**Ufton Parish Council**

**Minutes of the Meeting held on**

**Tuesday 7th March 2017**

**1. Record of Members Present: -**

Cllrs Baldwin (Chairman), Leeman, Tayler, Wilkinson and Clerk Mrs J Chapman

Meeting Commenced 8.00 pm

**2. Apologises for Absence: -** Cllr Crowther, Cllr Stevens

**3. Acceptance of Apologies: -** Cllr Crowther, Cllr Stevens

**4. Declaration of Interests**

Councillors are reminded that they **must** act solely in the public interest and should never

improperly confer advantage or disadvantage on any person to act or gain financial or other material benefits for yourself, your family, a friend or close associate. None received

**5. Dispensations -** None

**6. Open Forum - (15 minutes)**

A resident of the village asked if the villagers would be given the opportunity to vote on the “proposed projects”. Cllr Baldwin advised once the Councillors have voted and the top three topics are known, these will be included in the Ufton Newsletter for the villagers to vote on.

The next Community Forum is on Wednesday 15th March 2017 at Harbury Rugby Club, 6.30 for Police discussions, 7.00 pm for main meeting.

**Representative Report**

County Councillor Stevens was not present at the meeting having offered his apologies. Cllr Riches did not attend the meeting.

**7. Minutes of Last Parish Council Meeting**

It was **RESOLVED** to approve the minutes of the meeting held on 3rd January 2017 as a true and complete record of that meeting.

There were only two Councillor present who were at the meeting held on 7th February 2017 and they considered the minutes could not be signed until more Councillors who were at the meeting on 7th February 2017 were present. The Clerk advised she has taken advice on this and has been advised “Councillors do not have to have been present at the meeting to be able to approve the minutes. They able to vote on the basis they trust the clerk and the other councillors who were present if they say the minutes are accurate.” Both the Clerk and Cllr Baldwin stated the minutes are accurate.

It was **RESOLVED** to approve the minutes of the meeting held on 7th February 2017 as a true and complete record of that meeting.

**8. Matters Arising**

**8.1 Dog Fouling**

Cllr Tayler had previously circulated a photo of a Parish Council notice he had seen in Kineton in relation to Dog Fouling. It was agreed Cllr Tayler will make some enquiries with Kineton Parish Council as to the thoughts behind the poster and how they believed it would work. Cllr Tayler will report back to the next meeting.

**8.2 Highway Issues**

Bascote Crossroads. The Clerk advised she has contacted WCC Highways, they are still chasing the contractor re this job.

 Speeding – Cllr Baldwin advised he has not been able to find the letter about the speed gun. The Clerk was asked the read the back copies of minutes to see if there is any reference to the speed gun.

 **ACTION** Clerk to check previous minutes for information relating to the speed gun.

 The Clerk advised she has contacted WCC Road Safety Team and had received a less than encouraging response. She has relied and asked for a Road Safety Officer to visit.

 The Clerk advised WCC can undertake a survey in relation to the number and speed of cars using Ufton Fields, it costs £208.88 + VAT.

 It was proposed by Cllr Leeman, seconded by Cllr Wilkinson and

 **RESOLVED**  to commission a road survey. This will enable further discussions or show there are no problems.

**8.3 HS2**

HS2 has received Royal Assent, environmental works will now start. Stratford District Council is holding a Section 17 Submissions training session starting at 6.00pm on Wednesday 8th March 2017 at Tithe Lodge, Southam. The Clerk advised she will attend

**8.4 Street Lights**

Discussed under Village Projects

**8.5 Speeding – Introduction of 20 mph speed limit in the village**

Discussed under Highways.

**8.6 Internet Connection**

The Clerk read out information she had received from Coventry, Solihull and Warwickshire Superfast Broadband. “The senior BT Openreach project manager has said having checked the Ufton postcodes there is nothing in the current plans”. However the latest CWS Superfast Broadband checker at <http://www.cswbroadband.org.uk/your-area/broadband-checker> shows the Ufton properties as having superfast broadband by the end of 2019 at the latest”.

**8.7 List of Projects within the village.**

The top four projects as voted for by the Parish Councillors are:

 1) Replace street lights

 2) Gates to entrance of village

 3) Sleeping Policemen

 4) Planting bulbs in the whole of the village.

 These projects will be included in the next Ufton Parish News for residents to vote upon

**8.8 Church Tower Lighting**

Cllr Baldwin will obtain a quote to reduce the size of the Holly Tree on the corner of White Hart Line/Ufton Hill.

**8.9 Trees around the Cart Pond.**

Following Storm “Doris” a fir tree was blown down onto a residents car in Field Close. The Clerk asked a local contractor to assess the trees at the rear of the Cart Pond. The contractor advised an elm tree needed to be taken out as it was dead. This work was authorised by the Clerk. The work has been completed and all the trees around the Cart Pond have been tidied up. The charge will be £175.

 It was proposed by Cllr Tayler, seconded by Cllr Wilkinson and

 **RESOLVED**  the charge of £175.00 be authorised.

**9.0 Planning –** none

**10.0 Finance**

**10.1**  **It was proposed by Cllr Tayler, seconded by Cllr Leeman and**

 **RESOLVED the following payments be made.**

Clerks Salary March 2017 £

 HMRC – March 2017 £15.80

 March Newsletter printing £21.60

 The Clerk advised the meeting whilst looking at her contract of employment it became apparent she has not been paid the “home working allowance” of £15 per month since she commenced the job in October 2015 to Dec 2016. The next quarter, January 2017 – March 2017 will be due at the next meeting. Cllr Baldwin advised this is an error.

 **It was proposed by Cllr Tayler, seconded by Cllr Leeman and**

 **RESOLVED to pay Mrs J Chapman the back pay in respect of the home working allowance.**

Cllr Baldwin advised the meeting Cllr Crowther will no longer provide the payroll facility for Ufton Parish Council. The Clerk advised she is aware of a payroll provider from her work with other Parish Councils and the charges are very reasonable @ £84.00 per annum.

 **It was proposed by Cllr Tayler, seconded by Cllr Leeman and**

**RESOLVED payroll provision be pursued and provided by an alternative source**

**10.2 Financial Report**

Was circulated and noted.

**11. Correspondence**

HSBC Bank statement.

**12. Any other business**

The Clerk advised she has established Ufton Parish Council is not registered with the Data Commissioner and as the Parish Council holds and processes data, the Parish Council ought to be registered with the Information Commissioners Office.

**ACTION Clerk will register Ufton Parish Council with the Information Commissioners Office.**

The Clerk has found an uncashed cheque for £20.00 made payable to the Parish Council, dated 26th May 2015. This cheque cannot be cashed as it is out of time, it was agreed a replacement cheque will not be sought.

**13. Items for next Agenda**

Dog Fouling, Highway Issues, HS2, Street Lights, Speeding, Church Tower Lighting.

**14. Date of next meeting** Tuesday 4th April 2017.

Ufton Annual Parish Meeting Tuesday 11th April 2017

Signed Date

Cllr C Baldwin

Chairman