

LIGHTHORNE PARISH COUNCIL

Minutes of the Meeting held in Lighthorne Village Hall at 8pm on Wednesday 8th January 2003

Present:

Cllr Rigby (Chair)

Cllr Giblin

Cllr Jones

Cllr Purdy

Cllr Rose

Cllr Tait

Also present:

Cllr Booth (WCC)

1 Member of the public

1 Administrative

1.1 Apologies:

Cllr Brewin

Cllr Higgs (SDC)

1.2 Minutes of the meeting of 11 December 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 unanimously.

1.3 To consider the co-option of a Parish Councillor

Liz Jones had volunteered her services. Liz had served as a parish councillor in the past and was known to several members.

Cllr Giblin proposed Liz Jones be co-opted onto the council. This was seconded by Cllr Rose and carried unanimously. *Ms Jones signed the declaration of acceptance of office which was countersigned by the chairman. She joined members for the rest of the meeting.*

1.4 To consider the appointment of a Clerk to the Council

No-one had put themselves forward for the job, nor had any approaches to date been successful. Cllr Purdy will discuss matters with Christine Goode. **Action: Cllr Purdy.**

The chairman pointed out that Mr Betts had now moved to his new house. He is still collecting his mail but, unless someone is found within a few days, it will become necessary to set up a formal redirection request with the Royal Mail. To avoid future issues, the question of a Post Office Box had also been investigated.

Cllr Giblin proposed that the chairman be given the power to take whatever action he considered necessary to ensure the continued availability of council mail. This was seconded by Cllr Purdy and carried unanimously. **Action: Chairman.**

2 The meeting was adjourned to consider questions from the floor.

Mr Sheppard had a number of things to say:

- 1) He made some observations about flooding which he had witnessed near Piper's Bath;
- 2) No-one from SDC had contacted him regarding the addresses of the 4 roads;
- 3) He hoped that neither the County nor District precept would go up too much this year;
- 4) He wished all present a Happy New Year.

Cllr Booth (WCC) made some observations about WCC's precept.

3 Planning

3.1 Cllr Tait reported on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
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	Withdrawn
02/03305/TREE	Reduce Norway Maple crown by 30%, Windward Cottage	Colin Such	None	Approved
02/03323/TREE	15% crown thin, deadwood Lime. Fell 2 young Ash, Maple, Ash. Forest Lodge.	Niall Conway	Request replacements	Approved
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	Withdrawn
02/03484/FUL	Proposed new gatehouse, Gaydon Test Centre (Gaydon PC)	Land Rover Group	No objection	Permitted with cond's
02/03554/FUL	New vehicular access using existing field access to highway, Lighthorne Herbs	Lighthorne Herbs	Support	Awaited
02/03619/LBC	Formation of en-suite shower room to double bedroom, Church Hill Farm	Mr D G Sabin	None	Awaited
02/03635/VARY	Vary condition 2 of outline permission Ref:01/00035/VARY, for residential development, to extend the date for approval of reserved matters to 10 March 2005, land adj. Verney Road	J R and S R Pearce	Object	Awaited
02/03702/FUL	Erection of single storey steel clad building, Gaydon Test Centre (Gaydon PC)	Land Rover	Not notified	Awaited
02/03730/PDEV	Replacement of metal gates with stone pillars and gates, Stone House	Mrs Fiona Johnston	N/A	Permitted dev't
02/03746/FUL	Proposed erection of conservatory to rear, 12 Southam Crescent	Mr & Mrs P Hill	No objection	Awaited
02/03768/PDEV	Dropped kerb, 5 Cromwell Place	Mrs King	N/A	Permitted dev't

Cllr Giblin will speak with Brian Hughes (SDC) about the lack of plans and notification for 02/03702/FUL for Land Rover. *Action: Cllr Giblin.*

It was agreed that material changes had taken place that would make it legitimate to object to 02/03635/VARY.

There was some discussion about who should hold plans if no Clerk is found. It was agreed that Cllrs Rigby and Purdy would hold them for the appropriate parts of the Parish.

- b. Planning meetings or inquiries attended: None.
- c. District, county, regional or national plans: The latest proposed revisions to the Local Plan Review do not include items that Council objected to, but it does refer to Draft Regional Planning Guidance. Policy PA2 is mentioned in respect of the Gaydon site. This refers to corridors and clusters of development. This appears to be undesirable and contrary to early statements made by SDC. Clarification will be sought, with the intention of drafting a response. *Action: Cllr Rose.*
- d. Parish Appraisals and Plans, Village Design Statements: The Lighthorne Heath appraisal is short of information needed for the SWHA planning application. Accurate numbers are required for housing needs. This will be taken to the Community Forum for action.
- e. Other planning matters: Nothing was raised.

3.2 There were no responses under Standing Order 94.

3.3 Cllr Tait proposed that responses be made to 02/03554/FUL, 02/03619/LBC, 02/03635/VARY and 02/03746/FUL as per the table above. This was seconded by Cllr Purdy and carried unanimously.

4 Highways

4.1 Cllr Purdy reported as follows:

- a. Footpaths and bridleways: Sarah Manchester (WCC highways) has responded to the query as to whether the fence being built as part of the three new houses in Leam Road is encroaching onto the bridleway. The width is slightly reduced, but it is not clear which side is encroaching and the amount is so small that no action will be taken.

Ms Manchester also confirmed that the final work programme under the Parish Paths Partnership has been finished. Any future problems on public rights of way should be directed to Andrew Swann, Enforcement Officer, on 01926-413429.

It was felt that it was now time to chase the permitted path again. It is hoped to get the legal work completed before the hoped-for parish split.

- b. Signs: An “Unsuitable for HGVs” sign has, at last, appeared at the end of Moreton Morrell Lane.
- c. Roads, drains and gullies: Stonebridge Road has still not been excavated. It flooded severely in the recent rain. WCC has confirmed that the water is to be diverted under the B4100 to link up to an existing gully.

Three salt bins in Lighthorne Heath are to be refilled. Those in Lighthorne are to be checked. *Action: Cllr Tait.*

- d. Hedges, trees and fences: The fence by Gifford Road has not, in fact, been repaired after all. There are three panels missing. *Action: Cllr Purdy.*
- e. Other highway matters: None.

4.2 Nothing to approve.

5 Lighthorne Sports Association

Nothing to report.

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: Bob Green (SDC) will arrange for a new roundabout in the small play area at Lighthorne heath. He will also meet with the older children to try to ascertain their needs.
- c. Proposed leases of land at Lighthorne Heath: The draft leases had only just been received and time was needed to check them. It was expected that they will be formally agreed to at the next meeting.
- d. Preparations for the parish split: The Bradford and Bingley account is now closed.
- e. Other matters: None.

7.2 There were no recommendations to approve.

7.3 Cllr Rose proposed that the precept for 2002/2003 be set at £11,000 and that SDC be advised that, if the parish be split, the allocation should be £5,500 for each of the new parishes. This was seconded by Cllr Rigby and carried unanimously.

7.4 Financial Statement

Due to unforeseen circumstances a financial statement was not available. It was agreed that this month's bills could be handled quite adequately under Standing Order 54(b) as there were thought to be no extraordinary items.

7.5 There were no payments to authorise.

8 Lighthorne Heath shop / doctor's surgery

Nothing to report.

9 Gaydon site Community Liaison Meeting

The next meeting is expected to be held at 18:30 on Monday 27 January. Cllr Giblin will attend in her role as an SDC councillor, so Cllrs Jones and Purdy will represent this council.

10 Government, other Councils, Council Associations and Local Authorities

10.1 Communications:

- WCC has supplied 10 tabards and ID badges.
- WALC are holding a training seminar on “Engaging with the Public” on Saturday 15 March in Myton School. After discussing the programme, no-one felt the need to attend.
- WCC will no longer finance parish council by-elections. Should one be called, the cost to the parish council would be a little under £500. It was felt that such elections were rare and that, should one be called, the cost could be met from reserves. It was not, therefore, felt necessary to precept specifically for such an eventuality.
- The next WALC Southam Area Committee meeting will be on Thursday 6 February in Napton Village Hall. The guest speaker would be Brian Hughes, Head of Regulatory Services at SDC, on “Parish Councils and the Planning Process”. No-one was compelled to attend, so apologies are to be sent. **Action: Clerk / Chairman.**
- WCC sent details of the next Stratford-on-Avon Area Committee meeting. It was felt that nothing on the agenda warranted anyone’s attendance.
- WCC had supplied a poster on Christmas Tree recycling.

10.2 Meetings Attended: None.

10.3 There were no recommendations to approve.

10.4 Other matters: From the floor, Cllr Booth (WCC) said that WCC had agreed a third option map for ward boundaries that Members had not seen. He would try to get a copy.

11 Parish Split

Nothing to report.

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

Nothing had been heard from Mr Hodges (SDC). Cllr Giblin will chase him.

13 Correspondence

- SWHA had sent information about its Quality Group, including the name and telephone number of the Dassett Area Tenant Representative.

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 12 February 2003.

The Assets, Contracts and Finance Working Group will meet at 8pm on Tuesday 4 February at the home of Cllr Rose.

The meeting closed at 9:40pm.

LIGHTHORNE PARISH COUNCIL

Minutes of Meeting held in
Lighthorne Heath Village Hall
At 8pm on Wednesday 12th February 2003

Present:

Cllr Rigby (Chair)
Cllr Giblin

Cllr Jones
Cllr Purdy

Cllr Rose
Cllr Brewin

Also present:

Cllr Higgs (SDC)

1 Member of the public

1 Administrative

1.1 Apologies:

Cllr Tait

Cllr Booth (WCC)

1.2 Minutes of the meeting of 8th January 2003.

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

1.3 To confirm the appointment of Sandra Robinson as Clerk to the Council

Sandra Robinson has agreed to take up the post of Clerk to the Council.

Sandra has signed a declaration of acceptance of office.

This was proposed by Cllr Rigby and seconded by Cllr Giblin and carried unanimously.

1.4 To consider the adoption of updated Standing Orders and Financial Regulations

Cllr Rigby circulated the standing orders. This update is in booklet form with Financial Regulations from some months ago. Cllr Giblin wished to express thanks to Cllr Rigby for the time he has put into this update.

The discussion of this item and vote was adjourned until the next meeting.

Publication Scheme was also circulated.

2 The Meeting was adjourned to consider questions from the floor.

Mr Sheppard raised a number of points:

- 1) He requested the date of the Annual Parish Meeting, wanting to know which side of the elections it will be. Cllr Rigby responded that the date had yet to be confirmed, however he would want it to be before the election if possible. An observation was made that the District Councillors should not be invited due to their usual council commitments; Cllr Rigby told the meeting that it was usual practise to invite the District Councillors.

- 2) Footpaths and Bridleways. Mr Sheppard expressed delight at the work done so far. Cllr Purdy suggested that for further discussion he should contact Sarah Manchester, SDC officer.
- 3) Comment was made about hedges and their position in the modern field. Footpaths cross fields now where there may have been hedgerows in the past.
- 4) Cllr Rigby raised the Parish split, and that this has now been delayed for 12 months. Mr Sheppard had heard about this prior to the meeting.
- 5) Cllr Higgs (SDC) said that Kineton's Annual Parish Meeting would be held as part of the planned council meeting not a separate meeting.

3 Planning

3.1 To receive the working group's report on:

a. Planning correspondence received:

Reference	Title	Applicant	Represent'n	Decision
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
02/03405/FUL	Formation of new parking area, Gaydon Test Centre (Gaydon PC)	Land Rover Group	Not notified	Refused
02/03554/FUL	New vehicular access using existing field access to highway, Lighthorne Herbs	Lighthorne Herbs	Support	Permitted with cond's
02/03619/LBC	Formation of en-suite shower room to double bedroom, Church Hill Farm	Mr D G Sabin	None	Approved
02/03635/VARY	Vary condition 2 of outline permission Ref:01/00035/VARY, for residential development, to extend the date for approval of reserved matters to 10 March 2005, land adj. Verney Road	J R and S R Pearce	Object	Refused
02/03702/FUL	Erection of single storey steel clad building, Gaydon Test Centre (Gaydon PC)	Land Rover	Not notified	Awaited
02/03746/FUL	Proposed erection of conservatory to rear, 12 Southam Crescent	Mr & Mrs P Hill	No objection	Permitted with cond's
03/00031/FUL	Single storey pitched roof rear extension and detached garage, Forest Lodge Lighthorne	Mrs G D Pharoah	None	Permitted with cond's
03/00177/FUL	Lay gas main to supply the Land Rover plant at Gaydon, land between Wellesbourne and Land Rover Gaydon	Land Rover Plc	None	Awaited
03/00251/FUL	Proposed erection of pitched roof dormer window to rear elevation, 3 Church Hill Court Lighthorne	Mr N Chambers	Conservation Architect to review	Awaited
03/00394/FUL	Two storey pitched roof side extension, 26 Mountford Rise	Mr Dalton	None	Awaited

b. Planning Meetings or inquiries attended

None

c. District, county, regional or national plans

Cllr Rigby has received revised car and cycle parking standards from SDC. The Consultation period ends 13th March 2003. Cllr Rigby has given this thorough consideration and reports a change in use class D2. Section on Assembly and Leisure would cover halls etc and may change usage for new facilities. Discussion took place about number of spaces per person and the number that housing associations are currently working to. Example given was that 3 bed properties have 2 units of parking.

The meeting felt that a response was needed. It was moved that there should be an objection to D2 and D3.

Proposed by Cllr Rigby and seconded by Cllr Brewin. Carried unanimously.

Revised Deposit draft of the District Local Plan Review 1996-2011.

Cllr Rose and Cllr Rigby will draft a set of responses for the next meeting.

d. Parish Appraisal and Plans, Village Design Statements

Cllr Giblin and Cllr Purdy reported Warwick Network will be assisting with the parish plan.

They have taken the details away to work on.

Parish Council will be applying for a grant.

Cllr Purdy informed the meeting that graphs would be circulated and a display would be put up at the Village hall.

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

Pitch Roof at Forest Lodge (03/00031/FUL) – no comments.

Proposed by Cllr Rigby and seconded by Cllr Rose, carried unanimously.

3.3 To approve any recommendations from the Working Group

Gas main (03/00177/FUL) – no response;

Churchill cottages (03/00251/FUL) - to be reviewed by conservation architect;

26 Mountford Rise (03/00394/FUL) - no comments.

Proposed by Cllr Rigby and seconded by Cllr Rose, carried unanimously.

4 Highways

Report circulated.

- Nettles have been cleared.
- Permissive pathway. Solicitor is awaiting response from the landowner.
- Grill has been agreed.

Cllr Brewin has received a request for a dog waste bin to be placed at Southam Crescent, near to the main road at the top end.

Discussion took place about dog fouling and involvement of the dog warden:

Consider inviting the warden to attend the school to talk to the children about safety relating to this matter. Photographic evidence is required to pursue any prosecution for fouling.

Cllr Purdy to follow this up with the dog warden.

Meeting felt dog bin at Southam Crescent should be agreed.

Proposed by Cllr Brewin, seconded by Cllr Jones and carried unanimously.

5 Lighthorne Sports Association

Consideration was being given clearing nettles and ground around the pavilion. Cllr Rose is to explore work to be done. He will also look at the condition of the gate and the car park surface.

6 Lighthorne Village Hall

Nothing to report

7 Assets, Contracts and Finance

7.1 To receive the working Groups report on:

a. Grass cutting and litter picking

Cllr Rose explained that COUNTRYSIDE SERVICES had been in touch to let the Parish Council know that they will be unable to carry out their contract for grass cutting due to a change in their business. Two quotes already organised Cllr Rose will organise a third.

b. Play areas

A roundabout at Lighthorne Heath has now been replaced. Lighthorne Heath skateboard area is to be updated in the near future. Continued discussion with local young people about the BMX area is in progress.

c. Lease of land at Lighthorne Heath

A query was raised about who should hold public liability insurance over the land prior to the leases being signed. The Parish Council is covered.

d. Parish split

Parish split on hold, agenda item follows below.

7.2 Cllr Rose proposed that “Cllr’s Rigby and Giblin be authorised to sign and seal the three leases on land at Lighthorne Heath on behalf of the Council as soon as the final versions are available”.

This was seconded by Cllr Brewin and carried unanimously.

7.3 To approve any recommendations from the working group

It was proposed by Cllr Giblin that the Council approve the use of Warwick Network to assist with the work on the parish appraisal leading to the parish plan and not exceeding £325.00 for office services. A grant is also to be applied for.

This was seconded by Cllr Rose and carried unanimously.

