

## Welford-on-Avon Parish Council

Minutes of the Meeting held on  
Tuesday 2<sup>nd</sup> August 2022 at 7:15 p.m.

**Present:** Cllr S Carter Cllr J Hockaday, Cllr N Appleton, Cllr M Stanley Cllr M Lake

**In attendance:** Clerk - Mrs I Wibberley, Robert Brown

**Public Participation:** 0

| Item                          |   |                       |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
|-------------------------------|---|-----------------------|-----------|--------------------|--------------|-------------------------------|---|--------------|------------------------------|---|-----------------------|-------------------------------|---|--------------|-------------------------------|---|--------------|
| 1.                            | <b>Acceptance of Apologies –</b> District Councillor M Perteghella, Cllr D Jones  |                       |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
| 2.                            | <b>Declarations of Interest –</b> None  |                       |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
| 3.                            | <b>Approval of Minutes –</b> The minutes were accepted as a true record of the meeting of 5 <sup>th</sup> Jul 2022 and signed by the Chairman.<br>Proposed – Cllr N Appleton Seconded – Cllr M Stanley  |                       |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
| 4.                            | <b>Matters arising not covered elsewhere on the agenda –</b> None   |                       |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
| 5.                            | <p><b>Co-option of a new Parish Councillor</b><br/>Robert Brown had been interviewed by Cllrs Carter and Hockaday for the position of Parish Councillor in 2021 at the time when Martyn Stanley had been co-opted onto WPC. Cllr Hockaday proposed and Cllr Stanley seconded that Robert Brown be co-opted as Parish Councillor. There was a unanimous vote to co-opt Robert Brown and he signed his declaration of acceptance.</p> <p>The clerk was asked to provide meeting dates to Cllr Brown and to update the contact list. It was noted that the schedule of parish councillor responsibilities would need to be reviewed.</p>   |                       |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
| 6.                            | <p><b>Planning</b></p> <p><b>6.1 Report of Planning Notices received from Stratford DC</b></p> <table border="1"> <thead> <tr> <th>REFERENCE</th> <th>ADDRESS – PROPOSAL</th> <th>SDC DECISION</th> </tr> </thead> <tbody> <tr> <td><a href="#">22/01838/TREE</a></td> <td><b>Chestnut Cottage, Church Lane, Welford-On-Avon, Warwickshire, CV37 8EL</b><br/>-T1 Norway maple - Fell. -T2 Deodar cedar - Reduce crown height from approximately 11metres, to approximately 8metres and re-shape crown. -T3 Leyland cypress- Fell.</td> <td>No objection</td> </tr> <tr> <td><a href="#">22/01252/FUL</a></td> <td><b>Roslyn , Binton Road, Welford-On-Avon, Warwickshire CV37 8PP</b><br/>Modifications to existing house to include demolition of existing garage, rear and side extensions and construction of new dwelling in rear garden of existing house</td> <td>Application withdrawn</td> </tr> <tr> <td><a href="#">22/01780/TREE</a></td> <td><b>Calthorpe Cottage, Boat Lane, Welford-On-Avon, Warwickshire, CV37 8EN</b><br/>-T1 Walnut- Fell.</td> <td>No objection</td> </tr> <tr> <td><a href="#">22/00171/TREE</a></td> <td><b>Luminere High Street Welford on Avon, Warwickshire CV37 8EA – T1 Laurel – reduce to 2m</b></td> <td>No objection</td> </tr> </tbody> </table> |                       | REFERENCE | ADDRESS – PROPOSAL | SDC DECISION | <a href="#">22/01838/TREE</a> | <b>Chestnut Cottage, Church Lane, Welford-On-Avon, Warwickshire, CV37 8EL</b><br>-T1 Norway maple - Fell. -T2 Deodar cedar - Reduce crown height from approximately 11metres, to approximately 8metres and re-shape crown. -T3 Leyland cypress- Fell. | No objection | <a href="#">22/01252/FUL</a> | <b>Roslyn , Binton Road, Welford-On-Avon, Warwickshire CV37 8PP</b><br>Modifications to existing house to include demolition of existing garage, rear and side extensions and construction of new dwelling in rear garden of existing house | Application withdrawn | <a href="#">22/01780/TREE</a> | <b>Calthorpe Cottage, Boat Lane, Welford-On-Avon, Warwickshire, CV37 8EN</b><br>-T1 Walnut- Fell. | No objection | <a href="#">22/00171/TREE</a> | <b>Luminere High Street Welford on Avon, Warwickshire CV37 8EA – T1 Laurel – reduce to 2m</b> | No objection |
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| <a href="#">22/01780/TREE</a> | <b>Calthorpe Cottage, Boat Lane, Welford-On-Avon, Warwickshire, CV37 8EN</b><br>-T1 Walnut- Fell.   | No objection          |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |
| <a href="#">22/00171/TREE</a> | <b>Luminere High Street Welford on Avon, Warwickshire CV37 8EA – T1 Laurel – reduce to 2m</b>   | No objection          |           |                    |              |                               |   |              |                              |   |                       |                               |   |              |                               |   |              |

