

## Welford-on-Avon Parish Council

**Minutes of the Meeting held on  
Tuesday 14<sup>th</sup> May 2019 at 7:45 p.m.  
Memorial Hall, Welford-on-Avon**

**Present:** Cllr S Carter, Cllr J Hockaday, Cllr C Barbour, Cllr M Lake, Cllr N Kennedy, Cllr M Perteghella, Cllr K Williams

**In attendance:** District Councillor P Barnes,  
Clerk Mrs A Street

Public: 4

Item		Action
1.	<b>Apologies</b> None	
2.	<b>Declarations of Interest</b> Cllr Williams abstained from the Planning Application review	
3.	<b>Approval of Minutes</b> The minutes were accepted as a true record of the meeting of 5 <sup>th</sup> March 2019 and signed by the Chairman.  <i>Proposed Cllr Hockaday                  Seconded Cllr Barbour</i>	
4.	<b>Matters arising not covered elsewhere on the agenda:</b> None	
5.	<b>District Councillor's report</b>  The Parish Council congratulated Cllr Barnes on being re-elected as District Councillor with a record number of votes in the May Elections.  Cllr Barnes conveyed his thanks and gratitude for the support received from the residents of Welford in the recent election. He is very happy to be representing the District for the next four years.  Cllr Barnes reported: <ul style="list-style-type: none"> <li>• <b>Four Alls</b> – the PC will be receiving a retrospective planning application regarding car parking.</li> <li>• <b>Avon Bridge</b> – this planning application has been refused under delegated authority.</li> <li>• <b>Mill Lane</b> – PC should anticipate receiving a planning application for 2 bungalows.</li> <li>• <b>Thorne / Thornette Cottage</b> – discussions continue between the conservation officer and architect.</li> <li>• <b>Frog Lane</b> – the conservation officer has expressed concern</li> </ul>	

	<p>over the impact that the proposed new dwelling will have on the surrounding listed buildings.</p> <ul style="list-style-type: none"> <li>• <b>Gladman / Land North of Milcote Rd</b> – Cllr Barnes expressed his concern at the delay in Stratford District Council determining this application for 35 houses. Cllr Barnes and Welford PC have been liaising with SDC to ensure that the list of all key reasons for refusal is accurate and complete, but we have not had any response from SDC in over 1 month. Cllr Barnes is keen that this application is determined before 22 June. <p><b>Action:</b> Cllr Barnes &amp; Cllr Carter to write a joint letter to SDC questioning the delay and requesting that the application is taken to committee asap.</p> <ul style="list-style-type: none"> <li>• Cllr Barnes reported that 8wks of road closures have been announced on Milcote Rd. The Parish Council have spoken to Highways to see if the timeframe can be shortened. However, as the daily working hours have been shortened to avoid road closures during school pick up and drop off times, the work cannot be completed in a shorter time frame. The school have been consulted and have agreed the daily timeline of closures.</li> <li>• Cllr Barnes congratulated the Welford Parish Councillors, new and old, on their appointments in the recent elections. He offered to support the new Councillors in any way he can by sharing his knowledge and experience in local planning history.</li> </ul> </li></ul>																
6.	<p><b>Planning</b>  <b>6.1 Report of Planning Notices received from Stratford DC</b></p> <table border="1"> <tr> <td data-bbox="272 1256 533 1442"><a href="#">19/00129/VARY</a></td> <td data-bbox="533 1256 1102 1442"><b>Tew Park Binton Rd</b> - Variation of condition 2 (approved plans) of 15/01613/FUL to amend design and to remove reference to the design and access statement.</td> <td data-bbox="1102 1256 1310 1442">Permission with Conditions</td> </tr> <tr> <td data-bbox="272 1442 533 1554"><a href="#">19/00421/FUL</a></td> <td data-bbox="533 1442 1102 1554"><b>The Coppins Barton Rd</b> - 1st floor extension over existing ground floor at rear</td> <td data-bbox="1102 1442 1310 1554">Permission with Conditions</td> </tr> <tr> <td data-bbox="272 1554 533 1666"><a href="#">19/00504/FUL</a></td> <td data-bbox="533 1554 1102 1666"><b>ChurchBank House Church Bank Binton Rd</b> - extension to existing outbuilding</td> <td data-bbox="1102 1554 1310 1666">Permission with Conditions</td> </tr> <tr> <td data-bbox="272 1666 533 1928"><a href="#">19/00748/LBP</a></td> <td data-bbox="533 1666 1102 1928"><b>Hornby Cottage High St</b> – Application for Certificate Lawful works to Listed Build. Re-decoration of external walls incl garage. Exposed beams and posts, doors and windows, sundry timbers shall be re-decorated as existing.</td> <td data-bbox="1102 1666 1310 1928">Listed Build - Prop Lawful Dev Refused.</td> </tr> <tr> <td data-bbox="272 1928 533 2045"><a href="#">19/00577/LBC</a></td> <td data-bbox="533 1928 1102 2045"><b>Bridges Cottage Church St</b>- Replacement of single-storey rear extension, replacement of windows</td> <td data-bbox="1102 1928 1310 2045">Listed building consent</td> </tr> </table>	<a href="#">19/00129/VARY</a>	<b>Tew Park Binton Rd</b> - Variation of condition 2 (approved plans) of 15/01613/FUL to amend design and to remove reference to the design and access statement.	Permission with Conditions	<a href="#">19/00421/FUL</a>	<b>The Coppins Barton Rd</b> - 1st floor extension over existing ground floor at rear	Permission with Conditions	<a href="#">19/00504/FUL</a>	<b>ChurchBank House Church Bank Binton Rd</b> - extension to existing outbuilding	Permission with Conditions	<a href="#">19/00748/LBP</a>	<b>Hornby Cottage High St</b> – Application for Certificate Lawful works to Listed Build. Re-decoration of external walls incl garage. Exposed beams and posts, doors and windows, sundry timbers shall be re-decorated as existing.	Listed Build - Prop Lawful Dev Refused.	<a href="#">19/00577/LBC</a>	<b>Bridges Cottage Church St</b> - Replacement of single-storey rear extension, replacement of windows	Listed building consent	
<a href="#">19/00129/VARY</a>	<b>Tew Park Binton Rd</b> - Variation of condition 2 (approved plans) of 15/01613/FUL to amend design and to remove reference to the design and access statement.	Permission with Conditions															
<a href="#">19/00421/FUL</a>	<b>The Coppins Barton Rd</b> - 1st floor extension over existing ground floor at rear	Permission with Conditions															
<a href="#">19/00504/FUL</a>	<b>ChurchBank House Church Bank Binton Rd</b> - extension to existing outbuilding	Permission with Conditions															
<a href="#">19/00748/LBP</a>	<b>Hornby Cottage High St</b> – Application for Certificate Lawful works to Listed Build. Re-decoration of external walls incl garage. Exposed beams and posts, doors and windows, sundry timbers shall be re-decorated as existing.	Listed Build - Prop Lawful Dev Refused.															
<a href="#">19/00577/LBC</a>	<b>Bridges Cottage Church St</b> - Replacement of single-storey rear extension, replacement of windows	Listed building consent															