7.4 To receive a financial statement from the responsible Financial Officer.

a. items paid since last meeting:

Payee	Cheque No.	Description	Amount £
Xerox	1009	Basic & copy charge - Aug. to Oct.	37.16
Ecovert Limited	1010	Litter picking LHH - November 2002	56.54
Warks. County Council	1011	Maintenance - sports field	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
Countryside Services	1017	Strim grass along Old School Lane as per quote of 2002-10-22	176.25
Ecovert Limited	1018	Litter picking LHH - December 2002	56.54
W. Betts	1019	Clerk’s Salary - December 2002	128.00
W. Betts	1020	Clerk’s Expenses - December 2002	6.20

Payee	Cheque No.	Description	Amount £
C. J. Musgrave	1021	Treasurer's Salary - December 2002	55.00
D. Humphries	1022	Sweeping LH Bus Shelter October 2001 to October 2002	130.00

Cheques numbered 1009 to 1015 were authorised under Standing Order 54(b).

b. Outstanding bills:

Payee	Cheque No.	Description	Amount £
ABB Ltd	1023	Replace "All night" photo cell	23.27
CPRE	1024	Membership Renewal	25.00
Lisa Benjamin	1025	Printing LHH Newsletter	15.00
Lighthorne Village Hall	1026	Grant (for building insurance)	295.75
Green Team	1027	Cutting hedge on B4100 at LHH	80.00
Ecovert Limited	1028	Litter picking LHH - January 2003	56.54
W. Betts	1029	Clerk's Salary - part January 2003	64.00
C. J. Musgrave	1030	Treasurer's Salary - January 2003	55.00

c. Income since the last meeting: None.

d. Outstanding income: None

7.4 To authorise the signing of orders for payment

As there has been a handover period between Clerks, Bill Betts will be paid for an overlap period of two weeks.

Proposed by Cllr Rose, seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Cllr Giblin reported that Liz Williams has left and has been replaced by Ms Butler, currently not available.

Discussion with John Gordon - concerns about the houses that are to be built.

Cllr Giblin has identified what is required. Plans to rehouse 6 families and make room for 7 families.

Cllr Higgs had discussion about developments. He understood that plans were awaited from SWHA.

Cllr Giblin suggested that the Parish Council should write to push forward this work. **It was proposed that the Clerk write to suggest that the plans provided should be accepted.**

Proposed by Cllr Rigby, seconded by Cllr Purdy and carried unanimously.

9 Gaydon site community liaison meeting

Highway issues - problems with BT Gaydon roundabout likely completion date now August 2003 once BT have sorted out problems.

"Midway" roundabout completion date is likely to be end of February /March 2003.

The WCC's audit committee has scrapped Road calming measures for Gaydon.

When roundabouts have been completed then further assessment of the traffic will be done. 90% of office staff now in post.

Discussion about the light at Lighthorne Heath from the buildings. More trees are to be planted and the lights will be of a different tone in the near future, dimmer. They will also be on a timer.

Land Rover plc is to contribute a notice board to Lighthorne Heath. To be placed on the site of the one by the basketball court.

Next meeting will be held on 17th March 2003. To look at the green commuter plan
Cllr Giblin will keep the Parish Council updated with information from these meetings.
Cllr Purdy reported that the numbers are increasing at the well-being Centre. Nursery numbers are also increasing.

10 Government, other Councils, Council associations and Local authorities

Police - Mike Slemensek has been seconded to another post at present.

Burton Farm Waste site - this is under development and will be closed for 16 weeks from Sunday 16th February 2003.

NALC Quality Parish Workshops 11th March 2003 - Parish not sending a representative.

10.1 To receive any communication from such bodies

Nothing to report

10.2 To receive any reports of meetings attended

Nothing to report

10.3 To approve any recommendations arising

Nothing to report

10.4 Any other matters

Nothing to report

11 Parish Split

Recent letter received from the Stratford District Council following recent correspondence from the office of the Deputy Prime Minister. The split is on hold until 2004.

4 other parishes are in the same position as this one. A discussion followed about the information that should have been submitted. Discussion about what action can now be taken. It was felt that a letter should be sent to the Chief executive of the SDC explaining that a deadline was missed and the significance to this parish Cllr Giblin felt a letter to John Prescott should be sent outlining the work that has been put into this and the significance for this community. Discussion about how this would be affected with the round of elections. Cllr Higgs (SDC) understood that this would not affect the election process.

Action: Get clarification that the dates suggested are the dates that we can work to. Follow up letter to John Prescott. Suggestion that this should be a letter from Cllr Rigby as Chairman. Also letters to go to Messrs Huxley and Lancaster. This was proposed by Cllr Giblin, seconded by Cllr Rose and carried unanimously.

Discussion about forms required for the forthcoming elections. Cllr Giblin to get 10 copies of the form.

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

Cllr Higgs (SDC) had received a letter from Frank Hodges (SDC). The issue is about these roads having a Lighthorne settlement name. This is misleading and disruptive to local services and emergency services. He seemed to be unaware of the current problem. Discussion took place about the history of this situation.

It was suggested that Mr Hodges should be invited to the area to see for himself and discuss the issues. Cllr Giblin offered her house for the meeting.

13 Correspondence

Nothing to report

14 Other Matters

Cllr Purdy informed the meeting that through Sure Start she has requested equipment for the play areas. (Lottery Youth funding)

She is in the process of applying for money from the community Pie Chest, Network- Global grants.

This should be in the region of £14000.00 Cllr Purdy requested that the Parish Council donate £500.00 to support these projects. This was informally agreed.

Cllr Jones informed the meeting of her absence at the next 2 Parish Council Meetings in March and April 2003

15 Date and Venue of next Meeting

The next meeting of the Finance Working Group will be on 4th March 2003 at Cllr Rose's house.

The next Meeting of the Parish Council will be on 12th March 2003 8pm at Lighthorne Village Hall.

The meeting closed at 10.25pm.

LIGHTHORNE PARISH COUNCIL

Minutes of Meeting held in
Lighthorne Village Hall
at 8pm on Wednesday 12th March 2003

Present:

Cllr Rigby (Chair)	Cllr Giblin	Cllr Rose
Cllr Purdy	Cllr Brewin	

Also Present:

Cllr Higgs (SDC)	Cllr Booth (WCC)	2 Members of the public
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1 Administrative

1.1 Apologies:

Cllr Tait	Cllr Jones	
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1.2 Minutes of the meeting 12th February 2003

Cllr Giblin proposed that the minutes be signed as a correct and as a true record. Seconded by Cllr Rose and carried unanimously.

1.3 To consider the adoption of updated Standing Orders

Cllr Rigby received positive feedback regarding the updated Standing Orders. **It was proposed by Cllr Giblin that they be accepted. This was seconded by Cllr Rose and carried unanimously.**

2 The meeting was adjourned to consider questions from the floor.

Gill Timms, Family support and Development worker at Lighthorne Heath introduced herself to the meeting. Her post is funded by the Home Office and she is working with families with children from 0-18 years of age. Gill has recently been doing some work to progress gas to Lighthorne Heath. She has now been told that she is outside the remit of her post with this. Gill has completed some work on numbers of people that would choose to have gas connected. Her work is currently with Gailen Grove, Development Officer.

Richard Lacey of Transco has requested plans which would be available from SDC. Numbers of those interested was discussed. To continue this work a survey of Lighthorne and Lighthorne Heath would be required. Cllr Purdy to be involved in looking at the numbers interested.

Mr Sheppard raised a number of points.

- He would be pleased to meet with Mr Hodges (SDC) regarding settlement names of roads in Lighthorne Heath.
- He would be happy to join in with the issue about footpaths if that would help.
- He wishes to express his feelings of the incompetence regarding the parish split. His view is that the Parish Council's stance is appropriate.

Cllr Higgs wished to inform the meeting that Mr Hodges would be attending a meeting at the house of Cllr Giblin at 5.30pm on 19th March 2003.

3 Planning

3.1 To receive the Working Group's report on:
a Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
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
02/03702/FUL	Erection of single storey steel clad building, Gaydon Test Centre (Gaydon PC)	Land Rover	Not notified	Permitted with cond's
03/00177/FUL	Lay gas main to supply the Land Rover plant at Gaydon, land between Wellesbourne and Land Rover Gaydon	Land Rover Plc	None	Awaited
03/00251/FUL	Proposed erection of pitched roof dormer window to rear elevation, 3 Church Hill Court	Mr N Chambers	Conservation Architect to review	Awaited
03/00267/LBC	Construction of dormer window to rear elevation, 3 Church Hill Court	Mr N Chambers	Conservation Architect to review (*)	Awaited
03/00269/LBC	Proposed first floor internal alterations, 3 Church Cottages	Mr Archer	Conservation Architect to review (*)	Awaited
03/00394/FUL	Two storey pitched roof side extension, 26 Mountford Rise	Mr Dalton	None	Permitted with cond's
03/00728/TREE	Eucalyptus - reduce by 30%, Stonecroft, Post Office Lane	Dr And Mrs Samsome	None	Awaited

(*) = submitted since previous meeting under SO 94.

b Planning Meetings or inquiries attended

None.

c District, County Regional or National plans

Cllr Rose highlighted representation on housing at Gaydon, some minor additions have been made.

No objections to the draft that has been presented.

d Parish Appraisals and Plans, Village Design Statements

Parish Council is now in receipt of the Parish Appraisal information. It was felt that this was a well produced piece of work.

Gill Timms asked if she could have a copy of this document. This was thought to be a good idea however it should be recognised that is still in draft form. Gill felt this would add weight to her multi agency work. Cllr Giblin to agree with SDC that this work can be shared with Gill. This work will be prepared for public distribution. Likely to be information through doors and then a public meeting.

Feedback to the public to be towards the end of March 2003.

e Other planning matters

None

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

267 and 269 listed building.

Proposed by Cllr Rigby Seconded by Cllr Rose and carried unanimously.

728 Tree - No representation.

Cllr Purdy Proposed by Cllr Rigby and Seconded by Cllr, carried unanimously.

3.3 To approve representation on the District Local Plan

This was proposed by Cllr Giblin and Seconded by Cllr Purdy. Carried unanimously.

Cllr Rigby to follow up planning responses electronically.

4 Highways

4.1 To receive the Working Group's report on:

a Footpaths

Nothing to report

b Permissive Paths

Paperwork still in the hands of the solicitor.

c Roads and Drains

Fencing along Gifford Rod has now been done.

d Dog bin

The dog bin has been ordered for Southam Crescent. Positioning to be agreed. The school has made contact with the Dog Warden. She will visit to talk to the children on Monday 31st March 2003.

e Signs

Recently Winyates Road sign went missing. Bob Green (SDC) is looking into it.

For information the area by the skateboard ramp will be tarmaced on March 17th and two new pieces of equipment will be erected 2/3 days later.

All applications have gone in for equipment grants.

Cllr Giblin raised that the rubbish bin in Gifford Road is rusting. New bin required. Request to re site near to the bus shelter.

Highways group are looking into this, SDC may be able to replace.

Cllr Purdy to follow this up.

Cllr Booth (WCC) informed the meeting that Gerald Brookes is due to take up a new post. Responsibility is to transfer to Wellesbourne from Dunchurch. The Parish Council will be notified who to contact in the future.

It was proposed by Cllr Rose and seconded by Cllr Rigby that the Clerk write to Mr Brookes and send a copy to his manager Mr Deakin wishing him well in his new post and offering thanks for all the help and support offered to the Parish Council.

Cllr Booth (WCC) also wanted to inform the Council of two new centres moving to BAD Kinton in the future. There is likely to be an impact on the volume of traffic.

Parking in Bitham Road is becoming an issue and a discussion was had about action to be taken. Cllr Booth to have informal discussion with the residents within the road.

5 Lighthorne Sports Association

Cllr Rose informed the meeting that the rent for year 2001-2002 £250.00 has now been received.

In an effort to encourage an upturn in activity at the Sports club a number of activities are taking place.

The cricket square is being worked on as the Leamington based Khalsa team are spending time at the field. This team is registered with the league.

The entrance to the sports ground requires some work to make it look more attractive. Rubble will need to be cleared. There is a plan to plant around the car park. WCC landscape architects will be consulted to draw up a proposal to landscape the area.

Once this has been done the working group will look at grant applications for the work to be done.

Likely cost will be £250 for the plan and £100 for planting.

See item under "Finance" requesting that the rent on the Sports club be waived for a period of 2 years.

There is a plan to hold a family day during the summer – date to be notified.

6 Lighthorne Village Hall

Nothing to report

7 Assets, Contracts and Finances

7.1

a Cllr Rose has received 2 quotations for the grass cutting contract. Both have been given consideration.

b Play areas

Nothing to report

c Leases of land at Lighthorne Heath

Attendance at Stratford upon Avon Crown Court is required for exemption under the Landlord and Tenant Act 1954.

Cllr Rose has been requested to send in plans.

d Preparations for the Parish Split

See item 11

e Other matters relating to assets, contracts and finance

Nothing further to report

7.2 To approve any recommendations from the Working Group

The following were proposed by Cllr Rose and seconded by Cllr Giblin

The grass cutting contract for Lighthorne should go to Central Ground Services;

That WCC are approached to provide plans for the landscaping at the Lighthorne Sports Club;

That for the period 2002-2003 and 2003-2004 the rent at the Sports Club Lighthorne is waived;

That the Clerk is authorised to sign the documents that are required by the Court regarding the leases of land at Lighthorne Heath. This will be at a cost of £360.00.

These were carried unanimously.

7.3 To receive a financial statement from the Responsible Financial Officer

a Items paid since the last meeting

Payee	Cheque No.	Description	Amount £
ABB Ltd.	1023	Replace "All night" photo cell	23.27
CPRE	1024	Membership Renewal	25.00
Lisa Benjamin	1025	Printing LHH Newsletter	15.00
Lighthorne Village Hall	1026	Reimbursement building insurance	295.75
Green Team	1027	Cutting hedge on B4100 at LHH	80.00
Ecovert Ltd.	1028	Litter picking January 2003	56.54
W. Betts	1029	Clerk's Salary – part January 2003	64.00
C. J. Musgrave	1030	Treasurer's Salary – January 2003	55.00

b Outstanding bills

Payee	Cheque No.	Description	Amount £
Severn Trent Water	1031	Water services bill – Playing Fields	56.34
Stratford on Avon District Council	1032	Installation of Dog Bin	89.30
Ecovert Limited	1033	Litter picking LHH – February 2003	56.54
S. Robinson	1034	Clerk's Salary – January (part) and February, 2003	192.00
C. J. Musgrave	1035	Treasurer's Salary – February 2003	55.00
ABB Ltd	1036	Lighthorne Street Lighting	67.27
Xerox	1037	Maintenance and copy charge	39.00
Powergen	1038	LSA standing charge	29.87

c Income since the last meeting

Item	Amount £
Sec 136 Sec A (per letter dated 4/02/03)	1,970.00
Sec 136 Sec B (per letter dated 21/02/03)	263.00
Sec 136 Sec D (per letter dated 21/02/03)	529.00
SDC Agency – Verges (per letter dated 21/02/03)	289.00
LSA rent 2001/2002	249.59

d Outstanding income

None

The meeting noted income and approved payment.

This was proposed by Cllr Rose and seconded by Cllr Giblin.

This was carried unanimously.

Cllr Purdy to follow up difficulties with a cheque to Depot bus.

8 Lighthorne Heath shop / Doctor's surgery

Gill Timms requesting update on this. Cllr Giblin to discuss following the meeting.

9 Gaydon site community liaison meeting

Next meeting is set for 17th March 2003

The land behind Edgehill Road and the Gas supply will be discussed. Cllr Booth (WCC) informed the meeting that the incomplete roundabout is further delayed due to the bankruptcy of one of the contractors.

10 Government, other Council, council associations and local authorities

Nothing to report

11 Parish Split

Mr Huxley has now left his post hence no response from him. Communication is now with Darren Whitney.

There is an October deadline on the review of the County boundaries.

Elections this May to go ahead.

Cllr Rigby to write and follow up detail of ordinary elections. Delay could be 1 year or 4 years, there are differing opinions about this.

A notice to be placed on notice boards in Parish informing of delay in Parish split.

The Annual Parish Meeting is to be at 8pm 23rd April 2003. Cllr Booth (WCC) and Cllrs Giblin and Higgs (SDC) to have a slot.

12 Royal Mail's use of settlement Names on 4 roads in Lighthorne Heath Meeting planned as Item 2.

13 Correspondence

Cllr Rigby has received a letter from Lighthorne Heath Village Hall highlighting plans to extend and improve the building. Lottery funding will be applied for. Plans have been drawn up and Lucy Groves has been invited to a meeting at 7.30pm on 19th March 2003 to discuss.

14 Any other business

Nomination forms have been received for the forthcoming elections. Distributed.

Next meeting of the Finance Working Group 1st April 2003. To be held at Cllr Rose's house.

