

## Welford-on-Avon Parish Council

### Minutes of the Meeting held on Tuesday 7<sup>th</sup> May 2024 at 7:15 p.m.

**Present:** Cllr S Carter, Cllr J Hockaday, Cllr M Stanley, Cllr N Appleton, Cllr D Holmes, Cllr D Jones

**In attendance:** Clerk - Mrs I Wibberley

**Public:** 3

**Public Participation:** Mr Fish presented proposals regarding a new oak-framed 2 bedroom bungalow at Weston Close, Frog Lane. He explained the background to the application and advised that he was undergoing pre-application consultation with SDC. Councillors noted that any decision would be subject to the conservation officer as the proposed development was in the Conservation Area. They requested that a Construction Management Plan be submitted.

Mr Allen advised that he had submitted a planning application for Millfield Park. This was a variation to the present permission and was seeking to vary the occupation period. There were currently 12 holiday caravans permitted for a 10 month occupation period. It was noted that there was no condition in the present planning permission limiting either the number of vans or restricting their occupation to holiday use only. It was noted that 4 of the vans were currently owned by Mr Allen. Mr Allen was proposing to put 7 park homes on the site with 365 day residential living. He outlined details of the nature of these new park homes and indicated that they could be put on the site under the terms of the caravan site licence. He confirmed that there were no plans to move the existing footpath/entrance road and that the area occupied would not be extended.

Cllr Jones asked Mr Allen about his plans for the adjacent field. It was noted that the field abutted the school and the allotments. Mr Allen was considering a number of options, which he outlined to the Parish Council, and was open to discussions on this matter.

Mr Allen confirmed that a location for a new dog bin at the entrance to the caravan park had been agreed.

Item		Action
1.	<b>Acceptance of Apologies</b> – Cllr M Lake, District Councillor M Perteghella	
2.	<b>Declarations of Interest</b> – Cllr Stanley declared an interest in the Coppers application <a href="#">24/00924/VARY</a> and abstained from discussion on this matter. Cllr Hockaday declared that he had a pecuniary interest with Mr Fish's son who was in attendance at the meeting.	
3.	<b>Approval of Minutes</b> – The minutes of 2nd April 2024 were accepted as a true record of the meeting and signed by the Chairman, subject to correction of a date. Proposed – Cllr M Stanley Seconded – Cllr J Hockaday	

<b>4.</b>	<b>District Councillors' Report</b> Cllr Perteghella's annual reported had been circulated prior to the meeting and was noted.			
<b>5.</b>	<b>Planning</b> <b>5.1 Report of Planning Notices received from Stratford DC</b>			
	<b>Item</b>	<b>Reference</b>	<b>Decision Date</b>	<b>SDC Decision</b>
	<b>The Rectory, Church Lane, Welford-On-Avon, Warwickshire, CV37 8EL.</b> -T1 horse chestnut - Carry out an end-weight reduction of 3-4 metres where over the road. Prune remainder of tree sympathetically to maintain flowing shape.	24/00250/TPO	26/03/2024	No objection
	<b>Church House , Boat Lane, Welford-On-Avon, Warwickshire CV37 8EN</b> - repair works to the interior of the building following water damage	23/03438/LBC	26/03/2024	Granted
	<b>Synder Meadow Sports Ground, Binton Road, Welford-on-Avon</b> Replacement sports pavilion, pétanque court, community recreation space and orchard, car park, cycle store and associated development.	23/03265/FUL	11/04/2024	Granted
	<b>17 Samantha Close, Welford-On-Avon, Warwickshire, CV37 8DT</b> - Installation of air source heat pump	24/00084/FUL	18/04/2024	Application withdrawn
	<b>5.2 Planning Applications Previously Considered (in March 2024)</b>			
	<b><u>Reference</u></b>	<b><u>Consultation Expiry Date</u></b>	<b><u>Address</u></b>	<b><u>Proposal</u></b>
	<a href="#">24/00866/ADV</a>	10/05/2024	The Shakespeare Chapel Street Welford-On-Avon Warwickshire CV37 8PX	Erection of illuminated and non-illuminated signs to the exterior of the building SIGN A - ONE X NEW SET OF SIGN WRITTEN LETTERS AT HIGH LEVEL SIGN B - ONE X NEW SET OF FRET CUT LETTERS IN BLACK WITH TROUGH LIGHT TO ILLUMINATE SIGN C - ONE X NEW DOUBLE SIDED PICTORIAL PANEL TO EXISITNG POST, ILLUMINATED BY LINOLITES SIGN D - ONE X NEW LARGE LOGO TO RIGHT HAND GABLE SIGN E - TWO X NEW POSTER CASES WITH PRNTED BACK PANELS SIGN F - ONE X NEW AMENITY BOARD SIGN G - TWO X NEW CAR PARK DISCLAIMERS SIGN H - THREE X NEW LANTERNS FINISHED BRASS TO REPLACE THE EXISTING SIGN I - FIVE X NEW SWAN NECK COWL LIGHTS
				Support

