

**MINUTES  
MEETING OF NEWBOLD PACEY & ASHORNE PARISH COUNCIL**

Meeting Type Ordinary  
 Date 4 November 2020  
 Time 19.30  
 Venue Zoom virtual meeting  
 Councillors Present Paul Brazel (Chairman), Stephen Bolton (Vice Chairman), Malcolm Whyte, Roger Wright, Krys Pietrecki, Thomas Hiorns  
 In Attendance Ward Member Anne Parry, Beverley Thorpe (Parish Clerk & RFO)

Members of the Public 2

**1. WELCOME and APOLOGIES**

All Councillors were present.

**2. DECLARATION OF INTERESTS**

NIL

**3. CONFIRMATION OF MINUTES**

Cllr Brazel asked Councillors to confirm their acceptance of the minutes from the previous meetings as a true record:

- i. Ordinary Meeting 2 September 2020
- ii. AGM 2 September 2020

**Proposed Cllr Whyte Secoded Cllr Brazel All in Favour**

**4. COOPTON OF NEW COUNCILLOR**

The Parish Clerk confirmed that there were 2 vacancies on the Council. The latest vacancy was advertised in July 2020 after the resignation of Cllr Tranter and two residents had subsequently shown interest - Ms Pietrecki and Mr Hiorns - in being co-opted. Both had been asked to confirm that they were eligible to become Councillors under s79 and s80 of the Local Government Act 1972, which they confirmed they were.

Cllr Bolton proposed Krys Pietrecki be co-opted as a Councillor.

**Proposed Cllr Bolton Secoded Cllr Whyte All in Favour**

Cllr Whyte proposed Mr Thomas Hiorns be co-opted as a Councillor.

**Proposed Cllr Whyte Secoded Cllr Brazel All in Favour**

Cllr Brazel welcomed the two new Councillors.

**5. PUBLIC FORUM**

No members of the public were present for this agenda item.

**6. UPDATE FROM DISTRICT AND COUNTY COUNCILLOR ANNE PARRY**

Cllrs were pleased to receive a report from Ward Member Parry in advance of the meeting. There were no questions raised as a result. Ward Member Parry reported that there will be another round of business rates grants available, she is awaiting confirmation whether this would be relevant to the Village Hall. WCC are procuring an extra school bus on the route from Wellesbourne to Alcester to allow for social distancing. Ward Member Parry confirmed that the local food bank to the parish is in Wellesbourne at St Peter's Church.

**7. CORRESPONDENCE**

Nil

**8. FINANCIAL REPORT – Parish Clerk**

- i. Payment Authority. The Clerk updated the Council on payments made in October via authority of recurring payments list.

REF	DETAILS	TOTAL PAYMENTS
P36	HMRC (PAYE) month	£ 44.00
P37	Clerks Salary & Expenses	<b>£ 176.00</b>
P38	WCC - Printing VHN	£ 24.84
P40	Clerks Working from Home Allowance (October)	£ 14.00

- ii. The Clerk requested approval to make payments due in November:

REF	DETAILS	PAYMENTS
P34	Zoom (paid by B Thorpe)	£ 7.20
P35	Zoom (paid by B Thorpe)	£ 7.20
P39	Smiths of Derby (clock at the Old School House)	£ 222.00
P41	Clerks Working from Home Allowance (year to date)	£ 84.00
P42	WALC - Training (S Bolton)	£ 30.00
P43	Clerks expenses	£ 7.64
P44	Zoom (paid by B Thorpe)	£ 7.20
P45	Clerks Salary & Expenses (October)	£ 176.00
P46	HMRC (PAYE) month	£ 44.00
P49	Zoom (paid by B Thorpe)	£ 7.20

The Parish Clerks Salary and the HMRC payment for December include backpay because of the annual salary review. These payments were flagged as they are more than the amounts documented on the Recurring Monthly Payments List.

P47	Clerks Salary & Expenses (Nov + backpay)	£ 210.60
P48	HMRC (PAYE) month	£ 52.60
	<b>Total Payments</b>	<b>£ 855.64</b>

It was resolved to make the payments listed.

**Proposed** Cllr Wright **Seconded** Cllr Bolton **All in Favour**

iii. **Receipts**

Remittances received September/October 2020.

