

**ALLESLEY PARISH COUNCIL****Minutes of the PARISH COUNCIL MEETING held at 7:45pm****22<sup>nd</sup> June 2020 the meeting was held via Zoom**

**Present:** Councillor T Burton (Vice Chairman) Councillor A Hobson  
Councillor Mrs J College Councillor Mrs V Parry  
Councillor I Farrar Councillor L Hegarty  
Councillor B Shakespeare

**Ward Councillors:** Cllrs Williams, Birdi and Jandu

**Public:** 5

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

Meeting Commenced at 8:00pm

**371. PUBLIC FORUM****Mr James Cassidy**

Provided a presentation on the proposed development at Cornerways Farm. He is the owner of the land that would be developed if Planning Permission is granted by CCC.

**Parishioner – Mr Martin Edge**

Raised issues in relation to the development at Cornerways Farm.

It was pointed out that this was not an agenda item and the decision with regards to the planning permission was not a matter for the Parish Council, the consultation date had passed, and this would be decided by CCC.

**Land at Pickford Green, Allesley – Mrs MacNamara**

Parishioner raised concerns in relation to the planning application at land at Pickford Green. The issues contained in the objection raised when the application had been submitted previously had not been addressed. The Parish Council were requested to review and continue to object to the proposal.

**Mrs Mandy Davies**

Issues raised:

- Cutting of Verges – disappointed CCC cut the verges in May, when June had been agreed in a private arrangement between her and the Parish Council
- A45 Flyover – still many residents have objected to the plans. Planning Committee 25<sup>th</sup> June
- Security Cameras – felt these would not help with crime prevention, requested an update
- Parish Councillors – more interaction with parishioners. Objected to the makeup of the PC and requested more parishioners should stand for election

**372. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Les Swann. Councillor Thomas Burton was in the Chair.

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

There were no declarations of interest.

**374. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on the 27<sup>th</sup> February 2020 were discussed.

**RESOLVED THAT** the minutes of the meeting held on 27<sup>th</sup> February 2020 were approved.

**375. MATTERS ARISING**

There were no matters arising.

**376. HIGHWAYS MATTERS**

The Clerk updated that she had received letter from a parishioner who lived on Watery Lane, raising concerns with the increase in volume and speed of vehicles including cyclists on the lane. During the lockdown period many people had been using the route and there had been a significant increase in both pedestrian users and cyclists. Many cyclists are using the road dangerously.

Councillor Birdi updated that he has also received the letter and had written to Council Highway Officers and was awaiting a response.

It was suggested that erecting a barrier near the opening to Elkin Woods to close the road to vehicles would prevent the road from being used as a rat run, and slow down cycle traffic.

**ACTION:** Matter to be progressed by Ward Councillors and CCC officers.

**377. PLANNING MATTERS**

To Consider Planning Applications received since the last meeting

**Weekly list for the period 24 May to 30 May 2020**

**377.1 Application Number: HH/2020/1091**

Application Site: Magnolia View Wall Hill Road

Proposal: Alterations to the existing roof space including front and rear gable and front dormer window

**RESOLVED THAT:** No comment.

**Weekly list for the period 31 May to 6 June 2020**

**377.2 Application Number: LDCE/2020/1060**

Application Site: Woodland Cottage Oak Lane

Application Type: Certificate of Lawful Development [Existing]

Proposal: Application for Lawful Development Certificate for Existing Change of use from dwelling and bed & breakfast (sui generis) to dwellinghouse (C3)

**RESOLVED THAT:** No comment.

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<b>377.3</b>	<b>Application Number:</b>	<b>FUL/2020/1059</b>
	Site address:	Land at Pickford Green, Allesley
	Proposal:	Development of 115 dwellings including 25% affordable housing provision, and associated works and infrastructure including vehicle and pedestrian access and diversion of public right of way

**RESOLVED THAT:** Parish Council to Object to the planning application on the grounds previously submitted.

**Weekly list for the period 7 June to 13 June 2020**

Nothing to report.

