

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in Lighthorne Village Hall at 8pm on Wednesday 9th January 2002

Present:

Cllr Rigby (Chair)
Cllr Ashford
Cllr Brewin

Cllr Giblin
Cllr Purdy
Cllr Rose

Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

Cllr Cooley (SDC)

No members of the public

1 Administrative

1.1 Apologies:

Cllr Drake-Lee

Cllr Dally (SDC)

Cllr Turner (SDC)

1.2 Minutes of the meeting of 12 December 2001

Cllr Brewin proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Rose and carried *nem con*.

2 Questions from the floor

There were none.

3 Planning

3.1 Cllr Ashford reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/02079/FUL	Erect shop with 2 flats over + doctors surgery + 6 houses + new road, land adj. 19 Leam Road	SWHA	Object	Awaited
01/02109/FUL	Erect 16 houses, LHH Post Office	SWHA	Object	Awaited
01/02587/FUL	Wind tunnel, office and facilities, rearrange parking, landscaping, etc. Gaydon Test Centre Banbury Road	Jaguar Racing Ltd	Want noise condition	Granted
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited

APP/C/J3730/C/01/1073317	Refusal appeal: extend cond 2 of S98/0030 to 10Mar2003, land adj Verney Road	JHO, JR & SR Pearce	None	Awaited
APP/J3720/A01/1073317	Enforcement notice appeal: extension to sun lounge to be removed, 6 Church Hill Court.	Mrs McCormack	None	Awaited
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road.	Mr and Mrs Halstead	Object	Awaited
01/03128/FUL	New family room and bathroom, Whitegates, Lighthorne	Mr and Mrs R C Bickerton	No objection	Awaited
01/03136/FUL	Two storey extension, 4 Winyates Road, Lighthorne Heath	Mrs Hazel Maloney	Object	Refused
01/03137/FUL	Garden room and store and first floor bathroom over double garage, Bishops Hill House, Lighthorne	Mr and Mrs A S Cairns	No objection	Awaited
01/03262/FUL	Conservatory to side garden elevation, Hazell House Leam Road	Mr and Mrs Hazell	No objection	Granted
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
01/03542/FUL	Demolish garage, build kitchen extension and new double garage to be temporarily used as a granny flat, 9 Mallory Road	Mr and Mrs R Greenwood	Want conditions	Awaited

Cllr Ashford reported that the Working Group had already responded as follows:

01/03441/FUL: No objection in principle. Usual comments about impact on travel.

01/03542/FUL: No objection in principle. Want condition to ensure that the garage is eventually restored.

It was suggested that, in the latter case, it might be better to suggest that the property remain as a single dwelling. This would disallow the selling off of the granny flat as a separate dwelling in the future.

Cllr Ashford also reported that a number of conditions had been attached to the granting of 01/02587/FUL. He also noted an apparent typographical error in the SDC notification of decision on 01/03136/FUL.

- b. Planning meetings or inquiries attended: None.
- c. District, County or National plans: Nothing was raised.
- d. Other planning matters: Cllr Ashford signalled his intention to draft a response to the DTLR planning green paper, Planning – Delivering a Fundamental Change.

3.2 To approve any actions already taken as a result of Standing Order 94:

Cllr Giblin proposed that the responses to 01/03441/FUL and 01/03542/FUL be approved. This was seconded by Cllr Ashford and carried unanimously.

3.3 To approve any recommendations from the Working Group:

Cllr Ashford proposed that an additional response to 01/03542/FUL be sent (seeking a further condition that it remain one dwelling) and that the legality of SDC's response to 01/03136/FUL be queried. This was seconded by Cllr Giblin and carried unanimously.

4 Highways

4.1 Cllr Purdy reported on the following:

- a. Paths: WCC's solicitor is to be chased regarding the permissive path between Lighthorne and the Sports Association facility. *Action: Cllr Purdy.*
- b. Signs: All actions are with WCC.
- c. Roads, Drains and Gullies: Lighthorne Heath's footways have been sprayed with weedkiller, apparently prior to being resurfaced.
- d. Traffic Calming: Nothing to report.
- e. Hedges, Trees and Fences: Nothing to report.
- f. Other Highway Matters: The abandoned car in the hedge opposite Harwoods House was removed shortly before the meeting.

There have been two recent DEFRA green papers related to local authority rights of way improvement plans and CRoW2000 implementation. Cllr Rigby may reply personally, but it was not felt that there was a need for council to respond. It was agreed that hardcopies should be passed to Graham Marshall. *Action: Cllr Rigby.*

4.2 Nothing to approve.

5 Lighthorne Sports Association

A response has still not been received from Glyn Walters (Landrover). *Action: Cllr Rigby.*

6 Lighthorne Village Hall

Nothing to report.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Following representation from Mr Sheppard regarding litter picking the C96 outside the boundaries of Lighthorne, the working group felt that it was not appropriate to extend the current monthly contract.
- b. Lighthorne Heath Play Area: Cllr Ashford had not been present and this matter will be discussed again, especially in regard of a teenager's meeting area.
- c. Lighthorne Play Area: Nothing to report.
- d. Bakers Hill / Broadwell: Nothing to report.
- e. Village Greens at Lighthorne Heath: It is understood that WCC has received a report from the barrister they engaged, but the contents has not yet been made public.

f. Other matters: Council documents were made available to the Auditor on 2 January, as requested. The section 136 claim is to be submitted to SDC by the end of January.

7.2 To approve the level of precept to be set for 2002/2003

The working group had examined this issue, taking into account the current reserves and projected income and expenditure for the year ahead. The proposed split of the parish had also figured in the discussions. The precept has not been raised for the last 4 years, and an increase of 3.8% to £11,000 was recommended.

Cllr Rose proposed that the precept for 2002/2003 be set at £11,000. This was seconded by Cllr Ashford and carried unanimously.

Cllr Giblin praised Cllr Rose for his work on council finances. The Clerk is to notify SDC of the decision and will copy the Treasurer. *Action: Clerk.*

7.3 No other recommendations to approve.

7.4 Financial Statement

7.4.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Countryside Services	873	Grasscutting LH village verges, 09/11	57.57
Countryside Services	874	Grasscutting LH Village greens and sportsground bank, 09/11	178.60
Queensbury Shelters Limited	875	LHH Bus Shelter	2,906.95
Ecovert Limited	876	Litterpicking at Lighthorne Heath	94.00
W. Betts	877	Clerk's Salary - November 2001	123.00
W. Betts	878	Clerk's Expenses - November, 2001	11.66
C. Musgrave	879	Treasurer's Salary - November, 2001	52.00
ABB Service and Solutions	880	Lighting Maintenance	67.27

7.4.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
Countryside Services	881	Cutting overgrown shrubs & trees	149.22
VOID	882		
W. Betts	883	Clerk's Salary - December 2001	123.00
W. Betts	884	Clerk's Expenses - December, 2001	9.12
C. Musgrave	885	Treasurer's Salary - December, 2001	52.00
Ecovert Limited	886	Litterpicking Lighthorne Heath	56.54

7.4.3 Income since Last Meeting

None.

7.4.4 Outstanding Income

None.

7.5 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Stratford-upon-Avon District Council's proposed Lighthorne Heath land sale

From the floor, Cllr Cooley (SDC) reported that a decision had been made by the Executive Committee 2 days earlier, but the wording of the decision had not yet been made available. He expected that it would be conditional on the result of the Village Green application and he also said that there was a possibility it might be called in by the Scrutiny Committee.

9 Gaydon site Community Liaison Meeting

The next meeting will be at 6:30pm on Monday 14 January. Cllrs Giblin and Ashford will attend. The main items to be raised will be: the new fence; gas supply; Lighthorne Sports Association; and the schedule for the building of the roundabouts.

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

Cllr Rigby had circulated his draft response to DEFRA's consultation document on Quality Parish status. He had received positive comments from Cllr Rose and the Clerk. He said that, should it be adopted, it would also be copied to WALC/NALC. Cllr Giblin congratulated him on a thorough job.

WALC had recommended that the new Model Code of Conduct should be adopted unchanged, but not until advised. There is still more work to be done in support of the change. The Declaration of Office order has now been made, but a pro-forma is yet to be issued. There will also be guidance on the Registration of Members' Interests. Formal adoption will be considered in due course.

WCC had issued details of a Flood Fair that they have organised. Mr Sheppard had circulated details to households affected by flooding.

Details of the Britain in Bloom competition had been received. They will be passed on to the Lighthorne Heath Garden Army. *Action: Cllr Purdy.*

WCC is to set up a Bus Users' Group. Details were passed to the Highways Working Group for consideration.

10.2 Meetings Attended: None.

10.3 Cllr Rigby proposed that his response to DEFRA's consultation on Quality Parish status be adopted. This was seconded by Cllr Rose and carried unanimously.

10.4 Other matters: Nothing was raised.

11 Parish Split

Roger Huxley (SDC) had sent the chairman a copy of a 1:16,000 scale map of the parish which had been extracted from SDC's GIS and on which he had marked his interpretation of council's proposed line. Some members had already seen it; the remainder were given copies to examine. When agreed, Mr Huxley will contact the Ordnance Survey to fix the actual plots for each point. He will then seek SDC's agreement, publicise the suggested changes, amend as necessary, and then put things up the line to the Secretary of State.

Cllr Rigby proposed that Mr Huxley's map be accepted as a correct representation of council's recommendation. This was seconded by Cllr Rose and carried unanimously.

12 Correspondence

There was no further relevant correspondence.

13 Other Matters

Cllr Rose raised the matter of Her Majesty's Golden Jubilee celebrations. He had discussed it with various groups in Lighthorne and it was felt that council should act as a co-ordinator to bring the groups together. Cllrs Rigby and Purdy agreed to call meetings of likely interest groups in their own village.

Action: Cllrs Rigby & Purdy.

Cllr Ashford reported that he had finally received a letter from SDC on the matter of postcodes. They have said that it is not their concern, so, once again, the issue has come full circle. It seems unlikely that any further action can be taken.

14 Date of Next Meeting

Lighthorne Heath Village Hall at 8pm on Wednesday 13 February 2002.

The meeting closed at 9:40pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in
Lighthorne Heath Village Hall
at 8pm on Wednesday 13th February 2002

Present:

Cllr Rigby (Chair)
Cllr Ashford
Cllr Brewin

Cllr Drake-Lee
Cllr Giblin
Cllr Purdy

Cllr Rose
Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

Cllr Cooley (SDC)

5 members of the public

1 Administrative

1.1 Apologies:

Cllr Dally (SDC)

Cllr Turner (SDC)

1.2 Minutes of the meeting of 9 January 2002

Cllr Rose proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Purdy and carried *nem con*.

2 Questions from the floor

Mr Singh, who runs the shop and Post Office in Lighthorne Heath, reported that the Post Office had been broken into and raided and asked if anything could be done to speed up the granting of planning permission to SWHA to enable the building of a new shop and Post Office. He said that if SWHA could not proceed he was willing to fund the building himself. Cllr Giblin and others assured him that Council recognised that there was a need for a new shop (and surgery) to serve the community, but explained Council's reasons for objecting to the current planning proposals. Mr Singh felt that insufficient attention was being given to the state of the existing premises and felt that the Post Office might not want to reinstate the outlet given its current condition.

Ann Nethercoat of 3 Mallory Road explained her objections to the planning application to build 3 houses on land adjacent to her home (02/00195/FUL). She was concerned that the applicant had acquired some of the land by enclosure and also felt that the proposal would spoil her outlook. The chairman explained that anyone could apply for planning permission, whether they owned the land or not, but he encouraged her to respond to SDC concerning the application and to exercise her right to speak at the Dasset Area Planning Committee meeting in Southam when the application came up.

Cllr Booth (WCC) commented on parking in Southam Crescent and also the state of the footways around Lighthorne Heath.

3 Planning

3.1 Cllr Ashford reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/02079/FUL	Erect shop with 2 flats over + doctors surgery + 6 houses + new road, land adj. 19 Leam Road	SWHA	Object	Awaited
01/02109/FUL	Erect 16 houses, LHH Post Office	SWHA	Object	Awaited
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited
APP/C/J3730/C/01/1073317	Refusal appeal: extend cond 2 of S98/0030 to 10Mar2003, land adj Verney Road	JHO, JR & SR Pearce	None	Awaited
APP/J3720/A01/1073317	Enforcement notice appeal: extension to sun lounge to be removed, 6 Church Hill Court	Mrs McCormack	None	Rejected
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03128/FUL	New family room and bathroom, Whitegates, Lighthorne	Mr and Mrs R C Bickerton	No objection	Granted
01/03137/FUL	Garden room and store and first floor bathroom over double garage, Bishops Hill House, Lighthorne	Mr and Mrs A S Cairns	No objection	Granted
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
01/03542/FUL	Demolish garage, build kitchen extension and new double garage to be temporarily used as a granny flat, 9 Mallory Road	Mr and Mrs R Greenwood	Want conditions	Granted with conditions
02/00137/HAZ	LPG storage, Gaydon Test Centre	Aston Martin Lagonda	No objection Observations	Awaited
02/00195/FUL	3 terraced, 3 bed houses, 1 Mallory Road	Anthony Sellar	Object	Awaited
02/00254/TRE	Fell and remove Willow, Apple and Larch, Old Post Office, Lighthorne	Dr D J Petley	TBD	Awaited

Cllr Ashford reported that the Working Group recommended responding as follows:

01/03058/FUL amendment: The changes met earlier objections regarding encroachment onto amenity space and so the objection would be withdrawn.

02/00137/HAZ: No objection in principle. Some observations on gas storage.

02/00195/FUL: Numerous objections regarding design, parking and access.

02/00254/TRE: Should be decided following a site visit. ***(Cllr Rigby declared an interest in this application.)***

Cllr Ashford also reported that two complaints had been passed to SDC. The first concerned a garage and shared access at 12 Southam Crescent and the second a wall built at 21 Stratford Road.

- b. Planning meetings or inquiries attended: None.
- c. District, County or National plans: 2 paper copies of the District Local Plan Review 1996-2011 – First deposit draft had been received (*see item 3.4, below*).
- d. Other planning matters: Cllr Ashford has responded to the DTLR planning green paper, Planning – Delivering a Fundamental Change.

3.2 To approve any actions already taken as a result of Standing Order 94: None.

3.3 To approve any recommendations from the Working Group:

Cllr Rigby proposed that all of the working group’s recommendations be approved, and that Cllrs Ashford and Rose be authorised to decide on the response to 02/00254/TRE following a site visit. This was seconded by Cllr Giblin and carried unanimously.

3.4 To discuss and develop a response to the District Local Plan Review:

Cllr Rose circulated what he considered to be the important pages. He pointed out that it was necessary to respond on all of these should Council need to be able to speak at the public enquiry, for example to refute objections from developers. He particularly asked if members were happy with policies on settlement categorisation, housing and the Gaydon Test Centre.

Cllr Rigby pointed out that there appeared to be an even stronger need for a village appraisal for Lighthorne Heath. Cllr Rose said that SWHA were distributing a questionnaire within Lighthorne Heath asking, among other things, if there would be support for 100 houses being built to the north of the current settlement. It was agreed that it was now even more urgent to have a meeting with SWHA to discuss this and, should they not prove amenable, it might well be appropriate for Council to conduct a survey of its own, even if this was not part of a formal village appraisal.

Action: Cllr Ashford.

Cllr Rigby proposed that the Planning Working Group be empowered to respond on behalf of Council. This was seconded by Cllr Ashford and carried unanimously.

It was agreed that the group should meet at the home of Cllr Rose on Tuesday 19 February and that further meetings would be organised as required.

4 Highways

4.1 Cllr Purdy said that the working group had not met this month. However, she reported on the following:

- a. Paths: WCC’s solicitor has still not moved forward on the permissive path between Lighthorne and the Sports Association facility. From the floor, Cllr Booth (WCC) said that capital funds may be made available for footpath work. Cllr Booth was asked if he would try to help with progressing creation of the permissive path.
- b. Signs: All actions are with WCC.
- c. Roads, Drains and Gullies: It was reported that the footway beside the B4100 from C96 to the Redlands turn was very slippery and overgrown.

WCC contractors were working on footways in Lighthorne Heath and had not yet finished. However, it was clear that some work was of poor quality. Also the drains in Commanders Close and Gifford Road appear to be filling up with building rubble and are overflowing. Gerald Brooks (WCC highways) is to be contacted. **Action: Cllr Purdy.**

- d. Traffic Calming: Nothing to report.
- e. Hedges, Trees and Fences: Nothing to report.
- f. Other Highway Matters: Nothing was raised.

4.2 Nothing to approve.

5 Lighthorne Sports Association

A formal response concerning financial support has still not been received from Glyn Walters (Landrover), although he had continued to be very positive. It is hoped that a formal response may be given at the next community liaison meeting. *(See item 9, below.)*

6 Lighthorne Village Hall

Cllr Rose reported on the contents of a letter from the chair of the Management Committee (David Wright) to neighbours of the hall, copied to Council. It said that, following a survey by a technical consultant that included the excavation of a trench, it was discovered that roots from the Ash tree on the grass near the rear entrance were compounding the problem of cracking to the corner of the hall opposite the kitchen. Since permission has already been obtained to fell this tree, it is now to be carried out. It will be replaced by a flowering tree at the corner of the grass between Mountford Rise and Wellesbourne Road.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Nothing to report.
- b. Lighthorne Heath Play Area: Cllr Ashford has been in contact with Bob Green (SDC) and has arranged a meeting to discuss possible grant aid. Cllr Purdy asked to be present also.
- c. Lighthorne Play Area: It appears that graffiti has recently appeared on the walls of the garages by the play area. SWHA is to be contacted. **Action: Cllr Purdy.**
- d. Bakers Hill / Broadwell: Work on the steps is at last underway, thanks to Cllr Rose finding an appropriate edging piece. Two requests for quotations for work to the Broadwell have been sent out.
- e. Village Greens at Lighthorne Heath: WCC has finally agreed that the application is well made and the period for objections to be made is about to be advertised. The SDC Executive Committee have decided to oppose the application. From the floor, Cllr Cooley (SDC) said that this decision has been called in by the Scrutiny Committee as it is contested that to have one elected body spend public funds to oppose another would not be best value. He also said that a new corporate strategy is expected to be adopted by SDC that would further support the application. It is hoped that Council will be represented at the Scrutiny Committee meeting. **Action: Cllr Ashford.**

- f. Other matters: It had been suggested that a community notice board should be erected by the school gate. Cllr Giblin had received a quotation for £135 for such a board. She also said that the pin-board of the Council's notice board in Lighthorne Heath was a little too soft and notices tended to blow off in poor weather. She said that the working group would look at getting a further quotation to supply a hinged cover to protect it.

7.2 Cllr Rose proposed that Cllr Ashford be given the full authority of the Council to speak on its behalf at the SDC Scrutiny Committee meeting. This was seconded by Cllr Giblin and carried unanimously.

Cllr Giblin proposed that the quotation of £135 for a community notice board to be erected by the school gate be accepted. This was seconded by Cllr Brewin and carried unanimously.

