



Minutes of the **Parish Council Meeting of Keresley Parish Council**
held on Tuesday 11th September 2018
Venue: Keresley United Reform Church, Bennetts Road, Keresley @ 19.00 hours

Present:			
Cllr S Camwell	Chair	Cllr J Passmore	
Cllr T Gudgeon	Vice Chair	Cllr A Middleton	
<i>Left the meeting at 20.30</i>		Cllr S Redhead	
Mrs B Bland BB	Locum Clerk	Cllr C Wood	

In attendance: Cllr G Williams Coventry City Council Bablake Ward

There were two members of the public attending.

1. Welcome & Apologies

Apologies received from Cllr R Weaver. Cllr Camwell welcomed Members.

Cllr Gudgeon gave apologies as she had to leave the meeting at 20.30 and asked permission to give a brief update on the following items, agreed with Chair:-

- Prior to the meeting commencing, Mrs Bland shared payments information, locum clerk time sheets, brief discussion regarding hours of work and whether enough, preparation of year end 2017-18 and summary 2018-19 income & expenditure from 1st April to 31st August 2018.*

Cllr Gudgeon approved all and was happy to leave Members to ratify formally when agenda item reached.

- Cllr Gudgeon advised she was unable to attend the planning forum meeting on 6th September 2018 and requested information of future meetings and outcome of forum regarding planning in Corley, Fillongley and Keresley.*
- Reported on the recent broken mains water supply which caused extensive flooding to Bennetts Road; she reported the goodwill of residents to assist with traffic management and sandbagging; however traffic flows did not accept road closure which made flood risk of properties severe with water entering into some low lying homes. Severn Trent were reactive and proactive and a letter of thanks was requested on behalf of the parish council for their efforts in adverse conditions. Cllr Camwell added her thanks for Cllr Gudgeon's actions on the day, co-ordinating traffic management, liaising with STWA and generally managing the situation on behalf of residents – unanimously agreed by Members.*

Action: Mrs Bland to write letters of thanks to Cllr Gudgeon and STWA subject to obtaining name and address of STWA representative on the day.

2. Declarations of Interest

2a Personal Interests

None declared.

2b Prejudicial Interests

None declared.

Locum Clerk Mrs Barbara Band c/o Meriden Parish Council, 55 James Dawson Drive, Millison's Wood, Coventry, CV5 9QJ. T: 01676 522474 M: 07767 162423 E: barbarablandmpc@btconnect.com or clerk@meridenparishcouncil.org.uk

Signed **Dated**

3. Minutes of Last Meeting (14th August 2018)

The minutes of the last meeting were circulated and considered an accurate record.

IT WAS RESOLVED Cllr Redhead proposed the minutes of the last Parish Council meeting held on 14th October 2017 be approved; seconded by Cllr Wood.

4. Finance

4.1 September Payments

The clerk circulated September payments approval list for consideration as follows:- CPRE £36.00, Zurich Insurance £167.44, WALC £277.00, Locum Clerk £151.31, WALC £52.50 to a total sum of £684.25. Members agreed payments for September.

Cllr Passmore requested a description against each payee for service/goods being paid for along with name, cheque number and amount to authorise; he also wanted clarity on clerk's hours and cost. Mrs Bland confirmed 8 hours per month but August exceeded this due to level of input required and September is likely to increase too due to banking, internal audit and annual governance statement and accounting required for Littlejohns. Mrs Bland advised this may be raised at October's meeting under confidential matters if needed.

Action: Mrs Bland to check with Chair if October's agenda should have a closed meeting under confidential matters re Locum Clerk hours and remuneration.

IT WAS RESOLVED Members approved September payments as above; proposed by Cllr Redhead and seconded by Cllr Camwell.

Cllr Camwell requested Mrs Bland write to Ex Cllr Milner to request the Dugdale Society Books be returned as the publications had been paid for and are the property of the parish council.

Action: Mrs Bland to write to Ex Cllr Milner and request return of Dugdale books.

4.2 Bank Account

- Balance

Mrs Bland confirmed that the balance at bank is £6,573.00 as at 5/9/18 which includes precept payment of £1,895.00 in income.

- Mandate & Signatories

The clerk advised she, Cllrs Camwell and Passmore attended HSBC in Solihull and met with Business Manager for the purpose of amending mandate, setting new signatories and getting account operational. Bank statements were obtained for periods 1st April 2017 to 31st March 2018 and 1st April 2018 to 31st August 2018. Documents all completed and signed. A bank mandate for Cllr Gudgeon was printed off for completion and signature at September's meeting – duly signed off.

