

HAMPTON IN ARDEN PARISH COUNCIL MEETING

To be held at

The George Fentham Meeting Rooms

On

WEDNESDAY 28 SEPTEMBER 2022 AT 7:30PM

AGENDA

1. Apologies for Absence.
2. Declarations of Interest.
3. Public Participation.
4. Approval of the Minutes of the meeting held on 13 July 2022.
5. Matters arising from the above meeting.
6. Feedback from Maintenance Committee.
 - b) Eastcote Lane Allotment Site.
7. Feedback on the Pedestrian and Road Safety Schemes.
8. Request for Entrance to the Village Signage.
9. Hampton in Arden Parking Issues.
10. Feedback from the Rights of Way and Footway Representative.
11. Feedback from CIL Committee.
12. Feedback from the Communications Committee.
13. Feedback from the Planning Committee.
14. Feedback from the Neighbourhood Plan Working Group.
15. Under 7s Play Area – All weather play area surface.
16. Decision regarding power supply to the Village Green (Christmas Lights).
17. Civility & Respect Pledge.
18. Correspondence (for information only).
19. Reports from other meetings.
20. Finance;
 - a) Quarterly Accounts
 - b) Payments
21. Dates of next meeting:

Maintenance Meeting: 5 October 2022

Parish Council Meeting: 9 November 2022.

HAMPTON IN ARDEN PARISH COUNCIL

D R A F T MINUTES

*Held at: The George Fentham Meeting Rooms, Marsh Lane, Hampton in Arden
On: Wednesday 13 July 2022*

Start: 7:30pm

End: 9:47pm

PRESENT

Councillors

Mr Mike Blomer (Chairman)
Mr Roger Waring
Mr Peter Green
Mr Dave Cuthbert
Mr Giles Cook
Mr David Sandells
Mr Dave Cuthbert
Mr John Eccleston
Mrs Min Grimshaw
Mr Ken Blanch
Mrs Cat Sellars

Clerk

Mrs Julie Barnes

Public

Alan Smith
Lesley Cuthbert
Sheila Blomer
Darryl Stokes

ACTION

22/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Vice chairman Tim Beresford and Councillor Alexander Clayson.

22/25 DECLARATIONS OF INTEREST

- Councillor John Eccleston – President of Hampton in Arden Sports Club and Recreational Trust Trustee.
- Councillor Dave Cuthbert – Catherine de Barnes Residents Association and Trustee of the Catherine de Barnes Village Hall.

22/26 PUBLIC PARTICIPATION

Alan Smith – Old Station Road

Alan Smith spoke in his capacity as a resident (whilst noting that he is also an employee of Solihull MBC), in reference to Phase 2 Pedestrian and Road Safety measures planned within the village. Refer to agenda item 22/30 for further information.

Darryl Stokes – Marsh Lane

Enquired whether any progress had been made regarding the broken gate at the bottom of Marsh Lane. The clerk confirmed that Solihull MBC were looking into various options.

Mr Stokes also enquired whether it would be possible to install a bollard at the new build out next to the War Memorial. Councillor Blanch confirmed that a request could be put forward but that the design was undertaken by Solihull MBC Highway engineers.

22/27 APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 11 MAY 2022

The draft Minutes taken and prepared by Julie Barnes were approved as **proposed by Councillor Cat Sellars, seconded by Councillor Giles Cook** with all members being in favour.

22/28 MATTERS ARISING

- 22/03 – amendment required.
- 22/09 – Solicitors working on a draft lease.
- 22/10 - £25 donation made.

22/29 FEEDBACK FROM THE MAINTENANCE COMMITTEE

The clerk confirmed that Solihull MBC had sent a maintenance team out to both villages to do a full road and footpath clean. Councillor Eccleston confirmed that both villages were looking much tidier as a result.

In Councillor Beresford's absence the clerk gave a brief update and confirmed that a copy of the Maintenance Minutes taken on 8 June were included for members' information.

Councillor Sandells confirmed that he would continue to investigate achieving a better price to replace the frog swing on the school play area. **DS**

22/30 FEEDBACK ON PEDESTRIAN AND ROAD SAFETY SCHEMES
Hampton in Arden Scheme

Councillor Blanch referred to his report circulated in advance confirming that it was always envisaged that a further scheme would be needed following initial works.

Members had recently met with Solihull MBC Highways engineers and formal discussions were now taking place about what Phase 2 would look like. Costs were likely to be in the region of £66,000 to £70,000. The Parish Council has secured £50,000 from the HS2 Road Safety Fund so would need to fund the remaining £20,000 from CIL reserves of which an agreement was already in place.

Both Mr Smith and Mr Stokes expressed their preference for what they would like the scheme to look like and members thanked them for their comments noting that they would be taken on board.

Catherine de Barnes Scheme

The Parish Council continue to await confirmation from Skanska that this scheme will be funded via the National Highways Designated Fund.

22/31 FEEDBACK FROM THE RIGHTS OF WAY AND FOOTWAY REPRESENTATIVE

Councillor Waring referred to his report circulated in advance noting in particular: -

- The Path alongside the Kenilworth Road had reopened but its condition remains unsatisfactory. Representations have been made to HS2.
- The broken stile to the rear of Fentham Hall is to be replaced with a gate.
- Wire covering on the broadwalk (Packhorse Bridge) needs repair. The clerk has reported this to Solihull MBC.
- There are several other ongoing issues that Councillor Waring continues to investigate and will report further on at our next Parish Council meeting. **RW**

22/32 FEEDBACK FROM CIL COMMITTEE

Councillor Green referred members to his report circulated in advance confirming that since the last meeting the CIL Committee had approved a further payment of £2,200 to the Festival Committee for a replacement marquee.

Reserves are held in the sum of £60,000 for the Pedestrian and Road Safety Schemes in both Hampton and Catherine de Barnes. £36,000 is held in reserve for the Catney Play Area. Available funds are therefore now £12,800.

Councillor Blanch confirmed that residents fully supported the installation of an all year/weather replacement flooring at the Under 7s play area and that he would submit a further application to HS2 in due course. Councillor Green confirmed that sums would therefore continue to be held to match fund this project. **KB**

22/33 FEEDBACK FROM THE COMMUNICATIONS COMMITTEE

Councillor Sellars referred to the Minutes taken on 7 July and circulated in advance for information. Articles for the next newsletter would be required by no later than 21 July.

Several articles were discussed in more detail with members being given various actions. **ALL**

22/34 FEEDBACK FROM THE PLANNING COMMITTEE

Councillor Cuthbert referred to both the running report and more detailed supporting report, circulated in advance to all members.

Reference was made to Ashtree Grove, a new Bloor/David Wilson Homes Development planned within Hampton. Members discussed the proposals in more detail noting that the existing application is an outline only and that the developer will look to make alterations to it. A meeting with the developer and their representatives was scheduled to take place on 15 July.