Next meeting of the Parish Council is to be held at 8pm 9th April 2003. Cllr Rose forwarded his apologies for that meeting.

The meeting closed at 10.10pm.

LIGHTHORNE PARISH COUNCIL

Minutes of Meeting held in
Lighthorne Heath Village Hall
At 8pm on Wednesday 9th April 2003

Present:

Cllr Rigby(Chair)

Cllr Purdy

Cllr Giblin

Cllr Brewin

Cllr Tait

Also Present:

Cllr Booth(WCC)

Cllr Higg(SDC)

No Members of the public were present

1 Administrative

1.1 Apologies :

Cllr Rose

Cllr Jones

1.2 Minutes of the meeting 12th March 2003

Cllr Giblin proposed that the minutes be signed as a correct and true record. Seconded by Cllr Brewin and carried unanimously.

2 The meeting shall be adjourned to consider questions from the floor

There were no members of the public present.

3 Planning

3.1 To receive the Working Group's report on:

a. Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
01/02587/FUL	Proposed wind tunnel with associated office and facilities; rearrangement of existing parking provision, landscaping, and other ancillary works, Gaydon Test Centre, Banbury Road (Gaydon PC)	Jaguar Racing Ltd	Want noise condition	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
03/00177/FUL	Lay gas main to supply the Land Rover plant at Gaydon, land between Wellesbourne and Land Rover Gaydon	Land Rover Plc	None	Awaited
03/00251/FUL	Proposed erection of pitched roof dormer window to rear elevation, 3 Church Hill Court Lighthorne	Mr N Chambers	Conservation Architect to review	Permitted with cond's
03/00267/LBC	Construction of dormer window to rear elevation, 3 Church Hill Court	Mr N Chambers	Conservation Architect to review	Approved
03/00269/LBC	Proposed first floor internal alterations, 3 Church Cottages	Mr Archer	Conservation Architect to review	Approved
03/00728/TREE	Eucalyptus - reduce by 30%, Stonecroft, Post Office Lane	Dr And Mrs Samsome	None	Awaited
03/00770/REM	Construct 10 new dwellings and garages, land adj. Verney Road, Lighthorne Heath	JHO, JR and SR Pearce		
03/00793/REM	Erection of 4 dwellings, land adj. Verney Road, Lighthorne Heath	Mr and Mrs JH and Mr SR Pearce		
03/00817/REM	Erection of single dwelling, land adj. Verney Road, Lighthorne Heath	Mr and Mrs Pearce		
03/00820/AGN OT	Lean-to extension to existing grain store, Three Gates Farm, Moreton Morrell	Mr R B Lewis		
03/00871/FUL	Alterations to existing gatehouse, new entry hut and associated roadworks to Aston Martin entrance and Kingsway, Gaydon Test Centre, Banbury Road	Aston Martin		

(*) = submitted since previous meeting under SO 96.

Dwellings - Verney Road Lighthorne Heath. Representations have been put forward.

Cllr Booth(WCC) suggested that as a member of the local community he felt that the current proposals are the most acceptable that have been put forward to date. Concerns have been highlighted that the road is not wide enough for the parking at this development. Parking off road would be required. The recent planning proposal for 10 dwellings is the most preferred.

This would be a development of mixed housing styles. In keeping with the local character.

Cllr Higgs pointed out that with the previous plan for one dwelling this would make 11 dwellings in all.

Cllr Rigby has recently received a letter re a consultation for planning at Baginton Airport, Coventry. This does not directly affect Lighthorne Parish, no representation to be made at this point.

The Parish Council has received a licence notification from Vodafone for the site at Kingston Grange. This is in fact in the Parish of Chesterton.

b Planning meetings or inquiries attended

None

c District, county, regional or national plans

None

d Parish Appraisals and Plans, Village Design Statements

Quote received for the production of the Parish plan. Further Quotes to be sought.

The meeting that was planned for Saturday evening is to be cancelled.

e Other planning matters

No further planning matters

3.2 To approve any actions already taken as a result of Standing Order 96

It was proposed by Cllr Giblin that the 10 Dwellings, 4 Dwellings and single Dwelling on Verney Road Lighthorne Heath be approved. Also the Agricultural notification for a grain store at Three Gates Farm, Morton Morrell. This was seconded by Cllr Tait and carried unanimously.

3.3 Recommendations

It was proposed by Cllr Giblin that 5 Dwellings at Verney Road, Lighthorne Heath be approved and seconded by Cllr Tait. This was carried unanimously.

4 Highways

4.1 To receive the Working Group's report on:

a Footpaths and bridleways

Permissive path, still in progress.

Local issues raised: Grant applications have been put in.
Dog bin to be placed at Southam Crescent. To be put on a large post.

b Signs

Speed restriction sign that has been knocked over outside of Lighthorne in the Wellesbourne direction is to be repaired soon.

Cycle Signs (brown) have appeared in Lighthorne. No notification has been received about these. They are in a conservation area.

Representation has been received from a member of the public in Lighthorne regarding heavy lorries eroding the verge outside her property in Post Office Lane. The meeting discussed what options are available to assist with this difficulty. Don O'Connor, Traffic Division involved.

Options considered have been a bollard, a sign regarding suitability of vehicles acceptable for this road.

It was suggested that the residents should monitor the vehicles and offer advice to vehicles that deliver where possible. It was suggested that a letter should be sent to residents in Post Office Lane explaining the options. Feedback from residents will be very helpful. The County Council have been very responsive on this matter.

c Roads, drains and gullies

Leam Road Lighthorne Heath, Water leak has been sorted out today.
Flooding drain at Stonebridge Road Lighthorne Heath has recently been repaired.

d Hedges, trees and fences

Nothing to report

e Other Highway issues

Street light maintenance. Letter received informing the Parish Council of a change to the system for light maintenance. Passed to the Finance working group.

4.2 To approve any recommendations from the Working Group

Nothing to report

5 Lighthorne Sports Association

Cllr Tait announced that the Family Fun day is to be held on 28th June 2003. The Brambles are to be cleared around the grounds. After appropriate checking on licences, they will be sprayed by local contractor.

The ground has been made secure to prevent access across the pitch.
Cllr Tait to feedback to Cllr Rose

6 Lighthorne Village Hall

Nothing to report

7 Assets, Contracts and Finance

7.1 To receive the Working Group's report on:

a Grass Cutting and litter picking

Nothing to report

b Play areas

Very good feedback about the skateboard equipment at Lighthorne Heath. BMX course- this needs to be planned out by Mud designer! An appropriate person is likely to be found on the Web.

c Leases of Land at Lighthorne Heath

Nothing to report

d Other matters relating to assets, contracts and finance

Nothing to report

7.3 To receive a financial statement from the responsible Finance Officer

a Items paid since the last meeting

Payee	Cheque No.	Description	Amount £
Severn Trent Water	1031	Water services bill – Playing Fields	56.34
Stratford on Avon District Council	1032	Installation of Dog Bin	89.30
Ecovert Limited	1033	Litterpicking LHH – February 2003	56.54
S. Robinson	1034	Clerk’s Salary – January (part) and February, 2003	192.00
C. J. Musgrave	1035	Treasurer’s Salary – February 2003	55.00
ABB Limited	1036	Street Lighting Maintenance	67.27
Xerox (UK) Ltd	1037	Basic and copy charges	39.00
Powergen	1038	Electricity, LH Sports Assoc.	29.87

b Outstanding bills

Payee	Cheque No.	Description	Amount £
Lighthorne Village Hall	1039	Hire of hall for Parish Council Meetings	80.00
CGS Central Ground Services	1040	One cut LHH Village Hall for March	45.00
CGS Central Ground Services	1041	Grasscutting LH Village Verges – March	65.00
CGS Central Ground Services	1042	Grasscutting LH Village Greens – March	135.00
Verdant (formerly Ecovert)	1043	Litterpicking LHH – March	56.54
Warwick Network Limited	1044	Producing report LHH Village Appraisal	381.88
S. Robinson	1045	Clerk’s Salary – March 2003	128.00
C. J. Musgrave	1046	Treasurer’s Salary - March 2003	55.00

c Income Since Last Meeting

None

c Outstanding Income

None

7.4 To authorise the signing of orders for payment

The meeting noted and approved payment. This was proposed by Cllr Tait, Seconded by Cllr Brewin and carried unanimously.

8 Lighthorne Heath shop/doctor's surgery

Money for the Social Housing has recently been removed by the Government therefore the housing development is not going ahead at present. Work is still continuing on the plans for the shop and surgery. Next meeting to look at this is on 11th April 2003.

Cllr Booth said after listening to the Budget Speech today he felt that housing money may available in the future.

Cllr Higgs felt that there had been difficulties for the SDC officers in prioritising this work.

9 Gaydon site community liaison meeting

Good progress is being made on the roundabout nearest to Lighthorne Heath. Gaydon roundabout – negotiations have taken place with a new contractor and this will be progressing.

Water is now supplied through pipes not from the water tower and so the pressure has improved to Lighthorne Heath. However this increase in pressure has bought several leaks, these are being attended to.

Gratitude had been expressed for the new notice board at Lighthorne Heath.

The old Gym site is to be closed down. This will mean the relocation of many clubs.

The pattern of use of the new Gym is being monitored. Some periods of the day are less used.

The land at the rear of Edgehill Road is to be cleared and planted up with Gorse.

At the next meeting a visit to the Aston Martin site is planned.

10 Government, other councils, council associations and local authorities

10.1 To receive any communication from such bodies

A letter has been received from the office of John Maples MP about speed restrictions. Discussion took place about the appropriateness of speed limits.

A letter has been received about the reorganisation of Warwickshire County Council Highways Department. It is now organised on a County basis. Our Parish used to come under the Dunchurch area. We are now Wellesbourne. Our contact person is Jes Romano. Councillors noted the new helpline number.

Communication re e – government services. Cllr Rigby to pass this on to the Webmaster for Lighthorne.

Discussion about relevant computer courses locally for the Clerk to join. Sandra to look at costs and availability.

A Questionnaire has been received from Watervoice Central. Cllr Tait recalled there were issues about Water 12 months ago. She will find information and pass to Clerk.

Electoral Register. This can be used by the Council, but it is not permissible to take a copy. If copies are required there is an edited register available.

There are to be 5 pilot sites for e-voting in the forthcoming elections We are going to be one of them. Dates need to be checked for closure of the website.

10.2 To receive any reports of meetings attended

None

10.3 To approve any recommendations arising

None

10.4 Any other matters

None

11 Parish Split

Recent communication received from the office of the Deputy Prime Minister. Potential boundary changes. Still looking good for next May 2004

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

Nothing to report

13 Correspondence

Nothing to report

14 Any other business

Cllr Purdy has received a complaint about the BMX track.

Motor bikes are being ridden around the park land on Lighthorne Heath. A discussion with PC Finch, local Beat Officer, may be required. He is available on the main Police number and has a voicemail where messages can be left. It was suggested that he should be invited to a Parish Council meeting, no date agreed.

Cllr Tait to follow up.

Some issues have arisen about rubbish collection. Rubbish is being put out several days prior to collection. A discussion took place about possible options. Bob Anderson at the District Council to be approached for assistance. Cllr Purdy to draw up letter and pass to Clerk to go out on Parish Council Headed paper.

15 Date and venue of next meeting

Annual Parish Meeting 23rd April 2003 to be held at Lighthorne Heath Village Hall.

Finance Meeting 6th May 2003 Venue to be confirmed.

Next Parish Council Meeting 7th May 2003. To be held at Lighthorne Village Hall.

Cllr Brewin offered his apologies for the next meeting.
The meeting closed at 9.55pm

LIGHTHORNE PARISH COUNCIL

Minutes of the Annual Meeting held in
Lighthorne Village Hall
at 8pm on Wednesday 7th May 2003

Present:

Cllr Rigby(Chair)

Cllr Rose

Cllr Giblin

Cllr Brewin

Cllr Tait

Cllr Purdy

Cllr Jones

Sandra Robinson(Clerk)

Also Present:

Cllr Booth (WCC)

2 Members of the public

1 Administrative

1.1 Apologies:

Cllr Higgs(SDC)

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

a. To elect a Chairman:

Cllr Rose proposed that Cllr Rigby remain as chairman, Cllr Rigby was willing to stand and there were no other nominations. **This was seconded by Cllr Jones and carried unanimously.**

b. To receive the Chairman's declarations of acceptance of office or, if not then received, decide when it shall be received.

Cllr Rigby's declaration of office was signed and countersigned by the Clerk.

c. To fill any vacancies left unfilled at the election by reason of insufficient nominations.

All seats were filled. Due to sufficient nominations no election took place this year.

d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

All declarations of office received and countersigned.

e. To elect a Vice-Chairman:

Cllr Brewin proposed Cllr Giblin remain as vice-chairman, Cllr Giblin was willing to stand and there were no other nominations. **This was seconded by Cllr Rose and carried unanimously.**

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

Cllr Giblin signed the declarations of acceptance office and they were countersigned.

g. To appoint school governors and representatives to any other outside bodies.

Cllr Rigby proposed that Cllr Brewin remain as the minor authority governor at Lighthorne Heath School. Cllr Brewin was willing to stand and there were no other nominations. The proposal was seconded by Cllr Giblin and carried unanimously.

h. To appoint committees, sub- committees and/or working groups.

It was proposed by Cllr Rigby that the present arrangements should remain. Cllr Tait seconded this it was carried unanimously.

Cllr Jones to join the planning working group.

i. To consider the payment of any subscriptions falling to be paid annually.

j. To consider any deeds and trust instruments in the custody of the council.

Cllr Rigby proposed that both items i. and j. be left to the finance working group to action and report at future Parish Council meetings. This was seconded by Cllr Giblin and carried unanimously.

1.3 Minutes of the meeting 9th April 2003.

There have been some problems accessing minutes sent out via e-mail. The Clerk apologised for these technical errors.

An addition was made on page 216. Heading "3.3 Recommendations" was added.

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

2. The meeting shall be adjourned to consider questions from the floor.

Mr Sheppard wanted to congratulate the Councillors on their re election and for doing a great job on behalf of the electorate.

No further comments or questions from the floor.

3. Planning.

3.1 To receive the Working Group's report on:

a. Planning correspondence receive

Reference	Title	Applicant	Represent'n	Decision
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

Reference	Title	Applicant	Represent'n	Decision
03/00177/FUL	Lay gas main to supply the Land Rover plant at Gaydon, land between Wellesbourne and Land Rover Gaydon	Land Rover Plc	None	Granted
03/00728/TREE	Eucalyptus - reduce by 30%, Stonecroft, Post Office Lane	Dr And Mrs Samsome	None	Approved
03/00770/REM	Construct 10 new dwellings and garages, land adj. Verney Road, Lighthorne Heath	JHO, JR and SR Pearce	Comments only	Approved
03/00793/REM	Erection of 4 dwellings, land adj. Verney Road, Lighthorne Heath	Mr and Mrs JH and Mr SR Pearce	Comments only	Awaited
03/00817/REM	Erection of single dwelling, land adj. Verney Road, Lighthorne Heath	Mr and Mrs Pearce	Comments only	Awaited
03/00820/AGN OT	Lean-to extension to existing grain store, Three Gates Farm, Moreton Morrell	Mr R B Lewis	None	Awaited
03/00871/FUL	Alterations to existing gatehouse, new entry hut and associated roadworks to Aston Martin entrance and Kingsway, Gaydon Test Centre, Banbury Road	Aston Martin	Not notified	Awaited
03/01139/ADV	3 travertine marble signage totems with stainless steel details and signs, Gaydon Test Centre, Banbury Road	Aston Martin		Granted
03/01304/TPO	Horse chestnut - remove large lopsided branch, 1 Chestnut Close.	Malcolm Taylor		Awaited
03/01319/FUL	Single storey rear extension and erection of stable style timber structure, 24 Mountford Rise	Mrs Lesley Thornton		Awaited

(*) = submitted since previous meeting under SO 96.

b. Planning meetings or inquires attended

None

c. District, County, Regional or National plans

Nothing to report.

d. Parish Appraisals and Plans, Village Design Statements

Recent grant agreed payment of £4000.00 to come to the Parish.

Parish plan is moving forward. Good piece of work.

e. Other planning matters

Question was raised about the progress of gas to the area.

Cllr Booth(WCC) declared an interest as he is personally keen for gas to come to the area.

Cllr Purdy reported that she has recently spoken with a representative from Transco and he was unaware of their pipe work to the area. He indicated that the progress could take sometime.

Discussion took place about ways in which the Parish Council could speed up or aid this process. It was suggested that the Parish send a letter to Transco asking for a survey or how the council could conduct a survey of local interest in receiving Gas.

