

# Hartshill Parish Council

Church Rd, Hartshill, CV10 0LY  
Tel: 02476 397961 hartshillparishcouncil@gmail.com

## Minutes of Meeting – May 6<sup>th</sup>, 2025 6.30pm Friends Meeting House Hartshill



|    | Agenda                                              | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action    |
|----|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1  | Election of Chairperson                             | <b>Councillor Pearson was voted Chairperson for another year.</b><br>Clerk to confirm acceptance on return and sign acceptance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MP        |
| 2. | Election of Vice-Chairperson                        | <b>Councillor Roberts voted Vice-chairperson for another year.</b><br>Councillor Roberts signed declaration of acceptance of office<br>Councillors Thomason, Sharp, Parker and Smith signed declaration of acceptance of office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | GR<br>HPC |
| 3  | <b>Welcome and apologies</b>                        | To open meeting and record any apologies received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CHAIR     |
|    | <b>Councillors Present</b>                          | Vice-Chairperson Councillor Roberts, Cllrs Thomason, Sharp, Parker, Chaudry, Smith.<br>Katie Hobley (NWBC)<br>Representative from Warwickshire Youth Council<br>4 Member of the public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |
| 4  | <b>To accept any apologies received.</b>            | To consider any apologies received and record as accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CHAIR     |
|    | <b>Apologies Received</b>                           | Chairperson Councillor Pearson - accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
| 5  | <b>Procedural items</b>                             | Please refer to the notes at the end of agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | HPC       |
| 6  | <b>Declarations of interest</b>                     | Please refer to the notes at the end of agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CHAIR     |
| 7  | <b>Chairman's Announcement</b>                      | Please refer to the notes at the end of agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CHAIR     |
| 8  | <b>Report from Borough &amp; County Councillors</b> | To receive report from Borough & County Councillors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | MB/K<br>H |
|    | <b>Cllr Hobley</b>                                  | New County Councillor elected – Cllr Jennifer Warren, Reform.<br>Caravan on Woodford Lane still present, struggling to get it removed due to current condition it is in. County Council responsible due to it being on a public highway, looking at costing up to £2k of taxpayer's money.<br>Fly-tipping officer conducting a full investigation on it.<br>Serious attack on local resident took place where resident was seriously injured – Police hosting a walk on Monday with female officers for violence against women and girls – all women and girls welcome to join, meeting on Snowhill Rec.<br>Resident raised concern over houses on Atherstone Rd with fencing falling out onto road. |           |
| 9  | <b>Report from Police &amp; PCSO</b>                | To receive report from Police & PCSO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PC        |
|    |                                                     | Beat report received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
| 10 | <b>Public Question Time</b>                         | <b>Strictly 15 minutes allocated to members of the public wishing to address the Council.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MOP       |
|    |                                                     | Member of the public raised concerns over the newly elected County Councillor not living in the area. The resident felt they received flyer from candidates from labour, conservative and heritage but nothing from Reform. Resident was surprised the newly elected candidate was not at the Parish Council meeting.<br>Chairperson Councillor Roberts advised the resident that it was very early into their term as County Councillor and that Councillors were still being inducted into their new roles at the time of this meeting. They will be invited to all future meetings.                                                                                                               |           |
| 11 | <b>Accounts for Payment</b>                         | To approve payments and Invoices received for the month amounting £20543.95<br>For Purchase Order Numbers PO-034-PO-073<br>Including: £550 electrical repairs to conservatory, £2314.67 street lighting, £6214.46<br>1 <sup>ST</sup> precept request from HNJRC,                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk     |
| 12 | <b>Financial Report</b>                             | To receive an update on the Financial Status of the Council<br>Income Received £66204.43 April including first precept payment.<br>Balance at end of April £58394.10 current and £90580.29 Reserve. Proposed Parker,<br>Seconded Sharp p                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk     |
| 13 | <b>Asset Inspection</b>                             | Asset inspection report - reviewed and approved for 25-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |

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|----|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 14 | <b>General Power of Competence</b>    | General Power of Competence adopted for the year 2025-2026 – Proposed Cllr Chaudry, Seconded Cllr Smith.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 15 | <b>Internal Audit</b>                 | Council approved internal Auditor Appointment – The internal Audit will be conducted by Auditor Bill Wooliscroft at 10am on Thursday 22 <sup>nd</sup> May at Hartshill Community Centre in the presence of the Clerk/RFO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 16 | <b>Insurance</b>                      | To approve insurance quotes received for 25-26 – not received will defer until next meeting. S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| 17 | <b>Planning Applications</b>          | None received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| 18 | <b>Minutes of the last meeting</b>    | Proposed Cllr Parker, Seconded Cllr Roberts that the minutes 2526-001 be signed as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| 19 | <b>Correspondence</b>                 | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| 20 | <b>Estate</b>                         | <p>Snowhill – Cllr Roberts met with Hartshill High School to discuss the possibility of moving on of the junior teams to the school pitches to free up space for an adult team to play. School noted that they will not allow ‘pub’ teams to use their pitches. Corey of Warwickshire Youth Council noted that there are currently three pitches at the school with the new pitch hopefully being ready by August.</p> <p>Will ask why ‘pub’ teams are not being considered for applications to use school pitches.</p> <p>Rec considering purchase of goal posts to allow quicker ‘clean up’ times between matches.</p> <p>Community Centre ok</p> <p>Cemetery – Groundskeeper doing well. Due to previous years where it was necessary to get additional help, the Council will be using Mr D Fraser for assistance with strimming, payed per hour at national min. wage, time sheets to be collected and Mr Fraser to be managed by Groundskeeper and report to clerk on days he attends. – approved.</p>                                                                                                                                                                                                                                       | HPC |
| 21 | <b>Policies and Procedures</b>        | <p>Councillors reviewed and agreed to adopt the following policies and procedures for 25-26.</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Councillor Job Description</li> <li>• Publication Scheme</li> <li>• Register of Interests</li> <li>• Constitution</li> <li>• Disciplinary Procedure</li> <li>• Equal Opportunities</li> <li>• Exclusion of Public</li> <li>• Financial Procedures</li> <li>• Risk Management/Disaster Recovery</li> <li>• Good Practice</li> <li>• Grievance Policy</li> <li>• Health &amp; Safety</li> <li>• Policy for Councils</li> <li>• Safeguarding</li> <li>• Transparency Code</li> <li>• Freedom of Information</li> <li>• Scheme of Delegation</li> <li>• Vexatious Complainants Policy</li> <li>• Statement of Safety</li> <li>• Training and Development (Ref: 05032024) 3</li> <li>• Complaints Procedure</li> <li>• Data Protection</li> <li>• Privacy Notice</li> <li>• Social media</li> <li>• Responding to Planning Applications - Good Practice Guide</li> <li>• Grants Awarding Policy</li> <li>• Volunteering Policy</li> <li>• Public Liability</li> <li>• Employers Liability</li> <li>• Insurance</li> <li>• Lone Worker Policy</li> </ul> | HPC |
| 12 | <b>Items for Next Agenda</b>          | Items for <b>decision only</b> for next agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | HPC |
|    | <b>Date and Time of next meetings</b> | The next meeting will take place June 3rd, 2025, at 6.30pm at Friends Meeting House.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | HPC |

Signed

Date: