



# Minutes

## Ordinary Meeting of Chadwick End Parish Council

**Held on:** Tuesday 7th January 2020 at 6.30pm  
**Place:** Chadwick End Village Hall

**Present:** Cllrs Rob Horsfield (Chair), Jeff Davies (Vice Chair) and Pat Burrows  
**In attendance:** Kerry Finlayson (Parish Clerk)  
**Members of the public:** 1

**01/20 WELCOME and APOLOGIES**

Councillors **received** and **accepted** apologies from Marjorie Walsh (previously reported) and Mike Playdon who was ill.

**02/20 DECLARATION OF INTEREST**

There were no interests declared in any item of business on the agenda.

**03/20 CONFIRMATION OF MINUTES**

The minutes of the Ordinary Parish Council meeting held on 3<sup>rd</sup> December 2020 were **confirmed** and **signed**.

**Proposed Cllr Davies                      Seconded Cllr Horsfield                      All in favour**

**04/20 OPEN FORUM**

The member of the public commented on how much they had enjoyed the carol concert.

**05/20 FINANCIAL MATTERS**

a) Payments & Receipts

**Payments**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
117	03/12/2019		Unity Bank		Office Costs - Incl. WAH, Milea	02	Z	30.25	0.00	30.25
118	04/12/2019		Unity Bank		Hall Refurbishment	direct365	S	109.00	21.80	130.80
119	05/12/2019		Unity Bank		Event Expenditure	Clerk	Z	96.72	0.00	96.72
120	10/12/2019		Unity Bank		Hall Refurbishment	Complete Care Shop	S	32.16	6.43	38.59
132	10/12/2019		Unity Bank		Membership	ICO	Z	35.00	0.00	35.00
122	14/12/2019		Unity Bank		Office Costs - Incl. WAH, Milea	o2	Z	10.00	0.00	10.00
123	19/12/2019		Unity Bank		Event Expenditure	Ex Urbe Choir	Z	350.00	0.00	350.00
124	19/12/2019		Unity Bank		Event Expenditure	M Walsh	Z	25.00	0.00	25.00
125	20/12/2019		Unity Bank		Event Expenditure	Clerk	Z	3.00	0.00	3.00
126	20/12/2019		Unity Bank		Office Costs - Incl. WAH, Milea	Clerk	Z	2.85	0.00	2.85
129	24/12/2019		Unity Bank		Salary	NEST Pension	Z	35.00	0.00	35.00
130	28/12/2019		Unity Bank		Salary	Clerk	Z	353.96	0.00	353.96
133	31/12/2019		Unity Bank		Bank Charges	Unity Bank	Z	18.00	0.00	18.00
127	01/01/2020		Unity Bank		Waste Management	Fortress	S	50.48	10.10	60.58
128	01/01/2020		Unity Bank		Grounds & Dog Bins	Fairways	S	260.94	52.19	313.13
121	02/01/2020		Unity Bank		Event Expenditure	R Horsfield	Z	8.58	0.00	8.58
131	02/01/2020		Unity Bank		Office Costs - Incl. WAH, Milea	Clerk	Z	39.00	0.00	39.00
<b>Total</b>								<b>1,459.94</b>	<b>90.52</b>	<b>1,550.46</b>

**Proposed Cllr Davies**

**Seconded Cllr Burrows**

**All in favour**

## Receipts

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
39	30/09/2019		Unity Bank Savings		Income	Unity Bank	Z	8.38	0.00	8.38
46	30/10/2019		Unity Bank		Income	S Richardson Pilates - R	Z	10.00	0.00	10.00
48	04/11/2019		Unity Bank		Income	J Inglis - Regular	Z	0.00	0.00	0.00
43	04/11/2019		Unity Bank		Income	J Inglis - Regular	Z	30.00	0.00	30.00
44	08/11/2019		Unity Bank		Income	Hall Hire	Z	50.00	0.00	50.00
42	08/11/2019		Unity Bank		Income	Hall Hire	Z	60.00	0.00	60.00
49	11/11/2019		Unity Bank		Income	Hall Hire	Z	45.00	0.00	45.00
40	13/11/2019		Unity Bank		Income	S Richardson Pilates - R	Z	160.00	0.00	160.00
56	19/11/2019		Unity Bank Savings		Internal Transfer	Unity Bank	Z	5,000.00	0.00	5,000.00
45	20/11/2019		Unity Bank		Income	Warwick DC	Z	400.00	0.00	400.00
47	25/11/2019		Unity Bank		Income	Hall Hire	Z	67.50	0.00	67.50
53	26/11/2019		Unity Bank		Income	Hall Hire	Z	52.50	0.00	52.50
41	04/12/2019		Unity Bank		Income	SMBC	E	0.00	0.00	0.00
51	05/12/2019		Unity Bank		Income	Hall Hire	Z	50.00	0.00	50.00
52	21/12/2019		Unity Bank		Income	Cook Stars	Z	150.00	0.00	150.00
57	31/12/2019		Unity Bank Savings		Income	Unity Bank	Z	22.47	0.00	22.47
54	03/01/2020		Unity Bank		Income	HBA/Warwickshire Wildlife Tr	Z	0.00	0.00	0.00
55	03/01/2020		Unity Bank		Income	Hall Hire	E	0.00	0.00	0.00
50	03/01/2020		Unity Bank		Income	Various	Z	214.00	0.00	214.00
							<b>Total</b>	<b>6,319.85</b>	<b>0.00</b>	<b>6,319.85</b>

### b) Bank reconciliation

The bank accounts were reconciled with a total balance of £28,233.61 as of 3<sup>rd</sup> January 2020

### c) Budget and Precept

A precept for 20/21 of £12,825 was agreed at the previous meeting. This represented an overall increase of 3% and for a Band D property would equate to £37.61 compared to £36.83 in the previous year which was an actual increase per household of 2.1%

## 06/20 PLANNING

### a) PL/2019/02921/PNCUDW Arbour Tree Farm Warwick Road

**Strong objection:** The proposed development is on the bend of a major road on a very bad bend. Additional vehicular movement, in addition to deliveries and refuse collection would cause major hazards on this bend. The increase in vehicles going in/out of the driveway would create the very serious possibility of collisions.