	and rear door and associated works (amendment of Listed Building Consent 17/01886/LBC to change finishes of extension and windows)	approved
<a href="#">19/00601/FUL</a>	<b>Meadow View Cottage Pool Close Chapel St</b> - 1.5 storey front and rear extensions	Permission with Conditions
<b>6.2 Report of Planning Applications Previously Considered</b>		
<a href="#">19/00650/FUL</a>	<b>Green Acres, Barton Rd</b> Proposed demolition of existing house and erection of replacement dwelling.	Object subject to further clarification
<a href="#">19/00324/FUL</a>	<b>Thorn &amp; Thornette Cottages, High St</b> - Refurbishment and repair of existing timber frame cottages and extension at first floor; Construction of two timber garden summer houses/sheds. Installation of oil tanks	Support *
<a href="#">19/00325/LBC</a>	<b>Thorn &amp; Thornette Cottages, High St</b> - repair of timber framed building including replacement of concrete floor, brick infill panels, removal of modern partitions and services and replacement with new. Construction of new 1st floor bedroom. Construction of two timber garden summerhouses /sheds.	Support *
<b>6.3 Consideration of Planning Applications received from Stratford District Council</b>		
<a href="#">19/01038/FUL</a>	<b>Mere Barn Farm Milcote Rd</b> - Single storey side extension and addition of garage bay to existing car port	Support
<a href="#">19/00913/FUL</a>	<b>Applegate House Binton Rd</b> - Drop kerb from property to Binton Rd	Support
<a href="#">19/00804/VARY</a>	<b>Land Adjacent to Church Bank Binton Rd</b> - Variation of Condition 2 of planning permission 18/00892/VARY (14 June 18) to allow for alterations to the approved plans. Planning permission 18/00892/VARY is an approved variation of condition application of planning permission 17/00181/VARY, which is an approved variation of condition application 15/02660/FUL. Original	Object

