

AGENDA MEETING OF NEWBOLD PACEY & ASHORNE PARISH COUNCIL

Meeting Type	Ordinary
Date	1 September 2021
Time	19.30
Venue	Ashorne Village Hall
Councillors Present	Stephen Bolton (Vice Chairman), Krys Pietrecki, Roger Wright
Apologies	Paul Brazel, Thomas Hiorns, CC Penny-Anne O'Donnell
In Attendance	DC Anne Parry, Beverley Thorpe (Parish Clerk & RFO)
Members of the Public	3

1) WELCOME and APOLOGIES

Apologies were received from Cllr Paul Brazel (work commitments), Cllr Thomas Hiorns (work commitments) and CC Penn-Anne O'Donnell. Cllr Bolton confirmed that he would chair the meeting in the absence of Cllr Brazel.

2) DECLARATION OF INTERESTS

None received.

3) CONFIRMATION OF MINUTES

Cllrs received and agreed the minutes from the ordinary meeting on 7 July as a true and accurate record.

Proposed Cllr Pietrecki

Seconded Cllr Wright

All in Favour

4) PUBLIC FORUM

MOP1 said that he had received a letter from Novus regarding a Solar development on Elms Farm. The panels would be 3m high blue/black structures which are an inappropriate development of the fields in this area and will spoil the aesthetic. It would be difficult to screen from view although Novus argue that this is possible. MOP1 said that the panels will be visible from Whiteoaks.

MOP2 agreed that the solar farm will spoil the aesthetic and look industrial. Screening will not help. Newbold Pacey is a very special place. This development would be detrimental.

Cllr Bolton said that the Council could not comment at this time but reminded those present that a similar development was fought in the past on the basis that it would interfere with aircraft flying waterfrom Wellesbourne airport. Cllr Bolton also added that there would be a danger that any site used for solar panels would then be classed as a brown field site making it open for future housing development.

Cllr Wright said that the Council would take advice regarding material planning considerations once the application is received. He would be interested to know how the planned site differs from the previous application.

Cllr Pietrecki wondered whether the applicant was also planning to develop Ashorne Hill. MOP2 said that it was not. That company was Canadian.

Cllr Parry said that there have been 10 similar applications in the district and she was going to speak to the Head of Planning to understand the material planning reasons why the Council could object to the developments. This must be balanced with SDCs recent commitment to the Climate Change Emergency Policy.

The Council agreed to publicise when any planning applications are received.

MOP3 The Cricket Club opened in the year of the Queen's Silver Jubilee and they would like to support the Platinum Jubilee by planting an avenue of trees between the Cricket Club and Newbold Pacey Church. It was suggested that the Parish Council may want to approach local landowners to agree to planting on their land during March to bring the total of trees to be planted to 75.

Cllr Bolton said that he wholly supported the proposal and suggested working with Wellesbourne and Moreton Morrell Parish Councils. Cllr Bolton proposed that the Parish Clerk write a piece for the Village Hut News encouraging 'like-minded people' to form a working group.

Proposed Cllr Bolton **Seconded** Cllr Pietrecki **All in Favour**

5) UPDATE FROM WARD MEMBERS

- a. Penny-Ann O'Donnell, County Councillor

Cllr O'Donnell had forwarded a report to the Council, which was received with thanks.

Cllr Wright asked why the recycling centres had not yet been fully reopened and that it would be very helpful to have regular local Covid reports.

- b. Anne Parry, District Councillor

Councillors received Cllr Parry's report with thanks.

Cllr Wright asked how far down the road the joint working was between SDC and WCC? Cllr Parry said that the joint working is still exploratory whilst waiting for the Government's White Paper on devolution. The two councils will continue to rationalise and head towards unitary status. Cllr Parry said that it was very important that residents replied to the public questionnaire on the merger launched on September 2021.

6) CORRESPONDENCE

- a. Jubilee activities – Cricket Club

Previously discussed in Public Forum.

7) FINANCIAL REPORT

- a. Cllrs received and approved the Finance Report for July/August 2021.

