

## **Minutes of the Ordinary Meeting held at on Thursday 12<sup>th</sup> April 2018 at Stoneleigh Village Hall**

### **PRESENT:**

Chairman Cllr R Hancox  
Deputy Chairman Cllr J Astle  
Cllr D Jack  
Cllr M Foster  
Cllr A Bianco  
Cllr S Williams  
District Councillor T Wright

There were 4 members of the public present.

### **145. Apologies**

Apologies were received and accepted from Cllr W Redford and P Redford

### **146. Declarations of Interest**

Cllr Foster declared an interest in planning application W/18/0349

### **147. Minutes**

The minutes of the Ordinary Meeting of the Parish Council held on Thursday 8<sup>th</sup> March were signed by the Chairman.

### **148. Clerk Resignation**

The Parish Council confirmed acceptance of the resignation of the existing Clerk and Cllr Hancox confirmed the recruitment arrangements for a new Clerk. An advert has been placed in the weekly news, and John Crossling at WALC has advertised the position on the WALC website. Cllr Wright has also advertised the post on his Facebook page and sent the advert to other Parish Councils in the area. The closing date for applications is 30<sup>th</sup> April and interviews will be held in the week beginning 7<sup>th</sup> May. The Clerk will keep the Parish Council updated on the recruitment process.

### **149. Public Session**

Standing orders were suspended at 19:05pm for the public session. Cllr Bianco informed the Council that Mr Michael Byng was able to attend the meeting at short notice to provide an update on HS2.

Mr Byng introduced himself to the Council. He is a quantity surveyor who has written the method of evaluation for railway works, which is used to calculate the cost of HS2. Mr Byng wrote the original report on this some years ago but is still working on it.

Mr Byng became involved with HS2 in October 2015, as he was invited by residents of Camden to help petition against the HS2 Bill due to potential problems at Euston station. Mr Byng was asked to give evidence of the residents' alternative scheme which they put forward to help save local facilities such as pubs etc.

In order for the residents to petition, they had to provide an estimate of the alternative costs, which Mr Byng provided. At the first meeting with HS2, the chief construction advisor stated that 'we don't have an estimate for HS2'.

By August 2016 HS2 still had no estimates for the cost of HS2. In October 2016 Mr Byng was asked by Sam Price, a Camden resident and petitioner against HS2 to provide a notional estimate of the alternative route, which came out at £5 billion, as opposed to the route proposed by HS2 which was estimated by Mr Byng as £8.24 billion.

HS2 tried to disallow the evidence from Mr Byng. However, the evidence was submitted and Mr Byng proposed that the cost of HS2 for the first 6 miles would be £8.2 billion.

The Department of Transport called Mr Byng to ask what will be cost of going all the way to Birmingham. HS2 Ltd figures consisted of a one-page estimate, of £25.3 billion. Mr Byng's estimate for the total cost is £47.98 billion. HS Ltd have declared that they will not go into more detail due to commercial sensitivity.

Mr Byng feels that HS2 have not taken proper account of the cost of enabling works, and the cost of mitigating the disruption which will occur during these works.

Mr Byng confirmed that the number of enabling works contracts issued is 561, 47 of which are in this area. An example of these works is in Milton Keynes, where a fuel line will need to be moved 3 times. This will take 26 weeks to move, as HS2 will also need to build an alternative line for the fuel.

Mr Byng confirmed that in this part of the country there are many enabling works contracts including lots of bridges, all of which will need to be completed before any part of the railway is built.

There are 47 enabling works contracts taking place between Cubbington and Burton Green. And Mr Byng has priced them all. Mr Byng estimates that it will take 1645 weeks for the work if done consecutively, which is almost 31 years! The work will be done concurrently but nobody has thought about how this will be programmed. This is particularly the case relating to issues such as road diversions, which have not been planned. The cost of creating and managing these diversions has also not been taken into account.

Mr Byng suggested that the Parish Council continue to ask HS2 Ltd for updates, and need to ask specific questions such as:

Is the list of enabling works complete? Are there any additions? Has anything been removed? Will HS2 be submitting a planning application for every one of these? What are the proposals to mitigate the disruption and how long will these be in place? Have HS2 Ltd considered the practicalities of the diversions, as the diversion routes do not appear on any of the current drawings? How will HS2 Ltd make local people and emergency services aware of these diversions?

Mr Byng will provide the Parish Council with an exhaustive list of questions for HS2 Ltd.

