

## Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 7:30pm,  
18<sup>th</sup> July 2018, St Michael's Church

**Present:**

Councillor Jeff Arnold (Vice Chairman)  
Councillor Nick Harrington  
Councillor John Hammon

Councillor Pam Redford (Chairman)  
Councillor Wallace Redford

**In Attendance:**

Jane Chatterton Clerk & RFO  
WDC Councillor, Councillor Trevor Wright

Public: 0

**25. Apologies**

Apologies for absence were received from Councillor Jenny Arnold.

**26. Declarations of Interest:**

There were no declarations of interest.

**27. Public participation**

There were no members of the public present.

**28. Minutes**

The minutes of the Parish Council meetings held on 24<sup>th</sup> May 2018 were considered.

**RESOLVED THAT** the minutes from the meetings held on 24<sup>th</sup> May 2018 be approved and were signed by the Chairman.

**29. Matters Arising**

There were no matters arising that were not listed on the agenda.

**30. Councillor reports and items for future Agenda**

Reports received from County Councillor, Councillor Wallace Redford and District Councillor, Councillor Trevor Wright.

**Councillor Wright (WDC)**

It was reported that there was a new repair shop in Leamington. This was run by volunteers and part of the WDC recycling scheme. If members of the community had broken items such as lawnmowers etc they could take items to the repair shop to be repaired.

It was noted that WDC Councillors had been busy attending meetings in relation to the Coventry Gateway South and HS2.

**31. Correspondence**

There was nothing to note.

### 32. Neighbourhood Plan

As reported at May's meeting a request had been received for the parish council to commence a Neighbourhood Plan.

Information had been circulated to councillors informing them of the process required.

After discussion it was agreed to consult the parishioners in the village to find out their views on whether they wanted to proceed with a neighbourhood plan and volunteer to be part of the group to take this forward. It was agreed that the group needed to be between 8 and 12 volunteers consisting of parishioners, stakeholders and two parish councillors.

**ACTION:** A leaflet to be produced which would be delivered to parishioners, further discussion once views received.

### 33. Cycleway and HS2

Councillor Wallace Redford updated on the work being carried out. Several meetings had taken place with officers from WCC and WDC. Councillors Pam and Wallace Redford, John Hammon and Jeff and Jenny Arnold had also met previously with HS2.

Ownership of the verge was still an issue impacting on the success of the project. Councillor Redford had spoken with the portfolio holder for Highways and shared the opinion that they were letting the parish council down with the lack of support. Following the meeting officers at WCC had been instructed to look again at the verge ownership issue. Further update once a response was received.

**RESOLVED THAT** the update be noted. Agenda item for September's meeting.

### 34. Finance

34.1 to approve payments: -

Payments (Current Account)				
Date	Reference	Payee	Details	Value
28.06.18	BACS	J Chatterton	Clerk's Salary June 2018	
28.06.18	BACS	HMRC	June's Tax Payment for Clerk	£104.20
28.06.18	BACS	J Chatterton	Office allowance & expenses June	£10.00
28.06.18	BACS	J Chatterton	SLCC Membership Contribution	£50.00
28.07.18	BACS	J Chatterton	Clerk's Salary July 2018	
28.07.18	BACS	HMRC	July's Tax Payment for Clerk	£
28.07.18	BACS	J Chatterton	Office allowance & expenses July	£10.00
29.06.18	BACS	St Michaels Church	Meeting venue bookings x 2	£40.00

**34.2 Bank Reconciliation up to 30<sup>th</sup> June 2018**

The Bank Reconciliation up to the 30<sup>th</sup> June 2018 was received and discussed.

It was noted that:

Balance per bank statements as at <b>30<sup>th</sup> June 2018:</b>		£
Account 1	£12,219.55	
Account 2	£8,926.97	
	<hr/>	<b>£21,146.52</b>
Less: late payments at 30 <sup>th</sup> June 2018	£0.00	
Add: any un-banked cash at 30 <sup>th</sup> June 2018	£0.00	
	<hr/>	<b>£21,146.52</b>
Net balances as at 30 <sup>th</sup> June 2018		<hr/> <b>£21,146.52</b> <hr/>

**CASH BOOK**

Opening Balance 1<sup>st</sup> April 2018

Account 1	£9,691.67	
Account 2	£8,925.40	
		<b>£18,617.07</b>
Add Receipts up to 30 <sup>th</sup> June 2018	£4,558.50	
Interest	£ 1.57	
		£23,177.14
Less: Payments up to 30 <sup>th</sup> June 2018		(£2,030.62)
		<hr/> <b>£21,146.52</b> <hr/>
Closing balance per cash book as at 30 <sup>th</sup> June 2018		<hr/> <b>£21,146.52</b> <hr/>

**RESOLVED THAT** the bank reconciliation up to 30<sup>th</sup> June 2018 be approved.

**34.3 Quarterly Report up to 30<sup>th</sup> June 2018**

The Quarterly Report up to 30<sup>th</sup> June 2018 was received and discussed.

It was noted that the sum of £75.00 was included in the budget for a donation towards the paper circulation of WREN. The question was raised in relation to whether the newsletter was still being distributed in paper form, for many of the parishioners this was the preferred means as not everyone used computers.

**ACTION:** Clerk to write to the editor and obtain the paper circulation figures.

**RESOLVED THAT** the Quarterly Report up to 30<sup>th</sup> June 2018 be approved.

**34.4 Expenditure over £100 document up to 30<sup>th</sup> June 2018**

The Expenditure over £100 document up to 30<sup>th</sup> June 2018 was received and discussed.

**RESOLVED THAT** the Expenditure over £100 document up to 30<sup>th</sup> June 2018 be approved.

## **35. Governance**

### **35.1 Privacy Notice**

It was noted that the Policy sets out the type of information that Weston under Wetherley Parish Council collected or were supplied with. The Policy explained how the information was held, who it would be shared with and how it was used. There were contact details for queries about individual's personal information. All personal data collected (or supplied) would be treated in accordance with current data protection laws in the UK.

**RESOLVED THAT** the Privacy Notice be approved.

### **35.2 Data Protection Policy**

The Data Protection Policy had been updated to include GDPR.

It was noted that the Parish Council would adopt procedures and manage responsibly, all data which it handled and would respect the confidentiality of both its own data and that belonging to partner organisations it worked with and members of the public.

In some cases, it would have contractual obligations towards confidential data, but in addition would have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council would periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

**RESOLVED THAT** the Data Protection Policy be approved.

### **35.3 Councillor Email**

The guidance from GDPR training was that councillors should have dedicated email addresses and not use their own personal email addresses to received parish council documentation.

**ACTION:** Clerk to set up councillor email addresses for all.

### **35.4 Complaints Procedure**

The draft Complaints Procedure was discussed.

It was noted that the Parish Council was committed to providing a quality service for the benefit of the people who lived or worked in Weston under Wetherley or who were visitors to the locality. If anyone was dissatisfied with the standard of service they had received from the Parish Council or were unhappy about an action (or lack of action) by the Parish Council, the Complaints Procedure sets out how a complaint to the Council could be made and how the Parish Council would try to resolve the complaint.

This Complaints Procedure applied to complaints about Council administration and procedures and may include complaints about how the Parish Council has dealt with concerns.

**RESOLVED THAT** the Complaints Procedure be approved.

## **36. Planning**

There were no planning applications for consideration.

**37. Annual Parish Meeting**

It was noted that despite the meeting dates for 2018-19 being set in December 2017 and the Village Hall being booked a lack of communication had led to low numbers of parishioners attending the Annual Parish meeting in April 2018.

For the Annual Parish Meeting April 2019 it was proposed that the parish council and the Village Hall Committee hold their meetings on the same night (as in previous years). The parish council would liaise with Martin Roberts, Chair of the Village Hall Committee and Stephen Evans to secure a mutually convenient date.

It was noted that Councillor Harrington was now a member of the Village Hall Committee and would report back to them.

In addition to this it was agreed that the parish council create a newsletter which would be distributed to parishioners and key issues and dates would be included in the newsletter.

**RESOLVED THAT**

- (i) The Annual Parish Meeting and Village Hall Committee AGM be scheduled for the same evening, April 2019.
- (ii) The Parish Council trial a Parish Council Newsletter for 6 months to keep parishioners updated of the work of the parish council.

**38. Councillor reports and items for future agenda**

**Councillor Jeff Arnold**

**Caravan**

Concern had been raised in relation to a caravan that was parked on land near Sabin Drive. Ownership of the land the caravan was parked on was questioned. It was thought that the land was mown by WDC which would suggest the land was not owned by the nearby property.

**ACTION:** Ascertain who the land belonged to. Clerk to write to WDC.

**Parking**

A range rover was parked on the verge outside St Michael's Close, this had prevented the verge from being cut. It was acknowledged that this was not causing an obstruction.

**ACTION:** Councillor Redford to raise with the PSCO at next week's meeting.

**Weston under Wetherley Reformatory**

It was reported that Weston was chosen in 1856 as the site for the Warwickshire Reformatory School for boys - the history of which was recounted in 1964 by a one-time resident of the village, Derek Smith (now deceased).

There were many stories associated with the Reformatory and a proposal had been received to install a plaque in the village as a reminder of the historical events that took place in Weston.

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

### Issues reported to WDC

Councillor Harrington reported on the following:

- a) Jonathan Huxley on moving the vehicle gate. Following up with Andrew Dyke that the works completed were unsatisfactory. Contractor to meet on site.
- b) playing area gate agreed, but still to be actioned. Jonathan Huxley to be chased.
- c) padlock on vehicle gate still to be actioned. Jonathan Huxley to be chased.

### Grass Cutting Schedule

Villager request for grass cutting schedule.

Requested update to Grass cutting schedule from Clerk. Noted that the Clerk and Chairman had both been liaising with WDC to obtain the schedule as previously supplied in 2017-18.

Missed Veolia Dog Bin Collection on 1st May, 8th May, 31st May. Rekha Somecha WDC updated that she had spoken with the contractor, bin collection had changed to Thursdays.

### WCC reported issues

Reported overgrown hedge and obstructed signs B4453 Rugby Road, Old Police House to former pub, The Bull. Obstructed signs partially cleared. Hedge not completed yet. May need to report again through WCC [Fixmystreet](#).

Reported overgrown hedge west of entrance to Sabin Drive on B4453 Rugby Road: In terms of the hedge on B4453 Rugby Road, this had been referred being part of the hedge flailing programme which was due to start at the end of Bird Nesting season. However, part of the hedge was obstructing the footway therefore, would need raising as a job to get this cut back.

WCC reported to WDC the overgrown tree on left-corner of Sabin Drive/Rugby Road obscuring road sign in Sabin Drive. To be monitored, may need re-reporting.

### 39. Date of the Next Meeting

Due to the meeting previously scheduled for 12<sup>th</sup> September not being quorate the date of the next meeting was confirmed as 27<sup>th</sup> September 2018.

As Councillor Mrs Redford would be in hospital, Councillor Jeff Arnold would Chair the meeting.

**ACTION:** Clerk to update the website and change the room booking.

Meeting closed at 9:20pm

SIGNED BY THE CHAIRMAN  
Councillor Jeff Arnold

27<sup>th</sup> September 2018