

Minutes of the Parish Council Meeting of Keresley Parish Council
 held on Tuesday 8th October 2019
 Venue: Keresley United Reform Church, Bennetts Road, Keresley @ 18.30 hours

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

There was 1 member of the public in attendance.

1. Welcome & Apologies

Chair welcomed Members. Apologies received from Cllr Camwell who continues her extended leave of absence due to ill health and Cllr Redhead due to holiday.

IT WAS RESOLVED Members accepted apologies from Cllrs Camwell and Redhead.

2. Public Participation

There were no questions.

3. Declarations of Interest

3a To declare any personal interests in items on the agenda and their nature.

Nothing to declare.

3b To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).

Nothing to declare.

4. Minutes of 10th September 2019

Chair requested Members approval for accuracy of parish council minutes for 10th September. Members agreed matters of accuracy of pages 1, 2, 3, 4, 5 and 6.

IT WAS RESOLVED The minutes of the meeting held on 10th September 2019 were approved; proposed Cllr Wood and seconded Cllr Passmore.

4.1 There were no matters arising however Chair recorded:-

- Andrew Walster – Assistant Director of Streetscene & Greenspace

A meeting to be arranged for half term to follow up outstanding items of Poplar Trees, maintenance of Sandpitts Lane and Penny Park Lane.

Action: Clerk to forward contact details to Cllr Gudgeon.

- Neal Thomas & STWA Public Meeting

An email to be sent to set date for public meeting specifically to Keresley Development Plans and associated drainage and flood risk.

Action: Clerk to follow up.

- Policy Committee

A meeting to be arranged to complete Policies and review Website and content. Cllr Passmore to review formatting of Risk Register and put into a PDF. Unless there are legislative changes a 2 year review date to be adopted therefore review date to be

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Signed **Dated**

amended to 1st March 2021. Members had previously agreed Risk Register subject to formatting. Therefore Members approved adoption and review dates and Risk Register content.

IT WAS RESOLVED Review date of March 2021 agreed and adoption date of June 2019 approved. Proposed by Cllr Wood and seconded Cllr Passmore.

Action: Cllr Passmore to reformat and put into PDF for website.

5. Finance

5.1 November Payments Approval

Payments approval for payroll £170.95, The Royal British Legion £38.50, mileage expenses £13.95, DM Payroll Services £81.00, totalling £304.40.

IT WAS RESOLVED October payments approved for £304.40. Proposed Cllr Gudgeon and seconded Cllr Passmore.

5.2 Bank Account

Cllr Passmore confirmed that he had made the transfer of £5k into the newly set up reserve account. No statement received as yet.

5.3 External Audit 2018-2019

The clerk advised a telephone call confirmed that Littlejohn had accepted the Exempt Certificate in June without advising KPC; even though KPC completed the Annual Governance and Accounting Statements. At no time during negotiation of submission date extension did Littlejohn advise there was no need to submit an AGAR section 2 as KPC are exempt due to smaller authority criteria. By notifying Keresley Parish Council claimed exemption there is no review to be performed and consequently no auditor certificate and report.

IT WAS RESOLVED Members acknowledged outcome and thanked the clerk for a satisfactory conclusion.

6. Policy Sub-Committee Recommendations

The Policy committee met on 30th July and meeting notes circulated to Members. Cllr Gudgeon advised that the following Policies are ready for adoption and Member approval as follows:-

6.1 Risk Register

Discussed under item 4.1 Matters with resolution and action.

Cllr Wood advised that the bench listed had been condemned due to needing repairs. Cllr Middleton stated he would take a look and carry out repairs to wood.

Action: Cllr Middleton to source wood, carry out repairs and report back at next meeting.

6.2 Website

Website to be reviewed for security, content and statutory requirements under Transparency Code for Smaller Authorities. Policy Committee to arrange meeting for November/December.

