

# LIGHTHORNE PARISH COUNCIL

## **Minutes of the meeting held in Lighthorne Village Hall at 8pm on 14<sup>th</sup> January 2004.**

Present:

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

Also present Cllr Booth (WCC) and a resident of Lighthorne.

### **1 Administrative**

#### **1.1 Apologies**

Cllr Brewin Cllr Higgs

#### **1.2 Minutes of the meeting of 12<sup>th</sup> November 2003.**

The minutes were circulated from the 12<sup>th</sup> November 2003 meeting. No minutes were produced from December as the meeting was cancelled due to being non-quorate.

**Cllr Rose proposed that the minutes of the 12<sup>th</sup> November 2003 meeting 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**

A representative from Lighthorne wished to bring to the Parish Council's attention various issues around the village, which he felt needed closer attention. He produced a handout for the 'Councillors' information, which was gratefully received.

The representative thanked the Parish Council for their time and left the meeting.

### 3. Planning

Reference	Title	Applicant	Represent'n	Decision
<del>03/02673/FUL</del> <b>Withdrawn?</b>	<del>Agricultural building for storage of winter feed and lambing in winter and spring. Home Farm, Old School Lane.</del>	David Tompkins	TBD	Awaited
03/02898/FUL	Proposed extension to Gaydon Design and Engineering Centre (Renewal of S97/1482).	Land Rover Group	Traffic concern	Permitted with cond's
03/03088/TREE	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	Approved
03/03135/FUL	Building 537 Test bed facilities at Gaydon Test Centre	Land Rover Group	Impact on traffic	Permitted with cond's
03/03336/TREE	Fell one Eucalyptus at Pleasant View, The Bank	Matthew Fitzpatrick	Officer guidance	Approved
03/03695/TPO	Fell 3 silver birch, 6 Stonebridge Road	Graham Higgin	TBD	Awaited
03/03759/FUL	Single storey extension to form post office, additional/new toilet facilities and new bar, Village Hall, Lighthorne	Brian J D Lewis	TBD	Awaited
03/03907/FUL	Erection of conservatory to rear of 2 Oak Leigh, Lighthorne (!)	Herman and Loraine Jansen	TBD	Awaited
03/03931/FUL	Single storey flat roof rear extension to 14 Edge Hill Road, Lighthorne Heath	Mrs Redsull	TBD	Awaited

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

(#) = agreed at this meeting.

#### 3.1 To receive the Working Group's report on:

##### a.) Planning correspondence received.

##### 03/03759/FUL

The Parish Council was in support of the proposal however, they felt that some comments should be raised due to the plans not being clear on boundaries, and which trees would need to be removed for the completion of this planning proposal.

##### **Decisions received:**

##### 03/03088/TREE

This has been approved.

##### 03/03336/TREE

This has been approved.

**b.) Planning meetings or inquiries attended**

None

**c.) District, county, regional or national plans**

Cllr Rose attended a meeting on the District Local Plan. Various points were discussed such as the scale of social housing, which will come out of the local plan. Some land adjacent to Lighthorne Heath is proposed as an 'exception site' due to the possibility of a builder wishing to place 100 houses on the site. SDC are not in support of this application. If this does occur the Parish Council will be making representation against the proposal.

Cllr Rose stated that he had attended two other local meetings.

**d.) Parish Appraisals and Plans, Village Design Statements**

Cllr Giblin reported that work on the Parish Plan was continuing within the time limit allowed, and would be completed before the dead line.

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

The Clerk reported that she had received correspondence from a contact at Fulcrum Connections. The estimate to connect Lighthorne Heath would cost around approximately £90,000. The contact asked for scaled maps of the area to be sent in order to make a closer study. The Clerk confirmed that the maps had been sent. The Clerk also asked that Lighthorne should be included in the feasibility study of connecting gas to the parish.

**f.) Other planning matters.**

Cllr Rose asked whether the Chairman had discussed the access issue to Lighthorne Sports Ground with the land owner concerned. The Chairman said he would follow up the initial enquiries that he had made.