Solihull Local Plan

Councillor Cuthbert noted that stated in his report and confirmed that a webcast would take place on 8 August.

22/35 FEEDBACK FROM THE NEIGHBOURHOOD PLAN WORKING GROUP

Councillor Cuthbert and Green confirmed that following further work a new version 12 had been prepared. A meeting will be convened later in July to consider that draft in more detail.

22/36 PARISH COUNCIL BASIC ALLOWANCES FOR 2022/23

The chair noted that Solihull MBC had recently published revised Parish Councillor allowances for the current financial year explaining that the Parish Council had always resolved not to accept any payments other than out of pocket expenses.

Councillor Cuthbert **proposed that the Parish Council should not accept any payments other than out of pocket expenses.** This was **seconded by Councillor Blanch** with all members being in favour.

22/37 REMEMBRANCE SUNDAY PLANNING

The chair noted that Councillor Clayson was now unable to lead this year's planning. Councillor Sandells confirmed he would take over the management of it. **DS**

22/38 HAMPTON IN ARDEN CHRISTMAS LIGHTS

The chair referred members to his report circulated in advance. Solihull MBC have increased the fee for providing Christmas lights on the Hampton in Arden Village Green from £985.20 to £1,794 without any forewarning. The Parish Council have explored other options and are able to reduce this sum to £780. Solihull MBC have stated that the Parish Council will not be allowed to use their power supply and, as a result, the Parish Council are now looking into the costs of installing their own supply.

The chair sought members approval for both himself and the clerk to continue investigations into an alternative supply with an update to be provided by email when further information was available. **Chair/
Clerk**

All members were in favour.

22/39 FREEDOM OF INFORMATION COMPLAINT – OUTCOME

The chair reminded members of a Freedom of Information Complaint that had been made by a local resident. The Parish Council had cooperated fully up to and including the complaint and was able to provide detailed evidence of that to the Information Commissioner's Office. Following a full and detailed review the Commissioner found that the Parish Council had dealt with the enquiry satisfactorily and effectively and dismissed the complaint made by the resident.

22/40 ADOPTION OF CLIMATE CHANGE POLICY

The chair referred to his report seeking members view on how best to proceed with the adoption of a climate change policy.

Councillor Sellars felt that a working group should be formed to ensure this matter was given the attention it deserves and agreed to head up that committee.

Councillors Grimshaw, Waring and Green all agreed to join Councillor Sellars and a meeting will be arranged shortly. **CS**

22/41 CORRESPONDENCE

Most correspondence is received by email and is forwarded to Members as a matter of course with the majority being of a routine nature. Examples are regular consultations from SMBC on planning applications, updates and training opportunities from WALC and NALC, notifications from HS2 and National Highways (Skanska). The following are those that depart from the routine:

- 13/05 – WALC – Formation of new company Limited by Guarantee
- 30/05 – WRCC – Warm Hubs comes to Hampton
- 10/06 – ICO – Complaint decision
- 24/06 – WALC – UK Shared Prosperity Fund.
- 01/07 – Severn Trent – Flooding in Old Station Road

07/07 – Travel WM – New operator for X89 bus service

22/42 REPORTS FROM OTHER MEETINGS

West Midlands Counter Terrorism Meeting

The Clerk and Councillors Green and Eccleston had tonight attended a briefing with West Midlands Police regarding what policing will be in place over the course of the Commonwealth Games.

Skanska

Members had met with the new Community Liaison Officer, Steve Van der Park. An acknowledgement was received that extensive mistakes had been made. Promises made to the Parish Council over a period of years had now been redacted. A further meeting is planned for September when a full and detailed report should be provided by Skanska. A drive around will take place in August with several members attending.

Meeting with Saqib Bhatti MP

Councillor Cuthbert was due to meet with Mr Bhatti MP and Philip O'Reilly to try to reach a resolution regarding Mr O'Reilly's ongoing issues with National Highways.

The George Fentham Trust Representatives

Councillor Cuthbert enquired what members views were regarding the lack of reports received from representatives/Trustees of The George Fentham Trust. The clerk confirmed she had spoken with Councillor Beresford in advance of the meeting who had confirmed he was happy to provide a report where matters affected the Parish Council.

WALC

Councillor Cuthbert confirmed that WALC is now a Limited Company. 5 Directors had been appointed. A further 5 would be sought.

22/43 FINANCE

The quarterly accounts and payments for 3 months ending 30 June 2022 were accepted as **proposed by Councillor Grimshaw, seconded by Councillor Eccleston** with all members being in favour.

22/44 DATES OF NEXT MEETING

Parish Council Meeting, 14 September 2022

Maintenance Meeting, 4 October 2022

Parish Council Meeting, 9 November 2022

MEETING CLOSED AT 9:47pm

Reports detailed in the minutes are attached.

Minutes taken and prepared by Clerk, Julie Barnes

THE EDUCATIONAL FOUNDATION OF GEORGE FENTHAM (HAMPTON-IN-ARDEN)

- And -

THE PARISH COUNCIL OF HAMPTON-IN-ARDEN

Counterpart/

AGREEMENT

For the tenancy of allotments in Eastcote Road, Hampton-in-Arden

Rent £200 per annum

Payable DATE

S Jarratt

Clerk of the trustees

THIS AGREEMENT is made the _____ day of _____

BETWEEN **COUNCILLOR'S DETAILS**

The Trustees for the time being of the EDUCATIONAL FOUNDATION OF GEORGE FENTHAM (hereinafter called "the Trustees") of the one part and the HAMPTON-IN-ARDEN PARISH COUNCIL in the County of West Midlands (hereinafter called "the Council") of the other part

WHEREBY IT IS AGREED as follows:-

- 1) THE TRUSTEES agree to let and the council agree to take from the **DATE** until the tenancy is determined as hereinafter mentioned ALL THAT piece of land situate in **Eastcote** Road Hampton-in-Arden in the county of West Midlands used as allotments and more particularly delineated and described in the plan annexed hereto and thereon colored pink upon the following terms and conditions
- 2) The rent shall be TWO HUNDRED POUNDS per annum payable by one annual payment in advance on the **DATE** in each year the first payment of which shall be paid on the **DATE**
- 3) The tenancy hereby created may be determined on the **DATE** in each year by either party giving one year's previous notice of their intentions to do so
- 4) THE council hereby undertakes with the Trustees as follows:-
 - a. To pay the rent on the days and in the manner beforementioned
 - b. To pay all existing and future rates taxes assessments and outgoing charged upon the said piece of allotment land
 - c. To use the said piece of land for the purpose only of providing allotments within the meaning of the allotments Acts 1908 to 1950
 - d. To willingly surrender to the Trustees on twelve month notice in writing at any time any portion of the piece of allotments land which may be required by the Trustees the Local Education Authority or the Department of Education and Science for the purpose of extensions of buildings or paved playground area in conjunction with the George Fentham Endowed School Hampton-in-Arden
 - e. At the end of the said term to deliver up the said piece of allotments land in the same condition as far as is reasonably possible as is now
 - f. To indemnify the Trustees against all claims by allotment holders for disturbance or otherwise arising out of their occupation of the said land
- 5) THE Trustees hereby undertake with the Council that the Council performing and observing the provisions and stipulations on their part to be performed and observed shall peaceably hold and enjoy the said piece of allotment land during the said term without interruption by the Trustees or any person rightfully claiming or in trust for them
- 6) IF the rent or any part thereof shall be unpaid for twenty-one days after becoming payable (whether formally demanded or not) or if there shall be any failure by the Council to perform or observe any stipulations or provision on their part hereinbefore contained the Trustees may at any time thereafter re-enter upon the said piece of allotment land or any part thereof
- 7) ANY notice under this Agreement shall be in writing and any notice to the Trustees shall be sufficiently served if sent to the Clerk of the trustees for the time being and any notice to the Council shall be sufficiently served if delivered to the Clerk of the Council for the time being and shall be deemed to have been delivered in the day succeeding the posting thereof

