

# CLIFFORD CHAMBERS & MILCOTE PARISH COUNCIL

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## Minutes of Ordinary Parish Council Meeting Friday 27<sup>th</sup> September 2024

Chair Cllr Jon Tribe  
Cllr John Batchelor  
Cllr Chag Chaggar  
Cllr Charmian Evans (minutes)  
Cllr Wendy Harrison

Also present 4 members of the public

### Meeting opened 7.30pm

Chair recorded the meeting, bar the public session, with policy adopted later.

#### 1. Apologies

Cllr Morris  
Clerk  
District Councillor Stuart Keighley  
(No apologies from Cllr D Pemberton)

#### 2. Declarations of interest

CE declared non-pecuniary interest in village hall matters

#### 3. Public open session

Query as to whether it would be OK to erect a temporary sign at the pub road side to advertise event at village hall. As this happens for other events, assumed to be OK, but check with WCC if in doubt.

Query for District Councillor re additional houses mentioned in Newsletter. Advised to contact him. Concern re traffic speed and noise on B4632.

#### 4. Minutes of previous meetings

July 17 - defer to next meeting as vice-chair was in the Chair for that meeting and is absent tonight.

August 8. Extraordinary meeting. No draft minutes available, defer to next meeting

September 26 - Statutory Recommendation missing. Added by hand so that minutes could be unanimously agreed and signed, AGAR can now be sent and Public Rights publicised.

#### 5. District and County Councillor Reports

No reports available

## **6. Flooding and Highways**

Culvert flowing easily in spite of heavy rain. Highways currently unavailable for scoping exercise as result of lack of capacity. Clerk to request again. Flood Action Group/working party to meet shortly, headed by Mike Genge, date to be confirmed. Drain at the end of the Close appears to be working but gully at the end of Rainsford Close needs inspection and clearing. Chair confirmed he had contacted Highways but has yet to receive a response.

## **7. Policies**

Policies have been based on NALC templates and all need amending for local purposes. Financial Regulations - resolved to defer to next meeting. Many items need amending. Risk Management - Resolved to accept but revisit in 3 months, Cllrs to consider additions. Retention of Documents - resolved to accept but revisit in 3 months. Filming and Recording Policy - Resolved to adopt, to review May 2025, (Cllr Chaggar abstention) Other policies needed include Reserves, Assets, Privacy and Data Protection, Bio-diversity and Transparency Code.

## **8. Chair's comments**

Application to CCCharities for grant towards Mediation costs - no response yet  
Additional CIL money from Garden Centre received. Elgin funds - Clerk to update at next meeting

## **9. Clerk's Report**

9.1. Neighbourhood Plan - Kirkwell might reduce quote but high in comparison (£1500) with estimate from Bluestone: £578+vat per day, May only need one day. Resolved to provide copy of NP and ask for fixed quote. Resolved, Council to fund max £600 + vat, otherwise to revert to PC.

Clerk to clarify position re grants.

9.2. Web host - Current provider excellent but the need for an alternative person was identified by risk assessment. Agreed Cllr Harrison to lead on further investigations. Cllr Harrison requested training with Barry Saunders, having already undertaken training for Parish Online. Also to request training for Jo Cook to enable uploading of village hall information. Cost £30. Agreed.

9.3. Highways- Clerk to contact Darren Pemberton regarding another meeting with Highways, copy to Jeff Morris. Topics to include tarmac and grass opposite the end of the Close, parking on village road curve by pub and kerb stones again, as nothing has happened despite promises at previous meetings. Note needed in Newsletter when Highways want cars moved.

9.4. Allotments-. Resolved to provide max £100 for padlocks for two 'private' gates (previously agreed but not supplied in autumn 2023). Allotment committee to take responsibility for them.

9.5. Resolutions, Action plans - Resolved, Cllrs Harrison and Evans to combine WALC Action Plan and actions needed as result of Internal Audit, updating as needed, to be forwarded with papers for next meeting.

Requests for items to be added to the Agenda must be submitted by councillors at least one week before meeting date, and reasons to be given if such requests are declined, in line with Standing Orders.

## **10. Village Maintenance**

10.1. Clerk has written to Highways requesting an inspection of the drain at end of Rainsford Close and pavement at end of Close.

10.2. Bins - Streetscene erroneously charged for extra bins instead of sleeves needed to identify bins as multipurpose. Clerk to chase sleeves. Dog waste is an issue across the village, including allotments. Note needed in Newsletter to remind all residents of the need to use the bins for their dog waste.

## **11. Correspondence**

Village Hall Management Committee requested £100 to pay for Barry Saunders to upload new literature. Resolved to fund this in full. Hall committee has received one quote from a tree surgeon (£860+vat) for necessary work in recreation ground. Committee to obtain further quotes and resubmit to PC, but in recognition of the urgency, PC resolved to pay up to a max of £860.

## **12. Finance**

12.1. Bank Reconciliation - entry for £210 for Moore needs amending to show that it is a fee (fine) for the Statutory Recommendation, not a fee for the External Audit. Cllr Tribe offered to pay the fine. Agreed if amended.

12.2. Budget summary. Agreed.

12.3. CIL schedule. Agreed

## **Planning**

Application number 24/01491/LBC has been withdrawn as a result of the Conservation Architect's report (no submission from CCMPC).

Application number 24/01771/FUL and 24/02123/LDE both pending. No submission from this PC.

Application number. 22/01677/OUT. Although not within this PC, this development would impact on B4632, Clopton bridge etc. Cllr Batchelor agreed to draft comments, to circulate to PC, with view to submit to planning

Meeting terminated at 21.45

## **DONM**

October 16, 2024

**Cllr. Jon Tribe (Chair)**