An application was completed and Cllr Passmore agreed to be the Primary User for set up of BACS payments system going forward.

Action: Cllr Gudgeon to provide Mrs Bland with 2 forms of identification to enable HSBC set up.

- 4.3 Annual Governance Statement 2017-18
- 4.4 Annual Accounting Statement 2017-18
- 4.5 Exemption Certificate

Mrs Bland presented Members with the audit file completed with the spartan invoices, receipts, admittances passed over. There is no copy of 2016-17 Annual Return with closing and opening balance. A summary has been provided reconciled to cheque book and bank statements obtained from HSBC. This file now awaits internal audit and internal auditor sign off and completion of all items 4.3, 4.4 and 4.5.

Action: Mrs Bland to meet with appointed internal auditor and report back to October's meeting.

IT WAS RESOLVED Members approved the preparation of Year End 2017-18 accounts for internal audit. Proposed by Cllr Camwell, seconded Cllr Redhead.

5. Standing Orders/Financial Regulations

Mrs Bland explained she had not been able to revise standing orders/financial regulations in accordance with Members approval at August meeting.

Action: Mrs Bland to amend for Member approval at October meeting.

6. Progress Reports

Nothing to report.

7. Clerk's Report

Mrs Bland advised clerks actions may be picked up from agenda and August timesheet.

8. District/Ward Councillor Report

Cllr Williams provided the following updates:-

- Acknowledged the attendance of Mark Andrew (Planning) and Colin Knight (Highways) at earlier public meeting. They fielded resident questions regarding the 450 house development to the east of Bennetts Lane.
- Mrs Lucas was advised that Keresley PC is operating once again with a new chair being Cllr Camwell.
- There is a live petition online regarding the 450 house development.
- Met with Cllr Ruane Cabinet Member for Housing and Communities regarding the relief road between Allesley and Keresley. Developers will decide where to incorporate relief road in planning prospectus.
- Group meeting with Colin Knight to discuss relief road proposals for Allesley/Keresley and Fillongley/Corley. Allesley have requested a joint meeting.
- The junction of Bennetts Road and Texaco Garage requires alternation to filter from town to ease traffic congestion; drivers are using the garage to cut through.

9. Correspondence & Communication

Notices received by Mrs Bland regarding M6 works now on website.

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10. Keresley Parish Matters

10.1 Fivefield/Tamworth

Flail tractor required to clear back verges that are overgrown.

Action: Contact Coventry CC Highways and/or Landowner

10.2 Bowling Green Lane/Library

Overgrown footpaths/verges requires cutting back by landowner.

Action: Contact Coventry CC Highways and/or Landowner

10.3 Beechwood Hotel

Cllr Camwell reported increased noise from people using the Beechwood Hotel grounds late into the night. Cllr Williams reported that the Beechwood is being used as Coventry City Council's policy for temporary accommodation using local hotels. The problems are the same as those reported at the Allesley and Royal Court Hotels.

10.4 Robert Aitkin Way Poplar Trees

Cllr Passmore reported these 7 poplar trees remain in a state of decline being old and dying. Taylor Wimpey were to remove and replant but this has not been done. Investigation is required by landowner and a programme of works to remove trees for health and safety reasons. Cllr Camwell requested a letter be written to Taylor Wimpey.

Action: Mrs Bland to write to Taylor Wimpey; Mrs Bland to contact Coventry CC Tree Officer for guidance.

11. Planning Matters

Members advised no planning applications had been received since last meeting. Mrs Bland to follow up with Adrian West (September's action). Planning should be sending out weekly lists. Cllr Williams commented that they are short staffed in planning but this did not explain Members frustrations of lack of acknowledgement to comments previously sent in or ability to answer the telephone when calling for assistance.

Action: Mrs Bland to contact Mr West to ensure current parish council contact details are up to date and Mrs Milner's address and email address are deleted.

12. Election of New Members 2019

Nothing to report.

13. Councillor Reports/Items for Future Agenda

Member's requests for future agenda items included:-

- Website Host – Cllr J Passmore
- Wreaths – Armistice/Remembrance
- Footpath/pedestrian pavement maintenance/hedge – Sandpitts Lane

Mrs Bland advised that Members should consider an increase in their Precept for 2019-20 linked to parish council budget that should make provision for legal/professional expenses, subscriptions, memberships and any project work identified.

Action: Mrs Bland to ensure the above is put onto October's meeting agenda.

14. Date of Next Meeting

The date of the next meeting is Tuesday 9th October 2018 commencing at 19.00 hours. The Meeting closed at 21.30 hours.

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