Mr Byng mentioned that there are some issues over at Stoneleigh Park regarding the proposed cutting, specifically because of the water table level. Tunnelling will probably be needed at Stoneleigh Park which will add more expense.

Mr Byng also commented on the fact that the major works contract is yet to be issued and stated that this is because HS2 Ltd have not agreed a target cost.

Mr Byng feels that the government are in danger of repeating the mistake made with the electrification of the Great Western mainline, which had an initial budget of £800 million but ended up costing £5.6 billion.

Mr Byng again urged the Parish Council to ask the above questions of the Early Works Contractors, and also the Main Works Contractors once these are known. The Parish Council should also keep asking MP Jeremy Wright these questions and ask specifically about the proposed worker compound.

Mr Byng has a schedule of the proposed enabling works and will send the Parish Council a list of all 561. He also offered to help the Parish Council and is already working with Archie Taylor and Alan Marshall at Burton Green Parish Council. Mr Byng can feed in any questions directly to Chris Grayling.

Mr Byng also suggested that the Parish Council stress the economic disadvantages that HS2 will create in the area.

Cllr Astle asked about the proposed cutting at Stoneleigh Park – will it not be a benefit to have the railway in a cutting? Mr Byng answered that the proposed costs of this are not correct. He can understand why there is a proposal to put the railway in a cutting but the cost of doing this is considerable, and there will be a lot of disruption while this is being built.

Cllr Williams asked whether these problems will be present once the railway is up and running or just during construction? Mr Byng answered that both areas will be affected. It is possible to build a tunnel but this will incur huge costs.

Mr Byng also suggested that street and road cleaning should be added to the list of mitigation works, as the amount of trucks using the roads will create a large amount of mess. Mr Byng suggested that cleaning would have to be done daily but this would also cause more disruption.

The Parish Council thanked Mr Byng for attending.

Cllr Bianco suggested that the Parish Council ask the Early Works Contractors to attend a meeting in June to provide an update.

Cllr Bianco also raised a concern about the proposed Urban Policy statement in the latest Commissioner pamphlet. Mr Byng confirmed that he would raise the questions from the Parish Council at his next meeting with the HS2 Ltd on 20<sup>th</sup> April.

Mr Byng left the meeting at 20:08 pm.

Mr Colin Hooper informed the Parish Council that the bus service 539 to Stoneleigh is being reduced or cut completely. At the moment it is not usable as it starts much later than the average working day, and Stoneleigh Park employees are struggling to get to work on time. Mr Hooper has a meeting on 24<sup>th</sup> April with the bus provider to discuss this further. Mr Hooper asked the Parish Council to raise awareness in the community regarding this.

Cllr Hancox agreed to discuss this at the village meeting on 17<sup>th</sup> April.

Cllr Wright asked where the bus service ends up and Mr Hooper was unsure.

Cllr Astle suggested that the bus service would be used more if residents from Stoneleigh Abbey and the Cunnery could walk to Stoneleigh Park. Mr Hooper said that due to security concerns this is not currently possible.

Cllr Wright stated that he would look into this and feels it is important to remember the needs of rural communities.

Mr Hooper confirmed that HS2 Ltd are attending a meeting on 8<sup>th</sup> June 2018 at Stoneleigh Park.

Cllr Bianco stated that as a community we need to look at the Urban compensation policy, for people who are outside the '300m compensation' area.

Cllr Bianco also informed the meeting that there has been a delay in the delivery of the roundabout at the A46. Ms Van der Hoven has emailed the Clerk to say that work is unlikely to start on site before winter 2018, and the completion date is also likely to be later.

Cllr Bianco suggested that the Parish Council ask Adrian Hart about this at the May meeting and Cllr Astle agreed that it was important to get together a list of issues to discuss with Mr Hart.

Mrs Blagburn asked what progress has been made on the Neighbourhood plan.

Cllr Hancox replied that the Parish Council has had 1 person from village show some interest.

The proposed work on the Neighbourhood Plan has been -advertised every month in the Parish magazine; at the Ashow village meeting and will be discussed at the Stoneleigh village meeting.

The Parish Council have approached some people but so far, no interest has been shown. Local residents are fighting developments at Kings Hill, Crewe Lane and HS2, and people have no more free time for a Neighbourhood plan.

The Parish Council have agreed that it is going to deliver the 'basic bones' for Neighbourhood Plan.

Cllr Wright stated that he is advising all Parish Councils to look carefully at the Neighbourhood Plan, as changes in the National Planning Framework mean that there is a high risk of having more houses in the area. The National Planning Framework is still in the consultation stage but if Neighbourhood Plans are not kept up to date, Parish Councils may as well not have one.

The Clerk is going to chase Gary Fisher at the District Council for the ordinance survey maps.

Cllr Hancox also confirmed that the Parish Council will increase the proposed hours for the new Clerk to 15 per week, to allow for help with the Neighbourhood Plan.

Mrs Blagburn asked what the smallest number of volunteers from the community would be required to complete a Neighbourhood Plan.

Cllr Hancox confirmed that the Parish Council can have tried to formulate a Neighbourhood Plan in the past, and so there is evidence of consultation in the community since 2011.

Mrs Blagburn also asked about the village noticeboards. Ashow village have had their noticeboards done – could Stoneleigh have a new one as it is looking very shabby.

Cllr Hancox confirmed that the noticeboard had been improved over the years, but the Parish Council will look into this further.

Mrs Blagburn also asked about the village meeting on 19<sup>th</sup> April. Very few people usually attend – could this be publicised a bit more.

Cllr Hancox replied that leaflet drops have been tried but nothing helps.

The Clerk will draft an email to be sent to the Parish as a reminder of the meeting.

Standing orders were re-instated at 20:24pm.

## 149. Finance

a) Invoices received and payments made were considered:

### Finance Report 1<sup>st</sup> April 2018

Payments / Invoices

#### Income / Expenditure

<b>Balance brought forward</b>	£33,960.39
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#### **Payments to 31<sup>st</sup> March**

301377	S Windridge salary February	£440.40
301378	S Windridge – Printer cartridges	£32.00
301379	Maxwell Jones Studios Ltd (Ashow Notice boards )	£1633.20
301380	DM Payroll Services – HMRC Payment and admin fee	£332.85
301381	S Windridge salary March	£440.20

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**£2878.65**

<b>Balance</b>	<b>£31,081.74</b>
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#### **At Co-operative Bank plc, Birmingham**

A/C 6101168500 (Current	£5600.16
A/C 6101168550 (Instant Access)	£5062.59
A/C 6101168556 (14 Day Deposit)	£20,418.99

**£31,081.74**

b) It was agreed to authorise the following cheques:

301382	Louise Best – Internal Audit	£70.00
301383	E-On (Phone box electricity)	£73.69

301384 WALC – Annual Subscription

£277.00

- c) The Risk Assessment policy including updated financial controls was approved. (Attached at page 233)
- d) The Parish Council declared itself exempt from a Limited Assurance Review. The Certificate of Exemption is published on the Parish Council website.
- e) The Internal Audit report was reviewed. The report is published on the Parish Council website.
- f) The summary of income and expenditure for year ending 31<sup>st</sup> March 2018 was reviewed (Attached at page 239)
- g) Local Councils in England and Wales – Annual Governance Statement 2017/18  
The Parish Council acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. This annual governance statement is approved by Stoneleigh & Ashow Parish Council. The Annual Governance Statement is published on the Parish Council website.
- g) Local Councils in England and Wales – Accounting Statement 2017/18  
The Parish Council acknowledge their responsibility for the preparation of the accounts and confirm, to the best of their knowledge and belief, with respect to the Council's accounts for the year ended 31st March 2018 that they present fairly the financial position of this Parish Council. The Annual Accounting Statement is published on the Parish Council website.
- h) Earmarked funds for the year were reviewed.
- i) The budget was reviewed and an increase in the hours for the new Clerk was agreed.
- j) Section 137, Local Government Act 1972 as Amended by Schedule 2 of the Local Government and Housing Act 1989  
Donations were agreed under the Section 137 agreement on purposes for the direct benefit of its area, or part of its area or all or some of its inhabitants:
- |                                                         |      |
|---------------------------------------------------------|------|
| Ashow Church – Contribution to Upkeep of Graveyard      | £500 |
| Stoneleigh Church – Contribution to Upkeep of Graveyard | £500 |
| Stoneleigh and Ashow News – Contribution to Newsletter  | £500 |
| Warwickshire Hearts (Community First Responders)        | £500 |

## 150. Planning

Cllr Foster left the meeting at 20:43 pm for the first item.

