

## ALLESLEY PARISH COUNCIL

Minutes of the Council Meeting held at 7:45pm  
22<sup>nd</sup> January 2018 at Bree Hall, All Saints Church, Allesley

**Present:** Councillor T Burton Councillor Mrs V Parry  
Councillor Mrs Colledge Councillor W Shakespeare  
Councillor I Farrar Councillor L Swann  
Councillor A Hobson

**Ward Councillors:** Councillors Williams, Birdi and Kershaw

**Public:** 1

The Chairman suspended the Standing Orders.

### Litter Pick

It was noted that a litter pick would take place on 11<sup>th</sup> February within the parish. Parishioners were invited to take part.

**ACTION:** Clerk to display a poster in the PC noticeboard.

### Noticeboard

Request was made to update the contents of the noticeboard. It was confirmed that this had started. Councillor details and contact for the clerk had been updated and agenda and notices would also now be displayed. It was noted that the noticeboard itself required some restoration with a wood treatment.

**ACTION:** Restoration to be carried out in the Spring.

### Parish Mowing

As raised previously the issue with timing of the verge mowing took place. Requests had been made previously to leave the Spring cut to a later date. The possibility of the Parish Council taking control of the mowing and using their own appointed contractor.

**ACTION:** Mandy Davies to send previous correspondence with CCC to the Clerk. Clerk would obtain the schedule for timings and frequency. Agenda item for February's meeting.

The Chairman reinstated the Standing Orders.

### 92/17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 93/17 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

There were no declarations of interest.

### 94/17 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 4<sup>th</sup> December 2017 were approved.

**RESOLVED** that the minutes for 4<sup>th</sup> December 2017 be approved and signed by the Chairman.

**95/17 Matters Arising not on the agenda**

There were no matters arising not on the agenda.

**96/17 HIGHWAYS MATTERS****Fillongley Road Bridge Repairs**

The Fillongley Road Bridge, which spans the A45, would be undergoing improvement works.

During the works the B4102 Fillongley Road would be fully closed to through traffic for the whole duration of the scheme. Fully signed diversion routes would be in place. Traffic wanting to travel towards Fillongley and vice versa to Meriden would be diverted via Stonebridge/ Coleshill/ Furnace End/ Daw Mill. Access would be maintained locally to adjacent properties.

The A45 Birmingham Road (Meriden/ Great Packington) - the dual carriageway under the bridge would have traffic lane restrictions and a contraflow where required.

Weekend closures and possible night works would take place as the programme permitted, the main diversion would be Stonebridge to M42/ M40/ A46 to re-join the A45 at Stonebridge Highway, and vice versa. Access would be maintained to South Meriden and Eastern Green via A45 Kempas Highway and Dunchurch Highway.

Walsh Lane would be closed for the duration of the works with access only to adjacent properties due to its narrow width.

Eaves Green Lane would be made one way from Birmingham Road to Lodge Green Road. This was necessary to prevent local traffic meeting on this narrow lane.

The proposed diversions, was available by visiting

<http://www.solihull.gov.uk/Portals/0/ParkingTravelRoads/Fillongley-Road-Overbridge-B4102-Closure.pdf>

Solihull LA had issued a statement to apologise for any inconvenience as there had been a delay to the works commencing. They were currently reviewing the design specification to deliver a more cost effective solution that hopefully would minimise disruption to motorists.

**Road Surface**

It was noted that since being reported in December the road surface in Washbrook Lane and Bridle Brook Lane had deteriorated further. No response to reporting the problem to CCC nor any rectification works had been carried out.

**ACTION:** Clerk to contact CCC again.

**97/17 PLANNING MATTERS**

The Planning Applications received since the last meeting were considered:

**Weekly list for the period 04/12/2017 to 10/12/2017**

None to report

**Weekly list for the period 11/12/2017 to 15/12/2017**

None to report

**Weekly list for the period 18/12/17 to 22/12/17**

None to report

**Weekly list for the period 08/01/18 to 12/01/18****97.1 Application Number: HH/2017/2835**

Application Site: 236 Hawkes Mill Lane

Proposal: Erection of side and rear extension, first floor extension and internal remodelling

**RESOLVED:** No Comment

**Weekly list for the period 15/01/18 to 19/01/18****97.2 Application Number: PA/2017/3220**

Application Site: Clay Lane Farm Clay Lane

Proposal: Erection of machinery storage building and open sided straw storage building

Discussion took place over the size of the buildings. The machinery storage building and straw storage buildings measured 15.5m by 8.5m.

**ACTION:** Concern expressed that the buildings be only for the use of a machinery and straw storage and not to be granted a change of use. Clerk to contact planning department requesting this condition be included.

**98/17. CORRESPONDENCE****98.1 Nomination for attendance at Garden Party 31<sup>st</sup> May 2018**

A letter had been received from WALC who requested the parish council's nomination (one councillor plus a companion) to attend a Royal Garden Party to be held on Thursday 31<sup>st</sup> May 2018.