		description of development: Construction of 2 no. dwellings.			
	<a href="#">19/01124/FUL</a>	<b>Bluebells Binton Rd</b> - Removal of flat roofed conservatory and erection of single storey extension to rear of existing dwelling.			Support
* subject to LBC officer comments					
<b>6.4 Other Planning Matters</b> None					
<b>6.5 Enforcement Issues</b> None					
7.	<b>Finance</b>				
	<b>7.1 Approval of items requiring payment</b>				
	Item	Base	VAT	Total	Bdgt.
	Clerk's Salary	£449.37		£449.37	7
	Clerks Mobile	£44.98	£9.00	£53.98	8
	Tree works at Cress Hill	£280.00		£280.00	24
	Tree works at Cress Hill	£336.00		£336.00	24
	Tree works at Cress Hill	£150.00	£30.00	£180.00	24
	SDC Website Hosting	£268.91		£268.91	14
	Memorial Hall Hire	£30.00		£30.00	20
	Limebridge Mowing	£1,588.75	£317.75	£1,906.50	21,22 ,23
	Limebridge Tree & Mowing	£503.10	£100.62	£603.72	21,22
	Playground Inspection	£71.00		£71.00	26
	Hedge Cutting Synder	£168.00		£168.00	21
	Data Protection Fee	£40.00		£40.00	8
	<b>Receipts</b>				
	Precept	£11,500.00			
	VAT Claim	£4,514.13			
	<b>Transfer</b>				
	To cover March bills – £5,450				
	<i>Proposed Cllr Hockaday</i>		<i>Seconded Cllr Kennedy</i>		
	<b>7.2 Any other finance matters</b>				
	Approval was also given for 3 <sup>rd</sup> party Insurance renewal up to a value of £736.48.				
	<b>Action:</b> Clerk to investigate renewal quotes				
	Year End Accounts have been completed.				
	<b>Action:</b> Cllr Lake to share finalised Management Accounts				
					AS
					ML

	<p>Audit Statement to be completed for sign-off at June PC Meeting.</p> <p>Cllr Lake has developed a new Finance Spreadsheet to be used to report WPC Accounts for 2019/20.</p> <p>Approvals given to switch contact details for PC Internet Banking facility to new Clerk Mrs A Street.</p> <p>The Parish Council wishes to thank John Wibberley for his valuable support in managing the WPC Accounts. This role has now been handed over to Cllr Lake and the Adele Street, RFO.</p>	
8.	<p><b>Projects Updates from Councillors</b></p> <p>Cllr Carter welcomed the three new councillors who were voted in during the May PC Elections.</p> <p>Further to the election, the roles and responsibilities of the Council members was reviewed.  <b>Action:</b> Cllr Carter to circulate table of agreed areas of responsibility.</p> <p>Cllr Barbour and Cllr Carter met with Dereck Tribe to review the 5yr plan for development and maintenance work at Cress Hill.</p> <p><b>Action</b> – Cllr Barbour to contact Limebridge regarding the redressing of some of the pathways in the village. CB</p> <p><b>Action</b> – Clerk to send Cllr Barbour a copy of the Limebridge contract AS</p> <p>Some outstanding <b>actions from the latest Playground inspection</b> were highlighted and passed on to Cllr Kennedy who has taken over responsibility for the Playground area. NK</p> <p><b>Action</b> – Cllr Carter to arrange a meeting between Cllr Perteghella and Brian Stanford to review the Welford Traffic and Road Safety Report and recent WCC Road Safety Workshop. Cllr Perteghella will also take over responsibility for the village defibrillators once briefed by Brian Stanford. SC /MP</p>	
9.	<p><b>Any Other Business:</b></p> <p><b>Training</b>  <b>Action</b> – Clerk to arrange Introductory Training sessions for new Councillors and herself.</p> <p><b>APM</b>  Cllr Carter shared the Action list for this year's Annual Parish Council</p>	AS

	<p>Meeting to be held on Tues 21<sup>st</sup> May. Some actions and roles were re-assigned to new Councillors.  <b>Action</b> – Cllr Williams to take over lead for organization of APM</p> <p><b>Housing Needs Survey</b>  <b>Action:</b> Cllr Carter will arrange a date for the findings from the recent Housing Needs Survey to be presented to the Council.</p> <p><b>Community Governance Review</b>  Further to the election in May, the question has been raised as to whether WPC could or should look to increase the number of Members of the Parish Council.  NALC guidelines recommend: (Welford currently has 1300 electors)  Parishes with less than 900 electors – 7 Councillors  Parishes with less than 1400 electors – 8 Councillors  Parishes with less than 2000 electors – 9 Councillors</p> <p>The process of reviewing the number of Councilors (Community Governance Review) is conducted with SDC and takes 6-9months. It is done during the Quadrennial Election process (next one 2023). The Parish Council will review its position before the next election.</p> <p>The Clerk advised that she will be away on holiday w/c 27<sup>th</sup> May and will be unable to attend the PC meeting on 4<sup>th</sup> June.  <b>Action:</b> Clerk to arrange cover for her duties on 4<sup>th</sup> June.</p> <p><b>Potential County Council Grant</b> – Councillors to review grant criteria and revert with ideas of where Welford village may qualify / benefit.</p> <p>Announcement of the new Welford Parish Council  <b>Action:</b> Cllr Perteghella to review up-dates for WPC website  <b>Action:</b> Cllr Williams to word an article for Welford Matters  Cllrs to send photo and areas of responsibility to Cllr Williams</p>	<p>KW</p> <p>SC</p> <p>AS</p> <p>MP KW</p>
10.	<p><b>Dates of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• 21<sup>st</sup> May Annual Parish Get Together</li> <li>• 21<sup>st</sup> May Planning Committee Meeting</li> <li>• 4<sup>th</sup> June Parish Council Meeting</li> </ul>	

Meeting closed at: 9:55pm