7.3 Financial Statement

7.3.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Countryside Services	881	Cutting overgrown shrubs & trees	149.22
VOID	882		
W. Betts	883	Clerk's Salary - December 2001	123.00
W. Betts	884	Clerk's Expenses - December, 2001	9.12
C. Musgrave	885	Treasurer's Salary - December, 2001	52.00
Ecovert Limited	886	Litterpicking Lighthorne Heath	56.54

7.3.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
Warwickshire County Council	887	Grounds Maintenance at Sports Assoc.	582.95
Powergen Energy plc	888	Standing and photocell charge	90.18
Lighthorne Heath Village Hall	889	Hire of hall for Council meetings	30.00
Lighthorne Heath Village Hall	890	Hire of hall for AML liaison meeting	10.00
CPRE	891	Membership subscription	25.00
Lighthorne Village Hall	892	Grant for building insurance	268.80
Len Nethercoat	893	Photocopying LHH Village News	29.92
Shari Toms	894	Copying LHH Village News special	33.60
Xerox (UK) Ltd	895	Basic & copy charge	27.00
Ecovert Limited	896	Litterpicking LHH - January 2002	56.54
W. Betts	897	Clerk's Salary - January 2002	123.00
W. Betts	898	Clerk's Expenses - January 2002	21.41
C. Musgrave	899	Treasurer's Salary - January 2002	52.00
Powergen	900	Electricity - Sports Assoc.	39.95
WALC	901	Training Course - L. Giblin	(*) 30.00

(*) *Approved separately, see item 10.3.*

7.3.3 Income since Last Meeting

None.

7.3.4 Outstanding Income

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Stratford-upon-Avon District Council's proposed Lighthorne Heath land sale

The chairman and vice-chairman had met with the Chief Executive of Stratford District Council, Paul Lankester, on 31 January. Also at the meeting had been the three SDC ward members, Cllr Atkinson (Property Portfolio), Mike Ashley (Corporate Property Officer) and his boss Malcolm Symonds (Technical Amenities and Leisure Services).

The meeting had revealed that the land for sale was only the "brown field" land from Leam Road down to the fence just beyond the garages. It was admitted that a number of slip-ups had occurred in earlier communications. The meeting proved useful and it was hoped that further meetings between the parties would aid understanding and progress in future. Paul Lankester said that he would write, confirming the details.

9 Gaydon site Community Liaison Meeting

Cllr Giblin reported that she had met with Landrover/AML to discuss the height of the new bunds, which appeared to be higher than agreed. She was told that they have been built higher than the final level on purpose and, after they have settled, will be further sculpted and then planted.

The meeting to be held at 6:30pm on Monday 14 January had been cancelled. The next meeting will now be at 6:30pm on Monday 25 February. Cllrs Giblin and Ashford will attend. The main items to be raised will be: the new fence; gas supply; Lighthorne Sports Association; and the schedule for the building of the roundabouts.

From the floor, Cllr Booth (WCC) said that it seems that Landrover have applied for a licence to operate 10 HGVs from the site.

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

Further information about the New Ethical Framework had been received from SDC. The Clerk will attend a training seminar on 01 March.

WALC had sent details of a Saturday training day. Cllr Giblin expressed an interest in attending.

The response to the green paper on Quality Parish Councils had been sent and its receipt acknowledged.

SDC had sent a letter concerning the distribution of free low energy light bulbs to the disadvantaged. Cllr Purdy agreed to consider how many might be required for Lighthorne Heath and to talk to Keith Sheppard concerning Lighthorne. *Action: Cllr Purdy.*

10.2 Meetings Attended: None.

10.3 Cllr Rose proposed that the fee of £30 for attending the WALC training day be approved. This was seconded by Cllr Brewin and carried unanimously. (The amount was added to those shown under item 7.3.b.)

10.4 Other matters: Nothing was raised.

11 Parish Split

Nothing to report.

12 Correspondence

There was no further relevant correspondence.

13 Other Matters

The Clerk reported that he had been asked, anonymously and over the phone, about allotments at Lighthorne Heath. He had responded that there were none. The chairman had asked that he should report this as Council had specific duties as well as powers in respect of allotments. This is to be investigated. *Action: Cllr Giblin.*

The chairman reported that he had received a letter of resignation from Cllr Drake-Lee, with effect that evening. He had prepared the necessary public notice and explained the process that would be followed to find a replacement. Cllr Drake-Lee said that he had tendered his resignation because he and his family were about to move to Moreton Morrell and he did not feel that it was appropriate for him to remain on the council after he had ceased to be resident in the parish. The chairman expressed intense gratitude to Cllr Drake-Lee for his huge contribution since his co-option and expressed sorrow at his departure. He wished Cllr Drake-Lee and his family well in their new home. Cllr Drake-Lee expressed a willingness to remain as a co-opted member of the highways working group, if the group so wished.

14 Date of Next Meeting

Lighthorne Village Hall at 8pm on Wednesday 13 March 2002.

The meeting closed at 10:20pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in
Lighthorne Village Hall
at 8pm on Wednesday 13th March 2002

Present:

Cllr Rigby (Chair)
Cllr Ashford

Cllr Purdy
Cllr Rose

Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)
Cllr Dally (SDC)

Cllr Turner (SDC)
Mrs Josette Tait

1 Administrative

1.1 Apologies:

Cllr Brewin

Cllr Giblin

Cllr Cooley (SDC)

1.2 Minutes of the meeting of 13 February 2002

Cllr Rose proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Purdy and carried unanimously.

1.3 To adopt the new Model Code of Conduct for Members (SI 2001 No.3576)

Cllr Rose proposed that the Model Code of Conduct for Members (SI 2001 No.3576) be adopted unaltered. This was seconded by Cllr Purdy and carried unanimously.

The Clerk will notify Peter Cruden (SDC's monitoring officer).

Action: Clerk.

The chairman suggested that members present should sign the new Declaration of Acceptance of Office right away. He said that copies of the pro-forma Declaration of Members Interests would be circulated shortly and that these should be completed and returned to the Clerk. He said that Cllr Ashford need not sign as he had tendered his resignation. He expressed thanks to Cllr Ashford for his work, especially with the Planning Working Group. Cllr Ashford explained that his resignation was because he was moving house as a result of a family health problem. Members wished Cllr Ashford and his family well in their new home. *Cllrs Purdy, Rigby and Rose signed the new Declaration and the Clerk countersigned them.*

1.4 To co-opt a replacement for James Drake-Lee

The chairman reported that there had been no request for an election. He then proposed that Josette Tait be co-opted as a member of Council. This was seconded by Cllr Rose and carried unanimously.

Josette Tait signed the Declaration of Acceptance of Office, which was countersigned by the Clerk. She then joined Members at the table.

2 Questions from the floor

Cllr Dally (SDC) pointed out that, in the elections this May, the SDC ward members would all have to step down because of the changes in ward boundaries. Those who were standing again would continue to stand for Harbury Ward. Lighthorne Parish, however, would be in Kineton ward and so will be represented by two new District Council ward members.

3 Planning

3.1 Cllr Ashford reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/02079/FUL	Erect shop with 2 flats over + doctors surgery + 6 houses + new road, land adj. 19 Leam Road	SWHA	Object	Awaited
01/02109/FUL	Erect 16 houses, LHH Post Office	SWHA	Object	Awaited
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited
APP/C/J3730/C/01/1073317	Refusal appeal: extend cond 2 of S98/0030 to 10Mar2003, land adj Verney Road	JHO, JR & SR Pearce	None	Awaited
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
02/00137/HAZ	LPG storage, Gaydon Test Centre	Aston Martin Lagonda	No objection Observations	Awaited
02/00195/FUL	3 terraced, 3 bed houses, 1 Mallory Road	Anthony Sellar	Object	Awaited
02/00254/TRE	Fell and remove Willow, Apple and Larch, Old Post Office, Lighthorne	Dr D J Petley	Support	Approved
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00315/TRE	Reduce Willow and Silver Birch; fell and remove Apple, 4 Pear, Weeping Willow and Leylandi Hedge, Fairfield, Lighthorne	SJD & LE Lewis	None	Awaited
02/00378/FUL	Utility extension, bedroom over existing garage, 2 Chestnut Close	Mr G Thurston	None (as amended)	Awaited
02/00529/FUL	Gate, walling, new car parking area	Dr Peter R Neal	None	Awaited

Cllr Ashford reported that, following a site visit, 02/00254/TRE had been supported. A nil response had been sent in respect of 02/00315/TRE. Nil responses were recommended in respect of the other applications received.

Cllr Ashford also reported that footings had been started at 1 Mallory Road. Investigation showed that this is allowed by an earlier approved application which has not yet expired.

- b. Planning meetings or inquiries attended: Cllr Ashford had attended an SDC Scrutiny Committee meeting which had considered a response to this Council's application to WCC for 3 parcels of land in Lighthorne Heath to be given Village Green status. After an extremely lengthy meeting it had been decided, on the chairman's casting vote, to continue to oppose the application but to authorise Mike Ashley to continue to talk to portfolio holders, ward members and this Council. The insistence that this Council withdraw the application was dropped. The Executive subsequently ratified this decision.
- c. District, County or National plans: Cllr Rose briefly outlined the total of 18 responses to the District Local Plan Review 1996-2011 – First deposit draft that had been prepared. There was a brief discussion on the wording of one response.

Cllr Rose proposed that the Local Plan input be approved. This was seconded by Cllr Ashford and carried unanimously.

The chairman would e-mail the responses the next day.

Action: Cllr Rigby.

- d. Other planning matters: Cllr Ashford reported that the DTLR had acknowledged his response to the planning green paper, Planning – Delivering a Fundamental Change.

3.2 To approve any actions already taken as a result of Standing Order 94:

Cllr Rigby proposed that all of the working group's earlier responses be approved. This was seconded by Cllr Ashford and carried *nem con*.

3.3 To approve any recommendations from the Working Group:

Cllr Rigby proposed that the working group's recommendations be approved. This was seconded by Cllr Ashford and carried *nem con*.

4 Highways

4.1 Cllr Purdy said that the working group had not met again this month. However, she reported on the following:

- a. Paths: The E-road through Bishop's Gorse has been cleared which gives equestrians access to a circular route. Sarah Manchester (WCC footpaths) had said that SM75 and SM78 have been reopened with help from Mr Brigg and the choice of bridge kit for SM68E is being considered by the Sabins. A new contract is being drawn up for additional footpath work.
- b. Signs: All actions are with WCC.
- c. Roads, Drains and Gullies: Gerald Brooks (WCC highways) has been informed about the slippery footway beside the B4100, grass growing through the footways in Lighthorne Heath, and the drains in Commanders Close and Gifford Road.
- d. Traffic Calming: Nothing to report.
- e. Hedges, Trees and Fences: Nothing to report.
- f. Other Highway Matters: Nothing was raised.

4.2 Nothing to approve.

5 Lighthorne Sports Association

Cllr Rigby reported that Keith Sheppard had cleared more rubbish from the car park.

A formal response concerning financial support has still not been received from Glyn Walters (Land Rover). From the floor, Cllr Booth (WCC) said that Land Rover was in discussion with the Army about using the facilities at their base. It was agreed that the chairman should contact Mr Walters again.

Action: Cllr Rigby.

6 Lighthorne Village Hall

There was nothing to report.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Nothing to report.
- b. Lighthorne Heath Play Area: The state of the gate had been reported to SDC.
- c. Lighthorne Play Area: SWHA has been contacted about graffiti by the play area.
- d. Bakers Hill / Broadwell: Two indicative quotations for work to the Broadwell have been received. More discussion on the various options is needed. Cllrs Rose and Tait will meet with the contractors. The working group will then consider the matter further.
- e. Village Greens at Lighthorne Heath: *See 3.1.b.*
- f. Other matters: The audit has been completed and an unqualified report issued. Closure of the audit has been advertised.

7.2 Cllr Rose proposed that the Clerk be authorised to write to Mike Ashley (SDC) to request a draft lease for consideration. This was seconded by Cllr Ashford and carried unanimously.

Action: Clerk.

7.3 Financial Statement

7.3.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Warwickshire County Council	887	Grounds Maintenance at Sports Assoc.	582.95
Powergen Energy plc	888	Standing and photocell charge	90.18
Lighthorne Heath Village Hall	889	Hire of hall for Council meetings	30.00
Lighthorne Heath Village Hall	890	Hire of hall for AML liaison meeting	10.00
CPRE	891	Membership subscription	25.00
Lighthorne Village Hall	892	Grant for building insurance	268.80
Len Nethercoat	893	Photocopying LHH Village News	29.92
Shari Toms	894	Copying LHH Village News special	33.60
Xerox (UK) Ltd	895	Basic & copy charge	27.00
Ecovert Limited	896	Litterpicking LHH - January 2002	56.54
W. Betts	897	Clerk's Salary - January 2002	123.00
W. Betts	898	Clerk's Expenses - January 2002	21.41
C. J. Musgrave	899	Treasurer's Salary - January 2002	52.00
Powergen	900	Electricity - Sports Assoc.	39.95
WALC	901	Training Course - L. Giblin	30.00

7.3.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
Central Ground Services	902	Notice board at LHH Primary School	135.00
Ecovert Limited	903	Litterpicking LHH - February 2002	56.54
Shari Toms	904	Photocopying LHH Village News	25.40
W. Betts	905	Clerk's Salary - February 2002	123.00
W. Betts	906	Clerk's Expenses - February 2002	25.73
C. J. Musgrave	907	Treasurer's Salary - February 2002	52.00
ABB Ltd	908	Street Lighting Maintenance	67.27
CPRE	909	Best Kept Village Competition Entries	(*) 30.00

(*) *Approved separately, see item 10.3.*

7.3.3 Income since Last Meeting

None.

7.3.4 Outstanding Income

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Ashford and carried unanimously.

8 Stratford-upon-Avon District Council's proposed Lighthorne Heath land sale

Paul Lankester had written, confirming what had been discussed. There was no map, but it is clear that the garages stand on land owned by SWHA and that SDC are considering the grassed areas beside the access road and between the garages and the bridlepath.

9 Gaydon site Community Liaison Meeting

The schedule for the building of the roundabouts was expected to be April to June 2002 for the second entrance to Land Rover and August to December for the Gaydon cross-roads, although it was hoped that the latter might be brought forward by a couple of months. Both plans call for one-way working, but 2-way traffic will be enabled during peak times.

The Gaydon roundabout will include speed restraints, especially aimed at slowing traffic approaching it from the B4100 to the South. There will be no traffic lights as engineers don't think these are necessary, but there is a fallback plan to install them should it prove necessary.

Landscaping had also been discussed.

The question of gas supply had not come up. It was suggested that Council should write to Sara-Louise Lee to add it to the agenda for the next meeting. **Action: Cllr Rigby.**

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

WALC had sent details of their next meeting. Apologies are to be sent. **Action: Clerk.**

WRCC had sent application forms for this year's Best Kept Village competition. In line with earlier discussions, the Clerk had prepared entries for Lighthorne Heath, Lighthorne and Redlands. The entry fees are £15, £7.50 and £7.50 respectively.

10.2 Meetings Attended:

The Clerk had attended a training seminar about the New Ethical Framework on 01 March.

10.3 Cllr Rose proposed that the fees of £30 for this year's Best Kept Village competition entries be approved. This was seconded by Cllr Ashford and carried unanimously. *(The amount was added to those shown under item 7.3.2.)*

10.4 Other matters:

Cllr Purdy had responded to SDC's letter concerning the distribution of free low energy light bulbs to the disadvantaged, requesting 120.

11 Parish Split

Roger Huxley (SDC) had written saying that he intended to make 3 recommendations to SDC. The first was that the Parish should be split using the line suggested by this Council. The other two changes were to do with the Fosse Way and would realign the boundary with that road. A small piece of land opposite Harwoods House where the road had been realigned when the roundabout was built would now be included and, at the other end, the two cottages next to Three Gates Stud would also be moved into the Parish.

The chairman said that he had written to Mr Huxley to invite him to speak at the Annual Parish Meeting and the invitation had been accepted. The idea was well received.

12 Correspondence

There was no further relevant correspondence.

13 Other Matters

It was agreed that, following Cllr Ashford's resignation (which was effective as of midnight on Friday 15 March), planning documents should initially be given to Cllr Giblin (provided that she agreed).

There had been a request to upgrade the light in the corner of the playground at Lighthorne Heath School, possibly adding an infrared sensor to trigger it during the winter months. The request will be passed to SDC.

Shari Toms and others had been working on a Village Appraisal for Lighthorne Heath. This initiative was welcomed. Another sub-item is to be added to agenda item 3.1 to ensure it is monitored. *Action: Clerk.*

14 Date and Venue of the Annual Parish Meeting and of Next Meeting

The Chairman suggested that, as last year's Annual Parish Meeting had been held at Lighthorne Heath School, it would be appropriate to hold it in Lighthorne Village Hall this year. He suggested Wednesday 24 April. After further discussion 8pm was settled upon as the start time. The meeting will be advertised within the parish and Mr Huxley will be contacted. *Action: Cllr Rigby.*

The next Council meeting will be held at Lighthorne Heath Village Hall at 8pm on Wednesday 10 April 2002.

The meeting closed at 10pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in
Lighthorne Heath Village Hall
at 8pm on Wednesday 10th April 2002

Present:

Cllr Giblin (Chair)
Cllr Purdy

Cllr Rose
Cllr Tait

Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)
Cllr Cooley (SDC)

Mrs Eileen Lawrence
2 members of the public

1 Administrative

1.1 Apologies:

Cllr Brewin
Cllr Rigby

Cllr Dally (SDC)
Cllr Turner (SDC)

1.2 Minutes of the meeting of 13 March 2002

Cllr Rose proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Purdy and carried unanimously.

1.3 To co-opt a replacement for Martyn Ashford

The chairman reported that there had been no request for an election. She then **proposed that Eileen Lawrence be co-opted as a member of Council. This was seconded by Cllr Rose and carried unanimously.**

Eileen Lawrence signed the Declaration of Acceptance of Office, which was countersigned by the Clerk. She then joined Members at the table.

2 Questions from the floor

Mr Keith Sheppard raised what he felt was the exorbitant increase in the Council Tax for 2002-03. Many residents in Lighthorne Village (including pensioners) were unhappy with the imposition of such a high rate for the coming year and he laid the blame at the door of the WCC. SDC and the Parish were not to be blamed. Before leaving he thanked the three retiring SDC Ward Members (Cllr Cooley being the only one present) for their past efforts during their term of office.

3 Planning

3.1 Cllr Giblin reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/02079/FUL	Erect shop with 2 flats over + doctors surgery + 6 houses + new road, land adj. 19 Leam Road	SWHA	Object	Awaited
01/02109/FUL	Erect 16 houses, LHH Post Office	SWHA	Object	Awaited
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited
APP/C/J3730/C/01/1073317	Refusal appeal: extend cond 2 of S98/0030 to 10Mar2003, land adj Verney Road	JHO, JR & SR Pearce	None	Awaited
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
02/00137/HAZ	LPG storage, Gaydon Test Centre	Aston Martin Lagonda	No objection Observations	Awaited
02/00195/FUL	3 terraced, 3 bed houses, 1 Mallory Road	Anthony Sellar	Object	Awaited
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00315/TRE	Reduce Willow and Silver Birch; fell and remove Apple, 4 Pear, Weeping Willow and Leylandi Hedge, Fairfield, Lighthorne	SJD & LE Lewis	None	Consent
02/00378/FUL	Utility extension, bedroom over existing garage, 2 Chestnut Close	Mr G Thurston	None (as amended)	Awaited
02/00529/FUL	Gate, walling, new car parking area	Dr Peter R Neal	None	Awaited

Cllr Giblin reported that 02/00315/TRE had been approved. No new planning applications had been received.

- b. Planning meetings or inquiries attended: None.
- c. District, County or National plans: SDC had acknowledged the receipt of all 18 of the Council's responses to the District Local Plan Review 1996-2011 – First deposit draft.
- d. Parish Appraisals and Village Design Statements: Cllr Purdy reported that Lighthorne Heath would be issuing a newsletter on this subject shortly and a further meeting is to be held. Cllr Rose reported that little progress has been made in regards to Lighthorne Village. From the floor, Cllr Cooley (SDC) emphasised that it was still important that work should continue and progress be made.
- e. Other planning matters: Nothing to report.

