

**Stoneleigh & Ashow Joint Parish Council**

**Minutes of the Ordinary Meeting held on Thursday 14<sup>th</sup> February 2019**  
**at Ashow Village Club at 7 pm**

**PRESENT:**

Chairman Cllr R Hancox  
 Deputy Chairman Cllr J Astle  
 Cllr D Jack  
 Cllr S Williams  
 Cllr A Bianco (arrived at 19.05)  
 Cllr M Foster  
 Cllr T Wright  
 Cllr P Redford  
 Cllr W Redford

There were 3 members of the public present.

**112. Apologies**

No apologies were received

**113. Declarations of Interest**

Cllr Hancox stated that he would remove himself from discussion of one of the planning applications, as it relates to a close neighbour.

**114. Minutes of the last meeting**

Minutes were accepted and approved.

Standing orders were suspended at 19.05

**115. Public session**

No questions were raised.

Standing orders were re-instated at 19.05

**116. Finance**

**Finance Report 1<sup>st</sup> February 2019**

Payments / Invoices

**Income / Expenditure**

Balance brought forward £37,607.99

**£36,863.05**

**Payments to 31<sup>st</sup> January**

301419	H Watts salary and expenses December	£545.46
301420	D Malley quarterly payroll charge and HMRC	£407.85
		<b>£953.31</b>

**Balance** **£35,909.74**

**At Co-operative Bank plc, Birmingham**

38A/C 6101168500 (Current)	£10,420.99
A/C 6101168550 (Instant Access)	£5,063.38
A/C 6101168556 (14 Day Deposit)	£20,425.37

**£35,909.74**

**Cheques to be authorised**

301421	H Watts salary and expenses January	£543.19
301422	Ashaw Village Club - Christmas drinks and room hire	£159.50

Accounts were agreed

Authorisation of cheques was agreed.

A request was made by the Clerk to undertake CILCA qualification, at a cost of £100 to WALC (£60 to be rebated by WALC when Clerk registers with SLCC), plus £350 to SLCC for the formal CILCA qualification. This request was formally agreed.

The financial risk assessment was formally agreed and signed off. A copy of the assessment is attached as addendum.

The health & safety risk assessment was formally agreed and signed off. A copy of the assessment is attached as addendum.

It was formally agreed to engage an internal auditor at a cost of £150.00

**117. Planning****New Planning Applications**

**Application No:** W/18/0643 – notification of amended plans

**Description:** Site clearance and mixed-use development of land at Kings Hill for the provision of up to 2,500 dwellings (Use Class C3), 4,000 sq.m. of mixed use floorspace (Use Classes A1, A3, A4, C2, D1 and D2) in a district centre, a primary school, a secondary school, formal and informal open space and enabling infrastructure including new roads within the site and improvements to the existing road junction at Stoneleigh Road. Outline application with all matters reserved except for access.

**Address:** Land at Kings Hill Lane, Stoneleigh

**Applicant:** Lioncourt Strategic Land Limited, Lioncourt Homes

**Closing date:** 15<sup>th</sup> February 2019

**Planning Officer:** Lucy Hammond

Cllr Hancox has been provided with an amended environmental statement for Kings Hill Park, which includes a transport assessment, traffic flow assessment, ecology plan, air quality, land use, build heights, building density etc. The document has been sent to Warwick District Council (WDC), and a copy is provided to the Parish Council due to a prior expressed interest in the application. This is available if any of the Councillors wants to read it. Cllr Hancox will read through and report back the key points. WDC Planning Officers will write a report which will be provided for the WDC Planning meeting, at which point the Parish Council will be able to access it.

Access arrangements have not yet been agreed, so this document has been required prior to the outline application being submitted. Cllr Hancox stated that he will find out more about this. Cllr W Redford has had notification that the planning application is now out, but has not been able to view it as yet.

The Parish Council object to this application on the grounds of lack of information from WDC, and as lay people, the Parish Council are unable to fully assess the masses of information provided by Savills.

**Application No:** W/19/0148

**Description:** Increase in ridge height by 1.4 metres to provide first floor accommodation and repositioned chimney.

**Address:** 17 Stoneleigh Close, Stoneleigh, Coventry, CV8 3DE

**Applicant:** Mr & Mrs B Allard

**Closing date:** 27<sup>th</sup> February 2019

**Planning Officer:** Liz Galloway

Cllr Hancox removed himself from discussion of this case.