It was proposed by Cllr Rigby and seconded by Cllr Purdy that the Clerk writes on behalf of the Parish Council to request details of progress to Transco.

This was carried unanimously.

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

96.

03/01139/ADV 3 no. travertine marble signage totems with stainless steel details at the Aston Martin site. A response has been submitted that the signs do not obstruct road users at the junction and that the lighting used, is not a distraction for road users.

Proposed by Cllr Rigby that this be accepted, seconded by Cllr Purdy and carried unanimously.

3.3. To approve any other recommendations from the working group.

03/01304/TPO Horse chestnut tree no representation.

03/01319/FUL (Mrs Thornton) no representation.

Cllr Rigby proposed that the working group's responses be accepted, seconded by Cllr Tait and carried unanimously.

(Some discussion about boundary issues. Some old maps appear to be used which are unrelated to current boundaries. Cllr Tait looking at this with concerned parties.)

4 Highways

4.1 To receive the working Group's report on:

a. Footpaths and bridleways.

Cllr Purdy continues to work on the "permissive pathway." Mr Mann needs to sign relevant paperwork; however it is proving difficult to meet with Mr Mann.

Discussion followed. This issue has been going on for some considerable time and it was felt that the Parish Council should move things on. Cllr Rigby, as Chairman, is to make contact with Mr Mann or his representative. One option may be to meet with him and his solicitor to get the required document signed and sorted out quickly.

b. Signs

See item c.

c. Roads drains and gullies.

Post Office Lane Lighthorne.

Cllr Tait fed back on issues concerning damage to verges.

Cllr Rigby declared a personal interest on this item, as he is a resident of Post Office Lane. Cllr Tait told the meeting how heavy lorries continue to damage the verges in the Lane and how concerned some of the residents are about this. The residents have been consulted by letter and 5 responses have been received by Cllr Tait.

There are issues about access for emergency vehicles. It has been suggested that vegetation be cut back where possible. A sign in the Lane was not considered to be very useful.

Discussion took place about re instating the turning circle at the end of Post Office Lane. Cllr Tait to follow this up with the Highways department. This is a public road.

Residents seem to be concerned about the use of a bollard in the lane as this may in turn push the traffic over to the barn on the opposite side of the Lane. The verge in question belongs to Highways.

Cllr Booth (WCC) felt this was a very local issue for the residents and they need to agree action with the Highways department.

Consideration of a footpath signpost may be more appropriate. Cllr Rigby to follow this up.

A discussion took place about boundary issues behind the Green in Lighthorne Village. Cllr Tait declared an interest here, as this land is adjacent to her property.

A clamped trailer has appeared. Jez Romano(Highways) to be approached to establish whose land this is.

d. Hedges, trees and fences

Nothing to report.

e. Other highway matters

Nothing to report.

4.2 To approve any recommendations from the working group

Cllr Giblin proposed that the turning circle in Post Office Lane Lighthorne be reinstated, seconded by Cllr Jones. This was carried unanimously, Cllr Rigby abstained.

5 Lighthorne Sports Association

Cllr Rose wanted to highlight the considerable help given from Land Rover. The work done on the changing rooms has been very good. They are fitted out now.

The cricket team are applying for a grant to obtain sight screens and nets.

With the efforts of a combination of supporters the area has been tidied and 2 skips of rubbish have been collected together. Bob Anderson (SDC) has been most helpful in getting this taken away.

As a prelude to the Fun Day in June there is work to be done to clear further areas.

The planting scheme is being worked on now. Cllr Rose would like to take advice from Cllr Brewin about gates and placing them at the sports Association. Also to look at availability of further grants.

Fun Day is on 28th June 2003 to be held at the Sports ground in Lighthorne to include both communities. Cllrs Tait and Purdy are on the organising committee.

Discussion about the activities and the Bouncy Castle coming under the Parish Council insurance. It was felt that it would be covered.

It was proposed by Cllr Tait that the Parish Council offers full support of St Lawrence Church Family Fun Day on the 28th June 2003, this was seconded by Cllr Rose and carried unanimously.

All who have been involved in supporting the community from Land Rover will be invited with their families. In particular an invitation will be forwarded to Glyn Walters requesting that he open the proceedings on the day.

The committee will organise the appropriate invitations.

6 Lighthorne Village Hall.

Nothing to report.

7 Assets, Contracts and Finance

7.1 To receive the working group's report on:

a. Grass cutting and litter picking.

The grass cutting contract is settling down. Cllr Purdy mentioned that an area of grass had been missed at Lighthorne Heath. There are also some ongoing issues about litter picking Cllr Purdy to follow up.

b. Play areas

Play equipment. Money has now been received from the community pie chest fund. Some minor difficulties to be sorted out as the equipment has gone up in price since the grant was applied for. Cllr Purdy is looking into how this can be sorted out. Safety flooring will also be required.

Finance working Group to look at the project and the feasibility.

c. Leases of land at Lighthorne Heath

Leases have been signed and returned to SDC at Elizabeth House.

d. Other matters relating to assets, contracts and finance

Nothing to report.

7.2 To approve any recommendations from the working Group

None

7.3 To receive a financial statement from the responsible Financial Officer

Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Lighthorne Village Hall	1039	Hire of hall for Parish Council Meetings	80.00
CGS Central Ground Services	1040	One cut LHH Village Hall for March	45.00
CGS Central Ground Services	1041	Grasscutting LH Village Verges – March	65.00
CGS Central Ground Services	1042	Grasscutting LH Village Greens – March	135.00
Verdant (formerly Ecovert)	1043	Litterpicking LHH – March	56.54
Warwick Network Limited	1044	Producing report LHH Village Appraisal	381.88
S. Robinson	1045	Clerk's Salary – March 2003	128.00
C. J. Musgrave	1046	Treasurer's Salary - March 2003	55.00

Outstanding Bills

Payee	Cheque No.	Description	Amount £
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CGS Central Ground Services	1047	Two cuts village green – April	270.00
CGS Central Ground Services	1048	Two cuts village verges – April	130.00
CGS Central Ground Services	1049	Two cuts village hall – April	90.00
S. Robinson	1050	Clerk’s Salary – April	128.00
C. J. Musgrave	1051	Treasurer’s Salary – April	55.00
Warks Assn. Local Councils	1052	Annual Subscription – 2003/2004	222.00
Stratford District Council	1053	Legal expenses on leases at LHH	405.00
Allianz Cornhill Insurance	1054	Premium from June 2003 to May 2004	1262.33

Income Since Last Meeting

None

Outstanding Income

None

7.4 To authorise the signing of orders for payment.

Cllr Rose proposed that the meeting approve payment, this was seconded by Cllr Tait and carried unanimously.

8 Lighthorne Heath shop/Doctor’s surgery

Cllr Giblin reported that there have been discussions between SDC and SWHA and a land swap is under discussion. The land in question is the site of the garages, and the land by the present shop. Mike Ashley and Dave Nash are involved with this.

The priority at present is to keep working on the development of the new shop, consideration of the surgery should come later.

9 Gaydon site Community liaison meeting

Nothing to report next meeting due in near future.

The roundabout is now in use at the new entrance to Land Rover. Discussion took place about the potential difficulties with the new road markings.

Gaydon roundabout is sheduled for August 2003.

10 Government, other Councils, council associations and local authorities

10.1 To receive any communication from such bodies

Southam area meeting to be held at Warmington on Wednesday 18th June 2003 at 7.45pm. The subject is Regional Assemblies. It is hoped that there will be representation from Lighthorne Parish Council.

Information has been received about training from WALC both for new Councillors and new Clerks. Sandra to consider taking up training.

Leaflets arrive periodically and need to be displayed. Sandra to arrange this in both village halls.

Information on Public Ethics has come to the Chairman. Copies available if required.

11 Parish Split

Cllr Giblin to gain further information at a meeting next week.

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

Nothing to report.

13 Correspondence

Nothing further to report

14 Other matters arising

Cllr Rose wanted to say how excellent he thought the annual report was. The meeting shared this view and congratulated Cllr Rigby for his hard work.

15 Date and venue of next meeting

3rd June 2003 Finance Working Group - at the home of Cllr Rose

11th June 2003 Parish Council Meeting 8pm- Lighthorne Heath Village Hall.

LIGHTHORNE PARISH COUNCIL

Minutes of meeting held in
Lighthorne Heath Village Hall
At 8 pm on 11th June 2003

Present:

Cllr Rigby(Chair)
Cllr Rose

Cllr Brewin
Cllr Purdy

Cllr Giblin
Sandra Robinson

Also Present:

Cllr Booth(WCC)
1 Member of the Public

Cllr Higgs(SDC)

1 Administrative

1.1 Apologies:

Cllr Tait

Cllr Jones

1.2 Minutes of the meeting of 7th May 2003

Inaccuracies were highlighted in the previous minutes.

Cllr Giblin proposed that the spelling error in item 5 be corrected , and that a number of amendments to item 7 be completed and page 230 and 231 be re typed and presented at the next meeting for approval. This was seconded by Cllr Rigby and carried unanimously.

1.3 To consider the appointment of representatives to outside bodies.

Discussion took place about representation on outside bodies. Cllr Rigby agreed to be the Parish Council Representative on Lighthorne Sports Association Committee.
Cllr Rigby to follow up the position regarding Trustees.

It was proposed by Cllr Giblin that this representative be approved. Cllr Purdy seconded this. Cllr Rigby abstained from the vote. All others in favour.

2 The meeting was adjourned to consider questions from the floor.

Mr Sheppard informed the meeting that the sign has now been repaired on C96, also how successful the litterpicking was.

He commented that the grip should be put in the appropriate place.

He gave thanks to the Chairman and Cllr Booth (WCC) for support with a letter to Frank Hodges(SDC) regarding matters relating to item 12 on the agenda.

Mr Sheppard expressed his strength of feeling about the recent cycle Route map, as he feels danger points have not been adequately marked.

Cllr Higgs(SDC) raised matters regarding local Policing. There have been several break-ins in the Kineton area; as a result of this he is planning a meeting with local businesses and the Crime Prevention Officer. This is to take place in July 2003. There is also a plan to establish a business club for support and guidance. The Chairman will have details for any interested parties.

3 Planning

3.1 To receive the Working Group's report on:

a. Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
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
02/03405/FUL	Formation of new parking area, Gaydon Test Centre Banbury Road	Land Rover Group	Not notified	Permitted with Conditions
03/00770/REM	Construct 10 new dwellings and garages, land adj. Verney Road, Lighthorne Heath	JHO, JR and SR Pearce	Comments only	Approved
03/00793/REM	Erection of 4 dwellings, land adj. Verney Road, Lighthorne Heath	Mr and Mrs JH and Mr SR Pearce	Comments only	Refused
03/00817/REM	Erection of single dwelling, land adj. Verney Road, Lighthorne Heath	Mr and Mrs Pearce	Comments only	Refused
03/00820/AGN OT	Lean-to extension to existing grain store, Three Gates Farm, Moreton Morrell	Mr R B Lewis	None	Awaited
03/00843/REM	Erection of 5 dwellings, Land adj. Verney Road, Lighthorne Heath	Mr and Mrs JH and Mr SR Pearce	Comments only	Refused
03/00871/FUL	Alterations to existing gatehouse, new entry hut and associated road works to Aston Martin entrance and Kingsway, Gaydon Test Centre, Banbury Road	Aston Martin	Not notified	Permitted with Conditions
03/01139/ADV	3 travertine marble signage totems with stainless steel details and signs, Gaydon Test Centre, Banbury Road	Aston Martin	None	Granted
03/01304/TPO	Horse chestnut - remove large lopsided branch, 1 Chestnut Close.	Malcolm Taylor	None	Awaited
03/01319/FUL	Single storey rear extension, 24 Mountford Rise	Mrs Lesley Thornton	None	Awaited
03/01458/ADV	Sheep's Head symbol and lettering, Home Farm, Old School Lane	David Tompkins	* Object	Awaited
03/01520/FUL	Erection of rear conservatory, 5 Birdhaven Close Lighthorne (!!!)	Mr C Finlayson	* No objection	Awaited
03/01547/FUL	Standby packaged generator and concrete base, Gaydon Test Centre	Land Rover Group	* None	Awaited
03/01713/FUL	Retrospective - agricultural to domestic curtilage and erection of shed, 24 Mountford Rise	Mrs Lesley Thornton	# Request conditions	Awaited

(*) = submitted since previous meeting under SO 96.

(#) = agreed at this meeting.

b. Planning meetings or inquiries attended.

None

c. District, County, Regional or National plans

Nothing to report

d. Parish Appraisals and Plans, Village design Statements

Cllr Giblin reported progress on the Parish plan. Information was recently printed and distributed on the work so far. A meeting was then held at Lighthorne Heath Village Hall. There was an excellent turnout for this. Many comments were received and these will be included in the work being done.

e. Other planning matters

Contact has not yet been made with Transco. Cllr Purdy and Cllr Booth (WCC) to make available the name and address of the relevant person for the Clerk to write.

3.2 To approve any actions already taken as a result of Standing Order 96

03/01458/ADV Sheep's Head symbol and lettering- Home Farm Lighthorne. A representation has been submitted objecting to this.

03/01520/FUL Erection of rear conservatory- Birdhaven Close Lighthorne. No representation submitted.

03/01547/FUL Standby packaged generator and concrete base-Land Rover Group. No representation submitted.

Cllr Rigby proposed that these actions should be approved. This was seconded by Cllr Brewin and was carried unanimously.

3.3 To approve any other recommendations from the Working Group

03/01713/FUL Retrospective-Agricultural to domestic cartilage and erection of shed- Mountford Rise, Lighthorne

After discussion the following was agreed, that there is no objection to the change of usage, but a request will be made for conditions to be applied. This was proposed by Cllr Rigby and seconded by Cllr Rose. This was carried unanimously.

4 Highways

4.1 To receive the Working Group's report on:

a. Footpaths and bridleways

Cllr Rigby reported that a meeting with Mr Mann was still to be arranged.

b. Signs

Nothing further to report.

c. Roads, drains and Gullies.

Post Office Lane, Lighthorne. Cllr Tait left written feedback. She is planning to meet with Jez Romano(WCC Highways) for further discussion about the siteing of a bollard in Post Office Lane. Discussions about the turning head continue.

d. Hedges, trees and fences.

Nothing to report.

e. Other highway matters.

Further discussion took place about the Cycle Way map. Cllr Booth (WCC) felt that the map highlighted the appropriate dangers, given that there are potentially more significant risks on other roads in the area.

4.2 To approve any recommendations from the Working Group

There were no recommendations to approve.

5 Lighthorne Sports Association.

The clearing of the ground has been started.

A South Warwickshire PIE Chest grant has been applied for, no news of this at present.

Cllr Rose now has a planting scheme and would welcome comments following the meeting.

Costing will need to be considered.

The work is coming on very well. Further work will be done after the fun day has taken place on 28th June 2003.

The Fun Day planning is progressing well, it will start at noon. There will be many activities which will include a barbeque and a bar.

6 Lighthorne Village Hall

The Annual General Meeting recently took place. Cllr Rose attended, nothing to report.

7 Assets, Contracts and Finance

7.1 To receive the working Group's report on:

a. Grasscutting

The grasscutting in Lighthorne is much improved; a good job is being done. Some work has also been done at the sports hall which has been very helpful.

At Lighthorne Heath there have been some minor hitches, some areas have been missed out.

Cllr Purdy is following this up.

b. Play areas.

A discussion took place at the working group about the proposed play equipment and safety issues.

c. Other matters relating to assets, contracts and finance.

Nothing further to report.

7.2 To approve any recommendations from the Working Group.

The Parish Council are pleased that a grant has been received for the purchase of the playground equipment.

Cllr Rose proposed that to facilitate the progress of this, the Parish Council should pay for the onsite installation of the equipment by the manufacturers.

This was seconded by Cllr Brewin and carried unanimously.

Cllr Giblin wanted to thank the Working Group for their work in moving this forward.

7.3 To receive a financial statement from the Responsible Financial Officer

a. Items paid since the last meeting

CGS Central Ground Services	1047	Two cuts village green-April	270.00
CGS Central Ground Services	1048	Two cuts village verges-April	130.00
CGS Central Ground Services	1049	Two cuts village hall-April	90.00
S. Robinson	1050	Clerk's Salary-April	128.00
C.J. Musgrave	1051	Treasurer's Salary-April	55.00
Warks Assn. Local Councils	1052	Annual subscription-2003/2004	222.00
Stratford District Council	1053	Legal expenses on leases at LHH	405.00
Allianz Cornhill Insurance	1054	Premium from June 2003 to May2004	1262.33

b. Outstanding Bills

Cllr Giblin declared an interest regarding the item "stationery re LHH Village Plan".