**Application No:** W/18/0349

**Description:** Re-skinning of brickwork and roof, new windows, and front gable extension (as approved in applications W16/2236 and W/17/0722) with rear single storey and two storey extensions, rear dormer and associated landscaping works.

Address: Penns House, Ashow Road, Ashow, Kenilworth, CV8 2LE

**Closing date:** 13<sup>th</sup> April

**Case Officer:** Holika Bungre

Cllr Williams noted that the Parish Council supported the application at this property in 2017 and gave the Parish Council a brief history of the application.

Cllr Williams has been to visit both neighbours, neither of whom have formally objected to the application.

However, there is a very small gap between Penn's House and the house to the left -namely a 3 m gap between the boundary and the side of the house. There are currently no plans to extend the property sideways but the plans are to extending backwards, 8 metres to the rear. Cllr Williams is concerned as the planning application refers to 'relating landscaping works', however there is insufficient detail on these proposed landscaping works, and the Cllr Williams is concerned about the large amount of soil that may need to be removed due to the sloping nature of the land.

Also, the proposed extension, when added to the previous extensions from previous years, adds more than 50% to the original size of the house. Cllr Williams feels that until further clarification on the increasing size of this development is obtained, the Parish Council have no option but to object to the application. Cllr Williams proposed to object to the planning application which was unanimously supported by all Councillors.

Cllr Foster re-entered the room at 20:49 pm.

**Application No:** W/18/0466 LB

**Description:** Rebuilding of chimney stack.

**Address:** 1 Almshouses, The Green, Stoneleigh, Coventry, CV8 3DP

**Applicant:** Dame Alice Leigh's Almshouse

**Closing date:** 13<sup>th</sup> April

**Case Officer:** Nick Corbett

The Parish Council unanimously agreed to support the application.

**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 Middlemarch Industrial Estate, Coventry

**Closing date:** 13<sup>th</sup> April

**Case Officer:** Rob Young

Cllr Astle reported that he had spoken to Walter Busch, Jan Lucas and Joanne Shuttock at Baginton and Bubbenhall Parish Councils. The 'Gateway' area has been taken out of the greenbelt but that doesn't mean that the plans will be put forward at a public enquiry. Cllr Astle reports that the new planning application is completely out of character with the area around it. The warehouses are 27ft in height and the application will cause a lot of lighting and noise. Cllr Astle will circulate a draft objection with Baginton and Bubbenhall Councils and send this to the Councillors.

Cllr Wright confirmed that he is also looking into this. The applicants are visiting Parish Council meetings each month at Baginton and Bubbenhall and are being very positive and taking ideas on board about any changes that can be made.

Cllr Bianco mentioned that the land there needs serious de- polluting and Cllr Astle confirmed that the developers are doing a lot of analysis and will know more soon.

Cllr Jack stated that Baginton already have a lot of difficulties with lots of HGVS going through the village.

The Parish Council unanimously agreed to object to the application. Cllr Astle will draft the objection and send to all Councillors for approval.

It was agreed that the Clerk would email Rob Young to confirm that the Parish Council would object and reasons will follow.

**Application No:** WDC/18CM008

**Description:** Installation of modular building to provide facilities for tanker drivers at Finham Sewage Treatment Works, St Martins Road Finham

**Closing date: 13<sup>th</sup> April**

**Case Officer: Sally Panayi**

**It was unanimously agreed to adopt a neutral stance to this application.**

**Application No: W/18/0641 LB**

**Description:** Consolidation of existing building and use as a garden workshop

**Address:** Church Meadow Cottages, Vicarage Road, Stoneleigh, Coventry, CV8 3DH

**Applicant:** Harrower

**Closing date:** 26<sup>th</sup> April

**Case Officer:** Robert Dawson

**It was unanimously agreed to adopt a neutral stance to this application.**

**Application No: W/18/0308 LB**

**Description:** Front door and frame to be replaced with oak front door.

**Address:** 3 The Bank, Stoneleigh, Coventry, CV8 3DA

**Applicant:** Mrs S Smith

**Closing date:** 25<sup>th</sup> April

**Case Officer:** Robert Dawson

**The Parish Council supports this application.**

#### Progress of planning applications

**Application No: W/18/0157 LB**

**Description:** Farmhouse (Grade II Listed): Roof repairs, replace existing uPVC rainwater goods with cast aluminium, replace damaged bricks to external walls and chimneys, Replace existing uPVC windows, Replacement of side door canopy.

