

# UPPER LIGHTHORNE PARISH COUNCIL

Clerk: Miss Sahira Hanif

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## Minutes of a meeting of the Parish Council held on Thursday 7<sup>th</sup> March @ 7pm at Lighthorne Heath Village Hall

Present: Cllr Angie Marian Chair)  
Cllr Ben Robinson  
Cllr David Murphy  
Cllr Scott Goodman  
Cllr Annamica Nangia  
Cllr Martin Lea

In attendance: Clerk, Emma Hills (Community Champion), Cllr Alan Scorer

*(Meeting started 7pm)*

### **279. Apologies for Absence** – Cllr Dandridge-Brown, Cllr Perks, Cllr Mills

Apologies accepted from PC Councillors - None

### **280. Public forum (15 minutes)** 2 members of the public present

One member of the public asked if there were any updates on the helipad situation and resolving issues caused using the helipad and the noise caused by it to residents. Cllr Scorer stated that there have been meetings with Tony Perks and Aston Martin to aim to resolve these issues. **Cllr Scorer will update at the next PC meeting**

### **281. To receive declarations of interest from Councillors on items on the agenda**

Cllr Robinson asked if there was a declaration that needs to be made regarding the land on Marston Ave as the information sent recently by the solicitor mentions Cllr Robinsons address. **Clerk to check details with the solicitor and also the monitoring officer/SDC if required**

### **282. Approval of the Minutes of the meetings held on 11<sup>th</sup> January 2024, 18<sup>th</sup> January 2024, 8<sup>th</sup> February 2024 and 22<sup>nd</sup> February 2024 as an accurate representation of the meetings** - Approved

### **283. Community Champion**

- a. Update on suggested areas around Upper Lighthorne for plant/shrubs/hedges – Cllr Robinson mentioned as part of the Wilder Communities Project, an agreement document has been made between Warwickshire Wildlife Trust and Upper Lighthorne Parish Council. This will involve the planting of hedges/shrubs/flowers as part of a habitat improvement incentive around Upperlighthorne Parish Council lands. The agreement was sent to all councillors by Cllr Robinson, for reference and to show the plan/map of where the hedges/flowers/shrubs will be placed. An application/plan has been made in association from the residence committee to maintain this. **Cllr Robinson to keep updated on this project and report at the next meeting.**

Community Champion, Emma Hills also mentioned that there are photographs from the school to show where the hedges/flowers will be going. Cllr Robinson also mentioned there may be some spare trees that may be donated to the Parish too. Emma Hills mentioned that this is already the start of a biodiversity plan. It was discussed further as to where the council stands regarding a biodiversity plan, but all councillors agreed in principle to a

biodiversity plan. **Cllr Marian agreed to check with WALC to see where the council stands regarding the biodiversity plan.**

- b. Update on residents' association and suggested modification of grant template – Clerk sent the modified grant template to the councillors. **Cllrs to review the modified template sent to all by the Clerk and update at the next meeting.**

Emma gave an update that the Residents association are planning a picnic to engage the community and the PC if possible.

- c. Consideration of helping residents to put up SWFT boxes – Emma mentioned a decision needs to be made from the councillors to see if they PC can contribute monetarily to the SWFT boxes and/or volunteer to putting them up around the parish. Cllr Scorer mentioned that at Kineton, £300 was sponsored by the community for bird boxes. The councillors discussed and agreed that the idea was supported in principle for financial support for SWFT boxes. It was suggested for Emma to find out the monetary costs in the first instance. Cllr Murphy mentioned if the Village Hall can contribute to this project too. **Clerk to check if SWFT can be supported from the present budget and if the Village Hall Committee would be able to contribute as well**
- d. Update on where the Orchard will be placed in Upper Lighthorne – Cllr Robinson mentioned that this will be in the field next to the school. **Clerk to check the land lease information with SDC.**
- e. Consideration of notice boards across the new developments in Upper Lighthorne – This was a subject bought up by Emma Hills. It was discussed and agreed that this would be a good idea and further agreed in principle to the notice boards with a location to be confirmed at a later date. **To carry onto the next agenda**

