

**MINUTES OF THE MEETING OF SNITTERFIELD PARISH COUNCIL HELD VIA ZOOM ON
MONDAY 8 JUNE 2020, COMMENCING AT 7.30 PM**

This meeting was held via Zoom during the Covid 19 Epidemic

PRESENT

Councillor P Blanchard – Chairman
Councillor D Brown
Councillor C Elliott
Councillor J Kelsey
Councillor G Norris
Councillor C Pearson
Councillor P Smith

Parish Clerk – Nicola Everall
3 members of the public
District Councillor P Richards for part of the meeting

Public Participation

There were no matters raised from members of the public.

1. Apologies

An apology for absence was received on behalf Parish Councillor P Cox and County Councillor Mrs A Parry.

2. Declarations of Interest

There were no Declarations of Interest.

3. To approve the Minutes of the meeting held on 9 March 2020

The Minutes of the Meeting held on 9 March 2020, having been previously circulated, were agreed and will be signed by the Chairman as soon as practicable.

4. Report from County Councillor – Mrs A Parry

During the Covid 19 Epidemic, Councillor Mrs Parry had provided the Parish Council with weekly updates, which had been circulated to members and were available on the website.

5. Report from District Councillor P Richards

This report is appended to these minutes.

6. Matters Arising

a) Hurdlers Lane

No update was available.

b) Playing Field Working Group (PFWG)

It was agreed that the Parish Council should meet as Charity Trustee of the Playing Field Charity, noting that the Charity must consider a joint proposal from the Cricket section and Snitterfield Nursery regarding the re-building of the Pavilion.

This meeting of the Charity is to take place via Zoom, hosted by Councillor C Pearson, on Monday 22 June 2020 at 7.30pm.

c) Emergency Plan

Councillor C Pearson proposed that the Draft Community Emergency Plan should now be submitted to the CSW Resilience Team for comments.

The Working Group was yet to confirm a date for the next meeting to discuss the next phase, which was the Community Survey.

Additionally, the Parish Council needed to adapt and adopt the extracted Privacy Notice and Consent Form from NALC's GDPR Toolkit, which had been previously circulated. Councillor J Kelsey agreed to lead on GDPR as recommended in the Toolkit.

d) Flooding

Councillor C Pearson reported regarding sewage emerging from the sluice gates at the bridge at the Wolverton Road junction. Severn Trent is surveying this area and downstream and believe it is a waste pipe that has been incorrectly connected to the surface water system.

Surface water falls under the remit of WCC highways and a report will be forwarded to them by Severn Trent who was also carrying out works downstream of Bell Lane junction to clear tree roots in pipes.

The Environment Agency is focusing on the modelling of the brook, including the weir at the Old Vicarage.

e) SACC – Tree Planting

Councillor P Smith reported that the project was progressing.

7. Finance

a) Income & Expenditure

The Parish Clerk circulated schedules of Income and Expenditure to date and these were agreed by members. The Parish Clerk was to make a VAT Claim for the financial year 2019/2020.

8. To Review Allotment Rents

It was agreed to make no increase to the current Allotment rents.

9. To Review Cemetery Fees

It was agreed to make no increase to the current Cemetery Fees.

10. Annual Governance Statement 2019/2020

The Annual Governance Statement for the year ended 31 March 2020 was agreed by the Parish Council and would be signed by the Chairman as soon as practicable.

11. Accounting Statements 2019/2020

The Accounting Statements were agreed by the Parish Council and will be signed by the Chairman as soon as practicable. The Clerk was requested to submit the documentation to P K Littlejohn, the Council's external auditors

12. Planning

The Clerk had previously circulated a schedule relating to all current planning applications, which is appended to these minutes.

Councillor C Pearson was to act as the Parish Councils Representative for the application relating to the Methodist at the Planning Committee.

It was agreed that the website should be updated to explain the Parish Councils process for dealing with planning applications.

13. Correspondence Report

Noted.