**378. CORRESPONDENCE**

**378.1 Land adjacent to Scout Hut, Washbrook Lane**

It was noted that an email circulated within the Parish Council had been inadvertently shared with a parishioner. This had then led to the email being printed and posted through various letterboxes of properties adjacent to the Scout Hut on Washbrook Lane.

The email contained information that had been disclosed to the Parish Council, however, the Parish Council had not been able to establish the truth of the information. It had been decided that the matter would be discussed once further information could be gathered.

It was regretful that the information that had been shared had caused upset and concern amongst parishioners, but this was due to the inappropriate behaviour of the member of the public who circulated the information. A better approach would have been to have contacted a member of parish council (preferably the Clerk) to establish the facts, rather than allege that the Parish Council were withholding information.

This had unfairly called the Parish Council into disrepute.

**RESOLVED THAT** the matter be discussed further once the facts with regards to any development of the land were known.

**379. Finance**

379.1 to approve payments: -

**Cheque Payments (Current Account)****2019-20**

20.03.20	E36	100219	J Chatterton	March Salary DPA	
20.03.20	E37	100217	J Chatterton	Stationery	£87.31
20.03.20	E38	DD	Freeola	Website	£13.86
20.03.20	E39	DD	ICO	Membership	£35.00

**2020-21**

09.04.20	E1	100220	WALC	Membership	£326.00
09.04.20	E2	100221	J Chatterton	April Salary DPA	
09.04.20	E3	DD	HMRC	Tax for Clerk	£214.40
21.04.20	E4	100222	WALC	Training JC	£18.00
03.05.20	E5	100225	J Chatterton	SLCC reimbursement	£50.00
03.05.20	E6	100224	J Chatterton	May Salary DPA	
03.05.20	E7	100223	Zurich	Parish Insurance	£257.60
03.05.20	E8	100226	J Chatterton	Expenses April May	£36.00
01.06.20	E9	100227	J Chatterton	June Salary DPA	
01.06.20	E10	100228	J Chatterton	Stamps	£36.02
01.06.20	E11	100229	J Chatterton	Zoom	£35.97

**RESOLVED THAT** the payments be approved.**379.2 Bank Reconciliation up to 31<sup>st</sup> March 2020**The Bank Reconciliation up to 31<sup>st</sup> March 2020 was received and discussed.

Balance per bank statements as at 31 <sup>st</sup> March 2020:	£	£
	£17,867.01	
	<hr/>	<b>£17,867.01</b>
Less: any un-presented cheques at 31 <sup>st</sup> March 2020	£0.00	
	<hr/>	
	£0.00	(£0.00)
Add: any un-banked cash at 31 <sup>st</sup> March 2020	£0.00	
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Net balances as at 31 <sup>st</sup> March 2020		<b>£17,867.01</b>

***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 2019	£16,029.27
Add Receipts up to 31 <sup>st</sup> March 2020	£7,600.00
Less: Payments up to 31 <sup>st</sup> March 2020	(£5,762.26)
Closing balance per cash book as at 31 <sup>st</sup> March 2020	<u>£17,867.01</u>

**RESOLVED THAT** the Bank Reconciliation up to 31<sup>st</sup> March 2020 be approved.

**379.3 Quarterly Report up to 31<sup>st</sup> March 2020**

The Quarterly Report up to 31<sup>st</sup> March 2020 was received and discussed.

**RESOLVED THAT** the Quarterly Report up to 31<sup>st</sup> March 2020 be approved.

**379.4 Parish Land Mowing**

It was noted that due to mowing issues experienced with Coventry City Council, that the matter be explored in regard to taking on the service.

A cost had been obtained from a local contractor who was engaged by other local parish councils.

Further discussion took place on the merits of taking this course of action. They included a contractor who was more suited to the needs of a rural parish, would provide a better balance for the parish rather than running to a CCC schedule. Dates of mowing could be arranged to follow the balance to maintain road safety with the ecological impact of cutting the verges too early. Being local they could also be engaged at short notice to cut the "god cakes" and junction points if we had a fast-growing season.

