

## ALLESLEY PARISH COUNCIL

Minutes of the PARISH COUNCIL MEETING held at 7:45pm  
23<sup>rd</sup> July 2018 at Bree Hall, All Saints Church, Allesley

**Present:** Councillor T Burton  
Councillor Mrs J Colledge  
Councillor I Farrar  
Councillor Mrs V Parry  
Councillor L Swann (Chairman)  
Councillor W Shakespeare

**Ward Councillors:** Councillor Glen Williams

**Public:** 0

### Confidential Session

During a Confidential Session, Councillors voted unanimously to appoint Lorna Hegarty by Co-option.

**ACTION:** Clerk to inform Lorna and complete necessary paperwork.

### Meeting Commenced at 8:00pm

#### 161. PUBLIC FORUM

There were no members of the public present.

#### Land to the North of A45 Nr Brick Hill Lane – Planning App No: FUL/2018/1054

Question was raised through Councillor Farrar if the above application had been approved.

**ACTION:** Clerk to check the CCC Planning Portal and contact responsible CCC planning officer.

#### 162. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Hobson.

#### 163. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Councillor Swann declared a pecuniary interest in agenda item 7.1 planning application LDCE/2018/1618.

#### 164. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Parish Council Meeting held on 25<sup>th</sup> June 2018 were considered.

**RESOLVED THAT** the minutes of the meeting held on 25<sup>th</sup> June 2018 be approved and were signed by the Chairman.

#### 165. HIGHWAYS MATTERS

The Clerk, Chairman and parishioner Mandy Davies had met with Roland Mackie, Street Pride Supervisor, Coventry City Council on 16<sup>th</sup> July to discuss the poor quality of the cutting along the parish verges. The meeting had been very positive and several issues raised, discussed and a plan of action proposed. A team would be asked to complete the cutting of the "God Cakes" throughout the parish.

The issue with Japanese Knotweed on Bridlebrook Lane was also raised with Mr Mackie, who agreed to report to the appropriate team for investigation.

**Poor quality of road repairs**

The poor quality of the road repairs was discussed. The City Council had reported that the hot weather was preventing the work being completed as the road surface was “melting” in the heat. The contractors would return when the weather was cooler.

**ACTION:** Monitor the situation.

**166. PLANNING MATTERS**

The following planning applications were considered:

11<sup>th</sup> to 15<sup>th</sup> June 2018

Nothing to report

25<sup>th</sup> June to 29<sup>th</sup> June 2018

Nothing to note

*Councillor Swann left the meeting and Councillor Farrar took over the position of Chairman for this item.*

*Councillor Burton joined the meeting during the discussion.*

2<sup>nd</sup> July to 6<sup>th</sup> July 2018**166.1 Application No: LDCE/2018/1618**

Proposal: Application for a Lawful Development Certificate for the continuous external storage of products as required by L Swann Merchants business  
Site: Cornerways Farm Washbrook Lane COVENTRY CV5 9DL

**RESOLVED:** Neutral comment.

*Councillor Swann re-joined the meeting and took over as Chairman.*

9<sup>th</sup> July to 13<sup>th</sup> July 2018

Nothing to note

**167. CORRESPONDENCE**

Nothing to report.

**168. Finance**

168.1 to approve payments: -

<b>Cheque Payments (Current Account)</b>				
<b>Date</b>	<b>Reference</b>	<b>Payee</b>	<b>Details</b>	<b>Value</b>
23.07.18		J Chatterton	Clerk Salary (July)	
23.07.18		J Chatterton	Office Allowance 1 <sup>st</sup> April to 30 <sup>th</sup> June & mileage (Unpaid from June's meeting)	£70.00
23.07.18		J Chatterton	Clerk Salary (August)	
23.07.18		J Chatterton	Office Allowance 1 <sup>st</sup> July to 31 <sup>st</sup> August	£36.00

**RESOLVED THAT** the payments were approved.

**168.2 Bank Reconciliation up to 30<sup>th</sup> June 2018**

The Bank Reconciliation up to 30<sup>th</sup> June 2018 was received and discussed.