<a href="#">24/00867/LBC</a>	10/05/2024	The Shakespeare Chapel Street Welford-On-Avon Warwickshire CV37 8PX	Erection of illuminated and non-illuminated signs to the exterior of the building	Support
<a href="#">24/00906/FUL</a>	10/05/2024	Erica Barton Road Welford-on-Avon Stratford-upon-Avon CV37 8EY	Proposed new bedroom, garage, hall and front porch. Extension to kitchen/dining converting existing garage to a home office change the fenestration of the front of the property.	Support
<a href="#">24/00678/FUL</a>	26/04/2024	Cedar Lodge Church Street Welford-On-Avon Warwickshire CV37 8EJ	Demolition of the existing property, Cedar Lodge, and in its place, the erection of a self build 1.5 storey replacement dwelling.	Support
<a href="#">24/00684/FUL</a>	09/05/2024	Cartref Headland Road Welford-on-Avon Stratford-upon-Avon CV37 8ER	Demolition of the existing dwelling and the erection of three new dwellings with parking, landscaping and associated works.	Object

**5.3 Planning Applications Received From SDC for Consideration at April 2024 Parish Council Meeting**

<u>Reference</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>	<u>PC Decision</u>
<a href="#">24/00924/VARY</a>	22/05/2024	Coppers Chapel Street Welford-On-Avon Warwickshire CV37 8PX	Vary condition 3 of planning approval 22/03067/FUL dated 06/03/2023 to amend the design of the machinery store and car port to include a first-floor loft room with dormer and ground floor single storey infill link to the existing house. Original description of development: Proposed car port and store, change of use of land to residential and all other ancillary alterations	Support

**5.4 Planning Enforcement**

None discussed

**5.5 Other planning matters**

Cllr Appleton noted that hit and miss fencing had been permitted for the new bungalows at AvonBridge however this had not been erected. He had advised the developer that he would need to vary the condition if he wanted to construct an alternative. It was proposed that Cllr Appleton re-approach the owner and also refer the matter to Enforcement.

<b>6.</b>	<b>Finance</b>																																																																																						
	<p><b>6.1 Approval of items requiring payment</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: right;">Base</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> <th style="text-align: center;">Bdgt</th> </tr> </thead> <tbody> <tr><td>Clerk Salary</td><td style="text-align: right;">£582.40</td><td style="text-align: right;">£0.00</td><td style="text-align: right;">£584.20</td><td style="text-align: center;">7</td></tr> <tr><td>Clerks Phone O2 (paid by DD)</td><td style="text-align: right;">£10.93</td><td style="text-align: right;">£2.19</td><td style="text-align: right;">£13.12</td><td style="text-align: center;">8</td></tr> <tr><td>Donation Millennium Trust - monthly</td><td style="text-align: right;">£120.00</td><td style="text-align: right;">£0.00</td><td style="text-align: right;">£120.00</td><td style="text-align: center;">15</td></tr> <tr><td>WALC subscription 2024-25</td><td style="text-align: right;">£635.00</td><td style="text-align: right;">£100.80</td><td style="text-align: right;">£735.00</td><td style="text-align: center;">14</td></tr> <tr><td>Data Protection licence</td><td style="text-align: right;">£35.00</td><td style="text-align: right;">£0.00</td><td style="text-align: right;">£35.00</td><td style="text-align: center;">14</td></tr> <tr><td>SDC (dog bins emptying)</td><td style="text-align: right;">£266.00</td><td style="text-align: right;">£53.20</td><td style="text-align: right;">£319.20</td><td style="text-align: center;">8</td></tr> <tr><td>SDC (dog bin installation)</td><td style="text-align: right;">£800.00</td><td style="text-align: right;">£160.00</td><td style="text-align: right;">£960.00</td><td style="text-align: center;">10</td></tr> <tr><td>Limebridge</td><td style="text-align: right;">£1064.00</td><td style="text-align: right;">£212.80</td><td style="text-align: right;">£1276.80</td><td style="text-align: center;">21,22,23</td></tr> <tr><td>Microsoft</td><td style="text-align: right;">£39.20</td><td style="text-align: right;">£7.84</td><td style="text-align: right;">£47.04</td><td style="text-align: center;">8</td></tr> <tr><td>Community First Insurance</td><td style="text-align: right;">£747.49</td><td style="text-align: right;">£0.00</td><td style="text-align: right;">£747.49</td><td style="text-align: center;">13</td></tr> <tr><td>Clerks expenses</td><td style="text-align: right;">£8.33</td><td style="text-align: right;">£1.66</td><td style="text-align: right;">£9.99</td><td style="text-align: center;">8</td></tr> <tr><td>DM Payroll Services</td><td style="text-align: right;">£120.00</td><td style="text-align: right;">£0.00</td><td style="text-align: right;">£120.00</td><td style="text-align: center;">8</td></tr> <tr><td>Bank charges</td><td style="text-align: right;">£8.00</td><td style="text-align: right;">£0.00</td><td style="text-align: right;">£8.00</td><td style="text-align: center;">8</td></tr> <tr><td>Lodders solicitors</td><td style="text-align: right;">£1170.00</td><td style="text-align: right;">£234.00</td><td style="text-align: right;">£1404.00</td><td style="text-align: center;">12</td></tr> <tr><td>Bloomfields Print</td><td style="text-align: right;">£160.00</td><td style="text-align: right;">£32.00</td><td style="text-align: right;">£192.00</td><td style="text-align: center;">8</td></tr> <tr><td><b>TOTALS</b></td><td style="text-align: right;"><b>£15,766.35</b></td><td style="text-align: right;"><b>£754.49</b></td><td style="text-align: right;"><b>£15,982.87</b></td><td></td></tr> </tbody> </table> <p><b>Receipts</b> – £ 21,397.22  <b>Transfer</b> - £ nil</p> <p>Proposed – Cllr N Appleton      Seconded – Cllr M Stanley</p>	Item	Base	VAT	Total	Bdgt	Clerk Salary	£582.40	£0.00	£584.20	7	Clerks Phone O2 (paid by DD)	£10.93	£2.19	£13.12	8	Donation Millennium Trust - monthly	£120.00	£0.00	£120.00	15	WALC subscription 2024-25	£635.00	£100.80	£735.00	14	Data Protection licence	£35.00	£0.00	£35.00	14	SDC (dog bins emptying)	£266.00	£53.20	£319.20	8	SDC (dog bin installation)	£800.00	£160.00	£960.00	10	Limebridge	£1064.00	£212.80	£1276.80	21,22,23	Microsoft	£39.20	£7.84	£47.04	8	Community First Insurance	£747.49	£0.00	£747.49	13	Clerks expenses	£8.33	£1.66	£9.99	8	DM Payroll Services	£120.00	£0.00	£120.00	8	Bank charges	£8.00	£0.00	£8.00	8	Lodders solicitors	£1170.00	£234.00	£1404.00	12	Bloomfields Print	£160.00	£32.00	£192.00	8	<b>TOTALS</b>	<b>£15,766.35</b>	<b>£754.49</b>	<b>£15,982.87</b>		
Item	Base	VAT	Total	Bdgt																																																																																			
Clerk Salary	£582.40	£0.00	£584.20	7																																																																																			
Clerks Phone O2 (paid by DD)	£10.93	£2.19	£13.12	8																																																																																			
Donation Millennium Trust - monthly	£120.00	£0.00	£120.00	15																																																																																			
WALC subscription 2024-25	£635.00	£100.80	£735.00	14																																																																																			
Data Protection licence	£35.00	£0.00	£35.00	14																																																																																			
SDC (dog bins emptying)	£266.00	£53.20	£319.20	8																																																																																			
SDC (dog bin installation)	£800.00	£160.00	£960.00	10																																																																																			
Limebridge	£1064.00	£212.80	£1276.80	21,22,23																																																																																			
Microsoft	£39.20	£7.84	£47.04	8																																																																																			
Community First Insurance	£747.49	£0.00	£747.49	13																																																																																			
Clerks expenses	£8.33	£1.66	£9.99	8																																																																																			
DM Payroll Services	£120.00	£0.00	£120.00	8																																																																																			
Bank charges	£8.00	£0.00	£8.00	8																																																																																			
Lodders solicitors	£1170.00	£234.00	£1404.00	12																																																																																			
Bloomfields Print	£160.00	£32.00	£192.00	8																																																																																			
<b>TOTALS</b>	<b>£15,766.35</b>	<b>£754.49</b>	<b>£15,982.87</b>																																																																																				
	<p><b>6.2 Any Other Finance Matters</b>                  The forthcoming insurance renewal (June) was noted.</p> <p>Councillors were advised that the audit this year would be more detailed than previously as there had been receipts of more than £200k in the year. The clerk/Cllr Lake were preparing the AGAR form. It was important to pick up the matters from the previous year’s audit and to ensure appropriate approvals were given.</p>	ML/IW																																																																																					
<b>7.</b>	<p><b>Project Updates from Councillors</b>                  Cllr Holmes had previously circulated an outline proposal regarding Cress Hill maintenance. He had spoken to SDC about what assistance could be offered for free. It was agreed that an annual contract was needed to cut the grass, maintain steps and keep the picnic area tidy. The clerk to send a copy of the current Limebridge contract and the previous tender to Cllr Holmes. It was noted that Limebridge were not interested in the Cress Hill contract.</p> <p>Cllr Stanley and District Cllr Perteghella had recently met residents of Welford Hill who were concerned about the access, visibility and hedge cutting. They had been advised to contact WCC with their concerns. Councillors had also made contact with the County Council. It was noted that WCC would not install mirrors for visibility purposes.</p>	IW																																																																																					