3.2 No actions to approve.

3.3 No recommendations to approve.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Paths: Awaiting a written reply from Sarah Manchester (WCC footpaths).
- b. Signs: All actions are with WCC.
- c. Roads, Drains and Gullies: An acknowledgement has been received regarding grass growing through the footways in Lighthorne Heath. The slippery footway beside the B4100 from Lighthorne to Redlands will be cleared in the next financial year.
- d. Traffic Calming: Nothing to report.
- e. Hedges, Trees and Fences: Nothing to report.
- f. Other Highway Matters: A request has been made to widen and brighten the lighting area in the school car park whilst still keeping a down-light angle. The engineer concerned agreed to investigate the matter.

The damaged litter bin on the B4100 will be replaced by SDC. **Action: Cllr Purdy.**

4.2 Nothing to approve.

5 Lighthorne Sports Association

No news from Glyn Walters (Land Rover) regarding financial support. Cllr Giblin will be raising this with him. **Action: Cllr Giblin.**

6 Lighthorne Village Hall

There was nothing to report.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Ecovert Ltd will continue with the grass cutting and litter picking arrangements.
- b. Lighthorne Heath Play Area: SDC have removed the broken swing and it will be replaced. They will consider new toys/teenage equipment in the new financial year if there are sufficient funds. New metal gates are to be erected.
- c. Lighthorne Play Area: SWHA has now painted out the graffiti by the play area.
- d. Bakers Hill / Broadwell: Having considered the two quotations for work to the Broadwell the working group felt that the contract should be awarded to "Planters garden design" at a cost of £1520 for work to start in May. During the work it may be found that other work will be necessary and if so approval was required for this to be undertaken at the quoted price of £400 extra.

- e. Village Greens at Lighthorne Heath: Mike Ashley (SDC) has informed Cllr Rigby that he will be drawing up a draft document/lease within the next week and a meeting will be held with all the appropriate people to discuss this and other matters, including the Village Shop and Surgery, in the near future.

From the floor, Cllr Cooley (SDC) congratulated Council for all their efforts in bringing this matter up to the present level.

- f. Other matters: None.

7.2 Cllr Rose proposed that the contract for Bakers Hill/Broadwell work be awarded to “Planters garden design” at the quoted price of £1520 and for a contingency amount of £400 should extra work be necessary. This was seconded by Cllr Giblin and carried unanimously.

7.3 External Audit arrangements from April 2002

The Audit Commission has now informed Council of the “lighter touch” arrangements for the external audit.

An external auditor will formally be appointed on 9 May for the Warwickshire & West Midlands area who are:

Clement Keys
 Nettleton House
 Calthorpe Road
 Birmingham B15 1RL

Cllr Rose is contacting two people in the Parish to ascertain if one will be willing to act as “Internal Auditor” and will report on this in due course. *Action: Cllr Rose.*

7.4 Change of Bank Signatories

The Bank will be informed of the two newly appointed Councillors who will also be signatories. *Action: Cllr Rose.*

7.5 Financial Statement

7.5.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Central Ground Services	902	Notice board at LHH Primary School	135.00
Ecovert Limited	903	Litterpicking LHH - February 2002	56.54
Shari Toms	904	Photocopying LHH Village News	25.40
W. Betts	905	Clerk’s Salary - February 2002	123.00
W. Betts	906	Clerk’s Expenses - February 2002	25.73
C. J. Musgrave	907	Treasurer’s Salary - February 2002	52.00
ABB Ltd	908	Street Lighting Maintenance	67.27
CPRE	909	Best Kept Village Competition Entries	30.00

7.5.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
Ecovert Limited	910	Litterpicking - March 2002	56.54
W. Betts	911	Clerk's Salary - March 2002	123.00
W. Betts	912	Clerk's Expenses - March 2002	29.73
C. J. Musgrave	913	Treasurer's Salary - March 2002	52.00
Lighthorne Village Hall	914	Hire of LH village hall for Council meetings	72.00
Countryside Services	915	Grasscutting LH village verges 27/03	64.62
Countryside Services	916	Grasscutting LH village greens and sportsground bank 27/03	178.60
WALC	917	Annual subscription	222.00
WALC	918	Two copies NALC Audit Guidance Publication	19.90
Powergen Energy	919	Quarter ending 31/03	90.18

7.5.3 Income since Last Meeting

Item	Amount £
Section 136 Sec A Reimbursement	2,220.00
Section 136 Sec B Reimbursement	777.00
Section 136 Sec C Reimbursement	296.00

7.5.4 Outstanding Income

None.

7.6 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Meeting with South Warwickshire Housing Association

Cllrs Rigby & Giblin met with Wendy Temple (Chief Executive), Gordon Shirley (Director of Property) and Liz Williams (Development Manager) to discuss the proposed Shop, Surgery and housing. The original financial projections now appear out of date and SWHA are reconsidering the financial aspect. At present SWHA are subsidising the current shop.

The meeting was considered useful.

9 Gaydon site Community Liaison Meeting

The next meeting will be held on Monday 15 April at 6:30pm.

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

WALC annual subscription is now due.

10.2 Meetings Attended:

Cllr Giblin attended a WALC meeting at Shire Hall. Some criticisms were made in regard to the need to declare Members interests. *QUALITY* Parish Councils and training for Clerks and Councillors were also discussed.

10.3 Nothing to approve.

10.4 Other matters: Nothing was raised.

11 Parish Split

There were no further developments. As Roger Huxley (SDC) will be speaking at the Annual Parish Meeting, further news may be forthcoming.

12 Correspondence

There was no further relevant correspondence.

13 Other Matters

Cllr Tait asked if some signs in Moreton Morrell Lane (D6353) would be appropriate in view of the volume of heavy truck traffic, such as “Unsuitable for Heavy Traffic”. She also said that a “Give Way” sign is needed at the Fosse Way junction. *Action: Cllr Purdy.*

Cllr Giblin said that she would like to thank all the District Council Ward Members for their past efforts which was much appreciated. Cllr Rose endorsed these sentiments.

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Village Hall at 8pm on Wednesday 8 May 2002. This will be the annual meeting.

The Annual Parish Meeting will be in Lighthorne Village Hall on Wednesday 24 April 2002.

The Assets, Contracts and Finance Working Group will meet on 1 May 2002.

The meeting closed at 9:05pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Annual Meeting held in
Lighthorne Village Hall
at 8pm on Wednesday 8th May 2002

Present:

Cllr Rigby (Chair)
Cllr Brewin
Cllr Giblin

Cllr Lawrence
Cllr Purdy
Cllr Tait

Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

Cllr Higgs (SDC)

3 members of the public

1 Administrative

1.1 Apologies:

Cllr Rose

1.2 Annual items required to be considered under Standing Order 12:

a. To elect a Chairman:

Cllr Giblin proposed Cllr Rigby remain as chairman and this was seconded by Cllr Purdy. Cllr Rigby said he was willing to stand. There were no other nominations. **The proposal was carried unanimously.**

b. To elect a Vice-Chairman:

Cllr Brewin proposed Cllr Giblin remain as vice-chairman and this was seconded by Cllr Rigby. Cllr Giblin said she was willing to stand. There were no other nominations. **The proposal was carried unanimously.**

c. To receive the Chairman's and Vice-Chairman's declarations of acceptance of office or, if not then received, to decide when they shall be received:

Cllrs Rigby and Giblin signed the declarations and they were countersigned by the Clerk.

d. To appoint school governors:

Cllr Rigby proposed Cllr Brewin remain as the minor authority governor of Lighthorne Heath School and this was seconded by Cllr Giblin. Cllr Brewin said he was willing to stand. There were no other nominations. **The proposal was carried unanimously.**

- e. To appoint committees and/or working groups:

It was agreed that the present arrangements should remain, and **Cllr Rigby proposed that the working groups should be comprised as follows:**

Assets, Contracts and Finance: Cllrs Rose (chair), Brewin, Giblin & Rigby.
The Treasurer.

Highways: Cllrs Purdy (chair), Lawrence & Tait.

Planning: Cllrs Lawrence, Rose & Tait.
Chair to be decided by the group.

This was seconded by Cllr Purdy and carried unanimously.

- f. To consider the payment of any subscriptions falling to be paid annually:

These matters had already been covered at earlier meetings.

- g. To inspect any deeds and trust instruments in the custody of the Council:

Cllr Rigby proposed that this item be delegated to the Assets, Contracts and Finance Working Group. This was seconded by Cllr Giblin and carried unanimously.

1.3 Minutes of the meeting of 10 April 2002

Cllr Giblin proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Purdy and carried *nem con*.

2 Questions from the floor

Mr Keith Sheppard said that he had written a number of e-mails to the chairman and that he would write to each of the councillors. He hoped that the chairman would find the time to discuss the various matters with him before he left for a vacation.

Mr & Mrs McBeath wanted to ask about planning application 02/00712/FUL as it was very close to them. They looked at the plans and, although it did not directly affect them, commented on the loss of light the application might entail.

Cllr Higgs (SDC) asked to be kept informed of all relevant matters. He was assured that it was Council's standard policy to keep Ward Members informed.

Cllr Booth (WCC) said that plans for 5 dwellings on land in Verney Road, Lighthorne Heath, had been received (01/00762/REM) with a recommendation to refuse. He pointed out that the Dassett Area Planning Committee (DAPC) would meet the following Tuesday, but the Members' information file did not mention the Parish Council's earlier objection.

3 Planning

3.1 Cllr Giblin reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/00762/REM	Erect 5 dwellings, land adj. Verney Road	JHO, JR & SR Pearce	Object	Awaited
01/02079/FUL Withdrawn	Erect shop with 2 flats over + doctors surgery + 6 houses + new road, land adj. 19 Leam Road	SWHA	Object	N/A
01/02109/FUL Withdrawn	Erect 16 houses, LHH Post Office	SWHA	Object	N/A
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited
APP/C/J3730/ C/01/1073317	Refusal appeal: extend cond 2 of S98/0030 to 10Mar2003, land adj. Verney Road	JHO, JR & SR Pearce	None	Awaited
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
02/00137/HAZ	LPG storage, Gaydon Test Centre	Aston Martin Lagonda	No objection Observations	Awaited
02/00195/FUL	3 terraced, 3 bed houses, 1 Mallory Road	Anthony Sellar	Object	Awaited
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00378/FUL	Utility extension, bedroom over existing garage, 2 Chestnut Close	Mr G Thurston	None (as amended)	Awaited
02/00529/FUL	Gate, walling, new car parking area	Dr Peter R Neal	None	Awaited
02/00712/FUL	First floor rear extension to enlarge bedroom, 3 Church Hill Court	Mr N Chambers	Object	Awaited
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Awaited
02/01010/TRE	Fell and uproot one Sycamore, Greystones, The Bank	H B Begg	No objection	Awaited

Cllr Giblin reported that, of those received, 01/00762/REM had been objected to earlier and the original objection had been resent; 02/00712/FUL appeared to cause problems for a neighbour and a letter of support for the neighbour had been sent; a response to 02/00842/LBC had been sent asking for the SDC Conservation Officer to be allowed to determine the matter; and 02/01010/TRE had been replied to offering no objection. The two SWHA applications, 01/02079/FUL and 01/02109/FUL, had both been withdrawn.

b. Planning meetings or inquiries attended: None.

- c. District, County or National plans: SDC acknowledged that all of the Council's responses to the District Local Plan Review 1996-2011 – First deposit draft had been duly made.
- d. Parish Appraisals and Village Design Statements: Nothing to report.
- e. Other planning matters: None.

3.2 Cllr Rigby proposed the acceptance of the working group's responses to 02/00712/FUL, 02/00842/LBC and 02/01010/TRE. This was seconded by Cllr Purdy and carried unanimously.

3.3 Cllr Rigby proposed that Council be represented at the next meeting of the DAPC to object to 01/00762/REM, but that the working group be left to arrange a speaker. This was seconded by Cllr Brewin and carried unanimously.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Paths: Sarah Manchester (WCC footpaths) has written to say that any voluntary path work must cease at once as due to insurance issues. It is expected that this will be resolved shortly.
- b. Signs: A letter has been sent to Mr Davenport (WCC highways) asking about "Give Way" and "Unsuitable for Heavy Vehicles" signs for Moreton Morrell Lane. The letter also asked for a status report on the combined speed-limit and Lighthorne village name signs and the "polo" direction sign for The Green that WCC were expected to provide.
- c. Roads, Drains and Gullies: Nothing to report.
- d. Traffic Calming: Nothing to report.
- e. Hedges, Trees and Fences: Nothing to report.
- f. Other Highway Matters: None.

4.2 Nothing to approve.

5 Lighthorne Sports Association

Cllr Giblin reported that Ford were going to provide a new roof under their "Good Neighbour" policy. The work will start shortly.

6 Lighthorne Village Hall

There was nothing to report.

7 Assets, Contracts and Finance

7.1 In the absence of Cllr Rose, Cllr Giblin reported on:

- a. Grass cutting and litter picking: Nothing to report a Lighthorne. At Lighthorne Heath Mr Jones is now cutting the grass under contract. Litter picking needs more work.
- b. Lighthorne Heath Play Area: SDC have erected a new metal gate and have altered one piece of equipment. A proposal for new equipment is to be put forward for community

consultation, probably in June. Grants for this are being sought and AML will be approached.

- c. Lighthorne Play Area: Nothing to report.
- d. Bakers Hill / Broadwell: Work on the Broadwell started the day before the meeting. Cllr Tait is to meet the contractor in two day's time (Friday 10 May) to discuss progress and findings to date. **Action: Cllr Tait.**
- e. Village Greens at Lighthorne Heath: A meeting between SWHA, the shop keepers, the Parish Council and SDC is to take place within the next 2 weeks.
- f. Other matters:

Mr Andy Meehan has agreed to act as the Internal Auditor under the new Lighter Touch Audit regime.

An increase in claims means that there has been about a 15% increase in insurance costs to £1091. However, the Clerk has spotted that the new bus shelter at Lighthorne Heath is not shown on the policy. He will inform the insurers, and a further payment will no doubt become due. **Action: Clerk.**

The form for the change of bank signatories had been received. Cllrs Tait and Lawrence should be added and Mr Drake-Lee removed. Mr Ashley had not been a signatory. Once the appropriate resolution is passed, the Clerk must inform the bank. **Action: Clerk.**

7.2.1 Cllr Giblin proposed that Mr Meehan be approved as the Internal Auditor. This was seconded by Cllr Rigby and carried unanimously.

7.2.2 Cllr Giblin proposed that Cllrs Tait and Lawrence be added and Mr Drake-Lee removed as signatories to the bank account. This was seconded by Cllr Rigby and carried *nem con*.

7.3 Financial Statement

7.3.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Ecovert Limited	910	Litterpicking - March 2002	56.54
W. Betts	911	Clerk's Salary - March 2002	123.00
W. Betts	912	Clerk's Expenses - March 2002	29.73
C. J. Musgrave	913	Treasurer's Salary - March 2002	52.00
WALC	914	Annual Subscription	222.00
Countryside Services	915	Grasscutting LH village verges 27/03	64.62
Countryside Services	916	Grasscutting LH village greens and sportsground bank 27/03	178.60
WALC	917	Two copies NALC Audit Guidance Publication	19.90
Lighthorne Village Hall	918	Hire of LH village hall for Council meetings	72.00
Powergen Energy PLC	919	Standing & Photocell Charge	90.18
Severn Trent Water (<i>see note</i>)	920	Water Services - Sports Assn.	56.90

Note: Cheque 920 was authorised under Standing Order 54(b).

7.3.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
ABB Limited	921	Replace All Night Photo Cell	23.27
Stratford on Avon District Council	922	Supply & fit litter bin - B4100	211.50
Countryside Services	923	Grasscutting LH verges - 17/04	64.62
Countryside Services	924	Grasscutting LH greens - 17/04	123.37
W. Betts	925	Clerk's Salary - April 2002	123.00
W. Betts	926	Clerk's Expenses - April 2002	10.53
C. J. Musgrave	927	Treasurer's Salary - April 2002	52.00
Cornhill Insurance PLC	928	Insurance Premium	1,091.77
Central Garden Services	929	Grasscutting x 2 LHH Village Hall	90.00

7.3.3 Income since Last Meeting

None.

7.3.4 Outstanding Income

None.

7.4 Cllr Giblin proposed authorising the signing of orders for payment. This was seconded by Cllr Purdy and carried unanimously.

8 Proposed Leases of Land at Lighthorne Heath

A letter from Mike Ashley had been discussed at the meeting of the Assets, Contracts and Finance Working Group. It appeared to achieve all that was desired. It was agreed that any lease needed to be worded so as not to exclude the new Lighthorne Heath Parish Council from taking it over once it was formed. It was felt that the working group needed to further examine the financial implications and that WALC should be asked to examine the draft lease once it had been drawn up.

9 Gaydon site Community Liaison Meeting

Cllr Giblin reported as follows:

Work on the second site entrance is to start in about 4 weeks time; the Gaydon roundabout will not start until this is complete. Two-thirds of the steel structure is now up. The car park base and drainage is in. The project is about 5 weeks behind schedule due to the bad weather, but they are catching up. Occupancy is expected early in the new year. The nursery should be ready in September.

There is a new proposal whereby the board of PAG will take over the Technical Academy building and the Academy will move to the Motor Heritage Centre.

They have agreed to do some work to the garden area beside Lighthorne Heath Village Hall. They may also do some painting of the hall.

There was a site meeting on Friday 26 April attended by Glyn Walters, Bryan Hughes, Frank Grimby and a representative of the builders. County Cllr Booth was present as well as Parish Councillors. AML agreed to plant some screening around the Village Hall: there will be more trees on their access strip and the concrete runway will be dug up and edged. They will also (eventually) put some evergreens into the bunds to provide winter cover. Many

comments from residents were answered and it was felt to have been a very useful meeting. Further landscaping plans will be drawn up in an attempt to make it clearer to residents how the site will look from the village once landscaping is complete.

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

- WRCC is holding a fund-raising roadshow.
- Details of the NALC national conference had been sent.
- CPRE are holding their Warwick Branch AGM.
- The WCC Area Committee meeting will be on 29 May.
- The Warwickshire Lieutenancy is organising a Church Service to celebrate Her Majesty The Queen's Golden Jubilee.
- WALC are holding more training days.
- LGA and NALC are organising a joint conference.

10.2 Meetings Attended:

The Annual Parish Meeting had been held two weeks earlier in Lighthorne Village Hall. Roger Huxley (SDC Parish Review Officer) had spoken about the proposed boundary changes and the parish split: there had been a larger than expected attendance from Lighthorne Heath, but no objections had been raised to the plans. It was suggested that each of the new parish councils formed after the split should be composed of 5 members. There was also a request for a flag pole to be erected in Lighthorne.

10.3 Nothing to approve.

10.4 Other matters: None.

11 Parish Split

Cllr Giblin proposed that the Clerk write to Mr Huxley (SDC), copy SDC CEO, proposing that, after the split, each of the new parish councils should be comprised of 5 members. This was seconded by Cllr Brewin and carried unanimously. Action: Clerk.

12 Correspondence

There was no further relevant correspondence.

13 Other Matters

Cllr Purdy suggested that another dog fouling bin might be appropriate in Leam Road. The matter is to receive further consideration.

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Heath Village Hall at 8pm on Wednesday 12 June 2002.

