

MINUTES

-Meeting Type	Ordinary
Date	2 September 2020
Time	20.00
Venue	Zoom virtual meeting
Councillors Present	Paul Brazel (Chairman), Stephen Bolton, Malcolm Whyte, Roger Wright
In Attendance	Beverley Thorpe (Parish Clerk & RFO), D&CC Anne Parry
Members of the Public	1

Agenda Item																									
1. WELCOME and APOLOGIES	No apologies.																								
2. DECLARATION OF INTERESTS	Nil																								
3. CONFIRMATION OF MINUTES	Councillors confirmed the minutes of the meeting 1 July 2020. Proposed Cllr Whyte Seconded Cllr Wright All in Favour																								
4. UPDATE FROM DISTRICT AND COUNTY COUNCILLORS	<p>D&CC Anne Parry has prepared a weekly County Covid-19 report for the past 3-months. This is copied to the Parish Councillors and Cllr Bolton confirmed that he forwards it to residents (also see website). The big message is for residents not to become complacent and continue to keep safe and wear face masks. Care should be taken particularly if attending Wellesbourne Market, where traders are travelling from other areas of the country where there are spikes e.g. Leicester. There are also now spikes in Leamington and Warwick. Numbers better in Stratford district.</p> <p>Moreton Morrell primary school has reopened. School transport is proving a challenge. WCC are hiring more school buses to avoid children mixing with members of the public.</p> <p>County Council grants have been launched this week. Herd and Grow in Ashorne applied for a Covid-19 grant to help feed the animals which they won. DC Parry has access to £3000 via the County Council grants. If there is anything small that the Parish would like to request applications are welcomed.</p> <p>Government are due to publish a White Paper on devolution, looking at ways to reduce costs with an expected emphasis on Unitary Authorities replacing District and County Councils. There is a Council meeting on 22 September 2020 to further discuss the issue.</p>																								
5. FINANCIAL UPDATE	<p>i) Agree payments Invoices previously agreed for payment on 3 August 2020 via email.</p> <table border="1"> <thead> <tr> <th>REF</th> <th>DETAILS</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>P24</td> <td>Clerks Salary & Expenses</td> <td>£ 176.00</td> </tr> <tr> <td>P25</td> <td>HMRC PAYE (month)</td> <td>£ 44.00</td> </tr> <tr> <td>P26</td> <td>Zoom (paid by B Thorpe)</td> <td>£ 7.20</td> </tr> <tr> <td>P27</td> <td>WaterPlus</td> <td>£ 96.31</td> </tr> </tbody> </table> <p>Invoices awaiting resolution by the Council for payment have been summarised below. See Finance Pack DOC 1 – copies of invoices for payment. See Cash Book 2020-21 tab Cash Book for YTD.</p> <table border="1"> <thead> <tr> <th>REF</th> <th>DETAILS</th> <th>TOTAL PAYMENTS</th> </tr> </thead> <tbody> <tr> <td>P28</td> <td>WCC - Printing VHN</td> <td>£ 24.84</td> </tr> <tr> <td>P29</td> <td>WALC - Chairmanship Skills (P Brazel)</td> <td>£ 30.00</td> </tr> </tbody> </table>	REF	DETAILS	TOTAL	P24	Clerks Salary & Expenses	£ 176.00	P25	HMRC PAYE (month)	£ 44.00	P26	Zoom (paid by B Thorpe)	£ 7.20	P27	WaterPlus	£ 96.31	REF	DETAILS	TOTAL PAYMENTS	P28	WCC - Printing VHN	£ 24.84	P29	WALC - Chairmanship Skills (P Brazel)	£ 30.00
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P30	DM Payroll Services	£ 60.00
P31	Zoom (paid by B Thorpe)	£ 7.20
P32	Clerks Salary (B Thorpe)	£ 176.00
P33	HMRC (PAYE) month	£ 44.00

Receipts

Remittances previously reported 31 July 2020

REF	DETAILS	BANK REC DATE	TOTAL
R06	Mr & Mrs Empringham Contribution - Clock Tower	13/07/20	£1,000

ii) **Bank Reconciliation**

See **Doc 3 Bank Statements** balance on 28 August 2020 of £12,333.65. See **Cash Book tab Bank Reconciliation**. Bank reconciled. Cheque 000001 for £1 payable to BT Kiosks remains unrepresented.

See Cash book tab Variance against Budget Report

- 1) Payments Budget for year £11, 278. Payments to date £5,054.35. End Quarter 2 = 45% budget spent.
- 2) Receipts Budget to date £7,310. Receipts to date £5,056. 69% receipts in.

Vote to confirm payments can be made and that the bank reconciliation has been completed and is accurate.

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

iii) **Quote from Smiths of Derby**

A new quote has been received for maintaining the clock. The new quote is three times the costs it has been in the past.

Cllr Bolton said that the Council should keep Mr & Mrs Empringham updated. He disputed the need to access the clock via the bell tower (and the need for two clock engineers to attend), believing that only the bell and the clanger are housed in the upper tower. The main clock workings are accessed from within the Old School House.

Cllr Whyte asked if Mr & Mrs Empringham have contributed to the cost of the clock maintenance. Cllr Bolton said that the Parish Council agreed over 40 years ago to maintain the school clock going forward.

ACTION Cllr Wright to investigate alternative suppliers to be discussed at the next meeting. Parish Clerk to write to Smiths of Derby.

Proposed Cllr Brazel **Seconded** Cllr Whyte **All in favour.**

iv) **Budget 2021-22**

Parish Clerk explained that a draft budget will need to be presented at the next meeting of the Parish Council in November. A request was made for information about regular suppliers, ad hoc projects.

Cllr Bolton suggested the Church and Village Hall may want to apply for grants and that Allotment income may need to be reviewed. Cllr Brazel suggested that Councillors consider items to include in the budget for 2021-22 and to send them to the Parish Clerk in the next fortnight.

6. PUBLIC FORUM

No questions asked.

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7. CORRESPONDENCE

- a. Judy Cooper has requested a contribution to the village Welcome Pack from the Chairman and the Parish Clerk. **ACTION** Cllr Brazel to review the Parish Clerk's contribution and update the Chairman's introduction ready for circulation.
- b. Shelving for telephone kiosk – Ashorne. Cllr Bolton suggested that the WI to state what shelving is needed for the kiosk.

8. RISK MANAGEMENT PLAN UPDATE

Parish Clerk requested that the Council carry out an audit of the Council's assets to ascertain whether any repairs or refurbishment is needed to inform the budget. To be completed by mid-October. Cllr Bolton suggested that this activity should ideally be completed by July in future.

ACTION Cllr Brazel and Cllr Bolton to carry out audit by end of September.

9. COUNCILLOR UPDATES

a. Planning update

- i. 20/01743/FUL 3 And 4 Hilary Close Ashorne Warwick CV35 9DJ - No objection
- ii. 20/01742/FUL Lea View Ashorne Road Ashorne CV35 9DU - No representation
- iii. 20/02176/VARY Land Adjacent to Pinecroft Ashorne Road Ashorne CV35 9DR - Support. Cllr Wright declared an interest and abstained

- b. **Bridge** – final repairs – **ACTION** Cllr Wright to contact Cllr Bolton to review the outstanding works on the bridge with the intention of having them completed before autumn.

Cllr Roger Wright left the meeting

c. Allotments

- i. The water meter has now been changed. The Council agreed to read the meter the 1st of the month and have the Parish Clerk update Water Plus. **ACTION** Krys Pietrecki
- ii. Cllr Brazel asked for a copy of the recent bills relating to a charge of £40 for late payment of the bill. **ACTION** Parish Clerk to provide.
- iii. Cllr Brazel advised to wait to discuss water charge apportionment until there is a detailed history of charges now that the new water meter is in place.
- iv. Herd and Grow are happy to have an individual water meter installed. Cllr Brazel requested that this is pursued. **ACTION** Parish Clerk to obtain a price for installation from Severn Trent.
- v. Herd & Grow Tenancy Agreement – **ACTION** Parish Clerk to obtain quotes for a new agreement. Cllr Bolton also suggested asking Lee Tranter.
- vi. General upkeep. Cllrs toured the allotments that are not in use and reported that they are a wilderness. **ACTION** obtain quotes to clear the allotments including from Andrew Hopkins. And then plan to maintain it going forward. Cllr Bolton to speak with Andrew Hopkins.
- vii. Cllr Bolton suggested mentioning the allotments in the Village Hut News **ACTION** Cllr Brazel.
- viii. Krys Pietrecki suggested inviting people from outside the Parish to take an allotment **ACTION** Parish Clerk to review the paperwork to ascertain if there are any restrictions on who can be a tenant.

D&CC Parry left the meeting

d. Lengthsman

- i. Cllr Whyte suggested cutting steps cut into the bank on Green Lane, the E-Class road – and asked whether it was something the Council could ask for a Community grant from WCC for?
Proposed Cllr Whyte **Seconded** Cllr Bolton **All in Favour**
ACTION Cllr Wright to write the proposal.
- ii. Cllr Bolton suggested asking the lengthsman to strim and cut back Southam Lane to Woosley Brook/Bridge – thicket needs clearing. He estimates this will take 2-3 days

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ACTION – Parish Clerk to discuss cost against budget with Wellesbourne Parish Clerk (who manages the Lengthsman scheme).

- e. **Noticeboard maintenance** –Both Noticeboards need rubbing down and re-varnishing. **ACTION** Parish Clerk to invite quotes including from Pete Elliott.
- f. **Repairs to telephone kiosk** – the bottom of the kiosk door in Ashorne is rotten and needs replacing and painting. **ACTION** Parish Clerk to invite quotes from RBT Services and Chris Cleeton in Moreton Morrell.
- g. **Website Accessibility** – Cllr Whyte has asked the Parish Clerk to carry out an accessibility audit of the website and update any pages that fail to meet the standard based on the results. Estimated time to complete 8-12 hours. **ACTION** Parish Clerk by end September.
- h. **Church.** K Pietrecki reported that Reverend Linda Lilley has been appointed and will be in post by the end of September.

10. DATE OF NEXT MEETING

4 November 2020 at 19.30 hours

11. CLOSURE OF THE MEETING

Cllr Brazel proposed closing the meeting to the public at 21.35.

Proposed Cllr Bolton **Seconded** Cllr Brazel **All in Favour.**

12. PERSONAL AND CONFIDENTIAL

- a. **Training Needs** – Parish Clerk suggested that Training Needs be added as a standing agenda item going forward to remind Councillors to consider their CPD. **ACTION** Parish Clerk to add training needs to agenda and create a training needs analysis for Councillors.
- b. **Clerks Working from Home Allowance** – agreed at £14 per month (pro rata rate recommended by DM Payroll Services).
- c. **Clerks Salary Review** – annual pay rise accepted once new pay scales formally approved by NALC.
- d. **Clerks Contract of Employment** – new contract agreed. Needs amending with amended Working from Home allowance and new salary when formally agreed by NALC.

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

Signed

Date: 4 November 2020