

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

held on Tuesday 10<sup>th</sup> September 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 as an observer: Mr G Taylor**

**There were 3 members of the public in attendance.**

**1. Welcome & Apologies**

Chair welcomed Members and members of the public after the summer break. Cllr Camwell continues her extended leave of absence due to ill health.

**2. Public Participation**

- Anything new on planning applications?

Cllr Passmore replied that these were received some months ago and the status remains "awaiting decision". There are problems with some of the supplementary planning documents some which are being disputed by developers.

Cllr Passmore confirmed that Gospel Hall application is now approved.

- Is anyone from the parish council communicating with the planning department?

Cllr Gudgeon responded that several months ago the parish council held meetings with planning, highways, drainage and developers. The parish council submitted responses to all applications which may be found on the parish council website. The parish council is currently waiting on dates for a public meeting for drainage and flood risk officers to outline their proposals.

Discussion regarding Watery Lane foul water discharges into sewer and not into the Brook with Members and residents; STWA undertaking revised planning and will get back to the parish council. With summer hiatus Coventry City Council continue to work through gas main search, water borehole testing to determine depth of water around Penny Park Lane and Tamworth Road.

Cllr Passmore concluded that the borehole results will determine revision for new planning application submissions.

**Action: Clerk to contact Neal Thomas regarding public meeting.**

**3. Declarations of Interest**

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

Locum Clerk Mrs Barbara Band, Keresley Parish Council, 55 James Dawson Drive, Millison's Wood, Coventry, CV5 9QJ. T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com) or [clerk@meridenparishcouncil.org.uk](mailto:clerk@meridenparishcouncil.org.uk)

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

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 9<sup>th</sup> July 2019**

Chair requested Members approval for accuracy of parish council minutes for 9th July. Members agreed an accurate record of pages 1, 2, 3 and 4. There were no matters arising and minutes were agreed.

**IT WAS RESOLVED** The minutes of the meeting held on 9th July 2019 were approved; proposed Cllr Passmore and seconded Cllr Redhead.

**5. Finance**

**5.1 August Payments Approval**

Payments approval for CPRE £36, Keresley URC £80, WALC training (Corley) Cllr Redhead £15, WALC training (Southam) Cllr Redhead £15 in total £146 for August.

**IT WAS RESOLVED** August payments approved for £146.00. Proposed Cllr Redhead and seconded Cllr Middleton.

**September Payments Approval**

Payments approval for Clerk remuneration £738.53, HMRC £184.60, ICO £35.00, Clerk mileage £39.15 in total £997.28 for September.

**IT WAS RESOLVED** September payments approved for £997.28. Proposed Cllr Wood and seconded Cllr Passmore.

**5.2 Bank Account**

Cllr Gudgeon reported that she attend a meeting on 5<sup>th</sup> August with the Business Manager of HSBC, Cllr Passmore and Mrs Bland to finalise bank mandate for her to be included as bank signatory; and set up a reserve account as recommended by the internal auditor. Cllr Gudgeon further explained the public money checks undertaken for money laundering, tax liabilities and interest.

Clerk advised confirmation received from Andy Peck, Business Manager that the reserve account application had been approved and was opened on 8<sup>th</sup> August.

Cllr Passmore confirmed that the new daily limit for on line banking payments is now increased from £250 to £1,000.

**5.2.1 Reserve Account Transfer**

Cllr Gudgeon asked Members to consider how much should be transferred to the reserve account from the business account? The current balance in the business account is £10,140 and to allow for 3 months of running costs. It was agreed that the

amount of £5,000 be transferred to the reserve account with immediate effect. Cllr Passmore to effect transfer.

**IT WAS RESOLVED** Members approved (i) the finalisation of Bank Mandate; (ii) the setting up of Reserve Account; (iii) the increase to daily on line banking limit from £250 to £1000 and (iv) the transfer of £5000 from Business Account to Reserve Account. Proposer Cllr Redhead and seconder Cllr Wood.

5.3 **External Audit**  
Nothing to report.

