

MINUTES

Meeting Type	Ordinary Meeting
Date	1 July 2020
Time	19.30
Venue	Zoom virtual meeting
Councillors Present	Paul Brazel (Chairman), Stephen Bolton, Malcolm Whyte, Roger Wright, Lee Tranter
In Attendance	Beverley Thorpe (Parish Clerk & RFO)
Members of the Public	NIL

Agenda Item																																					
1. WELCOME and APOLOGIES	All Councillors present.																																				
2. DECLARATION OF INTERESTS	Cllr Bolton non-pecuniary interest in Agenda Item 4 Payments RBT Services.																																				
3. CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> i. Cllr Bolton asked that Item 10 from the minutes on the 4 March be reviewed and any outstanding actions be taken forward. ii. Cllr Bolton wanted to record condolences on the passing of Mrs Priscila Cook, a previous Chairman and District Councillor. Mrs Cook died in December. Flowers and condolences were sent to her daughter in January. This had been missed from the minutes previously. iii. The minutes of the Parish Council meeting held on 4 March 2020 were confirmed and agreed to be signed by Cllr Brazel. <p style="text-align: center;">Proposed Cllr Bolton Seconded Cllr Brazel All in Favour</p>																																				
4. FINANCIAL UPDATE	<ul style="list-style-type: none"> i. Councillors were referred to the Financial Pack prepared and circulated in advance of the meeting by the Clerk. The Clerk suggested that this format be used going forward subject to any changes the Councillors want to make or any new information they want included. A financial pack will be supplied each month and signed off between meetings via email resolution. At meetings of the Council, the two proceeding months financial packs would be recorded in the minutes as agreed by resolution of the members. ii. Cllr Wright asked what time-period the report would cover. Cllr Brazel requested the pack to run to each month end and that the title of the report relate to the month in question and not the meeting date. The Clerk agreed to clarify the title. <p style="text-align: center;">Proposed Cllr Wright Seconded Cllr Bolton All in Favour</p> <p>Payments</p> <ul style="list-style-type: none"> iii. Invoices paid year to date during lockdown following email resolution by Members were noted for the purpose of the minutes. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REF</th> <th style="text-align: left;">DETAILS</th> <th style="text-align: right;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>P01</td> <td>WALC – Subscription</td> <td style="text-align: right;">£ 123.00</td> </tr> <tr> <td>P02</td> <td>WALC - Training (Conference)</td> <td style="text-align: right;">£ 30.00</td> </tr> <tr> <td>P03</td> <td>RBT Services - Clock Tower Assessment</td> <td style="text-align: right;">£ 281.25</td> </tr> <tr> <td>P04</td> <td>Salary - Cat Price</td> <td style="text-align: right;">£ confidential</td> </tr> <tr> <td>P05</td> <td>Salary - Beverley Thorpe</td> <td style="text-align: right;">£ confidential</td> </tr> <tr> <td>P06</td> <td>BT Payphone Adoption</td> <td style="text-align: right;">£ 1.00</td> </tr> <tr> <td>P07</td> <td>Lee Tranter - Dog Bin</td> <td style="text-align: right;">£ 120.08</td> </tr> <tr> <td>P08</td> <td>Occys - Alice Wynne-Edwards - Audit</td> <td style="text-align: right;">£ 150.00</td> </tr> <tr> <td>P09</td> <td>Alice Wynne-Edwards – postage</td> <td style="text-align: right;">£ 4.85</td> </tr> <tr> <td>P10</td> <td>Came & Co – Insurance</td> <td style="text-align: right;">£ 218.00</td> </tr> <tr> <td>P11</td> <td>Clerks Salary & Expenses</td> <td style="text-align: right;">£ confidential</td> </tr> </tbody> </table>	REF	DETAILS	TOTAL	P01	WALC – Subscription	£ 123.00	P02	WALC - Training (Conference)	£ 30.00	P03	RBT Services - Clock Tower Assessment	£ 281.25	P04	Salary - Cat Price	£ confidential	P05	Salary - Beverley Thorpe	£ confidential	P06	BT Payphone Adoption	£ 1.00	P07	Lee Tranter - Dog Bin	£ 120.08	P08	Occys - Alice Wynne-Edwards - Audit	£ 150.00	P09	Alice Wynne-Edwards – postage	£ 4.85	P10	Came & Co – Insurance	£ 218.00	P11	Clerks Salary & Expenses	£ confidential
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iv. Invoices for payment in July

REF	DETAILS	TOTAL
P12	TSO Host (paid by B Thorpe)	£ 8.34
P13	Stationery (expenses B Thorpe)	£ 12.99
P14	WaterPlus	£ 233.33
P15	Shires Scaffolding - Clock Tower	£ 984.00
P16	WCC - Printing VHN	£ 25.20
P17	Zoom (expenses B Thorpe)	£ 7.20
P18	Trevor Payne - Clock Tower	£ 850.00
P19	Clerks Salary & Expenses	£ confidential
P20	HMRC PAYE (quarter)	£ confidential
P21	Ray Cook (repairs church gate)	£ 72.80
P22	RBT Services (Clock Tower)	£ 806.32

Proposed Cllr Wright Seconded Cllr Whyte All in Favour (Cllr Bolton abstained)

iv. Receipts

Remittances received year to date.

