

**Minutes 01/18**

**WHITNASH TOWN COUNCIL**

Minutes of the Town Council meeting held on Thursday, 21<sup>st</sup> June 2018  
at 7.00 p.m. in  
Whitnash Community Hall, Acre Close, Whitnash.

PRESENT

Councillors: T Shepherd                      Mayor  
                  A Barton  
                  S Button  
                  G Cancilla  
                  Mrs J Falp  
                  B Franklin  
                  S McFadden  
                  D Sage  
                  J Short  
                  B Smart  
                  R Sparkes

Town Clerk: Jenny Mason

Police: 2

Public: 0

01/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Heath, Kirton and Margrave. Apologies for absence were accepted.

02/18 DECLARATIONS OF INTEREST

There were no declarations of interest at the start of the meeting.

03/18 PUBLIC FORUM

There was no public forum.

04/18 POLICE

*Standing orders were suspended to allow the Police to speak.*

PC Rachel Smith reported that there were 11 Anti-social behaviour reports which included a neighbour dispute and groups of youths congregating on street corners. There were no reports of

burglaries. There were 5 incidents of damage – red phone box, trees at Acre Close Playing Field, St Margaret's Church, wing mirrors damaged and fence panels. Small gas cannisters have been found. 3 incidents of vehicle damage and at total of 26 calls of concern.

Parking is still on the Police priority list as well as anti-social behaviour in the parks. Patrols have been increased. Speeding on St Fremund Way is being addressed. Police have attended the Community Café as well as fetes in the town.

With regard to the damage on 4<sup>th</sup> June 2018 PC Smith has reported that 3 suspects have been identified and interviewed and 2 of the suspects have admitted to the fire at ASDA, damaging the phone box, wing mirrors on vehicles and the trees at Acre Close. No one has as yet admitted to setting the recycling boxes alight. The Youth Offending Team will make a decision on the punishment for the offending youths. Members suggested that Community Service i.e. digging up what is left of the damaged trees; clean up churchyard; pay back the damage; apologise to Town Council at a meeting; be sent on counselling and arson course to hopefully realise they have done wrong and put them on the right track for the future. Apparently, their parents were not aware that they were out in the early hours of the morning.

Cllr Shepherd said that the Council values the Police presence at Town Council meetings and asked if the Police would check on the hall on Friday, 22<sup>nd</sup> June 2018 as the dance group that meet on a Friday evening were having a dance show. PCSO Steve Sample said he would be on duty and will check on the event.

*Standing Orders were re-instated.*

#### 05/18 MAYOR'S ANNOUNCEMENTS

Since becoming Mayor on May 24<sup>th</sup> I have attended two Civic Functions The Shipston on Stour Wool fair and wine tasting and the Kenilworth Mayors Civic Service. I have had a meeting with Inspector David Kettle and Sargent Alison Wiggins from Warwickshire police and various actions have been implemented to tackle the vandalism in the town.

#### 06/18 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Town Council meetings held on 12<sup>th</sup> April and 24<sup>th</sup> May 2018 as circulated were approved and signed as a true record.

#### 07/18 MATTERS ARISING OUT OF THOSE MINUTES

12<sup>th</sup> April 2018:

**168/18 Police and Crime Commissioner** – When the Crime Commissioner attended the April 2018 Town Council meeting he indicated that £3 million would go towards increasing the number of police in the County. This has not happened yet and would be a gradual process throughout the county.

**177/18 Church Close** – Cllr Short expressed concern about the potholes being filled in by the Council. Liability rests with Stonewater Housing not the Town Council as it is a private road. Legislation says that the property owner is liable for half the road surface and as such the Town

Council is not responsible for the repairs. Cllr Franklin has a file with bits of information dating back to 1950's and will report back to next Town Council meeting on his findings.

**182/18 Report of Finance and General Purposes Committee meeting** - *Cllr Barton raised an issue with regard to not Declaring an Interest at a Finance Meeting this will be discussed when Report of the Finance and General Purposes committee item comes up.*

24<sup>th</sup> May 2018:

There were no matters arising from this meeting.

