

Minutes of the **Parish Council Meeting of Keresley Parish Council**

held on Tuesday 9th October 2018

Venue: Keresley United Reform Church, Bennetts Road, Keresley @ 19.00 hours

Present:			
Cllr S Camwell	Chair	Cllr C Wood	
Cllr T Gudgeon	Vice Chair	Cllr A Middleton	
Cllr J Passmore			
Mrs B Bland BB	Locum Clerk		

There were seven members of the public attending and Cllr R Weaver.

1. Welcome & Apologies

Apologies received from Cllr S Redhead and Cllr G Williams. Cllr Camwell welcomed Councillors and Members of the public, opened the meeting and invited public questions.

2. Public Participation

- Any news on the relief road and where it is to go?

No there has been scoping carried out within fields; there are white peaks in fields down towards Watery Lane. No other information available at this time.

- On Keresley PC website there is a link to Keresley in Master Plans appendix with a little map. The red line is indicative only.
- Colin Knight is working with developers on behalf of Coventry CC. No time line given; pipework is Victorian with infrastructure difficult to connect to; a lot of work needs doing and all issues raised in 1976 still prevalent at this time.
- Cllr Camwell advised she has written to Central Government regarding LA compensation for subsidence with Coventry CC sending out disclaimers "at Developer risk."
- With so many developers will there be individual applications?

Yes; Cllr Gudgeon replied that she will be making an appointment to see Colin Knight regarding the junction of Bennetts/Sandpitts Lane. Infrastructure is required developers will be asked to provide. If there is a fatal accident on M6 then all traffic between junctions 2 and 3 comes off motorway via Keresley. The relief road will ease this pressure from Keresley.

- The pavement requires clearing from Watery Lane to the Farm so prams, pushchairs and mobility scooters can travel with ease; is this private or highways land?
- Watery Lane pavement overgrowth is owned by garage and the laurels require trimming.

Action: Neighbours to engage owners to see if they will cut back.

- Access road to development/demolition site of part of school does not go anywhere? Temporary Road?

Yes; it was explained that this road is for access purposes only with agreement for removal within 3 months being September 2018.

- Cllr Camwell advised increased crime in area with the local Builders Centre having vehicle/plant theft; a hit and run incident on Allesley Old Road resulted in a fatality plus a further incident on St James Lane.
- Cllr Camwell reported Beechwood Hotel had undergone various inspections including the Fire Service, as it is being used by Coventry CC as a Refugee Centre. Coventry Hill Hotel has been used in this way for a number of years with currently no capacity.
- Cllr Gudgeon advised of a positive Weapons Amnesty in Warwickshire; a significant haul has been realised from use of Amnesty Bins with a good number of weapons have been taken out of circulation in the area.
- Cllr Camwell reported she was the recipient of sensitive information from an anonymous source. Recent documents received was information regarding Councillor salaries, bonuses and expenses. Cllr Middleton confirmed he is a recipient also. Neither knew why they had been targeted in this way.

Cllr Weaver advised the receipt of malicious information was unpleasant and Cllrs Camwell and Middleton acted responsibly in raising their concerns. They are clearly on someone's circulation list. As a PC it was agreed for the clerk to take the matter to the monitoring officer. Cllr Gudgeon expressed her desire to protect the parish council.

Action: Clerk to contact Adrian West to advise situation and request assistance.

- Community Speed Watch for Bennetts Road

Volunteer speed watch needs to be by Watery Lane to reduce speed of traffic including motorbikes.

Cllr Camwell thanked residents for their input and went onto Council business.

3. Declarations of Interest

2a Personal Interests

None declared.

2b Prejudicial Interests

None declared.

4. Advisor/Mentor Role

Members requested to consider Cllr Weaver's role; her appointment by Coventry CC ceases as the parish council now operating with three co-opted Members. Members considered the advisory role and requested Cllr Weaver to remain in this capacity, of which she agreed. Cllr Camwell thanked Cllr Weaver and said her input to date has been invaluable.

IT WAS RESOLVED Members considered Cllr Weaver's role of Advisor/Mentor and agreed this to be beneficial in moving the KPC forward; approved unanimously.