**3.2 To approve any actions already taken as a result of Standing Order '96.**03/03759/FUL

The Parish Council was in support of the proposal however, they felt that some comments should be raised due to the plans not being clear on boundaries, and which trees would need to be removed for the completion of this planning proposal.

03/03907/FUL

No representation

03/03695/TPO

No representation

03/03931/FUL

No representation

**Cllr Tait proposed approval of these actions. Cllr Jones seconded and the motion was carried unanimously.**

### **3.3 To approve any other recommendations from the Working Group.**

None

## **4. Highways**

### **4.1 To receive the Working Group's report on:**

#### **a.) Footpaths and bridleways**

Cllr Purdy reported that the bin has been placed outside the school. The dog bin has been moved to the other side of the fence as requested.

Cllr Tait stated that local people have asked whether we could produce a local map of the area with footpaths marked on it. Cllr Booth would ask WCC whether they have these maps available.

#### **b.) Signs**

None.

#### **c.) Road, drains and gullies**

Cllr Tait reported on the on-going problem of the water leak in Lighthorne Village near Mountford Rise. She had spoken to her contact at Seven Trent who stated that in order to have the pipe replaced there needed to be five separate reports of leaks in connection to this pipe. So far only two official reports of leaks have been made. Cllr Tait concluded that they would not replace the pipe in the near future.

Cllr Tait also reported that there had been a water leak outside the bus shelter in Lighthorne due to a blocked sewage pipe, which had left an uneven surface. Cllr Tait stated that she would inform the local authority to have this corrected.

Cllr Tait finally reported that the grip outside Newbold Barn had not been fitted. She would check why nothing had been done.

Cllr Tait stated the Highway Authority had responded to the Speed Survey. They said that they would be taking no action to reduce the speed through Lighthorne due to only one accident in recent history having been reported. Therefore it was not deemed to be a serious hazard and one that warranted closer attention.

**d.) Hedges, trees and fences**

None

**e.) Other highways matters**

None.

**4.2 To approve any other recommendations form the Working Group.**

None.

**5. Lighthorne Sports Association**

Cllr Rose reported that the planting day for 1000 slips was Saturday 17<sup>th</sup> January 2004 commencing at 9.30am.

Cllr Rose stated that the working group helping to enhance the use and appeal of the Sports Ground had been extremely successful. Cllr Rose added that this had been possible by re-cycling, donations and hard work from local volunteers.

There are two small areas which need planting out and Cllr Rose asked the Parish Council to consider a grant of £300 from this years budget to complete the transformation to this area.

**6. Lighthorne Village Hall**

Cllr Rigby had asked that a representative from the village hall committee would update the Parish Council every few months on the progress to the alterations to the hall, which are to commence in the near future. The village hall committee has agreed to keep the Parish Council informed.

The disabled access to the hall is due to start soon, and the disruption whilst this is being done should be minimal.

**7. Assets, contracts and Finance****7.1 To receive the Working Group's report on:****a.) Grass cutting & litter picking**

Cllr Rose reported that SDC have reviewed the past two years financial allowances given to Parish Council for grass cutting. Due to this review the Parish Council has received a refund of £900.

**b.) Play areas**

Cllr Purdy had been asked by Lighthorne Heath Community Forum whether Lighthorne Parish Council would take on the maintenance and insurance of the play

equipment and new Youth Shelter at Lighthorne Heath. Cllr Rose asked Cllr Purdy for a valuation of the items for insurance purposes.

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

Cllr Rose discussed the proposed budget for 2003/2004.

