

## ALLESLEY PARISH COUNCIL

Minutes of the PARISH COUNCIL MEETING held at 7:30pm

13<sup>th</sup> March 2024 the meeting was held at Corley Village Hall, Church Lane, Corley

**Present:** Councillor T Burton (Chairman) Councillor A Hobson  
Councillor M Davies Councillor Grove  
Councillor I Farrar

**Ward Councillors:** Councillor Jandu

**Public:** 3

**In Attendance:** Jane Chatterton, Clerk & RFO

*Councillor Burton was in the Chair.*

The Chairman opened the meeting.

### 577. PUBLIC FORUM

#### Attendance by Rob Back – Strategic Lead for Planning (Head of Planning)

##### Fence on Wall Hill Road -

Rob updated that Planning Officers have looked at it. Planning Officers consider that it is not unsafe or outside of permitted development, but acknowledge that it is on City Council land. The City Council will not be taking any further action.

**ACTION:** Parishioner was advised to engage solicitors.

##### Barking Dogs -

It was agreed that monitoring equipment needed to be installed to collect data. The Clerk updated that she was receiving complaints from Allesley and Corley Parish residents and the dogs were barking 24 hours a day. There is an injunction in place which the City Council have so far failed to enforce. The resident provided photographs showing more than the permitted number of dogs in the front yard on several occasions, Rob Back took these to pass to Julie Newman.

**ACTION:** Clerk to liaise with Julie Newman, CCC Solicitor. Rob will speak to the Noise Nuisance Team.

##### Watery Lane -

Partial closure of Watery Lane. Element of common sense needs to prevail. Motor vehicles do not mix with walkers, cyclists or horse riders for safety. Project stalled due to the May elections. The first post election Full Council Meeting is next week after which Councillors will be assigned roles.

**ACTION:** Clerk to request an update now the elections are over.

A list of questions had been provided to Rob prior to the meeting. Each was discussed and updates provided.

#### 1. Clay Lane Farm, Watery Lane

Discussed in detail. Further update following a legal process. Rob agreed that legal fees to a resident should be reimbursed by the City Council if they are proved to be at fault.

2. Lowmoor, Wall Hill Road

Issues with a tenant at the property including carry out a business without consent. It was noted that the Car transporter and vans belonging to the same resident in a field in Dudley's Wood are already under previous enforcement and were removed but have now returned. Hard standing has not been removed as required by enforcement.

**ACTION:** Rob to check on progress with Enforcement.

3. Wall Hill Road opposite Bridle Brook Lane

**ACTION:** Location details provided. Rob to progress.

4. Wall Hill Road opposite Pikers Lane

It was noted that vehicles continued to enter the site in accordance with the business.

**ACTION:** Rob to check the business has actually ceased as reported by Enforcement Team.

5. Wall Hill Hall development

Uplighters on the houses were causing an issue.

**ACTION:** Rob will check the illumination. He took comments on board for consideration with future applications in the green belt.

**ACTION:** when APC look at planning applications, add in about lighting.

6. Sandpits Cottage

The failure of enforcement to investigate what was believed to be a planning breach was discussed. Rob claimed not to have received emails from the Clerk.

**ACTION:** Clerk to add read receipts when corresponding with CCC Officers.

7. Trees

Request made for CCC to survey all trees of importance in the parish and include in a blanket TPO. This was denied on cost and resources. Rob was asked to consider voluntary help from the Parish Council to progress this.

**ACTION:** Councillor Davies to provide Rob with the list of circa 50 trees highlighted in the recent APC survey.

8. The Gables, A45

**ACTION:** Location provided, Rob to progress.

9. Consultation

Discussed.

It was reported that the Government requirement was for CCC to build 63,000 homes across the City in the next 20 years. CCC do not agree with this figure and believe that 32,000 is a more realistic number to meet requirement. Clarification was provided that the developments currently approved/in progress in Keresley, Eastern Green SUE, Appledown (Tamworth Road), were included in the 32,000.

