

**Stoneleigh & Ashow Joint Parish Council**

**Minutes of the Ordinary Meeting held on Thursday 14<sup>th</sup> July 2022**  
**At Stoneleigh Village Hall**

**PRESENT:**

Cllr R Hancox (Chair)  
Cllr J Astle  
Cllr S Matthews  
Cllr D Jack  
Cllr A Bianco  
Cllr T Wright  
Cllr W Redford  
Cllr P Redford  
B Maoudis (clerk)  
G Kirk (Guest speaker)

There were two members of the public present.

**47. Apologies and Acceptance of Apologies**

Apologies were received and accepted from Cllr Rolli.

**48. Declarations of Interest**

There were no declarations of interest.

**49. Minutes of the last meeting**

Minutes of the Ordinary meeting of 9<sup>th</sup> June 2022 were approved.

**50. Public Session**

No issues raised.

**51. Neighbourhood Plan**

Gary Kirk from Your Locale, a Neighbourhood Plan consultancy, gave a short presentation to the Parish Council outlining the benefits and costs of producing a Neighbourhood Plan (NHP).

Gary explained that a NHP transferred planning powers from Warwick District Council (WDC) to Stoneleigh and Ashow Parish Council through the Localsim Act.

The NHP will allow the Parish to decide what sort of housing is needed locally and what that housing should look like. It can protect open spaces and local green spaces and can prevent development in perpetuity in those areas.

The NHP can help to protect listed buildings, alongside buildings that are not listed but hold great importance to the community.

There is funding available to meet the costs of producing a NHP, however this will not cover the costs of any additional time incurred by the clerk.

The process can take up to two years, it has to adhere to statutory phases and consultations. Most of the work is completed within 12-15 months, the plan then goes to WDC who will organise a referendum and an examiner to review the plan.

The most effective way to produce a plan is to undertake work through an advisory committee, with both Parish Councillors and members of the community involved. Your Locale would support these groups.

Gary will send copies of completed NHP's for councillors to read, including Ryton-on-Dunsmore and a plan from a Parish in similar size to Stoneleigh and Ashow.

## **52. Finance and Administration**

### **Finance Report 1<sup>st</sup> July 2022**

#### **Income / Expenditure**

<b>Balance brought forward from 1<sup>st</sup> June 2022</b>	<b><u>£53,456.55</u></b>
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#### **Payments to 30<sup>th</sup> June 2022**

Clerk salary & expenses B Maoudis (May)	£781.78
Internal audit	£276.00
Bank charges	£18.00

Income:	
Interest	£17.27

<b>Balance</b>	<b><u>£52,398.04</u></b>
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#### **Funds at Unity Bank**

Current Account T1	£32,368.69
Instant Access account	£20,029.35

**£52,398.04**

#### **Online payments to be authorised**

Clerk salary & expenses B Maoudis (June)	£775.19
Clerk salary B Maoudis (July)	£676.41
Stoneleigh Village Hall hire charges	£178.20
HMRC	£ 27.80

- a) All payments to be authorised were agreed.

- b) The finance report, bank statements and quarterly budget (appendices 1) were reviewed and agreed.
- c) The amended report from the Internal Auditor was noted.
- d) The Equal Opportunities, Health & Safety, Grievance and Disciplinary, GDPR, Social Media, Publication policies were reviewed and adopted.
- e) It was agreed by all councillors that going forward the ICO fee would be paid by Direct Debit, saving the council £5 per year.
- f) Members considered a report in relation to the clerk's IT equipment. It was resolved that the report be noted and the recommendations contained within the report be approved (appendices 2).

### 53. Planning

Standing orders were suspended at 7.36pm.

#### New Planning Applications

##### **Application No:** W/22/0476

**Description:** Formation of dropped kerb access and introduction of hardstanding to front of property to form driveway and parking area.

**Address:** 1 Swedish House, Birmingham Road, Stoneleigh, Coventry, CV8 3DD

**Applicant:** Mr P Shankster

**Closing date:** 14th July 2022

**Planning Officer:** James Moulding

The applicant spoke briefly about the application. The offset gully will not be removed and porous material will be used for the driveway. He is also happy to reduce the entrance so as to protect the steps of the neighbouring property.

In lieu of additional information, the Parish Council would like to retract their previous objection and take a neutral position on this application.

##### **Application No:** W22/1117/TCA

**Description:** T1 x Copper Beech - Crown reduction by 3-4 feet, T3 x Cherry - Crown reduction by 3-4 feet, T4 x Cherry - Crown reduction by 3-4 feet, T5 x Copper Beech - Crown reduction by 3-4 feet, T6 x Prunus - Crown reduction by 3-4 feet, T7 x Weeping Cherry – Remove.

**Address:** Holm Oak, Church Lane, Stoneleigh, Coventry, CV8 3DN

**Applicant:** Mr R James

**Closing date:** Unknown

**Planning Officer:** Planning Enforcement

The Parish Council take a neutral position on this application.

##### **Application No:** W/22/0569

**Description:** Demolition of existing building and erection of a single storey dwelling with associated parking.

**Address:** Meadows Hut, Church Lane, Stoneleigh, CV8 3DN

**Applicant:** Mr D Smith  
**Closing date:** 2<sup>nd</sup> August 2022  
**Planning Officer:** Michael Rowson

A representative from the Meadow Society spoke on their support for this application as any planning permission granted would increase the value of the land and the charity would benefit.

The Parish Council agreed to request an extension to comment on the application until after the next meeting, due to be held on Thursday 8<sup>th</sup> September 2022. Cllrs P Redford and Wright also supported the Parish Council with their request.

#### Progress of planning applications

**Application No:** W/22/0626  
**Description:** Proposed erection of a porch, screen walls (with brick and railings) and decorative gates.  
**Address:** 4 Church Lane, Stoneleigh, CV8 3DN  
**Applicant:** Ms A Smith  
**Closing date:** 13<sup>th</sup> May 2022  
**Planning Officer:** James Moulding  
**Planning permission has been refused**

**Application No:** W/22/0627 LB  
**Description:** Proposed erection of a porch, screen walls (with brick and railings) and decorative gates.  
**Address:** 4 Church Lane, Stoneleigh, CV8 3DN  
**Applicant:** Ms A Smith  
**Closing date:** 13<sup>th</sup> May 2022  
**Planning Officer:** James Moulding  
**Planning permission has been granted**

**Application No:** SCR/22/0001 (Pre-application request)  
**Description:** Extension of the A46 Main Compound for HS2 Construction purposes for a temporary period, covering approximately 30ha, including site clearance, material storage, weighbridge and welfare cabins, internal access/haul roads with access off of Stoneleigh Road.  
**Address:** Land south of Stoneleigh Road, Stoneleigh, Warwickshire  
**Applicant:** HS2(London-West Midlands)  
**Closing date:** 15<sup>th</sup> June 2022  
**Planning Officer:** Erin Weatherstone  
**Scoping decision available on planning portal**

**Application No:** SCR/21/0003 (Pre-application request)  
**Description:** Scoping Opinion under the Town and Country Planning (EIA) Regulations 2017, Regulation 15, regarding the proposed battery manufacturing development on

land at Coventry Airport (extending north eastwards from Bubbenhall Road to the junction of Rowley Road and Siskin Drive at Tollbar Roundabout.

**Address:** Land at Coventry Airport, Rowley Road, Baginton, Coventry, CV3 4FR

**Applicant:** Wardell Armstrong

**Closing date:** 22<sup>nd</sup> April 2021

**Planning Officer:** Helena Obremski

**Scoping decision available on planning portal**

Progress of planning applications (No outcome yet)

**Application No:** W/22/0739

**Description:** Proposed single storey rear extension. Repair & maintenance externally (lowering ground) Fencing & shed. Replacement doors. Increasing openings.

**Address:** Calkin Cottage, 8 Birmingham Road, Stoneleigh, Coventry, CV8 3DD

**Applicant:** Mr Jordan Taylor

**Closing date:** 28<sup>th</sup> June 2022

**Planning Officer:** James Moulding

**Application No:** W/22/0740 LB

**Description:** Proposed single storey rear extension. Repair & maintenance externally. Fencing & shed. Replacement doors. Increasing openings.

**Address:** Calkin Cottage, 8 Birmingham Road, Stoneleigh, Coventry, CV8 3DD

**Applicant:** Mr Jordan Taylor

**Closing date:** 28<sup>th</sup> June 2022

**Planning Officer:** James Moulding

**Application No:** W/22/0671

**Description:** Erection of single storey rear kitchen and plant room extension, new single storey garden room and store to the back garden, relocation of car park spaces to the front, installation of solar panels to the south facing roof and associated reconfiguration of the back garden and new enlarged windows to the side and rear elevations.