#### **284. Outstanding matters/actions from previous minutes**

- a. Update from Cllr Mills/Cllr Scorer regarding the litter bin outside the village shop – Cllr Scorer stated both he and Cllr Mills had not had a chance to speak to the shop owners, but that Street Scene had been in contact with the shop owners. Street Scene have confirmed they sent a letter to the shop owners saying they need a licence to use the bin outside of the shop and that they also have the responsibility of providing a bin. **Cllr Scorer will update at the next meeting**
- b. An update from Cllr Mills about the helipad – Cllr Scorer gave an update (see point 280)
- c. Update from Cllr Perks on the grass cutting areas and possible recommendations for grass cutting – **move to next agenda**
- d. Update from Clerk on costs for dog litter bins – SDC commented that no dog litter bins would be installed and to use normal bins. The Clerk has contacted the SDC regarding costs, but no response given from the SDC. **Clerk to chase up the costs of emptying dog litter from the bins**
- e. Update from Cllr Robinson regarding the results from the public poll concerning the Heli pad – Cllr Robinson stated that Cllr Mills had suggested sending letters to the SDC and Aston Martin following the signing of the petition would be a good next step. Cllr Robinson suggested he could draft up a letter explaining what the PC hope the resolution would be to the helipad/noise situation and merge with the names from the change.org poll. This was discussed by the councillors and thought to be a great idea. **Cllr Robinson to update at the next PC meeting**
- f. Update from Cllr Murphy regarding finalisation of grant/funding template – no update – **move to the next agenda**
- g. Update from Clerk on IT support and set up of gov.uk emails for councillors per WALC – Cllr Robinson and the Clerk to go on a training course on the 13<sup>th</sup> of March to possibly set up the gov.uk emails as well as additional IT/Website support. **Cllr Robinson and Clerk to update at the next meeting**
- h. Update on repairs to the wall on Marston Avenue – Severn Trent to repair the wall (**remove for next Agenda**)
- i. 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) –

Approval given from Councillors to continue with this work in total for £1000 if not then agree for the first part of the work, which is high priority, to be completed and then second part of the work to be completed later in the year if the budget allows. **Clerk to contact Kai and put the proposal forward.**

#### **285. Play Areas**

- a. Update from Cllr Marian regarding quotes including quote from Reech Sports and Play (RST) of £239,893.12 for the play area which would be paid for using S106 monies – to remove as no decisions made as to what amount of money is in the s106 pot plus for this amount of money, the contract will likely go to tender. **Clerk to remove from the next agenda**
- b. Update from Cllr Marian and Community Champion on the investigation into the traffic calming measures along Leam Road by the SDC play area, MUGA and location for the new play area – Emma sent out the speed watch poster. There has been interest from two people out of the six places for the speed watch team. Emma has asked for any applicants to fill in the application form and for the Clerk to send on the completed forms to Emma. **Clerk to add on consideration of costs for a speed gun and six high vision jackets onto the agenda for the next PC meeting**
- c. Update from Cllr Marian on quotes following work completed from Severn Trent – no updates

#### **286. Update from Cllr Marian of arranging repair work on the PC shed – no updates – move to next agenda**

**287. Update on Clerk Job Evaluation** – Cllr Marian updated said there was a pause as there was a delay in the agreement on the budget and to set up a staffing committee to agree the committee requirements. Cllr Marian stated there needs to be 3 councillors according to WALC, in addition to Staff Committee meetings every quarter. This can be post council meeting with no members of the public present. In the first instance the Clerk is able to increase her hours up to 10 hours per week to accommodate the workload without further authorisation from the council but the contracted hours remain the same of 5.77 hours a week up until the job evaluation is completed. **Cllr Marian to give an update at the next meeting**

#### **288. Consideration of Staffing Committee points as follows:**

- **To agree appointments to the Staffing Committee** – Cllr Goodman, Cllr Lea and Cllr Murphy agreed to set up the Staffing Committee
- **To adopt the Terms of Reference for the Staffing Committee** – agreed and adopted
- **To set a date for the next Staffing Committee meeting** – after next PC meeting on the 9<sup>th</sup> of May

**289. Consideration of Clerk pay: Back dated pay for Clerk informed by payroll (6.25 hours worked a week from the beginning of contract with the council but payroll calculated that this should have been 5.77 hours a week); Overtime pay for January/February working on the budget and updating policies; Back dated pay for travel expenses for Clerk - Agreed**

**290. Update and welcome to new councillors and update on councillor resignations** – Cllr Dandridge-Brown will be stepping down in May and had sent details to the Chair, Cllr Marian, as to what meetings she attends and whether these could be taken over by other councillors. Cllr Robinson and Cllr Marian expressed an interest in attending these meetings but likely in the evenings. Emma Hills stated that the Upperliughthorne Partnership meetings could be moved to accommodate Cllr Marian's timetable. Emma also offered to attend any of the meetings with the councillors too. **Cllr Marian to send an email to give an update on the new timetable for meeting attendance and times**

**291. Update from Cllr Murphy on printing and distributing of recruitment flyer – remove for the next agenda**

**292. Approval of the following updated policies - Adopted and agreed**

- **Risk Assessment**
- **Financial Regulations**

- **Standing Orders**

**293. Update from Clerk on remaining policies (to send a report to councillors as per WALC)**

**294. Consideration of councillors to adopt lead roles within the council – cannot adopt lead roles as per WALC.**

**295. Consideration of further training for the council via WALC – WALC have suggested the PC consider financial training. Clerk to contact WALC for group financial training for the PC**

**296. Consideration by Cllr Perks of possible further works required on the playing field after Severn Trent has completed their contracted work – Move to next agenda**

