

## Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 7:45pm,  
24<sup>th</sup> May 2018, St Michael's Church

**Present:**

Councillor Jeff Arnold (Vice Chairman)  
Councillor Jenny Arnold  
Councillor Nick Harrington

Councillor John Hammon  
Councillor Pam Redford (Chairman)  
Councillor Wallace Redford

**In Attendance:**

Jane Chatterton Clerk & RFO

**7. Apologies**

Apologies were received from WDC Councillor, Councillor Trevor Wright.

**8. Declarations of Interest:**

There were no declarations of interest.

**9. Public participation**

There were no members of the public present.

**10. Minutes**

The minutes of the Parish Council meetings held on 7<sup>th</sup> March 2018 and 11<sup>th</sup> April 2018 were approved.

**RESOLVED THAT** the minutes from the meetings held on 7<sup>th</sup> March and 11<sup>th</sup> April be approved and signed by the Chairman.

**11. Councillor's reports and items for future Agenda**

Reports received from County Councillor, Councillor Wallace Redford and District Councillor, Councillor Pam Redford.

**Cycleway**

Councillor Wallace Redford reported that a meeting had taken place with Council Officers. The meeting had been positive with the points raised noted. There was no change with the situation with ascertaining ownership of the verges. Due to the road being 50mph the cycleway would be required to be 4m wide.

It is still hoped that WCC accept responsibility for the land.

A letter had been sent to Mark Ryder, Head of Transport and Economy, Warwickshire County Council asking for support and to request that consideration be given to extend the footpath which currently ends at Pinehurst to the start of the bridge.

### **WW1 Commemorative Fund**

It was reported that as we approach the centenary of the end of the First World War (1914-1918), local groups were invited to apply for funding for a project or event for their community to pay tribute to those who served and sacrificed during the conflict.

Grants of up to £1,500 were available to each of the seven Community Forums for projects with a focus on Remembrance, Education and Legacy.

Community Forums were: Kenilworth, North Leamington, South Leamington, Warwick Town, Warwick Rural East, Warwick Rural West, Whitnash.

For more information groups should contact Community Partnership Team, 01926 456020 or download the grant application form from [www.warwickdc.gov.uk/smallgrant](http://www.warwickdc.gov.uk/smallgrant)

Closing date for applications: Monday 2<sup>nd</sup> July 2018.

### **“Struggling to Cope”**

Warwick County Council were circulating information in relation to help people suffering from mental ill health. A leaflet had been produced “Struggling to Cope”, this provided information on where help was available.

**ACTION:** Clerk to upload information to the website.

### **“Fix my Street” Website**

Many complaints had been received in relation to a website entitled “Fix my Street”. It was noted that this website was a private company and not WCC. Complaints logged with Fix my Street were not being passed on to WCC. Issues should be logged via:

[www.warwickshire.gov.uk/repothighwayproblem](http://www.warwickshire.gov.uk/repothighwayproblem)

### **Community Forum**

It was noted that the Community Forum was now open. £6,000 was available for grant applications. The Forum meet three times per year. Any applications are to be sent to Councillor Redford.

### **Leamington Spa Art Gallery and Museum**

Councillor Pam Redford reported on an event taking place at the Leamington Spa Art Gallery and Museum. This offered an opportunity for a tour of the stores. The dates were:

20<sup>th</sup> June at 2pm, 29<sup>th</sup> June at 10am and 3<sup>rd</sup> July at 10am. 11<sup>th</sup> July at 2pm.

Further information was available by visiting [spa.marketing@warwickdc.gov.uk](mailto:spa.marketing@warwickdc.gov.uk) 01926 742709

### **Two Castles Run, Kenilworth**

The event was taking place on 10<sup>th</sup> June

### **Kenilworth Food Festival**

The event was taking place on 22<sup>nd</sup> July

**12. Correspondence**

**12.1 Pavements**

Request had been received for an update on when the pavements would be repaired.

