

**Minutes of the Meeting held on
Tuesday 4th August 2026 at 7:15 p.m.**

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

In Attendance: I Wibberley (clerk)

Public Participation: 1 (Miranda Rogers)

Item						
1.	Acceptance of Apologies – Cllr D Jones					
2.	Declarations of Interest – Cllr J Hockaday regarding 26/01674/PIP					
3.	Approval of Minutes The minutes of 7th July 2026 were reviewed and agreed for signature by the Chair, subject to some minor corrections. Proposed: Cllr J Hockaday Seconded: Cllr N Appleton					
4.	District & County Councillors' Report None received					
5.	Planning					
	5.1 Report of Planning Notices Received From SDC During July 2026					
	Item	Reference	Decision Date	SDC Decision	PC Decision	
1	9 Barton Meadow, Welford-on-Avon, Stratford-upon-Avon, CV37 8DU T1 Quercus robur (Oak): Lateral extent reduction 2-3 metres to appropriate natural target pruning attachment points. To include crown clean of minor fragile deadwood. T2 Quercus robur (Oak): Lateral extent reduction 2-3 metres to appropriate natural target pruning attachment points. To include crown clean of minor fragile deadwood and sever Ivy.	26/01313/TREE	02/07/2026	No objection	Support	
2	East View Barton Road Welford-on-Avon Stratford-upon-Avon CV37 8EY T1 Laburnum fell	26/01323/TREE	07/07/2026	No objection	Support	
3	Grists Orchard, High Street, Welford-on-Avon, Stratford-upon-Avon CV37 8EF Amendment: Replacement timber and estate style fencing, and installation of metal gates with rendered brick piers, with associated tree removal and landscaping	26/01006/FUL	09/07/2026	Application withdrawn	Object	
4	Welcroft, Binton Road, Welford-on-Avon, Stratford-upon-Avon CV37 8PP Proposed two storey side extension replacing an existing garage and utility room. Enclosed porch, first floor gable extensions and external alterations.	25/02806/FUL	20/07/2026	Granted	Support	
5	The Close, Pool Close Chapel Street Welford-on-Avon Stratford-upon-Avon CV37 8QB Ground floor front and side extension, new porch canopy, and replacement of all windows and door	26/01094/FUL	22/07/2026	Granted	Support	

5.2 Planning Applications Previously Considered (July 2026 Planning Committee)

Reference	Property	Description	Consultation expiry date	PC Decision
26/0114/VARY	Orchard Nurseries Duck Lane Welford-on-Avon	Variation of condition 1 (approved plans) of application 26/00497/VARY granted 26th June 2026 to allow for alterations to Plot 9. (original description of development - 'demolition of existing nursery building and the erection of nine dwellings and all associated works').	22/07/2026	Object
26/01436/OUT	Vacant Plot Adjacent To Ashcroft Binton Road Welford-on-Avon	Erection of single new dwelling and garage on vacant residential plot, (formerly part of 'Ashcroft'), together with associated external works (resubmission of 26/00966/OUT)	28/07/2026	Object
26/01322/LBC	The Hollies High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA	Installation of a garden office	30/07/2026	Support
26/01321/FUL	The Hollies High Street Welford-on-Avon Stratford-upon-Avon CV37 8EA	Installation of a garden office	30/07/2026	Support
26/01530/FUL	Orchard Well, Chapel Street, Welford-on-Avon, Stratford-upon-Avon CV37 8QE	Erection of a garden kitchen	06/08/2026	Object

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

Miranda Rogers gave a presentation on behalf of the applicant, Cllr Hockaday. She and the applicant answered questions raised by the PC. Cllr Hockaday left the room whilst the PC debated and decided on the application. The decision was reached on a majority.

Reference	Property	Development	Consultation Expiry Date	PC Decision
26/01674/PIP	Land South Of Elm Leys Hunt Hall Lane Welford On Avon	Erection of between 2 and 5 dwellings	12/08/2026	No representation

5.4 Planning Enforcement

It was noted that there continued to be issues regarding development in the field next to the river near Binton Bridge. Enforcement were trying to clarify the plans for this land. There was some concern that work carried out to date had gone beyond what was needed for the barn and that the barn appeared to be bigger than initially proposed/approved.

