

**Minutes of the Meeting held on
Tuesday 3rd February 2026 at 7:15 p.m.**

Present: Cllr S Carter – in the chair, Cllr J Hockaday, Cllr M Lake, Cllr N Appleton, Cllr M Stanley, Cllr D Jones, Cllr D Holmes

In Attendance: I Wibberley (clerk)

Public Participation: 1

Presentation by Nic Allen ref Millfield Caravan site

Mr Allen was looking to make application for an area not currently consented behind the Bowls Club on which to locate caravan(s). He would plan to reduce the number of consented holiday use caravans from 10 to 5 but with increased occupancy from 10 months to 12 months. Part of the existing consented area would be “sterilized” from future location of caravans. This would leave the total site with some consent for residential use and some consent for holiday use.

The Parish Council noted that the proposed new area was outside the village boundary in open countryside. They also noted the location of the site in the Conservation Area. In order to satisfy policy requirements there would need to be (inter alia) a soft transition from the open countryside with improvements to the Conservation Area and no adverse impact on protected views.

The Parish Council thanked Mr Allen for presenting his proposals. They also asked that a hedge be planted between the existing site and the Bowls Club road as had previously been discussed.

Item					
1.	Acceptance of Apologies – None				
2.	Declarations of Interest – None				
3.	Approval of Minutes The minutes of 6 th January 2026 were reviewed and agreed, subject to correction of spelling mistakes. Proposed: Cllr D Holmes Seconded: Cllr M Stanley				
4.	District & County Councillors’ Report None				
5.	Planning				
	5.1 Report of Planning Notices Received From SDC During January 2026				
	Item	Reference	Decision Date	SDC Decision	PC Decision
1	Three Acres (formerly The New House) High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA Replacement entrance gates and front boundary hedge with new sliding entrance gate and new laurel hedge, together with facing brick boundary wall	25/03087/FUL	15/01/2026	Application withdrawn	
2	Welford House High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA G1, lime x14no. - Reduce height by 1.5 metres	25/03041/TREE	15/01/2026	No Objection	Support
3	Old Welford Hill Barn Long Marston Road Welford-on-Avon Stratford-upon-Avon CV37 8AE Proposed single storey rear extension, infill glazing covered walkway, new chimney and internal alterations.	25/02293/FUL	15/01/2026	Granted	Support
4	Milfield, Binton Road, Welford-on-Avon, Stratford-upon-Avon CV37 Proposed single storey rear extension. Garage conversion and external	25/03038/FUL	21/01/2026	Granted	Support

	alterations including replacement windows, doors and rainwater goods.				
5	5 Orchard Close, Welford on Avon, Stratford upon Avon, CV37 8HA Proposed removal of existing conservatory, construction of single-storey rear extension, alterations to external walls, doors and glazing, replacement garage doors, installation of solar PV panels, metal flue.	25/02668/FUL	30/01/2026	Granted	Support

5.2 Planning Applications Previously Considered (January 2026 Planning Committee)

Reference	Property	Detail	Consultation Expiry Date	PC Decision
25/02293/FUL	Old Welford Hill Barn Long Marston Road Welford-on-Avon Stratford-upon-Avon CV37 8AE	Proposed single storey rear extension, infill glazing to covered walkway, new chimney and internal alteration	12/01/2026	Support
25/03038/FUL	Milfield, Binton Road, Welford-on-Avon, Stratford-upon-Avon CV37	Proposed single storey rear extension. Garage conversion and external alterations including replacement windows, doors and rainwater goods.	14/01/2026	Support
25/02991/LBC	The Thatch Chapel Street Welford-on-Avon Stratford-upon-Avon CV37 8PX	Structural repairs to defective traditional timber frame, necessitated by poor previous works	16/01/2026	Support
25/02715/VARY	Weston House Milcote Road Welford-on-Avon Stratford-upon-Avon CV37 8EH	Variation of Condition 2, 8, 9 and 15 of application 22/02698/FUL dated 16th February 2023 to retain the original garage serving Plot 3 (Weston House) and incorporate bat loft into car port to serve Plot 5. Original description of development: Construction of four dwellings and alterations to the existing retained dwelling (including some demolition) with associated works including revised access arrangements and landscaping (revised scheme)	19/01/2026	Support
25/02867/VARY	Land North Of Millers Close Welford-on-Avon	Variation of condition 4 (approved plans) of planning permission 21/01195/OUT (appeal reference APP/J3720/W/22/3297821) to allow amendments to the layout, parameters plan and build zones (Date of Decision: 30.01.2023) to accommodate the 1m shift north of the proposed internal road layout Original application description: 'Outline application for the construction of up to ten self-build/custom-build dwellings, alterations to access and laying out of public open space (approval sought for access at outline stage)'	20/01/2026	Support
25/03087/FUL	Three Acres (formerly The New House) High Street Welford-on-Avon Stratford-upon-Avon CV378EA	Replacement entrance gates and front boundary hedge with new sliding entrance gate and new laurel hedge, together with facing brick boundary wall	21/01/2026	Object

