

**MINUTES OF THE MEETING OF SNITTERFIELD PARISH COUNCIL HELD VIA ZOOM ON
MONDAY 13 JULY 2020, COMMENCING AT 7.30 PM**

This meeting was held via Zoom during the Covid 19 Pandemic

PRESENT

Councillor P Blanchard – Chairman

Councillor P Cox

Councillor C Elliott

Councillor P Smith

Parish Clerk – Nicola Everall

2 members of the public for all or part of the meeting

District Councillor P Richards for part of the meeting & Councillor Mrs A Parry

Public Participation

Mr R Yendall asked for an update regarding the proposal for a rent free lease and an update for the future of the pavilion in relation to the Cricket Club and Nursery. The Chairman explained that the Trustees of the Playing Field Charity had met and were seeking advice from The Charity Commission and NALC as to a way forward, which may mean changing the status of the charity to a Charitable Incorporated Organisation (CIO). The Chairman also explained that Business Plans including an income stream for at least the next five years from the Cricket Club and Nursery, have been requested at a previous Parish Council meeting and are necessary in order to move forward.

Ms C Kimberley asked for an explanation regarding Item 8b on the agenda, which was for the Parish Council to consider a Planning Sub Committee to deal with all planning applications and the Chairman explained that this would be discussed later in the meeting.

Mr O Schmidt-Hansen reported that the agendas on the notice boards were not being updated and the Chairman explained that this was due to the current Coronavirus epidemic.

Mrs H Schmidt-Hansen reported that the three torches in the emergency box were not working and this would be followed up.

1. Apologies

Apologies for absence were received on behalf Parish Councillors D Brown, J Kelsey G Norris & C Pearson.

2. Declarations of Interest

Councillor C Elliott declared a personal interest relating to item 7b below and took no part in the voting.

3. To approve the Minutes of the meeting held on 8 June 2020

The Minutes of the Meeting held on 8 June 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.

Additionally, it was reported that there was currently no current breach of the planning application with regards to Appleton House, but the LPA was monitoring the development.

6. Matters Arising

a) Hurdlers Lane

Councillor P Cox reported that no progress had been made during the Covid-19 Lockdown, but works under the roof tiles and under floors should be carried out before the end of August 2020.

b) Playing Field Working Group (PFWG)

The Parish Council had met as Charity Trustee of the Playing Field Charity, on 22 June 2020 via Zoom.

At the meeting the Chairman gave an overview of the current status of the Charity and explained that the Parish Council is presently the Sole Trustee and is responsible for the Playing Field, the Pavilion and the Play area.

Councillor C Pearson made recommendations for the Parish Council to seek advice from NALC and The Charity Commission as to the most suitable way forward. She suggested that Members make consideration for the Charity to become a Charitable Incorporated Organisation (CIO), which could establish a new group of volunteers and that group would be able to make its own decisions for the betterment of the Playing Field, the Pavilion and the Play area. The Parish Council would then operate as Custodian Trustee.

Councillor Pearson was confident that there would be sufficient people interested in the construction of a CIO, which would need to include a Treasurer, Secretary and Chairman as a minimum.

In any case, the Parish Council would still own the title deeds and own the Playing Field, but a CIO would be responsible for the upkeep and governance and make its own decisions.

Furthermore, the current pavilion is not fit for purpose and this was a project that needed progressing.

The current position caused frustration as to the PFWG having to report back to the Parish Council and any progress was being delayed.

In summary it was agreed that:

The Clerk would seek advice from NALC and the Charity Commission,
Investigate any costs which may be incurred, if a CIO was to be established, and
Determine a set of regulations for the Playing Field Charity as to the frequency of meetings and what constituted a meeting being quorate.

c) Emergency Plan

No update was available.

d) Flooding

No update was available.

e) SACC – Tree Planting

No update was available.

f) Inspection of Play Areas

Following Government Guidance that Play Areas could be re-opened post Covid-19, Councillor P Smith was to carry out a full risk assessment and ensure that relevant signage was displayed to maximise the safety of all play area users.

The Clerk also stressed the importance of weekly or bi-weekly play area inspections and suggested that a rota be circulated to Councillors along with a check list to ensure compliance with the Councils insurers.

7. Finance

a) Income & Expenditure

The Parish Clerk circulated schedules of Income and Expenditure to date and these were agreed by members.

b) The Clerk circulated details of a financial request from Snitterfield Bowls Club for £625 and this was agreed by members. Councillor C Elliott abstained.

8. Planning

a) Planning Applications

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

b) Planning Sub-Committee

Following agreement that the use of Drop Box to consider planning applications was not viable, it was decided that the Parish Council should establish a Planning Sub-Committee with four members, including a Chairman.

It was RESOLVED the Planning Sub-Committee would meet on the first Monday of the Month (not including August) and members of that Committee would include Councillors P Cox, C Elliott, J Kelsey and C Pearson.

A Chairman would be appointed at the first meeting (7 September 2020) and the Sub-Committee would be publicised in the normal manner.

9. Correspondence Report

Noted.

10. Village Hall Management Committee (VHMC)

Mrs H Schimdt-Hansen explained that the VHMC were to meet on 23 July 2020 to discuss the re-opening of the VH following recent Covid-19 Government guidance and sought permission from the Parish Council as owners of the VH. Interest had been received from potential hirers and whilst the income was needed, this was not to be jeopardised for the sake of health and safety.

Should the hall reopen, the VHMC proposed to carry out a deep clean and ensure that cleaning took place between each hirer. A risk assessment would take place and any hirers would be expected to have their own measures in place and adhere to the VHMC's regulations to ensure maximising safety for all users.

Furthermore, no more than thirty people would be allowed in the hall at any one time and chairs would be allocated for each organisation using the hall. Access and egress would be limited at all times.

It was agreed that the VHMC and the Parish Council would work together to reach agreement as to the safest way forward.

11. Observations from Parish Councillors

Councillor P Smith asked Councillor A Parry to enquire as to why the County Council, despite a number of requests, still had not replenished the contents of the grit bins.

Councillor Mrs C Elliott asked the Clerk to speak to the County Council with regards to the recent resurfacing of footpaths on Dutton's Close and Hales Close as they were in a poor condition and weeds were already beginning to grow through the new surface. There was also signage still in place.

Councillor Corinne Elliott had been emailed by a parishioner complaining about overgrown hedges blocking the pavements. The Parish Council could instruct WCC to cut them and recover the cost from the hedge owner. However, it is preferable for all concerned that Parishioners are made aware of this through these minutes and take their own steps to ensure their hedges are well maintained.

The meeting closed at 9.05pm

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

July 2020 District Councillor Update Cllr Peter Richards – 13/07/2020

As the Country gradually comes out of the Covid-19 lockdown we are, where possible, quickly returning to business as usual at the Council. Normal decision making of the Council is now fully operational through video conference meetings operated with MS Teams.

A number of Planning meetings have been held, along with Scrutiny meetings, regulatory meetings and the first full Council meeting happening today (13th July). The planning department has a substantial backlog of applications that need to be heard at a Planning Committee and whilst we are holding weekly meetings to hear all applications as soon as possible, it will take some time to get through all those so we do ask for your patience and understanding as we work through those applications. Our Council office, Elizabeth House, has now reopened to the public on reduced hours from 10am to 2pm. We have had a steady stream of visits since then with a range of queries including applications for housing benefit, council tax support, home choice plus applications, homelessness and car parking permits. Council Tax Hardship Fund As you may recall from my previous reports, the Council received a payment of £660,000 aimed at providing assistance to those who are in receipt of Council Tax support. So far £594,521.30 has been allocated to claimants.

We still hold c£65k in reserve, however, this will only allow us to support a further 436 cases. If the current rate of claims continues then we will require additional funding from central government, and we continue to lobby for further financial support for residents. Discretionary Business Rate Grants Last month the Council announced its Discretionary Business Rate Grant scheme to help support those businesses unable to claim under the previous Business Rate Grant Scheme. Applications for the discretionary grant scheme were opened on 8th June for three weeks and have now closed. Council received over 400 applications and good progress has been made in evaluating these applications. Of those applications a small percentage have been asked to supply further information and so are still being considered with the majority having now been responded to. Payments under this scheme have begun and so far, £640,500 has been allocated and paid. The Council has a maximum of £1.7m that can be allocated for all applications and officers will endeavour to pay this money out as soon as possible to support businesses in most need.

Climate Change SPD Having declared a Climate Emergency in July 2019, the Council has undertaken an extensive piece of work in considering how it can do its part in helping to tackle Climate Change. Part of that work included a new Climate Change Supplementary Planning Document which sets out the Council's expectations for new developments. The Climate Change SPD was approved at Council today and now holds weight. It sits alongside the Core Strategy and provides support and clarity on existing policies. Joint working with WDC Since the start of the Covid-19 pandemic, Councils across the country have been put under increasing financial pressures. Stratford District Council has been recognised as one of the worst hit in terms of its income (largely from tourism) and as a result the Council is considering ways in which it can continue to operate its services in the most cost effective way.