**7.2 To approve any recommendations from the Working Group.**

The following recommendations were made:-

- a.) To adopt the play equipment and youth Shelter at Lighthorne Heath as a Parish Asset.
- b.) To make a grant of £300 to Lighthorne Sports Association for further planting.
- c.) To approve a Precept of £11,000 for 2004-2005, unchanged from 2003-2004

**Cllr Rose proposed that the Parish Council approve the recommendations. Cllr Giblin seconded and the motion was carried unanimously.**

**7.3 To receive a financial statement from the Responsible Financial Officer**

**Items paid since last meeting under Standing Order 54 (b).**

Payee	Cheque No.	Description	Amount £
Lighthorne Heath Village Hall	1115	Rent for Parish Council Meetings	30.00
Verdant	1116	Litterpicking LHH – November 2003	56.54
Clement Keys	1117	Audit of Annual Return for year ending 31 March 2003	141.00
D. M. Johnson	1118	Mowing Ash Path	100.00
A. Tait	1119	Clerk's Salary – November 2003	133.00
A. Tait	1120	Clerk's Expenses – November 2003	12.96
C. Musgrave	1121	Treasurer's Salary – November 2003	57.00
ABB Ltd.	1122	Street Lighting Maintenance (cheque signed 07/01/04)	67.27

**Outstanding Bills**

Verdant	1123	Litterpicking LHH – December 2003	56.54
Ron Annetts	1124	Work carried out on sports ground per PHASE 2	434.75
Warwickshire County Council	1125	Grounds maintenance Sportsground	648.60
A. Tait	1126	Clerk's Salary – December 2003	133.00
C. J. Musgrave	1127	Treasurer's Salary – December 2003	57.00
Warwickshire & W. Mids Assoc. Of Local Councils	1128	Hard copy and email copies of Model Standing Orders and Chairmanship booklet	21.31
A. Tait	1129	Clerk's Expenses – December 2003	6.92
CPRE	1130	Subscription	25.00

**Income/Refunds Received by Meeting on 12<sup>th</sup> December, 2003**

<b>Item</b>	<b>Amount £</b>
VAT Refund	1,770.42

**Income/Refunds Since Last Meeting**

<b>Item</b>	<b>Amount £</b>
Stratford District Council – additional reimbursement for grasscutting verges 2002/03 and 2003/04	898.48

**Outstanding Income**

<b>Item</b>	<b>Amount £</b>

**7.4 To authorise the signing of orders for payment**

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

**8 Lighthorne Heath shop / doctor's surgery**

No progress to report on Lighthorne Heath shop.

Cllr Giblin would be attending a meeting concerning the doctor's surgery in the near future and will report back to the Parish Council if any progress has been made.

**9. Gaydon Liaison Meeting**

Cllr Rigby informed the Councillors that the next meeting had been re-organised and is to be held on 9<sup>th</sup> February 2004 at 6.30pm.

**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**

Cllr Rigby brought to the Parish Council's attention the change in the law relating to car tax.

Cllr Purdy informed the Parish Council that she is continuing with her plans to design the BMX track for Lighthorne Heath, and she will hopefully have a design to show the Parish Council shortly.

Cllr Giblin stated that a couple of residents of Lighthorne Heath have been making progress regarding connection to Broadband. She stated that they feel that it could be possible. Cllr Tait said that she would inform the interested parties in Lighthorne of the residents contact details.

#### **11. Parish Council Split.**

Cllr Rigby proposed that he should write to Grace Cunningham and Graham Raspin to check when the local elections will be taking place.

**Cllr Rigby proposed, Cllr Giblin seconded and it was carried unanimously.**

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

Cllr Giblin stated that she will contact Frank Hodges for an update on this matter.

#### **13. Correspondence**

None

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

None

#### **15. Date and Venue of the next meeting.**

Wednesday 11<sup>th</sup> February 2004 at 8pm at Lighthorne Heath Village Hall.

The meeting finished at 10pm.

# LIGHTHORNE PARISH COUNCIL

## Minutes of the meeting held in Lighthorne Heath Village Hall at 8pm on 11<sup>th</sup> February 2004.

Present:

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

Also present Cllr Higgs and a resident of Lighthorne.

### 1 Administrative

#### 1.1 Apologies

Cllr Booth

#### 1.2 Minutes of the meeting of 14th January 2004.

The minutes were circulated from the 14<sup>th</sup> January 2004 meeting.