- 8) To keep the water trough/taps in proper repair and free from leaks and to report any leaks or faults to the Landlord immediately these are discovered and to repay to the Landlord the cost of water consumed through the meter.
- 9) To ensure all allotment tenants comply with all of the requirements of the Allotment Tenancy Agreement, a copy of which is attached.
- 10) Allotment Tenants may only use the car parking area when tending to their allotment.
- 11) The Parish Council shall pay 50% of the cost of maintaining the hedges of the allotment field.

AS WITNESS the hands of the Trustees and of

Allotment Tenancy Agreement

An AGREEMENT made on the [INSERT] between HAMPTON-IN-ARDEN PARISH COUNCIL ("the Council") of the one part and [name and address] ("the Tenant") of the other part.

WHEREBY IT IS AGREED as follows:

1. THE Council let and the Tenant takes from the date of this Agreement the allotment plots numbered [insert plot number] situated at Fentham Road, Hampton-in-Arden and as identified on the attached plan ("the Allotment") for the yearly rent of [insert rental amount]

2. THE Tenant agrees:

- (a) To pay the said rent not later than 28th February each year in advance and as requested by the Council.
- (b) To use the said Allotment garden mainly for the cultivation of crops for consumption by the Tenant or Tenants family and not to use the said allotment garden for the purpose of a trade or business.
- (c) To keep the Allotment cultivated at all times, free from injurious weeds and in a clean and tidy condition so as not to prejudice adjoining occupiers. If more than one third of the said Allotment is to remain uncultivated in any year written permission shall be obtained from the Council in advance.
- (d) Not to, without the written consent of the Council, plant any trees or any crops that require more than 12 months to mature.
- (e) Not to assign or underlet or part with possession of the said Allotment or any part thereof.
- (f) Not to deposit or allow other persons to deposit upon the Allotment any rubbish, refuse or other material, excepting only manure or compost in quantities such as may reasonably be required for cultivation and not to erect any notice or advertisement on the Allotment.
- (g) Not to, without the written consent of the Council, cut or prune any timber or other trees, or take, sell or carry away any soil, turf, mineral, gravel, sand or clay.
- (h) Not to cause or permit any nuisance or annoyance to the occupier of any other allotment or neighbouring residents nor obstruct any path or access set out by the Council for the use of the occupiers of the allotment gardens.
- (i) Not to use barbed wire on any internal fence or adjoining any pathway set out by the Council.
- (j) To use only black polythene or permeable horticultural geo-textile to cover temporarily uncultivated areas of the Allotment.
- (k) Not to erect any shed or greenhouse on the said Allotment and no other building, fence, wall, or structure, excluding compost bins will be allowed.
- (l) Not to cause any damage to gates, fences, hedges, notice boards or water tanks, pipes, and standpipes and to avoid waste of water. The Tenant will compensate the Council the full cost of repairing any damage.
- (m) Not to bring or cause to be brought upon the allotment any dog unless the dog is held on a leash and not use any building on the allotment site for a dog kennel or leave any dog on the Allotment overnight.
- (n) Not to keep any animals or livestock (including bees) of any kind upon the Allotment except to the extent permitted by Section 12 of the Allotments Act 1950.
- (o) To follow the Council's code of conduct for bonfires and never leave a bonfire unattended nor cause or permit a bonfire which is likely to cause a nuisance to neighbouring residents or allotment holders.
- (p) To permit access at all times to any person duly authorised by the Council to allow inspection of the Allotment or essential maintenance of services including overhead and underground cables and pipelines.

(q) To observe all rules relating to allotments which have been or may at any time hereafter be made by the Council.

(r) To inform the Council immediately of any change of address.

3. THE Council reserves the right to increase the rent on every anniversary of this agreement and to vary the written terms within this agreement. The Tenant shall be given twelve months advance notice in writing of any such variations of the written terms (other than in relation to any rent increase).

4. THE Tenancy hereby created shall continue until determined in any of the following manners:

(a) By the Council giving twelve months notice in writing at any time expiring on or before 6th April, or on or after 29th September, and by the Tenant giving seven days notice in writing expiring at any time in which case rent already paid will be refunded for each full month after the expiry of the tenancy (up to a maximum of 11 months' rent) providing the allotment is left in good condition.

(b) By the Council giving one month's notice if the rent is in arrears for not less than 40 days and/or if the Tenant is in breach of or not observing any of the conditions and/or rules of the Tenancy Agreement.

(c) By the Council giving three months' notice in writing to the Tenant on account of the Allotment being required for (i) any purpose (not being the use of the same for agriculture) for which it was acquired by the Council or has been appropriated under any statutory provision, or (ii) for building, mining, or other industrial purpose, or for roads or sewers in connection with any of these purposes. In this event consideration will be given to provision of an alternative allotment for the Tenant.

(d) On the death of the Tenant the Tenancy shall determine forthwith.

6. Any notice given by the Council pursuant to the above shall be sufficiently served if sent to the Tenant at their last known address or posted on the said Allotment.

7. The Tenant shall, on the termination of the Tenancy, be entitled to compensation only in the events and to the extent prescribed by Section 2, Sub Section 2 and Section 3 of the Allotments Act 1922 as extended by the Allotments Act 1950 but not further or otherwise.

8. The Council shall, on the termination of the Tenancy, be entitled to recover compensation from the Tenant by virtue of Section 4 of the Allotments Act 1950 in respect of any deterioration of the land caused by the failure of the Tenant to maintain the land clean and in a good state of cultivation and fertility.

Signature of Tenant _____ Date _____

Signed on behalf of Hampton-in-Arden Parish Council _____ Date _____

NOTE: This agreement is based on that used by Solihull Metropolitan Borough Council amended to suit local circumstances.

