

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

held on Tuesday 9<sup>th</sup> July 2019

Venue: Keresley United Reform Church, Bennetts Road, Keresley @ 18.30 hours

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

**In attendance: Mr A West, Members & Elections Team Manager and Mrs Julie Newman, Solicitor & Monitoring Officer, Cllr Williams and Cllr Jandu, Coventry City Council.**

**There were 2 members of the public in attendance.**

**1. Welcome & Apologies**

Chair welcomed Guests, Members and members of the public. Apologies received from Cllr Camwell due to ill health. Clerk advised a letter from Cllr Camwell requesting extended leave of absence due to ill health is to be approved. Members accepted Cllr Camwell's request and approved her leave of absence for the foreseeable future. Chair read a letter of thanks from Cllr Camwell for the good wishes and gifts sent on behalf of the parish council which Members acknowledged.

**IT WAS RESOLVED** Cllr Camwell's request for extended leave of absence due to ill health approved; proposed Cllr redhead and seconded Cllr Wood.

**2. Public Participation**

• **CODE OF CODUCT TRAINING @ 7PM**

Chair advised that Code of Conduct Training will be delivered by Coventry City Council directly after parish business. There will be a planning meeting open to the public on 23<sup>rd</sup> July 2019 for all current issues/concerns to be raised.

**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. Cllr R Weaver Advisor**

Nothing to report.

**5. Minutes of 11<sup>th</sup> June 2019, EGM 25<sup>th</sup> June 2019 and EGM 2<sup>nd</sup> July 2019**

Chair requested Members approval for accuracy of 11<sup>th</sup> June meeting and extraordinary general meetings 25<sup>th</sup> June and 2<sup>nd</sup> July.

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**Signed .....** **Dated .....**

Members agreed an accurate record and approved minutes.

**IT WAS RESOLVED** The minutes of the 11<sup>th</sup> June 2019 proposed Cllr Redhead and seconded Cllr Wood; the minutes of the extraordinary general meeting 25<sup>th</sup> June 2019 proposed Cllr Redhead and seconded Cllr Wood; the minutes of the extraordinary general meeting 2<sup>nd</sup> July 2019 proposed Cllr Passmore and seconded Cllr Redhead.

**6. Finance**

**6.1 July Payments Approval**

Payments approval for Zurich Insurance annual renewal £167.44; Internal Auditor £100.16; WALC training for Cllrs Passmore and Wood 19/10/19 and 30/11/19 £60.00 totalling £327.60.

**IT WAS RESOLVED** July payments approved for £327.60. Proposed Cllr Passmore and seconded Cllr Gudgeon.

**Action: Cllr Redhead requested he be added to the training on 19/10/19 and 30/11/19. Clerk to register with WALC.**

**6.2 Delegated Powers to Chair & Vice Chair for August Payments Approval**

Clerk requested Members approve delegated powers to Chair and Vice Chair to sign off August payments due to holiday period.

**IT WAS RESOLVED** Members approved delegated powers to Chair and Vice Chair for August payments; proposed Cllr Wood, seconded Cllr Redhead.

**6.3 Bank Account**

Clerk reported the bank account balance to 30<sup>th</sup> June 2019 is £10,784.43. Cllr Passmore reminded Members that a meeting was needed to (i) set up Cllr Gudgeon as bank signatory on Mandate; (ii) increase daily payment limit for e-banking and (iii) set up Reserve Account as recommended by internal auditor.

**Action: Clerk to arrange meeting with HSBC for Cllr Gudgeon, Cllr Passmore and herself. Members acknowledged bank balance.**

**6.4 External Audit**

Clerk reported that the external audit was completed and received by Littlejohn on 3<sup>rd</sup> July 2019; given the clerks' circumstances and time parameters during time of bereavement, as a team we submitted inside the extended deadline of 8<sup>th</sup> July. However Keresley will receive a comment for non-compliance due to not meeting submission dated of 1<sup>st</sup> July 2019. The clerk recorded her thanks for Members support during a difficult couple of months, not least attending the EGM's to sign off the internal and external audits. Chair, on behalf of the parish council, recorded thanks to the clerk for completing the audit.