**Cllr Purdy proposed that the minutes of the 14<sup>th</sup> January 2004 meeting be signed as correct. This was seconded by Cllr Jones and carried unanimously.**

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

A resident wished the Parish Council to address the issue of litter and the tipping of the same, in three specific areas around the Parish. He was thanked for bringing this issue to the attention of the Council. The resident then left the meeting.

Cllr Higgs stated that the next Kineton Business Club meeting is to be held on 26<sup>th</sup> February 2004 at 6pm at the Swan Hotel in Kineton.

Warwick District Council Planning Committee will be discussing the proposed plans for the expansion of Coventry Airport. Cllr Higgs felt that the Parish Council should consider two issues if the plans were to go ahead. The issues were as follows:-

1. If the runway is built this would mean potentially more traffic and the planes would have to fly in a lower air space than the planes flying into Birmingham Airport. There is already some noise from the Birmingham aircraft so will this make a considerable impact on the area.

2. He advised that the proposed development of Coventry Airport could lead to light aircraft being diverted to Wellesbourne. This could increase traffic and noise to the area.

Cllr Higgs will keep the Council informed of any developments.

Cllr Higgs is in consultation with British Telecom about bringing Broadband to the area. He will update the Council of any developments when received.

### 3. Planning

Reference	Title	Applicant	Represent'n	Decision
02/03150/HAZ	Reduction from 85 tonnes to 71 tonnes and relocation of LPG storage, Rover Group Ltd. (Gaydon Plc)	Land Rover	None	Refused
03/03695/TPO	Fell 3 silver birch, 6 Stonebridge Road	Graham Higgin	None	Approved
03/03759/FUL	Single storey extension to form post office, additional/new toilet facilities and new bar, Village Hall, Lighthorne	Brian J D Lewis	Support with comments	Awaited
03/03907/FUL	Erection of conservatory to rear of 2 Oak Leigh, Lighthorne (!)	Herman and Loraine Jansen	None	Approved
03/03931/FUL	Single storey flat roof rear extension to 14 Edge Hill Road, Lighthorne Heath	Mrs Redsull	None	Approved

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

(#) = agreed at this meeting.

#### 3.1 To receive the Working Group's report on:

##### a.) Planning correspondence received.

No planning correspondence received

##### Decisions received:

03/03907/FUL

This has been approved.

03/03931/FUL

This has been approved.

##### b.) Planning meetings or inquiries attended

None

**c.) District, county, regional or national plans**

None

**d.) Parish Appraisals and Plans, Village Design Statements**

Cllr Giblin reported that work on the Parish Plan was continuing and would be ready by Easter.

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

The Clerk had contacted the representative at Fulcrum Connections, asking for specific questions for the questionnaire, that would be put to the residents to ascertain how much interest there is for the uptake of the gas supply. The Clerk also asked whether they have a standard covering letter, explaining their aims, which the Parish Council could attach to the front of the questionnaire.

**f.) Other planning matters.**

Cllr Tait asked whether the planning documentation after recommendations have been made could be returned to the Clerk.

The Clerk reported that she had heard from the Planning Enforcement Officer in connection to the Sheep's Head Symbol and lettering on a local farm building. She stated that as planning permission was refused the owner had informed the case officer that he would remove the symbol and lettering, so far this has not been done. The Planning Enforcement Officer will write reminding the owner and if the same is not removed in due course an enforcement notice will be considered.

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

None

**3.3 To approve any other recommendations from the Working Group.**

None

**4. Highways****4.2 To receive the Working Group's report on:****a.) Footpaths and bridleways**

None

**b.) Signs**

Cllr Purdy stated that in specific areas of Lighthorne Heath children are playing ball games in the road and in some cases damaging surrounding parked cars. It was felt

that warning signs should be placed in various locations as a deterrent. Cllr Purdy will look into the cost of these signs and report back to the Parish Council.

**c.) Road, drains and gullies**

None

**d.) Hedges, trees and fences**

None

**e.) Other highways matters**

Warwickshire Rural Speed Management Seminar is to be attended by Cllr Tait in March.