REF	DETAILS	TOTAL
R01	Precept	£ 3,257.00
R02	Allotment Rental 9 - C Such	£ 18.00
R04	Allotment Rental 1 - Herd & Grow	£ 700.00
R03	Allotment Rental 11A – Handsley	£ 27.00
R05	Allotment Rental 2 - Lavercombe	£ 54.00

Cllr Wright commented that it was nice to see that the allotment tenants have all paid up.

- v. The Clerk contacted the NatWest Bank 25 June 2020. Card Reader ordered 17 June but still not arrived. The bank confirmed it should arrive by 2nd July. The Clerk suggested a plan for the payments for the month. Firstly, to pay all invoices relating to existing payees via internet banking, secondly to use telephone banking to setup and pay any new ones and finally to revert to cheques as a fall back.
- vi. The Clerk asked Cllr Wright to liaise with Ray Cook for his bank details so that he could be paid online. Cllr Wright confirmed that he would do this.

5. PUBLIC FORUM

No members of the public present

6. ANNUAL AUDIT

Councillors were referred to the Audit Pack containing a copy of the Annual Governance and Accountability Return 2019/20 prepared and circulated in advance of the meeting by the Parish Clerk. The

- a) To confirm the Parish Council's exemption from limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
Proposed Cllr Bolton Seconded Cllr Brazel All in Favour
- b) To receive the annual internal audit report. No issues were raised.
Proposed Cllr Brazel Seconded Cllr Whyte All in Favour

Cllr Bolton informed the meeting that a resident at 1 The Green, Ashorne, Garth (Jim) Thornton, is an Internal Auditor and had been used prior to the previous Clerk taking up the role. Mr Thornton to be considered for the role next year.

- c) To complete the annual governance statement. Councillors agreed with the statement.

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Proposed Cllr Whyte **Seconded** Cllr Tranter **All in Favour**

- d) To certify the accounts statement for 2019/20. Councillors agreed with the accounts statement.
Proposed Cllr Brazel **Seconded** Cllr Tranter **All in Favour**
- d) To agree the period for the exercise of public rights 6 July – 14 August 2020. Dates must include the first 10 working days of July. Councillors agreed with the dates proposed.
Proposed Cllr Brazel **Seconded** Cllr Tranter **All in Favour**

Cllr Whyte kindly agreed to post the Public Rights notice on the noticeboards. **ACTION**

7. COUNCILLOR & CLERK UPDATES

- i. **Planning** - Cllr Tranter gave an update on the Planning applications in the period:

- 20/00649/FUL Flint Hall– the Council support. It has been approved with conditions
- 20/00995/FUL The Bothy– Council supported and is now approved
- 20/01464/TREE – Council had no objection, still pending decision

The Clerk asked if the applications should be posted on the website or forwarded to the Village Hut News. The Councillors agreed that this was not required. Cllr Wright suggested that residents can use the planning reference to view the details on the Stratford District Council website.

Cllr Wright asked for clarity on terminology and when to choose the relevant response available. Cllr Tranter agreed that clarity would be helpful. The Clerk will share notes from the training she attended in March which included definitions. **ACTION**

- ii. **Clock Tower** – Cllr Bolton gave an update on the repairs to the Clock Tower beginning 1 June 2020. On further investigation the repairs were more complex than originally estimated. The works have been completed. The scaffolding is now being removed.

Cllr Bolton asked for a reminder to be sent to Mr Empringham for his promised contribution to the cost. **ACTION**

Councillors thanked Cllr Bolton for his hard work on the project.

- iii. **Allotments**

The Clerk confirmed that all rents have been collected without issue. The engineers are attending on the 7 July to replace the water meter & stop tap. An email has been sent to Water Plus asking them to investigate the redundant water meter for faults. Is it now time to decide on the next steps based on the possible result of the investigation into the water meter? Cllr Bolton reminded the Council that he had worked out a repayment schedule. He also confirmed that the allotment holders have never been charged for water usage. Cllr Brazel asked whether an investigation into a fault with the water meter will prove that the water bill was wrong. The Clerk answered that she thought it was the remaining piece of the jigsaw. Cllr Brazel suggested then that the decision was left until we hear the investigation outcome.

Cllr Brazel also reminded the Council that the previous Clerk had suggested that an agreement had been reached with Ofwat (now Consumer Council for Water (CCW)) to have a credit for the excess. Cllr Whyte recalled that the previous Clerk said that once the matter was closed, CCW had agreed to pay 50% of the bill. The Parish Clerk to refer back in the minutes and the correspondence on the laptop on this matter. **ACTION**

- iv. **Water Meter**

The water meter is being replaced on 7 July between 13.00 – 18.00. Cllr Bolton confirmed that he would be the point of contact for the Engineer. Cllr Wright said that he would attend and take photographs of the replaced meter.