Proposed Cllr Wright **Seconded** Cllr Bolton **All in Favour**

- b. Cllrs received and approved payments that the Parish Clerk has already paid or is due to progress:

1. Payments already paid via authority of recurring payments list or minutes in period.

PAYMENT REF (P)	DETAILS	TOTAL PAYMENT
23	Water Plus	£28.88
24	Time in Hand	£108.00
25	PC Salary (B Thorpe) JULY	£180.20
26	HMRC (NIC/PAYE) JULY	£45.20
27	Working from Home Allowance (B Thorpe) JULY	£14.00
28	IT Allowance (B Thorpe) JULY	£12.00
31	WCC Village Hut News	£24.84
36	PC Salary (B Thorpe) AUG	£180.40
37	HMRC (NIC/PAYE) AUG	£45.00
38	Working from Home Allowance (B Thorpe) AUG	£14.00
39	IT Allowance (B Thorpe) AUG	£12.00

Total value of payments made = £981.60

2. Payment made in agreement with Chairman for advert for new Parish Clerk.

PAYMENT REF (P)	DETAILS	TOTAL PAYMENTS
30	Stratford Herald	£168.00

3. Invoices awaiting resolution by the Council for payment have been summarised below. See **Finance Pack** for copies of invoices for each payment.

PAYMENT REF (P)	DETAILS	TOTAL PAYMENTS
29	Ashorne Village Hall Hire	£45.00
32	WALC training - K Pietrecki	£15.00
33	DM Payroll Services	£60.00
34	Hotsprings Limited	£346.90
35	HP Ink (B Thorpe)	£13.49
40	Petrol for strimming allotments (K Pietrecki)	£7.20
41	PC Salary (B Thorpe) final incl Holiday Pay (SEPT)	£242.16
42	HMRC (NIC/PAYE) (SEPT)	£60.60
43	IT Allowance (B Thorpe) SEPT	£12.00
44	Working from Home Allowance (B Thorpe) SEPT	£14.00
45	Stationary (B Thorpe)	£69.09
46	Roy Cook	£120
47	Leamington Timber & Window and Joinery Company	£657.60

Total value of payments = £885.44

Proposed Cllr Bolton **Seconded** Cllr Pietrecki **All in Favour**

- c. Cllrs received and approved bank statements for the period and Cllr Bolton checked and signed each one.

Proposed Cllr Pietrecki **Seconded** Cllr Wright **All in Favour**

- d. Cllrs received and approved a Bank Reconciliation for the period. Cllr Bolton signed the bank reconciliation.

Proposed Cllr Bolton **Seconded** Cllr Pietrecki **All in Favour**

- e. Cllrs approved the closure of the NatWest bank account and Cllrs Bolton and Wright signed the pre prepared letter.

Proposed Cllr Bolton **Seconded** Cllr Pietrecki **All in Favour**

- f. **Parish Clerk to recommend Cllrs to approve new Direct Debit for Water Plus, ICO and sign mandates.** The Parish Clerk recommended that an annual Direct Debit be set up for the ICO and a bi-monthly Direct Debit for Water Plus which will ensure there are no missed payments. Cllr Pietrecki volunteered to monitor water usage and update the Water Plus website with monthly water readings in the absence of a Clerk.

Proposed Cllr Bolton **Seconded** Cllr Wright **All in Favour**

- g. **Parish Clerk to recommend suspending Direct Debit for HP Ink and purchase replacements.** The Parish Clerk recommended that HP Instant Ink be cancelled and that a full set of ink be purchased. The Council is currently charged monthly for the instant ink and this will cause problems during a period without a Clerk. It is also working out more expensive when printing goes over the 100-page monthly agreement. The Parish Clerk's own printer has the same ink and she suggested that the Council purchase a set of new cartridges from her at a reduced cost of £73.86.