10. Recognition

CCC would not permit Parish Councils to call in applications.

**ACTION:** APC to request Ward Councillors (who do have authority) to call in applications when required.

**11. Feedback**

APC requested feedback from planning applications or enforcement requests within the parish. CCC also allows comments on planning applications to be anonymous. Rob confirmed that this would not change.

APC asked if the number of Supports or Objections could be added to the application.

**ACTION:** Rob will look at.

**12. Ancient Arden**

The importance of protection the ancient features was emphasised.

**13. Contact**

APC asked for direct contact details for planning officers and consultants to assist with the lack of communication between officers and APC.

**ACTION:** Rob to provide these. Clerk to copy in Nigel Smith to correspondence.

**14. S106**

**ACTION:** Rob to attend July's meeting to provide a presentation on s106.

**578. UPDATES FROM WARD COUNCILLORS**

Local Election Result – it was noted that Steven Keogh lost his seat to Cllr Bea Christopher, Labour in the May elections. Labour has gained 3 seats in Coventry, previously Conservative seats. There are now 12 Conservative Councillors in Coventry.

The election in Radford was postponed after one of the candidates died. The contest to elect a councillor for Radford Ward didn't take place on 2<sup>nd</sup> May as a mark of respect. It has been rescheduled following the death of Dave Anderson, who was standing for the Trade Unionist and Socialist Coalition (TUSC). The election is now likely to take place in June.

This has also delayed the Mayor making process.

Brown bins – CCC will start charging for the brown bin collection from 1<sup>st</sup> June.

**579. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Parish Councillor, Councillor Swann, Councillor Mrs Parry and Ward Councillor Birdi. No response was received from Councillor Christopher.

It was noted that Councillor Keogh lost his seat at the May elections.

**580. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

There were no declarations of interest.

**581. MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the Parish Council meeting held on 25<sup>th</sup> March 2024 were received and discussed.

**RESOLVED THAT** the minutes of the meeting held on 25<sup>th</sup> March 2024 be approved.

**582. MATTERS ARISING**

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

**583. PLANNING MATTERS**

Nothing to discuss.

**584. FLOODING**

Wall Hill Road - Councillor Swann has liaised with the landowner on Wall Hill Road and the ditch has been cleared.

Culvert on Oak Lane – appears to be working well.

**ACTION:** Monitor during heavy rain fall.

**585. SOCIAL MEDIA UPDATE**

**ACTION:** Councillor Hobson to provide login information to the Clerk and Councillor Davies.

**586. POLICE AND CRIME UPDATE**

Ongoing criminal activity noted on Watery Lane.

**586.1 Tree on Hollyfast Lane and TPOs in the parish**

Nothing to report.

**587. FLY TIPPING**

All incidents of fly tipping had been reported. Some have been removed by CCC.

**ACTION:** monitor fly tipping awaiting removal.

**587.1 Oil on Pikers Lane**

Chairman has been contacted by the Coventry Telegraph and has provided information and photographs.

The Parish Council has been corresponding with the Environment Agency and hasn't reached a successful conclusion.

**ACTION:** Chairman to respond to the Environment Agency. Chairman to send an update to the Clerk and Clerk to send.

**588. CCTV – Cllrs Hobson and Burton to lead**

New system on Washbrook Lane is now working. This has been moved from another site.

**589. CORRESPONDENCE****589.1 WALC**

Following the resolution to terminate membership of WALC, correspondence had been received from the WALC CEO updating on the process and requirement to not renew the membership.

**ACTION:** Ja'Neen Day, WALC CEO had agreed to attend June's meeting to talk to Councillors.

**589.2 Japanese knotweed**

A local resident had reported that the Japanese Knotweed on Bridle Brook Lane had returned.