5.3 Planning Applications Received From SDC for Consideration at February 2026 Parish Council Meeting

Reference	Property	Detail	Consultation Expiry Date	PC Decision
26/00120/VARY	Land Adjacent To Church Bank Binton Road Welford-on-Avon	Variation of conditions 1 and 2 of planning permission 21/02818/VARY (date of decision 19/11/2021). Drawing nos. 19-26 02A, 19-260-03A and 19-260-05A to be replaced by drawing nos. 2172/01D, 2172/02A and 2172/03A. Stone and timber cladding to be omitted and replaced by Weinerberger Terca 'Heritage Blend' facing brick on plot 2	18/02/2026	Support
26/00099/FUL	Comptons House High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA	Extension to enlarge the ground floor shower and rebuilding of the low garden retaining wall to revised position approx 500mm south of current location	16/02/2026	Support
26/00100/LBC	Comptons House High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA	Extension to enlarge the ground floor shower and rebuilding of the low garden retaining wall to revised position approx 500mm south of current location	16/02/2026	Support

5.4 Planning Enforcement

Cllr Stanley reported that SDC Enforcement were involved at Deerhurst Gardens as Kendrick had given permission for some work to be done on the swale and complaints had been made about gardens getting waterlogged. Kendrick had chopped down some willows and cleared some of the swale plus some hedgerow removed. Landscaping still not signed off by SDC.

5.5 Other planning matters

Cllr Appleton raised the Mill Lane development. Previously owner made a planning application to change materials. Applicant has started to build with alternative bricks. Next door house was lime mortar, this one is not. Agreed to let it proceed without contacting Enforcement.

6. Finance

6.1 Approval of items requiring payment

Item	Base	VAT	Total
Limebridge Rural Services	£607.00	£121.40	£728.40
Microsoft (Jan26)	£43.47	£8.69	£52.16
Clerk's salary Jan 2026	£509.35		£509.35
Clerk's salary HMRC- Jan 2026	£120.80		£120.80
Welford Memorial Hall	£50.00		£50.00
O2 clerks phone	£13.45	£2.69	£16.14
Millenium Trust	£120.00		£120.00
Parish Online	£45.00	£9.00	£54.00
Welford Matters	£500.00		£500.00
Limebridge Rural Services	£392.00	£78.40	£470.00
UMC Architects	£153.23	£30.65	£183.88
Hinton Design & Build	£137,375.61	£27,475.12	£264,850.73
TOTALS	£167,655.86	£27,725.95	£139,929.91

Receipts – £85,544.97

	<p>Transfer - £nil</p> <p>Proposed – Cllr M Lake</p> <p>Seconded – Cllr S Carter</p>
	<p>6.2 PC Risk Assessment Cllr Holmes had circulated this for comments. The Risk Assessment was agreed.</p>
	<p>6.3 Community Grant Scheme applications Application for the playing field submitted as a large application (£25k), need to submit further details to be completed before end of February. Getting quotes for further work to justify the amount claimed.</p>
	<p>6.4 Any Other Finance Matters Cllr Lake was trying to obtain further details of CiL money due to the Parish Council. He was attempting to discuss his calculations with the CiL/S106 officer to try to reconcile differences. He was looking at all the S106 agreements to try to find out what the PC have to do to claim all the money identified in the agreements. It was agreed that a system to monitor this on an ongoing basis would need to be put in place. ACTION: M Lake/I Wibberley</p> <p>A thank you was made to the cricket club for the donation. The clerk to send an invoice to the football club for the container move. ACTION: I Wibberley.</p>
7.	Synder Meadow Pavilion Project
	<p>7.1 Project Expenditure & Cash Flow Cllr Lake to complete and circulate an updated report, ACTION: M Lake.</p>
	<p>7.2 Fundraising Report Report of receipts/donations circulated by Cllr Appleton noted, net receipts of £18675.21 from fundraising. February Quiz night sold out, would be a further quiz in March. Suggested fundraising team might consider an application to the Community Grant Scheme.</p>
	<p>7.3 Pavilion Insurance To be put in place wef 1 March at a value of £700k. ACTION: I Wibberley</p>
	<p>7.4 Risk Assessment Cllr Holmes had circulated the latest version. Some further comments had been received which he would incorporate. Councillors' final comments to be given to Cllr Holmes so that this could be approved at the next PC meeting, ACTION: D Holmes</p> <p>Access rights to the track and the possible need for Indemnity insurance discussed. Cllr Hockaday has got the deeds. Still outstanding.</p>
8.	Project Updates from Parish Councillors
	<p>8.1 Welford Park playing fields No further progress – waiting on school to have the governors meeting on 12th February</p>
	<p>8.2 Cycle Feasability Study No response received yet. Cllr Holmes to follow up</p>
	<p>8.3 Cress Hill Various councillors had given comments on the proposal circulated by Cllr Holmes. He had obtained a quote of £700 from BMJ Landscaping for the initial work. It was noted that BMJ were generally competitive at a rate of £220/day. This was reasonable compared to previous tenders for</p>