Proposed Cllr Pietrecki **Seconded** Cllr Bolton **All in Favour**

- h. Parish Clerk to recommend Councillor is set up as a temporary administrator for Unity Trust Bank in transition between Parish Clerks.
Cllr Pietrecki volunteered to transfer her access to the Unity Trust Bank to allow her to temporarily administer the Unity Trust bank account

Proposed Cllr Bolton **Seconded** Cllr Wright **All in Favour**

8) AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS

- a) **Village Hall** no update
b) **Church** no update
c) **Allotments**

Update on Allotments – Cllr Pietrecki and Parish Clerk

There are currently 12 allotments and the small holding tenanted by Herd & Grow. The allotments have 9 tenants and 2 plots vacant. In August all allotment tenants received a revised tenancy agreement and an invoice for outstanding rent. There are currently two allotment tenants who have not returned their agreements or paid outstanding rents. They have had a chaser email. Cllr Pietrecki agreed to chase the tenants for plots 12 & 13 and chase the rent for the small holding. It was agreed that could offer payment in two instalments.

Proposed Cllr Bolton **Seconded** Cllr Pietrecki **All in Favour**

Cllr Wright thanked Cllr Pietrecki and the Parish Clerk for their work to turnaround the allotments.

d) Emergency Plan

Cllr Bolton and Cllr Pietrecki reported that revisions to the Parish Emergency Plan were underway. An updated version can be expected in the new year.

e) Village Hut News

The Parish Clerk recommend that the update for the Village hut News include the vacancy for new Clerk and new contact details, vacancy for Councillor, shelving for telephone kiosks and new door, the formation of a new tree working group and an update on the solar panels farm applications.

Proposed Cllr Wright **Seconded** Cllr Pietrecki **All in Favour**

f) Infrastructure including Footpaths and Village Maintenance

i. Village Hall Flooding

Parish Clerk reported no progress in arranging a meeting between WCC and Severn Trent to understand the problem. Parish Clerk to now organise meeting with WCC and councillors to attend if available.

ii. Cumbrian Clock Company update

Cumbrian Clock Company are due to assess the Old School Clock on 6 September. Service contract to be arranged once we know the outcome of the assessment.

iii. Bridge repairs update

Cllrs Bolton and Wright have completed Phase 1 of their plan with just Phase 2 remaining. Cllr Bolton to transport the bricks to the bridge to allow Cllr Wright to continue brickwork when available.

iv. Council assets (repairs and replacement) update

Cllr Bolton proposed the purchase of two grit boxes for delivery to his property in Ashorne. Parish Clerk to progress.

New quotes to be received for the refurbishment of the noticeboards from the Lengthsman. If the costs are under £250, Parish Clerk to approve.

Proposed Cllr Pietrecki **Seconded** Cllr Bolton **All in Favour**

Cllr Bolton moved to close the meeting.

v. Tree Charter update

g) **Welcome Pack Committee**

h) **Oakley Woods** no update

i) **Planning** no update

j) **Human Resources**

k) **Training** no update

9) **ISSUES RAISED BY COUNCILLORS FOR FUTURE MEETINGS**

10) **RISK MANAGEMENT PLAN**

11) **DATE OF NEXT MEETING**

a. 3 November 2021 at 19.30, Ashorne Village Hall

12) **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Bolton closed the meeting early at 21.15 due to a prior commitment for Cllr Wright.

Proposed Cllr Bolton

Seconded Cllr Wright

All in Favour

13) **PRIVATE & CONFIDENTIAL**

a. **Recruitment of new Parish Clerk**

Advert to be re-run in the Stratford Herald for weeks commencing 9 & 16 September.

Advert to be changed to include Cllr Brazel's email address. Advert will also be advertised with WALC until the end of September.

Cllr Wright proposed that the advert also be placed in the Leamington Spa Courier and associated texts.

Proposed Cllr Wright **Seconded** Cllr Bolton

All in Favour

b. **Handover plan**

Handover notes have been written for handover to a new Parish Clerk and for use by Councillors in the interim. Printed copies to be supplied to Cllr Brazel and Pietrecki.

c. **Agree handover for existing Parish Clerk**

Parish Clerk to arrange handover of all records and, printer to Cllr Brazel. Banking details to be handed over to Cllr Pietrecki.

Signed

Date