**4.2 To approve any other recommendations form the Working Group.**

None.

**5. Lighthorne Sports Association**

Cllr Rose stated on 17<sup>th</sup> January 2004 between 40/50 residents plus some local scouts planted 900 slips, with more planting and the planting of the larger trees continuing on 10<sup>th</sup> February 2004.

The representative from WCC who has been advising Cllr Rose on suggested trees for the area, inspected the site and was very impressed.

Cllr Rigby wished to formally thank Cllr Rose and all the volunteers, on behalf of the Parish Council, for all their hard work.

Cllr Rigby stated that he had not yet met with Mr Mann regarding the proposed new access to the Sports Field.

**6. Lighthorne Village Hall**

Cllr Rigby reported that the Village Hall Committee representative stated that there was nothing to report on developments at present.

**7. Assets, contracts and Finance**

**7.1 To receive the Working Group's report on:**

**a.) Grass cutting & litter picking**

Cllr Giblin suggested that the Ash Path be included in the litter-picking contract. She would investigate and report back to the Parish Council.

**b.) Play areas**

The Parish Council has not formally responded to Lighthorne Heath's Community Forum in relation to the adoption of the Youth Shelter and Play Equipment and would include them on the Parish insurance policy.

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

None

**7.2 To approve any recommendations from the Working Group.**

**Cllr Rigby proposed that the Clerk, on behalf of the Parish Council should write to Lighthorne Heath Community Forum stating that the Lighthorne Parish has formally adopted the Play Equipment and the Youth Shelter. It was seconded by Cllr Tait and the motion was carried unanimously.**

**7.4 To receive a financial statement from the Responsible Financial Officer****Items paid since last meeting**

Payee	Cheque No.	Description	Amount £
ABB Ltd	1122	Street Lighting Maintenance (cheque signed 07/01/04)	67.27
Verdant	1123	Litterpicking LHH – December 2003	56.54
Ron Annetts	1124	Work carried out on sports ground per PHASE 2	434.75
Warwickshire County Council	1125	Grounds maintenance Sports Ground	648.60
A. Tait	1126	Clerk's Salary – December 2003	133.00
C. J. Musgrave	1127	Treasurer's Salary – December 2003	57.00
Warwickshire & W. Mids Assoc. of Local Councils	1128	Hard copy and email copies of Model Standing Orders and Chairmanship booklet	21.31
A. Tait	1129	Clerk's expenses – December 2003	6.92
CPRE	1130	Subscription	25.00

**Outstanding Bills**

ABB Ltd	1131	Transfer existing electricity service into a new grey box	347.80
Verdant	1132	Litterpicking LHH – January 2004	59.22
Spinney Nurseries	1133	Purchase of plants for Sports Ground	582.80
A.Tait	1134	Clerk's Salary – January 2004	133.00
A.Tait	1135	Clerk's Expenses – January 2004	21.55
C. Musgrave	1136	Treasurer's Salary – November 2003	57.00

**Income/Refunds Received**

<b>Item</b>	<b>Amount £</b>

**Outstanding Income**

<b>Item</b>	<b>Amount £</b>
Section 136 Section A Reimbursement	2350.00
Section 136 Section B Reimbursement	80.00
Section 136 Section C Reimbursement	577.44

**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**

No progress to report on Lighthorne Heath shop.

Cllr Giblin suggested that she write to the Health Organisation for Local Surgeries stressing the importance of a local surgery at Lighthorne Heath and that they are trying to submit an application for a grant for architects plans for a new surgery as soon as possible. Cllr Giblin also asked the Clerk to write on behalf of the Parish Council to the District and County Councils stressing the importance of the existence of a doctor's surgery at Lighthorne Heath.

**Cllr Giblin proposed that she write to the Health Organisation for Local Surgeries on this matter and the Clerk write to the District and County Councils. It was seconded by Cllr Rigby and it was carried unanimously.**

**9. Gaydon Liaison Meeting**

Cllr Rigby informed the Councillors that the next meeting had been postponed again and he has yet not been informed of the date for the next meeting.

**10 Government, other councils, council associations and local authorities.****10.1 To receive any communications from such bodies.**

Cllr Rigby informed the meeting that he had received a Consultation Document by the Fire and rescue Authorities, and a Guide to Anti-Social Behaviour Act.

**10.2 To receive any reports of meetings attended**

Cllr Giblin met with the Rural Housing Officer. She discussed the need in the Parish Plan for more larger houses to be built, which would in turn release some smaller houses for new residents. The residents would have priority if they needed larger

housing rather than non-residents. The suggested building site was a brown field site behind the garages on Stratford Road.

### **10.3 To approve any recommendations arising**

**Cllr Giblin proposed that the Clerk write to the Housing Association on behalf of the Parish Council asking that the garages on Stratford Road be maintained and repaired. It was seconded by Cllr Jones and the motion was carried unanimously.**

### **10.4 Any other matters**

None.

## **11. Parish Council Split.**

Cllr Rigby reported that he had seen an early draft of the Statutory Instrument implementing the split of the parish, and it stated that the split would come into effect on 1<sup>st</sup> April. He pointed out that until it had been put out for consultation and had been signed by the Secretary of State things could still change, but fortunately this was now very unlikely.

There were a number of legal implications relating to the holding of the annual parish meeting and the management of the new parishes from 1<sup>st</sup> April until after the elections were held on 10<sup>th</sup> June. The Chairman was consulting with SDC and WALC on this matter. However, he expected that there would be a need to hold an annual parish meeting for the current Parish of Lighthorne before 1<sup>st</sup> April.

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

Nothing to report.

## **13. Correspondence**

None

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

None

## **15. Date and Venue of the next meeting.**

Wednesday 10<sup>th</sup> March at 8pm at Lighthorne Village Hall.

Finance meeting to be held on 8<sup>th</sup> March at 8pm, to be attended by all Councillors.

The meeting finished at 9.50pm.

# LIGHTHORNE PARISH COUNCIL

## Minutes of the meeting held in Lighthorne Village Hall at 8pm on 10<sup>th</sup> March 2004.

Present:

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

Also present Cllr Booth (WCC) and Cllr Higgs (SDC) and three residents of Lighthorne.

### 1 Administrative

#### 1.1 Apologies

Cllr Jones

#### 1.2 Minutes of the meeting of 11<sup>th</sup> February 2004.

The minutes were circulated from the 11<sup>th</sup> February 2004 meeting.

**Cllr Giblin proposed that the minutes of the 11<sup>th</sup> February 2004 meeting be signed as correct. This was seconded by Cllr Brewin and carried unanimously.**

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

A representative from Lighthorne Village Hall Committee wished to thank the Parish Council for the £500.00 donation for works due to be carried out on the hall. SDC are also to give the committee a grant towards the project. He stated that the disabled access to the hall was due to commence the following week. They are still waiting for full planning permission for the total project on the hall, the reason for this is that SDC wished to have some further information which is causing a slight delay.

A resident of Lighthorne Village was extremely concerned about traffic speed through Lighthorne, and the danger it created. He wished to know what is being done about the situation. Cllr Tait explained that a traffic survey was carried out in October and a response that had been received from The Highways Authority stated that as no serious accidents had occurred, there were no plans to take further action. She will be attending a conference in Birmingham in connection with traffic speed in rural

villages shortly, and hopefully this will highlight ideas to reduce the speed of traffic through Lighthorne.

### 3. Planning

03/03759/FUL	Single storey extension to form post office, additional/new toilet facilities and new bar, Village Hall, Lighthorne	Brian J D Lewis	Support with comments	Decision awaited
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(\*) = submitted since previous meeting under SO 96.

(#) = agreed at this meeting.

No applications or decisions have been received .

#### 3.1 To receive the Working Group's report on:

##### a.) Planning correspondence received.

None

##### b.) Planning meetings or inquiries attended

None

##### c.) District, county, regional or national plans

None

##### d.) Parish Appraisals and Plans, Village Design Statements

Cllr Giblin reported that work on the Parish Plan was continuing within the time limit allowed, and would be completed by Easter.

