

ALLESLEY PARISH COUNCIL

Minutes of the Council Meeting held at 7:45pm
4th December 2017 at Bree Hall, All Saints Church, Allesley

Present: Councillor T Burton Councillor L Swann
Councillor I Farrar Councillor W Shakespeare
Councillor Mrs V Parry

Ward Councillors: 0

Public: 0

80/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Colledge, Hobson and Coventry City Councillors, Williams and Birdi.

81/17 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

There were no declarations of interest.

82/17 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 16th October 2017 were approved.

RESOLVED that the minutes for 16th October 2017 be approved and signed by the Chairman.

83/17 Matters Arising not on the agenda

Fly Tipping

A request for the installation of CCTV was discussed but at a recent Coventry City Council meeting negative comments had been made claiming that priority would not be given to areas such as Allesley Parish as they were deemed to be "too rural", "too leafy" and "too affluent".

Update: Clerk had sent a letter to CCC but no reply had been received.

ACTION: Clerk to chase.

84/17 NEIGHBOURHOOD PLAN

Councillor Farrar updated on the Neighbourhood Plan. He and the Clerk had met to progress and the Clerk had contacted the relevant organisations involved. A local resident (Mandy Davies) had also contacted the Clerk and Ms Davies would be a member of the NHP team.

ACTION: Councillor and Clerk to progress.

85/17 HIGHWAYS MATTERS

85.1 Repairs

Councillor Burton raised the issue of the quality of the repairs to the carriageways within the parish and in particular on Washbrook Lane.

ACTION: Clerk to email Highways Department and report.

85.2 Right of Way – Hawkes Mill Lane

The Clerk updated that she had received a telephone call in relation to a right of way from Hawkes Mill Lane. More information was required.

The Clerk was in contact with Mr Alexander Le Marinel, Public Rights of Way Officer and would report back once further information was known.

ACTION: Clerk to update members when information was known.

86/17 PLANNING MATTERS

To Consider Planning Applications received since the last meeting

Weekly list for the period 16/10/2017 to 20/10/2017**86.1 Application Number: HH/2017/2436**

Application Site: Frater House Washbrook Lane

Application Type: Householder

Proposal: Garage conversion with new velux windows to front and rear roof slope, reinstating existing window to rear wall and new door and window in replace of existing garage door and internal WC

RESOLVED: No comment

Weekly list for the period 23/10/2017 to 27/10/2017

Nothing to report

Weekly list for the period 30/10/2017 to 03/11/2017

Nothing to report

Weekly list for the period 06/11/2017 to 10/11/2017

Nothing to report

Weekly list for the period 13/11/2017 to 17/11/2017

Nothing to report

Weekly list for the period 20/11/2017 to 24/11/2017**86.2 Application Number: AD/2017/2389**

Application Site: Harvest Hill Farm The Old Stables Oak Lane

Application Type: Amending Documents

Proposal: Submission of non-material amended details involving installation of three roof-lights and two stove pipe fuels for wood burners and internal layout alterations to planning permission reference FUL/2013/0958 granted on 5 September 2013

RESOLVED: No comment.

Weekly list for the period 27/11/2017 to 01/12/2017

Nothing to report.

86.3 Barn at A45 Brickhill Lane

Councillors requested updated information on the progress of the matter.

ACTION: Clerk to contact Martin Potts, Enforcement Officer CCC for an update.

86.4 Delegated Authority

Discussion took place in relation to the requirement to respond to planning applications from CCC and the requirements not always being possible due to the meeting dates.

It was agreed that the Clerk be given delegated authority to respond to planning applications on behalf the Parish Council.

RESOLVED THAT

- (i) The Clerk continue to circulate the Planning Lists weekly from CCC as per current practice, highlighting any which fell within the Parish.
- (ii) Councillors would raise concerns/issues and the Clerk would respond to CCC accordingly.

87/17 CORRESPONDENCE**87.1 External Auditor**

It was noted that information had been received in relation to the process for the next round of the audit process.

It had been confirmed that the parish council's auditors would be PKF Littlejohn LLP.

The scale of fees for their audits showed a fee of £200 for councils with a budget of up to £25,000. If a parish council was in this bracket they were able to self-certificate the parish Council as being exempt from external audit in which case, there would be no fee to pay.

RESOLVED THAT the update be noted.

88/17 Finance

to approve payments: -

Cheque Payments (Current Account)				
Date	Reference	Payee	Details	Value
04.12.17	DD	HMRC	Tax Payment for clerk	£196.00
04.12.17		Jane Chatterton	Salary November 2017	
04.12.17		Jane Chatterton	Salary December 2017	
04.12.17	Cheque	Matthew Southall		£60.12

RESOLVED THAT

- (i) the payments be approved
- (ii) once the bank account was updated the Clerk's salary could be paid by Direct Debit.

89/17 PARISH COUNCIL BENCH

Despite chasing the contractor, no quotation had been received.

ACTION: Clerk to make contact again and request the quotation.

90/17 POLICIES**90.1 Document list**

It was noted that all Parish Councils operate to the same rules and regulations, often laid down in the Local Government Act 1972. A list of documents and policies that all councils should consider having or in some cases must have was discussed.

The document detailed the documents which were best practice, statutory requirement (must have) or an audit requirement (good to have).

RESOLVED THAT the document be noted, and the Clerk prepared the documents identified in order of importance. Once created Policies and Procedures would be discussed and approved at future meetings.

90.2 Standing Orders

The draft Standing Orders were discussed. The new document had been created from a NALC template but the previous Parish Council Standing Orders required adding.

RESOLVED THAT a working party consisting of the Clerk and Councillors Burton and Shakespeare would progress. Agenda item for approval at January's meeting.

90.3 Financial Regulations

The draft Financial Regulations were discussed. The new document had been created from a NALC template but the previous Parish Council Financial Regulations required adding.

RESOLVED THAT a working party consisting of the Clerk and Councillors Burton and Shakespeare would progress. Agenda item for approval at January's meeting.

91/17 Clerk Handover

An update was requested on the Clerk's handover process.

It was confirmed that several requests had been made to the previous Clerk for the handover of the email account and password. A deadline had been set for 6pm on 4th December and failure to do so would result (on legal advice) in the matter being progress through a legal process. The password had not been received.

It was agreed that correspondence would be sent again formally asking for the previous Clerk to handover all outstanding documents, information and passwords including bank statements.

ACTION: Further request to be made to complete the handover process.

Meeting closed at 9:00pm