5.5 Other planning matters**5.5.1 National Scheme of Delegation**

The National Scheme of Delegation being introduced on 31 October 2026 was discussed. Councillors noted that SDC Officers (rather than SDC Planning Committee) would decide the majority of applications. This would mean that the following (Schedule 1) matters would be decided by Officers:

- Minor residential applications (1-9 properties)
- Minor commercial schemes

- Householder applications
- Prior approvals (eg Class Q's)
- Permission in Principle permissions (PIPs)
- Non-material amendments
- Applications for Certificates of Lawfulness

All material (Schedule 2) applications would still go to Planning Committee which would include Listed Building applications, retrospective applications and Tree Preservations Orders. In the previous 12 months 63 Committee decisions had been taken of which 54 were likely Schedule 1 and 9 Schedule 2. The PC believed that they would still be consulted on applications however decisions would largely be made by Officers. It was understood that the local councillor could still request a Schedule 1 application to be called in for Planning Committee decision.

5.5.2 Neighbourhood Development Plan (NDP)

Cllr Appleton was in touch with SDC regarding the process for updating the NDP and the advice/support which might be available to the PC to help them in this process.

5.5.3 South Warwickshire Local Plan (SWLP)

The clerk advised that there was a meeting of the local action group at Clifford Chambers on 5th August to which councillors were invited. Two actions were required from the PC regarding the SWLP, one being a formal response to SWLP and the other being a briefing note for the village. The clerk was asked to prepare an initial draft. **ACTION: I Wibberley.** It was noted that building outside the BUAB was likely to be allowed unless it delivered "demonstrable harm".

Cllr Appleton noted that there were 2 new plans for Blundells Croft and asked whether the PC wished to comment further. One clarified the width of the road - 3.43m width at present, proposing to widen to 5m. Land belongs to the applicants. Concern expressed about future parking difficulties if the road were widened. The other related to Swept Path analysis. Councillors reviewed this plan and believed it did not work as proposed. The plans also omitted the footpath which forms part of the safer routes to school scheme. Agreed to submit extra comments and to continue to object. **ACTION: I Wibberley.**

6. Finance

6.1 Approval of items requiring payment

Item	Base	VAT	Total
Microsoft (Jun26)	£43.47	£8.69	£52.16
Clerk's salary Jun 2026	£509.35		£509.35
Clerk's salary HMRC- Jun 2026	£120.80		£120.80
Welford Memorial Hall	£50.00		£50.00
O2 clerks phone (Jul26)	£8.25	£1.65	£9.90
Millenium Trust	£120.00		£120.00
Taxi Trucks (Synder Meadow furniture removals)	£140.00		£140.00
Three mobile (Synder Meadow internet)	£13.00	£2.60	£15.60
Limebridge Rural Services	£1,811.00	£362.20	£2,173.20
TOTALS	£2815.87	£375.14	£3191.01

Receipts – £70,430.06

Transfer - £nil

Proposed – Cllr N Appleton

Seconded – Cllr M Stanley

Receipts in the period included £68,079.06 from developer contributions (S106/CiL), £2,108.00 reimbursement of legal expenses, and £233.00 Synder Meadow donations.

The bank balance stood at £166k at end of July.