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Cllr Whyte asked that the meter be read monthly by a Councillor and reported back to the Clerk. Cllr Bolton or Cllr Tranter to take forward. **ACTION**

Cllr Wright referred back to the statement that the allotment holders have never been charged for water supply in the past but that Herd & Grow have a considerable enterprise on the site and the Parish Council should not be subsidising their costs.

Cllr Tranter requested the Clerk to contact Herd & Grow and ask them to install a water meter for their allotment as previously proposed by the organisation. **ACTION**

Proposed Cllr Tranter Seconded Cllr Brazel All in Favour

v. Phone Box

The Council has adopted a new telephone kiosk. What do the Council want to do with it? The Clerk to write to the WI offering the Kiosk to them use it for their purposes. **ACTION**

Proposed Cllr Tranter Seconded Cllr Brazel All in Favour

vi. Policies & Procedures – Risk Assessment

The Clerk has drafted a Risk Management Policy and Plan for the Councillors to consider. Cllr Whyte has reviewed the document and proposed changes. Cllr Brazel suggested that all Councillors review the edited documents and prepare for a discussion to review as a Council.

Discussion scheduled 23 July 19.00. The Clerk will set up a Zoom meeting.

Proposed Cllr Brazel Seconded Cllr Bolton All in Favour

vii. Website

The Clerk reported that the website is somewhat out of date. We are waiting biographies and photos for Cllr Brazel and Cllr Wright. Also, a photo of the new Clerk. **ACTION**

Cllr Whyte pointed out that there are polices missing. The Clerk agreed that the Financial Regulations and the Standing Orders were due to be reviewed. Cllr Whyte suggested a review of what should be on the website. Cllr Whyte and the Clerk to review the website and identify what is missing. **ACTION**

Cllr Tranter asked that contact details for the Clerk be updated on the two noticeboards. **ACTION**

The Clerk updated the Councillors on requirements for the website to be accessible by the end of the year. Cllr Whyte has knowledge in this area and will help the Clerk to develop an approach. Suggested that the RNIB may have a service to help check accessibility. Clerk to investigate. **ACTION**

Proposed Cllr Brazel Seconded Cllr Bolton All in favour

viii. Footpaths and stiles

Cllr Bolton reported that there have been three recent incidents involving footpaths and stiles in recent months. The stile at the top of Holloway is broken. Cllr Bolton has reported this to the Rights of Way officer (Richard Barnard). The landowner is liable for the repairs.

Cllr Bolton will contact the landowner and make them aware of the hazard and organise for a temporary repair to make the stile safe. He will then work with the Rights of Way team to replace the stile with a new metal kissing gate. Cllr Tranter stated that we should not pay for repairs to stiles or gates if it is the land-owners responsibility. Cllr Bolton confirmed that the Rights of Way team provide stiles and kissing gates free of charge. Installation is carried out by trained people, Cllr Bolton is one, as is Mr Chris Butterworth of Bay Tree Villa, who work free of charge. **ACTION**

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Cllr Whyte reported that the footpath up to the allotments is overgrown and needs trimming back. Suggested that the Clerk investigate whether the Lengthsman can be organised to carry out these works. The Clerk to contact Lynda Scriven, Parish Clerk in Wellesbourne to check the status of the lengthsman, that we are still in the scheme, what the lengthsman can do and how much 'credit' the Council has. **ACTION**

Clerk to organise the works to trim back the footpath if the lengthsman scheme is in order.
ACTION

Proposed Cllr Whyte, **Seconded** Cllr Brazel **All in Favour**

Cllr Tranter asked about Rights of Way being closed if there are bulls in the field. Cllr Bolton said that you can check on the Rights of Way website for the breeds of bulls that can be kept in fields with footpaths. There should be notice displayed by the farmer.

ix. Western Power

Cllr Bolton reported that a representative from Western Power had been in touch with him concerning the main power lines over the 'Holloway'. Trees /saplings under them had grown too close to the power lines and it was becoming dangerous. This meant that they would have to cut them back to a sensible height or remove them. Cllr Bolton agreed with this action on behalf of the Parish Council. Cllr Bolton confirmed this work has now been carried out and that logs and wood chippings have been left on the Holloway for residents to collect for wood burning stoves etc. He suggested that this information was included in the next Village Hut News (deadline 15 July) along with reasons why we have not had an AGM. **ACTION**

Cllr Brazel welcomed the new Parish Clerk, Beverley Thorpe to the Council saying she deserves our vote of thanks for her work to date.

Cllr Bolton also said that the Council should advertise for another Parish Councillor. Cllr Tranter mentioned that he had identified a resident who was interested and suggested that we follow that up. Cllr Tranter to forward contact details to Clerk to send out introductory information. **ACTION**

Cllr Wright offered to review and complete the outstanding repairs to the bridge over the coming months.
ACTION

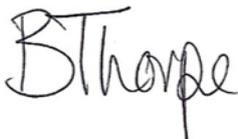
8. DATE OF NEXT MEETING

2 September 2020 at 19.30 hours. Cllr Tranter may not be able to attend.

9. CLOSURE OF THE MEETING

Cllr Brazel closed the meeting at 21.25.

Signed



Date 3 July 2020