Payee	Cheque No.	Description	Amount £
Verdant (formerly Ecovert)	1055	Litterpicking LHH –April 2003	56.54
Xerox	1056	Basic & copy Charge	46.17
CGS Central Ground Services	1057	One cut LHH Village Hall for May	90.00
CGS Central Ground Services	1058	Grasscutting LH Village Verges-May	130.00
CGS Central Ground Services	1059	Grasscutting LH Village Greens and one cut play area-May	300.00
Stratford-on-Avon District Council	1060	Installation dog bin	89.30
S. Robinson	1061	Clerk's Salary- May 2003	128.00
C.J.Musgrave	1062	Treasurer's Salary-May 2003	55.00
Ron Annetts	1063	Landscaping work at LH Sports ground Phase 1	352.50
Powergen	1064	Electricity Bill, Sports Association	21.65
David Booth	1065	Stationery re:LHH Village Plan	92.90
Verdant	1066	Litterpicking LHH- May 2003	56.54

c. Income since the last meeting.

None

d. Outstanding Income.

None

7.4 To authorise the signing of orders for payment.

Cllr Rose proposed that the meeting approve authorisation for signing of orders for payment.

This was seconded by Cllr Purdy and carried unanimously.

7.5 Accounts for 2003.

Cllr Rose circulated a financial statement of accounts for 2003.

Cllr Rose proposed that the Parish Council accept this document for submission to the Internal Auditors and then prepare the document for submission to external auditors.

This was seconded by Cllr Giblin and carried unanimously.

7.6 Budget for 2004

A document was circulated.

Cllr Rose proposed that this budget be accepted. This was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop/doctor's surgery

Cllr Giblin reported that discussions regarding the land at Lighthorne Heath continue. Valuers are to value the land on which the shop currently stands.

Cllr Giblin to up date when further information is available.

9 Gaydon site community Liaison meeting.

Cllr Giblin and Cllr Purdy reported that the last meeting was held at the new Aston Martin factory. It seems to be a very well designed building.

Landscaping on the Lighthorne Heath side has been mentioned, slow to establish.

Gaydon roundabout has further delays due to BT, the estimated finish date is now October 2003.

The clearing work at Edgehill Road is yet to be done, a reminder was given at the meeting.

Cllr Purdy reported continued work regarding the BMX track, still nothing definite to report.

Next meeting is in mid July 2003.

10 Government, other Councils, council associations and local authorities.

10.1 To receive any communications from such bodies.

Cllr Booth has forwarded a document from the Overview and Scrutiny Committee to Cllr Rigby about various developments in Broad band around the country.

10.2 To receive any reports of meetings attended.

None

10.3 To approve any recommendations arising.

None

10.4 Any other matters

Cllr Giblin informed the meeting that notification of next year's elections has already been received. They will be in June 2004.

Notice was received from Mike Potter (WCC Emergency planning) requesting a representative from the Parish Council to join a group. Although this was considered as a very important matter it was felt that a representative could not be nominated at this time.

11 Parish Split.

Elections to be in June 2004.

Nothing further to report.

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

In progress. The Councillors have taken on the comments they have received to date.

13 Correspondence

A request has been received for a grant for St Lawrence's Church.

Cllr Purdy reported that due to unforeseen circumstances she is currently dealing with the Village newsletter.

14 To consider any other matters which the Chair decides are urgent.

None

15 Date and Venue of next meeting.

Finance working Group meeting- Monday 30th June 2003 Cllr Rose's house.

Next Parish Council Meeting- Wednesday 9th July 2003 at Lighthorne Village Hall.

The Meeting closed at 10.21pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in Lighthorne Village Hall at 8pm on 9th July 2003

Present:

Cllr Rigby (Chair)
Cllr Rose

Cllr Giblin
Cllr Tait

Cllr Purdy
Sandra Robinson (Clerk)

Also Present:

Cllr Booth (WCC)

1 Administrative

1.1 Apologies:

Cllr Brewin

Cllr Jones

Cllr Higgs (SDC)

1.2 To approve the amended pages 230 and 231 of the minute book

Cllr Rigby proposed that the amendments to pages 230 and 231 be accepted in this form. This was seconded by Cllr Rose and carried unanimously.

1.3 Minutes of the meeting of 11th June 2003

It was proposed by Cllr Rigby that the minutes from the meeting of 11th June 2003 be signed as correct. This was seconded by Cllr Giblin and carried unanimously.

2 The meeting shall be adjourned to consider questions from the floor

No members of the public were present; there were no questions from the floor.

3 Planning

3.1 To receive the working groups report on:

a. Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
03/01304/TPO	Horse chestnut - remove large lopsided branch, 1 Chestnut Close	Malcolm Taylor	None	Approved
03/01319/FUL	Single storey rear extension, 24 Mountford Rise	Mrs Lesley Thornton	None	Permitted with cond's
03/01458/ADV	Retrospective: sheep's head symbol and lettering, Home Farm, Old School Lane	David Tompkins	Object	Refused (TBC)
03/01520/FUL	Erection of rear conservatory, 5 Birdhaven Close Lighthorne (!!!)	Mr C Finlayson	No objection	Permitted with cond's
03/01547/FUL	Standby packaged generator and concrete base, Gaydon Test Centre	Land Rover Group	None	Permitted
03/01713/FUL	Retrospective: agricultural to domestic curtilage and erection of shed, 24 Mountford Rise	Mrs Lesley Thornton	Request conditions	Awaited
03/01810/ADV	Two no. monoliths with signage, Gaydon Test Centre	Land Rover Group	None*	Awaited
03/01867/FUL	Single storey front porch and lobby extension, proposed rear dining room and porch extension, 13 Cromwell Place	Mr and Mrs L S McPhee	None#	Awaited

(*) = submitted since previous meeting under SO 96.

(#) = agreed at this meeting.

Correspondence has been received from Mr J Pearce. He is to appeal against decisions regarding his applications for planning permission at Verney Road, Lighthorne Heath. The Parish Council has not received any other information regarding this. The clerk will follow this up with the planning department at Elizabeth House for any representation to be made.

b. Planning meetings or inquiries attended

Cllr Rigby attended the Dasset area planning meeting on 1st July 2003. He spoke against application 03/01458/ADV Sheep's Head symbol, Home Farm, Old School Lane Lighthorne. It was refused, but confirmation of this has not yet been received.

Cllr Rigby noted that special controls on advertisements only apply in Stratford. **It was proposed by Cllr Rigby that the Clerk write on behalf of the Parish Council to the planning authorities highlighting the need for special control of advertisements in conservation areas. This was seconded by Cllr Tait and carried unanimously.**

c. District, county, regional or national plans

Nothing to report (*but see 10.2*)

d. Parish Appraisals and Plans, Village design Statement

Nothing to report

e. Other planning matters

Gas: An approach has been made via Transco to Fulcrum Connections about plans to supply gas to the area.

Richard Lacey, Infill Coordinator - West Area, is looking into this. He requires maps and addresses of the area to gain feedback from households regarding their wishes.

The councillors have made it clear to Fulcrum connections that they will do anything to assist the process.

This matter is to be added as an agenda item for subsequent meetings.

3.2 To approve any actions already taken as a result of Standing Order 96

03/01810/ADV: Two Monoliths with signage, Gaydon Test Centre.

It was proposed by Cllr Rose that the response of “No representation” should be approved. This was seconded by Cllr Purdy and carried unanimously.

3.3 To approve any other recommendations from the Working Group

03/01867/FUL: Single storey front porch and lobby extension, proposed rear dining room and porch extension at 13 Cromwell Place, Lighthorne Heath.

It was proposed by Cllr Tait that a response of “No representation” should be made. This was seconded by Cllr Purdy and carried unanimously.

4 Highways

a. Footpaths

Nothing to report

b. Signs

WCC will soon install a wooden bollard in Post Office Lane, Lighthorne to highlight the narrowness of the lane. It is hoped that it will carry a footpath sign.

c. Roads, drains and gullies

Cllr Tait reported that Church Lane in Lighthorne has been re-surfaced.

A grip has been replaced on the C96.

At the Broadwell in Lighthorne, children have been playing around with a drain cover. This cover had been lifted off, but has now been put back. Due to the possible danger, Cllr Tait is to speak to Jez Romano (WCC Highways) to ascertain responsibility for securing this.

Verges: ownership of part of The Bank in Lighthorne is being looked into by Jez Romano (WCC Highways).

The clerk is following up other issues about the Broadwell with Severn Trent Water.

d. Hedges, trees and fences
Nothing to report.

e. Other highway matters
Nothing to report.

4.2 To approve recommendations from the working Group
Nothing to approve.

5 Lighthorne Sports Association

The Family Fun Day was very successful. It was well attended by both communities. It was an excellent fundraising event. Thank you to all those involved. Cllr Rigby has written to Glyn Walters (Land Rover), to thank him for attending. Cllr Booth (WCC) was also thanked for the involvement of the Scouts on the Fun Day.

Car parking at the Sports Association: technical advice is to be sought for the planning of car parking spaces, number and spaces between.

The association has had a grant from PIE. The planting scheme is to progress as planned. The Warwickshire conservation officer is to advise on aspects of the planting scheme. Cllr Booth (WCC) has also offered the assistance of the Scouts for the planting work to be undertaken later in the year. The local school may also wish to become involved.

Cllr Rigby attended a meeting of the sports association committee on 23rd June 2003. This was the first meeting for some time and 7 people attended. Positive plans were made and the next meeting is scheduled for September.

6 Lighthorne Village Hall

David Wright (Chairman of the Management Committee) would like to speak to the Parish Council at the August meeting.

7 Assets, Contracts and Finance

a. Grass cutting and litterpicking

This contract is generally going well. There are some areas which need to be looked into.

At Lighthorne Heath the top part of the ash path towards the B4100 is becoming overgrown. Cllr Purdy to follow this up.

b. Play areas

Cllr Purdy reported that the play equipment at Lighthorne Heath has been delivered and is now awaiting installation. The quote for this will be revised to take into account the installation charges.

c. The inspection of deeds and trust instruments in the Council's custody

These were examined at the Finance working group and found to be correct. They were signed accordingly.

d. Other matters relating to assets, contracts and finance

The audit is to be advertised.

Two copies of WALC "Governance and Accountability in local councils" have been ordered.

7.2 To approve any recommendations from the Working Group

Nothing to approve.

7.3 To receive a financial statement from the Responsible Finance Officer

a. Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Verdant (formerly Ecovert)	1055	Litterpicking LHH – April 2003	56.54
Xerox	1056	Basic & copy charge	46.17
CGS Central Ground Services	1057	One cut LHH Village Hall for May	90.00
CGS Central Ground Services	1058	Grasscutting LH Village Verges – May	130.00
CGS Central Ground Services	1059	Grasscutting LH Village Greens and one cut play area – May	300.00
Stratford-on-Avon District Council	1060	Installation dog bin	89.30
S. Robinson	1061	Clerk's Salary – May 2003	128.00
C. J. Musgrave	1062	Treasurer's Salary - May 2003	55.00
Ron Annetts	1063	Landscaping work at LH Sportsground Phase 1	352.50
Powergen	1064	Electricity Bill, Sports Association	21.65

Payee	Cheque No.	Description	Amount £
David Booth	1065	Stationery re: LHH Village Plan	92.90
Verdant	1066	Litterpicking LHH – May 2003	56.54

b. Outstanding Bills

Payee	Cheque No.	Description	Amount £
ABB Ltd.	1067	Street Lighting Maintenance	67.27
Lisa Benjamen	1068	Photocopying LHH newsletter	7.85
Warwickshire County Council	1069	Design fees, landscaping LH sportsground	411.25
SLCC	1070	2 x copies “Governance and Accountability in Local Councils”	33.98
Lighthorne PCC	1071	Donation maintenance churchyard	300.00
CGS Central Ground Services	1072	Two cuts LHH village hall – June	90.00
CGS Central Ground Services	1073	Two cuts village verges, two cuts off bund edge of sportsfield and one cut play area – June	210.00
CGS Central Ground Services	1074	Two cuts village greens – June	270.00
S. Robinson	1075	Clerk’s Salary – June	128.00
C. J. Musgrave	1076	Treasurer’s Salary – June	55.00
Verdant	1077	Litterpicking LHH – June 2003	56.54

c. Income since Last Meeting

Item	Amount £
Donation LHH Community Forum	5,772.00
Countryside Agency	2,436.00

d. Outstanding Income

None

7.4 To authorise the signing of orders for payment

Cllr Rose proposed that approval be given for payment. This was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop/doctor’s surgery

Nothing new to report. Ongoing.

9 Gaydon site Community Liaison meeting

Next meeting is on 21st July 2003.

Cllr Purdy reported that she is still working on BMX track at Lighthorne Heath.

10 Government, other councils, council associations and local authorities

10.1 To receive any communication from such bodies

Cllr Rigby has received a letter from Cllr Higgs (SDC) to inform him that a business club has been established for Kineton and surrounding area.

The first meeting will be at the Swan Hotel, Kineton on 17th July 2003 at 6pm. The speaker will be Colin Reynolds and officers from the crime prevention unit.

A letter has been received from BT regarding the removal of the payphone on the B4100 near to Harwoods House due to regular vandalism.

A letter has been received regarding the planned changes to licensing laws. Cllr Rigby declared a personal interest here.

All appropriate parties have received this information and local responses have been submitted.

A consultation document has been issued by the ODPM on "Providing Indemnities to Relevant Authority Officers and Members". Cllr Rose is looking into this.

Information received regarding Quality Parish Councils.

A consultation document has been issued by the Electoral Commission on "The cycle of local government elections". Cllr Rigby is looking into this.

A consultation document has been received from the Countryside Agency on the parish section of the draft map of registered common land and open country for west England under CRow 2000. This is to be discussed at the next meeting.

10.2 To receive any reports of meetings attended

The recent Southam Area WALC meeting was attended by Cllrs Rigby and Giblin.

The main speaker had been Simon Hodgson of the West Midlands Regional Assembly. The WMRA consists of 100 nominated people, 68 of whom are from local authorities. They have taken over responsibility for further redrafting of Regional Planning Guidance (RPG11) which will eventually go to the ODPM for approval. They are against Rugby airport. They appear to have poor regard for rural matters. They seem to exist to enhance the likelihood of receiving European funding.

The chairman had been in subsequent discussion with the WMRA regarding the improvement of communications to parish councils, since no notification of the RPG update had been received.

10.3 To approve any recommendations arising

Cllr Rigby proposed that the Clerk reply to BT with representation from the Parish Council that the payphone be reinstated due to the lack of a visible payphone for some distance either side and that the road is very

busy and the payphone is used frequently. This was seconded by Cllr Tait and carried unanimously.

10.4 Any other matters

None

11 Parish split

Nothing to report

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

Nothing to report

13 Correspondence

Nothing further to report

14 To consider any other matters which the Chair decides are urgent

Cllr Booth (WCC) informed the meeting that some of the houses at Temple Herdewyke are now up for sale. If further information is required Cllr Booth has details.

15 Date and venue of next meeting

The next Finance Working Group meeting will be at 8pm on Monday 4th August 2003 at Councillor Rose's house.

The next Parish Council meeting will be at 8pm on Wednesday 13th August 2003 in Lighthorne Heath Village Hall.

Cllr Rose offered his apologies for the next meeting. Cllr Booth (WCC) also offered his apologies.

The meeting closed at 9.55pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in
Lighthorne Heath Village Hall
At 8pm on 13th August 2003

Present:

Cllr Rigby(Chair)
Cllr Tait
Robinson(Clerk)

Cllr Giblin
Cllr Purdy

Cllr Jones
S

1 Administrative

1.1 Apologies:

Cllr Rose
Cllr Higgs(SDC)

Cllr Booth(WCC)

Cllr Brewin

1.2 Minutes of the meeting 9th July 2003

The minutes from the meeting 9th July 2003 had been circulated.

Cllr Giblin proposed that they be signed as correct. This was seconded by Cllr Tait and carried unanimously.

2 The meeting shall be adjourned to consider questions from the floor
There were no members of the public present.

3 Planning

3.1 To receive the working Group's report on:
a Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
03/01458/ADV	Retrospective: sheep's head symbol and lettering. Home Farm, Old School Lane.	David Tompkins	Object	Refused
03/01547/FUL	Standby packaged generator and concrete base. Gaydon Test Centre.	Land Rover Group	None	Permitted with cond's
03/01713/FUL	Retrospective: agricultural to domestic curtilage and erection of shed. 24 Mountford Rise.	Mrs Lesley Thornton	Request conditions	Permitted with cond's
03/01810/ADV	Two no. monoliths with signage. Gaydon Test Centre.	Land Rover Group	None	Granted with cond's

Reference	Title	Applicant	Represent'n	Decision
03/01867/FUL	Single storey front porch and lobby extension, proposed rear dining room and porch extension. 13 Cromwell Place	Mr and Mrs L S McPhee	None	Awaited
03/01934/TREE	Various actions to 10 trees, including felling 2. Antelope Inn.	Mr A Edgecombe	None*	Awaited
03/02319/TPO	Silver birch - remove deadwood and thin crown by 40%. 6 Stonebridge Road.	Graham Higgin	None# (TBC)	Awaited
03/02393/TREE	Fell line of Leyland cypress. St Laurence Church.	Lighthorne PCC	Support# (TBC)	Awaited
03/02424/TREE	T1 Maple - reduce height and crown by 2m, remove 2 lowest limbs. T2 Conifer - reduce height and trim side growth to clear telephone lines. 3 Mountford Rise.	Mr Swinbourne	TBD#	Awaited

(*) = submitted since previous meeting under SO 96.