*Hampton-in-Arden Parish Council
January 2021*

HAMPTON IN ARDEN PARISH COUNCIL
AGENDA ITEM NOTES 14 SEPTEMBER 2022

Stage 2 Traffic Calming in Hampton in Arden

SMBC Highways have now prepared a drawing showing the details of Stage 2 Traffic Calming Plan in Hampton in Arden. This Stage 2 Plan has been previously discussed and agreed with the PC and the drawing is attached to these brief notes.

The Stage 2 works will include the following elements:

- Gateway on Solihull Road including a single speed cushion located at the point of constriction
- A pair of speed cushions on Solihull Road between the Eastcote Lane junction and Belle View Terrace
- A pair of speed cushions on High Street close to the Butchers Road junction
- 4 No pairs of speed cushions on Meriden Road between the station and Diddington Lane
- A single speed cushion added to the existing gateway on Meriden Road at the point of constriction

SMBC Highways are now working on the detailed design. The estimated cost is between £60k - £70k which will be funded partly by the HS2 Road Safety Fund for £50k and PC CIL funds for £10k - £20k. The CIL contribution will be less than the previously allocated total of £25k.

Councillors are invited to discuss these proposals.

Under 7 Play Area, Sports Ground

A proposal to provide an all-weather surface to the Under 7 Play Area at the sports ground was recently submitted to HS2 Community Fund. Unfortunately, this application was rejected but with suggestions as to how the application could be amended and re-submitted to achieve a successful outcome. These suggestions included formal consultation with interested parties hence the recent article in the newsletter. The estimated cost was £20k based on tenders received from three contractors and the PC were seeking £10k from the HS2 with the balance from CIL.

It should be noted that the HS2 Community Fund application process is extremely 'long-winded' and takes a lot of time and effort to wade your way through the process. Having gone through this process three times now – twice for traffic calming and once for the U7 paly area – I have the scars to show for it!

Since the application rejection a number of discussions have been held informally to examine possibly ways forward. These included making a new application to HS2 (with no guarantee of success!), fully funding the project ourselves and seeking other funding options.

Recently a suggestion has been received to only surface part of the area instead of the full 300 m². This would cover the entrance, the swings etc and the seating area only. This would reduce the surfaced area to around 100 m² and the cost estimate to around £7. This figure could be easily funded by CIL (note the cost saving in the Stage 2 traffic calming) or out of PC reserves.

Councillors are therefore invited to discuss and agree the way forward.

Hampton in Arden Village Parking

Roads in the village are subject to both dangerous and inconsiderate parking in a number of areas particularly around the shops and businesses on the High Street.

A discussion paper examining the problem areas and suggesting the way forward has been circulated to all Councillors and you are invited to discuss this issue and agree the way forward.

Areas of particular concern are at the top of High Street at the junction with Marsh Lane, and around the war memorial and the first section of Shadowbrook Lane. In both these locations existing parking restrictions are largely ignored resulting in a large number of 'near misses' between vehicles and between vehicles and pedestrians. We need to act now before something more serious happens.

The recommended solution is to replace existing 'white' markings with double yellow lines at these problem areas, and provide new lengths of double yellow lines at appropriate locations. Double yellow lines are generally understood by all and this alone should reduce incidents, but it will need back-up from our new PTSO and the possible services of a part-time traffic warden to drive home the message. Publicity will be key particularly with the issuing of tickets!

Any new measures will be subject to SMBC Highways approval. £10k is the estimated cost to cover both capital costs and the administration costs necessary to amend the required traffic orders. On-going costs will be the occasional hiring of a traffic warden on an intermittent basis.

Parking Issues in Hampton in Arden

1. Introduction and Objectives

Roads in the village are subject to both dangerous and inconsiderate parking in a number of areas particularly around the shops and businesses on the High Street. These issues have prompted the publication of this paper with the following objectives:

- To review the current parking situation in the village
- to examine possible improvements, and
- to recommend a plan of action.

For convenience the village has been divided into separate geographic areas when considering areas of concern. Each area has been examined separately.

2. Existing Village Parking Provisions and Restrictions

2.1 On-Street Parking

On-street parking is permitted throughout the village and any restricted zones are indicated by either double yellow lines or white 'keep clear' and 'H' markings.

The main areas for these existing markings are shown below. It should be noted that this is not an exclusive listing for the village:

- High Street
- Meriden Road
- Shadowbrook Lane
- Marsh Lane
- Fentham Road

Parking restrictions are generally obeyed by most road users but there are several areas where restrictions are ignored, particularly at the top end of the High Street and on Shadowbrook Lane around the war memorial. The commonly heard excuse of motorists is that I'm going into the shops and I will only be a few minutes. The rebuttal to this is that an accident only takes seconds to happen.

2.2 Existing Car Parks

There are six existing off-street car parks located in the village. These are:

- Fentham Hall – this is an uncontrolled car park that is free to use by all. There are disabled spaces available close to the Arden Room entrance.
- White Lion Public House – this car park is only available to White Lion customers who have to register their vehicle details. There is CCTV monitoring and vehicles are liable to prosecution if they do not register.

- Church Hall – this uncontrolled free car park is meant for church business only but is used by all.
- Sports Ground – this is an uncontrolled free car park that is used by all. The only restriction is a moveable height barrier at the entrance.
- Railway Station – this is a free car park meant for rail travellers only. There is CCTV monitoring for any long-term parked vehicles.
- Fentham School, Fentham Road – this is a small uncontrolled car park that is generally used by parents collecting or delivering their children.

For a village the size of Hampton in Arden it is considered that the amount of off-street car parking should be more than adequate for current and future needs.

3. Areas of Concern

3.1 High Street

There are white keep-clear markings outside the shops at the top of the High Street and white 'H' markings at the top of Marsh Lane. The twin purposes of these markings are firstly to provide sufficient space for large vehicles negotiating the sharp bend at the top of the High Street and secondly to provide adequate visibility for vehicles existing Marsh Lane onto the High Street.

These keep-clear markings are frequently ignored by road users accessing the shops which both can seriously impede large turning vehicles and reduces the visibility and increases the collision risk for vehicles existing Marsh Lane. Vehicles are frequently seen both on the 'Keep Clear' markings on the High Street and on the 'H' markings at the top of Marsh Lane.

The proposed solution to improve safety to both road users and pedestrians is to replace these markings with double yellow lines which are well understood by all road users. Monitoring by either police or a traffic warden will be necessary to enforce these parking restrictions.

3.2 Marsh Lane

The junction with High Street at the top of Marsh Lane is of particular concern as detailed above. Vehicles exiting the lane can have restricted visibility due to illegally parked vehicles on the High Street and in addition, vehicles can be parked all the way up to this junction on the right-hand side of the lane on the keep-clear 'H' markings. This is particularly hazardous for vehicles turning into the lane from the High Street.