The meeting closed at 10:00pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in
Lighthorne Heath Village Hall
at 8pm on Wednesday 12th June 2002

Present:

Cllr Rigby (Chair)
Cllr Giblin

Cllr Lawrence
Cllr Purdy

Cllr Rose
Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

Cllr Higgs (SDC)

1 member of the public

1 Administrative

1.1 Apologies:

Cllr Brewin

Cllr Tait

1.2 Minutes of the meeting of 8 May 2002

Cllr Giblin proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Purdy and carried unanimously.

2 Questions from the floor

Mr Keith Sheppard referred all councillors present (including SDC and WCC ward members) to a letter that he had distributed asking the various councils to address 4 particular matters of concern to him:

- Drainage grips on the C96;
- The Parish boundary;
- Road names on the definitive map and database held by WCC Highways; and
- The settlement name in the postal addresses of 4 roads in Lighthorne Heath, namely:
 Birdhaven Close;
 Bridle Road;
 Chestnut Close; and
 Oak Leigh

3 Planning

3.1 In the absence of Cllr Tait, Cllr Rose reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/00762/REM	Erect 5 dwellings, land adj. Verney Road	JHO, JR & SR Pearce	Object	Not Approved
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited
APP/C/J3730/C/01/1073317	Refusal appeal: extend cond 2 of S98/0030 to 10Mar2003, land adj. Verney Road	JHO, JR & SR Pearce	None	Allowed
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
02/00137/HAZ	LPG storage, Gaydon Test Centre	Aston Martin Lagonda	No objection Observations	Awaited
02/00195/FUL	3 terraced, 3 bed houses, 1 Mallory Road	Anthony Sellar	Object	Refused
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00378/FUL	Utility extension, bedroom over existing garage, 2 Chestnut Close	Mr G Thurston	None (as amended)	Approved
02/00529/FUL	Gate, walling, new car parking area	Dr Peter R Neal	None	Awaited
02/00712/FUL	First floor rear extension to enlarge bedroom, 3 Church Hill Court	Mr N Chambers	Object	Awaited
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Awaited
02/01010/TRE	Fell and uproot one Sycamore, Greystones, The Bank	H B Begg	No objection	Approved
02/01147/FUL	Two storey extension and conservatory, Forresters Cottage	Mr and Mrs M Foddy	Comments	Awaited
02/01150/TPO	Fell 6 & prune 2 Hornbeams, 8 Oak Leigh, Lighthorne [Heath]	L A O'Donoghue	Support	Awaited
02/01288/LBC	Ground floor extension for new utility/WC, Fairfield	Mr and Mrs B Lewis	None	Awaited
02/01453/TPO	5 Oak & 2 Ash: lift canopy to give 10m clearance &c, 5 Birdhaven Close, Lighthorne [Heath]	Mrs D Wiblin	TBD	Awaited

Cllr Rose reported that 01/00762/REM had not been approved but APP/C/J3730/C/01/1073317 had been allowed. 02/00195/FUL had been refused as there was no identified need for additional housing, though it was pointed out that footings on

the site are in accordance with an earlier approval. 02/00378/FUL and 02/01010/TRE had both been approved.

Of the new applications, the Working Group had responded in support of 02/01150/TPO, had commented on 02/01147/FUL because of concerns over potential future change of use and the increase in traffic that might be generated, and had responded with no representation on 02/01288/LBC. 02/01453/TPO had only recently arrived and a site visit was needed prior to making a recommendation.

- b. Planning meetings or inquiries attended: None.
- c. District, County or National plans: Nothing to report.
- d. Parish Appraisals and Village Design Statements: Cllr Giblin reported that most of the responses to the Lighthorne Heath questionnaire are now in and are being entered onto a computer. There is still plenty to do, however.
- e. Other planning matters: Cllr Rigby raised a concern that Council had apparently not been consulted on 02/01011/FUL (proposed new temporary building and associated parking adjacent to Technical Academy, Gaydon Test Centre) which he had seen referred to on the SDC planning website. Technically the application site was in Gaydon Parish, but it was normal practice for SDC to consult with both parishes when any application was made at the Gaydon Test Centre.

Cllr Rigby also reported that Warwickshire Rural Housing Association (WRHA) had written asking if there was a need for affordable housing in Lighthorne as they had been approached by a landowner. The Clerk had responded asking if they meant Lighthorne Heath, to which they replied no.

3.2 Cllr Rose proposed the acceptance of the working group's responses to 02/01150/TPO, 02/01147/FUL and 02/01288/LBC. This was seconded by Cllr Purdy and carried unanimously.

3.3 Cllr Rigby proposed that the Clerk be directed to write (a) to SDC Planning to request that Council be kept informed of all planning matters relating to the Gaydon Test Centre and (b) to WRHA to say that Council had not identified a need for affordable housing in Lighthorne. This was seconded by Cllr Giblin and carried unanimously.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Paths: Sarah Manchester (WCC footpaths) has suggested that Council should withdraw from P3 as all the major repairs etc. have now been carried out. Any problems would be reported to the SDC enforcement officer, Andrew Swan, who would then notify a ranger to deal with the problem. It was agreed that members would walk the paths before coming to a decision on this at the next meeting. *Action: Cllr Rigby.*

The Ash Path is badly in need of cutting. A verbal quotation of £100, the same as last year, has been received for 2 cuts.

Several piles of grass cuttings have appeared by the Ash Path. This constitutes unlawful fly tipping.

It was suggested that Council should engage a solicitor to deal with the permissive path. It was agreed to contact WALC for advice.

- b. Signs: WCC highways had reported that “Give Way” and “Unsuitable for Heavy Vehicles” signs had now been erected at the Moreton Morrell Lane / Fosse Way junction, but Cllr Tait had recently reported that this was not the case. Cllr Booth (WCC) volunteered to verify the matter and to chase the officer concerned, if necessary.

WCC had also apologised for their oversight regarding the 3 agreed combined 30mph speed-limit and Lighthorne village name signs. These will now be erected at no cost to the Parish.

The “polo” direction sign for The Green that WCC were expected to provide would cost £680. This was thought to be too high and was referred to the Assets, Contracts and Finance Working Group for further consideration. *Action: Cllr Rose.*

- c. Roads, Drains and Gullies: In response to a suggestion from an elector in Lighthorne, the cost of Windsor street lights had been investigated. They were found to be in excess of £1,000 each.

A hole in the road where Winyates Road enters the B4100 has been filled in. Old School Lane is to be resurfaced shortly.

It was recommended that a further “Fido” dog fouling bin be purchased for £76 and be placed on Leam Road, under the trees towards the shop.

- d. Traffic Calming: Nothing to report.
- e. Hedges, Trees and Fences: Mr Elliston (WCC Dunchurch) was praised for his rapid handling of various requests for tree works to improve street lighting in Lighthorne Heath. Cllr Lawrence is pursuing quotations for clearing the wattle fence (keeping the posts and rails) and in-filling with bushes or young trees. These will be passed to the Assets, Contracts and Finance Working Group for consideration. *Action: Cllr Rose.*

- f. Other Highway Matters: None.

4.2 Cllr Giblin proposed that:

- a) **in view of the urgency, the verbal quotation for cutting the Ash Path be accepted;**
- b) **the Clerk be instructed to write to those properties adjacent to the Ash Path informing them of the illegal fly tipping and seeking information as to the culprits; and**
- c) **a further dog fouling bin be purchased.**

This was seconded by Cllr Rigby and carried unanimously.

5 Lighthorne Sports Association

Cllr Rigby reported that he had just received an e-mail from Land Rover regarding the replacement of the pavilion roof and it was expected that work would commence the following week.

6 Lighthorne Village Hall

Cllr Rigby reported that he had received a complaint about cars being left in the village hall car park. He had discussed the matter with the chair of the management committee and had then made a number of enquiries as to the owners of the vehicles concerned. The matter had mysteriously resolved itself.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Nothing to report.
- b. Lighthorne Heath Play Area: An open Saturday morning surgery is planned for community consultation on new play equipment.
- c. Lighthorne Play Area: Nothing to report.
- d. Bakers Hill / Broadwell: The contractor has completed work on the Broadwell. Cllr Rose and Mr Tait have painted the railings and the hand-pump. Many favourable comments were received during the celebrations for Her Majesty's Golden Jubilee. Cllr Rigby expressed his very great thanks to Cllr Rose and his team for a job well done and he suggested that, if they had any paint left, they might look at Bakers Well.
- e. Proposed Leases of Land at Lighthorne Heath: From the floor, Cllr Higgs (SDC) reported on a meeting of the SDC Executive held that Monday. The 87-year lease had been agreed to, but they had imposed a 10-year break clause as a condition of the lease. This raised some concern, but until the exact wording was known it was not possible to form an opinion. The chair reported that Mike Ashley (SDC officer) had tried, but failed, to contact him that evening and that he would call him back the following morning to urgently request a copy of the wording of the break clause. **Action: Cllr Rigby.**
- f. Inspection of deeds and trust instruments in the custody of the Council: As the accounts for the previous year were to be discussed at the next meeting of the working group, this matter was held over. The new auditors were confirmed as Clement Keys, and they would be in touch shortly.
- g. Other matters:

Mrs Pat Hughes, Hon. Treasurer to Lighthorne PCC, had written to the chair to request a grant towards the upkeep of St Laurence church. The matter would be discussed at the next Working Group meeting.

The question of the tree on the Village Green in Lighthorne adjacent to the notice board was raised. It had not been maintained for several years, and the root stock was sprouting to such an extent that the main stem was being smothered. An elector living nearby had volunteered to prune back the suckers, but the tree seems to have suffered very badly as a result. Cllrs Rigby and Tait had suggested that it should be replaced, should it die. No-one seemed to know who planted it in the first place. **Action: Clerk.**

Lighthorne Heath Village Hall management committee were asking for a grant towards the replacement of some of the light fittings in the main hall with a more resilient, safer, type after some had been damaged. The matter would be discussed at the next Working Group meeting.

7.2.1 To approve any recommendations from the working group: There were none.

7.3 Financial Statement

7.3.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
ABB Limited	921	Replace All Night Photo Cell	23.27
Stratford on Avon District Council	922	Supply & fit litter bin - B4100	211.50
Countryside Services	923	Grasscutting LH verges - 17/04	64.62
Countryside Services	924	Grasscutting LH greens - 17/04	123.37
W. Betts	925	Clerk's Salary - April 2002	123.00
W. Betts	926	Clerk's Expenses - April 2002	10.53
C. J. Musgrave	927	Treasurer's Salary - April 2002	52.00
Cornhill Insurance PLC	928	Insurance Premium	1,091.77
Central Garden Services	929	Grasscutting x 2 LHH Village Hall	90.00
Ecovert Limited	930	Litterpicking LHH	56.54

7.3.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
ABB Ltd.	931	Replace "All Night" Photo Cell - 15 Mountford Rise	23.27
Xerox	932	Basic & copy charge	29.63
Countryside Services	933	Grasscutting LH village verges, 7/05	64.62
Countryside Services	934	Grasscutting LH greens & sportsground bank, 7/05	178.60
Cornhill Insurance	935	Additional premium - bus shelter	24.87
Powergen	936	Electricity charges - LH Sports Assn.	39.73
Countryside Services	937	Grasscutting LH village verges 23/05	64.62
Countryside Services	938	Grasscutting LH village greens 23/05	123.37
Planters Garden Design	939	Work to Broadwell	1521.98
ABB Ltd.	940	Street Lighting Maintenance	67.27
Ecovert Limited	941	Litterpicking LHH May 02	56.54
District Audit	942	Parish Council Audit 2000/01	380.70
CGS Central Ground Services	943	Grasscutting LHH Village Hall	90.00
W. Betts	944	Clerk's Salary - May 2002	123.00
W. Betts	945	Clerk's Expenses - May 2002	12.66
C. J. Musgrave	946	Treasurer's Salary - May 2002	52.00
P. Tait	947	Paint for Broadwell	20.83

7.3.3 Income since Last Meeting

None.

7.3.4 Outstanding Income

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

A meeting between Cllrs Giblin and Rose, SWHA, the shop keepers, SDC, the Countryside Agency and one of the doctors had taken place. It had been a most useful and productive meeting. The Countryside Agency had funding available for up to 80% of the cost of projects to a maximum of £25,000 per project. The shop and surgery would each count as a separate project for purposes of grant aid.

The shopkeepers wanted to build their own shop and they had suggested that they could also build the surgery and rent it to the doctors, although there was some concern about the level of a commercial rent. A chip shop had also been mentioned.

Cllrs Giblin and Higgs (SDC) and Mike Ashley (SDC officer) are to meet to look at land issues.

9 Gaydon site Community Liaison Meeting

Cllr Giblin reported that she had had a meeting with AML the previous week to discuss landscaping. In addition to the work discussed previously, they had also agreed to tarmac the Village Hall car park. They could not resurface the area in front of the building as this belonged to SWHA.

The liaison meeting that had been scheduled for the previous Monday had been cancelled. The meeting is now scheduled for 15 July and a draft agenda has been circulated.

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

- The DTLR has issued consultation papers on “the revised guidance on rate relief for charities and other non-profit making organisations” and on “Conduct of Councillors: Local Investigation and Determination of Misconduct Allegations”.
- The audit commission has issued a document entitled “statement of responsibilities of local councils and their auditors”.
- Changes have been made to the responsibilities of several government departments. The DTLR had been replaced by the Office of the Deputy Prime Minister (ODPM) and the Department for Transport (DfT).

The ODPM covers local government, the regions, housing, planning, urban issues, fire, building regulations and neighbourhood renewal. Health and safety is part of the DfT. Electoral issues are now with the Lord Chancellor’s Department.

- Council’s treasurer, Cindy Musgrave, is to address the next meeting of WALC.

10.2 Meetings Attended: None.

10.3 Cllr Rigby proposed that:

Lighthorne Parish Council acknowledges the general duty placed upon it by the Race Relations (Amendment) Act 2000. The Council will continue within its’ functions and policies to have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people of different racial groups.

This was seconded by Cllr Giblin and carried unanimously.

10.4 Nothing to approve.

10.5 Other matters:

It was reported that Lighthorne Heath had held several Golden Jubilee events. There had been a street party in Cromwell Road, and another in the Gifford / Winyates / Bitham / Verney / Stonebridge area. The rain had (just about) held off.

The minutes and accounts for the event in Lighthorne are being prepared by Mr Hinman and will be passed to the Council. About £200 in proceeds will be donated to Myton Hospice.

11 Parish Split

The chair had heard from Mr Huxley (SDC officer) that, because of the change of council, the split had to go before the Policy Committee in a fortnight, although he felt that was just a formality. Then the last tranche of recommendations has to be released for a 6-week public consultation period before it all goes to the Secretary of State. He expected everything to be cleared by Christmas for implementation early next year. He had pointed out that the putative councils would be expected to set a precept (before the end of January), notwithstanding that they wouldn't be elected until early May.

Cllr Rose reported that the matter of setting precepts for the new councils was well in hand.

12 Correspondence

The Managing Director of the Heritage Motor Centre had written to ask the chairman and his wife to the Gaydon Airfield's 60th anniversary celebration and flypast on 20 June. As he was unable to attend the details were passed to the vice-chair.

13 Other Matters

From the floor, Cllr Booth (SDC) reported that it was possible that within a year or so the County Council might be able to offer parish councils a website facility.

Cllr Lawrence asked if it would be appropriate to write to SWHA to request that the road between Lighthorne Heath Village Hall and the shop might be repaired now that their application to build on the site had been withdrawn. She also mentioned a number of dead and dangerous trees between the shop and the playing field. This was agreed. **Action: Clerk.**

Cllr Rose asked if Cllr Giblin would have a word with Mr Jones as his invoices were being incorrectly addressed to Lighthorne Heath Village Hall rather than the Council.

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Village Hall at 8pm on Wednesday 10 July 2002.

It was agreed to change the regular date of the Assets, Contracts and Finance Working Group meeting to be 8 days prior, so it will now be at 8pm on Tuesday 2 July.

The meeting closed at 10:10pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in Lighthorne Village Hall at 8pm on Wednesday 10th July 2002

Present:

Cllr Rigby (Chair)

Cllr Giblin

Cllr Lawrence

Cllr Purdy

Cllr Rose

Cllr Tait

Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

Cllr Higgs (SDC)

4 members of the public

1 Administrative

1.1 Apologies:

Cllr Brewin

1.2 Minutes of the meeting of 12 June 2002

Cllr Rigby pointed out that cheque number 930 had not been shown under Outstanding Bills in the minutes for the May meeting (section 7.3.2 on page 142), but nevertheless appeared under Items Paid Since Last Meeting in the minutes for June (section 7.3.1 on page 149). He had investigated the matter and was satisfied that there were no irregularities as the cheque was for payment of a regular bill from a standing contract. Cllr Giblin said that she thought that it had simply been overlooked.

Cllr Rigby proposed that, with an additional note approving cheque 930, the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Giblin and carried unanimously.

2 Questions from the floor

Gordon Shirley, Director of Property of the South Warwickshire Housing Association, spoke for several minutes. He asked for support from Council for the plans for the new development, including a new shop and doctor's surgery, when they arrive. He went on to say that SWHA owns the current shop and that the shopkeepers have paid no rent for the last year or so; a state of affairs that the board do not want to see continue. Roof repairs would cost £4,000 to £4,500 and other repairs would be required to keep the current premises going while the new premises were built. SWHA have asked SDC for monetary support and Mr Shirley asked Council if it would contribute also or identify other resources. He went on to say that there were also some issues with Council's request to re-tarmac the car park as technically that was the lessee's responsibility.

At this point Cllr Rose briefly reported on a meeting between himself, Cllr Giblin, Liz Williams of SWHA and others on the proposed development. They had set a target of three

months to prepare a proposal and two months to get it through the planning cycle; in other words, it should be ready by the end of the year.

When questioned, Mr Shirley said that an Environmental Health report had not specified an actual immediate need for most of the repairs. It was suggested that the matter should be progressed by further negotiation with the lessees.

Councillors expressed the strong desire of Council to support the provision of new facilities in Lighthorne Heath. Also, from the floor, Cllr Higgs (SDC), as chairman of the Dasset Area Planning Committee, expressed his support for the efforts of all concerned.

The Chairman asked if it would help if he were to write to SWHA expressing the support of Council for the project and asking the board not to take any precipitous action against the lessees at this point, as it appeared that everyone was now working together towards an agreed solution that could be implemented with some speed. Mr Shirley suggested he should write to the chairman of the board, Mr Roy Brooks. *Action: Chairman.*

Gudrun Berry, Development Worker in Community Education, introduced herself. She is working in Lighthorne Heath with the Community Forum, the Health Visitor, the School, the Mother and Toddler Group and others within the community.