**ACTION:** this has been reported to CCC for action. Check progress.

**590. Parish area and boundary/Government Boundary Review – North Warwickshire**  
Ongoing.

**591. HIGHWAYS MATTERS**

Rights of Way signage –

**ACTION:** Chase a response.

**591.1 Closing off of Watery Lane**

The council have completed the consultation, but have declined to share responses with the Parish Council.

**ACTION:** Clerk to submit FOI request.

**591.2 HGV signs**

Ongoing.

**591.3 Speeding issues Wall Hill Road**

Ongoing.

**591.4 Traffic Issues Hollyfast Lane**

Ongoing.

**591.5 Road Closures**

Ongoing.

**591.6 Visit to A45 site**

Thank you to Councillor Davies for organising the Councillor visit to the A45 site in April. The visit was very informative.

**591.7 Verge Mowing**

It was noted that the verges had started to grow rapidly and that the first cut would be imminent, but would be held back as long as practical to avoid the need for an extra cut if the good growing conditions persist.

**ACTION:** Cllrs Burton and Davies to liaise and engage the contractor at the appropriate time.

It was noted that the verges where ditching spoil was a concern had been power harrowed and were now looking much better.

**592. FINANCE**

**592.1 To approve payments**

**Expenditure**

**2023-24**

DATE	REF	PAYEE	DETAILS	AMOUNT
31.03.24	E69	Unity	Service Charge	£18.00
28.03.24	E70	ICO	Membership	£35.00

**2024-25**

DATE	REF	PAYEE	DETAILS	AMOUNT
03.04.24	E1	J Chatterton	Clerk Salary April	DPA
03.04.24	E2	HMRC	Tax & NI April	DPA
03.04.24	E3	J Chatterton	Expenses April	£36.00
10.04.24	E4	Zurich	Insurance	£257.60
12.04.24	E5	J Chatterton	SLCC & ALCC Membership (part)	£50.00
24.04.24	E6	SLCC	Training QL205172-2 (part)	£43.20*

\*inc VAT

**RESOLVED THAT** the payments be approved.

**592.2 Bank Reconciliation 31<sup>st</sup> March 2024**

The Bank Reconciliation 31<sup>st</sup> March 2024 was received and discussed.

Balance per bank statements as at 31 <sup>st</sup> March 2024:	£	£
Account 1 Unity	£8,433.55	
Account 2 Barclays	£19,274.30	
	<u>£27,707.85</u>	<b>£27,707.85</b>
Less: any unsigned cheques at 31 <sup>st</sup> March 2024		
		<u>(£0.00)</u>
Add: any un-banked cash at 31 <sup>st</sup> March 2024	£0.00	
		<u><b>£27,707.85</b></u>

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

**CASH BOOK**

Opening Balance 1 <sup>st</sup> April 2023	£21,834.60
Add Receipts up to 31 <sup>st</sup> March 2024	£20,221.75
Less: Payments up to 31 <sup>st</sup> March 2024	<u>(£14,348.50)</u>
Closing balance per cash book as at 31 <sup>st</sup> March 2024	<u><b>£27,707.85</b></u>

**RESOLVED THAT** the Bank Reconciliation 31<sup>st</sup> March 2024 be approved.

**592.3 Quarterly Report 31<sup>st</sup> March 2024**

The Quarterly Report 31<sup>st</sup> March 2024 was received and discussed.

**RESOLVED THAT** the Quarterly Report 31<sup>st</sup> March 2024 be approved.

**593. AUDIT 2023-24****Annual Governance and Accountability Return 2023-24**

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.

**593.1 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.

**593.2 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.

**593.3 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 2023/24, page 4
- Section 1 – Annual Governance Statement 2023/24, page 5
- Section 2 – Accounting Statements 2023/24, 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.

**593.4 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 31<sup>st</sup> March 2024 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.

**594. Coventry City Council Complaint**

Ongoing.

**595. Councillor's reports and items for future Agenda:**

- Co-option

**596. Date of the next meeting**

The date of the next meeting was confirmed as 10<sup>th</sup> June 2024.

Meeting closed at 10:00pm.

DRAFT