Cllr Astle confirmed that this is a revised application and that the Parish Council supported the previous application. This design is less intrusive than last application.

It was agreed that the Parish Council would support the application

Standing Orders were suspended at 19:24

Mr Allard explained that this application is the same design externally as the previous application, but has internally reduced floor space. He has employed a planning consultant to look at reason why previous application was refused, so have amended internal space

due to a percentage requirement. Cllr P Redford stated any extension should not exceed 30% of floor space, which the original application did and so was refused.

Standing orders were reinstated at 19:26

**Application No:** W/19/0020

**Description:** Proposed single storey rear extension

**Address:** Furzen Hill Cottage, Leicester Lane, Stoneleigh, Leamington Spa, CV32 6QZ

**Applicant:** Mr MC CORMACK

**Closing date:** 27<sup>th</sup> February 2019

**Planning Officer:** George Whitehouse

The Parish Council agreed to support this application

#### Progress of planning applications

**Application No:** W/18/2393

**Description:** Erection of a front boundary wall with railings with gates (re-submission of W/18/1536)

**Address:** Miller House, Coventry Road, Stoneleigh, Coventry, CV8 3BZ

**Applicant:** RCA Interiors

**Closing date:** 24<sup>th</sup> January 2019

**Planning Officer:** Rebecca Compton

**Permission has been granted**

**Application No:** W/18/2235

**Description:** One storey extension to the front of building to create a new reception area and toilets

**Address:** Beekeepers Association, Stoneleigh Park, Kenilworth, CV8 2LG

**Applicant:** British Beekeepers' Association

**Closing date:** 10<sup>th</sup> January 2019

**Planning Officer:** Angela Brockett

**Permission was refused**

**Application No:** W/18/2302

**Description:** Retrospective permission for 3no. velux rooflights

**Address:** 2 The Chancies, Chantry Heath Lane, Stoneleigh, Coventry, CV8 3DS

**Applicant:** Mr C Campton

**Closing date:** 31<sup>st</sup> December 2018

**Planning Officer:** George Whitehouse

**Permission has been granted**

**Application No:** W/18/1733

**Description:** Proposed erection of a single storey 2 bedroom bungalow on an existing plot with decking area to the east elevation, widening the existing drive by 3 kerb stones permeable gravel circulation and parking areas level to building.

**Address:** Sowe View, Coventry Road, Stoneleigh, Coventry, CV8 3BZ

**Applicant:** Mr M Innocent

**Closing date:** 19<sup>th</sup> October 2018  
**Planning Officer:** John Wilbraham  
**Permission was refused**

**Application No:** W/18/2057  
**Description:** Erection of a replacement greenhouse  
**Address:** Avon Cottage, 10 Church Road, Ashow CV8 2LE  
**Applicant:** Mr N Collett  
**Closing date:** 23<sup>rd</sup> November 2018  
**Planning Officer:** Liz Galloway  
**Permission was refused**

**Application No:** W/18/2099  
**Description:** Variation of conditions 21 and 25 of planning permission W/16/0239 (outline application for the comprehensive development comprising demolition of existing structures and the erection of new buildings to accommodate offices, research & development facilities and light industrial uses (B1), hotel accommodation (C1), car showroom accommodation, small scale retail and catering establishments (A1, A3, A4 and/or A5), new countryside park, ground modelling work, remodelling of junctions on the existing highway network, associated parking, servicing and landscaping) to allow changes to the specific wording of both conditions to reflect the nature of recent highway works to the Interchange being undertaken.  
**Address:** Land to the north and south of the A45 (between Festival and Tollbar junctions) and land at the A45/Festival Roundabout, the A46/Tollbar Roundabout and at the junctions of the A444 with the A4114/Whitley Roundabout.  
**Applicant:** Coventry and Warwickshire Development Partnership  
**Closing date:** 7<sup>th</sup> December 2018  
**Planning Officer:** Lucy Hammond  
**Variation of condition is granted**

**Application No:** W/18/2317  
**Description:** Single storey rear extension and balcony  
**Address:** Fairhaven, Church Road, Ashow, Kenilworth, CV8 2LE  
**Applicant:** Mr J Ellis  
**Closing date:** 4<sup>th</sup> January 2019  
**Planning Officer:** George Whitehouse  
**Permission was granted**

Progress of planning applications (Not outcome yet)

**Application No:** W/18/2171 AG

**Description:** We have proposed 2 meter high concrete walling to prevent machinery damaging the walls. The design of the building will eliminate the ingress of birds and vermin into the building and also provide security for the storage of agricultural vehicles, machinery and cattle feed against trespassers. The design of the building will provide secure storage for agricultural vehicles and machinery and undercover storage for cattle feed. The construction of a steel portal framed building to be used as a general purpose store.