**Address:** 1b Ridge House, Ashow Road, Ashow, CV8 2LE

**Applicant:** Mr J Dex

**Closing date:** 25<sup>th</sup> May 2022

**Planning Officer:** James Moulding

**Application No:** W/21/0315

**Description:** Construction of timber framed all weather Driving Range with 4 bays, 1 teaching bay and rear store room

**Address:** Coventry Golf Course, St Martins Road, Finham, Coventry, CV3 6RJ

**Applicant:** Course Director, Coventry Golf Club Ltd

**Closing date:** 6<sup>th</sup> July 2021

**Planning Officer:** Dan Charles

**Application No: W/20/2013**

**Description:** In conjunction with the scheduled Warwickshire County Council alignment of the A46 Link Road Scheme, this application proposal seeks highway improvement works along a section of Stoneleigh Road. The highway works proposed includes the construction of a 4-arm roundabout to provide two additional access roads. One to access the proposed relocation of the Rugby Farmers' Market; The other to a HS2 46/Ashow Road Main Works Civils Contractors compound.

**Address:** Stoneleigh Road, Stoneleigh

**Applicant:** High Speed Two (HS2) Limited

**Closing date:** 24<sup>th</sup> March 2021

**Planning Officer:** Rob Young

Standing orders were reinstated at 8.04pm.

**54. Stoneleigh Park events**

The Traffic management plans for the Gravity Event, held at Stoneleigh Park on 10<sup>th</sup> July 2022, were provided very late to the Parish Council and they were considered very basic.

The police reported how they supported the event but this would be in contrast to the views of many residents of both Stoneleigh and Ashow villages, however residents did comment that Stoneleigh village centre was substantially quieter.

It was noted that residents trying to enter and exit the village were met with gridlocked roads. It was suggested that the event was planned to host 15,000 visitors but that 30,000 tickets were sold. This may explain why the volume of traffic was too high for the venue. Feedback received from attendees has been negative.

Cllr T Wright, supported by Cllr P Redford, pointed out that disruption and traffic issues were something that the local communities living near football grounds had to endure on a regular basis.

Cllr P Redford and Cllr T Wright have asked for the licence of Stoneleigh Park Events to be reviewed but there is no legal framework to remove or suspend the licence. A request for a licence review needs to come from the Parish Council.

Cllr P Redford asked members to formally write to her and Cllr T Wright, outlining issues regarding the event, including photographs and video footage where possible.

Cllr W Redford also recommended that the parish Council write to the MP, Chief Constable, the Assistant Chief Constable and the Police and Crime Commissioner.

Cllr T Wright has already written to the Chief Constable, highlighting that the risk assessment for the event was wholly inadequate.

**55. HS2 update**

Parish Councillors met with Alan Payne and Sara Lee to discuss HS2 works. During the meeting Alan Payne suggested that in order for HS2 to proceed with the construction of the Farmer's Market roundabout and the Stoneleigh Bypass, there are certain hurdles that would need

removing, including the objections raised by the Parish Council. Additionally, the objections raised by Warwickshire County Council have been removed, they have assured the Parish Council that they are happy regarding the drainage of the site.

Funding for the roundabout is secured but HS2 need assurances that the Parish Council objections are removed. If the roundabout does not go ahead, the HGV's will be forced to come down to the crossroads and travel along the B4115 to gain access to the compound.

It was unanimously agreed that the Parish Council withdraw their objection to planning application W/20/2013.

#### **56. South Warwickshire Local Plan**

No update.

#### **57. Crewe Lane Report**

Herras fencing has been moved back from the roadside. Cllr W Redford has been in communications with the County Councillor responsible for the area and asked if they would like the road to be included on a six-month inspection and repair schedule.

Cllr W Redford also informed the meeting that 67 tonnes of chippings are due to be delivered for the roadside by the golf course.

#### **58. Community Speed Watch**

PCSO King has only received expressions of interest in the Community Speed Watch scheme from three volunteers.

#### **59. Ditch and Bank Removal at Stoneleigh Crossroads**

The ditch and bank have been removed by HS2 and replaced with a hump and the soft verge signs have also been removed. The footpath is to enhance the pedestrianised controlled crossing.

Cllr W Redford is going to contact HS2 and ensure that the ditch is reinstated when the crossroads work has finished, as per the Parish Council request.

#### **60. Masterplanning Framework for Land to the North and East of Kenilworth/South of Coventry**

Cllr P Redford informed the meeting that Andrew Day (Leader of the Council) and Chris Elliot (Chief executive) are arranging a meeting with all Parish Council's. The meeting is likely to be held in September at the Town Hall. The meeting is not restricted on numbers and Cllr P Redford would urge as many Parish Councillors to attend as possible.