	<p>this type of work and the PC therefore agreed to accept the quotation without seeking further tenders given the competitive rate and the need to get the work done quickly. The work would be done before the bird nesting season. Cllr Hockaday was arranging for road-side hedge cutting to be done before the bird nesting season starts.</p> <p>Cllr Holmes was investigating land ownership of adjacent land around Cress Hill and seeing whether a right of way into the bottom field might be obtained.</p>
	<p>8.4 Other Projects & Updates</p> <p>The PC was updated on discussions with the fishing club who were happy to regularise their arrangement with the PC. The fishing club do have a formal arrangement with the diocese for which they pay £250pa. The Club would like some financial help from the PC to make some swims - jetties (we helped out 10 years ago). The PC discussed how best to manage the fishing rights at Cress Hill and agreed to continue with the fishing club managing this. An annual licence would be prepared to set out responsibilities of each party, Cllr Holmes to discuss terms with the Fishing Club. Financial support would not be given for swims but some support could be given to assist with repairs to the steps. ACTION: D Holmes.</p> <p>Synder Meadow Pavilion – Cllr Hockaday had met the FA to talk about extra help with funding for Synder Meadow. Positive reception. Max grant £250k. ECB were meeting fundraising team the next day. Cllr Holmes trying to obtain M&E drawings which could be used as a base plan for tender/volunteers etc. Synder Meadow Pavilion management needs to be discussed in detail by the PC as they will be responsible for the property from 1 March. Practical completion meeting on 25 Feb so building will be open (10am). Cliff Brown and SDC to be invited to attend on that day to view the works. Security will need to be in place and the building secured when site is vacated by Hintons. Need some lights/cameras. Will be a temporary power supply and one toilet commissioned. It was suggested that the fundraising team consider a community open day.</p>
<p>9.</p>	<p>Communications</p> <p>Article on precept had not appeared in Welford Matters (SC comment). This was an error by Welford Matters. Cllr Lake would follow up. ACTION: M Lake</p>
<p>10.</p>	<p>Any Other Business</p> <p>10.1 New Policy approvals Three new policies had been written to facilitate the community grant scheme application - H&S, EDI, Data protection. Drafts of these had been circulated. The clerk would send out final versions which would be formally adopted within 7 days unless any comments or objections were received. The new policies would need to be on the website so they were accessible to the public. ACTION: I Wibberley</p> <p>10.2 Standing Orders – the Clerk would review against the latest NALC recommendations and circulate for review ACTION: I Wibberley</p> <p>10.3 Annual Policy Review Financial Regulations Planning Committee Terms of Reference Clerk Scheme of Delegation Cllr Lake was reviewing the latest version of the Financial Regulations. The clerk was review the Planning Committee ToR and the Scheme of Delegation</p> <p>10.4 Community Crime Prevention Toolbox – Cllr Carter was finalizing this for an upcoming coffee morning</p> <p>The clerk to view contents of PC minutes in light of comments received from Richard Ham. ACTION: I Wibberley/M Lake.</p>

	<p>PC needs to be prepared for any further discussion with Deeleys and decide stance on the proposed development. On hold until we know when the meeting will be.</p> <p>Traffic data analysis – to be included on planning cttee meeting agenda. Needs a Welford Matters article (coming out in 2 mths). Can also include information on website.</p> <p>Cllr Appleton noted that forthcoming half term holiday in February when it was hoped the playing field would be open. He hoped to clean up the equipment during this time period.</p>
<p>11.</p>	<p>Dates of Future Meetings 17th February 2025 – Planning Committee 3rd March 2026 – Full Parish Council</p>

Meeting finished: 21:58