6.2 Any Other Finance Matters

Cllr Lake had circulated an updated Synder Meadow Pavilion Financial Summary prior to the meeting. This had been updated to the end of July 2026 and showed £57k of income made up of £11k of fundraising and £47k Kehlstein CiL. Spent in year £3490. £81k currently available for Synder Meadow fit out. The Kehlstein CiL money was more than had been budgeted but no further CiL money was expected. The project was currently in a stronger position than had been budgeted. CiL money (£68,079.06) had been received as follows:

Planning Application: 23/03090/VARY £11,735.42

Site Address: One Acre, Barton Road

Planning Application: 22/02698/FUL £6,927.50

Site Address: Weston House, Milcote Road

Planning Application: 24/02109/FUL £300

Site Address: Land Adjacent to The Hive, Barton Road

Planning Application: 22/00005/FUL £46,682.22

Site Address: Kehlstein, Barton Road

Planning Application: 22/02670/VARY £2,200.99

Site Address: Land To The South Of Mill Lane

Planning Application: 25/00798/VARY £232.93

Site Address: Deerhurst, Mill Lane

It was agreed that Cllr Lake would prepare a Synder Meadow financial report every 3 months, the next one to be to the end of October 2026. **ACTION: Cllr M Lake**

Cllr Lake had responded to SDC's request for a final report on the Synder Meadow grant of £357k CiL following completion of the Synder Meadow pavilion structure.

Cllr Lake to prepare an expenditure forecast for the next meeting. **ACTION: Cllr M Lake**

The clerk to check the terms of the S106 for One Acre/Braeburns. **ACTION: I Wibberley**

It was reported that a new agreement for DM Payroll services had been agreed and signed under delegated powers by Cllrs Carter/Lake. There was a small increase in costs.

Cllr Lake/the clerk noted that Employer's NI was payable to HMRC. It was believed this was in the order of approx. £450. The clerk was attempting to register access to HMRC to check the amount owed. **ACTION: I Wibberley**

A banner to advertise PC meetings had been agreed at a cost of approx £150. The invoice would be formally approved in due course.

2025-26 audit – the external auditors had asked lots of questions relating to the fact that the PC had increased income/expenditure, many of these related to Synder Meadow. A formal response had now been submitted. Cllr Carter thanked Cllrs Lake, Hockaday and the Clerk for preparing and submitting the response.

The clerk had submitted VAT claims for January 2026 (missing invoices) and for April to June 2026.

7.	Synder Meadow Pavilion Project Wright Hassell had quoted £750 fixed fee plus disbursements to register the title and deal with the right of access over the lane. This would include registering the land and a caution against first access and securing indemnity insurance. The financial report prepared by Cllr Lake had previously been considered. Stephen Turner, one of the volunteer fundraisers for Synder Meadow, had written to the Parish Council (letter dated 29 July 2026 previously circulated) regarding his ongoing role in the light of the requirements of his professional body (Institute of Chartered Accountants in England and Wales). He had provided a Governance Statement and Formal Role Description (attached to these minutes). The PC approved and adopted these documents. Furthermore, they agreed that an appropriate entry should be made in the Risk Register in respect of Stephen Turner's role as fundraiser (ACTION: Cllr D Holmes). Cllr J Hockaday reported on ongoing discussions between the Pavilion fundraisers and the FA. Early anticipations of a maximum £250k grant now looked less promising but work was continuing. It was agreed that the PC would need to consider any shortfall when they began to look at 2026-27 precept funding in September. It would be important to consult the village on this. It was noted that any CIL money has to be spent exclusively on improving village facilities.
8.	Project Updates from Parish Councillors <u>Cllr Stanley</u> – questionnaire results have been compiled. Villagers had indicated they wanted to see the results in total. The PC considered how to present the results – as an article in Welford Matters, an insert in the magazine, on the website. Councillors were asked to consider. Cllr Stanley was struggling to get any response from Highways about the bridge/grit bins. <u>Cllr Carter</u> – reported on progress with the school playing field. He had circulated the new plan. The Headteacher wanted to discuss this with the governors in September and it was observed that nothing further would happen pre school holidays. WCC were assuming the PC would fund everything. Total costs were estimated to be £25k for playing field transfer, legal fees, fencing, etc. Idea is that the fence will be moved and re-used. Cllr Appleton was concerned that the PC might pick up more costs than we expect. Cllr Appleton queried removal of the hedge and provision of a large access gate. He noted the village expectation that they would get access to the sports field. The meeting noted that the PC had not been able to achieve permanent access to the sports field but the proposed land swap did give permanent access to the play equipment area. If the present licence situation continued then WCC might give 6 months notice to terminate at any time. Councillors needed to agree an appropriate communication to the village. Planning applications would need to be submitted in September. The proposal also required WCC Cabinet permission. Cllr Stanley would check whether this matter was raised in comments on the village questionnaire. ACTION: Cllr Stanley <u>Cllr D Holmes</u> – still waiting for response on cycle track feasibility study. Tree blocking footpath has been removed by WCC.
9.	Communications Welford Matters– it was agreed in principle that the PC should have a regular double page article in Welford Matters, using a standard template. This should provide brief notes on what the PC has done in the previous 2 months. Want it in the same place/format each month. Cllr Holmes agreed to draft but it was noted that this needed to be checked against the minutes for accuracy. The clerk to approach Welford Matters and request layout template under title Parish Council update. Format in principle agreed. National Scheme of Delegation – details to be advised to villagers South Warwickshire Local Plan – details to be advised to villagers