3 Planning

3.1 Cllr Tait reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre Banbury Road	Landrover	No objection	Awaited
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre Banbury Road	Landrover	No objection Comments	Awaited
02/00137/HAZ	LPG storage, Gaydon Test Centre	Aston Martin Lagonda	No objection Observations	Approved
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00529/FUL	Gate, walling, new car parking area	Dr Peter R Neal	None	Granted
02/00712/FUL	First floor rear extension to enlarge bedroom, 3 Church Hill Court	Mr N Chambers	Object	Refused
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Awaited
02/01147/FUL	Two storey extension and conservatory, Forrester's Cottage	Mr and Mrs M Foddy	Comments	Granted
02/01150/TPO	Fell 6 & prune 2 Hornbeams, 8 Oak Leigh, Lighthorne [Heath]	L A O'Donoghue	Support	Approved
02/01288/LBC	Ground floor extension for new utility/WC, Fairfield	Mr and Mrs B Lewis	None	Granted

Reference	Title	Applicant	Represent'n	Decision
02/01299/FUL	Ground floor extension for new utility/WC, Fairfield	Mr and Mrs B Lewis	None	Granted
02/01453/TPO	5 Oak & 2 Ash: lift canopy to give 10m clearance &c, 5 Birdhaven Close, Lighthorne [Heath]	Mrs D Wiblin	TBD	Awaited
02/01607/FUL	Proposed conservatory to side of property, 1 Verney Close	Mr Canham & Miss Charles	None	Awaited
02/01611/FUL	Construction of side & rear extensions, lifting of ridge line and construction of extra parking adjacent to garage, Bank Cottage	Ms J Atkinson & Mr B Chimes	None	Awaited

Cllr Tait reported that 02/00137/HAZ, 02/00529/FUL, 02/01147/FUL, 02/01150/TPO, 02/01288/LBC and 02/01299/FUL had all been approved or granted, but 02/00712/FUL had been refused. An appeal had been lodged against the non-approval of 01/00762/REM (Erect 5 dwellings, land adj. Verney Road for JHO, JR and SR Pearce). Additional details had been received for the windows of 02/01288/LBC, but the group had no comment.

Of the new applications, the Working Group had no comments in respect of either 02/01607/FUL or 02/01611/FUL.

- b. Planning meetings or inquiries attended: None.
- c. District, County or National plans: Cllr Rose circulated a draft response to a letter from SDC which had asked for comments on the possible addition to the second draft of the District Local Plan of a housing and mixed development site adjacent to Lighthorne Heath. The proposal was firmly rejected but the SDC's policy towards local consultation was strongly supported. *Action: Clerk.*
- d. Parish Appraisals and Village Design Statements: Cllr Giblin reported that about half of the responses to the Lighthorne Heath questionnaire had now been analysed and these showed support for a small number (10 to 20) of additional mixed housing. This was exactly in line with the policy in the current draft of the District Local Plan and development to meet this requirement was already approved or was in plan. Lisa Benjamin will take over from Shari Toms, and Council expressed thanks to Shari and to the Community Forum for their efforts.
- e. Other planning matters: There was a further brief mention of apparent poor support from SDC Planning concerning applications for Ford's Gaydon site which, it was felt, should all go to both Gaydon and Lighthorne Parish Councils for consultation irrespective of which parish they actually fell within. From the floor, Cllr Higgs (SDC) said he would chase them.

3.2 No actions to approve.

3.3 Cllr Rigby proposed that the responses to 02/01607/FUL and 02/01611/FUL should both be one of "No Representation" and that Cllr Rose's draft letter be approved as it stood. This was seconded by Cllr Giblin and carried unanimously.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Paths: It was agreed that Sarah Manchester (WCC footpaths) would be asked to confirm that all outstanding footpath work will be completed by WCC. **Action: Cllr Purdy.**

The Ash Path has been partially cut.

The papers concerning the permissive path will go to the WALC solicitor.

- b. Signs: WCC have erected the combined 30mph speed-limit and Lighthorne village name signs.

Cllr Rose said that the cost of the “polo” direction sign for The Green that WCC were expected to provide was too high.

From the floor, Cllr Booth (WCC) said that WCC highways had denied all knowledge of any “Give Way” and “Unsuitable for Heavy Vehicles” signs at the Moreton Morrell Lane / Fosse Way junction, despite Council’s earlier communication. He said he thought that they had confused Moreton Morrell Lane and Wellesbourne Road (C96).

- c. Roads, Drains and Gullies: The sighting of the dog fouling bin had not yet been resolved. The behaviour of children was giving concern and further consideration would be given to the matter.

- d. Traffic Calming: Nothing to report.

- e. Hedges, Trees and Fences: Three quotations for clearing the wattle fence (keeping the posts and rails) and in-filling with bushes or young trees had been received and passed to the Assets, Contracts and Finance working group (*see item 7.1.f*). Those living nearby had been consulted and were looking forward to something being done. Cllr Giblin reported that she had chased Mr Wiggett regarding grass cutting in that area.

The Clerk reported that he had written regarding the fly-tipping that had been reported last month and Members confirmed that it had not recurred. He also reported that SDC did not own the tree on Lighthorne Village Green reported as dying and that they were of the opinion that Council could do whatever it felt appropriate, and SDC will be investigating the state of the trees surrounding the football pitch at Lighthorne Heath.

- f. Other Highway Matters: None.

4.2 No recommendations to be considered.

5 Lighthorne Sports Association

Cllr Rose reported that the pavilion roof had been replaced and that some minor issues with the electrics had been sorted out. Ford will also undertake two further pieces of work to replace windows and to decorate externally.

6 Lighthorne Village Hall

Cllr Rose reported that the Village Hall Management Committee were, as part of a Vital Villages grant application, issuing a questionnaire to the village about further uses of the hall.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Nothing to report.
- b. Play Areas: Cllr Giblin reported that an open Saturday morning surgery was held for community consultation on new play equipment in Lighthorne Heath. Subsequently the equipment catalogue was put into the school so parents could further discuss the options. Any grant application would be for funding in the next financial year, 2003/04, so everyone has been made aware that there will be no immediate action.
- c. Proposed Leases of Land at Lighthorne Heath: From the floor, Cllr Higgs (SDC) reported on a meeting of the SDC Executive held that Monday. The 87-year lease had been agreed to after all, provided that a 10-year break clause was imposed as a condition of the lease. This clause would require the consent of both parties, but allowed for changing circumstances and was timed to coincide with the District Local Plan review cycle. Cllr Rose thanked Cllr Higgs for his work in getting the agreement back in place. The chairman read an e-mail from Mike Ashley (SDC) which asked Council to “confirm the PC will now withdraw the application for village green status”. It was agreed that this remained the desire, but that the application would not be withdrawn until the contract was signed. The chairman is to reply. *Action: Cllr Rigby.*
- d. Inspection of deeds and trust instruments in the custody of the Council: All documents were inspected during the Working Group’s last meeting. Everything was in order and Cllr Rose has signed to that effect.
- e. Grant requests:
 - i. Lighthorne Parochial Church Council: The Working Group recommended that a grant of £300 would be in line with previous years.
 - ii. Lighthorne Heath Village Hall: The Working Group recommended that a grant of approximately £300 would be sufficient to ensure the safety of the lighting in the hall and that it should be paid against appropriate documentation.
- f. Wattle fence replacement: The Working Group recommended acceptance of the lowest of the three quotations received: £317 from Lime Garden Services.
- g. Other matters: Nothing was raised.

7.2 Cllr Rose proposed:

- a) **The chairman be authorised to reply to Mike Ashley (SDC) reiterating Council’s desire to withdraw the Village Green application, but only once the lease was signed;**
- b) **Donating £300 to Lighthorne Parochial Church Council towards the maintenance of the churchyard;**
- c) **Funding the replacement of the strip-lighting in Lighthorne Heath Village Hall to a value of approximately £300, subject to receiving appropriate documentation; and**
- d) **Acceptance of the quotation of £317 from Lime Garden Services for work to replace the wattle fence in Lighthorne Heath.**

This was seconded by Cllr Giblin and carried unanimously.

7.3 Accounts for 2001/02

Cllr Rose presented an Income and Expenditure Account and a Balance Sheet for both 2001/02 and 2000/01, using last year's format. Having explained those, he then presented the Annual Return for the year to 31 March 2002 in the format required under the new regulations. He explained both the new format and the way the numbers in it were arrived at. Finally he went through the Statement of Assurance in great detail to ensure that it was fully understood.

Cllr Rose proposed that the accounts be approved in the new format. This was seconded by Cllr Rigby and carried unanimously.

Mr Meehan will perform the internal audit of the accounts and there will be public notification concerning access to the accounts and of the audit.

7.4 Financial Statement

7.4.1 Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
ABB Ltd.	931	Replace "All Night" Photo Cell - 15 Mountford Rise	23.27
Xerox	932	Basic & copy charge	29.63
Countryside Services	933	Grasscutting LH village verges, 7/05	64.62
Countryside Services	934	Grasscutting LH greens & sportsground bank, 7/05	178.60
Cornhill Insurance	935	Additional premium - bus shelter	24.87
Powergen	936	Electricity charges - LH Sports Assn.	39.73
Countryside Services	937	Grasscutting LH village verges 23/05	64.62
Countryside Services	938	Grasscutting LH village greens 23/05	123.37
Planters Garden Design	939	Work to Broadwell	1521.98
ABB Ltd.	940	Street Lighting Maintenance	67.27
Ecovert Limited	941	Litterpicking LHH May 02	56.54
District Audit	942	Parish Council Audit 2000/01	380.70
CGS Central Ground Services	943	Grasscutting LHH Village Hall	90.00
W. Betts	944	Clerk's Salary - May 2002	123.00
W. Betts	945	Clerk's Expenses - May 2002	12.66
C. J. Musgrave	946	Treasurer's Salary - May 2002	52.00
P. Tait	947	Paint for Broadwell	20.83

7.4.2 Outstanding Bills

Payee	Cheque No.	Description	Amount £
Countryside Services	948	Grasscutting LH village verges, 08/06	64.62
Countryside Services	949	Grasscutting LH greens and sportsground bank - 04 & 08/06	178.60
Shari Toms	950	Reimbursement costs for printing LHH Village News	82.27
Countryside Services	951	Grasscutting LH village verges - 24/06	64.62
Countryside Services	952	Grasscutting LH village greens - 24/06	123.37
W. Betts	953	Clerk's Salary - June 2002	123.00
W. Betts	954	Clerk's Expenses - June 2002	5.92
C. J. Musgrave	955	Treasurer's Salary - May 2002	52.00
Lighthorne PCC	956	Grant	300.00

Payee	Cheque No.	Description	Amount £
Myton Hospice	957	Donation	253.20
CGS Central Ground Services	958	Grasscutting LHH Village Hall - June	90.00
Ecovert Limited	959	Litterpicking LHH June 02	56.54

7.4.3 Income since Last Meeting

Item	Amount £
Donations	253.2

7.4.4 Outstanding Income

None.

It was noted that cheque number 957 and the equal amount in associated income are as a result of profit from Her Majesty the Queen's golden jubilee celebrations in Lighthorne.

7.5 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Tait and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Cllr Giblin had some forms from the Countryside Agency to register an intent to produce a parish plan. There was also a need to apply for a grant for up to £25,000 towards the cost of building the new surgery. These forms will be discussed at the next assets, contracts and finance working group meeting. *Action: Cllr Rose.*

From the floor, Cllr Higgs (SDC) said that he and Cllr Booth (WCC) had both spoken to Mr Shirley after the earlier part of the meeting and SWHA would survey the building to ascertain the costs needed. There may be other sources of funds available.

There will be ongoing liaison meetings, which Cllrs Giblin and Rose will attend.

9 Gaydon site Community Liaison Meeting

From the floor, Cllr Booth (WCC) said that construction of the two roundabouts seemed to have been delayed.

The liaison meeting is scheduled for 15 July. Cllrs Giblin and Purdy will attend.

10 Government, Other Councils, Council Associations and Local Authorities

10.1 Communications:

- This year's WCC annual emergency planning briefing for parishes is to be held on Tuesday 24 September at 7:30pm in Shire Hall. Cllr Purdy is to attend.
- The WCC Southam area committee will meet on Wednesday 24 July at 4:30pm in Studley Youth Community Centre.
- WCC had sent a questionnaire on rural bus services. The results of the Lighthorne Heath appraisal are to be fed back. *Action: Cllr Giblin.*
- SDC had provided a summer activities brochure. This was given to Cllr Purdy for dissemination.

- WALC had issued a consultation paper on the future direction of the association. There is to be no response.
- CPRE sent a copy of their 2002 traffic survey report.

10.2 Meetings Attended: None.

10.3 Nothing to approve.

10.4 No other matters were raised.

11 Parish Split

The matter has been before the SDC Political Committee and the results of that meeting will be reported to the full council next Monday, 15 July.

12 Correspondence

There was no further relevant correspondence.

13 Other Matters

From the floor, Cllr Booth (WCC) reported that there was a Warwickshire petition circulating calling for fair funding for schools. He also reported that Lighthorne Heath Scout group was sending 37 young people and adults to Northumbria and that they had obtained a grant of £1,000 towards a cost of about £10,000.

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Heath Village Hall at 8pm on Wednesday 14 August 2002.

The Assets, Contracts and Finance Working Group meeting will be at 8pm on Tuesday 6 August.

The meeting closed at 10:15pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in
Lighthorne Heath Village Hall
at 8pm on Wednesday 14th August 2002

Present:

Cllr Rigby (Chair)

Cllr Giblin

Cllr Lawrence

Cllr Purdy

Cllr Rose

Cllr Tait

Bill Betts (Clerk)

Also present:

5 members of the public

1 Administrative

1.1 Apologies:

Cllr Brewin

Cllr Booth (WCC)

Cllr Higgs (SDC)

1.2 Minutes of the meeting of 10 July 2002

Cllr Rose proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Giblin and carried unanimously.

2 Questions from the floor

Joanna Sharp, of Lighthorne Heath, asked about the item discussed at the previous meeting concerning a possible development site adjacent to Lighthorne Heath.

The chairman explained that the District Council (SDC) had consulted the Parish Council which had replied in the negative. However, should the item be added to the second draft of the District Local Plan, the Plan would be open for public consultation and everyone would then have a chance to express their own views. There was, as yet, no known planned date for the second draft.

Keith Sheppard, of Lighthorne, asked about 4 items which he had previously discussed with the council. He also asked if SDC should instigate a policy of acknowledging e-mails in the same way as they acknowledge communications sent in the post. Finally, and with the WCC boundary review now starting, he expressed his continued surprise that SDC's boundary review had failed to move the parish boundary to align with M40 as had been suggested by an earlier Boundary Commission review.

Mr & Mrs McBeath, of Lighthorne, made some comments concerning the planning application from the owner of 3 Church Hill Court for a new garage. The proposal was to site the garage adjacent to the existing line of garages, but with a gap of about 1 metre between them. They suggested that it would make more sense for the new development to be a simple extension of the current building.

It was suggested that the matter would be best resolved by direct discussion with the applicant, with the intent of having a revised plan submitted.

3 Planning

3.1 Cllr Tait reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/02663/FUL	Extension to building 507 and installation of new diesel tank, Gaydon Test Centre	Landrover	No objection	Granted
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre	Landrover	No objection Comments	Awaited
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Awaited
02/01429/FUL	Erection of single dwelling, land adjacent 17 Leam Road	Mr S Franklin	N/A	Withdrawn
02/01453/TPO	5 Oak & 2 Ash: lift canopy to 10m clearance &c, 5 Birdhaven Close	Mrs D Wiblin	TBD	Approved
02/01520/FUL	Relocation of existing bunded fuel store, Gaydon Test Centre	Land Rover Group	None	Granted
02/01583/FUL	Electrical substation housing, Gaydon Test Centre	Land Rover Group	None	Granted
02/01607/FUL	Proposed conservatory to side of property, 1 Verney Close	Mr Canham & Miss Charles	None	Granted
02/01611/FUL	Side & rear extensions, lift ridge, extra parking, Bank Cottage	Ms J Atkinson & Mr B Chimes	None	Withdrawn
02/01753/FUL	Erect garage/store, demolish existing garage, Rosemary Cottage	Mr E C Stroud	None	Awaited
02/01933/FUL	Extensions to frontage and conservatory to rear, 12 Southam Crescent	Mr and Mrs P Hill	Comments	Awaited
02/01947/FUL	Kitchen extension, 2-storey extension to rear, 9 Mallory Road	Mr and Mrs Greenwood	None	Awaited
02/02045/FUL	Convert group of barns to holiday cottages, Three Gates Farm	Mr Lewis	None	Awaited
02/02057/FUL	New double garage and workshop, 3 Church Hill Court	Mr N Chambers	Site visit	Awaited
02/02066/TRE	Reduce conifer by 45%; reduce Horse Chestnut crown by 25%, lift lower branches or fell, Cranbrook	TLC Estate Managements	None	Awaited

Reference	Title	Applicant	Represent'n	Decision
02/02138/TRE	Fell line of Leyland cypress, Willow Rise	J C Tooke	None	Awaited

Cllr Tait reported that 01/02663/FUL, 02/01453/TPO, 02/01520/FUL, 02/01583/FUL and 02/01607/FUL had all been approved or granted and 02/01429/FUL and 02/01611/FUL had both been withdrawn. Mrs Rose (SDC Forestry) had written to say that a request to remove a number of trees from the gardens of three neighbouring properties in Lighthorne (Brook House, Appleside and Wishing Well Cottage) had been granted.

Of the applications that required an early reply, the Working Group had no comments in respect of either 02/01753/FUL or 02/01947/FUL, but had written supporting some views of a neighbour in respect of 02/01933/FUL. Of the remainder, there were no comments for any except 02/02057/FUL which appeared to merit a site visit.

- b. Planning meetings or inquiries attended: None.
- c. District, county, regional or national plans: The chairman brought members attention to the Draft Regional Planning Guidance (RPG11) published by the West Midlands Local Government Association, to a white paper from the ODPM “Your Region, Your Choice”, and to a document from the SDC website “Framework for Urban Capacity” which was to be circulated. *Action: Clerk.*
- d. Parish Appraisals and Plans, Village Design Statements: Cllr Giblin reported that she had written to, and had had an acknowledgement from, the Countryside Agency informing them of the intent to produce a parish plan.
- e. Other planning matters: None.

3.2 Cllr Rigby proposed that the responses already sent under Standing Order 94 be approved. This was seconded by Cllr Purdy and carried unanimously.

3.3 Cllr Rigby proposed that the responses to 02/02045/FUL, 02/02066/TRE and 02/02138/TRE should all be one of “No Representation” and that any decision on 02/02057/FUL should be left to the Working Group following a site visit. This was seconded by Cllr Lawrence and carried unanimously.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Paths: Sarah Manchester (WCC footpaths) had confirmed that all outstanding footpath work will be completed by WCC.

After some further research, the papers concerning the proposed permissive path will be returned to the solicitor with a request to complete the process.

- b. Signs: WCC highways will be chased again concerning “Give Way” and “Unsuitable for Heavy Vehicles” signs at the Moreton Morrell Lane / Fosse Way junction.
- c. Roads, drains and gullies: It was recommended that the dog fouling bin on the Ash Path be moved to the other side of the hedge in order to stop children emptying it, and that the additional bin be erected at the end of Leam Road.

Following visits to Lighthorne Heath by Mr Elliston (WCC Highways) a bush by the roundabout has been pruned. However, members felt that some trees on Marston Avenue were still causing a visibility hazard.

Some footway repair work is to be done in Stratford Road. A drain in Edgehill Road is to be moved. Drains in Gifford Road are still blocked.

Following the recent torrential rain, a drain in Cromwell Place was giving rise to concerns. However, in Lighthorne a house and a number of garages had been flooded and Gerald Brooks (WCC Highways) had agreed to visit on Friday 16 August to look at all the drains, a number of which had been affected by recent road works.

- d. Traffic calming: Nothing to report.
- e. Hedges, trees and fences: The Chestnut tree opposite the Millennium Village Sign in Lighthorne had been damaged and how it might be tidied up is to be considered.
- f. Other highway matters: None.

4.2 Cllr Rigby proposed approval of the small expenditure necessary to move the dog fouling bin on the Ash Path. This was seconded by Cllr Tait and carried unanimously.

5 Lighthorne Sports Association

Cllr Rose reported that Land Rover had been informally thanked for replacing the roof of the pavilion and said that the company would attend to two other items over the next few weeks.

He also reported deliberate, unauthorised sheep-grazing on the sports field. The matter is still under investigation.

