



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 11th July 2023 at 6.30pm

Place: Chadwick End Village Hall

Present: Cllrs Jeff Davies (Chair), Jayne Warmington & Duncan Mathison

In attendance: Kerry Finlayson (Parish Clerk) **Members of the public:**1

54/23 WELCOME and APOLOGIES

Councillors received and accepted apologies from Cllr Taylor who was working away.
SMBC Cllrs Pinwell & Fitter also sent their apologies.

55/23 DECLARATION OF INTEREST

Cllr Davies advised that the application under 60/23 was for his neighbour.

56/23 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 27th June 2023 were **confirmed** and **signed**.

Proposed Cllr Davies

Seconded Cllr Warmington

All in favour

The Chair added that he wished to thank the Clerk for her work on the audit.

57/23 OPEN FORUM

- Overgrown hedge by car park blocking the path
Hedge was scheduled to be cut in around 2-3 weeks after nesting season, but it was agreed that Cllr Mathison would trim back excess branches overhanging the path in the meantime.
- Road signs not visible along Warwick Road due to overgrown vegetation
Clerk would submit a report to WCC.
- Written complaint about Stagecoach bus service was noted

58/23 FINANCIAL MATTERS

i. Finance Report

Payments

Date	Inv No	To	For	Amount
30/04/2023	15	WALC	Training	36.00
07/04/2023	16	J Davies	Toiletries	6.35
21/04/2023	17	M Peters	Vinyl Flooring	30.00
05/05/2023	18	M McCabe	Mtce	465.00
11/04/2023	19	WALC	Membership	306.00
31/05/2023	20	K Finlayson	Salary	
01/06/2023	21	Fairways	Grounds/Bins	372.60
22/05/2023	22	everflow	Water	59.82
08/06/2023	23	M Murley	Coronation Event	26.16
26/04/2023	24	Lloyds	Corporate Card	16.48
08/06/2023	25	J Warmington	Coronation Event	84.28
03/06/2023	26	Unity	Charges	18.00

31/05/2023	27	NEST	Pension	
22/05/2023	28	EDF	Electricity	300.00
16/06/2023	29	A Bullivant	Window Cleaner	17.00
16/06/2023	30	H Parkin	Deposit Refund	75.00
19/06/2023	31	NALC	Training	39.22
30/06/2023	32	HMRC	PAYE	120.90
30/06/2023	33	K Finlayson	Salary	
30/06/2023	34	NEST	Pension	
22/06/23	35	everflow	Water	58.50
01/07/23	36	Fairways	Grounds/Bins	372.60
22/06/23	37	EDF	Electricity	300.00
09/06/23	38	Lloyds	Corporate Card	3.00

3,069.61

Receipts

Receipt No	Date Rec'd	Payee	Details	Amount
R3	24-May	SMBC	Hall Hire	250.00
R4	03-May	Cook Stars	Hall Hire	180.00
R5	30-May	SMBC	Hall Hire	60.00
R6	17-May	WDC	Hall Hire	400.00
R7	16-Jun	Mloyi	Deposit	75.00
R8	30-Jun	Unity	Interest	56.11

1021.11

Proposed Cllr Davies

Seconded Cllr Mathison

All in favour

59/23

PREVIOUS ACTION POINTS

AP02 FEB

Risk Assessment Amendments

Postponed to September as whose AOR had not yet been agreed.

AP02 MAY

Installation of picnic tables/benches

Cllrs approved an installation fee of up to £350 to install the 2 new donated sets and to remove 2 of the current damaged ones.

Proposed Cllr Davies

Seconded Cllr Mathison

All in favour

60/23

PLANNING

ii. PL/2023/01314/PPFL Yew Tree Farm

No objection.

Proposed Cllr Mathison

Seconded Cllr Warmington

All in favour

61/23

VILLAGE HALL & PLAYGROUND

Cllr Mathison reported the need to tidy up the garden area at the front of the village hall.

It was agreed that to start he would put a request on the local Facebook page for volunteers then take it from there.

A request had been received to erect a memorial bench for a supporter of Chadwick End FC. It was agreed so long as it was of high quality and fixed to a cement base.

62/23

AREAS OF RESPONSIBILITY

Employment

Chair/ Vice Chair

Planning

Cllr Davies

Playing Fields, Playground, Grounds & Trees*

Cllrs Taylor & Mathison

Village Hall*

Cllrs Davies & Warmington

Community Events Liaison
Village Hall & Playground Fortnightly Checks
Finance
Highways
Risk Assessments
*to include H&S

Cllr Warmington
ALL
Chair/Vice
Cllr Mathison
Cllr Taylor

63/23 PADLET

New sections to be added:

- Hall check rota
- Keybox codes
- Agenda items

64/23 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

- Cllr Warmington wished to look into setting up a mailing list to advise of upcoming events in the area.
It was agreed that the Clerk would contact the website host initially to see how this worked.
A one-off newsletter would be produced promoting residents to sign up and advise what was being planned.
- Instagram account to be set up by Cllr Mathison
- Defibrillator - Clerk to get information from previous Cllr Gemma Smith

65/23 DATE OF THE NEXT MEETING

- Tuesday 12th September 2023 at 6.30pm
It was noted that due to the Clerk's new contract in her other role that meetings would now take place 8 weekly. The November meeting was moved from 14th to 21st.

66/23 TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 19.32

Proposed Cllr Davies

Seconded Cllr Mathison

All in favour

67/23 PERSONNEL MATTERS

- iii. Key Code - Cllr Warmington to amend
- iv. Clerk's Appraisal to be arranged ASAP

Dated:

Signed: