

ALLESLEY PARISH COUNCIL

Minutes of the PARISH COUNCIL MEETING held at 8:15pm
21st May 2018 at Bree Hall, All Saints Church, Allesley

Present: Councillor T Burton
Councillor W Shakespeare
Councillor Colledge
Councillor L Swann
Councillor Mrs V Parry
Councillor Hobson

Ward Councillors: 1 (Councillor Birdi)

Public: 2

Meeting Commenced at 8:15pm

132. PUBLIC FORUM To adjourn to allow public participation
There was no public forum.

133. APOLOGIES FOR ABSENCE
Apologies for absence were received from Councillor Ian Farrar.

134. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST
There were no declarations of interest.

135. MINUTES OF THE PREVIOUS MEETINGS
The minutes of the Parish Council Meeting held on 9th April 2018 were approved.

RESOLVED THAT the minutes of the meeting held on 9th April be approved and were signed by the Chairman.

136. MATTERS ARISING
124.5 FUL/2017/2696

Erection of livestock and feed storage, 2 No. 6m x 40m poly tunnels, 1 livestock shelter and new access road from A45 – amendment.

ACTION: The Parish Council continue to strongly object to the planning application. Clerk to resubmit previous objection.

128. Connecting Coventry - Strategic Transport Investment Programme Update
Update, Clerk had written to Colin Knight on 12th April and again on 12th May but no response had been received. Further meeting dates had been provided.

ACTION: Clerk to write to Colin Knight, inviting him to attend June's meeting.

137. HIGHWAYS MATTERS**Road surface Washbrook Lane and Bridle Brook Lane**

It was noted that the road still contained some potholes. The effectiveness of the repairs was poor, and surface had broken down again. It was unclear if the repairs had been carried out by the City Council directly or via a contractor.

ACTION: Clerk to report the pot holes again.

138. PLANNING MATTERS

To Consider Planning Applications received since the last meeting

23rd April to 27th April

Nothing to Note

30th April to 4th May

Nothing to Note

8th May 2018**138.1 Reference: HH/2018/1063**

Proposal: Erection of a double garage

Site: The Barn House Oak Lane COVENTRY CV5 9BY

RESOLVED: No comment.

11th May 2018**138.2 Reference FUL/2018/1054**

Proposal: Erection of Livestock, feed storage, stables, 2No.Poly Tunnels, and a new access road from A45.

Site: Land to the North of A45 Nr Brick Hill Lane Coventry

RESOLVED: Re submit previous objection.

14th May to 18th May

TBC

138.3 Reference FUL/2018/1221

Proposal: Erection of a bungalow

Site: Sunnyside Farm, Wall Hill Road

RESOLVED: Question to be submitted enquiring if planning permission is in accordance with planning policy and appropriate.

139. CORRESPONDENCE**139.1 NALC Clerk Pay award**

Notification had been received that the National Joint Council for Local Council Services (NJC) had reached agreement on the pay scales for 2018-19. NALC had subsequently recommended the salary scales for all full and part time clerks who were employed under the terms of the model contract be applied from 1st April 2018.

RESOLVED THAT the update be noted.

140. Insurance Policy

It was noted that the Parish Council insurance was due for renewal. A quotation had been received from the current providers Zurich Insurance for the sum of £257.60.

RESOLVED THAT

- (i) The renewal of the policy for £257.60 be approved.
- (ii) Clerk to pay the renewal fee.

141. Finance

to approve payments: -

Cheque Payments (Current Account)				
Date	Reference	Payee	Details	Value
21.05.18		J Chatterton	Clerk Salary	
21.05.18		M Southall	Re-issued Cheque	£32.56
21.05.18		Zurich	Parish Council Insurance	£257.60
21.05.18		Louise Best	Internal Audit fee	£95.00

RESOLVED THAT the payments be approved.

142. Annual Governance & Accountability Return 2017/18

It was reported that the 2017-18 accounts had now been internally audited.

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) to be completed by the authority.
 - Section 2 – Accounting Statements (page 6) to be completed by the authority.

142.1 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.

142.2 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.

It was noted that the requirement was for Sections 1 and 2 to be approved before 2nd July 2018.

RESOLVED THAT Section 2 Accounting Statements be completed and approved.

142.3 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 2017/18, page 4
- Section 1 – Annual Governance Statement 2017/18, page 5
- Section 2 – Accounting Statements 2017/18, 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.

142.4 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 2018 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

It was noted that the inspection period must be 30 working days inclusive and must include the first 10 working days of July, therefore the Notice would commence on Monday 4th June 2018 and end on Friday 13th July 2018.

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

143. Governance

An Equal Opportunities Policy had been prepared.

It was noted that the purpose of the policy was to provide equal opportunities to all employees, irrespective of their characteristics (unless there were genuine occupational qualifications or objectively justified reasons for a different approach to be taken).

Further updates were identified.

RESOLVED THAT the Equal Opportunities Policy be approved.

144. Councillor Vacancy

It was noted that previous recruitment process for the vacancy of a councillor had proved unsuccessful. The Clerk reported that interest had been expressed by residents about the process and at what point the Parish Council were in this.

It was agreed that the Clerk would begin the process again by displaying the Notice under the Local Government Act, 1972 (Section 87(2)) – vacancy for a councillor public notice informing that a casual vacancy had occurred.

Once the Notice was displayed and Coventry City Council's Electoral Services had been informed, Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 would apply.

Further update to be provided at June's parish council meeting.

RESOLVED THAT

- (i) It was agreed to commence the recruitment process
- (ii) Clerk to complete the necessary Notice and inform Coventry City Council.

145. NHP

Update to be received at June's meeting.

146. Councillor Reports

Councillor Parry updated that two defibrillators had been purchased, one to be situated outside the Village Hall and the second at the scout hut. A request had been made for the Parish Council to donate funds towards a training course on how to use a defibrillator.

RESOLVED THAT:

- (i) Further discussion at June's meeting.
- (ii) Councillor Parry to gather more information on what this involves.

Smoke

As previously reported plumes of smoke had been witnessed over the Dudley's Wood area. This appeared to be periodic burning of items which gave off black smoke.

ACTION: Coventry City Council to be alerted to the burning and be asked to investigate.

Meeting closed at 9:00pm