The Clerk was requested to thank Councillor Anne Parry for her weekly updates relating to the current Covid 19 Epidemic.

14. Village Hall Deed of Trust – Proposed Lease

Councillor P Blanchard reported that he understood that there is a reluctance to pursue the BIFFA application, given the potential outlay and likelihood of success, and therefore, there would be no need to proceed with granting a lease to the VH.

15. Village Hall Management Committee (VHMC)

Councillor P Blanchard proposed a vote of thanks to Tony Moon for his continued sterling work in submitting applications for funding towards the refurbishment works to the Village Hall.

Works to the Village Hall had been delayed due to the Covid 19 situation, but Members agreed that the VHMC should commence with the proposed works to the Easy Access Toilet as requested.

16. Observations from Parish Councillors

Councillor C Pearson drew attention to the recent Dementia Survey - Friendly Communities.

The National Association of Local Councils (NALC) and the University of Plymouth (UoP) are to undertake ground-breaking research on dementia in local (parish and town) councils. NALC and UoP believe that England's 10,000 local councils play an important role within communities to offer solutions to help tackle dementia. The research will aim to find out precisely what local councils are doing to help support their communities on dementia. Councillor Pearson has emailed Clare Goldfinch at NALC who is undertaking survey to ask for further information.

Actions.

Councillor P Blanchard reported that The Snipe Newsletter was facing financial hardship and would be submitting a request for funding.

Councillor C Elliott was pleased to report that the wildflowers on Frogmore Road were flourishing and were being protected by a roped off area.

Councillor D Brown thanked Councillor C Pearson and Mrs H Schmidt-Hansen for their continued hard work and organisation during the Covid 19 Epidemic.

The meeting closed at 8.45pm

Signed..... Designation..... Date.....

Parish Council Update – June 2020 Cllr Peter Richards

Snitterfield Ward Shortly after National Government announced the lockdown of the UK in March, Stratford District Council quickly adapted to the “new normal” to ensure that as many services as possible could be maintained. New IT equipment enabled the vast majority of staff to be able to work from home and has allowed our key services to continue.

At an Extraordinary meeting of the Council on 26th March the minimum number of Councillors required to hold a quorate meeting were assembled to make urgent changes to our constitution. Those changes were made to ensure business continuity and specifically sought to grant decision making powers to the relevant Heads of Service for Planning and Licensing. These changes were temporary and more recently, at a virtual Extraordinary meeting of Council on 27th May, those changes were reversed allowing decision making to revert back to a committee structure and to meetings to be conducted virtually using MS Teams.

Following approval of those changes Council is now working on a revised calendar of meetings, which includes planning committee meetings. At the time of writing the Council do not have full details on the process for virtual planning meetings, including involvement of the PC and the public.

We will be holding our first mock meeting of the planning committee on Tuesday 9th June where Councillors will be guided by Officers in how these meetings will operate. This is new to all of us and no doubt there will be some tweaking to ensure the smooth running of meetings and in particular enabling the public and PC their opportunity to give representation. As soon as I have the final processes, I will circulate that with members of the Parish Council for their information. Understandably there is a backlog of planning decisions that need to be taken. We are anticipating a number of meetings being scheduled throughout June and July which will allow decisions on these applications to be taken. It has been suggested that 17th June will be the first live planning committee meeting, although this is to be confirmed.

Meetings are expected to take longer than normal by virtue of the technology that is required. It has been proposed that meetings could commence as early as 2pm. It is expected that the first meeting of Cabinet will be held on 6 July and the next full meeting of Council for all Councillors will be held on 13 July; The next remote meeting will be the Overview and Scrutiny Committee scheduled for 10 June. At this meeting one item we will be considering is our work program for the year ahead. It has long been the aim of Council to better engage the public in relation to scrutiny, and so this year we have a dedicated email address (scrutiny@stratford-dc.gov.uk) for residents to let us know what they would like to see on the Scrutiny agenda. Please do send in your thoughts on what should be on our work program for 2020/21. Discretionary Business Grants Stratford on Avon District Council has been allocated an additional £1.6million to support businesses across the district as part of the Government's Local Authority Discretionary Grants Fund.