The proposed solution is to replace the white 'H' marking with double yellow lines. This will both improve safety and eliminate the confusion that some road users may have regarding the use of the 'H' markings.

The junction with Fentham Road is another area of concern. Vehicles tend to park on Marsh Lane very close to this junction on both sides of the lane and this results in very poor

visibility for vehicles exiting both Fentham Road and the Beeches and Fentham car park opposite.

The proposed solution is to introduce double yellow lines for 10 metres either side of the Fentham Road junction. This is consistent with standard highway practice of restricting parking within 10 metres of a junction.

3.3 Shadowbrook Lane and War Memorial

Of particular concern is vehicles parking on the sharp bend on Shadowbrook Lane between the GPO building access and the sports ground access. This occurs when major events are held at the sports ground and makes negotiating this sharp bend extremely hazardous. Double yellow lines are therefore needed and recommended for this section of the lane.

Another area of concern is around the war memorial where double yellow lines already exist. This does not seem to discourage some road users from parking in this area particularly on the Shadowbrook Lane section. Enforcement is considered to be the only practical solution.

3.4 Other Village Parking Issues

A common issue throughout the village is vehicles parking on pavements. This is particularly prevalent by the bus stop on Solihull Road and outside the shops. It should be noted that it is an offense to obstruct the pavement if it forces pedestrians to go into the road to pass the parked vehicle. Mobility scooters and pushchairs are particularly vulnerable in this regard.

The use of disabled parking bays by non-blue badged vehicles also occurs in the Fentham Road car park.

Enforcement is considered to be the only practical long-term option to combat these two offences.

4. Cost Estimate and Funding Options

The capital cost estimate for installing double yellow lines is relatively small compared to other traffic calming and regulation options. The costs associated with the administration and approval processes for the necessary traffic regulation orders that have to be progressed by the Highway Authority, can exceed the capital costs.

A cost estimate around £10k to cover both capital and administration costs would be appropriate but would need to be confirmed. Additional on-going costs will be necessary should the services of a part-time traffic warden be required. Enforcement in the period immediately following installation is recommended to quickly discourage illegal parking.

Possible funding options that could be available are:

- SMBC Highways Budget
- HS2 Road Safety Fund administered by SMBC
- Parish Council Reserve Funds

- CIL as part of the Phase 2 Traffic Calming and Pedestrian Safety Plan

It should be noted that SMBC as Highway Authority will have overall approval for any proposed works.

5. Recommended Actions

It is apparent that existing white 'Keep Clear' and 'H' markings are largely ignored by road users. There may be a level of lack of understanding of the use of these markings particularly the 'H' markings and it is recommended that these all be replaced with double yellow lines that are generally understood by all. In addition, new double yellow lines need to be installed where issues have been identified in order to improve safety for all road users.

Consultation with businesses will be essential to explain the need for additional measures. Delivery vehicles should be permitted to use the restricted areas for limited periods only provided hazard indicators are used.

Once the additional work has been carried out enforcement either by the police or local wardens, will be necessary to drive home the message that parking in these areas is not permitted. This will be particularly important immediately after construction and thereafter on an intermittent basis.

A summary of the proposals is to install double yellow lines at the following locations:

- On the High Street to replace the existing white 'keep clear' markings
- On Marsh Lane to replace the existing white 'H' marking
- On Marsh Lane for 10 metres either side of the Fentham Road junction
- On Shadowbrook Lane between the GPO building and the entrance to the sports ground

Once agreement has been reached within the Parish Council the proposals will need to be formally submitted to SMBC Highways for their approval.

Cllr Ken Blanch BSc CEng MICE MCIHT

Public Footpaths and Rights of Way Report

September 6th 2022

Closures:

As the works on the M42 link roads continue, the footpaths crossing the line of the roads have been closed. New footpaths to replace the missing sections are being constructed, and the final layout will include alternatives to the lost paths.

Diversions:

The diversion in the grounds of Hampton Manor has reached the stage of publication to allow comments from the public. I shall be in touch with SMBC to progress matters. I understand from Cllr Ken Blanch that the footpath in Diddington Lane was wrongly closed, and following his actions the situation has now been resolved. I am grateful for his assistance.

Repairs:

The broken stile that connects paths M126 and M129 to the rear of Fentham Hall is to be replaced with a gate. I am simply awaiting completion of the diversion in Hampton Manor grounds before taking possession of the old gate. I am pleased to report that the wire on the footbridge approach to the packhorse bridge has been repaired, and that the boardwalk on Catherine de Barnes common has also been fully replaced. I am progressing the state of the footbridge at Ravenshaw.

New paths:

Path M111 Shadowbrook Lane to Bickenhill.

I have issued a briefing on the proposal to create a permissive path link between the arboretum and the adjacent field through which a public footpath runs. It has the merit of avoiding a 50-yard section of the busy Shadowbrook Lane. I have also issued a draft agreement for consideration by all parties. The funding of the proposal is an item for discussion at the meeting of 14th September. The matter involves the landowners Nigel Redfern and the George Fentham Trust, as well as requiring general approval from the Parish Council.

Roger Waring

Councillor

Public Footpaths and Rights of Way.

Hampton-in-Arden Parish Council

**Hampton-in-Arden Parish Council - CIL Committee Report
September 2022**

We have approved no new CIL proposals since the last meeting. We have now released the payment of **£36k** for the Catney Village Hall Play Area. This includes the full VAT figure as it proved impossible to put in place an arrangement for PC ownership within an acceptable cost or timescale. We continue to hold a reserve of **£60k** for the traffic calming schemes at Hampton and **£8.6k** for the U7 Play Area surface. Available funds are down to **£12.9k**.

Our last received CIL payment was in April 2021; we anticipate receiving a payment of around **£18k** when the additional apartments are built at Hampton Court. However, this may be delayed as the developers have recently resubmitted their proposals and we have currently objected to the new plans on grounds of inadequacy of parking and storage. A decision by Solihull is awaited. The proposed development adjacent to Lapwing Drive (Ashtree Grove) will generate a substantial CIL payment in due course.

We had a recent approach to consider CIL to pay for the installation of lighting along the footpath linking the Crescent to Hampton Green and the Lapwing Estate but have taken the view that this should be looked at by Solihull MBC rather than us.