6 Lighthorne Village Hall

Nothing to report.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: The area around Lighthorne Heath Village Hall has now been cut and is looking very good.
- b. Play areas: Mr Green (SDC) and Cllr Purdy had discussed ideas for the various areas in Lighthorne Heath. Mr Green will apply for grant aid. It was agreed that the Clerk should also write to SDC to register an interest in receiving a grant towards a youth shelter in Lighthorne Heath. *Action: Clerk.*
- c. Proposed leases of land at Lighthorne Heath: The chairman had been in further discussion with Mike Ashley (SDC) and had been assured that, while the process might take a few months, it would be possible to agree to a legally binding document which set out the terms of the 10-year break clause and the heads of agreement. At this point it would be appropriate to withdraw the application for village green status.
- d. Wattle fence replacement: Cllr Lawrence had contacted the chosen contractor and he will start work in September.

- e. Other matters: Cllr Rose presented details of last year's precept allocation and the associated spending and the affect on the reserves. He then presented a proposal for reserves allocation as at March 2002. The matter will be further discussed by the Working Group in preparation for the splitting of the parish.

7.2 There were no recommendations to approve.

7.3 Financial Statement

7.3.1 Items paid since last meeting:

Payee	Cheque No.	Description	Amount £
Countryside Services	948	Grasscutting LH village verges, 08/06	64.62
Countryside Services	949	Grasscutting LH greens and sportsground bank - 04 & 08/06	178.60
Shari Toms	950	Reimbursement costs for printing LHH Village News	82.27
Countryside Services	951	Grasscutting LH village verges - 24/06	64.62
Countryside Services	952	Grasscutting LH village greens - 24/06	123.37
W. Betts	953	Clerk's Salary - June 2002	123.00
W. Betts	954	Clerk's Expenses - June 2002	5.92
C. J. Musgrave	955	Treasurer's Salary - June 2002	52.00
Lighthorne PCC	956	Grant	300.00
Myton Hospice	957	Donation	253.20
CGS Central Ground Services	958	Grasscutting LHH Village Hall - June	90.00
Ecovert Limited	959	Litterpicking LHH June 02	56.54

7.3.2 Outstanding bills:

Payee	Cheque No.	Description	Amount £
Countryside Services	960	Grasscutting LH village verges, 11/07	64.62
Countryside Services	961	Grasscutting LH village greens and sportsground bank, 27/06 & 11/07	178.60
W. Betts	962	Clerk's Salary - July 2002	123.00
W. Betts	963	Clerk's Expenses - July 2002	8.87
C. J. Musgrave	964	Treasurer's Salary - July 2002	52.00
Ecovert Limited	965	Litterpicking LHH July 02	56.54
Countryside Services	966	Grasscutting LH village greens and sportsground bank 30/07	178.60
Countryside Services	967	Grasscutting LH village verges - 30/07	64.62
Central Ground Services	968	Two cuts LHH Village Hall	90.00
Len Nethercoat	969	Replacement lighting LHH village hall	300.00
Xerox (UK) Ltd.	970	Basic & copy charges	26.26
Severn Trent Water	971	Water Services Bill - LH Sports Assn.	53.04

7.3.3 Income since last meeting:

None.

7.3.4 Outstanding income:

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Cllr Giblin now has all the papers needed to apply for a Community Service Grant. She will co-ordinate all the input. The matter will be passed to the Assets, Contracts and Finance Working Group.

All the input from the Lighthorne Heath Village Appraisal has now been gathered together and will be shared with all parties at the next liaison meeting. It has become apparent that there may be a need for a follow-up questionnaire to gather specific additional information.

9 Gaydon site Community Liaison Meeting

Cllr Purdy attended the liaison meeting on 15 July. Legal problems over land ownership have caused construction of the two roundabouts to have been delayed. Land Rover expect to be able to provide a new notice board for Lighthorne Heath. They will also look at the land to the rear of Edgehill Road.

10 Government, other Councils, Council Associations and Local Authorities

10.1 Communications:

- WCC is performing a Passenger Information Strategy Consultation. Details were passed to Cllr Purdy.
- WRCC wrote to say that Lighthorne Heath came third in Southam District in the Best Kept Large Village competition. Members congratulated the community on an excellent showing and expressed delight that further improvements were already being made. Neither Lighthorne nor Redlands made a showing this year.
- SDC asked for updates to their Sports and Leisure Directory. They were also seeking to audit play areas in the district. All forms were passed to Cllrs Tait and Purdy to cover each of the communities.
- SDC had written with a consultation draft advice notice on the operation of Local Plan Review Policy COM.1. The item will be discussed by the Working Group.
- NALC has sent a copy of model Financial Regulations with a suggestion that these should be adopted. The item will be discussed by the Working Group.
- The Boundary Committee for England were starting their periodic electoral review of WCC. Public information notices are to be posted. *Action: Clerk.*

10.2 Meetings Attended: None.

10.3 Nothing to approve.

10.4 No other matters were raised.

11 Parish Split

Cllr Rose presented an "Action List" of things that had to be done before, and immediately after, the splitting of the parish. Members were asked to let Cllrs Rose and Giblin know of any additional items, prior to the matter being discussed at the next Assets, Contracts and Finance Working Group.

12 Correspondence

- The owners of a proposed new local radio station, The Storm, were seeking support. This was not forthcoming.
- The Depot were seeking nominations and financial support for a new youth award. This also was not forthcoming.
- The National Playing Fields Association were offering regular information mailings. It was agreed to request that they be sent. *Action: Clerk.*

13 Other Matters

There had been a serious incident at Lighthorne Heath Post Office when a 999 call was not responded to because police were busy elsewhere. It seems that we do not have an assigned local policeman at the moment.

Cllr Rigby proposed that the Clerk be directed to write to the Police to express the dismay of the Parish Council at this state of affairs. This was seconded by Cllr Giblin and carried unanimously.

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Village Hall at 8pm on Wednesday 11 September 2002.

The Assets, Contracts and Finance Working Group will meet at 8pm on Tuesday 3 September 2002.

The meeting closed at 10:20pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in
Lighthorne Village Hall
at 8pm on Wednesday 11th September 2002

Present:

Cllr Giblin (Chair)
Cllr Lawrence

Cllr Purdy
Cllr Rose

Cllr Tait

Also present:

Cllr Booth (WCC)

1 member of the public

1 Administrative

1.1 Apologies:

Cllr Rigby

Cllr Higgs (SDC)

Bill Betts (Clerk)

1.2 Minutes of the meeting of 14 August 2002

Cllr Rose proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Purdy and carried unanimously.

2 Questions from the floor

There were none,

3 Planning

3.1 Cllr Tait reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
01/03441/FUL	Single storey office, workshop and ancillary accommodation, Gaydon Test Centre	Landrover	No objection Comments	Awaited
02/00301/FUL	Temporary vehicle access off B4100 for construction traffic	Aston Martin Ltd	None	Awaited
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Awaited
02/00972/FUL	Relocation of partnership centre from technical academy to temporary building, Heritage Motor Centre Banbury Road Gaydon	Land Rover Group	N/A	Permitted

Reference	Title	Applicant	Represent'n	Decision
02/01753/FUL	Erect garage/store, demolish existing garage, Rosemary Cottage	Mr E C Stroud	None	Permitted
02/01933/FUL	Extensions to frontage and conservatory to rear, 12 Southam Crescent	Mr and Mrs P Hill	Comments	Awaited
02/01947/FUL	Kitchen extension, 2-storey extension to rear, 9 Mallory Road	Mr and Mrs Greenwood	None	Awaited
02/02045/FUL	Convert group of barns to holiday cottages, Three Gates Farm	Mr Lewis	None	Awaited
02/02057/FUL	New double garage and workshop, 3 Church Hill Court	Mr N Chambers	Site visit	Awaited
02/02063/DEM	Erection of detached double garage adjacent existing garage block on land at rear, 3 Church Hill Court	Mr N R Chambers	N/A	Invalid applic'n
02/02066/TRE	Reduce conifer by 45%; reduce Horse Chestnut crown by 25%, lift lower branches or fell, Cranbrook	TLC Estate Managements	None	Awaited
02/02138/TRE	Fell line of Leyland cypress, Willow Rise	J C Tooke	None	Awaited
02/02163/PDE	Insertion of window, 18 Birdhaven Close	Miss N O'Hara	N/A	Permission Req'd
02/02248/PDE	Conservatory to rear of 4 Bitham Road	Mr and Mrs K H Nicholls	N/A	Permitted dev't
02/02320/TRE	Fell 2no. spruce, Wintringham Lighthorne	Mrs I Proudman	None	Awaited
02/02384/TRE	Fell approx. 12-14 Leyland cypress, Wintringham Lighthorne	Mrs I Proudman	None	Awaited

Cllr Tait reported that all the trees covered by the two new tree applications for Wintringham were dying and it was intended to replant them later. In view of this, and of the urgency, a reply of "No Representation" had been sent.

SDC had written to explain how they intend to handle future planning consultations so as to take into account the views of the people and the guidance that they intend to issue to their officers. A response should be sent. *Action: Clerk.*

DEFRA had written to confirm that, in advance of any decision on which bodies should remain as statutory consultees on planning applications, Parish Councils would not lose their existing rights.

- b. Planning meetings or inquiries attended: None.
- c. District, county, regional or national plans: Nothing was raised.
- d. Parish Appraisals and Plans, Village Design Statements: Nothing to report.
- e. Other planning matters: Cllr Giblin has been in contact with Mr Prinn (Post Office) who would be willing to look at the post code issue if she writes to him with relevant information and maps. Cllr Booth (WCC) agreed to write as well in order to try to bring this matter to a conclusion.

3.2 Cllr Tait proposed that the responses to 02/02320/TRE and 02/02384/TRE, already sent under Standing Order 94, be approved. This was seconded by Cllr Lawrence and carried unanimously.

3.3 Cllr Rose proposed that a response should be sent endorsing SDC's guidance to officers concerning planning consultation. This was seconded by Cllr Purdy and carried unanimously.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Footpaths and bridleways: P Williams (WCC Countryside Recreation, Definitive Map Team Leader) had written to all parties concerned with the proposed permissive footpath at Pratts Farm, Lighthorne, in an attempt to clear up some of the confusion over who was responsible for what. As a result, a letter should be sent to the landowner's solicitor asking them to draw up the necessary agreement. *Action: Clerk.*

The Ash Path has been trimmed and is much improved. There are 2 dead Elm trees at the Lighthorne end that should probably be removed.

- b. Signs: WCC highways have (once more!) agreed to erect "Give Way" and "Unsuitable for Heavy Vehicles" signs at the Moreton Morrell Lane / Fosse Way junction. A member of the public has asked for an extra sign to be erected in Moreton Morrell Lane to remind drivers to beware of people. It was also reported that it was hoped that WCC would give road signs a much-needed cleaning soon.
- c. Roads, drains and gullies: Cllrs Tait and Rose had attended a meeting with Gerald Brooks and Mr Elliston (WCC Highways) to "walk the drains" in Lighthorne. Cllr Tait had written to Mr Brooks to express thanks for the work that WCC had subsequently carried out to examine the system with cameras, to clear the culvert which carries the Washbrook under much of the centre of Lighthorne, and for cleaning the drains and clearing the roads of surplus grit.

WCC had received a letter from a member of the public expressing concern with the lack of drainage at the far end of Post Office Lane. Cllr Tait had arranged a meeting between Mr Brooks and the various property owners affected in order to try to agree a solution.

There is still flooding on Gifford and Stonebridge Roads in Lighthorne Heath. A further letter should be sent to Mr Brooks. *Action: Clerk.*

- d. Hedges, trees and fences: Nothing to report.
- e. Other highway matters: None.

4.2 Cllr Tait proposed approval that the two letters concerning the permissive path and the Lighthorne Heath drainage problems be sent. This was seconded by Cllr Purdy and carried unanimously.

5 Lighthorne Sports Association

Cllr Rose reported that Land Rover had replaced the damaged interior roof tiles and had carried out some electrical work. Work on some larger matters is due to start soon.

6 Lighthorne Village Hall

Nothing to report.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: There are no problems with grass cutting, but litter picking is to be discussed with residents of Lighthorne Heath at the next opportunity (probably a Saturday surgery).
- b. Play areas: There is a problem with rats infesting the play area in Lighthorne Heath.
A response has been received to the request for grant funding for a youth shelter in Lighthorne Heath. Cllrs Giblin and Purdy are to meet in October to discuss the proposals.
- c. Proposed leases of land at Lighthorne Heath: The document setting out the terms of the 10-year break clause and the heads of agreement had been received.
- d. Wattle fence replacement: The fence is now down. It is hoped that planting will start shortly.
- e. Community service grant: The document is to be finalised. **Action: Cllr Giblin.**
- f. Preparations for the parish split: Cllr Rose had checked all insurance and costing.
- g. Other matters: All papers have been seen by the Internal Auditor and a report is awaited.
From the floor, Cllr Booth (WCC) asked about risk assessment. Cllr Rose replied that everything was under control.

7.2 There were no recommendations to approve.

7.3 Financial Statement

7.3.1 Items paid since last meeting:

Payee	Cheque No.	Description	Amount £
Countryside Services	960	Grasscutting LH village verges, 11/07	64.62
Countryside Services	961	Grasscutting LH village greens and sportsground bank, 27/06 & 11/07	178.60
W. Betts	962	Clerk's Salary - July 2002	123.00
W. Betts	963	Clerk's Expenses - July 2002	8.87
C. J. Musgrave	964	Treasurer's Salary - July 2002	52.00
Ecovert Limited	965	Litterpicking LHH July 02	56.54
Countryside Services	966	Grasscutting LH village greens and sportsground bank 30/07	178.60
Countryside Services	967	Grasscutting LH village verges - 30/07	64.62
Central Ground Services	968	Two cuts LHH Village Hall	90.00
Len Nethercoat	969	Replacement lighting LHH village hall	300.00
Xerox (UK) Ltd.	970	Basic & copy charges	26.26
Severn Trent Water	971	Water Services Bill - LH Sports Assn.	53.04

7.3.2 Outstanding bills:

Payee	Cheque No.	Description	Amount £
Countryside Services	972	Grasscutting LH village greens - 19/08	123.37
Countryside Services	973	Grasscutting LH village verges - 10/08	64.62
Central Ground Services	974	Strimming rear of bund and weeding terrace behind LHH Village Hall	45.00
W. Betts	975	Clerk's Salary - August 2002	123.00
W. Betts	976	Clerk's Expenses - August 2002	42.44
C. J. Musgrave	977	Treasurer's Salary - August 2002	52.00
C. J. Musgrave	978	Treasurer's Expenses	31.43
Lisa Benjamin	979	Reimbursement for copying charge for LHH news	15.00
Ecovert Limited	980	Litterpicking LHH August 2002	56.54
Central Ground Services	981	Two cuts LHH Village Hall	90.00
The Depot	982	Grant	50.00
Powergen	983	Standing and quarterly electricity, LSA	40.79

7.3.3 Income since last meeting:

None.

7.3.4 Outstanding income:

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Purdy and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Awaiting plans.

9 Gaydon site Community Liaison Meeting

Work on the roundabout at the new second entrance to the site has finally started. Work is expected to finish in December.

Mr Wheatley (Ford Project Manager) had contacted Cllr Purdy to say that the bunds were being levelled to their final height and some landscaping design work had started.

10 Government, other Councils, Council Associations and Local Authorities

10.1 Communications:

- The WALC AGM is to be at 7:30pm on Wednesday 30 October in Shire Hall, Warwick, where Mr Simon Hodgson, Head of the West Midlands Regional Assembly Secretariat, will speak on the proposals for a directly elected Regional Assembly for the West Midlands.
- WCC are holding an Emergency Planning meeting on 24 September. Cllr Purdy will attend. Cllr Giblin is updating the Parish Emergency Plan.
- SDC are conducting an audit of play areas. *Action: Clerk.*
- This year's Civic Service is to be held at St Andrew's Church, Shottery, at 3pm on Sunday 6 October.

- WCC's Stratford-on-Avon Area Committee is to meet at 4pm on 25 September in The Grange Hall, Coventry Road, Southam.

10.2 Meetings Attended: None.

10.3 Nothing to approve.

10.4 No other matters were raised.

11 Parish Split

Nothing to report.

12 Correspondence

- The Depot were seeking financial support for their Outreach Service to visit Lighthorne Heath Village Hall once a week for 8 - 10 weeks. £50 had been agreed (*see cheque 982*). The programme should commence some time in October.
- South Warwickshire Primary Care NHS Trust had written with information about the Heart of England Co-operative Society Helping Hearts Scheme, which makes awards of between £10 and £1000. The letter is to be passed to the local Heart Start team.
- The Motor Heritage Centre had written to say that there was to be a short fireworks display at the centre at 9:30pm on 21 September.

13 Other Matters

From the floor, Cllr Booth (WCC) offered the address to apply to for documents relating to the Midlands consultation on The Future of Air Transport which include details of the new airport proposals. He said that WCC opposes the new airport. It was agreed that Cllr Rose would apply for the documents and they should be discussed before the next meeting.

There was some concern that more GM crops were being planted locally, possibly as part of further field trials. Members were requested to ask around.

There is a planning application for materials recycling at Ufton.

It was noted that SDC policy was now to deliver only one refuse sack per household, partly as a cost saving measure and partly to promote recycling.

From the floor, Cllr Booth (WCC) raised the issue of rural policing, and suggested that Council might write to invite the Chief Inspector to speak at the next meeting. This was agreed. **Action: Clerk.**

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Heath Village Hall at 8pm on Wednesday 9 October 2002.

The Assets, Contracts and Finance Working Group will meet at 8pm on 1 October 2002.

The meeting closed at 9:20pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in
Lighthorne Heath Village Hall
at 8pm on Wednesday 9th October 2002

Present:

Cllr Rigby (Chair)
Cllr Giblin

Cllr Purdy
Cllr Rose

Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

1 Administrative

1.1 Apologies:

Cllr Lawrence

Cllr Tait

Cllr Higgs (SDC)

1.2 Minutes of the meeting of 11 September 2002

Cllr Giblin proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Rose and carried *nem con*.

2 The meeting was adjourned to consider:

a) A report on Rural Policing from the District Police Commander

Chief Inspector Mike Slemensek said that the police were now organised in a manner that was aligned with District Council areas. He had taken over the Stratford-on-Avon sector of South Warwickshire in April last. The sector had 3 main stations that operated 24 hours a day: Alcester, Stratford-upon-Avon and Southam. The parish comes under Stratford-upon-Avon, although other stations such as Shipston might respond if necessary.

He explained that there are 19 Community Beat Officers (CBOs) in the sector. Their role is to maintain close contact with communities and to attempt to resolve chronic local issues. He was finding ways to cut down other demands on CBOs so as to keep them on their beat as much as possible. The parish is now served by PC Mark Finch, who has responsibility for a total of 12 civil parishes within the newly formed Kineton beat area, a map of which was handed out. He will probably be based in Wellesbourne.

CI Slemensek said that he wanted CBOs to be more visible. A voice-mail system was soon to be installed. CBOs will attend WCC mobile libraries so as to be available to the community.

Cllr Giblin expressed gratitude to PC Finch's predecessor, PC Cuthbertson, for making himself available in the shop in Lighthorne Heath to talk to the public. She said that he had also attended a fete at the school.

The chair said that the onus appeared to be on the Council to ensure that the Police were made aware of events within the community when they felt that it would be appropriate for the CBO to be in attendance. This was agreed.

CI Slemensek then explained improvements that he had arranged to be made to the Command and Control computer system in Leek Wootton where calls from the public are handled. He also explained the drug abuse response strategy, which made use of Home Office funding.