## 08/18 OUTSTANDING PROJECTS / ACTIONS / DECISION LIST

**Whitnash Community Map** – in his WDC Report, Cllr Margrave mentioned that the community asset map is taking shape. He has seen the first draft.

**Chesterton Allotments** – on the agenda.

**Church Close** – Cllr Franklin is looking into this and will report back at the next meeting.

## 09/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

### Warwickshire County Council Report:

The County Council in my second year representing Whitnash will be one of less training and more attending a range of meetings to understand the work of different committees. I have been able to meet some of the many people who work for the council but there are many more still to get to know. The forestry team have been great helping me to organise some more tree trunks for Washbourne fields and advising me on the saplings I put in on a wet Saturday last year. I am pleased to say most on Washbourne have survived. The Forestry team is a small team with a big workload so finding time to help Whitnash is much appreciated.

I am also working with The Rights of Way team to get the footpath between Landor Road and the Mallory Grange estate surfaced with a hard core to prevent the mud bath it becomes at times. This footpath is well used by residents from the new estate.

I was asked to attend a meeting where the place-based needs assessment for health was discussed. This is using data already in place with data and information gained through consultations in June to provide services highlighted as needed in an area. These are worked on in areas of approx. 40,000 residents. Whitnash is in the group with Bishops Tachbrook, Warwick Gates and South Leamington with around 40,207 residents. We did all point out that these are very different areas but the numbers required meant these areas were grouped together.

The final meeting of the Loneliness and Isolation working group meet last week. Recommendations will now be suggested to the full council as to what can be undertaken to help with those who feel lonely and isolated. It has been an interesting task and finish group to be involved in and I hope we can help in some way to address what is becoming a real issue especially with its impact on people's health.

Cllr Mrs Falp reported that money has been allocated to put hardstanding on the public footpath leading from Landor Road to Mallory Grange and she will be notified when the work will be done. It was suggested that the public footpath sign is moved to be more visible.

County e mail address [judyfalp@warwickshire.gov.uk](mailto:judyfalp@warwickshire.gov.uk) or [Cllr.falp@warwickshire.gov.uk](mailto:Cllr.falp@warwickshire.gov.uk) and phone number 07771339183

**Cllr Judy Falp, County Councillor, Whitnash**

### Warwick District Council Reports:

After the Annual General meeting in May all committees meet in the weeks following to elect the Chairman of Committees. Apart from planning there are no deputies for committees. If the Chairman is not present a Chairman for that evening is requested from the committee. I was pleased to again be nominated and elected as Chairman of the Overview and Scrutiny committee. I first held this position 15 years ago when I was first elected to the District Council and have held it on and off since. I continue on the same other committees as before, Health Scrutiny, Employment, People Strategy Group, Shadow Portfolio Holder for Housing and Health and Community Protection. I also attend all

Executive meetings as the Chairman of Scrutiny and as the Whitnash Residents Association representative. I have been contacted by residents with issues of housing, litter bins and overgrown hedges and trees. Some issues are able to be resolved quite quickly. Some take some time especially if they involve more than just one council department or companies or other individuals.

We are now in the final year of this four-year cycle since the last election. Projects started will be concluded if possible, new projects thought of but perhaps delayed until the outcome of the election next year, but the day to day needs of the residents are delivered and plans already in place met as they should be. The stock condition survey of the Councils housing stock will be scrutinised hopefully in July and actions from that be taken forward. This will be an important piece of work for our residents in Council owned housing stock.

**Cllr Judy Falp, Warwick District Councillor for Whitnash**

Since the last Town Council, I have attended the WDC Annual Council Meeting, a Finance and Audit Scrutiny Committee meeting and a working party regarding the role of the chairman of the council. At the F & GP, agenda item 14 was about Europa Way. As ever, it seems anything interesting is confidential, so I can't talk about yet. Quite why so much of that topic is confidential I don't understand.