**Address:** Stonehouse Farm, Leicester Lane, Stoneleigh, Leamington Spa CV32 6QZ

**Applicant:** Mr Hunt

**Closing date:** 7<sup>th</sup> December 2018

**Planning Officer:** Angela Brockett

Prior approval is required

Cllr Bianco stated that this case is to build a green barn in the middle of a field to house cows, that the landowner has used a building agent to handle this case, and the requirements seem excessive for the development of a barn. Cllr Wright has raised an issue about this application with the Planning Officer involved. The application is still progressing.

**Application No:** W/18/2237

**Description:** Proposed landscaping in association with the adjacent UKBIC Facility, including the construction of a gabion wall.

**Address:** Land to the north and south of the A45 (between Festival and Tollbar junctions) and land at the A45/Festival Roundabout, the A46/Tollbar Roundabout and at the junctions of the A444 with the A4114/Whitley Roundabout.

**Applicant:** Coventry and Warwickshire Development Partnership

**Closing date:** 17<sup>th</sup> January 2019

**Planning Officer:** Lucy Hammond

**Application No:** W/18/2098

**Description:** Application for the approval of reserved matters (details of landscaping and layout) pursuant to condition 1 of planning permission ref: W/16/0239 for the formation of the Community Park landscaping at Whitley South.

**Address:** Land to the north and south of the A45 (between Festival and Tollbar junctions) and land at the A45/Festival Roundabout, the A46/Tollbar Roundabout and at the junctions of the A444 with the A4114/Whitley Roundabout.

**Applicant:** Coventry and Warwickshire Development Partnership

**Closing date:** 6<sup>th</sup> December 2018

**Planning Officer:** Lucy Hammond

**Application No:** W/18/1635

**Description:** Demolition of existing farmhouse and agricultural buildings and outline planning permission for residential development of up to 640 dwellings (Use Class C3) and community hall (Use Class D1) including means of access into site (not internal roads),

parking and associated works, with all other matters (relating to appearance, landscaping, scale and layout) reserved.

**Address:** Land east of Kenilworth, Glasshouse Lane/ Crewe Lane, Kenilworth

**Applicant:** Catesby Estates Plc

**Closing date:** 11<sup>th</sup> October 2018

**Planning Officer:** Dan Charles

**Application No:** W/18/0643

**Description:** Site clearance and mixed-use development of land at Kings Hill for the provision of up to 2,500 dwellings (Use Class C3), 4,000 sq.m. of mixed use floorspace (Use Classes A1, A3, A4, C2, D1 and D2) in a district centre, a primary school, a secondary school, formal and informal open space and enabling infrastructure including new roads within the site and improvements to the existing road junction at Stoneleigh Road.

**Address:** Land at Kings Hill Lane, Stoneleigh

**Applicant:** Lioncourt Strategic Land Limited, Lioncourt Homes (Development No.17) Limited

**Closing date:** 24<sup>th</sup> May

**Planning Officer:** Lucy Hammond

**Application No:** W/18/0522

**Description:** Outline application including details of access for the comprehensive redevelopment of land South of Coventry Airport, comprising demolition of existing structures and the erection of new buildings to accommodate general industrial uses (Use Class B2) and storage and distribution (Use Class B8), ground modelling works including the construction of landscaped bunds, construction of new roads, footpaths and cycle routes, associated parking, servicing, infrastructure and landscaping and the creation of open space in a Community Park. Provision of new sports ground including the creation of new sports pitches and a club house.

**Address:** Gateway South, Land to the South and West of Coventry Airport and Middlesmarch Industrial Estate, Coventry

**Case Officer:** Rob Young

## **118. Matters Arising**

### **a) Neighbourhood Plan**

Cllr Hancox apologised for the delay in setting up a meeting to take this forward, but one has now been set with Ragu Sittambalam and Lorna Caldicott of WDC, on Wednesday 20<sup>th</sup> February, to discuss what the Parish Council are looking to get out of the neighbourhood plan and what support can be provided by WDC.