The chair offered thanks to CI Slemensek for attending the meeting and expressed his feelings that, for once, Council was hearing about positive new action rather than simply being placated. The Chief Inspector expressed his pleasure.

b) Questions from the floor

There were none.

3 Planning

3.1 In Cllr Tait's absence, the chair read out a report on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Awaited
02/01933/FUL Withdrawn	Extensions to frontage and conservatory to rear, 12 Southam Crescent	Mr and Mrs P Hill	Comments	N/A
02/01947/FUL Withdrawn	Kitchen extension, 2-storey extension to rear, 9 Mallory Road	Mr and Mrs Greenwood	None	N/A
02/02045/FUL	Convert group of barns to holiday cottages, Three Gates Farm	Mr Lewis	None	Granted
02/02057/FUL	New double garage and workshop, 3 Church Hill Court	Mr N Chambers	No objection Comments	Permitted
02/02066/TRE	Reduce conifer by 45%; reduce Horse Chestnut crown by 25%, lift lower branches or fell, Cranbrook	TLC Estate Managements	None	Approved
02/02138/TRE	Fell line of Leyland cypress, Willow Rise	J C Tooke	None	Approved
02/02320/TRE	Fell 2no. spruce, Wintringham Lighthorne	Mrs I Proudman	None	Approved
02/02341/FUL	Erection of extension to building 231, Gaydon Test Centre	Land Rover Group	TBD	Awaited
02/02384/TRE	Fell approx. 12-14 Leyland cypress, Wintringham Lighthorne	Mrs I Proudman	None	Approved
02/02862/FUL	Erection of conservatory to side/front, Hill Cottage, The Bank	Mr McBornet	TBD	Awaited
02/02894/TPO	2 Oaks - remove limbs, 11 Birdhaven Close	Tim Jennings	TBD	Awaited

Applications 02/02341/FUL, 02/02862/FUL and 02/02894/TPO had been found on the SDC website and plans had not yet been received.

Cllr Tait had been in contact with Brian Hughes (Head of Regulatory Services, SDC) regarding the lack of information on those Land Rover site applications that fall outside of the parish.

- b. Planning meetings or inquiries attended: None.
- c. District, county, regional or national plans: Nothing was raised.
- d. Parish Appraisals and Plans, Village Design Statements: Nothing to report.
- e. Other planning matters: Cllr Giblin has written to Mr Prinn (Post Office) who would be willing to look at the post code issue if she writes to him again with relevant information and maps. Cllr Booth (WCC) agreed to write as well in order to try to bring this matter to a conclusion.

3.2 No actions to approve.

3.3 Following a brief discussion on the New Midlands Airport proposals it was agreed that Cllr Booth (WCC) would talk to the Rugby group that is opposing the new airport to see if they would be willing to provide information at a public meeting to be organised for Thursday 24 October in Lighthorne Heath Village Hall. A decision on a response from the Council would be made following that meeting.

3.4 No recommendations to approve.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Footpaths and bridleways: Cllr Purdy is chasing the landowner's solicitor regarding the proposed permissive footpath at Pratts Farm, Lighthorne.
- b. Signs: Nothing to report.
- c. Roads, drains and gullies: WCC will jet and clean pipe-work at Gifford and Stonebridge Roads in Lighthorne Heath.

There was a meeting between Mr Brooks (WCC Highways) and the various property owners affected by drainage issues at the end of Post Office Lane. WCC agreed to install drainage into a soak-away, but it was necessary to obtain agreement as to where an overflow from the soak-away should be sited. The outcome of subsequent deliberations is awaited and will be fed back to Mr Brooks for action.

Cllrs Rose and Rigby will talk to Sir Adam Butler concerning the siting of a gully to enhance the drainage of the bridleway and Church Lane in the vicinity of St Laurence's.

- d. Hedges, trees and fences: There has been a request to trim the trees overhanging the footway on Leam Road. This will be passed to WCC.
- e. Other highway matters: Several people had made comments concerning the speed of vehicles through Lighthorne.

4.2 Nothing to approve.

5 Lighthorne Sports Association

Cllr Rose reported that Land Rover contractors had now completed all the external work to the pavilion and that it had now been painted and looked very good. Staff volunteers were still working on the inside, but areas such as the changing rooms had already been improved. A letter of thanks is to be written, and it was agreed that it would be appropriate for some kind of public event to be organised to make the community aware of the improvements and to formally acknowledge the help from Land Rover. **Action: Cllr Rose / Clerk.**

6 Lighthorne Village Hall

Nothing to report.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Nothing to report.
- b. Play areas: The rat infestation problem in Lighthorne Heath has been resolved.
Mr Green (SDC) will arrange for the two springs to be replaced with a roundabout. He will return to discuss a youth shelter and other equipment. Cllrs Purdy and Giblin will arrange a public meeting on the subject.
- c. Proposed leases of land at Lighthorne Heath: The draft leases have now been received. It was recommended that they be accepted and that WCC be notified that the application for Village Green status was withdrawn. **Action: Clerk.**
- d. Wattle fence replacement: The invoice for this work has now been received. Item closed.
- e. Community service grant: The Council's part has been completed. Item closed.
- f. Preparations for the parish split: The matter is to be more fully discussed at the next meeting of the working group and all Members were invited to attend. The chair of the PCC is to be contacted to ensure that there are no issues in that area. SDC's revenue department has not yet provided details of the Council Tax revenue split and are being chased.
- g. Other matters: The external auditor had written concerning the Return. It was recommended that the form be modified to reflect the changed insurance values and be signed and returned. **Action: Clerk.**

Following discussions in both major communities it was recommended that a donation of £50 each (i.e. a total of £100) be made to appropriate community groups to enable the purchase and planting of bulbs to enhance open spaces within the villages.

Following further work by volunteers to clear scrub from land adjacent to Baker's Hill steps, it was now thought inappropriate for volunteer labour to try to reduce the Laurels behind the Broadwell as they were very substantial. Instead it was now recommended that Garden Design be approached to carry out the work on the basis of their earlier quotation and that volunteer labour then be used to clear away the material removed.

7.2 Cllr Rose proposed the acceptance of the recommendations made, as follows:

- i. Garden Design be employed to cut the Laurel, based on their previous quotation;**
- ii. Two donations of £50 each be made for the enhancement of open spaces;**
- iii. The Audit Return be updated and returned to the external auditor; and**
- iv. A letter be sent to SDC accepting the leases on the 3 parcels of land, and a second letter be sent to WCC withdrawing the application for Village Green Status on those same parcels.**

This was seconded by Cllr Giblin and carried unanimously.

7.3 Financial Statement

7.3.1 Items paid since last meeting:

Payee	Cheque No.	Description	Amount £
Countryside Services	972	Grasscutting LH village greens - 19/08	123.37
Countryside Services	973	Grasscutting LH village verges - 10/08	64.62
Central Ground Services	974	Strimming rear of bund and weeding terrace behind LHH Village Hall	45.00
W. Betts	975	Clerk's Salary - August 2002	123.00
W. Betts	976	Clerk's Expenses - August 2002	42.44
C. J. Musgrave	977	Treasurer's Salary - August 2002	52.00
C. J. Musgrave	978	Treasurer's Expenses	31.43
Lisa Benjamin	979	Reimbursement for copying charge for LHH news	15.00
Ecovert Limited	980	Litterpicking LHH August 2002	56.54
Central Ground Services	981	Two cuts LHH Village Hall	90.00
The Depot	982	Grant	50.00
Powergen	983	Standing and quarterly electricity, LSA	40.79
Lighthorne Village Hall (<i>see note</i>)	984	Charge for use of Post Office	545.00

Note: Cheque 984 was authorised under Standing Order 54(b).

7.3.2 Outstanding bills:

Payee	Cheque No.	Description	Amount £
ABB Ltd.	985	Maintenance Photo Cells	67.27
Countryside Services	986	Grasscutting LH village greens and sports-field bank - 04/09	178.60
Countryside Services	987	Grasscutting LH village verges - 04/09	64.62
Lime Garden Services	988	Tidying wattle fence, cutting hedge, replanting green plants	317.00
Countryside Services	989	Grasscutting LH village greens - 23/09	123.37
Countryside Services	990	Grasscutting LH village verges - 23/09	64.62
W. Betts	991	Clerk's Salary - September 2002	123.00
W. Betts	992	Clerk's Expenses - September 2002	13.67
C. J. Musgrave	993	Treasurer's Salary - September 2002	52.00
Countryside Services	994	Trimming hedge in Church Lane 12/09	56.40
Ecovert Limited	995	Litterpicking LHH - September 2002	56.54
Central Ground Services	996	Grasscutting LHHVH - September	45.00

7.3.3 Income since last meeting:

None.

7.3.4 Outstanding income:

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Cllr Giblin reported that she had talked to John Gordon (SDC) and Liz Williams (SWHA). They needed to know whether the proposed new road off Leam Road should be built so that, at some time in the future, it could be extended all the way through to the school, or whether houses could be built across the end of it. No-one was in favour of leaving the option open.

9 Gaydon site Community Liaison Meeting

Cllr Giblin had attended the last meeting on 16 September. She reported that work on the first roundabout was well underway and was expected to be complete in November. Work at the Gaydon cross-roads would then start and was expected to be completed by the end of March. She reiterated the intention to keep the road fully open during the rush hour.

The new Well Being Centre is now open and members were shown around. The nursery has been assessed by OFSTED and was given a good report. Once employee use has been fully assessed, consideration will be given to making the facilities available to the public.

Premier Automotive Group are definitely going to move into the site, in the building by the water tower.

Eight hundred marketing and sales staff will move onto the site from their current premises in Warwick.

10 Government, other Councils, Council Associations and Local Authorities

10.1 Communications:

- WCC's emergency planning unit was once again making 100 sandbags available to each parish and this time there was the option of having them supplied already filled. Cllr Rigby agreed to try to find a home for them in Lighthorne. **Action: Cllr Rigby.**
- The clerk drew members' attention to a notice of motion for the next SDC Council meeting where it was proposed that the policy of issuing only one plastic refuse sack per household be reviewed.
- The Standards Board for England was holding a West Midlands Roadshow in Royal Leamington Spa.
- WRCC had written enclosing the certificate awarded to Redlands for coming second in the Warwickshire Best Kept Small Village competition. This was to be forwarded to the site owner, and a member of the community was to take some photographs for inclusion on the WRCC website.

- The WALC newsletter contained a number of relevant items:
 - An item on legal procedures to be followed when responding to planning applications between scheduled council meetings showed that standing orders were appropriate.
 - NALC had produced a circular on consultation regarding further proposed changes to be introduced in the Accounts and Audit Regulations 2003. This had been passed to the chair of the finance working group.
 - NALC had raised queries with the Information Commissioner on the pack that had been sent to parish councils on compliance with the Freedom of Information Act. The chair said that he had already looked at the material and hoped to produce a proposed registration document for discussion at the next meeting.
 - Information on new salary scales for clerks had been passed to the chair of the finance working group.
 - Further information on WALC's work towards setting up a County Partnership to provide training events for clerks to help them obtain the "AQA Certificate in Local Council Administration" (AQA stands for Assessment and Qualifications Alliance).
- Wellesbourne Parish Council had written seeking support for a proposal to build a leisure centre in the village, on the basis that it would serve a wider area than just Wellesbourne.
- Two notices had been received under the Licensing Act 1964 of the intention to apply to transfer the Justice's Licence for the Antelope Inn.

10.2 Meetings Attended:

Members and the clerk had attended the Southam Area Committee meeting of WALC which had taken place in Lighthorne Heath Village Hall on Monday 7 October. The meeting had been addressed by members of the board and management team at Coventry Airport on the New Midlands Airport consultation, and also by Linda Ridgley of WRCC on Village Plans.

Cllr Purdy had attended the annual WCC Emergency Planning meeting.

10.3 Cllr Giblin proposed that a letter be sent to Wellesbourne Parish Council in support of their proposal to build a leisure centre. This was seconded by Cllr Rigby and carried unanimously. *Action: Clerk.*

10.4 No other matters were raised.

11 Parish Split

It was understood that the recommendation from SDC was now with the Secretary of State for approval.

12 Correspondence

- The Council for Voluntary Service had written enclosing posters (which have been displayed) and offering to speak at a council meeting.
- CPRE had supplied information about a Volunteers' Conference in London.
- The Heritage Motor Centre had written to say that there was to be a 15/20 minute fireworks display at the centre at 7:30pm on Saturday 26 October.

13 Other Matters

Cllr Rose reported that he had complained about the overgrown state of the approach to the electricity substation in Old School Lane.

From the floor, Cllr Booth (WCC) gave some information regarding contingency plans to cover a possible strike by fire officers. He said that seven "Green Goddesses" had been moved into the county along with trained rescue teams complete with breathing apparatus.

Cllr Booth also reported that the "Fair Funding" petition had received 150,000 signatures even though only 100,000 had been expected. Any outcome was still uncertain.

14 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Village Hall at 8pm on Wednesday 13 November 2002.

The Assets, Contracts and Finance Working Group will meet at 8pm on Tuesday 5 November 2002.

The meeting closed at 10:40pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in
Lighthorne Heath Village Hall
at 8pm on Thursday 14th November 2002

Present:

Cllr Rigby (Chair)
Cllr Brewin
Cllr Giblin

Cllr Lawrence
Cllr Purdy
Cllr Rose

Cllr Tait
Bill Betts (Clerk)

Also present:

Cllr Booth (WCC)

1 member of the public

1 Administrative

1.1 Apologies:

Cllr Higgs (SDC)

1.2 Minutes of the meeting of 9 October 2002

Cllr Purdy proposed that the minutes be amended so that, in item 2, the name “Evans” be changed to “Finch”, and that they then be signed as correct and accepted as a true record. This was seconded by Cllr Tait and carried *nem con*.

2 The meeting was adjourned to consider questions from the floor

Mr Keith Sheppard raised a number of points on which he had previously communicated, some of which related to the District and County Councils. He asked if Council had forwarded his point on the proposed parish split boundary to the secretary of state: it had not. He then asked about communication with the Royal Mail (item 12 on the agenda) and was shown the response which Cllr Giblin had obtained. Cllr Giblin informed him that she was about to talk to Mr Hodges (SDC) to encourage SDC to write and she offered to involve Mr Sheppard in subsequent conversation.

3 Planning

3.1 Cllr Tait reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/03058/FUL	Garage and utility extension with bedrooms over, 23 Leam Road	Mr and Mrs Halstead	Objection (withdrawn)	Awaited
02/00842/LBC	Internal alterations and reconstruct fire place, The Old Forge	Mrs P Neave	SDC officer to decide	Approved

Reference	Title	Applicant	Represent'n	Decision
02/02341/FUL	Erection of extension to building 231, Gaydon Test Centre	Land Rover Group	N/A	Permitted with cond's
02/02862/FUL	Erection of conservatory to side/front, Hill Cottage, The Bank	Mr McBurnet	None	Awaited
02/02894/TPO	2 Oaks - remove limbs, 11 Birdhaven Close	Tim Jennings	None	Awaited
02/02953/FUL	External alterations to building 523, Rover Group Ltd., Banbury Road	Land Rover Group	None	Awaited
02/03081/PDEV	Proposed erection of carport to side of property, 15 Kenilworth Road	Mr And Mrs A Edwards	N/A	Permission required
02/03083/PDEV	Erection of garage at top of garden, 15 Kenilworth Road	Mr And Mrs Edwards	N/A	Permitted develop't
02/03150/HAZ	Reduction from 85 to 71 tonnes and relocation of LPG storage, Rover Group Ltd., Banbury Road	Land Rover Group	Comments only	Awaited
02/03216/FUL	Construction of dormer window to rear elevation, 3 Church Hill Court	Mr N Chambers	SDC officer to review	Awaited
02/03305/TREE	Reduce Norway Maple crown by 30%, Windward Cottage	Colin Such	TBD	Awaited

No plans for application 02/02341/FUL had yet been received, it having being found on the SDC website in the 13 September list and it being recorded as relating to Gaydon Parish Council. Also no response had been received to a letter to Brian Hughes (Head of Regulatory Services, SDC) regarding the lack of information on those Land Rover site applications that fall outside of the parish. Cllr Giblin, in her role as an SDC councillor, will approach the planning department to ascertain what is going on.

Responses of no representation had already been sent to 02/02862/FUL, 02/02894/TPO and 02/02953/FUL, and one of no objection but a comment to the effect that no future LPG storage should be any closer to Lighthorne Heath to 02/03150/HAZ.

It was recommended that the response to 02/03216/FUL be one of no objection, but include a recommendation that the SDC Conservation Officer review the application.

Application 02/03305/TREE had been found on the SDC website, but no plans had yet been received. The chairman declined to comment as the application was from his attached neighbour. It would be decided by the working group.

- b. Planning meetings or inquiries attended: None.
- c. District, county, regional or national plans: Nothing was raised.
- d. Parish Appraisals and Plans, Village Design Statements: Nothing to report.
- e. Other planning matters: Nothing was raised.

3.2 Cllr Rigby proposed that the responses to 02/02862/FUL, 02/02894/TPO, 02/02953/FUL and 02/03150/HAZ, already sent under Standing Order 94, be approved. This was seconded by Cllr Tait and carried unanimously.

3.3 Cllr Rigby proposed that the response to 02/03216/FUL be approved. This was seconded by Cllr Tait and carried unanimously.

3.4 Six Members, the SDC and WCC ward members, and several members of the parish electorate had joined many others at a meeting the previous night in Kineton High School about the new Midland airport proposals (*hence the rescheduling of this meeting*). The meeting had been well balanced, having speakers from SDC, Coventry airport, WCC and the Rugby-based opposition group, and John Maples MP had sent a letter which was read out. All members had agreed that the proposals for a new “Rugby” airport had serious implications for the parish and they were opposed to it.

Cllr Giblin proposed that a letter be written in response to the government consultation expressing objections to the new Midlands airport proposals. This was seconded by Cllr Rose and carried unanimously.

4 Highways

4.1 Cllr Purdy and others reported as follows:

- a. Footpaths and bridleways: Nothing to report.
- b. Signs: Nothing to report.
- c. Roads, drains and gullies: Stonebridge Road is currently marked out in preparation for excavation required to clear the blocked drain.

Kenilworth Road was flooded by sewage close to the play area. Severn Trent was called and have cleared the problem.

Sir Adam Butler has agreed a programme of work with Mr Brooks (WCC Highways) concerning a gully by St Laurence’s.

WCC had carried out repairs to the road around The Green and Church Lane in Lighthorne and further work was being carried out along Chesterton Road (C96).

Mr Sheppard had congratulated Cllr Tait on stemming the “River Mountford”. This was taken to mean that Severn Trent had succeeded in stopping the drain by the upper entrance to Lighthorne Village Hall from pouring water out onto the road.

A gully on the C96 had become blocked by leaves. Cllr Tait will contact Mr Brooks.

The owner of a property adjacent to the end of Post Office lane, onto whose land Mr Brooks had proposed to allow the overflow from a soak-away to flow, had taken professional advise and had objected to the plan. They were, however, prepared to accept a pipe taking the water into the Washbrook. Mr Brooks felt that he did not have sufficient in his current budget to pay for this. There will be further discussion.

- d. Hedges, trees and fences: A tree in Gifford Road had fallen onto the B4100, narrowly missing the bus shelter and damaging the fence. The tree was removed, and WCC is to be contacted regarding the fence.

Many trees in Lighthorne had blown down or lost branches. Sir Adam Butler had loaned a tractor, trailer and a driver and a volunteer team had collected two loads of wood which had been deposited at the sportsground for burning.

