field and separate quote to inspect the remaining trees on the playing field (See quote from tree contractor)** - All completed. Cllr Robinson mentioned the fencing where the tree fell was damaged but unsure if the fence is owned by the PC or SDC. **Cllr Perks to check and update**

313. Play Areas - Update from Cllr Marian and Community Champion on the investigation into the traffic calming measures along Leam Road by the SDC play area – This will be undertaken via Speed Watch group. **PC to update to be given at the next PC meeting**

314. Update from Cllr Marian of arranging repair work on the PC shed – No update **move to next Agenda**

315. Consideration of purchasing Community Notice boards per Cllr Murphy – Cllr Murphy will be in contact with developers at Taylor Wimpey, Bellway and the new shopping centre and/or the village shop. **Cllr Murphy will source three quotes and update at the next meeting**

316. Consideration of funds for the residents' association per Cllr Murphy - Discussions took place regarding which funds/pots can be accessed at the PC group Finance meeting on the 27th of June. **The PC will update at the next meeting**

317. Consideration of backdated pay for Clerk as working from home allowance has increased from £18 to £26 a month from April 23 to May 24 - Agreed

318. Consideration of holiday pay (10 hours a week) for Clerk - Agreed. Cllr Robinson also noted about the lack of speed of the job evaluation process and to request a refund from WALC for the job evaluation report

319. Update from Cllr Murphy on printing and distributing of recruitment flyer – To restart the recruitment to fill the vacant councillor post. **Cllr Murphy and Cllr Marian to post the flyers in Upper Lighthorne**

320. Update from PC regarding policies to adopt, mandatory and local (see report sent to all councillors from Clerk) - Cllr Robinson mentioned adding a Grant Awarding policy, Biodiversity Strategy Policy and a Community Engagement policy. All policies highlighted in green were agreed by the councillors to be updated and included in the ULPC policy file. Clerk to aim to update all policies before the summer. **Clerk to send all completed policies to the councillors before the next meeting and to add all completed policies at the next agenda**

321. Update by Cllr Perks of possible further works required on the playing field after SevernTrent has completed their contracted work – Cllr Perks mentioned was happy to leave the wall as it is. It was also noted by the councillors that a bollard has been ripped out near the proposed orchard area near the school. Photos have been taken by the councillors and a concerned neighbor has reported this to the police as criminal damage. The councillors have discussed this situation and will be keeping a watch as well as Cllr Robinson mentioning upgrading the fencing and security to avoid this type of situation in the future. **PC to update at the next meeting**

322. Update on s106 monies from Chair/Vice Chair – The PC are unsure of amount available. Cllr Robinson to contact the SDC as well as a team's meeting to be set up with ex Cllr Dandridge Brown, Chris Mills, Cllr Robinson and a SDC representative. **Clerk to email Cllr Robinson to set this up**

- 323. Internal Audit Report (PC has read and taken on recommendations from Internal Auditor) -**
recommendations noted and taken on board
- 324. Completion of AGAR forms 23/24 - Completed**
- 325. Correction on November 2023 minutes: Martin Phillips litter picking should say October 23 not September 2023 - Noted**
- 326. Consideration of a complaint from a parishioner for windy flag poles obscuring views on White Lias Way - Cllr Mills to update once arrives at today's meeting**
- 327. Consideration of complaint from parishioner where the access gate between land owned by AML and fencing of residential area's is broken and rubbish is being dumped there - It was discussed that this is potentially fly tipping. Cllr Robinson will make some enquiries and update at the next meeting**
- 328. Consideration of costs for six high vis jackets and a speed gun for Neighborhood Speed Watch team - see point 311 (b). Also to check the high vis jackets in the Village Hall shed for suitability and then purchase further jackets if required. Cllr Robinson to check the shed and update at the next meeting**
- 329. Consideration of road safety as per Cllr Robinson - As a result of speed watch to monitor main road through middle of village A4100. For the Speed Watch team to consider any improvements that can be made and to put forward a case for a further additional crossing. Cllr Robinson to update at the next meeting**
- 330. Consideration of WALC Charter – considered, noted and agreed all is fine. Clerk to email WALC stating no amendments from ULPC**
- 331. Consideration of new PC postal address and make changes where appropriate including on Google - Cllr Robinson to have his address as the PC address**
- 332. To nominate a new signatory for bank transactions and removal of ex Cllr Dandridge-Brown from the official bank account – Discussed and councillors will consider with an update of new signatory at the next PC meeting**
- 333. Civility and Respect Pledge – Councillors and Clerk to complete individually**
- 334. GLH**
- a. General update – Community Champion to update about the trees around the car park and children's centre - **Cllr Robinson to email Emma Hills**
 - b. Primary Healthcare – Cllr Mills to update - **Cllr Robinson to send information to councillors by email**
- 335. Report from County Councillor – Cllr Mills did not arrive for the meeting, but report sent to all councillors**
- 336. Report from District Councillor - Cllr Scorer did not arrive for the meeting, but report sent to all councillors**
- 337. Finance**
- a. To confirm the bank balances of £12,461.88 and £61,509.88 on 28.5.24
 - b. To approve the payments and receipts listed below:

Payments made using delegated authority:

Payments for March, April and May 2024

7.3.24	DCK Finance	Service Charge January/February	£186
7.3.24	Lighthorne Heath Village Hall	Rent for meetings held January/February/March	£30
7.3.24	Martin Phillips	Litter Picking January	£72
7.3.24	WALC	Council Friendly Policy Training	£36
7.3.24	WALC	Clerk Job Evaluation Fee	£264
20.3.24	DCK Finance	Clerk Pay - March	£1297.84
2.4.24	DCK Finance	Service Charge March	£60

