

ALLESLEY PARISH COUNCIL

Minutes of the **PARISH COUNCIL MEETING** held at 8:00pm
9th May 2023 the meeting was held at Corley Village Hall, Church Lane, Corley

Present: Councillor T Burton (Chairman) Councillor A Hobson
Councillor I Farrar Councillor S Grove
Councillor M Davies Councillor Vicki Parry

Ward Councillors: 0

Public: 2

In Attendance: Jane Chatterton, Clerk & RFO

Councillor Burton was in the Chair.

The Chairman opened the meeting.

412. PUBLIC FORUM

Dog breeding at premises on Wall Hall Road

It was reported that more dogs were being brought in daily to the main residential property. It would appear that a stud dog service was also being offered. There was no licence for a stud farm. Puppies were also being sold from the property, some of which were not born on site and thus breached "Lucy's Law".

The current owners were subject to an Injunction which had very specific conditions attached on how many dogs could be kept at the property and also limited the number of visiting dogs. This was often exceeded. Parishioners had also reported that new kennels had been built to house dogs. The Parish Council had also received a lot of noise nuisance complaints from barking dogs.

It was confirmed that the matter had been reported to Coventry City Council and Officers were dealing with the complaint. Advertising on social media and internet selling continues.

ACTION:

- (i) Report the concern of animal welfare to the RSPCA.
- (ii) Report the Planning Breach to CCC Enforcement Team (Marcus Fothergill).
- (iii) Report continued breach of the injunction to CCC Legal Department.

413. UPDATES FROM WARD COUNCILLORS

There were no Ward Councillors present.

414. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Swann.

415. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

There were no declarations of interest.

416. ELECTIONS MAY 2023

It was noted that the 7 Councillors had been elected at the May 2023 Election. There was on vacancy on the Parish Council which would be filled via co-option. Ward Councillor Jandu had been re-elected.

ACTION: Advertise vacancy for co-option.

417. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Parish Council Meeting held on 27th March 2023 were received and discussed.

RESOLVED THAT the minutes of the Parish Council meeting held on 27th March 2023 were approved.

418. MATTERS ARISING

There were no matters arising that were not listed on the agenda.

419. HIGHWAYS MATTERS**Oak Lane Flooding**

Councillor Davies reported that she had received a call from the CCC Drainage Team in relation to the flooding on Oak Lane, a site visit had been arranged for Friday.

ACTION: Update Report after the meeting.

Footpath Closure

Complaints had been received that there are no footpath diversion signs from Brick Hill Lane down to the site and had walked the footpath to see where it directed pedestrians. The result was, to nowhere.

ACTION: Councillor Davies would raise the issue with Ian Lewis.

God cakes

The god cakes on Brick Hill Lane and Oak Lane were being damaged by vehicles driving over them and churning them up. The problem increased during traffic delays on the A45 which resulted in motorists taking to the parish roads as a cut through. Once on Oak Lane they encountered the "road closure" signage and used the god cakes to make a U-Turn.

Mowing

Councillor Davies had been monitoring the verges since 1st May and photos were shared. The vegetation had grown in that few days due to the weather conditions.

ACTION:

- (i) Councillor Davies to request the contractor to carry out the half cut.
- (ii) Areas of concern (site lines) on Oak Lane would be strimmed.
- (iii) Councillor Davies is installing signage on the verges with details of species of interest.

Japanese knotweed

Areas of Japanese Knotweed had been found at the junction of Pikers Lane and Wall Hill Road.

ACTION: Councillor Parry to send Councillor Davies the locations.

Bumper in the ditch

Following an RTA, a car bumper had been left in the ditch on Wall Hill Road (between Wall Hill Farm and Stonehouse Lane).

ACTION: Report to CCC for removal.

419.1 Closing off of Watery Lane

Nothing further had been received from David Robinson.

ACTION: Clerk and Councillor Grove to contact David Robinson for an update.

420. PLANNING MATTERS

Nothing to discuss.

421. FLOODING

Nothing to discuss.

422. SOCIAL MEDIA UPDATE**ACTION:**

- (i) Councillors to be given access to be able to upload information.
- (ii) Councillor Parry to update Facebook page to multi-Administrator.

423. POLICE AND CRIME UPDATE

It was noted that the Police would be attending June's meeting.

424. FLY TIPPING

All incidents had been reported to CCC.

425. CCTV – Cllrs Hobson, Burton**425.1 Review policy for sharing footage/information.**

Councillor Hobson had reviewed Policies used elsewhere.

Any issue usually started with a complaint (incident), the timeframe of incident was narrowed down and the footage identified.

RESOLVED THAT footage would only be provided to the police or insurance companies on request. Footage would not be provided to the general public.

425.2 Issue with the CCTV on Clay Lane

It was reported that the internet connection used for the CCTV equipment on Clay Lane was very slow. Concern had also been raised with regards to cost.