Towards the end of June a joint announcement by the Leaders of both Warwick District Council and Stratford District Council was made informing us that consideration is being given to the sharing of services and functions, with a full review of Local Government being undertaken in the near future. Council has supported this review and it will begin imminently. A white paper on Local Government is anticipated by National Government later this year and it is expected that emphasis will be placed on giving more powers to local authorities.

By committing to undertake this review now, Stratford District Council will be well placed to take appropriate action once the white paper has been published and further detail is known. I will keep you informed as to the progress made on this matter. Pavement Licensing At the time of writing the Business and Planning Bill is passing through the parliamentary process and it is expected to receive Royal Assent soon. Within that Bill are a number of considerations that will impact Stratford District, specifically the ability for businesses that provide food and drink to apply for a street license. If the Bill passes and receives Royal Assent, The Council will be required to consider all applications and either grant or reject them within 7 days. The purpose of this facility is to support businesses and the economy while social distancing is still in place.

All the necessary arrangements have been made at the Council to enable these decisions to be made within the timescale required and the Council continue to support the economy and business during the recovery. Reopening Leisure Centres Following Government's announcement last week, the Council will be reopening its leisure facilities 25th July 2020 for fitness purposes. All of the swimming pool are planned to reopen from 1 August 2020.

Planning Schedule – July 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 development: Erection of 7 dwelling houses, re-alignment of vehicular access off Church Road and associated development | 26/11/19 8/01/20 | Object Object | Refused |
| 19/03219/FUL | Snitterfield Methodist Church, Bearley Road Proposed two-storey side and rear extension and installation of mezzanine | 4/2/20 | Object | Refused |
| 20/00077/FUL | Wayfield Gorse, Gospel Oak Lane Change of use from woodland to a disc golf course and associated 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, landscaping 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 Support | |
| 20/00358/FUL Amended Application | Land Off Dutton's Close Demolition of storey garage building and the erection of 4 No 2-bedroom dwelling in a single terrace row and all other associated 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 Support | |
| 20/00500/FUL | Land off Bearley Road Change of use of land from redundant airfield to storage/distribution (Class B8) purposes (retrospective) | 16/04/20 | Support | |
| 20/00643/FUL | Lake Adj Ingon Lake, Ingon Lane Erection of holiday lodge | 18/06/20 | Object | |
| 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 | Granted |
| 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 | Support | |
| 20/01330/FUL | Meads End, 5 Frogmore Road Replace the existing retaining wall along boundary with field (Side A) with a new retaining wall and fence that will be much stronger and sturdier in structure. The new retaining wall will be constructed of Gabion baskets and timber sleepers that sit on our property but face out into the field. The Gabion baskets will be 50cm high with two horizontal timber sleepers on top to allow soil to be planted on top of the Gabion basket. The sleepers are 30cm each so in total the retaining wall will be 1.10m. | 6/07/20 | Support | |

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| | <p>Side B - (adjacent to farmers field), in the far corner where Side A meets Side B the retaining wall will be 1.6m (1m Gabion and 2 x 30cm sleepers). This is to allow us to level off the ground around our patio area and we will build some steps into the garden that will take you down to the grass by Side A. The ground slopes uphill along Side B and so 1.6m is only needed at the far end of Side B, the height of the wall quickly diminishes along the boundary line until it disappears after 24m as our garden reaches the same level as the field.</p> <p>We will fill the front of the Gabion baskets with Blue Lias stone and will send a sample into the Council to show before we start the project.</p> <p>We are only looking to replace the retaining walls on Side A and Side B and not increase their height at all.</p> <p>We will put a post and rail fence all the way along both boundaries.</p> <p>We will plant a Laurel hedge that will provide screening and privacy along Side A and maintain it at 6-7 ft once matured, and alongside B will be a combination of laurel and other native hedging/plants which will allow for some intermittent screening.</p> <p>The garden will be landscaped into three levels due to its natural gradient, the top tier, the middle tier (which is where our patio area is), and the lower tier which is where Side A is</p> | | | |
| 20/01342/FUL | <p>Cosycot, The Green Single storey rear extension, replacement of windows, addition of porches to external entrances, and new bin store</p> | 7/7/20 | Object | |
| 20/01345/REM | <p>9 Park Lane Application for approval of reserved matters relating to appearance, landscaping, layout and scale for two dwellings pursuant to outline planning permission 19/02631/OUT (Outline application for the erection of 1no. detached dwelling, demolition of existing garage and creation of new parking arrangements for No 9 (all matters reserved except for access)</p> | 3/7/20 | Support | |
| 20/01631/FUL | <p>Hares's Field, Park Lane Erection of single storey sunroom and internal alterations</p> | 03/08/20 | | |