Complete external redecoration Orchard Cottage.

Complete external redecoration Malthouse Cottage.

Complete external redecoration Stable Blocks.

Complete external redecoration Barn.

Complete external redecoration Garage.

**Address:** Dalehouse Farm, Dalehouse Lane, Kenilworth, CV8 2JZ

**The Parish Council unanimously support this application.**

**Listed Building Consent is granted**

**Application No: W/17/2360**

**Description:** Renewal of planning permission W/14/1696 for proposed 33/11kV Primary Substation and ancillary development

**Address:** Land South of Crew Lane, Kenilworth, CV8 2LA

**It was unanimously agreed to adopt a neutral position, but express that the Parish Council would have supported the application if trees were included in the plans.**

**This application has been granted with conditions, including ‘the works hereby permitted shall be carried out only in strict accordance with the details shown on the Tree Retention and Protection Plan 39920-Lea002, dated October 2017.’**

## **151. Matters Arising**

### **a) Neighbourhood Plan**

This having been discussed earlier in the meeting there was nothing further to add.

**b) HS2**

Cllr Bianco urged the Parish Council to keep an eye on the proposed digging of pipelines. There is 1km of gas pipeline which will need to be de-gassed. Cllr Astle stated that hopefully the Parish Council will get a chance to question someone at HS2 Ltd about the plans of the Early Works Contractors. (Laing Murphy O Rourke (LM JV)).

**c) Broadband update**

Cllr Williams confirmed that she had emailed Tracy Turner for an update but has had no reply. It was agreed to keep this as an item on the agenda.

**d) Update on traffic works in the area**

An email was received from Ms Van Der Hoven with an update on the A46 works.

The planning application for the junction improvements was submitted in December 2017, and it is expected that this will be heard by Regulatory Committee in May or June - this is dependent on the resolution of some technical issues.

Warwickshire County Council have targeted a start on site in autumn 2018, in order to complete works in spring 2020.

However, start of works on site is dependent on the completion of each of the work streams (funding, planning, technical approval, procurement), and many of these are dependent on each other. The key aim of the project is to complete works in advance of the HS2 construction peak, and a date of March 2020 has been previously shared with that aim. It is unlikely now that the works will start in time for full completion in March 2020. In order to clearly understand the implications of this the programme is currently being reviewed in order to make time savings where possible, to bring forward early works, and to consider the completion works such as landscaping which may come at the end. Discussions will be completed with HS2 to ensure continued integration with the two construction programmes.

This means that work is unlikely to start on site before winter 2018, and the completion date is also likely to be later. The County Council is working very hard to complete all of the outstanding processes with a view to starting on site as soon as is possible.

It was agreed to compile a list of questions regarding this, and the traffic at Crewe Lane, for the meeting on 10<sup>th</sup> May.

**152. To receive reports from:****a) Police Report**

No Police report was received this month.

Cllr Hancox reported that the Parish Council is still waiting for date for training for the speed camera.

The speed gun has been lent to Bubbenhall Parish Council. Warwickshire police have visited Bubbenhall and informed them that in order for Warwickshire Chief Constable to support the scheme, the police have to calibrate the speed gun. Therefore, the Parish Council no longer need to pay to calibrate the speed gun. The remaining earmarked funds will be set aside for any other community speed watch requirements such as high visibility clothing.

Cllr Wright confirmed that the District Council supported an increase in precept for the police but want to know what the increased funds will be spent on. Cllr Wright would like a meeting with the Police Crime Commissioner to see the proposed budget. Cllr Wright is specifically keen that the police have a robust plan to protect rural areas.

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

Cllr Hancox reported that a village resident has complained after using a website called fixmystreet.com. The website claims to confirm which authority manages a particular street and enables residents to submit requests for improvements. The resident submitted 15 requests but has had no response to any of these. Cllr Hancox will bring this to the attention of Cllr W Redford.



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

- The Cunnery

Cllr T Wright reported that regarding Stoneleigh Abby, the assessment currently being made to consider making Under section 9 of the NPPF framework is not yet been completed or issued for scrutiny until this is complete and presented limited further progress can be made.

Historic England have concluded that they have concerns regarding the application on heritage grounds and they consider that the application does not meet the requirements of the NPPF or our Enabling Development guidance.

Cllr Pam Redford & Cllr Trevor Wright's objection is published on the planning portal and copies have been provided to the Parish Council.