A definitive map had been provided to the contractor and this included land up to the A45 and not beyond. This would continue to be maintained by CCC. This would include roadside verges within the parish boundary excluding the A45. It would also include Pickford Green Lane and Part of Pickford Grange Lane.

The cost for each cut was £750.00 plus VAT (VAT reclaimable by the parish council). The contractor would provide risk assessments, and Health & Safety Policy prior to the work commencing. They also held their own public liability insurance.

**RESOLVED THAT:**

- (i) Clerk to contact CCC and enquire about the procedure for taking the mowing inhouse.
- (ii) Cllr Burton to send the definitive map to the Clerk.
- (iii) Agenda item for September.

**380. Annual Governance & Accountability Return 2019-20**

It was reported that the 2019-20 accounts had now been internally audited, the report was noted.

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.

### **380.1 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.

### **380.2 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.

### **380.3 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 2019/20, page 4
- Section 1 – Annual Governance Statement 2019/20, page 5
- Section 2 – Accounting Statements 2019/20, 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.

### **380.4 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 2019 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.

### **381. Councillor Code of Conduct**

In conjunction with CCC the Clerk had updated the Councillor Code of Conduct. This had been discussed in draft form at February's meeting. The updates reflected legislative changes.

#### **RESOLVED THAT**

- (i) The Code of Conduct be approved.
- (ii) Councillors sign and return the Code of Conduct to the Clerk.

### **382. Website compliance**

It was reported that the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. These include:

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing

From 23<sup>rd</sup> September 2020 all local council websites will have to comply with those regulations.

#### **Disproportionate burden**

Section 6 of the legislation describes the disproportionate burden assessment. In short, this does not require councils to comply with the accessibility requirement if doing so would impose a disproportionate burden.

The assessment is a legal requirement before any declaration of burden. The assessment should weigh up the burden on the parish council of making parts of the website accessible, against the benefits of making those things accessible.

When carrying out the assessment, there is a need to think about:

- Your council's size and resources
- The nature of your council activities (e.g. do you have certain services aimed at people who are likely to have a disability)
- How much making things accessible would cost and the impact that would have on your council
- What the additional benefit to disabled users would be by making changes.

#### **RESOLVED THAT:**

- (i) Clerk to carry out an assessment to confirm if changing parts of the website is viable or a disproportionate burden.
- (ii) A Compliance Access Statement to be produced.

### **383. Police and Crime update**

Councillor Farrar updated that there had been break-ins reported in the parish. An arrest had been made.

The advice from the police was to ensure that all equipment is marked and to record the serial numbers of large equipment such as lawn mowers and machinery.

**Fly tipping**

There had been another increase in the incidents of fly tipping throughout the parish including waste from drug cultivation.

**384. CCTV**

It was noted that work continued on sourcing the most appropriate option for the installation of CCTV throughout the parish. One option included solar powered cameras which could be erected onto telegraph poles.

**ACTION:** Cllr Mrs Hegarty to contact Clear sound and send the information to the Clerk.

**RESOLVED THAT** further update at September's meeting.

**385. Councillor reports and items for future agendas****Planning Application (A45 flyover) (FUL/2019/2671).**

It was noted that APC had objected to the planning application but had not received notification that the matter would be discussed at the Planning Committee meeting being held on 25<sup>th</sup> June.

**ACTION:** Clerk to write to the Head of Planning asking why APC were not informed of the meeting and request (again) permission to speak at the meeting.

**Future Meeting**

Suggestion made to contact Corley Village Hall to enquire about holding parish council meetings there as this would allow for more space for controlled social distancing.

Attendees at Parish Council meetings would need to sign in to allow for any track and trace information to be shared if necessary.

**Graffiti on A45**

**ACTION:** Report to CCC and request this be cleaned.

**386. Date of the next meeting**

The date of the next meeting to be confirmed.

The meeting closed at 9:30pm

SIGNED BY THE CHAIRMAN  
COUNCILLOR LES SWANN

14<sup>th</sup> September 2020