No residents have contacted me regarding any District Council issues.

The community asset map is taking shape. A couple of weeks ago I saw the first draft. I have suggested I meet with the person doing the work to create a second draft copy.

**Cllr R Margrave, Warwick District Councillor for Whitnash**

#### 10/18 APPROVE AND ADOPT ANNUAL GOVERNANCE STATEMENT SECTION 1 PAGE 4

Section 1 of the Annual Governance Statement for 2017 – 2018 was approved, adopted and signed at the Town Council Meeting by the Mayor.

#### 11/18 APPROVE AND ADOPT ANNUAL ACCOUNTING STATEMENT SECTION 2 PAGE 5

Section 2 of the Annual Governance Statement for 2017 – 2018 was approved, adopted and signed at the Town Council Meeting by the Mayor.

#### 12/18 COMMUNITY HUB UPDATE

A topographical survey was carried out at 13 Acre Close and no quotation or order number obtained for this retrospective done via the Project Officer at Warwick District Council. Cllr Mrs Falp asked Members to approve this work so that an order can be issued and apologised for this lapse in procedure. Members agreed that an order is issued for this retrospective work.

The Community Hub Working Group has no powers to make decisions and Cllr Mrs Falp proposed that the Working Group becomes a proper Committee of the Town Council and that a Chairman and Deputy are elected tonight. As the project moves forward it would have powers to authorise work up to £5000.00 as a committee. Any work over £5000 would have to come to Town Council for approval. This committee would probably meet during the day to move this project on. Cllr Button proposed that Cllr Mrs Falp be elected as the Chairman and Cllr Heath as the Deputy. All other members from the Working Group would remain as members of this committee. All Members voted in favour.

Hopefully the Planning Application should be approved in the next few weeks.

### 13/08 VARIATION TO COMMUNITY HUB CONTRACT

Andy McDarmaid from ATI Consultants has handed over to Debbie Cole at Warwick District Council who will be the Project Officer going forward.

Warwick District Council will provide support to Whitnash Town Council in the form of an officer to assist the Town Council to construct the Whitnash Community Hub.

The officer support is provided in the form of a Client Agent (role outlined below) and will be provided from 18 April 2018 through to the completion of the building works, (currently estimated September 2019), subject to project progress. The fee for the support has been agreed as £1000 per calendar month. The support provided largely replaces that previously provided through ATI Projects (Andrew McDarmaid's role) which ceased at the end of March 2018.

#### **Client Agent Role**

Working with Whitnash Town Council to support the project through the remaining pre-construction phase and the construction phase to handover of the completed building to the Town Council.

This includes:

1. Working with the professional teams to co-ordinate project work streams through RIBA stages from planning permission to completion of the building, including;
  - 1.1 Submission of remaining information for planning application,
  - 1.2 Liaison with Whitnash Town Council to agree final detailed design of building within project budget,
  - 1.3 Co-ordination of activities to procure building contractor and associated liaison with Whitnash Town Council, and
  - 1.4 Attendance at project meetings, and construction meetings as required
2. Reporting and communication of project progress, budget position, risks and issues to Steering Group.
3. Liaison with Whitnash Town Council, Warwick District Council, Warwickshire County Council Library Services, Professional Teams, and other key stakeholders including Sport England and users of the playing fields.

All Members present voted in favour of this variation in the Contract.

### 14/18 APPROVAL AND ADOPTION OF GENERAL DATA PROTECTION POLICIES

The General Data Protection Policies were approved and adopted.

### 15/18 APPROVAL AND ADOPTION OF REVIEWED STANDING ORDERS

The updated Standing Orders as reviewed at the May 2018 Finance Meeting were approved and adopted.

16/18 APPROVAL AND ADOPTION OF NEW NOTICE BOARD ADVERTISING POLICY

The new notice board advertising policy was approved and adopted.