Peter Green
Chair, CIL Subcommittee

HAMPTON IN ARDEN PARISH COUNCIL
NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY
INCOME TO DATE

DATE	PAYMENT	TOTAL	Fund Expiry
April 2017	£2,308.00	£2,308.00	April 2022
October 2017	£5,356.50	£5,356.50	October 2022
April 2018	£5,692.50	£5,692.50	April 2023
April 2020	£61,471.17	£61,471.17	April 2025
October 2020	£30,735.59	£30,735.59	October 2025
April 2021	£30,725.59	£30,725.59	April 2026
TOTAL		£136,289.35	

PAYMENTS MADE FROM CIL FUNDS

DATE	PAYMENT	TOTAL
02/10/2019	Church Clock Repair Contribution	£163.99
14/01/2021	Catney Residents Associations – Defibrillator	£1,532.00
20/02/2021	George Fentham Endowed School – Dining Tables	£7,650.00
31/03/2021	Catherine de Barnes Village Hall – Double Glazing	£7,278.00
28/06/2022	Festival Committee – New Marquee	£2,200.00
09/09/2022	Catherine de Barnes Village Hall Trust – Play Area	£36,000
TOTAL		£54,823.99

Remaining CIL total:

£81,465.36

**MINUTES OF THE COMMUNICATION GROUP MEETING HELD AT THE WHITE LION ON TUESDAY
6th SEPTEMBER 2022**

APOLOGIES: None

PRESENT: Cat Sellars (CS), Alexander Clayson (AC), Peter Green (PG), Roger Waring (RW)

MINUTES OF LAST MEETING: Agreed

YOUTH ISSUES:

Youth Groups/HAF: The Group discussed whether to continue with youth clubs as part of the Communication Group. The history of its origin was discussed and its relationship with the Neighbourhood Plan. The difficulty of organising volunteers to run a youth club was raised and despite efforts to raise interest in this via the newsletter etc no one has come forward. As such it was agreed that youth clubs will no longer be discussed by the Communication Group.

Neighbourhood Plan: PG has advised that a Consultation Draft will be ready to coincide with the November Newsletter. Will require an insert in the next Newsletter. AC suggested including a QR code on the letter as well as a weblink to the Neighbourhood Plan. AC will send PG a link to QR Code creator and a short weblink creator (Bitme). Consultation period will be 6 weeks and all comments received logged. The draft will then be revised (with justification for inclusion (or not) of received comments). Needs to go to every household as well 30 or so statutory consultees and significant land owners.

Play area in CdB: Meeting held today with Catney Village Hall Trust. Money for playground has been approved. PC were hoping to lease the land from the Diocese. However, this is too complicated and costly. As such, the money will be gifted to the Village Hall Trust for them to build the playground. To be confirmed at the PC meeting.

VILLAGE TIDY UPS (HIA and CdB) 2023: No action required yet for Great British Spring Clean 2023.

WEBSITE AND COMMUNICATION ISSUES:

Website: AC has discussed Mailchimp with JB and she confirmed it was in hand re gathering email addresses. AC to check outcome with JB. Next review of the website to be discussed at the next meeting at the beginning of November.

Phone Box: CES spoke to the headmistress and she asked for us to email the school to discuss the idea further. CES to action.

Noticeboards: Nothing to discuss at this time.

Village Internet: AC confirmed that FTTP is present in HIA and CdB but that none of the regular suppliers (EE, Vodafone and Plusnet) are offering it yet. AC will keep an eye on it and update the village when the situation changes.

CHRONICLE: New Chronicle article required for September. New format is a success and we proposed to continue using this.

NEWSLETTER: Next Newsletter is the November edition. We need to ensure that it is delivered at the start of November to ensure road closure information is distributed well in advance of the Remembrance Day event.

Copy by 14th October. CES to send to PH for editing on the 21st October.

PG raised that an insert relating to the Neighbourhood Plan consultation is required to go as an insert with the Newsletter. Agreed PG will have copy to CES by the 27th October, to allow CES to send Newsletter and insert together to Inktree on the 28th (with printing by the 1st November).

PG to write another Clubs page (to include different clubs each time).

Newsletter ideas:

- Hello (CES)
- Planning news (DC)
- CdB Playground? (DC)
- HS2 (KB)
- Airport news (DS)
- Traffic calming and pedestrian safety – HIA and CdB (KB)
- Catney Crossing (DC)
- Footpath Updates (RW)
- HIA Society Article (Vicky Woodall)
- George Fentham Trust Article (Jo Oswald)
- Library News (CES)
- Remembrance Day – Road closure (DS)
- Neighbourhood Plan update (DC)
- Village internet? (AC)
- Clubs Page (PG)
- Climate Change Committee (CES)
- Dates for your Diary

DATE OF NEXT MEETING: 1st November at 7pm in at White Lion

Parish Council Planning Report
Report prepared up to: RUNNING REPORT UP TO 23 SEPTEMBER 2022

Date	App. No.	Details	Outcome	Decision Level	Deadline Response
01/12/20	02784	Newlands Bishop Farm, erection of a triple combined tepee tent. **EMAIL SENT TO PLANNING BY PC **	Pending	PPFL	22/12/2020
29/03/21	00644	31 Shadowbrook Lane, single storey extension.	Pending	MinFHO	19/04/2021
02/07/21	01789	Buckie, 11 The Grove, First Floor Extension.	Pending	MinFHO	23/07/2021
03/03/22	00378	24 Bickenhill Lane, Tree Works	APPROVED 28/07/2022	TPO	24/03/2022
28/03/22	00500	Hampton Court, conversion of roof space.	APPROVED 18/07/2022	PPFL	18/04/2022
04/04/22	00656	The Beeches, widening of window space.	Pending	LBC	25/04/2022
04/04/22	00655	The Beeches, widening of window space.	Pending	LBC	25/04/2022
04/04/22	00488	129 Hampton Lane, extension. ** EMAIL SENT TO PLANNING BY PC ** ** FURTHER EMAIL SENT ON 29/06/22 **	Pending	MinFHO	25/04/2022
07/04/22	00661	89 Hampton Lane, extension. ** EMAIL SENT TO PLANNING BY PC **	APPROVED 30/06/2022	MinFHO	28/04/2022
09/05/22	00938	S P Fisher Landscapes – Extension of existing administration building.	APPROVED 22/07/2022	PPFL	30/05/2022
16/05/22	00324	The Brickworks – Carpark area at Arden Brickworks.	Pending	MinFOT	06/06/2022
06/06/22	01096	St Mary and Bartholomew Church – Tree Works	APPROVED 04/07/2022	TCA	27/06/2022
30/05/22	01082	61 Meriden Road, extension.	APPROVED 15/07/2022	MinFHO	20/06/2022
13/06/22	01193	157 Hampton Lane, extension.	APPROVED 15/08/2022	MinFHO	04/07/2022
17/06/22	01150	66 Old Station Road single storey extension	APPROVED 29/07/2022	MinFHO	07/07/2022
22/06/22	01187	Hampton Garden Nurseries, develop existing area.	Pending	PPFL	13/07/2022
24/06/22	01291	179 Hampton Lane, replacement dwelling and landscaping	Pending	PPFL	15/07/2022
27/06/22	01313	The Beeches, erection of outdoor seating area.	Pending	LBC	18/07/2022
28/06/22	01312	The Beeches, erection of pavilion area.	Pending	PPFL	19/07/2022
28/06/22	01289	21A Meadow Drive, demolition, and construction of new premises. ** EMAIL SENT TO PLANNING BY PC **	Pending	MinFDW	19/07/2022
26/06/22	01345	Enterprise House – First Floor Extension.	Pending	PPFL	05/07/2022
26/06/22	01382	Enterprise House – prior notification, change of use.	Prior Approval Required and Granted 17/08/2022	PNCURE	05/07/2022
18/07/22	01514	89 Hampton Lane, front, and side boundary with gates. ** EMAIL SENT TO PLANNING BY PC **	Pending	MinFHO	08/08/2022
25/07/22	01494	National Motorcycle Museum, signage to entrance	Pending	ADV	15/08/2022
03/08/22	01588	Hampton Court, 55 Marsh Lane, conversion of roof space. ** EMAIL SENT TO PLANNING BY PC **	Pending	PPFL	24/08/2022
08/08/22	01402	21A Meadow Drive, construction of two storey dwelling ** EMAIL SENT TO PLANNING BY PC **	Pending	MinFDW	29/08/2022
08/08/22	01669	194 Old Station Road, erection of pitched roof.	Pending	MinFHO	29/08/2022
09/08/22	01528	373 Lugtrout Lane, conversion of existing link detached garage.	Pending	MinFHO	30/08/2022
10/08/22	01580	Hampton Sports Club – Petanque	Pending	MinFOT	31/08/2022
11/08/22	01660	Land rear of 86 Meriden Road, erection of residential dwellings with parking. ** EMAIL SENT TO PLANNING BY PC **	Pending	PPRM	19/09/2022
16/08/22	01707	12 The Grove, two storey front and rear extension.	Pending	MinFHO	13/09/2022
24/09/22	01785	Newlands Bishop Farm – two storey extension. ** EMAIL SENT TO PLANNING BY PC **	Pending	PPFL	24/09/2022
31/08/22	01799	12 The Crescent, TPO related tree works	Pending	TPO	21/09/2022
12/09/22	01895	The Cottage, 1 Marsh Lane, Tree Works ** EMAIL SENT TO PLANNING BY PC **	Pending	TCA	03/10/2022
12/09/22	01902	21 The Crescent, Hampton in Arden ** EMAIL SENT TO PLANNING BY PC **	Pending	TPO	03/10/2022
14/09/22	01496	Rear of 17 Bellemere Road, Hampton in Arden, wooden fencing to horse riding field.	Pending	PPFL	05/10/2022