ACTION:

- (i) CCTV payments agenda item for June.
- (ii) Councillor Burton to liaise with the host in relation to the hosting fee.
- (iii) Councillor Davies to visit the host resident to discuss their issues once Councillor Burton confirms (ii) above had taken place.

426. CORRESPONDENCE

Nothing further to report.

427. FINANCE

427.1 To approve payments

Expenditure

2022-23

DATE	REF	CHEQUE	PAYEE	DETAILS	AMOUNT
15.03.23	E58	Unity	Freeola	Webs hosting	£13.86*
15.03.23	E59	Unity	Unity Bank	Acc Charges	£18.00

2023-24

DATE	REF	CHEQUE	PAYEE	DETAILS	AMOUNT
12.04.23	E1	Unity	J Chatterton	Clerk Salary April	DPA
12.04.23	E2	Unity	J Chatterton	Expenses	£40.19
12.04.23	E3	Unity	WALC	Membership	£409.00*
12.04.23	E4	Unity	Zurich Insurance	Parish Council Insurance	£257.60
19.04.23	E5	Unity	Mrs L Best	Internal Auditor	£100.00
19.04.23	E6	Unity	J Chatterton	SLCC/ALCC Membership Partial	£50.00

*inc VAT

2023-24

Income

DATE	REF	PAYEE	DETAILS	AMOUNT
30.04.23	R	CCC	Precept	£15,416.00
30.04.23	R	CCC	Grant	£2,057.00

RESOLVED THAT the payments be approved, and the income noted.

427.2 Bank Reconciliation 31st March 2023

The Bank Reconciliation 31st March 2023 was received and discussed.

Balance per bank statements as at 31 st March 2023:	£	£
Account 1	£19,825.70	
Account 2	£2,008.90	
	<u>£21,834.60</u>	£21,834.60
Less: any unsigned cheques at 31 st March 2023		
		<u>(£0.00)</u>
Add: any un-banked cash at 31 st March 2023	£0.00	
		<u>£21,834.60</u>
Net balances as at 31 st March 2023		£21,834.60

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 st April 2022	£17,242.81
Add Receipts up to 31 st March 2023	£16,382.00
Less: Payments up to 31 st March 2023	<u>(£11,790.21)</u>
Closing balance per cash book as at 31 st March 2023	<u>£21,834.60</u>

RESOLVED THAT the Bank Reconciliation 31st March 2023 be approved.

427.3 Quarterly Report 31st March 2023

The Quarterly Report 31st March 2023 was received and discussed.

RESOLVED THAT the Quarterly Report 31st March 2023 be approved.

428. AUDIT 2022-23**Annual Governance and Accountability Return 2022-23**

The Parish Council were now required to complete the AGAR. Smaller authorities where the higher of gross annual income or gross annual expenditure does not exceed £25,000 (and meet the qualifying criteria as set out in the Certificate of Exemption) were exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review provided the authority completed both the:

- a) Certificate of Exemption, page 3 and returned it to the external auditor
- b) Annual Governance and Accountability Return (Part 2) which was made up of:
 - Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor (this had been completed)
 - Section 1 – Annual Governance Statement (page 5 of the AGAR) to be completed by the authority.
 - Section 2 – Accounting Statements (page 6 of the AGAR) to be completed by the authority.

428.1 Section 1 Annual Governance Statement

The Parish Council completed the Certificate of Exemption, page 3 which was signed by the Chairman and RFO as required.

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

RESOLVED THAT Section 1 Annual Governance Statement be completed and approved.

428.2 Section 2 Accounting Statements

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

RESOLVED THAT Section 2 Accounting Statements be completed and approved.

428.3 Publication Requirements

The Parish Council was required to publish various documents on the PC website by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

These documents included:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2022/23, page 4
- Section 1 – Annual Governance Statement 2022/23, page 5
- Section 2 – Accounting Statements 2022/23, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

RESOLVED THAT the AGAR process be completed subject to the Clerk adding the documents to the website and the Certificate of Exemption being sent to the External Auditor.

428.4 Notice of Public Rights

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2023 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

RESOLVED THAT the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

429. Parish area and boundary

Discussion about starting the process to request CCC to change the boundary and remove the Pickford Estate from the Parish. It was felt that if a large residential estate was included in the Parish then the current rural parish could be lost.

The Chairman updated that he had raised this at the CCC and PC meeting and advice had been provided by the Monitoring Officer.

ACTION:

- (i) Further discussion at June's meeting.
- (ii) Parish Map to be reviewed at June's meeting.

430. Government Boundary Review – North Warwickshire

Information had been received from CCC on the legal process.

ACTION: arrange an information meeting with CCC to discuss further.

431. Councillor's reports and items for future Agenda:

CCTV – Clay Lane

432. Date of the next meeting

The date of the next meeting was confirmed as 12th June 2023.

The meeting closed at 9:15pm

SIGNED BY THE CHAIRMAN
Councillor Thomas Burton

12th June 2023