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| <a href="#">22/00165/TREE</a>  | <b>Laurel House, Church Street, Welford on Avon, Warwickshire CV37 8EJ</b> – G1 leyland cypress x5no - fell  | No objection                    |
| <a href="#">22/00136/FUL</a>   | <b>Chestnut Cottage, Church Lane, Welford-On-Avon, Warwickshire, CV37 8EL</b><br>Proposed single storey rear/side extension  | Permission with conditions      |
| <a href="#">22/00868/FUL</a>   | <b>The Field House, Welford Pastures, Barton Road, Welford-on-Avon Stratford-upon-Avon</b> - Proposed single storey side extension and first floor over existing garage.   | Application withdrawn           |
| <b>6.2 Planning Applications Previously Considered</b>   |  |                                 |
| None – July planning committee meeting cancelled   |  |                                 |
| <b>6.3 Planning Applications Received From SDC for Consideration at August 2022 Parish Council Meeting</b> |  |                                 |
| <b>REFERENCE</b>   | <b>ADDRESS – PROPOSAL</b>  | <b>PC RESPONSE</b>              |
| <a href="#">22/02037/FUL</a>   | Willow Vale Church Lane Welford-on-Avon Stratford-upon-Avon CV37 8EL<br>Installation of 13 no. solar PV panels to south, west & east facing roof of property all of which are not visible from the public highway.   | Support                         |
| <a href="#">22/01931/FUL</a>   | Polruan Binton Road Welford-on-Avon Stratford-upon-Avon CV37 8PT<br>Construction of two-storey rear extension and extension to garage and widening of driveway.  | Object                          |
| <a href="#">22/01866/FUL</a>   | Manor Farm Duck Lane Welford-on-Avon Stratford-upon-Avon CV37 8QF<br>Erection of a single storey rear flat roof extension to replace the existing rear single storey flat roofed extension and to repair and retile the existing roofs using the existing tiles and providing insulation to the existing attic room roof slopes  | Support subject to LBO          |
| <a href="#">22/01867/LBC</a>   | Manor Farm Duck Lane Welford-on-Avon Stratford-upon-Avon CV37 8QF<br>Erection of a single storey rear flat roof extension to replace the existing rear single storey flat roofed extension and to repair and retile the existing roofs using the existing tiles and providing insulation to the existing attic room roof slopes  | Support subject to LBO          |
| <a href="#">22/02278/TREE</a>  | Cress Farm House High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA<br>-T1 spruce - Reduce height by 1-1.2metres on shorter stem, and reduce 3no. remaining sections to leave them all at 4-4.5metres.   | Support                         |
| <a href="#">22/02259/VARY</a>  | 13 Headland Close Welford-on-Avon Stratford-upon-Avon CV37 8EU<br>Variation of condition 2 of planning permission 19/03210/VARY dated 6th March 2020 to alter the material of the roof tiles. Original description of development: Variation of condition 2 of 17/00910/FUL to move dwelling forward, remove single storey rear lean to element and replace with a larger flat roof rear extension | Support                         |
| <a href="#">22/02144/TREE</a>  | The Limes High Street Welford-On-Avon CV37 8EA<br>G1 - row of limes - Repollard back to previous pollard points T2 - beech hedgerow - Remove.  | Support subject to Tree Officer |