Responses submitted relating to property outside of the Parish:

2022-09-02 - Parish Council response to application: PL/2021/01633/PPFL Chestnuts Farm, Eastcote Lane, Hampton in Arden

2022-09-02 - Parish Council response to application: PL/2021/01632/PPFL Chestnuts Farm, Eastcote Lane, Hampton in Arden

Notes

*PPFL = Planning Portal Full Application (full application from commercial organisation as opposed to a domestic application).

*LBC = Listed Building Consent *VAR = Variation to existing approval *PNAG = Prior Notification Agriculture *COU = Change of Use *CLD = Certificate of Lawful Development * TPO = Tree(s) subject to Preservation Order

*TCA = Trees in Conservation Area * MinFHO = Minor Housing.

Prepared by Clerk, Julie Barnes, updated on 23/09/2022

Neighbourhood Plan Working Group

Report to Parish Council Meeting 14th September

Following our last meeting on the 7th September, a version 16 of the draft Plan has been circulated to members together with a request to comment on the contents prior to this meeting. Our aim is to achieve Full Council Approval of the document at this meeting. Bearing in mind the responses.

At the same time an informal copy has been sent to SMBC together with a request for confirmation that our intended public consultation process meets the correct criteria.

Intended consultation process

It is our intention to include a letter with the next edition of the Parish News informing residents that the draft plan is available for consultation and where to locate it on our website as well as a link. A template for responses will also be included together with details of where to send the responses and the time frame.

We do not intend to send out any hard copies but are planning to arrange for a number of hard copies to be printed (maybe 20) should there be requests for one, but it will not be a glossy brochure.

At the end of the consultation, the responses will be analysed by the group and a document prepared detailing the responses and what action has been taken as a result of them being received.

We hope that this process completed by the end of this year. A further update will be given at the next PC meeting in November.

Cllr. Dave Cuthbert

Chair Neighbourhood Plan Working Group

7th September 2022

**Comments received from residents following a request regarding the resurfacing project to the
Under 7s Play Area in Hampton in Arden**


Comment	In Support	Not in Support
Hannah Begum	✓	
Simon Webb	✓	
Peter & Susan	✓	
Catherine McElhom	✓	
Barney McElhom	✓	
Alice Peach	✓	
Peter Morris	✓	

Play Area Consultation

Elliot Sellars 

Tue 23/08/2022 19:45

To: Clerk <clerk@hamptoninarden.org.uk>

 1 attachments (784 KB)

2022 Hampton Play area and Basketball Option.pptx

Hi Julie,

Saw the note in the latest news letter about the paly area surfacing consultation so thought I'd drop you a note.

My own view is it would be a shame to surface the whole area and lose all the grass. Yes it gets a bit wet and muddy but it's still very usable and most wear appropriate boots/footwear for the wetter months.

One option would be to just target the heavily worn areas, I think this would reduce the area from around 300m² to 100m², I've attached a plan to show how this could look. This would resolve the main issue, while keeping a large area of grass and hopefully reduce costs.

£20k also seems a lot to address this issue and if that level of funds are available could they be put to better use and create new amenity in the village.

Within the attached I've also given an overview of a 3x3 basketball/multi-sports area that could be delivered for a similar amount. Be great for the Parish Council to consider this. I'm happy to talk Councilors through the pack (as it is a bit crude!) and even explore full costings from a potential supplier in Northampton. You may also have other contacts that this could be explored with, either directly or through SMBC.

Maybe Highways England/Skanska could contribute given their continued disruption to the village. I may be getting carried away now!

Kind regards,

Elliot

Christmas Lights

In 2018 the Parish Council paid the sum of £4,171 to Solihull MBC. The breakdown is as follows:

Provide new power supply £840.00 (to a Private Supply).
Supply new ultra-bright cherry LED coloured lights £2,464.00 (owned by the PC).
Install loom on Christmas Tree £480.00
Attend switch on and set timers £170.00
Energy £12.00
Switch off lights £30.00
Remove all trees and store lights £175.00
Total £4,171.00

In 2021 we paid the sum of £698.53 for Solihull MBC to install, switch on, set timers, turn off, take off and store the lights. Last financial year we paid £985.20 for the same service.

This coming year Solihull MBC wish to charge us £1,794.00. An increase of 808.80.

Due to it being a private supply, Solihull MBC have stated that they do not have sufficient insurance in place to allow us to take over the power supply (even with the installation of a meter) and will therefore not, under any circumstances, allow us to use that supply with our own contractor.