	<p>Cllr Stanley reported that over 200 traffic questionnaires had been received. A meeting with the WCC traffic modellers had still to be arranged. It was not yet clear what markings would be installed on the bridge once the maintenance works had been completed. Councillors were hoping that coloured tarmac would be put in place for the pedestrian area.</p> <p>Cllr Jones reported that the gate to the Headland Road playing fields adjacent to the school was being locked from Monday to Friday and was open from Friday after school to Sunday. She noted that other school gates appeared to be left open during this time. A record would be maintained to support ongoing discussions.</p> <p>Cllr Carter reported that a SWLP update had been issued. He observed that at present the “new settlements”, “sustainable travel” and “economic” models appeared to be finding favour. Long Marston was being mooted as a new settlement.</p> <p>The timing of updating the village NDP was discussed. If updated too soon then it will have to be re-aligned again once the SWLP is complete. Dec 2027 was probably the earliest for the SWLP to come into existence. On this basis councillors could start to think about the NDP in 2025-26. The “Call for Sites” map was exhibited to the meeting. It was noted that this includes Rummer Stud land for housing/commercial.</p> <p>Cllr Appleton reported that he, Cllrs Carter and Holmes had met with Colin Winston to discuss future development of the Parish website. It was a positive discussion. The Parish would stay within the SDC framework. A dummy site was being set up.</p>	DJ
<p><b>8.</b></p>	<p><b>Policies and standing orders</b> It was noted that these would be formally approved at the Annual General Meeting</p>	
<p><b>9.</b></p>	<p><b>Communications</b> The advertising of the Annual Parish Meeting was discussed – facebook, notice boards, board outside the Memorial Hall.</p> <p>The deadline for Welford Matters was the end of the week. Cllr Stanley would draft an article about the youth club and Cllr Carter would draft an article about speed awareness.</p> <p>Cllr Appleton noted that the school had asked if the Maypole Green picnic benches could be moved before maypole dancing on 21<sup>st</sup> May. Cllrs Carter and Appleton would arrange this.</p> <p>Cllr Appleton advised that he had received reports of the Avon Valley Way footpath being overgrown and also the path by the Churchyard extension. He queried whether we should pre-empt residents’ comments and arrange an additional cut. The clerk was asked to make contact with the contractor who maintains the churchyard to see if he might do this work as a one-off.</p>	<p>SC/MS</p> <p>IW</p>

10.	<p><b>Any Other Business</b> It was agreed that the Parish Council annual general meeting would take place at 6pm on 14<sup>th</sup> May prior to the Annual Parish Assembly. The clerk would issue an agenda.</p>	IW
11.	<p><b>Dates of Future Meetings</b></p>	
	<ul style="list-style-type: none"> <li>• 21st May 2024 - Planning Committee Meeting, Memorial Hall</li> <li>• 4<sup>th</sup> June 2024 – Full Parish Council Meeting, Memorial Hall</li> </ul>	

Meeting closed at 21.16