5.4 **HMRC**  
Clerk advised Keresley Parish Council is now registered with HMRC as an employer. A payslip with identified PAYE is received from payroll administrator for payment. A reference number to be obtained for HMRC on line payments for PAYE.  
**Action: Clerk to contact payroll administrator and HMRC.**

7. **Policy Sub-Committee Recommendations**  
The Policy committee met on 30<sup>th</sup> July and meeting notes circulated to Members. Cllr Gudgeon advised that the following Policies are ready for adoption and Member approval as follows:-

7.1 Home Working  
Agreed.  
**IT WAS RESOLVED** Members approved the Home Working Policy; proposed Cllr Wood and seconded Cllr Gudgeon.

7.2 Working Alone  
Agreed.  
**IT WAS RESOLVED** Members approved the Working Alone Policy; proposed Cllr Redhead and seconded Cllr Passmore.

7.3 Health & Safety  
Agreed.  
**IT WAS RESOLVED** Members approved the Health & Safety Policy; proposed Cllr Middleton and seconded Cllr Gudgeon.

7.4 Equal Opportunities  
Agreed.  
**IT WAS RESOLVED** Members approved the Equal Opportunities Policy; proposed Cllr Gudgeon and seconded Cllr Redhead.

7.5 Grievance Procedure  
Agreed.  
**IT WAS RESOLVED** Members approved the Grievance Procedure Policy; proposed Cllr Passmore and seconded Cllr Wood.

7.6 Disciplinary Procedure

Agreed.

**IT WAS RESOLVED** Members approved the Home Working Policy; proposed Cllr Wood and seconded Cllr Gudgeon.

7.7 Risk Register

Agreed but unable to sign due to formatting and printing issues; Cllr Passmore offered to look into the formatting and make necessary amendments to enable printing into an A4 landscape document.

**Action: Cllr Passmore to format and export as a PDF to enable printing.**

Cllr Passmore advised he will load all Policies including Standing Orders onto website using front end dashboard as PDFs.

Cllr Gudgeon reaffirmed that as an Employer, the employment law for a public body is in place to protect employees, councillors and volunteers. The Disciplinary/Grievance Procedures are clerk specific and if there are any complaints made against councillors then these will be referred to and dealt with by Coventry City Council Monitoring Officer which is the same process for Ward/District Councillors.

**8. Progress Reports**

- Cllr Wood reported that the Poplar Tree issue has been passed onto Adrian West and Julie Newman to try and established ownership. Clerk advised that she had been contacted by Adrian West with a request for forward all correspondence for reference and information, which she has now completed. All correspondence from Taylor Wimpey, Zest, Barretts, Land Registry, Robert Penlington and Nigel Smith has been emailed to the Coventry Council’s legal team.
- Cllr Gudgeon advised that the footpath running alongside the land with the Poplar Trees is lifting in places due to root ingress and in some places measures 2mm resulting in a trip hazard/obstruction for pedestrians.
- There is also a lot of rubbish on the footpath and land running alongside which needs removing. There is no maintenance of this area being undertaken by either of the developers i.e. Barretts or Taylor Wimpey; or any private management company(ies) that may be contracted to carry out grounds maintenance of these two developments.

**Action: Cllr Gudgeon to contact Adrian West. Clerk to monitor and bring up at meeting with Adrian West and Julie Newman 1<sup>st</sup> October 2019.**

- Cllrs Passmore and Wood to carry out inspection of Jubilee Wood and commemorative tree which has been vandalised and plaque of commemoration removed/stolen. The footpath into Jubilee Wood is overgrown and maintenance of this woodland is required.

**Action: Clerk to contact Footpaths and Tree Officers.**

**9. Clerk’s Report**

As per agenda items.

**10. District & Ward Councillor Reports**

Nothing to report.

**11. Correspondence & Communication**

- Clerk & Councils Direct Magazine
- CPRE Newsletter
- HSBC – Business Account Changes

**Action: Clerk to clarify with HSBC Business Manager any effects changes will have on parish council accounts.**

- Telephone call from Merle advising a request for parish council representation at resident meetings to provide updates on planning applications and outcomes. Currently meetings take place bi-monthly (fortnightly). There will be a clash with parish council meetings however Cllr Passmore agreed he will attend once a month to provide updates on parish council responses and dialogue with planning, highways, drainage, flood risk officers and developers. Cllr Passmore reiterated that all parish council responses to planning/developments may be found on website.