**Action: Policy Committee to meet to go through internal auditor recommendations.**

**6.5 HMRC**

Deferred to next meeting.

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**Signed .....** **Signed .....** **Dated .....**

**7. Policy Sub-Committee Recommendations**

A Policy committee meeting to be arranged.

**Action: Chair to provide availability and suggested dates.**

**8. Progress Reports**

Deferred to next meeting.

**9. Clerk's Report**

Deferred to next meeting.

**10. District & Ward Councillor Reports**

Cllr Williams advised:-

- Cards provided to put on cars obstructing/blocking/yellow line parking, Cabinet Member supportive;
- Planning website – concerns raised with officers regarding parish council and public access. The following email from Cllr Williams was circulated to Members:-

*"The council is aware that there are times that the planning portal on the council's website experiences periods of down time. This is unfortunately a standard issue with long running and busy websites. The Council is however committed to minimising any such periods and whenever issues are experienced we seek to rectify them at the earliest opportunity and as quickly as possible.*

*Following your question at Council last week, officers have reviewed the planning portal aspect of the website and have confirmed that the portal has been available 95% of the time over the last few months, which is slightly down on the normal standard. The period of downtime is currently being investigated however the vast majority appears to be linked to a problem that occurs on Wednesday evenings after around 6.30pm when a scheduled maintenance task is carried out on the planning web server. This maintenance task should only cause temporary loss of service for 10-15 minutes when working correctly. However, for the last few Wednesdays (22<sup>nd</sup> May, 5<sup>th</sup> June and 12<sup>th</sup> June) this task has caused the web site to be unavailable for the rest of the evening. This would account for the majority of the 5% downtime over the last month.*

*Officers are continuing to monitor the website and undertaking steps to rectify the current issues. This includes looking to scheduling the maintenance tasks for later in the evening and introducing a revised monitoring approach for the portal to help identify periods of downtime and respond to them as promptly as possible. I would also stress that we are in the process of upgrading our IT system, which will in due course greatly improve the service the council can offer and will resolve some of the issues we currently experience.*

*In the meantime if residents or other stakeholders do experience issues they should contact the planning department via the details below and they can be investigated. Notwithstanding, it is important to highlight that residents and stakeholders have at least 3 weeks within which to respond to a planning application and that these can be submitted via email or in writing as an alternative to the portal should any unforeseen problems be experienced with it."*

- Discussion continues with City Fibre and rural communities not being linked. The representative is Leigh Hunt. Urban communities continue to benefit without any additional capacity being available to rural areas specifically Bablake Ward. This to be put to Developers when meeting with parish council representatives as more emphasis on home working, how is this to be achieved without appropriate links to broadband/fibre.

**11. Correspondence & Communication**

- Cllr Camwell letters (already recorded under item 1. Welcome & Apologies;
- Direct Magazine.

**12. Keresley Village Matters**

Deferred to next meeting.

**13. Planning Matters**

Deferred to Planning Committee meeting to be held on 23<sup>rd</sup> July 2019. Briefly Cllr Passmore commented that he attended the Hare & Hounds meeting on 3<sup>rd</sup> July 2019 and provided an update of what the parish council had been doing and their response to recent applications. Received notification of resubmission of application for the Gospel Hall, Sandpitts Lane.

**14. Election 2019**

Deferred to next meeting.

**15. Councillor's reports and items for future agenda**

The hedges along Sandpitts Lane are dangerous and in need of cutting back. Penny Park Lane to Smithy Farm also requires cutting back.

**Action: Cllr Williams to follow up with Coventry City Council; Cllr Redhead to send email setting out concerns.**

**16. Date of Next Meeting**

The next meeting of Keresley Parish Council will be the held on Tuesday 10th September 2019 at Keresley United Reform Church, Bennetts Road, Keresley at 18.30.

There will be a Planning Committee meeting on Tuesday 23<sup>rd</sup> July 2019 at 7pm which will be open to Members of the Public.

The meeting closed at 19.02.

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