If it gets to the planning committee Cllrs Wright and P Redford will formally request calling the matter in and will advise all those affected and co-ordinate both attendance to the planning meeting and if necessary, any intervening responses. Outside of the planning request Cllr Redford & Cllr Wright are committed to support the abbey in any of its applications to protect the structure and integrity of the building by way of grant applications etc.

- **National Planning Policy Framework (NPPF)**

There is a consultation regarding changes to the NPPF and Cllr Wright will liaise with the Parish Council regarding this.

- **Planning Documents**

Cllr Trevor Wright has written to the Chairman of the planning committee about access to planning documents for those who do not have access to the internet or if they sensory impairments, mobility issues or special needs in particular when it comes to major developments.

The request is to consider and explain what provisions are in place to ensure that WDC fulfil their statutory rights when it comes to the planning process.

- **GDPR (General Data Protection Regulations)**

Cllr Wright is circulating a number of documents to help Parish Councils including an electronic book (GDPR for Dummies)

- **Horse Fair Kenilworth**

The next horse fair at Kenilworth takes place on Saturday 28th & Sunday 29th April, as you know leading up to the event has in the past caused problems throughout the area from illegal encampment to various degrees of anti-social behaviour particularly leading up to the event. If you see or encounter anything could you please call 101 and report it and if it is significant please advise me, if possible with photographic evidence (without putting yourself at risk) as this will support a number of planned future actions.

### **153. Correspondence**

- Letter received inviting members of the Council to the Annual Warwick District Council Meeting – all Councillors are invited and will inform the Clerk if they wish to attend.
- Email from WALC regarding the new Data Protection Regulations – there is still confusion regarding the role of the Data Protection Officer. The Clerk will keep the Council updated on this.
- Cllr Astle will complete the survey circulated by the Clerk regarding travellers and forward to the Clerk.

- An email was received from Graham Leach regarding the proposed separation of the Parish Council. It was unanimously agreed that the Parish Council will not be separated.

#### **154. Questions to Chairman**

Cllr Bianco asked about the proposed cycle path and Cllr Hancox suggested that this is put as a question to Adrian Hart at the May meeting.

#### **155. Meetings**

The Annual Parish Council Meeting will be held on Thursday 10th May at Stoneleigh Village Hall at 7 pm.

The Ordinary Parish Council Meeting will be held on Thursday 10th May at Stoneleigh Village Hall at 7:30 pm.

#### **156. Closure**

**The meeting was closed at 21: 49 pm.**

### STONELEIGH AND ASHOW JOINT PARISH COUNCIL 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 follow up any action points highlighted.	Low	Diarise Annual Survey
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
Financial Controls	Parish Council	Follow financial regulations attached	Low	On-Going
Sound Budgeting to Underlie Annual Precept	Parish Council	Detailed budget prepared end of year. Precept	Low	On-Going

		derived directly from this Expenditure		
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This Risk Assessment was adopted by Stoneleigh and Ashow Joint Parish Council at an Ordinary Parish Council Meeting on Thursday 12<sup>th</sup> April 2018

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

## Stoneleigh and Ashow Joint Parish Council 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 and this is minuted.	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
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FINANCIAL AND MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
<b>Reporting and auditing</b>	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate
<b>Grants and support payable</b>	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
<b>Best value accountability</b>	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.	
<b>Salaries and assoc. costs</b>	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
<b>Employees</b>	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 DPIs 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 are 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		
<b>Council records – electronic</b>	Loss through:		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. The Chairman also has a copy of the electronic data.	Existing procedures considered adequate
	Theft, fire damage	L		
	corruption of computer	M		

This Risk Assessment was adopted by Stoneleigh and Ashow Joint Parish Council at an Ordinary Parish Council Meeting on Thursday 12<sup>th</sup> April 2018