**Action: Cllr Passmore to provide meeting updates.**

**12. Keresley Village Matters**

Cllr Passmore informed that he had emailed Ann Evans regarding invitation for planning committee to attend the NDP meetings every other Tuesday. He committed to attending monthly as and when he is available. The next meeting is 17<sup>th</sup> September at the Hare & Hounds.

**13. Planning Matters**

13.1 Cllr Passmore reported:-

- Gospel Hall approved; and
- Sandpitts Lane/Tamworth Road – developer put in some additional material as required mainly associated with flood risk issues.

13.2 The SUE remains in draft with nothing additional in the content. However it now includes education and health provision.

**14. Election 2019**

There is a casual vacancy for a parish councillor to join the team. The clerk circulated revised advertisement with a closing date of 30<sup>th</sup> September for Member approval. Members discussed qualities of applicant and wish to hear from residents with local knowledge. The deadline for closing date to be extended to 30<sup>th</sup> October and advertisement to be placed on website and noticeboard. The clerk to contact the Monitoring Officer, Adrian West.

**Action: Clerk to contact Monitoring Officer with Vacancy; Advertisement to be posted onto website (Cllr Passmore) and noticeboard (Cllr Wood).**

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

- Car parking – obstruction of pavements/pedestrian access

Cllr Gudgeon reported a new push forward to ban parking on pavements to be raised at next session of Parliament. It will be the New Year before any statute is approved. More parking cards required to be placed on windscreens of offenders.

**Action: Cllr Williams to organise more cards to be placed on windscreens leaving accessible space for pedestrians, pushchairs and mobility scooters. If cards do not deter then report registration numbers to police.**

- The hedges along Sandpitts Lane are dangerous and in need of cutting back as dangerous effecting sight lines, pedestrians and drivers. Cllr Redhead to put onto “fix my street” website and email Cllr Williams.

**Action: Cllr Redhead to email Cllr Williams and to put onto “fix my street” website.**

- Lorries entering and exiting temporary road. Building work underway but HGV management required? S106 conditions for volumes/site vehicles? New school to be built under S106 but only if match funds achieved from President Kennedy.

**Action: Cllr Williams to follow up.**

**16. Date of Next Meeting**

The next meeting of Keresley Parish Council will be the held on Tuesday 8th October 2019 at Keresley United Reform Church, Bennetts Road, Keresley at 18.30.

Apologies received from Cllr Redhead due to holiday.

The meeting closed at 19.40.

The following item is under Closed Meeting conditions without members of the public or press in attendance.

**17. Confidential Matters**

17.1 Clerk Appointment

Cllr Gudgeon gave a brief outline of Mrs Bland’s position and desire to step down from her Locum position with Keresley and acknowledged this had been done with a lot of thought and deliberation on her part.

On behalf of Keresley Parish Council, Cllr Gudgeon thanked Mrs Bland for her commitment in getting Keresley to its current standing, challenges faced along the way and leaving the parish council in a good position for the future.

Mr Geoff Taylor was introduced as being a prospective candidate to take over from Mrs Bland. He has come recommended from WALC. Mr Taylor introduced himself and gave an honest and transparent account of his career to date and his work with parish and town councils in North Warwickshire and Leicestershire.

Members engaged informally with Mr Taylor asking about his parish council work and what he can bring to the Keresley Team.

Cllr Gudgeon thanked Mr Taylor for his attendance and informal chat with Members; advising Mrs Bland will let him know the outcome.

Members agreed Mr Taylor had a lot to offer and would fit into the Keresley Team however some disclosure shared of this current situation required two references one being from his current employer. Should an offer be made then this to be conditional upon receipt of satisfactory references?

**Action: Mrs Bland to advise Mr Taylor and follow up with John Crossling, WALC County Officer.**

The confidential matters session concluded at 20.28.