17/18 STATEMENT OF LICENSING CONSULTATION FROM WARWICK DISTRICT COUNCIL

The Consultation was emailed to all Members on 25<sup>th</sup> May 2018 to respond. Cllr Mrs Falp will read through it again. Members did not have any comments.

18/18 DIRECT DEBIT LIST

A schedule of direct debit payments for 2018 – 2019 was forwarded to all Members and approved.

19/18 CALENDAR OF MEETINGS

The Calendar of Meetings needs to be amended as next year is an election year the month of May is a Purdah period so no meetings are held during the month apart from the Annual Meeting and Mayor Making.

A new version will be forwarded to Members.

20/18 CHESTERTON GARDENS ALLOTMENTS

Email received on 20<sup>th</sup> June 2018 from our solicitor saying that the Contractual Agreement has been agreed and the transfer documents will be sent over to Whitnash Town Council for signing as soon as our solicitor receives the revised plan from the developer.

Our Solicitor has asked that the Town Council makes a decision as to whether the allotments to become "permanent by passing a Council resolution to protect the land as allotment land or whether the Council wants flexibility in terms of the future use of the land?

Members proposed that if possible, flexibility in terms of the future use of the land as amenity land would be preferable. All Members voted in favour.

21/18 CORRESPONDENCE

There was no correspondence.

## 22/18 SCHEDULE OF APPROVED PAYMENTS

The Schedule of Approved Payments from 4<sup>th</sup> April 2018 to 12<sup>th</sup> June 2018 was noted.

## 23/18 REPORTS FROM WARD COUNCILLORS

**South Ward:** Nothing to report.

**East Ward:** Cllr Mrs Falp reported that all the houses have been sold and this development is almost completed. Cllr Mrs Falp thanked Cllr Barry Franklin and the Clerk for arranging the new Whitnash sign on the East Whitnash development.

**North Ward:** Complaints have been received about the last rail planter outside the shops on Heathcote Road – this has been rectified. There is loads of litter near the sub station at Home Farm shops next to the hairdresser. Cllr Mrs Falp will report the litter to Warwick District Council. There are also loads of weeds growing through the kerbs

**West Ward:** The drop down on corner of Ashford and Tachbrook Roads has been repaired. There are two sunken manhole covers on the Trident side of Heathcote Road.

## 24/18 REPORT OF CHRISTMAS LIGHTS WORKING GROUP MEETING

Cllr Button proposed that a receipt (in the form of draft minutes) of the Christmas Lights Working Group meeting held on 7<sup>th</sup> June 2018 are received.

## 25/18 REPORT OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Cllr Cancilla proposed that a receipt (in the form of draft minutes) of the Finance and General Purposes Committee Meeting held on 10<sup>th</sup> May 2018 are received.

*Cllr Smart apologised to Cllr Barton saying the information he was given was incorrect.*

*Cllr Barton accepted the apology.*

## 26/18 REPORT OF HALL AND PLAYING FIELDS COMMITTEE MEETING

Cllr Button proposed that a receipt (in the form of draft minutes) of the Hall and Playing Fields Meeting held on 17<sup>th</sup> May 2018 are received.

## 27/18 REPORT ON PLANNING COMMITTEE MEETINGS:

Cllr Franklin proposed that a receipt (in the form of draft minutes) of the Planning Meeting held on 3<sup>rd</sup> May and 7<sup>th</sup> June 2018 are received.

28/18 APPOINTMENT OF DEMENTIA CHAMPION

Cllr Mrs Falp proposed that the Town Council asks Mrs Jenny Heath to be the Dementia Champion for the town. Cllr Mrs Falp will speak to her.

29/18 APPOINTMENT OF WHITNASH TWINNING ASSOCIATION REPRESENTATIVES

Cllrs Cancilla, Smart and Sparkes were nominated as Twinning Representatives for the Town Council.

30/18 DATE OF NEXT MEETING

The next Town Council meeting will be held on 19<sup>th</sup> July 2018 at 7.00 p.m.

There being no other business the Mayor thanked everyone for their attendance and declared the meeting closed.

SIGNED..... DATE.....