**297. Consideration of parishioner complaint of noise pollution from major earth works at Aston Martin- Clerk to email parishioner to state Cllr Scorer and Cllr Mills will be investigating this.**

**298. GLH**

- General update – Community Champion to update about the trees around the car park and children’s centre – No update – **move to next agenda**
- Primary Healthcare – Cllr Mills to update. Emma had an update from SDC to determine that a building which could be seen as a community asset, could be used as part of the community health care. However, she was unsure as to who would be managing this property, possibly an external managing company and this was discussed by the PC in detail. Cllr Robinson also added to ensure the Village Hall Committee and the residents association would need to be included this aswell. Cllr Robinson also mentioned to put a notice board up too. **Emma/Cllr Mills to update at the next PC meeting**

**299. Report from County Councillor**

**300. Report from District Councillor**

**301. Finance**

- To confirm the bank balances of £2,699.72 and £62,311.82 on 27.2.24
- To approve the payments and receipts listed below:

**Payments made using delegated authority:**

**Payments for January 2024 and February 2024:**

25.1.24	Stratford District Council	Election Fees	£200
25.1.24	HMRC (Hanif)	Tax December Pay	£148.60
25.1.24	Lighthorne Heath Village Hall	Rent for meeting held 11.1.24	£20
25.1.24	Sahira Hanif	Office Equipment: Paper	£5.99
25.1.24	Martin Phillips	Litter Picking December	£72
6.2.24	Sahira Hanif via DCK Payroll	Office and Salary January (including back dated pay for Clerk National increase £1 2023)	£522.25
20.2.24	Sahira Hanif via DCK Payroll	Office and Salary February	£297.45

**Receipts:**

9.1.24	Interest	£66.28
9.2.24	Interest	£70.64
13.2.24	Severn Trent	£850 **

\*\* Compensation from Severn Trent for work undertaken

**302. 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)

**Amended details have been received 3.1.24 by SDC and WCC (WCC002986 R1/FRM/SL/002) – WCC has objected**

**21/03295/FUL - Land at Kingston Fields Farm, North Of Banbury Road, Lighthorne Heath**, Full application for the demolition of an existing dwelling and outbuildings, erection of 35 dwellings and associated works including felling of trees – **Withdrawn**

**23/02919/FUL – Verney Road, Dog Grooming business**: SDC additional information: the proposed use as a dog grooming business has been assessed by the Council’s Environmental Health Officer who raised no objection subject to conditions which would help minimise the impacts of development on the adjacent residential amenity. The EHO officer recommends altered opening hours of 09:00 – 17:00 weekdays, and 09:00 – 13:00 Saturdays and also a condition which would secure measures to ensure that no excessive or persistent barking would occur during the operation of the business. In addition, WCC Highways raised no objection to the application and based on the nature and small scale of the proposals, the Council considered that the highway/parking impacts would be acceptable – **No objection**

**SN/2310/636 Street Naming and Numbering CONSULTATION - Land Adjacent to The Old Gated Road, Upper Lighthorne New Settlement, (Formerly Gaydon/Lighthorne Heath) – No objection from SDC to proposed names**

**23/03231/REM - Upper Lighthorne, New Settlement Phase 2E Parcel A3, (Barratt Homes)**, Approval of reserved matters for parcel for Sub-Phase 2e / Parcel A3 residential development of 141 dwellings pursuant to Outline Planning Permission 15/00976/OUT – **No representation made using delegated powers**

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

### 303. Planning decisions received

**23/02919/FUL - 4 Verney Road, Lighthorne Heath, Leamington Spa, CV33 9TZ**, Proposed change of use from C3 Dwelling House to mixed use C3 dwelling House and Sui Generis - to be dog grooming business within new outbuilding of garden room type construction within rear garden. **Approved**

**23/01723/VARY - Jaguar Land Rover, Gaydon Test Centre, Banbury Road, Gaydon Warwick**, Variation of Condition 1 of 20/01542/VARY, date of decision: 11/12/2020, to allow the building to be retained for a further 3 years. 'The building hereby approved shall be removed on or before 7 July 2020. **Approved**

**22/02242/REM - Land Adjacent to The Old Gated Road, Upper Lighthorne New Settlement, (Formerly Gaydon Lighthorne Heath)**, for a Community Recreation Hub to include 570m2 of Assembly and Leisure floorspace, (Use Class D2), 235m2 of Retail floorspace (Use Classes E), a multi-use games area (MUGA), outdoor sports pitches, public open space, and ancillary development. **Approved**

**23/00029/REM - Junction Off White Lias Way and Kingston Grange Drive, Upper Lighthorne New Settlement**, Monument display -pursuant to outline planning permission 15/00976/OUT. **Approved**

**Date of next meeting: 9.5.24**



Sahira Hanif – Clerk

27.2.24

*(Close of meeting 9pm)*