**SHUSTOKE PARISH COUNCIL**

**To all members of the Council and residents of Shustoke:-**

You are requested to attend an **Extraordinary Meeting** of the Parish Council:-

**Monday 1st October 2018 at 7.15pm**

**Shustoke Village Hall**

**EXTRAORDINARY MEETING**

***This is an extraordinary meeting of the Council to consider a planning application, to provide an update on the village hall, and to approve a budget for the operation of the hall from 15th October 2018.***

**DRAFT MINUTES**

**Ver 021018**

**PRESENT:-** Councillor B Chandler (Chair), Councillors G Daw, R Gough, L Pugh and R Pugh + Clerk to the Council, D Jeans.

 **9** Members of the public were present.

1. **Village Hall Evacuation Procedures**

1.1 The Chair outlined the evacuation procedures.

1. **Apologies**
	1. Apologies had been received from Councillor Taylor.
2. **Declarations of Interest**

3.1 There were no declarations from Councillors present.

1. **Introduction by Chair re Planning Considerations**

4.1 The Chair explained that the Council were considering a planning application in relation to 57, The Green, Shustoke later in the meeting, but welcomed contributions from members of the public present prior to the deliberation of Councillors. The Chair outlined the procedure she was adopting in relation to public participation, and summarised whatissues the Borough Council Planning Board would consider and what they would not.

1. **Contributions from Public (Maximum 30 minutes)**

5.1 The following observations were made by members of the public present at the meeting:-

5.1.1 Planning Application – 57, The Green

 a) Applicant – the planned extension was needed to accommodate children, including two adult children who were not in a position to move out. The extension was intended to match the environment and fit in to the area.

 b) Interested party – Appalled that an application has been made for a 7 bedroomed house in a small cul de sac with small terraced housing. There was limited parking already. The proposed extension was inappropriate and out of character for the area.

c) Neighbour – Supported previous speaker – extension too large and car parking issues would increase.

 d) Neighbour – Extension too large to blend in and too close to Number 55. Parking problems would increase. The extension would not fit in and would block out light to Number 55.

 e) Neighbour – Extension would be totally inappropriate and disruptive to local area.

 f) Neighbour – Occupant of 55 would be looking at massive brick wall.

 g) Neighbour – Significant impact on the local area and extra cars would cause parking problems

 h) The Chair advised that she had received a written submission from an affected resident of The Green and read out a summary.

 5.1.2 Village Hall

 a) Unfortunate the shop will close.

 b) How was it possible for a private company to be set up and operate the hall and shop?

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5.2 The Chair thanked residents for attending and offering their views which the Councillors would find extremely helpful in coming to an agreed position upon the application.

**6. Planning Application – 57, The Green, Shustoke**

6.1 The Chair referred to the planning application, details of which had been circulated to Councillors prior to the meeting.

6.2 Councillors were then asked to contribute their views:-

 6.2.1 Councillor L Pugh felt that the planned extension was an inappropriate size in an area of small family homes, was aesthetically unpleasing, and would lead to serious parking problems for local residents.

 6.2.2 Councillor Daw suggested that the extension would be totally out of character with the local area.

 6.2.3 Councillor Gough was concerned about drainage and sewerage being overwhelmed.

 6.2.4 Councillor R Pugh felt the extension was disproportionate to the current size of the house and parking would become very difficult for residents. She felt the proposed windows were out of proportion on the front and rear aspect.

 6.2.5 Councillor Chandler suggested that the nature of the extension was inappropriate given the location and style of other houses near by.

6.3 Councillor Chandler proposed that North Warwickshire Borough Council be advised that the Parish Council opposed the extension to 57 The Green on the grounds stated by Councillors. This was seconded by Councillor Gough and agreed by Councillors present.

**7. Village Hall and Shop – Update**

7.1 The Chair advised that the village shop and tea room, run for several years by the private company Shustoke Village Hall Company Limited, had closed in August, and responsibility for the village hall would return from that Company to the Parish Council, as Trustee of the hall and its land on the 15th October 2018.

7.2 Councillor Chandler explained that a review of the current state and usage of the hall was underway, and means of extending and increasing its use were under consideration. Councillors Daw, L Pugh and R Pugh would hold responsibility for management of the hall from 16th October on behalf of the Council.

7.3 Councillor R Pugh had updated the website with details of the hall, booking form, schedule of charges and conditions of hire, and a new hall- related shared email had been established – **ShustokeVillageHall@GMail.Com**.

7.4 Councillor Pugh had unearthed the existing hall Premises Licence which would need to be updated prior to 16th October.

**8. Budget Approval – Village Hall**

8.1 The Clerk advised that Councillors had previously allocated an amount of £1,900 within the 2018/19 Council budget in relation to the Village

 Hall Trust but that was prior to SVHCLtd announcing it was terminating operations and releasing the hall back to the Council. The Clerk had prepared a draft hall budget for the remaining part of 2018/19 and for

 2019/20 covering hall maintenance, insurance, utilities, decoration etc. which he had previously circulated to Councillors. The Clerk had been able to obtain very limited historical financial data in relation to hall costs and income, and his draft budget was accordingly a best estimate. He had advised that the Council should consider allocating a further £400 in 2018/19 and £800 for 2019/20, but that additional sums might be required if significant development work was felt necessary following the review of the hall structure and any proposed extension to its use.

8.2 On a proposal from Councillor L Pugh, seconded by Councillor Gough, all Councillors agreed to adopt the proposed hall budget for 2018/19 and 2019/20

8.3 A final statement had been received from Mrs Carol Fox showing a payment of £133.68 was required by her Company in relation to calor gas remaining on site, fire extinguisher servicing undertaken and net hall hire charges. However, the Clerk reported that the two large gas cylinders were not full, as indicated on the invoice and suggested he contacted Mrs Fox for clarification.

**9. Financial Report**

9.1 The Clerk presented a financial report for the six months ending 30th September. Spending remained within the parameters set, excepting ‘subscriptons’. This was due to the unexpected requirement of the Council to register with the Information Commissioners Office, but the amount was small – at £35. The interim Income and Expenditure statement had been circulated and was signed by the Chair and Councillor Gough. All relevant documents had been brought to the meeting for examination.

9.2 An interim audit of the Council’s accounts had been conducted on Thursday 27th September and apart from a minor comment in relation to financial information on Council minutes, the Council’s financial management was found to be robust and all income and expenditure reconciled. The internal auditor’s report had been circulated to

 Councillors.

9.3 The Clerk advised that the Council would need to open a new bank account for the hall, following the transfer of responsibility from SVHCLtd. to the Council. The performance of the Council’s current bank over the last 6 months had been very poor, and the Clerk sought approval to open current and deposit Village Hall accounts with a different bank in Atherstone, and to transfer the existing Council current and reserve

 accounts to that bank at the same time. He asked that the Council continue to endorse electronic transfer as the primary means of processing payments and receipts with a ‘cheque’ arrangement for emergencies. This had proved very efficient in the recent past, and governance arrangements had met the standards required by the auditors.

9.4 On a proposal by Councillor L Pugh, seconded by Councillor Gough, Councillors agreed that new accounts would be established for the village hall, all accounts transferred to an Atherstone based bank, and electronic transfer of receipts and payments would remain the primary method of financial transactions.

**10. Correspondence**

10.1 The Clerk had received notice from Warwickshire County Council that its gritting programme within Shustoke would be confined to Church Road and Castle Lane.

**There being no further business, the meeting closed at 8.06pm**