### **b) HS2 update**

A letter has been received from Great Worth Parish Council requesting the support of as many as possible parish councils affected by HS2 to jointly sign a letter to be sent to members of Parliament. It was formally agreed to add the support of the Parish Council.

- Clerk to confirm to Great Worth Parish Council the support of Stoneleigh & Ashow Parish Council

Cllr Bianco stated that the Warwickshire forum of affected parishes/towns will be meeting at the end of February, and that there is a desire to re-establish a national group to give additional influence.

Cllr Bianco states that there was much tree cutting going on all around the area, regardless of bird nesting seasons. HS2 contractor BBV have stated that they won't be doing any digging work until at least quarter 4 of this year, apparently because of the birds and to allow Stoneleigh Park to continue its summer programme. A BBV representative assured Cllr Bianco that every effort will be made not to disturb the birds.

It is still national policy to continue with HS2, so Cllr Bianco encourages people to make their views clear to local politicians.

c) Kings Hill Housing update

Already discussed during planning section

d) Catesby Homes Crewe Lane Housing update

Nothing new

e) Traffic on the B4115 - issues affecting pedestrians and cyclists

A reply has been received from Warwickshire County Council (WCC) in response to the letter sent to Cllr Seccombe in December. The reply is from Cllr Jeff Clarke, Cabinet Portfolio Holder for Transport and Planning. Cllr Bianco expressed concern that the reply did not address the issues raised and proposed following up on four key issues:

- A study has already been carried out,
- There is an existing challenge from Ashow Junction to Crewe Lane,
- There is a challenge with HS2.
- If HS2 doesn't happen, can we have the Crewe Lane to Stoneleigh Junction anyway.

Cllr Bianco stated that there have been a number of accidents on the road in the past few weeks, and that people have the right to cycle and walk safely on the route.

Cllr W Redford stated that WCC won't put a cycle way on the route until the threat of the HGV route is removed. He suggested that funding is sought from HS2 sources to provide a cycle lane.

Cllr Foster suggested that implementing speed restrictions at junctions would improve road safety. Cllr W Redford said that this could be followed up if there was clear evidence that of a problem, such as reporting of accidents. He will not be able to make any progress with WCC on this without robust evidence.



Cllr Hancox stated that previously the Parish Council has asked question about the Stoneleigh crossroads and having improvements made. This junction has been assessed as the 13<sup>th</sup> most dangerous junction in county, so is quite a long way down the list, and unlikely to be prioritised in the near future.

f) Gateway and Whitley South development

Cllr P Redford confirmed that the Gateway call-in was refused.

Cllr Astle asked if Highways England ever come back with information about suitable access. Cllr Hancox stated that he had seen nothing as yet.

g) A46 link road & Improved Junction on A46

Cllrs Hancox and Bianco met with officers at WDC and WCC to discuss this, with representatives from Bubbenhall parish, however they felt that nothing concrete came out of meeting and subsequently requested Cllr W Redford to seek answers for some specific questions. Cllr W Redford had a response from Nicola van der Hoven at WCC today. This response is given below:

*Having previously reported that we expected work to start in the Spring 2019 subject to completion of funding and statutory processes, it is disappointing that we will not be achieving our aim.*

*Taking the points raised by the Parish Council:*

- *Delivery timescale*

*The works are expected to take 18 months to complete on site, with the start dependent on completion of the funding package and statutory processes.*

*The statutory processes are: Planning Permission - which is in place, the Side and Slip Roads Orders - which are currently being re-advertised, and the completion of Technical Approval with Highways England - which is progressing.*

*Side Roads and Slip Roads Orders - consultation process completes on the 18th February, at this point the orders can either be made, or, if there are objections, the Department for Transport will take a decision about holding a Public Inquiry. If a Public Inquiry were to be held it is likely that it will be during the summer 2019.*

*Technical Approval with Highways England - this work is progressing and regular meetings are being held with colleagues at Highways England*

*Funding application - this has been prepared, there are some amendments that will be required to take into account the finalisation of the design through the Technical Approval process, but submission will await completion of these other processes.*

*It is expected that the works will start on site later this year, but, until the Side Roads and Slip Roads order process has been completed, it is not possible to confirm exactly when this will be.*

- *Status of the funding*

*Funding is in three parts: WCC funding has been confirmed, West Midlands Combined Authority funding has been confirmed but its release is dependent on release of the Department for Transport funding, Department for Transport funding has been identified but formal release is dependent on the completion of the processes listed above.*

- *Status of the objections*

*It is not yet known whether objections will be raised to the Side Roads and Slip Roads orders, we expect to hear from the DfT following closure of the consultation period next week.*

- *Any formal information on the delays to HS2 works*

*As you will be aware we are meeting with HS2 on a regular basis to ensure that our programmes are aligned and that when we come to work on site together we are able to jointly manage the overlap between our works, particularly in any traffic management that will be required on the A46. The proposed traffic management on the A46 will also be taken through the Highways England approval process before start on site. Whilst we understand that there have been some delays to the HS2 process, I am not in a position to quantify this and it is a question better put to HS2 directly.*

- *Whether the works will be carried out in time for HS2 to use it rather than the B4115*

*From discussions with HS2 it is expected that as soon as the junction is available, it will be used for access to the HS2 compound, this is for HS2 to confirm and it is likely that this would take place following confirmation of the full funding package, as they would need to formally change their access routing. HS2 will need to use the B4115 for access for at least some of their works, including setting up of the compound.*

- *The new dedicated slip road on to the A46 from the main works compound*

*Again, this question needs to be asked of HS2 directly.*

Cllr Bianco again questioned the Stoneleigh Road junction onto the A46 and the issue of widening the road or making it suitable for the volume of traffic expected. Cllr W Redford stated that it would be a problem for HS2, and that they would have to compulsorily purchase land if they need to widen the road and don't own the land necessary at the moment. HS2 will need to use the B4115 to create the compound before the bridge is built. HS2 HGV lorries will definitely be on the road, hopefully for a short period of time. They haven't applied for planning permission to develop the junction as yet. There will be a lot of traffic from the early works contractors who have a lot of work to do in the area before the roundabout is started. There have been proposals from BBV about providing mini-buses to bring workers into the area rather than coming in in their own cars. It is expected that there will be an additional 150 – 400 vehicles on the road each day.

#### **h) Birmingham Road consultation**

The WCC Officer preparing the consultation results report is currently off sick. Cllr W Redford has seen early findings, however the survey was inconclusive, with no strong desires

to close off one end of Birmingham Road or the other. Cllr Hancox and Cllr W Redford are hoping to work with WCC to carry out a pilot to close Birmingham Road at one end for 3 months, and then switch to closing the other end for 3 months, and see what people in the village think. This type of approach may help people in the village to make up their minds about what works best.

The breakdown of votes was as follows:

154 total votes

Option A (nothing): 37 votes

Option B (close junction of B4115 with Birmingham Road): 57 votes

Option C (close junction of B4113 with Coventry Road): 52 votes

Option D (alternative suggestions): 8 votes

154 votes across Stoneleigh & Ashow

In Stoneleigh village itself (123 votes)

Option A: 20 votes

Option B: 55 votes

Option C: 42 votes

Option D: 6 votes

Outside Stoneleigh:

Option A: 17 votes

Option B: 2 votes

Option C: 10 votes

Option D: 2 votes

There will need to be further discussion and it will be down to how the Parish Council wants to approach this. Adrian Hart and Sam Hansen of WCC will be happy to come to a meeting and talk about it, however they are currently off sick. The full study is done and a copy will be provided. As soon as the official document is received, it would be appropriate to ask Sam and Adrian to come along and discuss ways forward. WCC won't do anything without input from Parish.

#### **119. To receive reports from:**

##### **a) Police Report:**

At the WRE Forum meeting on February 13<sup>th</sup>, PCSO Ed King gave a formal report covering the forum area. The key item of note is the huge increase in car theft and damage in Cubbington and Baginton. There are also a number of anti-social behaviour orders being served on people in Cubbington.

There was a vote on community policing priorities which proposed that more anti-social behaviour reassurance patrols were carried out in affected areas. For the priorities vote in June, Cllr Hancox suggested that the PC propose a speeding traffic survey on B4115.

##### **b) County Councillor – Cubbington – Cllr W Redford**

There is a risk that the WRE community forum will be handing grant money back as it has been unable to distribute its full allocation and there is £3,000 left unused. This will be

carried over for now, but he requested that local clubs, associations etc apply for the grants available. The fund is for the benefit of the community and it needs to be publicised in order to get more groups to apply otherwise it will be lost over time. The next meeting, in June, will accept bids in order to allocate the remaining £3k. The bid for audio visual equipment in Stoneleigh Village Hall was submitted too late to be considered, and there was no information about funding from other groups, so this will be gathered in time for the next meeting, when the application will be resubmitted.

Cllr Bianco asked about the possibility of funding for a history society project. This would be a suitable programme, as long as the application shows the benefit to the whole community.

Cllr Redford reported that Warwickshire council tax will rise by 2.99% with an additional 2% specifically for adult social care (ASC). This is the last time the council will be allowed to raise additional funds for ASC, and it is not known if there will be any more grants available in the future. WCC have decided to put an additional £7m into ASC, £6m into Children's Social Care, and £500,000 extra into local transport bus links (subsidy to help replace bus routes removed by Stagecoach). It is essential for WCC to balance the books this year, as next year, the situation will be even more difficult.

c) District Councillor – Stoneleigh & Cubbington - Cllr Mrs P Redford and Cllr Wright

Cllr P Redford has set up a meeting on March 12<sup>th</sup> for Dave Barber and Gary Fisher of WDC to meet with representatives from the whole of the district about planning issues. People feel that they are not being listened to, and when they put objections in, they are not being taken into account. Cllr Redford has encouraged all parish and town councils to be represented (maximum of two from each council) if they feel that it is relevant to them, and has requested that any specific issues be passed to her prior to the meeting so they can be passed onto the planners to enable definitive answers to be given on the night.

There has been a rise in the police precept of 24% to enable more recruitment following on from last years rise and recruitment of 50 policemen who are currently in training. By the end of two years (from last summer), the area should start to see some benefit from this. There will be an additional 4 policemen and a Sargent to cover all the Warwick District rural area.

The fly tipping pilot is still being run with Rugby. It is very difficult to prosecute people because the process is evidence based and it is easy for people to deny dumping the rubbish.

Gypsy and traveller issues continue. There were lots of issues over Christmas, not helped by police when they didn't respond to 999 calls. One caller was told police wouldn't respond due to lack of resources.

Cllr Wright reported that there will be a reduction in the number of police in Warwickshire to 893 (all time highest figure for officers in Warwickshire was 1000). Most officers will be going into urban environments, not rural. There is also a poor response from 111 service.

## 120. Correspondence

None received

**121. Questions to Chairman**

Cllr Astle requested that a small donation be made by the Parish Council towards the cost of a defibrillator for Stoneleigh Abbey. It was suggested that an amount of £250 would be appropriate, considering the number of households. It was agreed by Councillors that a donation of £250 be made.

Cllr Hancox followed this with a request for agreement on a contribution of £350 for equipment for audio visual equipment for Stoneleigh Village Hall. This was formally agreed. Cllr Hancox will seek funding from other stakeholders for the Village Hall and then present the case for the remainder of funding from the WRE Community Grant at the meeting in June.

**122. Meetings**

The next Ordinary Council meeting will be held on 14<sup>th</sup> March 2019 at Stoneleigh Village Hall.

The Annual Stoneleigh Village Meeting will take place on April 18<sup>th</sup>, at 7pm at Stoneleigh Village Hall.

**123. Closure**

The meeting was closed at 21.01.

## Stoneleigh and Ashow Joint Parish Council Financial and Management Risk Assessment

This document has been produced to enable Stoneleigh and Ashow Joint Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
<b>Precept</b>	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept setting meeting the Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from WDC. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received via the monthly financial report.	Existing procedure adequate
<b>Financial Records</b>	Inadequate records	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate
	Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	Review the Financial regulations when necessary
<b>Bank and banking</b>	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements The Council has a Financial Control Document	Existing procedure adequate
	Bank mistakes	L	Monthly reconciliation	Existing procedure adequate

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate
Best value accountability	Work awarded incorrectly.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
	Overspend on services	M	No work is carried out without approval at a Council meeting.	Existing procedure adequate
Salaries and assoc. costs	Salary paid incorrectly	L	Payroll is outsourced and a monthly payslip issued. Salary and HMRC tax is paid monthly in accordance with direction from the Payroll provider. Payment approved at the meeting.	Existing procedure adequate
	Unpaid Tax to Inland Revenue	L	Payroll is outsourced and a monthly payslip issued. Salary and HMRC tax is paid monthly in accordance with direction from the Payroll provider Payment approved at the meeting.	Existing procedure adequate
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud	Existing procedures adequate
	Health and safety	L	All employees to be provided with adequate direction and safety equipment needed to undertake their roles. Health and Safety Policy reviewed annually	Monitor health and safety requirements and insurance annually.

<b>VAT</b>	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedures adequate
<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) identified</b>	<b>L/M/H</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
<b>Annual Return</b>	Submit within time limits	L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate
<b>Legal Powers</b>	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
<b>Minutes/agendas/ notices Statutory Documents`</b>	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Council meeting.  Agenda displayed according to legal requirements.	Existing procedures adequate
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct
<b>Members interests</b>	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate
	Register of members interests	M	Register of member's interest's forms reviewed annually. Councillors notify the Clerk of any changes throughout the year	Members take responsibility to update register. Clerk asks Councillors to update DPs annually
<b>Insurance</b>	Adequacy	L L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies.	Existing procedure adequate. Insurance reviewed annually.
	Cost	L	Price comparisons are undertaken for best value	Existing procedure adequate. Insurance reviewed annually.
	Compliance	L	Ensure compliance measures are in place.	Existing procedure adequate. Insurance reviewed annually.



	Fidelity Guarantee	M	Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
<b>Data protection</b>	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
<b>Freedom of Information</b>	Policy provision	L	The Council has a Model Publication scheme in place. To date there has been no requests under FOI.	Monitor any requests made under FOI
		M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	
<b>Assets</b>	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
	Risk/damage to third party (ies) property	L		
<b>Maintenance</b>	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
<b>Notice Board</b>	Risk of damage	L	The Parish Council currently has three notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
<b>Meeting locations</b>	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
	Health & Safety	M	H&S Policy is approved annually.	Existing procedures adequate
<b>Council records – paper</b>	Loss through:		The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. The documents are stored in an upstairs storeroom.	Damage (apart from fire) and theft is unlikely and so provision is adequate
	Theft	L		
	Fire damage	M		
	Loss through:			

<b>Council records – electronic</b>			The Parish Council electronic records are stored on the Clerk's laptop held with the Clerk. Back ups of electronic data is made at regular intervals.	Existing procedures considered adequate
	Theft, fire damage	L		
	corruption of computer	M		

This Risk Assessment was adopted by Stoneleigh & Ashow Joint Parish Council at an Ordinary Parish Council Meeting on Thursday 14th February 2019

Signed \_\_\_\_\_ Chairman

Signed \_\_\_\_\_ Deputy Chairman

Signed \_\_\_\_\_ Clerk

### STONELEIGH AND ASHOW JOINT PARISH COUNCIL HEALTH & SAFETY RISK ASSESSMENT

What are the Hazards	Who is at Risk	Precautions Taken	Level	Action
Slips, trips and falls	Parish Council & members of the public	Make sure good lighting is on in car park and all rooms and corridors are lit.	Low	No further action needed
Vehicle movement	Parish Council and members of the public	Make sure take note of entrance/exit signs. Drive carefully, within site speed limits. Park with consideration for others.	Low	No further action needed
Stored equipment	Parish Council	Stack tables and chairs carefully so that they do not collapse.	Low	No further action needed
Manual handling	Parish Council	Carry items carefully – use two people for heavy items. Do not block entrances, doorways, stairwells etc with items. Do not create trip hazard, nor pile items one on top of the other so that they might fall over.	Low	No further action needed
Fire Exits	Parish Council and members of the public	Make sure everyone is aware of where the fire exits are. Never use lifts in an emergency.	Low	No further action needed
Playground Equipment	Members of the public	Make sure an annual inspection is carried out by authorised personnel and	Low	Diarise Annual Survey

		follow up any action points highlighted.		
Maximum/minimum temperatures	Parish Council and members of the public	During meetings the temperature inside the building should be reasonable.	Low	No further action needed

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Signed \_\_\_\_\_ Chairman

Signed \_\_\_\_\_ Deputy Chairman

Signed \_\_\_\_\_ Clerk