The scheme aims to provide support for businesses through the Covid-19 pandemic in addition to the Small Business Grant and the Retail, Leisure and Hospitality Grant Funds, which remain open for eligible ratepayers to apply who have not yet claimed. SDC is anticipating a huge demand for the Grants and therefore is setting a maximum limit of £10k. The scheme will provide support to businesses that fall into a number of main priority areas: · Bed & Breakfasts who pay Council Tax · Small businesses in shared offices or other flexible workspaces, · Regular market traders with fixed building costs · Charity properties in receipt of charitable business rates relief The basis of the scheme is set out below and the full policy is on the website.

However, the Council is accepting applications from other Businesses significantly affected by Covid 19 who: · are suppliers reliant on the retail hospitality and leisure industry who were not included within the original scheme · have a Rateable Value greater than £15k but are outside of the retail, leisure and hospitality sectors · have a Rateable Value marginally greater than £51k but could be considered as a small business · are a Small Business who are not eligible for Small Business Rate Relief as they occupy a second · property with a combined value below £15k · are a business unique to the tourism sector within the Stratford District.

Full details of the scheme are attached and can also be found here: <https://www.stratford.gov.uk/doc/209331/name/Stratford%20Discretionary%20Business%20Grant%20Policy%20v3.pdf>

Applications can be made from Monday 8th June to Friday 26th June 2020 via <https://www.stratford.gov.uk/coronavirus/discretionary-business-grant.cfm> Any applications received after this period will not be considered as eligible for this scheme. Once this application window has expired the Council will review the applications against the criteria set out within the discretionary grant fund policy and the operational procedures which will be published at the time, with grants distributed to those businesses that are able to demonstrate they are most in need. The Council aims to make payments week commencing 29th June 2020. Re-opening Stratford – Traffic Changes To assist in the reopening of Stratford Town and the recovery from the impacts of the COVID-19 pandemic, Warwickshire County Council, the District Council and Stratford-upon-Avon Town Council have worked together to produce a temporary scheme which will provide additional space for pedestrians to safely circulate, for customers to queue outside shops and for businesses to expand to meet customer needs. The proposed scheme includes the introduction of a one-way system with traffic restricted to westbound movements on Bridge Street, Wood Street, Greenhill Street and on Alcester Road between Arden Street and Brunel Way, southbound movements on Rother Street, High Street and Chapel Street and eastbound movements on Sheep Street.

The space created by a combination of lane closures and the suspension of some on-street parking will create areas for customers waiting for shops to queue whilst allowing pedestrians to circulate safely. It is also proposed to introduce a 20mph speed limit in the town centre and to make changes to pedestrian crossings. Traffic management equipment such as cones and barriers will be used to safely segregate people from motor traffic.

The councils have plans to work with local art groups to consider options for improving the appearance of barriers to ensure the distinctive look and feel of the town can be retained. As hospitality businesses open, the space created may allow them to increase their outside tables to accommodate the social distancing requirements. The changes will be advertised in a Temporary Traffic Regulation Order in the near future with the aim of introducing the scheme to coincide with the reopening of non-essential shops from 15 June. Recovery Groups The COVID-19 pandemic has put a huge amount of strain on the Councils finances, with huge losses of income and additional expenses requiring use of some reserves. With the country now gradually moving out of lockdown our attention is turning to a recovery phase. Council have sought to establishment a series of recovery groups which include; • The Economic Recovery for the District • The Council Recovery Advisory Group (CRAG) Terms of Reference for these groups are being drafted and will be made available on the SDC website soon with the first meeting of the CRAG expected in the next two weeks.

Planning Schedule – June 2020 Meeting

Application Number	Application Details	Comments re-quired by	SPC Comment	SDC Decision
19/02745/VARY Amended Appli- cation	Appleton House, Church Road Variation of conditions 4 and 12 of planning permission 16/02671/FUL dated 25 May 2017 to allow for amendments to site levels and boundary treatments. Original description of de-velopment: Erection of 7 dwelling houses, re-alignment of ve-hicular access off Church Road and associated development	26/11/19 8/01/20	Object Object	Refused
19/03107/ADV	Stratford Manor Hotel, Warwick Road, Black Hill Sign 01 – Lamp post mount information sign. Sign 02A – direc-tional totem. Sign 02B – directional totem. Sign 03 – entrance totem signage. Sign 04 – building facade mounted signage. Sign 05 – welcome totem. Sign 06 – fabric flags	2/12/19	No objection	Granted
19/03219/FUL	Snitterfield Methodist Church, Bearley Road Proposed two-storey side and rear extension and installation of mezzanine	4/2/20	Object	
19/03237/FUL	Meads End, 5 Frogmore Road New boundary treatments to include a new retaining wall and fence to replace existing boundary treatments	6/01/20	No objection	Granted
19/03298/ADV	Adjacent Highway, A46 Junction with Kings Lane Proposed sign adjacent highway A46 junction with Kings Lane	4/2/20	No objection	Withdrawn
20/00077/FUL	Wayfield Gorse, Gospel Oak Lane Change of use from woodland to a disc golf course and associ-ated operational development	4/03/20	Object	
20/00131/FUL Amended Appli- cation	Snitterfield Sports Club Demolition of the existing clubhouse and erection of a new clubhouse and nine residential dwellings plus parking, land-scaping and other associated works Demolition of the existing clubhouse and erection of a new clubhouse and nine residential dwellings plus, parking, landscaping and other associated works	30/03/20 19/06/20	Support	
20/00358/FUL Amended Application	Land Off Duttons Close Demolition of storey garage building and the erection of 4 No 2-bedroom dwelling in a single terrace row and all other associ-ated works. The proposed site plan has been updated to include an extra parking space. Elevations have been updated	26/03/20 22/06/20	Support	
20/00386/FUL	Snitterfield Village Hall Variation of condition 2 of planning permission ref no: 18/02426/VARY dated 11 October 2018 to allow alternative roof to proposed meeting room with solar panels and conser-vation rooflights	24/03/20	No representa-tion	Granted
20/00388/FUL	High Close Farm, Black Hill Proposed demolition of existing dwellings and agricultural buildings and replacement with 8 new dwellings and associated structures and landscaping	1/04/20	No objection	Withdrawn
20/00500/FUL	Land off Bearley Road Change of use of land from redundant airfield to storage/distri-bution (Class B8) purposes (retrospective)	16/04/20	Support	
20/00643/FUL	Lake Adj Ingon Lake, Ingon Lane Erection of holiday lodge	18/06/20		
20/00738/FUL	Ingon Brook, Ingon Lane	6/04/20	Support	Granted

	Proposed single storey rear lean-to extension			
20/00838/FUL	9 Park Lane Rebuild flat roof dormer and create new pitched roof. Original application 19/02591/FUL (date of decision 23/10/2019)	22/04/20	Support	Granted
20/00877/FUL	Windermere, Park Lane Extension above existing garage	1/05/20	Support	Withdrawn
20/01053/OUT	Well Cottage, The Green Outline application with all matters reserved except for access and scale for the erection of 2no. dwellings and associated works	01/06/20	Support	
20/01273/COUO	Chestnut Tree Cottage, Wolverton Road Conversion of existing offices to a residential property	16/06/20		
20/01295/FUL	The Willows, Warwick Road, Black Hill Demolition of existing garage to be replaced with new triple garage with dayroom located in the loft space	18/06/20		

Tree Applications

Application Number	Application Detail	Comments required by	SPC Comment	SDC Decision
20/01069	Holly Tree Cottage, 17 The Green T1 - holly - Pollard to 2metres and remove ivy	14/05/20	Support	No objection