Balance per bank statements as at 30 <sup>th</sup> June 2018:	£	£
	<u>£19,920.03</u>	
		<b>£19,920.03</b>
Less: any unpresented cheques at 30 <sup>th</sup> June 2018		
Cheque 100155	£32.56	
Cheque 100160	£13.10	
Cheque 100161	£70.00	
	<u>£115.66</u>	
		(£115.66)
Add: any un-banked cash at 30 <sup>th</sup> June 2018	£0.00	
Net balances as at 30 <sup>th</sup> June 2018		<u><b>£19,804.37</b></u>

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

**CASH BOOK**

Opening Balance 1 <sup>st</sup> April 2018	£12,695.99
Add Receipts up to 30 <sup>th</sup> June 2018	£9,599.00
Less: Payments up to 30 <sup>th</sup> June 2018	(£2,490.62)
	<u><b>£19,804.37</b></u>

**RESOLVED THAT** the Bank Reconciliation up to 30<sup>th</sup> June 2018 be approved.

**168.3 Quarterly Report up to 30<sup>th</sup> June 2018**

The Quarterly Report up to 30<sup>th</sup> June 2018 was received and discussed.

**RESOLVED THAT** the Quarterly Report up to 30<sup>th</sup> June 2018 be approved.

**168.4 Expenditure over £100**

The Expenditure over £100 document was received and discussed.

**RESOLVED THAT** the Expenditure over £100 document be received.

**169. Connecting Coventry strategy**

The Clerk updated that she had contacted the surrounding Parish Councils who could also potentially be affected by the proposed road, dependent on its route.

Concern was raised with lack of consultation with the Parish Council.

It was agreed that the Parish Council still required a meeting with Colin Knight to discuss the published plan Connecting Coventry Transport Strategy document. It was noted that Mr Knight was the author of the report and therefore the best person to meet with. Previous requests, emails and letters to Mr Knight had failed to secure a meeting.

It was reported that various members of the parish had been shown plans with indicative road routes through their developments. This was both confusing and concerning, the City Council Transport

Team stated to the Parish Council that no confirmed route was available but the reports from the parishioner's plans contradicted this.

**RESOLVED THAT**

- (i) Request be made to Colin Knight to attend a public meeting to discuss the plans and route.
- (ii) Clerk to liaise with Corley and Fillongley Parish Council.
- (iii) Councillor Williams to raise the matter with Keresley PC at their meeting on Tuesday 24<sup>th</sup> July and report back to the Clerk.
- (iv) A collective approach to be taken.

**170. Neighbourhood Plan**

Currently there were no updates to report.

**171. Governance****171.1 Privacy Notice**

It was noted that the Policy sets out the type of information that Allesley Parish Council collected or were supplied with. The Policy explained how the information was held, who it would be shared with and how it was used. There were contact details for queries about individual's personal information. All personal data collected (or supplied) would be treated in accordance with current data protection laws in the UK.

**RESOLVED THAT** the Privacy Notice be approved.

**171.2 Data Protection Policy**

The Data Protection Policy had been updated to include GDPR.

It was noted that the Parish Council would adopt procedures and manage responsibly, all data which it handled and would respect the confidentiality of both its own data and that belonging to partner organisations it worked with and members of the public.

In some cases, it would have contractual obligations towards confidential data, but in addition would have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council would periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

**RESOLVED THAT** the Data Protection Policy be approved.

**171.3 Complaints Procedure**

The draft Complaints Procedure was discussed.

It was noted that the Parish Council was committed to providing a quality service for the benefit of the people who lived or worked in the Allesley Parish or who were visitors to the locality. If anyone was dissatisfied with the standard of service they had received from the Parish Council or were unhappy about an action (or lack of action) by the Parish Council, the Complaints Procedure sets out how a complaint to the Council could be made and how the Parish Council would try to resolve the complaint.

The Complaints Procedure applied to complaints about Council administration and procedures and may include complaints about how the Parish Council had dealt with concerns.

**RESOLVED THAT** the Complaints Procedure be approved.

#### **172. Defibrillator Training**

Further discussion at September's meeting.

**ACTION:** Agenda item for September's meeting.

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

##### **Peacocks**

Councillor Farrar reported that he had been out twice in the Parish to catch stray peacocks and return them to their owners.

##### **Projector**

The idea was raised for the Parish Council to purchase a screen and projector to display the agenda and papers during meetings. This would reduce time and cost associated with printing documents.

**ACTION:** Clerk to provide costing for the purchase of a projector and screen. Agenda item at September's meeting.

##### **Garden Waste tipping**

It was reported that garden waste and rubbish from grass and hedge cutting was being dumped in the hedgerows and ditches in the parish. This was both unsightly and could lead to blocked ditches causing flooding.

##### **ACTION:**

- (i) Councillor Parry to provide property details/addresses.
- (ii) Clerk to write to the parishioners at the locations.

#### **174. Next Meeting**

To confirm the next meeting is scheduled for 3<sup>rd</sup> September 2018

Meeting closed at 9:05pm