On this stretch of road there are central double white lines in place and cars would have to cross the carriageway into oncoming traffic if there was a vehicle parked near the entrance.

**Proposed Cllr Horsfield                      Seconded Cllr Davies                      All in favour**

## 07/20 VILLAGE HALL

### a) Cleaner

Cllr Davies agreed to clean the hall the following week and the Clerk would continue to advertise the position and would also contact local cleaning companies.

### b) Heating

Quotes had been sought for infra-red heating panels as underfloor heating would be too expensive.

### c) Hall Bookings

Several enquiries for long term hires had not been taken up

Hire for CookStars - reduction to £20 per session agreed on a temporary basis due to lack of attendees

### d) Carol Concert Report

Councillors received and noted the report and whilst it had run at a loss they agreed that it should continue to be an annual event but would seek to reduce costs this year.

### e) Refurbishment Plan

This was now underway following the programme approved at the last meeting. CIL funds were to be used and the contractors had been advised that work should be undertaken by the end of this financial year. All work would be signed off by the Chair then invoices submitted to the RFO for payment.

### f) Recycling

The shed to house the recycling boxes had now been moved and the Scope clothing bank was expected to be installed shortly.

- g) Hedge Cutting  
 Cllrs agreed that the hedge along the hall car park should be cut twice a year by David Hudson at a cost of £60 per cut.  
**Proposed Cllr Horsfield                      Seconded Cllr Davies                      All in favour**  
 Cllrs had previously agreed for the conifer adjoining the car park to be cut back but due to recent weather they had since grown considerably and the works would now take 2 days at a cost of £800. Once done they should then only need a regular trim and facing in the future.  
**Proposed Cllr Davies                      Seconded Cllr Burrows                      All in favour**

**08/20                      GENERAL**

- a) GDPR/ICO  
 The Clerk had sent a link and Cllrs were reminded that they had a collective responsibility to be aware of the general principle of GDPR.  
 It was agreed that the hire agreement should be updated to note that it would be deleted once the deposit had been refunded.  
 The Clerk would write a privacy notice that would be published on the website once approved.
- b) Playground  
 The new gates were ready to be fitted
- c) Scribe  
 The RFO wished to stop using Scribe as she felt it was labour intensive but Cllrs were keen to retain it as they liked the reports that were available.  
 It was agreed that the RFO would ask Scribe if a partial refund would be available should they wish to cancel within the next financial year.
- d) SmartWater  
 Newsletter still to be written by Cllr Davies and the Clerk.
- e) Velo 2020  
 Deferred to 12/20 as information was not yet due to be published
- f) Bus Service  
 The Chair had written to the Area Manager for transport operations for TFWM and had received a positive response that there would be improvements, some minor changes and that there were no plans to take the service out of Chadwick End
- g) Social Events
  - o VE Day - 8<sup>th</sup> 9<sup>th</sup> or 10<sup>th</sup> May
    - Cllrs Davies, Horsfield and Burrows and parish resident Viv Badger would arrange the celebration/activities
  - o Quiz Night - Friday 19<sup>th</sup> June
  - o Outdoor Cinema - Saturday 5<sup>th</sup> September
  - o Carol Concert - Thursday 10<sup>th</sup> December
 Cllrs Burrows and Davies agreed to host the coffee morning the following day in the absence of Cllr Walsh
- h) Risk Assessments  
 No update received.
- i) Village Calendar  
 Cllr Playdon had suggested the PC produce a village calendar. The Clerk would put a notice on the website asking residents to take photographs of the village over the coming year.
- j) Future Meeting Dates  
 Dates supplied by the Clerk were approved.  
**Proposed Cllr Horsfield                      Seconded Cllr Davies                      All in favour**
- k) Tenders  
 Cllrs reported that it would be unlikely to find another company to remove waste in the area so it was agreed to continue the contract with Fortress for the remainder of 2020.  
 With regards to grass cutting Cllr Davies Jeff would review the specification with a view to putting this to tender.

l) Internal Audit

Outstanding Action Points:

- Financial Regulation 1.5 states that the Council must review its system of internal control.
  - Covered under Risk Assessments
- Standing Orders reviewed 23/11/2017. New set of regulations to be approved. Note that in order 3 it states that the meeting will be open to the public and press but may be temporarily excluded if business is regarded as confidential. Council to consider adding 'by resolution only'.
  - New Standing orders approved June 2019
- Council to consider adding receipts and payments schedule to Web Site to show expenditure on an annual basis. In any event all expenditure over £100 should be shown.
  - All shown within minutes

**09/20 ITEMS FOR FUTURE AGENDAS**

Nothing reported

**10/20 DATE OF THE NEXT MEETING**

- Tuesday 4<sup>th</sup> February 2020 at 2pm

**11/20 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

The meeting was closed at 19.55

**Proposed Cllr Horsfield**

**Seconded Cllr Burrows**

**All in favour**

**12/20 PERSONNEL and CONFIDENTIAL MATTERS**

a) Key Code

This would be changed from Monday 13<sup>th</sup> January

b) Clerk's Appraisal - 4<sup>th</sup> February 2020 at 12.30pm

c) Velo 2020

**Dated:**

**Signed:**