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

The Clerk explained that the representative at Fulcrum Connections had forwarded a standard covering letter, which the Parish Council could attach to the front of the questionnaire to ascertain residents opinions on the connection to a gas supply. The Clerk had circulated this to all Councillors before the meeting. The Councillors felt that a clearer explanation was needed in relation to the cost per household for connection to the supply. The Councillors also wished to ask the representative to forward specific questions, which would be relevant to ask in the questionnaire. The Clerk will contact the representative and report back to the Parish Council.

##### f.) Other planning matters.

None

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

None

### **3.3 To approve any other recommendations from the Working Group.**

None

## **4. Highways**

### **4.1 To receive the Working Group's report on:**

#### **a.) Footpaths and bridleways**

Nothing to report

#### **b.) Signs**

Cllr Purdy has looked into the cost of signs at Lighthorne Heath to deter children from playing ball games in certain areas as it was posing a danger.

**Cllr Giblin proposed that two signs should be ordered up to the value of £200.00. This was seconded by Cllr Purdy and was carried unanimously.**

#### **c.) Road, drains and gullies**

Cllr Booth wished to bring to the Parish Councils attention a Local Area Committee which have a £40,000 fund per year for minor road projects. He suggested this as a potential way of funding any traffic calming devices, which the Parish Council may decide upon. The fund has been allocated for this year, but the Parish Council may wish to apply next year.

#### **d.) Hedges, trees and fences**

Cllr's Purdy, Cllr Giblin and Cllr Brewin highlighted the need for replacement hedging and cutting of some existing hedges at Lighthorne Heath. Some quotes will be gained by the next meeting.

#### **e.) Other highways matters**

Cllr Brewin stated that some lorries from Land Rover were still turning left towards Lighthorne Heath instead of heading towards the motorway as the Parish Council had asked. Cllr Giblin will contact Glynn Walters at Land Rover to reiterate the Councils strength of feeling on this matter.

Cllr Tait had a meeting with Gez Romano from WCC in connection with the widening of the road at the church in Lighthorne. He agreed to look at the legal position of the proposal in relation to ownership and maintenance and report back to the Parish Council. He did not foresee any problems.

Cllr Tait reported that the various pot holes in the road surface around Lighthorne Village would be filled. The police are due to move the abandoned car from the village green in Lighthorne. Another car is also abandoned and the police will be informed.

WCC Highways department have written to the resident on the bank in Lighthorne requesting removal of his trailer.

The continuing problem of residents parking on the verges around the village green in Lighthorne was discussed.

**Cllr Tait proposed that the Parish Council write to the owner of the flats to ask the residents to refrain from parking on the verges. This was seconded by Cllr Rigby and carried unanimously.**

#### **4.2 To approve any other recommendations from the Working Group.**

None.

#### **5. Lighthorne Sports Association**

Cllr Rose informed the Parish Council that a small amount of further planting is due to be carried out in the near future.

#### **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 & litter picking**

Cllr Giblin to write to Verdant to re-arrange the litter-picking arrangements.

##### **b.) Play areas**

Parish Council has formally adopted the play equipment and new Youth Shelter at the Lighthorne Heath. The insurance monies have been paid.

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

At the Finance Meeting an action list was draw up to deal with various issues arising from the Parish split.

##### **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 £
ABB Ltd.	1131	Transfer existing electricity service into a new grey box	347.80
Verdant	1132	Litterpicking LHH – January 2004	59.22
Spinney Nurseries	1133	Purchase of plants for Sports Ground	582.80
A. Tait	1134	Clerk's Salary – January 2004	133.00
A. Tait	1135	Clerk's Expenses – January 2004	21.55
C. Musgrave	1136	Treasurer's Salary – January 2004	57.00

#### Outstanding Bills

Powergen	1137	Sports Association Electricity	32.08
ABB Ltd.	1138	Street Lighting Maintenance	67.27
Verdant	1139	Litterpicking LHH – February 2004	59.22
Allianz Cornhill	1140	Adding LHH Bus Shelter and Youth shelter to policy	46.27
Lighthorne Village Hall	1141	Building insurance LH Village Hall	349.25
A. Tait	1142	Clerk's Salary – February 2004	133.00
A, Tait	1143	Clerk's Expenses – February 2004	15.47
C. J. Musgrave	1144	Treasurer's Salary – February 2004	57.00
Lighthorne Heath Village Hall	1145	Charges for hire of hall for Parish council meeting February 2004	10.00

#### Income/Refunds Received

Item	Amount £
Section 136 Section A Reimbursement	2350.00
Section 136 Section B Reimbursement	80.00
Section 136 Section D Reimbursement	577.44
Lighthorne Sports Assn. – Reimbursement	866.00

#### Outstanding Income

Item	Amount £
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### 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

The purchase of Lighthorne Heath shop from SWHA is progressing.

Cllr Giblin and the Clerk have been in contact with various organisations highlighting the importance of the doctors surgery.

## **9. Gaydon Liaison Meeting**

Cllr Giblin will be attending the next meeting to highlight issues of the large band of light, which is on 24 hours a day at Land Rover. Many residents of Lighthorne Heath wish some action to be made.

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

### **10.1 To receive any communications from such bodies.**

Various correspondence was discussed.

### **10.2 To receive any reports of meetings attended**

Nothing to report

### **10.3 To approve any recommendations arising**

None.

### **10.4 Date for Annual Parish Meeting.**

Cllr Rigby stated that the 31<sup>st</sup> March 2004 is the date for the Annual Parish Meeting.

### **10.5 Any other matters**

None.

## **11. Parish Council Split.**

Cllr Rigby stated that no formal direction had been given from SDC. Cllr Rigby and Cllr Rose have propose the following action plan for both Councils to follow for the period between the split in April and the elections in June.

- (a) during the period 1<sup>st</sup> April to 14<sup>th</sup> June (the interim period) the presently elected councillors will run a single council meeting under the title "Interim Joint Lighthorne and Lighthorne Heath Parish Council" exactly as at present, using the present Standing Orders and Financial Regulations unchanged, and with all resolutions flagged to indicate whether they are binding on LPC,LHPC or both;

*It should be noted that, under SOs 78 & 23(q), Council may resolve without notice, to suspend any non-statutory SOs while any particular matter is discussed. If a member feels that an SO should be permanently suspended during the interim period, a resolution must be given to the Clerk no later than two clear days before the meeting at which the resolution is to be discussed.*

- (b) A bank account to be set up for LHPC and Cllrs Giblin, Jones and Purdy as signatories.
- (c) Cllrs Brewin, Giblin, Jones and Purdy be directed to choose a Clerk for LHPC, that person then to be appointed Assistant to the present Clerk for the interim period;
- (d) Cllr Rose be directed to prepare suggested remuneration for the present officers and the Assistant Clerk during the interim period – the Clerk to add an appropriate agenda item at the very end of the next meeting during which the public shall be excluded;
- (e) A letter be sent to SDC informing them of Councillors intentions regarding the administration of the new parishes during the interim period.

**Cllr Rigby proposed that this action plan be adopted for the interim period. Cllr Giblin seconded and it was carried unanimously.**

Cllr Giblin wished to formally thank Cllr Rose and Cllr Rigby for all their hard work with dealing with the financial, legal and administrative issues surrounding the Parish split.

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

Nothing to report.

## **13. Correspondence**

SWHA's maintenance team are to come out to Lighthorne Heath and inspect the garages on Stratford Road.

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

None

## **15. Date and Venue of the next meeting.**

Cllr Rigby wished to formally thank all the Councillors for all their hard work whilst Lighthorne Parish Council had been a joint Council.

The finance meeting will be Monday 12<sup>th</sup> April 2004. All Councillors to attend.

Wednesday 14<sup>th</sup> April 2004 at 8pm at Lighthorne Heath Village Hall.

The meeting finished at 9.30pm.