We have received an alternative quote from Ebner Consultants, ran by Dave Lusty, previously in charge of the lighting department at Solihull MBC. That quote is £650.00 plus VAT. However, Dave has no access to a power supply unless one is installed.

A quote for installation of a new supply is £6,200 plus VAT.

A decision is required by members as to how to proceed.

Hampton-in-Arden Parish Council

CIVILITY AND RESPECT PROJECT



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



 Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#)

There is also an [example agenda item for the pledge to assist you](#).

CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



BECKYWALSH

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**



****What makes people become challenging?***

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 22 September 2022 - 11am (60 minutes) **SLCC | What makes people become challenging?**

****Personal resilience and self-protection***

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 6 October 2022 - 11am (60 minutes) **SLCC | Personal resilience and self-protection.**

****Understanding psychopathic and narcissistic behaviour***

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 20 October 2022 — 11am (60 minutes) **SLCC | Understanding psychopathic and narcissistic behaviour.**

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

****The (New) Code of Conduct***

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

Councillors only session - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 28 September 2022 - 10am (120 minutes) **SLCC | The New Code of Conduct.**

For more information about the training available, please contact michelle.moss@nalc.gov.uk.

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

****Managing conflict and difficult conversations****

Delegate fee - £90

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from www.noblelearning.co.uk, a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

For clerks only - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC](#) | [Managing Conflict and Difficult Conversations](#).

DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.



It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

[Dignity at Work Policy](#)

Please visit our dedicated civility and respect pages
for lots more information and support

[SLCC | Civility and Respect Project](#) and

[NALC | Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ANALYSIS OF RECEIPTS AND PAYMENTS

FOR 5 MONTHS ENDING 31 AUGUST 2022

Opening bank and cash balances at 1 April 2022

	Account number	£
Fixed term high interest		40,372.97
Investment account	7420002	177,474.06
Current account	932717	2947.48
Total		220,794.51

RECEIPTS for 5 months ending 31 August 2022

	<u>Budget</u> 2022/23	<u>Actual</u> 2022/23
Precept	43834	21,917.00
SMBC Support Grant	0	0.00
Rental income:	0	0
Sports Club (<i>rent increase from 29/03/2022 to £3,380</i>)	3035	0.00
Scouts and Guides Supporters Association	100	0.00
Allotments	190	0.00
Recreation Trust	670	0.00
Bank interest	150	12.01
Other Income: Football Training	0	180.00
Additional Cricket Cuts	350	0.00
	0	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
VAT refund from Customs and Excise	0.00	0.00
	48,329.00	22,109.01

PAYMENTS for 5 months ending 31 August 2022

	<u>Budget</u> 2022/23	<u>Actual</u> 2022/23
Section 137	0.00	0.00
Parish Land Grass cutting	5,202.00	2,478.00
Extra Cuts on Cricket Pitch *Offset	0.00	312.40
Churchyard maintenance	1,234.20	761.40
Catherine de Barnes Common	1,428.00	848.00
PC Maintenance - PC lands in the village	7,200.00	4,924.90
Clerk's salary and expenses	17,200.00	7,287.85
Donations and subs (WALC fee)	686.46	687.00
Office expenses (monthly email fee and room hire)	1,083.00	330.10
Website and IT Support Fee (Parish Online)	450.00	288.00
Insurance	1,600.00	0.00
Sundries	500.00	182.79
Audit and legal fees	500.00	300.00
Office Rental from Fentham Trust	1,800.00	0.00
General Printing Costs	175.00	0.00
Training	400.00	182.44
Data Protection Fee	80.00	0.00
Parish Newsletter	2,850.00	1,325.40

VAT	*Offset	0.00	2,887.02
Tree Survey and Tree Maintenance Requirements		2,000.00	1,120.00
Neighbourhood Plan Review		3,000.00	0.00
Election Year Costs	(next election May 2023)	0.00	0.00
Other Expenses		0.00	0.00
	Footpath Bollards	0.00	2,976.00
	CIL Payment - Festival Commitm	0.00	2,200.00
	Free	0.00	0.00
	Free	0.00	0.00
	Free	0.00	0.00
	Free	0.00	0.00
	Free	0.00	0.00
Total			29,091.30
Transfer to allocated reserves		940.00	0.00
Total Expenditure		48,328.66	29,091.30
Traffic Calming Fund (to include £8,000 from WALC in 2021)		13,000.00	0.00
TOTAL		61,328.66	29,091.30

Cash Book Reconciliation

Opening Balance	220,794.51
Add receipts for 5 months to 31 August 2022	22,109.01
Less payments for 5 months to 31 August 2022	29,091.30
Total	213,812.22

Bank Account Reconciliation

Balance due from fixed term high interest a/c at 31 August 2022	40,372.97
Balance due from deposit a/c per bank statement at 31 August 2022	172,403.07
Balance due from current a/c per bank statement at 31 August 2022	1036.18

213,812.22

REMAINING CIL MONIES HELD:

117,465.36

Payment Entries out through Bank Account since 1 July 2022

<u>Payee</u>	<u>Amount</u>	<u>Details</u>	<u>Date</u>
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CHEQUE payments

None.

BACS payments

Ebner Consultants	1080	Replacement LED lanterns	18/07/2022
Family Care Trust	254.40	Catney Common Grass Cutting	18/07/2022
Dawsons Groundcare	1103.16	Grass Cutting/Cricket Field and Edgin	18/07/2022
RS Online	8.66	Replacment CAP for Gym Equipment	18/07/2022
J Barnes	1253.47	Clerk's July Salary	20/07/2022
HMRC	192.1	Tax and NI Contributions	21/07/2022
DM Payroll	60	half yearly payroll fee	21/07/2022
WALC	36	Training Fee	26/07/2022
Lavender Ladies	40.00	Planting Maintenance	26/07/2022
PH Design Paul Howard	170.00	Newsletter Design	29/07/2022

MSFT	70.20	Email Fee	12/07/2022
MSFT	11.28	Email Fee	12/07/2022
MSFT	70.2	Email Fee	12/08/2022
MSFT	11.28	Email Fee	12/08/2022
PKF Littlejohn	360	Audit 2022 fee	19/08/2022
Family Care Trust	254.4	Catney Common Grass Cutting	19/08/2022
Dawsons Groundcare	1,767.72	Grass Cutting/Tree Works	19/08/2022
Inktree	365.1	Newsletter Printing	19/08/2022
J Barnes	1253.47	Clerk's August Salary	20/08/2022
HMRC	192.1	Tax and NI Contributions	24/08/2022
Lavender Ladies	40	Planting Maintenance	24/08/2022

Payments received since 1 July 2022

Lloyds Bank	1.58	Interest	11/07/2022
Lloyds Bank	5.73	Interest	09/08/2022
A Lee - Little Stars Football	30.00	July Ground Rent	26/07/2022