#### **61. Updates from Warwickshire Police, WCC Cllr Redford and WDC Councillors P Redford and T Wright**

Warwickshire Police sent a crime report to the Parish Council (appendices 3).

Cllr W Redford informed the meeting that any requests for a 20mph speed limit in the villages needs to be sent in to the locality officer.

Cllr W Redford also reported a number of diversion signs, around the County, are going missing and being moved. This is causing some issues with traffic on the roads.

Cllr T Wright warned the meeting of forthcoming diversions due to the Commonwealth Games. He also told members that they are still looking for volunteers to help with the games.

**62. Correspondence**

No correspondence.

**63. Questions to Chairman**

Cllr Jack gave her apologies for the next meeting but would like it noted that she supports the notion of a Neighbourhood Plan production.

**64. Date of next meeting:**

- Thursday 8<sup>th</sup> September 2022 at 7pm at Stoneleigh Village Club

**65. Closure**

The meeting was called to a close at 9.30pm



## Appendices 1

### Quarter One 2022/23 Budget Update

<b>Expenditure Quarter 1</b>	<b><u>Apr</u></b>	<b><u>May</u></b>	<b><u>Jun</u></b>	<b><u>Total</u></b>	<b><u>Budget</u></b>	<b><u>Comments</u></b>
<b>Salary (including tax)</b>	£811.91	£740.65	£705.60	<b>£2,258.16</b>	<b>£9,500.00</b>	Overspend likely due to cross-over with new clerk
<b>Stationery</b>			£27.49	<b>£27.49</b>	<b>£100.00</b>	
<b>Postage &amp; Telephone</b>			£6.85	<b>£6.85</b>	<b>£325.00</b>	New PO Box
<b>Clerk Travel expenses</b>	£24.30	£24.30	£27.45	<b>£76.05</b>	<b>£250.00</b>	Likely to increase next year when local meetings resume
<b>Playground equipment</b>				<b>£0.00</b>	<b>£0.00</b>	
<b>Playground maintenance</b>				<b>£0.00</b>	<b>£1,000.00</b>	Potential repairs to spinner
<b>Office equipment</b>				<b>£0.00</b>	<b>£1,000.00</b>	Potential laptop replacement
<b>Equipment maintenance</b>				<b>£0.00</b>	<b>£3,000.00</b>	Potential cost for replacement posts
<b>Insurance</b>		£432.26		<b>£432.26</b>	<b>£450.00</b>	
<b>Grants</b>				<b>£0.00</b>	<b>£0.00</b>	
<b>Training</b>	£30.00			<b>£30.00</b>	<b>£250.00</b>	Potential training for new clerk
<b>Audit (External and internal)</b>			£230.00	<b>£230.00</b>	<b>£350.00</b>	Increased cost of internal audit
<b>Village Hall hire/ room hire</b>				<b>£0.00</b>	<b>£500.00</b>	Will increase with return of physical meetings
<b>Subscriptions</b>	£296.39	£14.39	£14.39	<b>£325.17</b>	<b>£525.00</b>	
<b>Chairman's Allowance</b>				<b>£0.00</b>	<b>£80.00</b>	
<b>VAT</b>	£52.00			<b>£52.00</b>	<b>£250.00</b>	
<b>B'ham Road consultation</b>			£46.00	<b>£46.00</b>	<b>£0.00</b>	
<b>Bank account charges</b>				<b>£0.00</b>	<b>£72.00</b>	New online bank account
<b>Misc</b>				<b>£0.00</b>	<b>£300.00</b>	Painting of phone boxes
<b>TOTAL</b>	<b>£1,214.60</b>	<b>£1,211.60</b>	<b>£1,057.78</b>	<b>£3,483.98</b>	<b>17,952.00</b>	

Earmarked funds

Defibrillator	£0.00	£528.00
Neighbourhood Plan*	£0.00	£4,346.76
Elections	£0.00	£7,050.00
Planning campaigns	£0.00	£1,085.00
Grant Speed Gun	£0.00	£1,080.50
Ashow Notice Boards	£0.00	£25.13
Planning Consultation	£0.00	£100.00
Transparency Fund	£0.00	£400.85
Village Fund	£0.00	£2,000.00

	£0.00	£0.00	£0.00	£0.00
Total payments	£1,214.60	£1,211.60	£1,057.78	£3,483.98

Income received Quarter 1

Interest	£0.00
Precept	£9,176.00
VAT refund	£0.00
WALC CILCA cashback	£0.00
	£9,176.00