(#) = agreed at this meeting.

The working Group have received notification of four appeals against decisions made by Stratford on Avon District Council.

They are on the following SDC references 02/03635/VARY, 03/00793/REM, 03/00843/REM and 03/00817/REM.

3, Mountford Rise, Lighthorne. Further discussion needed to establish the current situation. Deferred to the Planning Working Group for follow up.

b Planning meetings or inquiries attended

None

c District, county, regional or national plans

Nothing to report

d Cllr Giblin and Cllr Booth (WCC) are currently working on the information collected from the recent event regarding the Parish Plan. This is an extensive piece of work, feedback will follow.

e Supply of Gas to Lighthorne and Lighthorne Heath

The Clerk has been in touch with Fulcrum Connections. The In-fill Manager, Richard Lacey, informs us that he does not have details of the installation to the Gaydon site as this is being laid by a third party and not Transco. Following discussion, the Clerk was asked to make contact with Mr Glyn Walters at Land Rover to request his assistance in finding a named contact for this contract.

f Other planning matters

Nothing to report

3.2 To approve any actions already taken as a result of Standing Order 96

Cllr Rigby proposed that the Parish Council has no representation to make regarding 03/01934/TREE and 03/02319/TPO. This was seconded by Cllr Giblin and carried unanimously.

3.3 To approve any other recommendations from the Working Group

It was proposed by Cllr Rigby that 03/02393/TREE, St Laurence Church that the Parish Council make a positive representation that this take place and are pleased to see the trees are to be replaced with English species.

3 Mountford Rise, Lighthorne, be delegated to the Planning working Group to consider.

This was seconded by Cllr Tait and carried unanimously.

4. Highways

4.1 To receive the Working Group's report on:

a Footpaths and bridleways

Ash Path- Lighthorne Heath. The nettles are to be cut back at the Leam Road end. The footpath on Leam Road needs attention it has become quite overgrown.

There has been a request from local residents, for a litter bin to be placed outside the school as sweet papers and crisp wrappers are becoming a problem. Residents have been picking these up themselves, but would like something to be done about this.

Discussion about the possibility of siting a bin outside school. Cllr Purdy to approach the Head Teacher in the first instance to seek her assistance and co operation.

Costing for a bin to be obtained.

b Signs

Further discussion took place about the access of heavy vehicles to Post Office Lane. It was felt that a weight restriction sign is unlikely to assist with this problem.

c Signs

Cllr Tait informed the meeting that yesterday an incident happened in Lighthorne causing considerable disruption.

A Lorry destined for the Gaydon site, found itself in the village and needed to turn round. In so doing it managed to pull out a significant area of fencing around a private property and uproot a road sign at the entrance to Old School Lane. This was reported to the police, receiving an incident number and the Highways department are to be informed. The driver was followed to the Gaydon site and the incident was eventually sorted out. The driver of the lorry was very upset at what had happened, however the guard on the gate at the time was very unhelpful. The Parish Council have requested that the Clerk write to Glyn Walters about this, for his information.

Cllr Tait recently met with the area surveyor. The trailer and wheelbarrow on The Bank are stored on Highways Property. He has therefore requested that the Parish Council write to the owner of the items to request removal by the end of August 2003.

If this is not done he will then take the matter further.

Cllr Tait reported recent communication from Severn Trent Water regarding the ownership of the Water tank, Broadwell. The clerk to make contact and arrange a site meeting with Cllr Tait and Cllr Rose to look at this issue.

d Hedges, trees and fences

Nothing to report

e Other Highway matters

Nothing to report

4.2 To approve any recommendations from the Working Group.

It was proposed by Cllr Giblin and seconded by Cllr Jones, that the clerk be instructed to write to Mr Simmons regarding the trailer and wheelbarrow at The Bank, Lighthorne. This was carried unanimously.

5 Lighthorne Sports Association

Paperwork regarding rating passed to the Clerk for filing.

The new surface is down in the cricket net area. A great improvement.

There is a noticeable increase in the use of the sports area at the moment.

New nets are to follow in near future.

6 Lighthorne Village Hall

The Finance Working Group recently met with the Chairman of the Village Hall.

Discussion took place about the proposals to extend the Village Hall.

Planning still to be done before anything is to be finalised.

7 Assets, Contracts and Finance

7.1 To approve the Annual Return for the year to 31 March 2003

The Annual Return was considered and the following agreed:

- **The Statement of Accounts in Section 1 was approved**
- **The Statement of Assurance in Section 2 was completed**
- **The Internal Audit Report in Section 4 was noted**
- **The chairman and the Clerk signed the Return where indicated and the Clerk was instructed to send the Return to the External Auditors, Clement Keys.**

It was proposed by Cllr Giblin that the Annual return be approved; this was seconded by Cllr Tait and carried unanimously.

The Chairman would like to record a sincere thank you to Cllr Rose and Cindy Musgrave for their hard work in presenting the Annual Return.

7.2 To receive the working Group's report on:

a. Grass cutting and litter picking

Some issues that are being followed up by Cllr Purdy

b. Play areas

It has been noted that some slats are missing from one of the benches in the play area at Lighthorne Heath. Cllr Purdy to follow this up.

c. Other matters relating to assets, contracts and finance

Some issues have arisen regarding the Leases of Land at Lighthorne Heath. Clerk to follow up with Birmingham Stamp Office.

7.4 To receive a financial statement from the Responsible Financial Officer

a. Items paid since last meeting

ABB Ltd.	1067	Street Lighting Maintenance	67.27
Lisa Benjamin**	1068	Photocopying LHH newsletter	7.85
Warwickshire County Council	1069	Design fees, landscaping LH sportsground	411.25
SLCC	1070	2x copies Governance and Accountability in Local Councils	33.98
Lighthorne PCC	1071	Donation maintenance churchyard	300.00
CGS Central Ground Services	1072	Two cuts LHH village hall-June	90.00
CGS Central Ground Services	1073	Two cuts village verges, two cuts of bund edge of sportsfield and one cut play area-June	210.00
CGS Central Ground Services	1074	Two cuts village greens- June	270.00
S. Robinson	1075	Clerk's Salary-June	128.00
C.J.Musgrave	1076	Treasurer's Salary- June	55.00
Verdant	1077	Litterpicking LHH- June	56.54
H.M. Land Registry	1078	Fee for Leases on land in LHH	120.00

** Now void. Incorrect payee. Replaced with Cheque No: 1079

b. Outstanding Bills

Payee	Cheque No.	Description	Amount £
Viv Purdy	1079	Photocopying LHH newsletter	7.85
Lighthorne Heath Village Hall	1080	Rental for Parish Council meetings	60.00
Lighthorne Village Hall	1081	Hire of hall for use as the Post Office	560.00
Verdant	1082	Litterpicking LHH-July	56.54
WALC	1083	Balance due on annual membership Subscription	22.00
Severn Trent Water	1084	Water bill for LH playing field Feb to Aug. 2003	53.52
S. Robinson	1085	Clerk's Salary- July	128.00
C.J.Musgrave	1086	Treasurer's Salary-July	55.00

c. Income since last meeting

None

d. Outstanding Income

None

7.5 To authorise the signing of orders for payment

Cllr Giblin proposed that approval be given for payment. This was seconded by Cllr Jones and carried unanimously.

8 Lighthorne Heath shop/doctor's surgery

Liaison between the shop and SWHA continues.

9 Gaydon site community liaison meeting

Minutes are available from the recent meeting for 21st July 2003.

Discussion continues regarding the plans for the skateboard park at Lighthorne Heath.

Further work is to be done on the bunding behind Edgehill Road. Top soil will be delivered. This will mean lorries going back and forth, a designated route will be required as this is very close to the housing. Local residents will be notified.

Further discussion to take place at the next meeting.

The water tower has ceased to be used now that water is going through underground pipes.

It was proposed by Cllr Giblin that the Clerk should write to Severn Trent Water to support plans to remove the tower.

This was seconded by Cllr Rigby and carried unanimously.

10 Government, other councils, council associations and local authorities

10.1 To receive any communications from such bodies

Recent communications discussed.

10.2 To receive any reports of meetings attended

No meetings attended

10.3 To approve any recommendations arising

Nothing to approve

10.4 To consider a response to the consultation paper from the ODPM on *Providing Indemnities to Relevant Authority Officers and Members*

This item was deferred to the next meeting.

10.5 To consider a response to the consultation paper from the Electoral Commission on *The Cycle of Local Government elections in England*
This item was deferred to the next meeting. To be considered with information sent out by Cllr Rigby “What’s old enough”.

10.6 To consider a response to the Countryside Agency consultation on the parish section of the draft map of registered common land and open country for west England under CRoW 2000
Discussion took place about the local area. Cllr Rigby to follow up for clarity of detail. Defer to next meeting.

10.7 Any other matters
None

11 Parish Split
Nothing new to report

12 Royal Mail’s use of Settlement Names on 4 roads in Lighthorne Heath
Nothing to report

13 Correspondence
The Clerk has received a letter from BT regarding the removal of the telephone box at Fosse way on the B4100.
BT is not prepared to replace the box and have offered suggestions of how to follow this up with other companies. Highways Department to be approached to consider an emergency phone to be placed at this site.

A letter has been received from Sir Adam Butler thanking the Parish Council for the recent grant to St. Laurence Church.

A letter has been received from Gordon Wild regarding the costing of the Village website. For the Finance working group to consider.

14 To consider any other matters which the Chair decides are urgent
A discussion took place about payment for the playground equipment that was delivered recently at Lighthorne Heath.
It was proposed by Cllr Rigby that a cheque for the full cost of the equipment would be sent to the company on installation. The remaining amount outstanding for the installation would be paid following successful completion. It was also proposed that the Clerk write to Playdale outlining this. This was seconded by Cllr Tait and carried unanimously.

15 Date and venue of next meeting.

Finance meeting to be held on Monday 1st September 2003

**The next Parish Council Meeting to be held at Lighthorne Village Hall 8pm
on Wednesday 10th September 2003.**

The meeting closed at 10.26pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in
Lighthorne Village Hall
At 8pm on 10th September 2003

Present:

Cllr Rigby (Chair)

Cllr Giblin

Cllr Jones

Cllr Tait

Cllr Purdy

Cllr Rose

S Robinson (Clerk)

Also present Cllr Booth (WCC) and 3 members of the public.

1 Administrative

1.1 Apologies:

Cllr Brewin

Cllr Higgs (SDC)

1.2 Minutes of the meeting 13th August 2003

The minutes from the meeting 13th August 2003 had been circulated.

Cllr Giblin proposed that they be signed as correct. This was seconded by Cllr Purdy and carried unanimously.

2 The meeting shall be adjourned to consider questions from the floor

Mr Reading wanted to raise some concerns about the planning application at Home Farm in Lighthorne.

He is concerned at the apparent magnitude of this proposed development. He also wanted to highlight that the drawings and documents do not appear to relate to the land accurately. He feels it is very unclear, no levels are marked.

The site plan bears no relationship to the footprint and location of existing buildings.

The case officer will be looking at the drawings and if he supports these concerns then will ask for the plans to be resubmitted.

Mr Reading also wanted to highlight that there has been a lack of consultation with some of the neighbours and feels that the immediate neighbours should have been notified individually.

Such a significant development is likely to have a great impact on the local community.

Cllr Giblin will also look into this in her role as Cllr SDC.

Mr G Thursden wanted to comment on Agenda item 12.

Mr Thursden has understood that Post code changes are planned. Mr Thursden was under the misapprehension that a discussion about changing post codes was on the agenda and he wanted to know what impact this would have on property value, insurance and any stationery produced.

He was assured by Cllr Rigby that this is NOT the issue here.

The location names were assigned incorrectly describing these 4 roads as Lighthorne, when they are in Lighthorne Heath.

A personal response has been submitted by a member of the community to the Postal Services Commission to the “code of practice consultation document”. At this stage it is not for the Parish Council to make any decisions. Any changes to Post coding is decided upon by the Royal Mail. The District Council make decisions about Location names.

The Parish Council has no issue with the post codes for the Parish.

It was made clear that the most significant issue with the difference in location names for the 4 roads in Lighthorne Heath is that delivery and emergency vehicles have arrived in Lighthorne Village when they needed to be in Lighthorne Heath. In the case of emergency vehicles this is of great importance, valuable time could be lost by attendance at the wrong location.

Mr Thursden offered his help if any survey was required at any point.

3 Planning

3.1 To receive the Working Group’s report on:
a Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
03/01867/FUL	Single storey front porch and lobby extension, proposed rear dining room and porch extension. 13 Cromwell Place	Mr and Mrs L S McPhee	None	Permitted with conditions
03/01934/TREE	Various actions to 10 trees, including felling 2. Antelope Inn.	Mr A Edgcombe	None	Awaited
03/02319/TPO	Silver birch - remove deadwood and thin crown by 40%. 6 Stonebridge Road.	Graham Higgin	None	Awaited

Reference	Title	Applicant	Represent'n	Decision
03/02393/TREE	Fell line of Leyland cypress. St Laurence Church.	Lighthorne PCC	Support	Awaited
03/02424/TREE	T1 Maple - reduce height and crown by 2m, remove 2 lowest limbs. T2 Conifer - reduce height and trim side growth to clear telephone lines. 3 Mountford Rise.	Mr Swinbourne	Query appl'n & request officer visit*	Awaited
03/02462/TREE	Fell one Willow. Stepping Stones, Church Lane.	J H O Pearce	Request officer visit*	Awaited
03/02662/TREE	Willow - reduce crown by 50%. Pound Green, Old School Lane.	Mr J Cole	None#	Awaited
03/02673/FUL	Agricultural building for general purpose storage of winter feed and lambing in winter and spring. Home Farm, Old School Lane.	David Tompkins	Site visit following consultation with officer#	Awaited

(*) = submitted since previous meeting under SO 96.

(#) = agreed at this meeting.

b Planning meetings or inquiries attended

None

c District, county, regional or national plans

District Plan. Cllr Rose has looked at the revised draft plan. The Parish Council have made observations and are proposing further comments.

Discussion took place about the current statement.

It was felt that the summary should leave open the areas on Housing, Gaydon Site, the M40 corridor, rural buildings and larger affordable housing.

Com 1,2,3 leave in the request for additional wording for future reference.

d Parish Appraisals and plans, Village Design Statements

The work on this is still ongoing.

e The supply of Gas to Lighthorne and Lighthorne Heath

The Clerk has written to Glyn Walters at Land Rover to request information about the third party involved in laying the pipeline. No response at present.

Cllr Giblin to make contact with Mr Walters.

f Other planning matters

3.2 To approve any actions already taken as a result of Standing Order 96

03/02462/TREE Arbiculture expert to complete site visit.

This action was proposed by Cllr Tait and seconded by Cllr Purdy. This was carried unanimously.

3.3 To approve any other recommendations from the Working Group

03/2662/TREE no representation

03/2673/FUL consult with the planning office for more clarity and then organise a site visit.

This action was proposed by Cllr Tait, Seconded by Cllr Rose and carried unanimously.

Cllr Giblin that the District plan proposals be accepted. This was seconded by Cllr Tait and carried unanimously.

4 Highways

4.1 To receive the Working Group's report on:

a Footpaths and bridleways

The issues with grass cutting are being sorted out.

Cllr Purdy is to pass information to the Clerk to enable a letter to go out to Bob Green (SDC)

A litter bin would be welcomed outside the school at Lighthorne Heath. A new bin to be ordered.

It has been reported that the wood has split on the gate at Lighthorne Heath Sports Ground, difficulties with security. Cllr Purdy investigating new security. Feedback required to the Finance Working Group on this.

Severn Trent Water have visited the Broadwell today. The meeting was very positive. Trevor Lane was very helpful and will be feeding back proposals. A very thorough check is to be done.