REF	DETAILS	BANK REC DATE	TOTAL
R07	Precept	28/09/2020	£3,257.00

The Parish Clerk confirmed that the application for a VAT refund had been made for 2019/20. Value £600.14.

Cllr Brazel highlighted that the Bank Reconciliation was not completed for October. **ACTION:** Parish Clerk to complete the bank reconciliation and confirm completion to Councillors.

- iv. **Recurring Payments List** – has been updated to include an increase in Salary and PAYE totals. Cllrs resolved to accept Issue 2 of the list.

**Proposed** Cllr Brazel **Seconded** Cllr Wright **All in Favour**

9. **BUDGET 2021/22**

The Parish Clerk advise that she had started compiling the draft budget for 2021-24 but had not finished. **ACTION** first draft of budget to be circulated end November for review and comment. Cllr Brazel reminded Councillors to forward any project ideas for the budget this month.

10. **AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS**

- i. **Village Hall update** – Cllr Brazel confirmed that the roof repairs to the Village Hal are scheduled to begin soon.
- ii. **Emergency Plan** – the Emergency Plan is currently in printed hardcopy only. **ACTION** Cllr Brazel to scan to Parish Clerk to create an electronic copy. Cllrs will then review and update in light of changes within the village and data protection legislation.

Ward Member Anne Parry joined the meeting.

- iii. **Village Hut News** – The Parish Clerk advised that the deadline for the December issue was due on November 15. Suggested content includes allotment clearance and availability; emergency contacts (from Emergency Plan), Parish Assembly.

- iv. **Footpaths and Village Maintenance** – Cllr Pietrecki informed the Council that a tree had been felled on the Holloway and was now obstructing the footpath. **ACTION** Cllr Wright agreed to assess and move if possible. If Cllr Wright cannot complete the job the Parish Clerk will arrange for the Lengthsman to carry out.
- v. **Lengthsman Liaison** – The Lengthsman, Jim Wilson, after being briefed by Cllr Bolton, has started to create the steps in the bank on Green Lane. It has been agreed to delay the job to clear the thicket on Southam Road until Spring.

Cllr Whyte reminded the Council to budget for a contribution to the Lengthsman scheme in the future years.

- vi. **Community Engagement** – *No update*
- vii. **Infrastructure** – Cllrs Bolton, Brazel, Wright,
  - a. **Infrastructure Audit** – the Infrastructure Audit is yet to be completed. Cllr Bolton requested the Clerk send a list of Parish Council assets to be considered in the audit. **ACTION** Parish Clerk to forward list of Assets. Cllrs Brazel, Bolton and Hiorns to complete Audit in November in time for the drafting of the new budget.
  - b. **Flooding - entrance to Newbold Pacey Hall** – Cllr Bolton expressed concern over flooding in the area and the hazard that may be caused when freezing. Ward Member Parry suggested photographs be taken showing the flooding and the camber of the road. **ACTION** Cllr Bolton to forward photographs to Ward Member Parry. Ward Member Parry to liaise with Graham Stanley at WCC.
  - c. **Bridge – final repairs.** Cllrs Bolton and Wright agreed to defer all outstanding repairs until 2021.
  - d. **Telephone Kiosk repairs** – Cllr Bolton reported that the door to the Ashorne telephone kiosk needs replacement, at a cost of approximately £500. Job to be scheduled in the new year. Glazing to be reused. **ACTION** Cllr Bolton to obtain quotes.
  - e. **Telephone Kiosk shelving for WI use** – WI Chairman Trish Handsley has provided a photograph on shelving that would work in the telephone kiosk. **ACTION** Cllrs agreed a budget cap of £200 and asked the Parish Clerk to obtain quotes and to liaise with Trish Handsley to proceed with contract award if within budget.  
**Proposed** Cllr Bolton **Seconded** Cllr Brazel **All in Favour**
  - f. **Noticeboard maintenance** – Two quotes have been received for the refurbishment of the noticeboards in Ashorne and Newbold Pacey. Cllrs reviewed the quotes and Cllr Wright proposed accepting the quote from Peter Elliott.  
**Proposed** Cllr Wright **Seconded** Cllr Brazel **All in Favour**  
**ACTION** Parish Clerk to confirm contract award and send Purchase Order.

Cllr Hiorns agreed to accept Infrastructure as an Area of Responsibility.