5. Minutes of Last Meeting (11th September 2018)

The minutes of the last meeting were circulated and considered an accurate record. Cllr Passmore requested amendments to the following items:-

- 10.2 Bowling Green Lane – remove Lane. Overgrown footpaths/verges to read pavement/verges.

- 10.4 Robert Aitkin Way to read Robert Aitchison Way.
- 13. Remove footpath/pedestrian and replace with pavement maintenance.

Members approved the minutes of 11th September 2018 subject to the above amendments.

Action: Clerk to amend as above.

IT WAS RESOLVED Cllr Camwell proposed the minutes of the last Parish Council meeting held on 11th September 2018 be approved; seconded by Cllr Passmore.

6. Finance

6.1 October Payments

The clerk circulated October payments approval list for consideration as follows:- Internal Auditor £100.16, Locum Clerk £239.03, Keresley URC £140.00, Expenses (Office Outlet) £19.99 to a total sum of £499.18. Members agreed payments for October.

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

6.2 Bank Account

- Balance

Mrs Bland confirmed that the balance at bank is £5,892.33 as at 8/10/18. No statements had been received and bank details need to be updated.

- Mandate & Signatories

Mrs Bland to contact HSBC re. Cllr Gudgeon I/D and bank account set up as contact address listed as Cllr Passmore.

Action: Mrs Bland to contact HSBC.

6.3 Internal Audit 2017-18

Mrs Bland circulated the report to members prior to meeting for their consideration. General discussion was given to the content and it was felt that there was a lot to digest and put in place. Members agreed the content and the internal auditor internal control objectives of non-compliance. Cllr Gudgeon suggested deferment to a future meeting and it was agreed some training would be provided by WALC to enable KPC to better understand the recommendations made in the report to ensure their compliance. Cllr Weaver advised she will arrange some dates with WALC.

Action: Cllr Weaver to liaise with WALC.

IT WAS RESOLVED: Members unanimously approved the Internal Auditor report recommendations; agreement was given to Cllr Weaver for training.

Cllr Gudgeon added that going forward with the assistance of Mrs Bland and Cllr Weaver all internal auditor recommendations will be in place and there will be due process covered which will result in a positive outcome. All Members agreed.

6.4 Annual Governance Statement 2017-18

Cllr Camwell read to Members the Annual Governance Statement. It was apparent that internal controls were not in place and therefore Members could not agree to Keresley Parish Council currently being compliant.

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Signed **Dated**

Members unanimously approved the Annual Governance Statement 2017-18 signed off by Cllr S Camwell, Chair.

IT WAS RESOLVED: Members unanimously approved the Annual Governance Statement regarding their internal controls to be accurate as currently the position is one of non-compliance.

6.5 Annual Accounting Statement 2017-18

Mrs Bland circulated the Annual Accounting Statement to Members explaining that the auditor accepted the summary accounts and had contacted Grant Thornton for a copy of the previous financial year submission. The Statement had been completed and required Members approval to submit to Littlejohn. Members unanimously approved the Annual Accounting Statement 2017-18 signed by Cllr S Camwell, Chair.

IT WAS RESOLVED: Members unanimously approved the Annual Accounting Statement 2017-18.

6.6 Exemption Certificate

Mrs Bland advised the Exemption Certificate had been signed off by Cllr Camwell at August's meeting; however because of no access to previous financial year to complete gross income and expenditure for 2017-18, it could not be sent off. The information has now been added and confirmed as accurate by the internal auditor.

Action: Mrs Bland to conclude external audit with Littlejohn and submit documentation.

IT WAS RESOLVED Members approved the conclusion of Year End 2017-18 accounts external audit. Proposed by Cllr Camwell seconded unanimously.

6.7 Website Host

Cllr Passmore advised that there is a need to review and update. Currently the website is attached to the Ex Chair Milner and registered to his address as account holder with his personal credit card details. The annual cost is £42.00 per annum; we need one website with associated links and individual user email accounts.

Cllr Gudgeon advised that GDPR required the removal of personal email accounts for use in parish council business. Therefore some urgency is required to remove the Milners and set up new account details.

Members unanimously agreed with this action and requested Cllr Passmore to proceed.

IT WAS RESOLVED: Members approved the removal of Ex Chair Milner as account holder and set up new account to include email addresses compliant with GDPR. Proposed by Cllr Camwell and seconded Cllr Gudgeon.

Action: Cllr Passmore and Mrs Bland to action and set up new account.

6.8 Budget & Precept 2019-2020

Mrs Bland had circulated an update of emails received from Adrian West and Phil Baggott regarding indicative number of Band D dwellings, support grant and current precept. There is a very great need to increase the precept for the new financial year

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as existing income will not meet proposed expenditure. Uplifts of 30%, 60%, 100% and 120% were presented as a compare/contrast exercise.

Cllr Gudgeon stated more time was needed to understand the relevance of the proposed increases. Cllr Camwell acknowledged the need to increase the precept but consideration is required for impact and financial implications to 2019-20. Cllr Weaver advised that WALC training could assist with the budget setting exercise required. Members thought training would be valuable at the stage and Cllr Weaver will arrange with WALC. This item deferred to November's meeting.

Action: Cllr Weaver to contact WALC to arrange finance training to include precept and budget setting.

7. Standing Orders/Financial Regulations

Remains a work in progress.

Action: Mrs Bland to complete.

8. Progress Reports

Nothing to report.

9. Clerk's Report

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

10. District/Ward Councillor Report

Cllr Williams provided the following email update in his absence:-

Just a few things to report:

- I have told the Head of Planning that in future all applications within the parish should be going to both of you (Chair & Clerk). Let me know if this isn't happening. I have also requested that a meeting is held jointly with Parish Councils across Allesley & Keresley with Colin Knight to discuss the proposed Keresley Relief Road.
- At next week's Council meeting I will be presenting the petition against Greenbelt building, organised by Mrs Rice who lives in the parish. I note that another developer has expressed an interest in putting 40 houses by Jubilee Wood. I will be putting this in my email update to residents and I intend to raise questions at December's Full Council about developers wanting to build on the Greenbelt before Brownfield sites.
- The Beechwood Hotel had a surprise visit from Council officers and other authorities last month. So far they have not appeared to breach any regulations, but we're watching closely.
- The Community Speed Watches are back up and running, latest one was Saturday on Bennetts Road South. I hope to organise more speed watches and a litter pick in the Parish over the coming months.

11. Correspondence & Communication

- Notices received by Mrs Bland regarding M6 works continue to be passed to Cllr Passmore for website updates.
- WALC confirmation of membership advising free consultations on Planning and HR; including Statement Standards of Service. A list of Training Courses available to Members and Clerks included.

12. Keresley Parish Matters

12.1 Wreaths

Member availability was requested to lay two wreaths at (i) St Thomas's and (ii) the Memorial Park. Availability of Members limited and this was left for individuals to advise who would lay the wreaths. Mrs Bland will order the traditional poppy circles from the British Legion and advise when delivered.

Action: Mrs Bland to order wreaths; Members to consider their availability and advise Mrs Bland.

12.2 Footpaths

Covered in item 2 public participation by members of the public.

13. Planning Matters

13.1 Poplar Trees, Keresley

An email received from Robert Penlington advises the matter is being looked into. Cllr Passmore asked the relevance of emailing Coventry Tree Officer; Mrs Bland replied that she wanted to establish the facts and absolute ownership prior to speaking to Taylor Wimpey.

Action: Mrs Bland to chase Robert Penlington.

13.2 Cllr Passmore received notification from Julie Warwick of JMW Planning Solutions regarding land opposite Hall Brook Road attaching an outline plan that has been delivered to local residents. The proposal is on the parish council website for reference.

Action: To monitor and discuss at November's meeting.

14. Election of New Members 2019

Nothing to report.

15. Councillor Reports/Items for Future Agenda

Member's requests for future agenda items included:-

- Precept and Budget 2019-2020

Action: Cllr Weaver to liaise with WALC re. training; Mrs Bland to ensure standing item on next agenda for November meeting.

- Two Plaques for Memorial Benches

Action: Cllr Camwell and Cllr Middleton to source and provide wording for plaques.

16. Date of Next Meeting

The date of the next meeting is Tuesday 13th November 2018 commencing at 19.00 hours at Keresley URC, Bennetts Road.

Members of the public were asked to leave as Council were meeting under a closed session.

The Meeting closed at 20.30 hours.

Unapproved