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

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

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

**Stoneleigh and Ashow Joint Parish Council**

Summary Income and Expenditure Account for the year ended 31st March 2018

<b>31/03/2017</b>	<b>INCOME</b>	<b>31/03/2018</b>
£16,263.00	Precept	£16,361.00
£466.00	Council Tax Support Grant	£311.00
£20.62	Bank Interest	£3.99
£170.00	Concurrent	£85.00
£0.00	Community Forum	£0.00
£0.00	Grant Neighbourhood Plan	£0.00
£0.00	Defibrillator	£0.00
£1,381.94	Transparency Fund	£324.72
£0.00	Speed Gun payment Bubbenhall	£124.50
	VAT	£0.00
£875.00	Other (Ashow notice boards)	£200.00
£19,176.56		£17,410.21
<b>31/03/2017</b>	<b>EXPENDITURE</b>	<b>31/03/2018</b>
£9,342.21	Clerk's Salary	£6,271.98
£225.00	Clerk's Travel Expenses	£162.90
£1,288.32	Office Maintenance	£108.00
£335.30	Postage/Telephone	£292.56
£255.31	Stationery	£413.17
£812.08	Equipment / Maintenance	£524.60
£404.11	Insurance	£419.44
£0.00	Neighbourhood Plan	£0.00
£125.00	Course Fees	£115.00
£0.00	Publications	£0.00
£1,451.55	Grants	£1,300.00
£0.00	Chairman's Allowance	£161.30
£348.50	Hire of Rooms	£357.50
£398.00	Subscriptions/Donations	£463.84
£160.00	Audit	£170.00
£0.00	Council Elections	£0.00
£0.00	Transparency Fund (Overtime + PCs etc)	£981.09
£1,012.42	Miscellaneous (Inc pay roll)	£201.00
£0.00	Ashow Noticeboards	£1,361.00
£0.00	VAT	£607.25
£16,157.80		£13,910.63
<b>2016/2017</b>	<b>Cumulative Fund Balance</b>	
£24,563.08	Balance B/Fwd 1st April 2017	£27,581.84
£19,176.56	Income for year	£17,410.21
<b>£43,739.64</b>	<b>Total</b>	<b>£44,992.05</b>

£16,157.80	Less Total Expenditure	£13,910.63
£27,581.84		<b>£31,081.42</b>

# Bank Reconciliation as at 31<sup>st</sup> March 2018

Carried forward	£27,581.84
Total Receipts	£17,410.21
Total Payments	£13,910.63
Balance	<b>£31,081.42</b>

## Balance at Bank

At Co-operative Bank plc, Birmingham  
A/C 6101168500 (Current)  
A/C 6101168550 (Instant Access)  
A/C 6101168556 (14 Day Deposit)

£5600.16
£5062.59
£20418.99
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<b>£31,081.74</b>

Stoneleigh and Ashow  
Joint Parish Council

*Notes attached to summary income and expenditure account  
31<sup>st</sup> March 2018*

**Note**

**1. Assets**

As at 31<sup>st</sup> March 2018 the following assets were held:

	Purchase Price	Current Value
Speed Gun	£1215	£486
Laptop	£349	£349
MS Office	£199	£199
Printer/ Scanner	£110	£110
2 Sets of Swings + Safety Surface	£6,180	£0
Playground Equipment	£11,000	£0

(The purchase of the swings and safety surface was undertaken by the Leigh Educational Charity and donated to the Council for the benefit of the children of Stoneleigh. The playground equipment was donated to the Parish Council by Warwick District Council.)

The basis of current valuation of the assets is based on a depreciation of 20% per year.

The Council is the Registered owner of two plots of land in Stoneleigh Village as shown in Warwickshire County Council Records: - V.G. 146 (GDS 1 & 2), Commons Registration Act 1965.

**2. Leases**

The Council has no leases in operation.

**3. Loans**

As at close of business on 31<sup>st</sup> March 2018 there were no loans outstanding to the Council.

**4. Debts Outstanding**

At the close of business on 31<sup>st</sup> March 2018 there were no debts outstanding to the Council.

**5. Section 137 Payments**

The limit for spending under Section 137 Local Government Act 1972 for the Council in the year of account was £4,988.63

Payments made were:

Stoneleigh and Ashow News	£300	Contribution towards publication costs
Ashow P.C.C.	£500	Churchyard maintenance
Stoneleigh P.C.C.	£500	Churchyard Maintenance

**Total    £1,300**

## **6.     Agency Work**

The Council undertook no agency work during the year.

## **7.     Earmarked Reserves**

The following have been earmarked by the Council:

Defibrillator*	£528.00
WDC - Rural Footway	
Lighting	£180.88
Neighbourhood Plan	£3,957.76
Elections	£1,500.00
Gateway	£1,085.00
Grant Speed Gun	£1,080.50
Ashow Notice Boards	£116.80
Planning Consultation	£100.00
Transparency Fund	£400.85

**£8,949.79**