- viii. **Planning – Cllr Wright, K Pietrecki**
  - a. 20/02609/FUL Staddle Stones Ashorne Warwick CV35 9DR. Cllrs agreed a response of No Objection to this planning application.
  - b. 20/02832/TREE Forge Cottage Paynes Lane Ashorne CV35 9DR. Cllrs have been to view the trees in question and Cllr Wright expressed concern over the felling of T1. His view was that the fungus could well be treated, and the felling of the tree will impact the visual amenity of the area. He recommended that the response from the Council be Objection unless a professional arboriculturist recommends the action. **ACTION** Planning working group to agree final response to Planning Application and forward to Parish Clerk for entry on SDC Planning Portal.
- ix. **Allotments – K Pietrecki, Parish Clerk**
  - a. **Clearance of unused allotments** – two quotes have been received for clearance of unused allotments in readiness for reletting. Cllrs reviewed the quotes and Cllr Wright proposed accepting the quote from Rural Support Services.  
**Proposed** Cllr Wright **Seconded** Cllr Brazel **All in Favour** (1 abstain)

**ACTION:** Parish Clerk to confirm contract award and send Purchase Order. Works to be completed at the earliest opportunity. Parish Clerk to update existing allotment holders.

- b. **Advertisement of allotments outside the Parish** – Cllrs agreed that when advertising the allotments that priority would be given to residents of Ashorne and Newbold Pacey. The size of the allotments to be reviewed after the clearance works completed. Cllr Pietrecki recommended setting up an application process.
  - c. **Tenancy agreement with Herd & Grow** – **ACTION** Parish Clerk to ask WALC if there are templates for similar Tenancy Agreements available (not allotments). **ACTION** Cllr Pietrecki and the Parish Clerk to conduct further research.
  - d. **Installation of second water meter** – **ACTION** Parish Clerk asked to obtain quotes for a sub-meter feeding the Herd and Grow site. Cllr Bolton to provide further information to allow Water Plus to provide an initial quote.
- x. **Welcome Pack Committee**
- a. Updated copy for Parish Welcome Pack a request has been received to review and update the Chairman's introduction and the Parish Clerks information in the Welcome Pack. **ACTION** Parish Clerk to resend to Cllr Brazel.
- xi. **Oakley Woods** – No update received
- xii. **Church** – Cllr Pietrecki confirmed that Rev. Linda Lilley has moved into the Rectory and is currently self-isolating having moved from a Tier 2 area. There are currently no services. Cllr Pietrecki agreed to accept Church as an Area of Responsibility.

The Council agreed to donate £50 to the Royal British Legion and in subsequent years arrange to lay a wreath on behalf of the Parish Council.

**Proposed** Cllr Bolton    **Seconded** Cllr Whyte    **All in Favour**

#### 11. **WEBSITE - Parish Clerk**

- i. Update on progress to date and hours spent – the Parish Clerk has completed a refresh of the Parish Council website, instigated by the requirement to make it accessible to users with disabilities.

The Parish Clerk reported 10 extra hours working on the site, previously agreed as overtime and asked the Council to approve the payment.

**Proposed** Cllr Brazel    **Seconded** Cllr Whyte    **All in Favour**

**ACTION** – Parish Clerk to inform DM Payroll Services of overtime payment and upgrade website with provider Weebly.

- ii. Subscription to remove adverts - after testing the site, the Parish Clerk reported that the adverts were still an issue for partially sighted users and there was a recommendation to upgrade to an ad-free site. The current subscription would lapse, and a new subscription begin at the cost of \$96 (approximately £66.82), double the current cost of the subscription at \$48.

**Proposed** Cllr Brazel    **Seconded** Cllr Whyte    **All in Favour**

12. **RISK MANAGEMENT PLAN - ACTION** Parish Clerk to update the Risk Management Plan and flag outstanding actions to Councillors before the next meeting.

13. **PARISH ASSEMBLY** – The Parish Clerk confirmed that WALC had confirmed that there was requirement to hold the Parish Assembly before the end of the financial year. Cllrs agreed that late February would be appropriate. **ACTION** Parish Clerk to provide suggested dates at the end of February. Date to be advertised in the Village Hut News in December and February.

#### 14. **DATE OF NEXT MEETING**

6 January 2020 – Extra Ordinary Meeting at 19.30pm.

#### 15. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Brazel close the meeting at 21.47.