After discussion it was agreed that Councillor Bill Shakespeare be Allesley Parish Council's nominee.

**RESOLVED THAT** Clerk to forward nomination form to WALC for consideration.

**98.2 Proposed Diversion of Public Footpath**

Notification had been received from the Public Rights of Way Officer in relation to the Highways Act 1980 Section 119, the proposed diversion of a public footpath Allesley, M242, M243 and M255.

It was noted that the City Council had received an application to divert part of the footpath M255 from the owner of the land crossed by the path at its southern end, Mr Penny of 130 Hawkes Mill Lane, Allesley. The owner of the land crossed by the remaining length of path to the north of 130 Hawkes Mill Lane had consented to the proposal.

The plan attached to the letter was discussed.

**RESOLVED THAT** the Clerk inform the Rights of Way Officer that the parish council had no objection to the proposed diversion.

**99/17 Finance**

to approve payments: -

<b>Cheque Payments (Current Account)</b>				
<b>Date</b>	<b>Reference</b>	<b>Payee</b>	<b>Details</b>	<b>Value</b>
22.12.18		Jane Chatterton	Salary January 2017	
22.12.18		Jane Chatterton	Expenses	£116.21
22.12.18		Jane Chatterton	Reimbursement of purchase of PC laptop & software	£348.99

**RESOLVED THAT** the above payments be approved.

**100/17 Quarterly Accounts****100.1 Quarterly Report up to 31st December 2017**

The Quarterly report up to the 31<sup>st</sup> December 2017 was received.

**RESOLVED THAT** the quarterly report up to the 31<sup>st</sup> December 2017 be approved.

**100.2 Expenditure over £100**

The expenditure over £100 document was received and noted.

**ACTION:** Clerk to upload document to the website.

**101/17 Budget and Precept Request**

Discussion took place to finalise the budget and precept for 2018-19. It was noted that Allesley Parish Council received a grant of £1,311.00.

It was agreed to keep the income the same as 2017/18 at a figure of £9,599.00. An item of expenditure would be included in the budget to install CCTV in areas that were blighted by fly tipping.

It was agreed that the precept request for 2018/19 to meet the budget would be £8,288.00 (£9,599.00 (budget) - £1,311.00 (grant) = £8,288.00)

**RESOLVED THAT** the precept request for 2018/19 be £8,288.00. Clerk to send request to Coventry City Council, Finance Team.

**102/17 Policies**

The following policies were reviewed:

- 102.1 Standing Orders
- 102.2 Financial Regulations
- 102.3 Financial Control Document
- 102.4 Parish Risk Assessment
- 102.5 Health & Safety Policy
- 102.6 APC Publication Scheme
- 102.7 Data Protection Policy

**RESOLVED THAT** the above policies be approved. All policies to be reviewed annually.

**103/17 GDPR**

It was noted that the General Data Protection Regulation (GDPR) would take effect in the UK from 25<sup>th</sup> May 2018. It replaced the existing law on data protection (the Data Protection Act 1998) and gave individuals more rights and protection on how their personal data was used by organisations. Parish councils must comply with its requirements, just like any other charity or organisation.

Parish Councils would be required to employ a Data Protection Officer, currently the Clerk was the Data Protection Officer. Based on the drafting of the GDPR and the guidance from the Article 29 Working Party, it was NALC's view that most clerks and RFOs cannot be designated as a council's DPO. This was because although they may satisfy some requirements of the role, they would not satisfy all of them which were summarised as:

- An absence of conflicts of interest (which may arise from responsibilities as a clerk/RFO and may include processing activities)
- Independence
- Expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council and
- Adequate time to perform DPO role (many clerks/RFOs work part time).

Parish Councils were being approached by commercial businesses offering their services for a fee. The advice from NALC and WALC was to wait further updates before entering into any contracts.

**RESOLVED THAT** the update on the GDPR be noted. Further updates to be provided once known.

**104/17 ICO Membership**

It was noted that the Data Protection Act 1998 required every data controller (eg organisation, sole trader) who was processing personal information to register with the ICO, unless they were exempt. More than 490,000 organisations were currently registered.

The cost of the data protection registration depended on the size and turnover but for the Parish Council this would be £35.00 per year.

**RESOLVED THAT** it was agreed that the Parish Council become members of the ICO.

**105/17 CCTV**

It was noted that Under Section 6 of the Crime and Disorder Act 1998 all Local Authorities or parish council had a statutory power to implement strategies to protect the local community from crime and disorder related issues including; anti-social behaviour, drug or alcohol misuse and re-offending..

The installation of CCTV could be carried out to assist in the prevention and detection of crime and anti-social behaviour.

**RESOLVED THAT** the installation of CCTV within the parish be investigated.

**106/17 Next Meeting**

The next meeting was confirmed as Monday 26<sup>th</sup> February 2018.

Meeting closed at 9:20pm