**ACTION:** Clerk to contact the villager for specific locations and forward to Councillor Wallace Redford.

**12.2 NHP**

Request had been received for the Parish Council to consider commencing a Neighbourhood Development Plan.

It was noted that the Clerk was attending a training course in June on the process and procedure for a parish council to create a NHP. Following the training an explanation of the requirements involved would be circulated and the views of the villagers sought.

**ACTION:** Agenda item for July's meeting.

**12.3 Welcome Gates**

The Parish Council had been requested to locate the whereabouts of the 2 white inserts which are part of the welcoming gates.

**ACTION:** The PC to make enquiries.

**12.4 Wildflower Bank**

It had been agreed with the Parish Council 3 years ago that an area of grassland to the West of St Michael's Church on the B4453 would be managed as a wildflower conservation area. With the help of Warwickshire Wildlife Trust, it was surveyed, and the Conservation Group had instituted a management programme to improve the habitat and encourage a wide variety of wildflower species.

It was reported that on 13<sup>th</sup> May a team had attended the site and cut the area. This was on the instruction of a Warwickshire County Council Officer who gave the orders for the work to be carried out as it was noted there were no wild flowers present.

Representatives from the Wildlife Conservation Group had been in email correspondence with Chris Elliott, WDC Chief Executive.

It was suggested that some sort of fencing could be installed to protect the area of the erection of signage as a reminder that the area had been designated as a wildflower conservation area.

**RESOLVED THAT**

- (i) Clerk contact the group about the idea of "fencing the area" or signage.
- (ii) Letter to be sent to WCC requesting compensation to purchase seeds to replace the flowers destroyed.

**13. Cycleway and HS2**

Previously discussed.

**14. Finance**

14.1 to approve payments: -

**Payments (Current Account)**

Date	Reference	Payee	Details	Value
28.05.18	BACS	J Chatterton	Clerk's Salary May 2018	
28.05.18	BACS	HMRC	May's Tax Payment for Clerk	£82.40
28.05.18	BACS	J Chatterton	Office allowance & expenses May	£10.00
28.05.18	BACS	N Harrington	Reimbursement APM refreshments (Paid)	£29.96
28.05.18	BACS	J Arnold	Reimbursement APM refreshments (Paid)	£11.75
28.05.18	BACS	Louise Best	Internal Audit fee (Paid)	£95.00
28.05.18	BACS	SPS	Payroll Fee (Paid)	£102.00

**RESOLVED THAT** the payments be approved.**14.2 Donation**

It was reported that the Prostate Cancer Trust had attended the Annual Parish Meeting and offered blood tests to anyone wishing to have them. Discussion took place on the amount of the donation to be made by the Parish Council.

*Proposed Councillor Wallace Redford**Seconded Councillor Jeff Arnold**Carried by majority 5 to 1***RESOLVED THAT**

- (i) the Parish Council donates £100.00 to the Prostate Cancer Trust.
- (ii) The Clerk contact the Trust to make arrangements.

**15. Annual Governance and Accountability Return**

It was reported that the 2017-18 accounts had now been internally audited.

The Parish Council were now required to complete the AGAR. Smaller authorities where the higher of gross annual income or gross annual expenditure does not exceed £25,000 (and meet the qualifying criteria as set out in the Certificate of Exemption) were exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review provided the authority completed both the:

- a) Certificate of Exemption, page 3 and returned it to the external auditor
- b) Annual Governance and Accountability Return (Part 2) which was made up of:
  - Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor (this had been completed)
  - Section 1 – Annual Governance Statement (page 5) to be completed by the authority.
  - Section 2 – Accounting Statements (page 6) to be completed by the authority.

**15.1 Section 1 Annual Governance Statement**

The Parish Council completed the Certificate of Exemption which was signed by the Chairman and RFO.