- e. Other highway matters: East Midlands Electricity had cleared the growth from the approach to the substation in Old School Lane.

Severn Trent had acknowledged receipt of a letter concerning the tank by the Broadwell. Further communication is awaited.

Following offers to all those previously affected by flooding, and advertising on the village notice board, the filled sandbags provided by WCC are to be distributed.

4.2 Nothing to approve.

5 Lighthorne Sports Association

Cllr Rigby reported that a new resident of Lighthorne had contacted Gordon Wild (LSA treasurer) concerning the possibility of a cricket team that he played in using the facilities. Mr Wild, Cllrs Rigby and Rose, and four members of the team had met and progress was very satisfactory.

6 Lighthorne Village Hall

Cllr Rigby had been in contact with Penny Amis (LVH treasurer) following an advertisement concerning lottery funding for village halls. She reported that she was already aware of it and they have sent for details. Ms Amis and David Wright (LVH chairman) had met with Linda Ridgley and Steve Patalong (Vital Villages). They received useful information and now need to make a revised plan for the hall to take into account a disability audit and the needs coming out of the survey which they carried out.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: Nothing to report.
- b. Play areas: A company is in contact with Cllr Purdy concerning possible development plans for the Lighthorne Heath Area.

Mr Green (SDC) had supplied a risk assessment of the Lighthorne area. Everything is low or very low risk with the exception of a potential trip hazard (tree roots by the entrance gate) and the roundabout (speed and clearance) which were both considered medium risk. Given that there is no requirement to act, and in the light of recent expenditure to improve things, there were no proposals for further action.

- c. Proposed leases of land at Lighthorne Heath: A pro-forma lease, from which the three leases would be drawn up, had now been received. This was signed by the chairman and vice-chairman, witnessed by the clerk, and will be returned. **Action: Clerk.**
- d. Wattle fence replacement: To be removed from the next agenda.
- e. Community service grant: To be removed from the next agenda.
- f. Preparations for the parish split: SDC's revenue department has now provided details of the Council Tax revenue split and it was almost exactly 50/50. This had been taken into account when discussing proposals for division of the reserves.

Following a meeting with Sir Adam Butler (Chairman of the Parochial Church Council) a very clear response had been received from the Diocesan Registrar concerning the implications of the split in relation to parish councils being burial authorities. Under the provisions of the Local Government Act 1972 a parish council is empowered to contribute towards providing or maintaining a cemetery in which the electorate may be buried. This means that both of the proposed new parishes could contribute towards St Laurence's churchyard. A parish council can only be forced to take over the maintenance of a churchyard if it has been formally closed. If this were to happen then it would be council whose civil parish the churchyard was situated in, that is the proposed new Lighthorne parish council.

- g. Results of the audit of the 2001/2002 Annual Return: Following the actions reported at the previous meeting, the auditor had issued an unqualified audit opinion. Cllr Rose appraised the meeting of the other comments made by the auditors in their letter. The bill had also been received and this year, under the new scheme, had been the standard amount and was less than half that of previous years. The closure of the audit has already been advertised. A copy of the notice is to be sent to the auditor. **Action: Clerk.**
- h. Other matters: Following notification by NALC of agreed new salary scales for clerks, Cllr Rose handed out a sheet containing proposed new salaries for the clerk and treasurer, and a proposed amount in respect of back pay.

7.2 Cllr Rose proposed the acceptance of the recommendation to alter the remuneration of the clerk and treasurer. This was seconded by Cllr Giblin and carried unanimously.

7.3 Financial Statement

7.3.1 Items paid since last meeting:

Payee	Cheque No.	Description	Amount £
ABB Ltd.	985	Maintenance Photo Cells	67.27
Countryside Services	986	Grasscutting LH village greens & sportsfield bank - 04/09	178.60
Countryside Services	987	Grasscutting LH village verges - 04/09	64.62
Lime Garden Services	988	Tidying wattle fence, cutting hedge, replanting green plants	317.00
Countryside Services	989	Grasscutting LH village greens - 23/09	123.37
Countryside Services	990	Grasscutting LH village verges - 23/09	64.62
W. Betts	991	Clerk's Salary - September 2002	123.00
W. Betts	992	Clerk's Expenses - September 2002	13.67
C. J. Musgrave	993	Treasurer's Salary - September 2002	52.00
Countryside Services	994	Trimming hedge in Church Lane 12/09	56.40
Ecovert Limited	995	Litterpicking LHH - September 2002	56.54
Central Ground Services	996	Grasscutting LHHVH - September	45.00

7.3.2 Outstanding bills:

Payee	Cheque No.	Description	Amount £
Countryside Services	997	Grasscutting LH village greens & sportsfield bank - 14&16/10	178.60
Countryside Services	998	Grasscutting LH village verges - 14&16/10	64.62
Mrs DM Johnson	999	Mowing ashpath from B4100 to LHH and piece of ground behind Edgehill Rd	130.00
Ecovert Limited	1000	Litterpicking LHH - October 2002	56.54
Tony Rose	1001	Purchase of daffodil bulbs	50.00

Payee	Cheque No.	Description	Amount £
W. Betts	1002	Clerk's Salary - October 2002	123.00
W. Betts	1003	Clerk's Expenses - October 2002	13.67
C. J. Musgrave	1004	Treasurer's Salary - October 2002	52.00
Martin Philips	1005	Grant towards of daffodil bulbs	50.00
Clement Keys	1006	Audit fees for year ending 31/03/2002	141.00

7.3.3 Income since last meeting:

None.

7.3.4 Outstanding income:

None.

7.4 Since one of the cheques was made out to Cllr Rose, **Cllr Giblin proposed authorising the signing of orders for payment. This was seconded by Cllr Lawrence and carried *nem con.***

8 Lighthorne Heath shop / doctor's surgery

Cllr Giblin reported that she is in talks with Liz Williams (SWHA) about survey results and the implications for the types and sizes of houses that should be provided.

9 Gaydon site Community Liaison Meeting

Cllr Giblin and Cllr Booth (WCC) had consulted the occupants of properties on Edgehill Road about the strip of land behind their houses. 17 of the 18 asked wanted it planted with prickly bushes. Cllr Giblin is to write to Glyn Walters (Land Rover) asking them to clear the land and to replant appropriately.

From the floor, Cllr Booth reported that the Gaydon roundabout would be delayed by approximately 4 months due to the number of BT cables in the area. Construction will take place between April or May and August 2003. He said that the delay was a great disappointment, but was still inside the constraints imposed by the planning permission.

10 Government, other Councils, Council Associations and Local Authorities

10.1 Communications:

- The Office of the Deputy Prime Minister (ODPM) was consulting on new Accounting and Audit Regulations. Cllr Rose had been examining the proposals.
- WALC are organising a Parish Plans event on 25 January in Bearley Village Hall from 10:00 - 12:30. Cllrs Purdy and Giblin were expected to attend.
- WCC (with SDC) were asking questions concerning verge mowing contracts. The letter was passed to the Assets, Contracts and Finance working group for further consideration.
- WCC had written enclosing a series of maps on proposed ward boundary changes. Those relating to the Stratford-on-Avon area were discussed, but members were disinclined to consider other areas.
- WRCC are organising a short conference on the impact of the white paper for the English regions on the community and voluntary sector in Warwickshire.

- WCC had sent notification of the next Stratford-on-Avon Area Committee meeting which is to be at 4:30pm in the Council Chamber at Elizabeth House. They had also sent a details of the dates for next year's meetings of the committee.
- From the floor, Cllr Booth commented that WCC were preparing a consultation on a preferred route map for HGVs and proposed weight limit restrictions.

10.2 Meetings Attended:

Members had attended the Kington meeting already discussed at item 3.4.

10.3 Cllr Rigby proposed that Cllr Rose be authorised to respond to WALC and the ODPM on the proposed Accounting and Audit Regulations. This was seconded by Cllr Giblin and carried unanimously.

Cllr Rigby then proposed that the Clerk be directed to respond to WCC on the proposed new Stratford-on-Avon ward boundaries supporting option 1 in preference to option 2. This was seconded by Cllr Giblin and carried. Cllrs Tait and Lawrence both exercised their right to be identified as opposing the motion. *Action: Clerk.*

10.4 Cllr Rigby proposed that "Lighthorne Parish Council acknowledges the duty placed upon it by the Freedom of Information Act 2000 to adopt and maintain a publication scheme. The Council resolves to adopt the Model Scheme for Local Councils (Core Classes Only)." This was seconded by Cllr Giblin and carried unanimously.

11 Parish Split

Awaiting word from the Secretary of State as to whether it was approved.

12 Royal Mail's use of Settlement Names on 4 roads in Lighthorne Heath

This had already been discussed at item 2 and there was nothing further to add.

13 Correspondence

- John and Pauline Kane had written to express their appreciation of the work carried out on Baker's Hill and the dedication of the Hinmans, Roses and Tait's. The chairman read the letter out in full and congratulated all concerned on a job thoroughly well done.
- The chairman had received a letter of resignation from the Clerk. It was agreed to advertise for a replacement whose contract would initially run to next May, at which time it would be reviewed in light of the split. The chairman would consult with Cllr Rose on the pay-scale to include in the advert and then post it around the parish.

The chairman proposed a formal vote of thanks to Mr Betts. This was seconded by Cllr Tait and carried unanimously.

- The chairman opened a letter of resignation from Cllr Lawrence. He will arrange for the required public notices to be displayed and will inform the district council. If no election is called, there would be no legal requirement to co-opt. However, since it would be an opportunity for a new councillor to become familiar with proceedings, it was suggested that prospective councillors should be approached.

The chairman proposed a formal vote of thanks to Mrs Lawrence. This was seconded by Cllr Giblin and carried unanimously.

14 Other Matters

Nothing was raised.

15 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Heath Village Hall at 8pm on Wednesday 11 December 2002.

The Assets, Contracts and Finance Working Group will meet at 8pm on Tuesday 3 December 2002.

The meeting closed at 10:15pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in
Lighthorne Heath Village Hall
at 8pm on Wednesday 11th December 2002

Present:

Cllr Rigby (Chair)
Cllr Brewin

Cllr Purdy
Cllr Rose

Also present:

Cllr Higgs (SDC)

1 Member of the public

1 Administrative

1.1 Apologies:

Cllr Giblin

Cllr Tait

Cllr Booth (WCC)

1.2 Minutes of the meeting of 14 November 2002

Cllr Brewin proposed that the minutes be signed as correct and accepted as a true record. This was seconded by Cllr Rose and carried unanimously.

1.3 To consider the co-option of a Parish Councillor

The vacancy has been advertised, as required by law. No election has been called. No-one had yet volunteered for co-option, but it is hoped that someone will be found in time for the next meeting,

1.4 To consider the appointment of a Clerk to the Council

The post has been advertised within the parish, but there has been no response. Mr Betts has agreed to continue until the turn of the year. The chairman will approach a few people to see if someone can be found. *Action: Chairman.*

2 The meeting was adjourned to consider questions from the floor

See item 12.

3 Planning

3.1 In Cllr Tait's absence, members reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
01/00762/REM	Appeal Ref: APP/J3720/A/02/1092080 Land at Verney Road, Lighthorne Heath. Details of 5 detached houses.	Mr and Mrs J H Pearce & Mr S R Pearce	Objection	Dismissed

Reference	Title	Applicant	Represent'n	Decision
02/02862/FUL	Erection of conservatory to side/front, Hill Cottage, The Bank	Mr McBurnet	None	Permitted
02/02894/TPO	2 Oaks - remove limbs, 11 Birdhaven Close	Tim Jennings	None	Approved
02/02922/FUL	Erection of single storey building incorporating workshop & storage adjacent to B115, Gaydon Test Centre (Gaydon PC)	Land Rover Group	Not notified	Permitted with cond's
02/02953/FUL	External alterations to building 523, Rover Group Ltd., Banbury Road	Land Rover Group	None	Permitted with cond's
02/03150/HAZ	Reduction from 85 to 71 tonnes and relocation of LPG storage, Rover Group Ltd., Banbury Road	Land Rover Group	Comments only	Awaited
02/03216/FUL	Construction of dormer window to rear elevation, 3 Church Hill Court	Mr N Chambers	SDC officer to review	Awaited
02/03305/TREE (*)	Reduce Norway Maple crown by 30%, Windward Cottage	Colin Such	None	Awaited
02/03323/TREE (*)	15% crown thin, deadwood Lime. Fell 2 young Ash, Maple, Ash. Forest Lodge.	Niall Conway	Request replacements	Awaited
02/03405/FUL	Formation of new parking area, Gaydon Test Centre (Gaydon PC)	Land Rover Group	Not notified	Awaited
02/03421/TREE (*)	Fell 1 Ash, Bishops Farm, Old School Lane	Geoffrey Barrett	None	Awaited
02/03484/FUL (*)	Proposed new gatehouse, Gaydon Test Centre (Gaydon PC)	Land Rover Group	No objection	Awaited

Replies to those applications marked with (*) were sent under Standing Order 94.

No plans for applications from Land Rover Group marked "Gaydon PC" have been received (those shown having being found on the SDC website and being recorded as relating to Gaydon Parish Council) except for the most recent. It is therefore hoped that notification has at last resumed.

- b. Planning meetings or inquiries attended: None.
- c. District, county, regional or national plans: SDC had sent details of the revisions to the Local Plan Review. Public consultation will be for a period of 6 weeks and is expected to start in late January 2003. At first glance it appeared to contain nothing untoward, but further study is to be undertaken.
- d. Parish Appraisals and Plans, Village Design Statements: Nothing to report.
- e. Other planning matters: Nothing was raised.

3.2 Cllr Rose proposed that the responses already sent under Standing Order 94 be approved. This was seconded by Cllr Rigby and carried unanimously.

3.3 There were no recommendations to approve.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Footpaths and bridleways: A member of the public has suggested that the fence being built as part of the three new houses in Leam Road is encroaching onto the bridleway. Sarah Manchester (WCC highways) has been contacted, but there is no response as yet.
- b. Signs: Cllr Rigby had noticed that the speed limit sign in the hedge on the left as you leave Lighthorne on the Chesterton Road appeared to have been cut down and removed. WCC is to be asked if this was planned or if it has been stolen. **Action: Cllr Purdy.**
- c. Roads, drains and gullies: Stonebridge Road has not been excavated yet.
Many drains in Lighthorne Heath are blocked. Also two salt bins need to be refilled. WCC is to be contacted requesting action. **Action: Cllr Purdy.**
- d. Hedges, trees and fences: The fence by Gifford Road has been repaired.
- e. Other highway matters: Sandbags have now been distributed to those in Lighthorne who wanted them. The remainder will now be moved into the Sports Association shed for protection. **Action: Cllr Rigby.**

4.2 Nothing to approve.

5 Lighthorne Sports Association

Nothing to report.

6 Lighthorne Village Hall

WCC were contacted about a hole that had appeared by a drain in the lower entrance. It was repaired the same day. A note of thanks for the prompt service has been sent.

7 Assets, Contracts and Finance

7.1 Cllr Rose reported on:

- a. Grass cutting and litter picking: The verge along Old School Lane has been cleared of rubbish and obstructions so that it can be properly cut in the future.
WCC had written asking for confirmation that they should continue to cut the sports field. They also said that they were looking to transfer the contract to an external supplier as of 1 April 2003. As they provide good service it was recommended they be kept.
Ken Wiggett (SDC) had written to say that SDC were going out to tender again for grass verge cutting and asking if they should cut the verges in the parish. Currently they cut in Lighthorne, but not Lighthorne Heath. The recommendation was for “no change”.
- b. Play areas: SDC is to carry out an audit of Play Areas and Public Open Spaces (*see correspondence*).
- c. Proposed leases of land at Lighthorne Heath: It had been necessary to pay £5 stamp duty to register the agreement that was signed last month (*see 7.3.1*). The three full leases are now awaited.
- d. Preparations for the parish split: Nothing to report.

e. Other matters: None.

7.2 Cllr Rose proposed accepting the recommendation to continue with the present grass cutting arrangements. This was seconded by Cllr Rigby and carried unanimously.

7.3 Financial Statement

7.3.1 Items paid since last meeting:

Payee	Cheque No.	Description	Amount £
Countryside Services	997	Grasscutting LH village greens & sportsfield bank - 14&16/10	178.60
Countryside Services	998	Grasscutting LH village verges - 14&16/10	64.62
Mrs DM Johnson	999	Mowing ashpeth from B4100 to LHH and piece of ground behind Edgehill Rd	130.00
Ecovert Limited	1000	Litterpicking LHH - October 2002	56.54
Tony Rose	1001	Purchase of daffodil bulbs	50.00
W. Betts	1002	Clerk's Salary - October 2002	123.00
W. Betts	1003	Clerk's Expenses - October 2002	13.67
C. J. Musgrave	1004	Treasurer's Salary - October 2002	52.00
Martin Philips	1005	Grant towards of daffodil bulbs	50.00
Clement Keys	1006	Audit fees for year ending 31/03/2002	141.00
HM Paymaster General(*)	1007	Stamp duty - Agreement to lease land	5.00
S Birks - Planters Garden Design (*)	1008	Cutting Laurel by Broadwell	265.04

Items marked with (*) were authorised under Standing Order 54(b).

7.3.2 Outstanding bills:

Payee	Cheque No.	Description	Amount £
Xerox	1009	Basic & copy charge - Aug to Oct	37.16
Ecovert Limited	1010	Litterpicking LHH - November 2002	56.54
Warwickshire County Council	1011	Maintenance - sportsfield	617.92
W. Betts	1012	Clerk's Salary - November 2002	157.00
W. Betts	1013	Clerk's Expenses - November 2002	9.16
C. J. Musgrave	1014	Treasurer's Salary - November 2002	70.00
ABB Ltd	1015	Street Lighting Maintenance - 4Q02	67.27
LHH Village Hall	1016	Hire of hall	30.00

Note: Salaries include backdated increases agreed last month.

7.3.3 Income since last meeting:

Description	Amount £
Credit from Powergen re: Sports Association	9.76

7.3.4 Outstanding income:

None.

7.4 Cllr Rose proposed authorising the signing of orders for payment. This was seconded by Cllr Brewin and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Nothing new to report.

9 Gaydon site Community Liaison Meeting

Nothing to report.

10 Government, other Councils, Council Associations and Local Authorities

10.1 Communications:

- SDC had sent copies of the two Registers of Electors for the parish which came into force on 1 December.
- SDC were proposing to send maps as part of an audit of play areas and public open spaces, but there was a question of who was the nominated parish council representative. It was agreed that such items should always go to the Clerk. **Action: Chairman.**

10.2 Meetings Attended: None.

10.3 Nothing was raised.

11 Parish Split

Nothing to report.

12 Royal Mail's use of Settlement Names on 4 roads in Lighthorne Heath

Cllr Giblin has spoken to Mr Hodges (SDC). He was reluctant, but on the back of the split he will write to Colin Prinn (Royal Mail). From the floor, Mr Sheppard suggested that Mr Lankester (SDC CEO) should write to Allan Leighton (Royal Mail). He confirmed that he was happy to go to Elizabeth House for an informal meeting if that was felt to be of use.

13 Correspondence

- Notice of intention to apply for the transfer of a Justices Licence for The Antelope.

14 Other Matters

Cllr Purdy asked if Council would consider helping the Lighthorne Heath Community Forum by paying for its use of the Village Hall. This was agreed.

15 Date and Venue of Next Meeting

The next Council meeting will be held in Lighthorne Village Hall at 8pm on Wednesday 8 January 2003.

The Assets, Contracts and Finance Working Group will not meet this month.

The meeting closed at 9:35pm.