Trailer and wheel barrow on the Bank have not been removed despite a letter requesting this. The matter will now be followed by the Highways department.

b Signs

Cllr Tait reports that the wooden bollard in Post Office Lane is to be put up within the next two weeks.

c Roads, drains and gullies

The Area surveyor has had a look at the new road surface in Church lane it is already breaking up. Also to look at adoption issues.

d Hedges, trees and fences

Cllr Giblin reports that Jez Romano has been out to look at the Chestnut trees in Gifford Road. A Forester is to do a site visit. Feedback when available.

e Other highway matters

Nothing further to report

4.2 To approve any recommendations from the Working Group

It was proposed by Cllr Purdy that the Clerk write to Bob Green regarding various issues and that a litter bin no more than £250.00 be ordered, to be placed outside the school at Lighthorne Heath.

This was seconded by Cllr Jones and carried unanimously.

5 Lighthorne Sports Association

Work is progressing. Some unauthorised loads of bricks and tarmac have been left. New gates have been identified to improve security. The next meeting is on 22nd September 2003

6 Lighthorne Village Hall

Plans and grant applications are ongoing at present.

7 Assets, contracts and Finance

7.1 To receive the Working Group's report on:

a Grass cutting & litterpicking

Reports of improvement of the litter picking on the C 96 have been received. The school Governors are to be asked for raised awareness of the litter problem. Cllr Booth(WCC) to follow this up.

b Play areas

The new play equipment has just been constructed at Lighthorne Heath. Cllr Brewin to be informed of this.

Cllr Purdy informed the meeting that the youth shelter should be here within the next week or so.

Following some difficulties with the processing of the leases of Land at Lighthorne Heath the papers are currently with the Birmingham stamp office and will be resubmitted to Land Registry at no further cost.

c Other matters relating to assets, contracts and finance
Nothing further to report.

7.2 To approve any recommendations from the Working Group
It was proposed by Cllr Giblin that approval for payment for the installation of the play equipment be given when the invoice is received from Playdale. Under Standing Order 54b payment of 80% cost of the equipment was made prior to this meeting. This was seconded by Cllr Jones and carried unanimously.

7.3 To receive a financial statement from the Responsible Financial Officer

a Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Viv Purdy	1079	Photocopying LHH newsletter	7.85
Lighthorne Heath Village Hall	1080	Rental for Parish Council meetings	60.00
Lighthorne Village Hall	1081	Hire of hall for use as the Post Office	560.00
Verdant	1082	Litterpicking LHH – July	56.54
WALC	1083	Balance due on annual membership subscription	22.00
Severn Trent Water	1084	Water bill for LH Playing Field – Feb to Aug. 2003	53.52
S. Robinson	1085	Clerk's Salary – July	128.00
C. J. Musgrave	1086	Treasurer's Salary – July	55.00

b Outstanding Bills

Payee	Cheque No.	Description	Amount £
Playdale Playgrounds Ltd.	1087	80% cost of purchasing equipment for playground at Lighthorne Heath	5,355.19
Powergen	1088	Electricity bill for LH Sports Association	31.25
CGS Central Ground Services	1089	One cut LHH village hall for July, two cuts LHH village hall – August	135.00
CGS Central Ground Services	1090	One cut village verges for July, one cut village verges for August	130.00
CGS Central Ground Services	1091	One cut village greens for July, one cut village greens for August	270.00

Payee	Cheque No.	Description	Amount £
Playdale Playgrounds Ltd.	1092	Balance of payment for equipment for LHH playground	1,338.80
S. Robinson	1093	Clerk's Salary – August	128.00
C. J. Musgrave	1094	Treasurer's Salary - August	55.00
Verdant	1095	Litterpicking - August	56.54
ABB Ltd.	1096	Maintenance quarter 30/09/03	67.27
Playdale Playgrounds Ltd.	1097	Installation play equipment LHH	1,455.83

c Income since the last meeting

None

d Outstanding Income

None

7.4 To authorise the signing of orders for payment

Cllr Giblin proposed that approval be given for payment, this was seconded by Cllr Jones and carried unanimously.

8 Lighthorne Heath shop/ doctor's surgery
Consultation with SWHA continues.

9 Gaydon Liaison meeting

Next meeting is on 6th October 2003.

10 Government, other councils, council associations and local authorities

10.1 To receive any communications from such bodies
Nothing to report.

10.2 To receive any reports of meetings attended
Nothing to report

10.3 To approve any recommendations arising
Nothing to approve.

10.4 To consider a response to the consultation paper from the ODPM on *Providing Indemnities to Relevant Authority Officers and Members*
Cllr Rose has considered this consultation paper and made proposals. Discussion took place. **Cllr Rigby proposed that the Council accept the proposals made; this was seconded by Cllr Giblin and carried unanimously.**

Cllr Rose was thanked for his work on this.

10.5 To consider a response to the consultation papers from the Electoral Commission on *The cycle of local government elections in England* and *The minimum age of voting and candidacy in UK elections*
Cllr Rigby to prepare proposals for discussion at the next meeting.

10.6 To consider a response to the Countryside Agency consultation on the draft map for west England under CRow 2000
Cllr Rigby to consider a response to this.

It was proposed by Cllr Giblin that Cllr Rigby's offer of considering this and responding be accepted by the Council. This was seconded by Cllr Tait and carried unanimously.

10.7 Any other matters

Cllr Tait commented on information received about photographic work taking place on listed buildings. She will be following this up privately.

11 Parish Split

Nothing further to report on the Parish Split at this time.

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

Nothing further to report. (Also see item 2)

13 Correspondence

Correspondence received was circulated to the Councillors.

Due to other commitments Sandra Robinson is stepping down as Clerk.

Interest has been shown in the vacancy. Cllr Rigby is following this up.

Cllr Rigby wanted to thank Sandra for her work over the months. This was seconded by Cllr Tait and carried unanimously.

14 To consider any other matters which the Chair decides are urgent

Nothing to consider

15 Date and Venue of the next meeting

The next Finance working Group Meeting is at 8pm on Monday 6th October 2003

The next Parish Council meeting is at 8pm on Wednesday 8th October 2003 at Lighthorne Heath Village Hall.

The meeting closed at 10.25pm

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in
Lighthorne Heath Village Hall
at 8pm on 8th October 2003

Present:

Cllr Rigby (Chair)
Cllr Tait

Cllr Giblin
Cllr Purdy

Cllr Rose
A Tait (Clerk)

Also present Cllr Booth (WCC) and 2 members of the public.

1 Administrative

1.1 Apologies:

Cllr Jones Cllr Higgs (SDC)

1.2 Minutes of the meeting 10th September 2003

The minutes having been circulated, when a version not labelled as DRAFT was available

Cllr Giblin proposed that the minutes of the 10th September 2003 meeting be signed as correct. This was seconded by Cllr Purdy and carried unanimously

1.3 To appoint a Clerk

The Chairman stated that only one applicant had responded to the advertisement for a new Clerk, but that he was pleased to say that their CV was excellent. The person concerned, Alex Tait, was the daughter of Cllr Tait and both had written to him to declare their relationship.

Cllr Rigby proposed that Alex Tait be appointed to the post of Clerk. This was seconded by Cllr Giblin and carried unanimously. (Cllr Tait having withdrawn.)

Alex Tait joined Councilors at the table and signed a Declaration of Acceptance of Office which was countersigned by the Chairman.

2 The meeting shall be adjourned to consider questions from the floor.

Mr G Thursden wanted to comment on Agenda item 12. He wished it to be noted in the minutes that he had no part to play in the recent article published in the Courier Newspaper published 3rd October 2003.

He felt that if the postcode were changed this would be detrimental on a number of issues. A survey was produced from 46 local residents who live on the four

roads concerned at Lighthorne Heath. This was accepted by Cllr Giblin with thanks and discussed. Other issues discussed were the affect on insurance and emergency services.

Cllr Rigby emphasised that the Parish Council had no issue with the postcodes for the Parish. It was Parish Councils main concern that due to the incorrect labelling, describing these four roads at Lighthorne Heath as being in Lighthorne Village, this would have a detrimental affect for emergency services and deliveries. This was their main concern, which they wished to rectify.

Cllr Rigby stated that the Council would continue to try to change the error in the settlement names, which will need to be done through Postcom. Royal Mail will only change settlement names if agreed by this organisation.

3 Planning

3.1 To receive the Working Group's report on:
a Planning correspondence received

Reference	Title	Applicant	Represent'n	Decision
03/01934/TREE	Various actions to 10 trees, including felling 2. Antelope Inn.	Mr A Edgecombe	None	Consent
03/02319/TPO WITHDRAWN	Silver birch—remove deadwood and thin crown by 40%. 6 Stonebridge Road.	Graham Higgin	None	Awaited
03/02393/TREE	Fell line of Leyland cypress. St Laurence Church.	Lighthorne PCC	Support	Consent
03/02424/TREE WITHDRAWN	T1 Maple—reduce height and crown by 2m, remove 2 lowest limbs. T2 Conifer—reduce height and trim side growth to clear telephone lines. 3 Mountford Rise.	Mr Swinbourne	Query appl'n & request officer visit	Awaited
03/02462/TREE	Fell one Willow. Stepping Stones, Church Lane.	J H O Pearce	Request officer visit	Consent
03/02662/TREE	Willow - reduce crown by 50%. Pound Green, Old School Lane.	Mr J Cole	None	Awaited

Reference	Title	Applicant	Represent'n	Decision
03/02673/FUL Expected to be withdrawn	Agricultural building for storage of winter feed and lambing in winter and spring. Home Farm, Old School Lane.	David Tompkins	TBD	Awaited
03/02865/AGNOT	One single storey steel framed agricultural barn, Lighthorne Herbs Ltd.	Mr N Turner	None*	Awaited
03/02898/FUL	Proposed extension to Gaydon Design and Engineering Centre (Renewal of S97/1482)	Land Rover Group	TBD	Awaited

* Submitted since previous meeting under SO96

Additional planning application information:

03/02673/FUL - It is understood that due to a requirement from the Planning Authority, they have requested a re-submission of the application. Cllr Rigby proposed that Cllr Tait should contact the appropriate case officer to request that the Parish Council be kept informed of any further application.

0302898/FUL - The Parish Council agreed that it would make no representation regarding the extension to the building; however it did wish to state its concern regarding the pressure on traffic.

b Planning meetings or inquiries attended

None

c District, county, regional or national plans

Regional plan: Cllr Rose stated that small villages in South Warwickshire were not specifically referred to in the plan, the concentration being on larger conurbations in the region.

d Parish Appraisals and plans, Village Design Statements

Cllr Giblin reported that she and Cllr Booth were continuing to work on the data.

e The supply of Gas to Lighthorne and Lighthorne Heath

The Clerk has received information from Glyn Walters at Land Rover and now has a reference number regarding on-going work, which can be used in future correspondence.

f Other planning matters

None

3.2 To approve any actions already taken as a result of Standing Order 96.

03/02865/AGNOT

This application was approved.

3.3 To approve any other recommendations from the Working Group.

03/02673/FUL

No representation.

This action was proposed by Cllr Tait and seconded by Cllr Rose and carried unanimously.

03/02878/FUL

No representation regarding the extension to the building. Comment made on possible additional pressure on traffic.

This action was proposed by Cllr Rose and seconded by Cllr Purdy and carried unanimously.

4 Highways

4.1 To receive the Working Group's report on:

a Footpaths and bridleways

A litter bin outside the school at Lighthorne Heath would be ordered up to the value of £250.

Cllr Purdy was asked to purchase a suitable chain and padlock for the gate at Lighthorne Heath Sports ground.

Cllr Purdy reported that the ash path had been cleared. Cllr Giblin asked whether this had included the area up to the B4100. Cllr Purdy would investigate this.

Cllr Tait had met with the area works manager Trevor Lane of Severn Trent on the 1st October 2003. He agreed that a thorough investigation of the tank at the Broadwell would take place shortly. Although no decision had yet been taken in regard to ownership, he did agree to deal with any problems, either through his organisation, or by the Parish Council contacting a private company and forwarding the invoice to Severn Trent.

Cllr Rose, following a meeting with Mr. Romano, reported that parking on the verge on The Bank in Lighthorne at the rear of Chestnut Cottage, could not be stopped. However, the Highways Department would be serving an enforcement notice for the removal of the trailer and wheelbarrow parked on the bank. This is as a result of non-compliance of a request from the Parish Council by the local resident. Mr. Romano also agreed to advise the resident of Chestnut Cottage regarding her concern over the potential damage to her boundary from parked vehicles.

b Signs

Cllr Tait reported that a wooden bollard had been erected in Post Office Lane to the satisfaction of the resident concerned.

c Roads, drains and gullies

Cllr Tait reported that Severn Trent are still working on the broken water pipe. The blocked culvert in Moreton Morrell Lane would be cleared.

Cllr Rose reported that the lights had been replaced in Old School Lane and Verney Close. However, the broken shade in Church Lane has yet to be replaced.

Cllr Tait stated she had been contacted by several residents, concerning the speed of traffic through Lighthorne. It was agreed that Cllr Tait should seek further information on speed reduction campaigns. Cllr. Booth informed the meeting that a mobile speed indicator was available and he would contact Cllr. Tait with further information. Cllr Rose commented that this was a particular issue after 4pm due to the Land Rover traffic.

d Hedges, trees and fences

Nothing to report.

e Other highway matters

Nothing further to report.

4.2 To approve any recommendations from the Working Group

It was proposed by Cllr Tait that she obtains further information regarding speed reduction campaigns. This was seconded by Cllr Rigby and carried unanimously.

5 Lighthorne Village Hall

The Village Hall Committee is making a grant application for improvements to the building. They aim to raise £60 000, £2 000 of which is coming from the Lighthorne Village Hall Management Committee's own resources. The Parish Council has been approached for a financial donation. At the Finance Working Group who met on Monday 6th October 2003, a donation of £500 was proposed.

Cllr Rose proposed making a donation of £500 to Lighthorne Village Hall. This was seconded by Cllr Tait and carried unanimously.

6 Lighthorne Sports Association

The metal gate has now been installed at the entrance to the Sports Club. A significant amount of top-soil has been delivered to the area ready for planting. Cllr Rose stated that the planting proposal looked encouraging, and there would be a more detailed plan to come. Planting would take place in two stages:

1. December – planting hedges.
2. January – planting around club house.

Volunteers would be needed at this time.

7 Assets, contracts and Finance

7.1 To receive the Working Group's report on:

a Grass cutting & litter picking

An October cut would take place with special attention to Lighthorne Village Hall and surrounding area.

b Play areas

Cllr Rose requested that Cllr Purdy check ownership of the play equipment and youth shelter to ensure that all equipment was covered by insurance and maintained. Cllr Purdy will contact SDC regarding these matters. If not owned by SDC, the Parish Council or Lighthorne Heath Village Hall, they will include these items on their insurance.

c Other matters relating to assets, contracts and finance

Cllr Rose requested that the Clerk forward the year-end finance report from the Auditors as soon as possible on receipt. This would allow any issues arising to be dealt with promptly.

7.2 To approve any recommendations from the Working Group
None.

7.3 To receive a financial statement from the Responsible Financial Officer

a Items Paid since last Meeting

Payee	Cheque No.	Description	Amount £
Playdale Playgrounds Ltd.	1087	80% cost of purchasing equipment for playground at Lighthorne Heath	5,355.19
Powergen	1088	Electricity bill for LH Sports Association	31.25
CGS Central Ground Services	1089	One cut LHH village hall for July, two cuts LHH village hall – August	135.00
CGS Central Ground Services	1090	One cut village verges for July, and one cut village verges for August	130.00
CGS Central Ground Services	1091	One cut village greens for July, and one cut village greens for August	270.00
Playdale Playgrounds Ltd.	1092	Balance of payment for equipment for LHH playground	1,338.80
S. Robinson	1093	Clerk's Salary – August	128.00
C. J. Musgrave	1094	Treasurer's Salary – August	55.00
Verdant	1095	Litter picking - August	56.54
ABB Ltd.	1096	Maintenance quarter 30/09/03	67.27
Playdale Playgrounds Ltd.	1097	Installation play equipment LHH	1,455.83

b Outstanding Bills

Payee	Cheque No.	Description	Amount £
Verdant	1098	Litter picking LHH – September 2003	56.54
CGS Central Ground Services	1099	One cut village greens and one cut of verges for September 2003	200.00

CGS Central Ground Services	1100	One cut LHH village hall for September 2003	45.00
S. Robinson	1101	Clerk's Salary – September	128.00
C. J. Musgrave	1102	Treasurer's Salary - September	55.00
Gordon Wild	1103	Grant towards Lighthorne website	50.00
Lighthorne Village Hall	1104	Grant towards refurbishment of hall	500.00
Ron Annetts	1105	Supply gate and posts for LH Playing Fields Entrance.	118.67

c Income since the last meeting
None.

d Outstanding Income
None.

