

SHUSTOKE PARISH COUNCIL

Minutes of the meeting of the Parish Council held on 14th November 2016

at Shustoke Village Hall

Ordinary meeting

- 1. Apologies:** None received, all members present, BC, CF, LK, RH & OP.
- 2. Declarations of Pecuniary and Non-Pecuniary Interest:** None.
Clerk raised the question of completing a 'Dispensation request form' regarding the Councillors interest in requesting a precept figure within the parish they lived in. However it was unanimously agreed that this was not required.
- 3. Public Session (Lasting a maximum of 30 minutes)** No public attended.
- 4. Previous Minutes:** Minutes from 22nd August 2016 parish meeting were agreed unanimously, proposed by Cllr. Knight and seconded by Cllr. Fox, accepted in full, without amendment.
- 5. Matters arising:** None.
- 6. Co-option of new Members.** Chair explained the two methods of co-option that had been advised to the parish by WALC and NWBC. Following full discussion members voted and unanimously agreed to select two new members by secret ballot, following full details of each applicant to be provided for selection. Clerk to coordinate a criteria of specific requirements and questions from all members over the forthcoming week, to prepare a specific form for all applicants accordingly. Members to liaise with Clerk via email. All applications to be completed for next full Council in February 2017, when the Clerk will run a secret ballot to select the two new members democratically.
- 7. Annual Parish Meeting.** The Warwickshire County Council Elections are now confirmed for Thursday 4th May 2017. The quarterly parish council meeting, which will be our annual full council meeting is scheduled for Monday 8th May 2017, so the general consensus of all members present was to arrange an Annual Parish Meeting on Monday 15th May as a separate evening for all the Village to come together.
- 8. Play Area report.** The latest play report had raised some queries that needed discussion. An email had also been received on 14/10/16 from a local resident concerned about the safety and condition of the play area. Chair and Clerk had visited the site together on 21/10/16 to assess the equipment. Following the site visit Clerk has been contacting play equipment suppliers. Clerk confirmed a site visit booked for late November with Sovereign Play Equipment engineer to look at repair, replace or remove costs to bring to next meeting. Also the Play report has been emailed to another supplier G.B. Sport & Leisure for perusal and Clerk is to take photographs of the equipment and forward to GB Sport & Leisure for a quote, which may be followed up by another site visit.
Clerk to continue chasing this matter to ensure prices and proposals come to the next meeting in February.
The members affirmed unanimously that maintaining this play area, which is an important aspect of the village, is a high priority, and will work for a speedy solution to safely repair or remove the items as soon as possible. Clerk to reply to email query at earliest opportunity.

9. Finance

- (i) Retrospective payments (since appointment of new Clerk) approved and signed off by two members;

<u>Email dated</u>	<u>Amount</u>	<u>Payee</u>
15/07/16	£312.00	NWBC
29/07/16	£45.00	WALC Training
31/07/16	£317.63	Came & Co Insurance
21/08/16	£373.30	AMS Maintenance
14/10/16	£373.30	AMS Maintenance
28/10/16	£379.92	NWBC
14/10/16	£156.00	WALC annual fees

New payments/invoices received from CF:

06/09/16	£645.58	AMS Maintenance
10/10/16	£373.30	AMS Maintenance

- (ii) Queries raised by Grant Thornton. Grant Thornton raised queries from Annual Return 2015/16 completed by Councillor in absence of Clerk. Cllr. Fox responded to items and any recommendations arising from this will be discussed at Feb 2017 meeting.
- (iii) Appoint an internal Auditor for 2016/2017. Clerk to contact previous internal auditor in due course.
- (iv) Future expenditure. Clerk raised enquiries regarding Membership to SLCC and was informed that this matter will be considered in the budgeting meeting. However Clerk informed that the budget is limited. Clerk raised request for two publications to support her training and for reference ('Local Clerks Explained' and 'Charles Arnold-Baker'). Cllr. Fox stated she has copies of these two books and will hand them over to new clerk.
- (v) Request for the appointment of a payroll provider. Cllrs Pugh, Chandler and Fox to meet on Thursday 17/11/16 to contact HMRC Basic Tool PAYE and resolve issues with previous entries and set up new details for new Clerk.
- (vi) Confirm statutory employer responsibility regarding Pension auto-enrolment. Clerk had reviewed government website and Shustoke Parish Council does not have to provide a pension. A standard declaration MUST be completed online to ensure all employers have considered all options and members agreed that Clerk, can update this and complete the declaration, to ensure the employer duties have been considered and met. Clerk to action before deadline of 01.12.2016.
- (vii) Consider draft budget 2017/2018 and precept request. As meeting will be arranged shortly to consider the Grant Thornton queries, it was generally agreed that the budgeting could also be considered at the same time and figures shared via email to members. If necessary an extraordinary meeting could be arranged in December to finalise figure before the next parish meeting in February, as the precept request will be required before then.

10. Communications

- a. Letter received from Chairman of Over Whitacre Parish Council, Phil Mason, and also an email from Ross Jones of LAWRAG, requesting financial support from all surrounding and affected parishes, to assist with the cost of Legal Counsel to represent OWPC, jointly with LAWRAG at the DAW MILL APPEAL INQUIRY on 21st February 2017. Members discussed the request, however due to a limited Parish budget they unanimously agreed that they unable to assist financially.
- b. Email received from resident regarding hedge cutting concerns along the main road between the village and the church. Councillors advised Clerk that this is the responsibility of the County Council, and thus to reply to the resident with full information of WCC and the relate contact details.
- c. Consultation on the new NWBC Draft Local Plan 2016 opened on 10th November 2016 until 31st March 2017. The Clerk holds a paper copy of the document, which can be viewed. Full information is on the NWBC website (www.northwarks.gov.uk) and the members requested the clerk to upload communication relating to this onto the parish website.
- d. Information has been received from Safer Warwickshire which will be shared on the parish website for public information.

11. Councillors' Reports and items for future agenda.

Chair, Cllr. Chandler reported her attendance at the NW Area Committee on 07/11/2106. Unfortunately only 8 out of the 29 parishes in North Warwickshire attended which was disappointing however Cllr. Chandler felt it was beneficial for information sharing, networking and working together for smaller parishes. The Chair and/or Clerk agreed to try and ensure one of them attends these bi-annual meetings in future.

Chair requested the Patients Reference Groups Minutes are shared on the website, especially as they include some helpful information for residents regarding vaccinations and check-up available to residents.

Cllr. Fox handed over some financial paperwork, invoices, petty cash and bank statements outstanding from Councillors sharing Clerk/RFO duties in absence of Clerk.

Cllr. Fox requested the Clerk contact NWBC to request they cut the hedge that is overgrown, where Church Road meets The Green by the council garages. Clerk to action.

Meeting closed at 9.05 pm

Date of next meeting: Monday 13th February 2017

Approved on:-

Certified: - Chair/Cllr