Action: Policy Committee meeting to be arranged for November/December

7. Progress Reports

The clerk reported the following items discussed at a recent meeting with Coventry City Council monitoring officer and solicitor as follows:-

- Poplar Trees & Highways Maintenance

Referred to Andrew Walster, Assistance Director of Green Space/Streetscene to revisit S106, developer conditions and land ownership. All documentation forwarded to solicitor and monitoring officer for ease of reference. Programme of maintenance to be reviewed regarding Sandpitts Lane, Watery Lane, Penny Park Lane.

- Working Together

A protocol to be drafted for working together including an annual cycle of meetings, improving communications, establishing information exchange and code of conduct issues.

- Casual Vacancy

Agreed to be placed onto Coventry City Council website with closing date of 31st October 2019.

- Coventry City Council feedback to Members was one of extreme pleasure how the parish council has developed over the past 12 months and the continued progress it makes with take up of WALC training for Members professional development and competence.
- Health Checks

The solicitor, Julie Newman, offered to undertake a “health check” if Keresley’s policies in accordance with statutory requirements, legislation and best practice including public life and relevant standards, including protection of clerks.

- Election Costs

An invoice will be forthcoming for £250 for election costs imposed during May election. This is a one off administrative fee for an uncontested election for Keresley Members.

- Guidance for public office regarding freedom of information, links to information commissioner’s office and commercially sensitive information – expertise can be given by Coventry City Council. Assistance may be given in relation to intimidation in public life, bullying of councillors and staff, and the 3 C’s being comments, complaints and compliments, to be added to KPC website.
- Coventry City of Culture

Keresley to contact Ana Gillespie and invite to attend a parish council meeting or joint meeting with Allesley and Finham; to provide information about the Coventry City of Culture Trust and how this may assist the parish councils.

- Next meeting to be arranged for February 2020.

8. Clerk’s Report

As per agenda items.

9. District & Ward Councillor Reports

Nothing to report. Invitations to be sent with minutes and agenda for November’s meeting.

10. Correspondence & Communication

- Candidate withdrew application and Members acknowledgement.

11. Keresley Village Matters

Remembrance Sunday is 10th November 2019 and it as agreed that Cllr Middleton would represent the parish council and lay the wreath at the Memorial Park; Cllr Gudgeon will represent the parish council and lay the wreath at St Thomas's Church. The clerk had brought the wreaths to the meeting to be taken by nominated councillors.

12. Planning Matters

12.1 Cllr Passmore reported the next planning meeting is arranged for 15th October 2019. We will be discussing two applications as follows:-

(i) 17 properties behind the Hare & Hounds. KPC will be objecting on the basis of safety – access proposed is right on corner. There is no reference to pedestrians or HGVs.

Action: Cllr Passmore and Cllr Middleton. Letter of objection to be drafted.

(ii) 40 houses opposite Watery Lane presenting a different issue with flooding. New proposals to include sewer into storm water drainage. STWA claim suitable stream nearby. There has been no movement on outline applications.

Action: Letter of objection to be drafted by Planning Committee and discussed at planning meeting.

12.2 The SUE has been approved and a copy has been put onto KPC website. Draft tree and development paper put forward for consultation up to 15th November 2019. Responses to be submitted for deadline and planning committee will be looking at detail next week.

Action: Planning Committee 15th October 2019.

13. Election 2019

An invoice for £250 remains outstanding for Coventry City Council administrative process for handling the non-contested election process on behalf of the parish council. The casual vacancy advertisement is on Coventry City Council's website.

14. Councillor's reports and items for future agenda

- Invitations to be sent to Ward Councillors with agenda and minutes of previous meeting; specifically to pick up issues of traffic calming;
- Speed Watch to be implemented;
- Watery Lane – de-restricted speed limit (60mph) – Cllr Gudgeon to draft letter to Ward Councillors.

16. Date of Next Meeting

The next meeting of Keresley Parish Council will be the held on Tuesday 10th December 2019 at Keresley United Reform Church, Bennetts Road, Keresley at 18.30. Apologies received from Cllr Gudgeon for November meeting due to work commitments.

The meeting closed at 20.03.

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