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

**RESOLVED THAT** Section 1 Annual Governance Statement be completed and approved.

#### **15.2 Section 2 Accounting Statements**

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

It was noted that the requirement was for Sections 1 and 2 to be approved before 2<sup>nd</sup> July 2018.

**RESOLVED THAT** Section 2 Accounting Statements be completed and approved.

#### **15.3 Publication Requirements**

The Parish Council was required to publish various documents on the PC website by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

These documents included:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2017/18, page 4
- Section 1 – Annual Governance Statement 2017/18, page 5
- Section 2 – Accounting Statements 2017/18, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**RESOLVED THAT** the AGAR process be completed subject to the Clerk adding the documents to the website and the Certificate of Exemption being sent to the External Auditor.

#### **15.4 Notice of Public Rights**

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return of the Accounts for the Year Ended 31<sup>st</sup> March 2018 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

It was noted that the inspection period must be 30 working days inclusive and must include the first 10 working days of July, therefore the Notice would commence on Monday 4<sup>th</sup> June 2018 and end on Friday 13<sup>th</sup> July 2018.

**RESOLVED THAT** the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

#### **16. Parish Council Insurance**

The parish council insurance renewal had been received. After discussion it was agreed to renew the parish insurance as per the quotation.

**RESOLVED THAT**

- (i) the parish council insurance be renewed with Zurich at a cost of £180.32.
- (ii) Clerk to pay the premium.

**17. GDPR**

Update noted.

**18. Governance**

**18.1 Equal Opportunities Policy**

An Equal Opportunities Policy had been prepared.

It was noted that the purpose of the policy was to provide equal opportunities to all employees, irrespective of their characteristics (unless there were genuine occupational qualifications or objectively justified reasons for a different approach to be taken).

**RESOLVED THAT** the Equal Opportunities Policy be approved.

**19. NALC Clerk Salary Pay Award 2018**

It was noted that the National Joint Council for Local Government Services (NJC) had reached agreement on the new pay scales for 2018-19 to be implemented from 1<sup>st</sup> April 2018.

The Clerk's contract of employment included provision to move up the spinal column on the 1<sup>st</sup> April each year. It was noted that this had not occurred in April 2017. It was therefore agreed for the Clerk to move up 2 points on the payscale.

*Proposed Councillor Wallace Redford*

*Seconded Councillor Jeff Arnold unanimous*

**RESOLVED THAT**

- (i) the Pay Award be noted.
- (ii) Payroll to be notified of the change.

**20. Planning**

There were no Planning Applications to consider.

**21. Village Hall Committee**

Councillor Harrington reported that the Bookings Clerk for the village hall committee had resigned. A request had been received for a member of the Parish Council to sit on the Village Hall Committee.

It was noted that a request had been made for a gate to be installed at the side of the Village Hall to stop users (in particular children) of the Village Hall being able to get onto the road. A means of preventing vehicle access from Sabin Drive was also being investigated.

**RESOLVED THAT**

- (i) Councillor Harrington be a member of the Village Hall Committee.
- (ii) Councillor Harrington to meet with Johnathan Huxley to progress the gate and vehicle access issues.

**22. Village Lampposts**

Councillor Harrington reported that WDC had numbered all the lampposts in the area except for those in Weston under Wetherley.

**ACTION:** Councillor Harrington to liaise with WDC.

**23.      Dog Mess Bin**

Councillor Harrington reported that there had been no collection of waste on 1<sup>st</sup> or 8<sup>th</sup> May the bin was currently overflowing again. It was noted that a company called Viola has the contract for emptying the bin.

**ACTION:** Councillor Pam Redford to email Gary Charlton, WDC raising the issue again and asking for a credit to be applied for the two missed collections.

**24.      Date of the Next Meeting**

The Date of the next meeting was confirmed as 18<sup>th</sup> July 2018.

Meeting closed at 9:00pm

SIGNED BY THE CHAIRMAN  
COUNCILLOR PAM REDFORD

18<sup>th</sup> July 2018