7.4 To authorise the signing of orders for payment

Cllr Rigby proposed that approval be given for payment, this was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop/ doctor's surgery

Consultation with SWHA continues.

9 Gaydon Liaison meeting

Cllr Giblin voiced concerns regarding the chimneys with Mr. Grindley. He agreed that these chimneys were ugly, and would be changed. He would liaise with the resident who raised the matter.

The roundabout at Gaydon is due for completion in December in order that full production may start in the New Year.

Cllr Giblin reported that 25 places for use of the Sports Centre would be made available to residents of Lighthorne, Lighthorne Heath, Chesterton, and Gaydon on a first come, first serve basis. The advertisement for these places will be published shortly.

It was reported by Cllr Giblin that the water tower would be coming down.

The next meeting is on 26th January 2004.

10 Government, other councils, council associations and local authorities

10.1 To receive any communications from such bodies
None.

10.2 To receive any reports of meetings attended
None.

10.3 To approve any recommendations arising
None.

10.4 Any other matters
Nothing was raised.

11 Parish Split

Nothing to report.

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

Discussed under item 2.

13 Correspondence

Nothing was raised.

14 To consider any other matters which the Chair decides are urgent

A brief discussion took place regarding new ward boundaries as proposed by the Boundaries Commission. Cllr Booth stated that the consultation period would end 20th October 2003. The Clerk was asked to write to the Boundaries Commission stating that the Council were generally satisfied with the proposal but wish to raise their concern over the unwieldy nature of Ward 33. The Council wished it to be noted that should Ward 33 be re-drawn they should be further consulted.

Cllr Rigby proposed that the Clerk write to the Boundaries Commission stating their views before the end of the consultation period on 20th October 2003. This was seconded by Cllr Giblin and carried unanimously.

15 Date and Venue of the next meeting

12th November 2003 in Lighthorne Village Hall.

The meeting closed at 10.35pm.

LIGHTHORNE PARISH COUNCIL

Minutes of the meeting held in Lighthorne Village Hall at 8pm on 12th November 2003.

Present:

Cllr Rigby (Chair) Cllr Giblin Cllr Rose
Cllr Tait Cllr Purdy Cllr Jones
A Tait (Clerk)

Also present Cllr Booth (WCC) and three members of the public.

1 Administrative

1.1 Apologies

Cllr Brewin Cllr Higgs

1.2 Minutes of the meeting of 8th October 2003

The minutes having been circulated, Cllr Rigby corrected one spelling mistake in the minutes.

Cllr Giblin proposed that the minutes of the 8th October 2003 meeting be signed as correct. This was seconded by Cllr Tait and carried unanimously.

2. The meeting shall be adjourned to consider questions from the floor

Cllr Rigby welcomed PC Cuthbertson to the meeting. The new community police officer stated that he was anxious to maintain a high profile within the communities. He would try to attend Lighthorne Parish Council meetings as regularly as possible, work load permitting. PC Cuthbertson was keen to make public appearances at large events such as the church fete, to meet the community. In relation to the recent criminal incident at the Post Office at Lighthorne Village Hall, he will speak to Lighthorne Village Hall Management Committee separately in relation to various issues such as security. He was also in contact with Mrs Wilde who runs the Neighbourhood Watch scheme.

The Chairman thanked PC Cuthbertson for attending and PC Cuthbertson then left the meeting.

Mr Wright from the Lighthorne Village Hall Management Committee wished to thank the Councillors for their support in relation to the grant application.

3. Planning

3.1 To receive the Working Group's report on:

a.) Planning correspondence received.

Reference	Title	Applicant	Represent'n	Decision
03/02662/TREE	Willow - reduce crown by 50%. Pound Green, Old School Lane.	Mr J Cole	None	Approved
03/02673/FUL Expected to be withdrawn	Agricultural building for storage of winter feed and lambing in winter and spring. Home Farm, Old School Lane.	David Tompkins	TBD	Awaited
03/02865/AGNOT	One single storey steel framed agricultural barn, Lighthorne Herbs Ltd.	Mr N Turner	None	Approved
03/02898/FUL	Proposed extension to Gaydon Design and Engineering Centre (Renewal of S97/1482).	Land Rover Group	Traffic concern	Awaited
03/03088/TR EE	T1: Apple - fell. T2: Willow - fell. T3: Apple - remove deadwood. T4, T5, T6, T7, T8: 5no Goat Willow – fell at The Old School House Old School Lane	H A Rose	None*	Awaited
03/03135/FUL	Building 537 Test bed facilities at Gaydon Test Centre	Land Rover Group	Impact on traffic*	Awaited
03/03336/TR EE	Fell one Eucalyptus at Pleasant View, The Bank	Matthew Fitzpatrick	Officer guidance#	Awaited

(*) = submitted since previous meeting under SO 96.

(#) = agreed at this meeting.

Please note that, as from 1st September 2003, all planning applications will be transferred to their respective Area Office.

Dassett Area Applications will be held at the Southam Area Office at The Grange, Coventry Road, Southam CV47 1QB. Tel No: 01926 812881. Opening Hours: Mon-Fri 9am-5pm.

Any persons wishing to make representations about any application may do so in writing to the Head of Regulatory Services at Environmental Services Department, Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon CV37 6HX.

Decisions received:

03/02662/TREE

Reduce growth of Pound Green

This has been approved.

03/02865/AGNOT

Single storey steel framed agricultural barn at Lighthorne Herbs.

Approved.

03/02673/FUL

Home Farm, Lighthorne Village

Cllr Tait contacted the case officer and has asked to be kept informed of developments.

b.) Planning meetings or inquiries attended

None

c.) District, county, regional or national plans

District Local Plan

New Housing Provision – Response to Inspectors Questions.

Cllr Rose reported that he would be attending a meeting to respond to these questions and will comment on three questions as follows:

Q.1 What number of dwellings should the plan allow for and how do the objectors want this policy to be modified.

Response – We do not challenge the overall number of dwellings included in the Plan. Our issue is with the proposed development to be allowed in Local Centre Villages. The Revised Deposit Draft of the Plan is not specific on what is to be allowed in the 22 Local centre Villages. We are concerned that this may lead the door open for proposals for substantial development in one of the villages. Our recommendation is that a specific level of allowable housing in the 22 Local Centre Villages be restored in line with the Deposit Draft.

Q.2 Should any allowance be made for the unavailability of committed sites or allocations in the Local Plan, or for them failing to yield as many dwellings as expected?

We are not qualified to comment on the introduction of specific new sites to meet any shortfall. The overall Strategy for the location of new housing as set out in Policy STR1 is coherent, and supported by us.

Q.3 If the Inspector concludes that additional or alternative sites should be allocated for residential development, what are the criteria against which they should be assessed?

A choice of further sites must follow Policy STR1 in Section 2.3 settlement hierarchy. The main concern is to ensure no major schemes are introduced in one of the Local Centre Villages greater than the level justified by local needs.

d.) Parish Appraisals and Plans, Village Design Statements

Cllr Giblin reported that work was continuing on data analysis. She thanked Cllr Booth and Cllr Jones for their assistance.

e.) The supply of gas to Lighthorne and Lighthorne Heath.

The Clerk reported that the contact at Transco had been e:mailed stating that the Parish Council was keen to assist in the distribution and collection of any questionnaires as interest in the parish was considerable. An update on the current situation was requested.

f.) Other planning matters.

None.

3.2 To approve any actions already taken as a result of Standing Order '96.

03/03058

No representation made.

Cllr Rose declared a personal interest in the matter. There was no discussion so he did not leave the room, but he was excluded from voting.

The action was proposed by Cllr Purdy. Cllr Rigby seconded the proposal and it was carried unanimously.

3.3 To approve any other recommendations from the Working Group.

03/03336.

Recommendation that the case officer should attend for a site visit, however no objections made.

The action was proposed by Cllr Tait. It was seconded by Cllr Jones and carried unanimously.

4. Highways

4.1 To receive the Working Group's report on:

a.) Footpaths and bridleways

Cllr Purdy reported that she had purchased the chain for the gate at Lighthorne Heath Sports Field, as agreed last month.

b.) Signs

None.

c.) Road, drains and gullies

Cllr Tait report on the on-going problem of the water leak in Lighthorne Village near Mountford Rise. The problem had continued for six weeks and Severn Trent had admitted that this was unacceptable. Cllr Tait proposed that a letter should be written to the Chief Executive of Severn Trent regarding the unacceptable service.

Cllr Giblin proposed that the Clerk write to Severn Trent stating that the pipe needs to be fixed as it is unacceptable in its present state.

The action was proposed by Cllr Giblin. Cllr Rose seconded this action and it was carried unanimously.

Cllr Tait reported that the tank at the Broadwell in Lighthorne Village had been drained and inspected. The issue of ownership is still in discussion with Severn Trent's legal team, however they have placed the tank on their list of assets. Cllr Tait reported that she had asked Trevor Lane (Severn Trent Works Manager) to place in writing that Severn Trent would take responsibility for the maintenance and upkeep of the tank. An e:mail was handed to the Clerk from Trevor Lane indicating Severn Trent's willingness to deal with any problems.

Cllr Tait reported that Severn Trent had cleared the blocked culvert in Moreton Morrell Lane.

d.) Hedges, trees and fences

None

e.) Other highways matters

Cllr Tait reported that a mobile speed indicator (SID) was used in Lighthorne Village between 17th October to 20th October 2003, due to continued concern over the speed of cars through the village. She circulated the results of this survey:

TRAFFIC SURVEY LIGHTHORNE VILLAGE

Using SID 17th October –20th October 2003

Date/Time	Direction	Total number of vehicles	Above 30mph	Above 35 mph	Above 40 mph
17/10 3.40- 5.25pm	From B4100	78	15	30	21
18/10 12.00- 2.00pm	From B4100	90	21	30	8
19/10 12.00- 1.00pm	To B4100	33	2	8	1
20/10 7.00- 9.00am	To B4100	90	38	18	4
Number over speed limit		291	76	86	34
% over speed limit			26.1%	29.5%	11.7%

Total number of vehicles recorded= 291
% traffic over the speed limit = 67.3%

Recorders: P Amis, J Boom, R Douglas, P Tait, J Tait

The meeting discussed a proposal from Mr. R Douglas regarding a road re-alignment.

Cllr Booth proposed that the Parish Council should write to the Highways Authority reporting the results of their survey and suggestions for the road re-alignment.

The action was proposed by Cllr Rose. It was seconded by Cllr Jones and carried unanimously.

Cllr Tait stated that the Clerk should write to formally thank those who had helped with the survey, and that they be formally thanked in the minutes.

This action was proposed by Cllr Tait. It was seconded by Cllr Rigby and was carried unanimously.

Cllr Tait wished to thank Cllr Booth for suggesting the Mobile Speed Indicator and aiding the Parish Council borrowing the item.

Cllr Purdy reported that sub-contractors for Land Rover and Aston Martin are parking their lorries overnight on Marston Avenue at Lighthorne Heath. Cllr Purdy proposed that the Clerk write to Land Rover and Aston Martin asking them to inform the sub-contractors not to park in this area.

This action was proposed by Cllr Rose. It was seconded by Cllr Giblin and carried unanimously.

Cllr Giblin stated that she would e:mail Mr. Glyn Walters from Land Rover in connection with this matter.

4.2 To approve any other recommendations form the Working Group.

None.

5. Lighthorne Sports Association

Cllr Rose reported that the earth had been flattened, and the trees had been ordered. The 6th and 7th December 2003 are the proposed planting days.

6. Lighthorne Village Hall

The grant application for potential development of Lighthorne Village Hall is going before the Dasset Area Community Committee next Tuesday for discussion.

P C Cuthbertson would discuss the recent burglary at The Post Office with the Lighthorne Village Hall Committee.

7. Assets, contracts and Finance

7.1 To receive the Working Group's report on:

a.) Grass cutting & litter picking

None

b.) Play areas

Cllr Rose asked whether any further information in relation to the insurance issue for the play equipment had been gained. Cllr Purdy stated that the play equipment at Lighthorne Heath was now included on the Village Hall insurance.

A discussion followed concerning insurance issues regarding the Youth Shelter at Lighthorne Heath. Cllr Rose pointed out that the Parish Council does not have a valuation for insurance purposes and ownership needs to be clarified. Cllr Purdy agreed to investigate this, and would contact Mr. David Wright (SDC) regarding adoption.

Cllr Purdy had been in touch with RoSPA regarding plans for a BMX track, which could be forwarded to Land Rover. Cllr Rigby stated that Land Rover may have concerns over liability issues and would want a competent design consultant to draw up plans. Following a discussion regarding ownership and insurance Cllr Giblin stated that a proper scheme was needed in order to avoid vulnerability. It was agreed that this would be discussed further at a later meeting when information from RoSPA had been received.

c.) Other matters relating to assets, contracts and finance.

Cllr Rose stated that a clear audit had been received from the Auditors.

Cllr Rigby proposed a formal vote of thanks to Cllr Rose and Cindy Musgrave for their help with the Audit.

This action was proposed by Cllr Rigby. It was seconded by Cllr Giblin and carried unanimously.

7.2 To approve any recommendations from the Working Group.

None

7.3 To receive a financial statement from the Responsible Financial Officer

a. Items Paid since last meeting

Payee	Cheque No.	Description	Amount £
Verdant	1098	Litterpicking LHH – September 2003	56.54
CGS Central Ground Services	1099	One cut village greens and one cut of verges for September 2003	200.00
CGS Central Ground Services	1100	One cut LHH village hall for September 2003	45.00
S. Robinson	1101	Clerk's salary - September	128.00
C.J.Musgrave	1102	Treasurer's Salary – September	55.00
Gordon Wilde	1103	Grant towards Lighthorne website	50.00
Lighthorne Village Hall	1104	Grant towards refurbishment of hall	500.00
Ron Annetts	1105	Supply gate and posts for LH Playing Fields Entrance	118.67

b. Outstanding Bills

Payee	Cheque No.	Description	Amount £
Viv Purdy	1106	Purchase of chain for gate	19.99
D W Humphries	1107	52 weeks cleaning Lighthorne Bus Shelter	130.00
Verdant	1108	Litterpicking LHH – October 2003	56.54
S Robinson	1109	Retiring Clerk's Final Salary + back pay	96.50
A Tait	1110	Clerk's Salary – October 2003	133.00
A Tait	1111	Clerk's Expenses – October 2003	19.83
C J Musgrave	1112	Treasurer's Salary - October	69.00
C J Musgrave	1113	Treasurer's Expenses - October	23.95
Powergen	1114	Electricity – Lighthorne Sports Association	24.85

c.) Income Since Last Meeting

Item	Amount £
Percept for half year	5,500.00

d.) Outstanding Income

Item	Amount £

7.4 To authorise the signing of orders for payment

The action was proposed by Cllr Rose. It was seconded by Cllr Giblin and carried unanimously.

8 Lighthorne Heath shop / doctor's surgery

Consultation with SWHA continues at a slow pace. Cllr Rigby stated that it would be beneficial to set up a meeting with SWHA, but should speak to SDC beforehand. Cllr Giblin agreed to contact David Nash from SDC to set up a meeting. Cllr Rigby will attend this meeting with Cllr Giblin. A meeting will be organised after this with SWHA.

9. Gaydon Liaison Meeting

Nothing to report.

10 Government, other councils, council associations and local authorities.

10.1 To receive any communications from such bodies.

Cllr Rigby handed to Cllr Rose two documents relating to the Local Development Framework for his information.

Cllr Rigby stated that a letter had been received from Wellesbourne Parish Council Sports Centre thanking the Council for their support.

Cllr Giblin proposed that a questionnaire be sent for from the Community Transport Strategy (WCC). The Clerk stated that she had already requested two copies on 10th November 2003.

10.2 To receive any reports of meetings attended

None.

10.3 To approve any recommendations arising

None.

10.4 Any other matters

None.

11. Parish Council Split.

The Parish Council has heard nothing from ODPM (Office of the Deputy Prime Minister), and should have heard in the middle of November. Cllr Giblin would investigate the situation at SDC.

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

Cllr Booth and Cllr Giblin stated that the issue seems to have brought less public attention this month than previous months.

13. Correspondence

Nothing was raised.

14. To consider any other matters which the Chair decides are urgent

None

15. Date and Venue of the next meeting.

Wednesday 10th December 2003 at Lighthorne Heath Village Hall.

The meeting finished at 9.50pm.

LIGHTHORNE PARISH COUNCIL

Please note

**The meeting which was planned to be held
in Lighthorne Heath Village Hall
at 8pm on 10th December 2003
was not quorate and was abandoned.**

**The business which would have been
transacted at that meeting was held over
until the next planned meeting
in Lighthorne Village Hall
at 8pm on 14th January 2004.**