Quarter 1: 1st April - 30 June 2022

Balance as at 1st April 2022	£46,706.75
Total income to date	£9,176.00
Total expenditure to date	£3,483.98
Balance as at 30th June 2022	£52,398.77

Account balances:

Unity Trust Current Account	£32,386.69
Unity Trust Instant Access	£20,012.08
Total:	£52,398.77

## Appendices 2

To	Stoneleigh and Ashow Parish Council
Title	Improving IT equipment and data storage
Report author	Becky Maoudis – Clerk & Responsible Financial Officer
Date	7 <sup>th</sup> July 2022
Email	stoneleighashowparishcouncil@gmail.com

### **Recommendation**

It be recommended to the Parish Council that –

- (1) A new laptop be procured for the clerk as detailed within the report; and
- (2) Delegated authority be given to the clerk to purchase a laptop and accessories up to the value of £724.00 including VAT.

## **1. Introduction**

- 1.1 The laptop is considered the ‘backbone’ to the work that the clerk carries out for the Parish Council, and plays a significant part in the clerk’s duties and communications on behalf of the Parish Council.
- 1.2 To enable the clerk to continue to perform her role to an excellent standard, it is imperative to future proof the IT equipment of the Parish Council.
- 1.3 To improve the Parish Council’s disaster recovery plan.

## **2. Purpose of the Report**

- 2.1 The purpose of this report is to outline why the current laptop is no longer fit for purpose and why a new laptop needs to be procured for the Parish Council.

## **3. Background**

- 3.1 The current laptop was purchased on 14<sup>th</sup> June 2017 at a total cost of £658.98 (including VAT).
- 3.2 Back up data is currently stored on a USB memory stick which is updated on a monthly basis.

- 3.3 The laptop will remain the property of the Parish Council and be included on the Fixed Asset Register.

#### 4. Benefits of new equipment

- 4.1 A high standard of work can only be achieved if the technology is reliable.
- 4.2 Because of the age of the equipment, tasks are taking significantly longer. New equipment would increase production and efficiency.
- 4.3 Data would be stored via a cloud-based system, meaning all data is secure and would be protected against fire, loss or damage of the laptop.

#### 5. Financial considerations

- 5.1 It is proposed that the Parish Council purchases a new laptop with a large second screen.
- 5.2 The cost would also incorporate an ergonomic mouse, HDMI cable and Office 365.

Laptop	Aspire 5 15 R7 8/512 Black	£457.50
Monitor	22 Inch FHD Monitor	£74.16
Mouse	Pro Fit Ergo Wired Mouse	£24.99
HDMI Cable	2M HDMI Cable with Ethernet	£1.29
Office 365	Microsoft Office 365 Personal	£45.50
		£603.34 +VAT

- 5.3 There is £400.85 remaining from the Transparency funding awarded to the council in 2017/18. The transparency funding has to be used to purchase items required to upload documents to a website (such as scanner, computer or website), training, and the extra time needed, by the clerk, to upload the documents.
- 5.4 The budget set aside for the current financial year for office equipment is £1000.
- 5.5 If the Transparency funding was used there would still be a £797.51 surplus in the 2022-23 budget.

### Appendices 3

#### Crime Report July 2022

08/06/2022 – Theft of vehicle – Range Rover stolen overnight without keys – St Nicholas Road, Radford Semele

12/06/2022 - Theft of alcohol - Sainsburys - Cubbington

16/06/2022 - Affray - Lewis Road, Radford Semele

24/06/2022 – Damage to fence – Ashow (drunk males in garden)

27/06/2022 – Theft from vehicle – handbag stolen – layby near Ashow

28/06/2022 – Damage – smashed car window – nil taken – Sports pavilion, Stonehouse Close, Cubbington.

28/06/2022 – Damage – gate – Rugby Road, Cubbington.

30/06/2022 – Damage – bin fire – recreational park in Radford Semele.

01/07/2022 – Theft – garden sleepers – Coventry Road, Baginton.

06/07/2022 – Damage – traffic light sensors – Coventry Road crossroads, Stoneleigh.

07/07/2022 – Burglary business – container entered, thousands of pounds worth of power tools stolen – Warwick University

07/07/2022 – Burglary business – sports pavilion broken into and alcohol was stolen – Warwick University

08/07/2022 – Fraud – telephone call pretending to be from bank, bank details given over phone – St Nicholas Road, Radford Semele.

11/07/2022 – Theft of motorbike – Old Mill Hotel, Baginton

Compiled by PCSO Sharron Underwood