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|   | <p><a href="#">22/00005/FUL</a></p> <p>Kehlstein, Barton Road, Welford-on-Avon, Stratford-upon-Avon CV37 8EY<br/> Demolition of existing dwelling and associated outbuildings and erection of 24 dwellings (Class C3), including associated access, public open space, sustainable drainage and landscaping.<br/> An amendment/additional information has been received for the application shown above as follows:</p> <p>80-751-R1-4 - Biodiversity Metric Report (3.0) - Barton Road Welford<br/> 376 - Barton Road - Affordable Housing Scheme v1.5<br/> 376-00-102 P5 - Proposed Levels Plan Sh 1<br/> 376-00-103 P7 - Proposed Levels Plan Sh 2<br/> 376-00-104 P7 - Drainage Strategy Plan Sh1<br/> 376-00-105 P7 - Drainage Strategy Plan Sh2<br/> 376-00-110 P1 - Ditch Cross Sections<br/> 376-01-01 E - Proposed Site Layout<br/> 376-01-02 C - Streetscenes<br/> 376-02-106 P9 - External Finishes &amp; Kerbing Layout<br/> 376-02-110 P7 - Landscaping + Boundary Treatments Layout<br/> 376-02-600 P4 - Trees Removed &amp; Protection Layout<br/> 376-02-620 P6 - Materials Layout<br/> 376-02-711 P9 - Refuse Auto Track Layout<br/> 376-02-713 E - Building Hierarchy Layout<br/> 376-02-715 P6 - HA Unit Allocation Layout<br/> 376-02-716 P8 - POS Areas Layout<br/> 376-02-722 P6 - External Lighting Plan<br/> 376-02-723 P6 - EV Charging Point Plan<br/> 376-11-01 B - Plot 2. 10 + 21 - FLOOR PLANS<br/> 376-14-01 C - Plot 11 - Dhalia - Floor Plans<br/> 376-14-02 C - Plot 11 - Dhalia - Elevations<br/> 376-15-01 C - Plots 12-15 - Daffodil &amp; Rose - Floor Plans<br/> 376-15-02 C - Plots 12-15 - Daffodil &amp; Rose - Elevations<br/> Barton Rd Construction Method Statement RevG<br/> Barton Rd, Welford - Drainage Strategy Report Rev H<br/> Barton Road - Schedule of Accommodation - Rev C<br/> Design + Access Statement Jul22</p> | <p>Support</p> |
| <p><b>6.4 Planning Enforcement</b><br/> Headland Rise garages – acknowledgement received from Enforcement but no response yet on action to be taken. The Clerk to follow up.</p> <p><b>6.5 Other planning matters</b></p> <p>Millers Close application being appealed for non-determination. Clerk to submit the PC’s previous response to the Planning Inspector. The deadline for responses is 29 August. Noted that the land is still in the SAP. Councillors debated whether to take legal advice about the precedence of the 2015 Self Build Act and whether it should supercede all other planning laws. Likely cost of doing this is c£2k, but it is an important principle. It was agreed to contact Long Itchington Parish Council who had a similar problem relating to the hierarch of legislation.</p> <p>The Hive –response received from SDC about our complaint that the Parish Council were not reconsulted on the 2<sup>nd</sup> lot of plans submitted, and that the Officer’s report on the night incorrectly stated that The Hive was inside the BUAB which it is not. The officer should have reconsulted and SDC have agreed to now do so. They have not however accepted that the error relating to the BUAB was</p> |   |                |

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|   | of any significance in determining the application.  |                  |                |                  |
| 7.  | <b>Finance</b>   |                  |                |                  |
|   | <b>7.1 Approval of items requiring payment</b>   |                  |                |                  |
|   | <b>Item</b>  | <b>Base</b>      | <b>VAT</b>     | <b>Total</b>     |
|   | Clerk Salary   | £486.20          | £0.00          | £486.20          |
|   | Clerks Phone O2 (paid by DD)   | £10.93           | £2.19          | £13.12           |
|   | Donation Millennium Trust - monthly  | £100.00          | £0.00          | £100.00          |
|   | Bank charges   | £8.00            | £0.00          | £8.00            |
|   | TSO Host Welfordward.org domain  | £7.95            | £1.59          | £9.54            |
|   | Limebridge   | £986.00          | £197.20        | £1183.20         |
|   |  | <b>£1,800.06</b> | <b>£200.98</b> | <b>£1,599.08</b> |
|   | <b>Receipts</b> – £3,117.55  |                  |                |                  |
|   | <b>Transfer</b> - £2,700.00  |                  |                |                  |
|   | The clerk noted that the VAT refund for 2020-21 had been received. Further claims would need to be submitted.<br>Proposed – Cllr M Lake Seconded – Cllr J Hockaday |                  |                |                  |
|   | <b>7.2 Any Other Finance Matters</b>   |                  |                |                  |
| It was noted that NALC had approved increases in salary rates wef April 2021 which would result in pay rises for both Iona Wibberley and Adele Street. Details would be submitted to councillors for approval in due course.  |  |                  |                |                  |
| The clerk reported that the Millennium Trust had asked if the Parish Council would consider an increase in their donation. Councillors suggested that Limebridge might do some of the mowing. Cllr Carter would discuss this matter with the Millenium Trust.   |  |                  |                |                  |
| The accounts internal audit had been satisfactorily completed and the audit paperwork submitted, albeit later than due. A £40 late submission fee might be payable. Cllr Lake confirmed that all items for 2021-22 had been reconciled and any minor discrepancies satisfactorily resolved. Councillors emphasised the importance of diarising this process correctly in 2022-23. Cllr Lake would review the assets value.  |  |                  |                |                  |
| Cllr Lake emphasised the importance of spending the money in the budget which included £10,600 for playground equipment, a £1,700 grant for tree planting. Additionally a S106 donation towards Synder Meadow of £5,300 had been received relating to the Spitfire development and a further donation of the order of £12k was likely to be forthcoming from Kendrick Homes, also for Synder Meadow. It was agreed that the gateways not yet installed could be used on Milcote Road. |  |                  |                |                  |
| Quotations were still awaited from Limebridge for the work identified as part of the footpaths audit.   |  |                  |                |                  |
| The costs of carrying out a traffic survey were agreed and it was decided that the survey would be carried out in November 2022. The Parish Council also agreed to purchase a vehicle activated sign at a cost of c£3-4k. Furthermore they would accept the funding offer received from a local resident subject to   |  |                  |                |                  |

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|    | <p>being able to move the camera round the village. Highways would need to put in the posts, but the traffic survey in November will help inform the Parish Council where they should go.</p> <p>Cllrs Appleton and Jones were asked to get quotations for the new playground equipment. Cllr Appleton noted that some work might be required following on from the recent inspection but he didn't want to proceed with this until the position with the school was resolved. Councillors were asked to let NA have any playground equipment suggestions.</p> <p>Cllr Carter would raise with the Sports Club the possibility of setting aside an area at Synder Meadow for children in the village. SC advised that there are plans in place for Synder Meadow development which had been agreed 12 mths ago. He would push for these to be progressed at the next Sports Club meeting. The plans included a multi purpose sports facility with changing rooms and meeting area. The Parish Council confirmed that they would want plans to include a café area and possibly tennis courts and outdoor fitness equipment. It was felt that a separate Committee needed to be in place to drive this development forward.</p> <p>The clerk was asked to obtain a contact number for the previous handyman from Natalie Kennedy and for the new handyman from Cllr Jones.</p>  |
| 8. | <p><b>Project Updates from Councillors</b></p> <p>Cllrs Appleton and Carter updated the meeting on discussions with the County Council regarding the playing fields. The agreement between the County Council and the Parish Council was old and needed to be renewed. There had been uninterrupted use of the facility by the village community for 60 years and this was therefore an established use. Renewal of the agreement was to be explored by the legal team at County and presented to the Parish. The school cut the grass at considerable expense. Public access to the road and the play equipment is the responsibility of the Parish Council to inspect, maintain and insure. A suggestion to split the playing field into two areas was rejected by Parish Councillors.</p> <p>Previously, our County Councillor had proposed transferring the land to the Parish Council. This proposal was not discussed with County during the meeting. In this instance, WPC would bear full cost and responsibility for maintenance and insurance. Councillors were also clear that the school should be able to continue to use the land as their playing fields. They were also clear that all village community groups should be able to use the fields without prejudice.</p> <p>It was noted that the County Council has a statutory responsibility for providing open space in towns and villages. Cllr Carter had suggested that the paddocks behind Barton fields in the conservation area might be a possible area of open space and that WCC might consider whether this, or any other land central in the village, could be purchased if the owners were willing to sell.</p> |

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|     | <p>Cllr Appleton had met Dereck Tribe to discuss his concerns about overgrown hedges on High Street and the car park at Welford chase which had been churned up when the caravans were put on site. NA had subsequently spoken to the site owner. A letter drop reminding residents of their responsibilities to maintain hedges was agreed.</p> <p>Cllr Stanley was awaiting to hear from Limebridge about the costs of September work on footpaths. A letter from Gloucester diocese confirmed that they would look at the permissive footpath work and complimented the Parish Council on the sheep warning signs. It was noted that the gate on the Sports club field needed repairing.</p> <p>The flood action group was arranging a community event relating to flooding issues in the village.</p> <p>Consultation on the Local Cycling and Walking Infrastructure Plan (LCWIP) was currently open and NA/MS would draft a response on behalf of the Parish Council.</p> |
| 9.  | <b>Review Previous Actions</b> – None   |
| 10. | <p><b>Any Other Business</b></p> <p>It was agreed that the review of the Parish Annual Meeting would take place at the next meeting attended to Cllr Jones as she had arranged the event.</p>   |
| 11. | <p><b>Dates of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• 23<sup>rd</sup> August 2022 - Planning Committee Meeting, Memorial Hall</li> <li>• 6<sup>th</sup> September 2022 – Full Parish Council Meeting, Memorial Hall</li> </ul>  |
|     | Meeting closed at 9.25 pm   |