10.	Any Other Business 10.1 Phone Boox – there was discussion about what to do with this given the limited response from volunteers to the idea of a book library. The Phone Box was in the Conservation Area and a grade 2 listed asset. An alternative to a book library would be a defibrillator location. It was agreed that the clerk would respond to the volunteers to ask if they would consider running a book library should the PC refurbish it first. ACTION: I Wibberley 10.2 Action List – The clerk to circulate for follow up and reporting back. ACTION: I Wibberley 10.3 Historic Welford booklet – this was being updated by Gary Beard who had initially asked the PC for funding support. It now appeared however that the necessary funds had been raised. 10.4 Meeting Dates – The clerk to draft list of dates and liaise with the Memorial Hall. ACTION: I Wibberley
11.	Dates of Future Meetings 18th August 2026 – Planning Committee 2nd September 2026 – Full Parish Council

Meeting finished: 21:44

APPENDIX TO MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4TH AUGUST 2026

Governance Statement: Role of Retired ICAEW Member

Welford-on-Avon Parish Council has engaged Stephen Turner FCA, a retired Chartered Accountant, to support the Synder Meadow pavilion and community hub capital project in a voluntary fundraising and governance capacity. His involvement strengthens the Parish Council's ability to meet funder expectations, manage project risks, and produce high-quality grant applications and documentation. He is not providing regulated accountancy services. Stephen remains bound by the ICAEW Code of Ethics to ensure continuing integrity, objectivity, professional behaviour, and confidentiality. His public practice was voluntarily dissolved in 2022 and he no longer holds a practicing certificate. Stephen's professional indemnity insurance has run-off.

Any advice he gives to the Parish Council is governance-aligned to support their responsibilities as project sponsor and as site freeholder. His role enhances transparency and assurance for funders, auditors, and for the community.

Formal Role Description

Volunteer Fundraiser & Adviser (Retired ICAEW Member)

Purpose of Role

To provide fundraising support to Welford-on-Avon Parish Council in relation to the Synder Meadow pavilion and community hub capital project. The role is advisory, voluntary, and non-regulated. It is intended to strengthen project fundraising prospects and associated risk management. Any advice given is governance-aligned but is not a substitute for regulated professional services.

Key Responsibilities

- Develop and refine corporate funding strategy
- Identify suitable grant opportunities and eligibility criteria
- Prepare or support preparation of grant applications
- Advise on governance expectations of funders
- Provide independent challenge on risk, value for money, and compliance
- Act in the public interest and assist with stakeholder engagement
- Ensure advice aligns with ICAEW ethical principles

Role Excludes

- Regulated accountancy services
- Preparation of statutory accounts or tax advice
- Acting as an independent examiner or auditor
- Any activity requiring an ICAEW practicing certificate

Status

- Voluntary role, no remuneration
- No professional liability accepted or implied
- Professional indemnity insurance run-off period has expired

Reporting Line

Reports informally to the Parish Council Chair or designated project lead.

Term

Until completion of the project or as agreed by the Parish Council.