



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Thursday 11th June 2019 at 2.30pm

Place: Chadwick End Village Hall

Present: Cllrs Rob Horsfield (Chair), Marjorie Walsh, Pat Burrows and Mike Playdon

In attendance: Kerry Finlayson (Parish Clerk),

Members of the public: 3

77/19 WELCOME and APOLOGIES

Councillors **received** and **agreed** to **accept** apologies from Jeff Davies who was on holiday.

78/19 DECLARATION OF INTEREST

Cllr Burrows declared a non-pecuniary interest in item **83/19 i**

79/19 CONFIRMATION OF MINUTES

The minutes of the Annual and Ordinary meetings held on 9th May 2019 were **confirmed** and **signed**.

Proposed Cllr Horsfield Seconded Cllr Walsh All in favour

80/19 ACCEPTANCE OF OFFICE

Cllr Walsh signed her Declaration of Acceptance of Office.

81/19 OPEN FORUM

A member of the public (MOP) wondered whether it would be possible to request the creation of artificial pinch points with regards to speeding through the village.

The Chair advised that the Parish Council (PC) was continually looking into ways to slow people down as the problem continued and there were stats to show it was getting worse. The PC had recently made an application to the PCC for average speed cameras and continued to operate SpeedWatch.

Warwickshire police were also around regularly with the mobile speed camera van.

AP1 June Chair to write to SMBC and WCC to request pinch points

A MOP queried when the Fish and Chip van would be back. Cllr Walsh advised that she had tried to contact them several times but had no response.

N.B Before continuing with the published agenda it was **agreed** that Cllr Horsfield could put forward a proposal for the Outdoor Cinema evening:

Having contacted the same company that the PC had used the previous year there had been very limited availability so he had agreed a provisional date of 7th September at a cost of £1075 with a deposit of 50% due immediately. A budget for lighting etc. under S137 funding at £400 was also **agreed**.

Proposed Cllr Horsfield Seconded Cllr Walsh All in favour

82/19 FINANCIAL MATTERS

i. Payments

27	86	Unity Bank	Bank Transfer	5,000.00
28	DD	Fortress	Waste Management	60.58
29	DD	eon	Electricity	192.44
30	DD	opus energy	Electricity	81.77
31	1	Skylight Outdoor Cinema	Event Expenditure	537.00
32	2	K Finlayson	Salary	
33	3	Fairways	Grounds Maintenance	313.13
34	DD	Fortress	Waste Management	60.58
35	DD	NEST	Clerk Pension April	
36	DD	NEST	Clerk Pension May	
37	DD	NEST	Clerk Pension June	
38	4	XL Displays	Replacement Keys	18.60
39	5	K Finlayson	Expenses	55.37

ii. Bank reconciliation

The report was **confirmed** and **signed**.

iii. Unity Bank

The Clerk confirmed that the new account had now been set up with full access for the Clerk and Cllrs Horsfield and Davies. It was further **agreed** to add full access for Cllrs Playdon and Walsh and to make Cllr Burrows a signatory.

It was **agreed** that once online payments had been set up the Clerk's salary could be paid at the end of each month, with approval from a Cllr.

iv. Annual Governance & Accountability Return 2018/19

Kerry Finlayson, the RFO, certified that for the year ended 31 March 2019 the accounting statement in the annual governance & accountability return had been prepared on a receipts and payments basis and presented fairly the financial position of the authority.

a) Annual Governance Statement

Cllr Horsfield read out the Annual Governance Statement and Cllrs **agreed** with each statement and that this could be signed off.

b) Accounting statements 2018-19

Cllr Horsfield read out the details of the accounting statements on page 5 of the AGAR and these were all **agreed** by all Cllrs.

All items - Proposed Cllr Horsfield

Seconded Cllr Playdon

All in favour

83/19 PLANNING

i. PL/2019/01256/PPFL Wayside, Oldwich Lane West

Object: The original planning application that was refused by SMBC did not include these additional buildings. The case was granted permission to proceed by appeal, yet the application was still not amended to include these extra buildings. This is green belt land and there is no significant reason to allow these buildings to be erected now. As these were not included in the previous submissions they cannot have been viewed as significant previously. There is a concern about drainage, given that additional natural drainage will be reduced significantly by the construction of the driveways and the bases to the buildings. We also understand that an additional tree and some hedgerow will have to be removed to allow construction and this is unacceptable given the number of removals that have already taken place

Proposed Cllr Horsfield

Seconded Cllr Walsh

All in favour

ii. PL/2019/01509/PNCUDW Yew Tree Farm Arbour Tree Lane

Object: This land is green belt and there is no significant reason to build this new dwelling to replace the existing storage shed. The new building would be clearly visible from Arbour Tree Lane and would significantly alter the landscape.

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

84/19 NEW WEBSITE

The Clerk proposed setting up a new website via Hugo Fox which offered free websites for PC's. The Clerk had done a lot of research and felt this would be better value as there would only be the new domain name to pay for plus it was a very user friendly site to maintain unlike the current one.

The change was **agreed** subject to whether there could be an option to sell tickets for future events and that there would not be any exit fees from the current provider.

Proposed Cllr Horsfield Seconded Cllr Burrows All in favour

85/19 QUIZ NIGHT FEEDBACK

Cllr Walsh reported back on what had been a very successful evening:

- Income £1224
- Expenditure £259 (this included £35 for a bouquet to be delivered to Shirley Davies who had prepared the hot food buffet for 80 people with no charge)

The profit of £965 would be used towards the refurbishment of the Village Hall.

Proposed Cllr Walsh Seconded Cllr Horsfield All in favour

86/19 GOVERNANCE

Cllr **approved** the following documents subject to amendments shown:

- Standing Orders
 - 4.2 - Review budget quarterly
 - 14 - GDPR updates would be ongoing
- Financial regulations
 - 2.2 - end of December for budget with approval and precept by end January
 - 2.4 - Three yearly forecast to be done along with the budget on a rolling programme
 - 3.4 - All procedures must be agreed by the Clerk before any work is undertaken.
 - 6.1 - add bank transfer
 - 10.1 - add email
- Asset register
- Risk assessment
 - Cllr Playdon tabled his updates, for which he was thanked. The document was **approved** as was but would be reviewed again at the next meeting.
- Transparency Code
- Publication Scheme
 - Email disclaimer to be added to signatures
 - Equality and diversity - Clerk to look into training opportunities
- Scheme of Delegation
- Code of Conduct

Proposed Cllr Walsh Seconded Cllr Horsfield All in favour

87/19 PREVIOUS ACTION POINTS

AP1 May - RFO - to look at various savings account options - **ONGOING**

AP2 May - Cllrs Davies and Playdon to come up with proposals for the future of the hall to make it more comfortable - **ONGOING**

AP3 MAY - Cllr Horsfield to design a leaflet to be presented at the next meeting for the Neighbourhood Development Plan Ballot - **ONGOING**

88/19 AGENDA ITEMS FOR FUTURE MEETINGS

- VE 75 Celebrations
- Stipend for Councillors
- Equality and Diversity
- Village Hall Accessibility - community building access checklist

89/19 DATE OF THE NEXT MEETING

- 9 July 2019 at 6.30pm (Full Ordinary)

90/19 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting closed at 16.11

Proposed Cllr Horsfield

Seconded Cllr Walsh

All in favour

91/19 PERSONNEL MATTERS

- i. Key Safe - it was agreed to change the code quarterly and the next time would be in July

Dated: 9 JULY 2019

Signed: