

AGENDA

MEETING OF NEWBOLD PACEY & ASHORNE PARISH COUNCIL

Meeting Type	Ordinary
Date	7 July 2021
Time	19.30 (following Annual Parish and Annual Meeting)
Venue	Ashorne Village Hall
Councillors Present	Paul Brazel (Chairman), Stephen Bolton (Vice Chairman), Krys Pietrecki, Thomas Hiorns
Apologies	Roger Wright, CC Penny-Anne O'Donnell
In Attendance	DC Anne Parry, Beverley Thorpe (Parish Clerk & RFO)
Members of the Public	0

1) WELCOME and APOLOGIES

Cllr Brazel welcomed all to the meeting and asked for apologies. Apologies were received from Cllr Wright (holiday) and Cllr O'Donnell (family sickness).

2) DECLARATION OF INTERESTS

Nil

3) CONFIRMATION OF MINUTES

Cllrs received and agreed minutes. Cllr Brazel signed minutes.

a. 5 May Annual Meeting

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

b. 5 May Ordinary Meeting

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

4) PUBLIC FORUM

No members of the public present.

5) UPDATE FROM WARD MEMBERS

a. Penny-Ann O'Donnell, County Councillor

Cllr O'Donnell to circulate her report.

b. Anne Parry, District Councillor

Cllr Parry's report received with thanks by Cllrs.

6) CORRESPONDENCE

a. Flooding at the Village Hall Ashorne

Cllrs asked the Parish Clerk to contact WCC and Severn Trent on behalf of the Village Hall.

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

b. Cllr Pietrecki reported on behalf of a resident that the verges at the two entrances to the village were very overgrown and restricting visibility when leaving the village.

Parish Clerk asked to raise with WCC.

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

7) FINANCIAL REPORT

a. Cllrs to receive and approve Finance Report June 2021

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

b. Cllrs to receive and approve Payments for Clerk to progress

i. Payments already paid via authority of recurring payments list or minutes in period. Total value of payments made = £825.09

PAYMENT REF (P)	DETAILS	PAID DATE	TOTAL PAYMENTS
8	PC Salary (B Thorpe) including 2020-21 holiday pay	31/05/2021	£ 382.25
9	HMRC (NIC/PAYE)	31/05/2021	£ 95.60

10	Working from Home Allowance (B Thorpe)	31/05/2021	£ 14.00
11	IT Allowance (B Thorpe)	31/05/2021	£ 12.00
14	The Open Spaces Society	07/06/2021	£ 45.00
15	WCC Village Hut News	11/06/2021	£ 24.84
19	PC Salary (B Thorpe)	30/06/21	£ 180.40
20	HMRC (NIC/PAYE)	30/06/21	£ 45.00
21	Working from Home Allowance (B Thorpe)	30/06/2021	£ 14.00
22	IT Allowance (B Thorpe)	30/06/202	£ 12.00

li. Invoices awaiting resolution by the Council for payment in March have been summarised below. See **Payments & Receipts** for copies of invoices for each payment. Total value of payments = £355.60

PAYMENT REF (P)	DETAILS	TOTAL PAYMENTS
12	WALC Subscription	£ 123.00
13	Anifeed Ltd (Internal Audit)	£ 204.00
16	Stationery (B Thorpe)	£ 19.62
17	HP Ink (B Thorpe)	£ 3.49
18	HP Ink (B Thorpe)	£ 5.49
19	Water Plus	£ 28.88

Proposed Cllr Bolton Seconded Cllr Hiorns All in Favour

- c. Cllrs to receive and approve Bank Reconciliation
Proposed Cllr Brazel Seconded Cllr Hiorns All in Favour
- d. Parish Clerk recommended Cllrs to approve Direct Debit - Information Commissioners Office
Proposed Cllr Brazel Seconded Cllr Hiorns All in Favour
- e. Cllrs to complete Signatories form for Unity Trust Bank
The Parish Clerk confirmed that all signatures had now been received and the new Unity trust bank accounts had been set up. Once Cllrs Brazel, Bolton and Pietrecki confirmed that they had activated their logons the Parish Clerk asked for agreement to transfer all funds from the NatWest bank and then close that account.
Proposed Cllr Pietrecki Seconded Cllr Bolton All in Favour

Cllr Bolton asked when the Yorkshire Bank would be transferred, The Parish Clerk confirmed that this would be actioned once the new account was up and running.

- f. AGAR 2021
 - i. Cllrs to receive and note Annual Internal Audit Report 2020/21
Proposed Cllr Brazel Seconded Cllr Hiorns All in Favour
 - ii. Cllrs to agree responses Section 1 Annual Governance Statement 2020/21
Proposed Cllr Brazel Seconded Cllr Pietrecki All in Favour

- iii. Cllrs to review and approve Section 2 Accounting Statements 2020/21 & Variance Report
Proposed Cllr Hiorns Seconded Cllr Brazel All in Favour
- iv. Cllrs to agree to Parish Clerk forwarding completed AGAR to External Auditor
Proposed Cllr Bolton Seconded Cllr Pietrecki All in Favour
- v. Cllrs to agree the publication of the Notice of Public Rights
Proposed Cllr Hiorns Seconded Cllr Brazel All in Favour
- g. **Cllr Bolton to propose application for County Councillors Fund.**
Cllr Bolton proposed applying for a Community Grant Fund for the telephone kiosks. The grant would cover the costs of the new door and shelving in Newbold Pacey and shelving in Ashorne. Parish Clerk to action.
Proposed Cllr Bolton Seconded Cllr Pietrecki All in Favour

8) AREAS OF RESPONSIBILITY & MATTERS ARISING FROM PREVIOUS MEETINGS

- a) **Village Hall** no update
- b) **Church** no update
- c) **Allotments**
 - i. Cllr Brazel proposed that the Council accept a quote from Hotsprings Limited for installation of sub water meter for Herd & Grow land and authorise works to commence. Cllr Bolton declared non-pecuniary interest.
Proposed Cllr Brazel Seconded Cllr Hiorns All in Favour (1 abstain)
 - ii. Cllr Pietrecki proposed that the Council right off excessive Water Plus bill from 2019.
Proposed Cllr Pietrecki Seconded Cllr Brazeli All in Favour
 - iii. Cllr Pietrecki proposed that the Parish Clerk invoice allotment tenants for years 2020-21 and 2021-22.
Proposed Cllr Pietrecki Seconded Cllr Hiorns All in Favour
 - iv. Cllr Pietrecki proposed several amendments to the allotment tenancy agreement for new and existing tenants.
Proposed Cllr Pietrecki Seconded Cllr Hiorns All in Favour

Cllr Hiorns proposed drafting a basic grazing agreement for Herd and Grow and for that agreement to be reviewed and added to once Herd & Grow were ready to resume business as usual. Cllr Pietrecki and the Parish Clerk to action.
Proposed Cllr Hiorns Seconded Cllr Pietrecki All in Favour
- d) **Emergency Plan**
 - i. Cllr Brazel proposed that Cllrs review the template provided and agree steps to update content. Cllrs Bolton and Pietrecki volunteered to meet and edit the document before the next meeting.
Proposed Cllr Brazel Seconded Cllr Pietrecki All in Favour
- e) **Village Hut News**
- f) **Infrastructure including Footpaths and Village Maintenance**
 - i. Shelving for Telephone Kiosks
The Parish Clerk presented a quote from the lengthsman for two sets of shelving (one for each telephone kiosk)
Proposed Cllr Brazel Seconded Cllr Hiorns All in Favour
 - ii. Parish Clerk to update on Telephone Kiosk door repairs.
A purchase order was sent to Leamington Windows and Doors on 18 June 2021.
 - iii. Time in Hand quote for repairs to clock.
The Parish Clerk asked Councillors to accept an invoice for the inspection of the Old School clock.
Proposed Cllr Hiorns Seconded Cllr Pietrecki All in Favour

The Parish Clerk also asked whether Councillors would approve a free of charge inspection of the clock by Cumbria Clock Company.

Proposed Cllr Bolton Seconded Cllr Brazel All in Favour

g) **Welcome Pack Committee** no update.

h) **Oakley Woods** no update

i) **Planning**

i. **21.02230/TREE Pincroft, Newbold Pacey CV35 9DP. Remove T1 and T2 Leylandii.**

Proposed Cllr Pietrecki Seconded Cllr Bolton All in Favour

j) **Human Resources**

i. Cllr Barzel proposed advertising the Councillor vacancy with deadline 13 August 2021.

Proposed Cllr Brazel Seconded Cllr Pietrecki All in Favour

k) **Training**

i. Cllr Pietrecki proposal booking Understanding the Planning System 2 October 2021 for Cllr Pietrecki to attend.

Proposed Cllr Pietrecki Seconded Cllr Bolton All in Favour

9) ISSUES RAISED BY COUNCILLORS FOR FUTURE MEETINGS

- a. Bridge repairs
- b. Village green repairs
- c. the Tree Charter
- d. Platinum Jubilee

10) RISK MANAGEMENT PLAN

a. The Parish Clerk recommending an updated Welcome notice in line with current Covid-19 restrictions

Proposed Cllr Pietrecki Seconded Cllr Hiorns All in Favour

11) DATE OF NEXT MEETING

a. 1 September 2021 at 19.30, Ashorne Village Hall

12) CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

Cllr Brazel proposed to close the meeting was at 20.46.

Proposed Cllr Brazel Seconded Cllr Hiorns All in Favour

13) PRIVATE & CONFIDENTIAL

a) Update from the Parish Clerk.

The Parish Clerk tendered her resignation on the 2 July 2021. Adverts for the position to be drafted and placed with WALC, the Stratford Herald, the One Stop Shop in Wellesbourne and Sainsburys. Handover documents to be prepared.

Signed

Date