2.4.24	Lighthorne Heath Village Hall	Rent for meetings held on February/March	£30
2.4.24	Martin Phillips	Litter Picking February	£72
15.4.24	Thomas Fox	Grass Cutting	£464.40
15.4.24	ROSPA Play Safety	Play Equipment Inspection (outstanding invoice for play safety inspection from November 23 (missed as sent to previous clerk in error)	£90
15.4.24	Martin Phillips	Litter Picking March	£72
22.4.24	DCK Finance	Clerk Pay - April	£437.64
22.4.24	DCK Finance	Service Charge April	£96
22.4.24	WALC	Annual Subscription Fee	£619.20
22.4.24	Lighthorne Tree Care	Removal of dangerous trees around the field	£1600
22.4.24	Sheerclass Computing	Payment of GoDaddy Domain	£28.78
16.5.24	DCK Finance	Clerk Pay - May	£502.25
16.5.24	DCK Finance	Service Charge May	£60
16.5.24	Martin Phillips	Litter Picking April	£72
16.5.24	Thomas Fox	Grass Cutting	£928.80
16.5.24	WALC	Training for Clerk and Councillors (£126; £126; £42 respectively)	£294
21.5.24	HMRC	Tax (Hanif) Jan 24 to date	£624.29

Receipts:

11.3.24	Interest	£68.80
9.4.24	Interest	£63.61
9.5.24	Interest	£65.65
21.3.24	SDC Grass Cutting Rebate	£3006.36
22.4.24	SDC Precept	£13,693

306. Planning applications received

23/02148/FUL - Land Adj, Verney Road, Lighthorne Heath, Erection of 22 dwellings, new access, public open space, landscaping and associated works (resubmission of refused application 22/00999/FUL) – Amendments made sent to WCC (**WCC 002986 R2**) – **no objection from WCC**

24/00537/REM - Upper Lighthorne New Settlement, Phase 2E Parcel B6 (David Wilson Homes), Approval of reserved matters for Sub-Phase 2e Parcel B6 residential development of 146 dwellings with associated garages and infrastructure pursuant to Outline Planning Permission 15/00976/OUT – **No representation made using delegated powers**

24/00333/STCON - C & R Mobile Catering Ltd T/A The Village Chippy - mobile Fish and Chip shop within Zone 3 of Stratford on Avon District. Zones 1 and 2 cover the centre and outskirts

of Stratford on Avon town. Zone 3 covers the remainder of the district – **No objection**

Proposed Diversion of Public Footpath SM192 Upper Lighthorne – “**No comments**” made by email to the solicitor

24/00816/TEL28 - Gateway Build and Installation, Stratford Road, Lighthorne Heath, Installation of a 12m pole for the mounting of LoRaWAN gateway equipment- **Withdrawn**

SCOPE/00040 - Wellesbourne Campus, Wellesbourne, Warwick, CV35 9EF, The proposed development is for a mixed-use development comprising up to 350,000sq.m (gross) of med-tech laboratory, offices and light industrial floorspace (Use Class E(g)) and will also include a proportion of ancillary retail, café, restaurant, public house and/or crèche floorspace (Use Classes E(a), E(b), sui generis and E(f)), some replacement housing (Use Class C3), sports pitches with associated changing facilities, multi-storey car parking and a waste transfer station (both sui generis), alongside associated demolition of specified buildings, public realm and landscaping and other associated infrastructure – **Withdrawn**

SDC/24CM006 - Lighthorne Heath Sewage Treatment Works, Kingston Grange

Drive, Lighthorne Heath, Stratford-on-Avon, CV35 0AE, Site extension and change of use to operational land for the installation of an alkalinity storage and dosing kiosk - **application will be dealt with under the WCC’s Director’s delegated powers.**

24/00991/TEL28 - Verge By 8 Avon Road, Stratford Road, Lighthorne Heath, Installation of a 12m pole for the mounting of LoRaWAN gateway equipment - **Withdrawn**

307. Planning decisions received

Planning Inspectorate APP/J3720/W/23/3324539: Gaydon Lighthorne Heath New Settlement, known as Upper Lighthorne, CV33 9JW - 22/00564/REM – Appeal Dismissed

Reasons: The main issue is the effect of the proposed size of the one- and two-bedroom affordable units on the living conditions of future occupiers. This establishes that all 1 and 2 bed affordable units should be built with bedrooms capable of satisfactorily accommodating 2 occupiers in each bedroom (i.e. double or twin bedrooms) unless exceptional justification is advanced as part of a planning application.

24/00342/TPO - 6 Willoughby Place, Banbury Road, Lighthorne Heath, Warwickshire CV35 0FG, G1 - Ash x7 - Remove down to ground level; G2 - sh x3 - Remove down to ground level; T1 - ash Remove down to ground level; T2 - oak - Reduce 2 branches by 1.5 meters (overhanging property) as per annotated photograph; All ash trees are suffering from ash dieback – Approved (tree’s removed and replantation completed)

WCC003121 R1/FRM/MB/002 (DISCN/00129/24) - Upper Lighthorne New Settlement, Phase HE2 (Vistry), Discharge of condition 21 Surface Water Drainage of planning permission 15/04200/OUT (Phase HE2 Vistry) – No objection by WCC

(Meeting ended 8.45pm)

Date of next meeting: 26.9.24

