9th June 2016

Dear Councillor

You are hereby summoned to attend the meeting of Finham Parish Council on 16th June at 7.00pm in the theatre of Finham Park School Green Lane Coventry. If you are unable to attend, please forward your apologies to the Temporary Clerk.

Sue Owen
Temporary Clerk to the Parish Council

Members of the public and press are welcome to attend

AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence

2. **Declarations of Interest:**
   2.1. Councillors are reminded of the need to maintain their register of interests
   2.2. To declare any interests in items on the agenda and their nature
   2.3. To consider any dispensations

3. **Minutes of previous meeting:** minutes of the First Annual Meeting and Ordinary Meeting 19th May meeting

4. **New Clerk:** - to approve appointment of Jane Chatterton as Clerk and RFO to the Council as recommended by the Recruitment Working Party.
   **Recommendation:** Agree to appointment of Jane Chatterton as Clerk and RFO

5. **Public participation:** To adjourn to allow public participation.
   Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
6. Parish Council Notice Board: -
   6.1. to consider purchase of notice board(s) for Finham Parish and their possible position

   **Recommended**: two new boards; placed as agreed

   6.2. To obtain permission from the necessary authority to place the notice boards, probably Coventry Highways Dept.

   6.3. To note no planning permission is required for Parish Council notice boards up to 1.55 sq metres due to deemed consent

   **Recommended**: Clerk to obtain permission

6.4. Notice Board in Droylsdon Park: - to ask Coventry City Council to vest this notice board to Finham Parish Council

   **Recommended** a letter is sent to CCC requesting vestment

7. Training:
   7.1. **To consider training provided by WALC**. “Being a Good Councillor and Clerk” Parish and town council induction day, for new clerks and recently elected and co-opted parish and town councillors held in Southam, Saturday 2 July 2016; 10.00am to 4.00pm cost £45 for two.

   **Recommended** Approve induction training decide on numbers

   7.2. **Dates for Code of Conduct Training** offered by Coventry City Council availability from 16th June – 31st July

   7.3. **Support for new clerk**: this can be provided under the Temporary Clerk contract up until 30th June.

   **Recommended**: - Temporary Clerk to support new clerk until 30th June
   **Confidential item**: - Consideration:- to extend Temporary Clerk’s contract as necessary?

8. Planning:
   8.1. To consider any response to planning applications.

   HH 2016 1371: - 179 Green Lane Coventry

   8.2. To formally request WDC planning information for Stoneleigh area

   8.3. To note planning contact Coventry City Council Claire Tucker a Principal Planning Officer

   **Recommended** clerk to contact Warwick District Council Planning Department.

   8.4. **Policy for dealing with the number of planning applications** – is this working better after the backlog has cleared? Shall we continue with it as at present?

   8.5. **Neighbourhood Planning** – an agreement to investigate would be appropriate at this stage. Booklet online.
9. **Transparency fund**: to approve application for funds.

   **Recommended**: - the Council apply for ongoing support from the fund.

10. **Finance to approve payments**: -

    - **Temporary Clerks salary**: 44.5 hours
    - **HMRC Mileage and expenses**: 18 miles

11. **Office supplies for the new clerk** – the clerk will need a small lockable filing cabinet, details circulated of type needed.

    **Recommended** Council approve the purchase of a two drawer of A4 filing cabinet with a budget of under £75 plus VAT.

    Council to also note that the clerk will need to purchase various items to run the office, paper, ink, and other stationery. Financial Regulations state you can prior approve this up to an agreed maximum level for all future stationery suggest £20 maximum per month, and ink at £60 every two months’ maximum without prior authorisation.

12. **Budget**: - amended details circulated, figure as previously agreed with an income to Council of £24,266

    **Recommended**: - the amended budget is accepted; the Clerk to write to Coventry City Council to confirm that there will be no change to the requested precept.

13. **Councillors interaction with other bodies**: - To approve bodies for the Parish Council to interact with and Councillors to cover the interaction

    - FRA,
    - School(s),
    - Police,
    - Highways, roads pavements
    - Highways, verges and litter
    - Planning,
    - Others

14. **Speeding**: - reports of speeding to consider any action

15. **Grass cutting**: - to consider reports of uncut verges and grassed areas in Finham.

16. **How to publicise Parish Council Meetings better.**

17. **Councillor’s reports and items for future Agenda**:  

    Councillors are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

18. **Date of Next Meeting**: 21st July and to confirm list of meeting dates

19. **Confidential items**
Neighbourhood planning campaign

The Government has launched a Neighbourhood Planning promotional campaign. It is a big push to make sure as many people across the country as possible know about neighbourhood planning so that more communities are able to take advantage of it. The campaign will run for one month in local newspapers, on local radio, online and on billboards, bus stops and tube station platforms.

The government has created a new neighbourhood planning microsite http://www.neighbourhoodplanning.org/ which is the place to go to find out how to get started. The site also hosts a customisable, downloadable poster which you can create and then print out to advertise neighbourhood planning events in your area. The microsite is hosted on the My Community website, where more neighbourhood planning information, resources, and case studies can be found, along with details about how to access grants.

Please feel free to share the campaign far and wide – you could post photos on social media (using the #NeighbourhoodPlanning hashtag), share your experiences in blogs and newsletters, or simply offer your knowledge to people you know who may be hearing about neighbourhood planning for the first time.

Neighbourhood Planning Grants – Locality

The Department for Communities and Local Government has increased (or agreed to increase) the level of funding available to all groups from £8,000 to £9,000 from 1 April 2016. Groups to fund the completion of their neighbourhood plans can use this additional funding. DCLG hope that some groups will use this funding to obtain more information on their evidence base, but this is not mandatory.

All groups writing a neighbourhood plan or neighbourhood development order are eligible to apply for up to £9,000 in grant. Groups facing a range of complex issues are able to apply for further support from the programme.

This support can come in two forms:
□ Technical support provided by AECOM – there are a range of technical support packages that groups are able to apply for as and when they become needed.
□ Groups are also be eligible to apply for a further grant of up to £6,000 giving a total grant ceiling of £15,000 in the period 2015-18.

If your group has already received £8,000 in funding and are still working on your plan, you may apply for further funding up to the maximum of £9,000 (or £15,000 for complex groups).

A rolling programme of applications is underway and is expected to be operated throughout the year. http://mycommunity.org.uk/programme/neighbourhood-planning/?_a=funding
Agenda Item 9

Transparency fund notes

Declared

- turnover as £24,262
- received money previously
- not installing internet
- need no set up funding
- already own computer
- already own scanner
- need money for software £183.32 +VAT
- have a web site
- need training for new clerk £60
- no extra set up costs
- monthly upkeep @ 2 hours per month 1st April 16 until March 17 £360

Total request £603.32
Agenda Item 11

Staples Studio Filing Cabinet 2 Drawer A4 Prussian

Item #: WW-431435
• Warranty: 2 years • Construction Material: Steel • Colour: Prussian

Ex VAT
£54.16 each

1 each

Ex VAT
£54.16 Total Price

Add to Cart
Add to List

Available for store delivery • In Stock • Expected Delivery: Next Working Day

This product can be delivered to your address, or to your nearest store for collection. Simply place the product in the shopping cart, then at the checkout either fill in your delivery address, or select “Deliver to Store”, and follow the normal payment process.

Frequently Bought Together

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## Meeting Dates Finham Parish Council 2016-2017

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<th>Date</th>
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<tr>
<td>19(^{th}) May</td>
<td></td>
<td>First Annual Parish Meeting</td>
<td>Finham Park Senior School Theatre 7.00pm</td>
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<tr>
<td>16(^{th}) June</td>
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<td>Ordinary meeting</td>
<td>Finham Park Senior School Theatre 7.00pm</td>
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<td>21(^{st}) July</td>
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<td>Ordinary meeting</td>
<td>Finham Park School Library 7.00pm</td>
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<td>August</td>
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<td>September</td>
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