



Hartshill Parish Council

Hartshill Community Centre
Church Road, Hartshill, CV10 0LY

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🌐 www.hartshill-pc.gov.uk

Minutes of Meeting – May 5th, 2026 – Ref: 2627-002

1. **First order of business** – Election of Chairman,
Councillor Roberts Elected as Chairman for 2026-27. Declaration of acceptance of office signed in front of Clerk.
2. **Second Order of Business** – Election of Vice-Chairman – Councillor Chaudry elected as
Declaration of acceptance of office signed in front of Clerk.
3. **Councillors Acceptance of Office** –Councillors, Thomason, Sharp, Parker, and Girvin to
sign Declaration of acceptance of office.
4. **Welcome & Apologies**
5. **To accept Apologies received** – Apologies received from Cllr Smith – Accepted.
Apologies from Borough Cllr Bell.
6. **Procedural Items** – Please refer to Notes* at end of agenda.
7. **Declarations of Interest** – Please refer to Notes* at end of agenda.
8. **Chairmans Announcement** – Please refer to Notes* at end of agenda.
9. **Report from County & Borough Councillors** –
 - Report from Borough Cllr Hobley
 - Blood clinic open in Atherstone
 - Resident who lives on Castle Rd has had his car hit three times due to having to park near speed humps. Contacted Cllr Warren and had no response.
 - Resident who is a wheelchair user arranged walk around village with Cllr Hobley and Cllr Warren to highlight areas of improvement for accessibility.
 - Fly tipping officer given dates for parish meetings.
 - Fly tipping signage purchased, would like cameras to go with them.
 - Cllr Smith submitted photos of fly tipping which led to prosecution – thanks to Cllr Smith.
 - Arrest on Kirby Glebe site following incident at Stag and Pheasant pub.
 - No vote in Hartshill this year – request for clerk to post on social media.
 - Large planning application at Oldbury Care Home
10. **Report from Police and/or PCSO** – To receive beat report from Warwickshire Police/PCSO.
173 calls received since March 3rd.
Animal related incidents at Kirby Glebe – working with RSPCA.
Increase of garage break ins.

18th May cuppa with a copper 6-8pm at community centre.
Faraday pouches and attack alarms available to anyone

11. Public Question Time –

Member of the public discussed break in attempts at houses on Drayton Close now that the site is unsecure behind the medical centre. Council agreed to contact Seddon Construction as a matter of urgency to help with this issue. PCSO Payne agreed to visit residents on the street also.

12. Accounts for Payment – Council to consider and approve monthly invoices for payment.

Purchase Orders 459-493 approved for payment including £43458.51 HMRC, £292.80 fire extinguisher service and replacement. Proposed Cllr Parker, seconded Cllr Thomason – Resolved.

13. Financial Report – Council to receive and consider monthly financial update from the RFO.

Balances at end of April £ 60291.60 current account, Reserves £72583.70. First precept payment received of £ 55,034.79.

- a. Appointment of Internal Auditor 2026 – Bill Wooliscroft appointed internal auditor for 2026. Audit to take place at the community centre on the 18th of May at 10am with the Clerk/RFO.
- b. Year End Financial Report – Year end report presented to the council.

14. Minutes of the last meeting –minutes of meeting 2627-001 April 26 signed as a true record. Proposed Cllr Sharp, Seconded Cllr Girvin.

15. Correspondence – To receive any correspondence for the month.

16. Estate –

- Community Centre – Lincat not working, Clerk arranged engineer. Fire alarm tripping, cable broken in hall, will need to be replaced. Quotes requested for painting and decorating. Conservatory door damaged by group on Friday morning, repaired and signage placed to request they stop slamming the door to close. New PA system needed.
- Snowhill – HAGS requested second quote.
- Cemetery - Fine. Liam doing very well.
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17. Planning Applications – To consider on any planning applications received during April.

- Oldbury Care Home – Council object due to oversaturation of the site, insufficient parking for staff and visitors, poor access for existing residents and access issues for emergency vehicles

18. Policies and Procedures – Councillors to review and adopt full list of policies and procedures for 2026-27.

- a. Review and Adoption of Standing Orders
 - b. Review and Adoption of Financial Regulations
 - c. Review and Adoption of Scheme of Delegation
 - d. Review of Asset Register
 - e. Review of Insurance – schedule not received yet will complete at June meeting.
- CODE OF CONDUCT
 - LGA MODEL CODE OF CONDUCT
 - PUBLICATION SCHEME
 - RISK MANAGEMENT
 - COMPLAINTS
 - DATA PROTECTION

- DISASTER RECOVERY
- DISCIPLINARY POLICY
- DISCIPLINE & GRIEVANCE
- EQUAL OPPORTUNITIES
- EXCLUSION OF PUBLIC FROM MEETINGS
- GRANT AWARDING
- GRIEVANCE HEARING
- STANDING ORDERS
- VOLUNTEER POLICY
- DUTIES OF CHAIRMAN
- CHAIRMAN'S ALLOWANCE
- LONE WORKERS
- RESPONDING TO PLANNING APPLICATIONS
- PUBLIC PARTICIPATION
- TRANSPARENCY
- VEXATIOUS COMPLAINANTS' POLICY
- WREATH REMOVAL
- MEDIA EQUIPMENT USAGE POLICY
- ASSET LIST 2026
- RESERVES POLICY

19. **Review of Asset Inspection Report** – Councillors to review Asset Register for 2026 - 27.
20. **Review of Meeting Schedule 26-27** - approved
21. **General Power of Competence** – Councillors re-adopted of General Power of Competence for 2026-2027
22. **Annual Assembly** – Reminder of Annual Assembly May 12th, 2026, 6.30pm.
23. To request items on the next agenda for **decision only**.
 - Neighbourhood plan.
24. To consider Date & Time for next meeting of the Parish Council – June 2nd, 2026, 6.30pm

Signed

Date & Time