

SHUSTOKE PARISH COUNCIL

Monday 11th February 2019 at 7.15pm

at

Shustoke Village Hall

ORDINARY MEETING

MINUTES

PRESENT:- Councillor B Chandler (Chair), Councillors R Gough, and R Pugh
+ Clerk to the Council, D Jeans.
1 member of the public was present.

1. Village Hall Evacuation Procedures

1.1 The Chair outlined the evacuation procedures.

2. Apologies

2.1 Apologies had been received from Councillors Daw, L Pugh and Taylor.

3. Declarations of Interest

3.1 There were no declarations from Councillors present.

4. Minutes of Previous Meeting (12th November 2018)

4.1 The draft minutes of the meeting on 12th November 2019 had been published and adoption of the minutes was proposed by Councillor Chandler seconded by Councillor Gough and agreed by Councillors present. The Chair duly signed the minutes.

5. Minutes of Extraordinary Meeting (4th December 2018)

5.1 The draft minutes of the meeting on 4th December 2018 had been published and adoption of the minutes was proposed by Councillor Chandler seconded by Councillor R Pugh and agreed by Councillors present. The Chair duly signed the minutes.

6. Matters arising

6.1 The Clerk advised that he had procured a copy of the tenancy agreement for the Council garages adjacent to The Green. Once a tenancy had been agreed, there was no requirement for the tenant to remain a Shustoke resident. Following discussion, Councillors agreed that the Clerk should write to the Borough Council concerning the state of repair of the three sets of garages within Shustoke.

- 6.2 A report had been sent to Warwickshire County Council concerning the faulty road sign.
- 6.3 Replacement of the recreation ground goal nets would cost between £600 and £800 but the Clerk reported the goal post net retaining bracket was damaged and needed repair before any new nets could be fitted. If practicable (as welding was required) this was likely to cost an additional £300. The Chair deferred further discussion to substantive agenda item 11.

7. Contributions from the Public (Maximum 30 minutes)

- 7.1 Mr Coton provided an update on the Allotments Association activities. A damaged tree had been cut down, a gate post replaced and a sign installed to discourage inappropriate parking.
- 7.2 The Chair advised that she was shortly to visit the School and would be raising parking issues.
- 7.3 Mr Coton raised the issue of hedge cutting around the recreation ground and allotments, previously undertaken by Mr C Ward. Following discussion, the Clerk was asked to contact Mr Ward and to seek a quote to be considered against other quotes for the work.

8. Financial Report and Approval of Expenditure

- 8.1 The Clerk had previously circulated a report of Council and village hall income and expenditure to 31st January along with the bank statements.
- 8.2 A hall hire payment of £33 credited to the main SPC account had yet to be transferred to the hall account. The Clerk also highlighted that the previously agreed grant of £400 from the Council's Section 137 budget had not yet been transferred to the hall account. Councillors agreed there should be no change to the previous decision.
- 8.3 Schedules of payments were presented to the Council for both the Council and hall, which were approved and signed by Councillors Chandler and Gough.
- 8.4 The Clerk had also provided a schedule of transfers between the two Council and single hall bank accounts. This was signed by the Chair and Councillor R Pugh.
- 8.5 Adoption of the overall financial report was proposed by Councillor Chandler, seconded by Councillor R Pugh and approved by Councillors present.
- 8.6 The Clerk had previously circulated updated budgets for 2019/20 for both the Council and hall, taking account of the 2018/19 budget variances. The new version included additional budget categories which took account of the changes in management of the hall. He suggested the proposals continued to represent a prudent approach to in-year spend, with an opportunity to increase earmarked reserves for future expenditure on play equipment and hall renovation, as previously agreed by Councillors.
- 8.7 Adoption of the proposed 2019/20 Council and village hall budgets was proposed by Councillor Chandler, seconded by Councillor Pugh and agreed by Councillors present.

9. Planning Matters

- 9.1 The Chair advised that the NWBC Planning and Development Board would discuss the application for an extension at 57 The Green at its meeting at 6.30pm Monday 4th March, and that Councillors had the option to attend and raise an objection. Councillor Chandler was unable to attend due to a conflicting meeting but, outside the meeting, would ask another Councillor to attend in her place.
- 9.3 The Clerk had previously circulated details of an application for a combined garage / garden room at The Old Vicarage, Shawbury Lane. Following discussion, Councillors agreed the Council should not submit any objection.

10. Horticultural Services

- 10.1 The Clerk had responded to Councillor Hayfield following his offer of lengthsman services but had not received a response. A follow-up had been sent but a reply was still awaited. Councillor Chandler suggested contact with Councillor Reilly if Councillor Hayfield failed to respond.
- 10.2 A response from Fairways had been received in respect of horticultural services for the Village during 2019. The quote outlined services of £5,160 for 2019, albeit the Clerk had queried the price quoted for planter maintenance. The Council had agreed a budget of £5,000 in 2018, but had needed to spend only £3,800 due to weather issues. Within a revised schedule, the Clerk had incorporated additional work previously requested by Councillors and suggested Councillors retain the previously agreed maximum budget (£5,700) for 2019, with the schedule and quality of work being regularly monitored by Councillors and managed by the Clerk. The work at the Village hall would be coded to the hall budget. The extension of the contract with Fairways was permitted within the Council's financial rules.
- 10.3 Following discussion, Councillors agreed that Fairways should be asked to undertake Horticultural Services for a further year and the maximum budget would be limited to £5,700. This was proposed by Councillor Chandler, seconded by Councillor Gough and resolved by all Councillors present.

11. Play Area and Recreation Ground

- 11.1 A 'Play Area Inspection' had taken place 23rd January 2019. This had been circulated to Councillors. The Clerk had asked NWBC for clarification with regard to ambiguous wording, but there were no issues requiring urgent action.
- 11.2 Councillor Chandler proposed that a comprehensive review was needed on the future facilities of the recreation ground.
- 11.3 Councillor Gough proposed a survey of users – both online and paper, in order to help access what was required. This would include an option for outdoor gym equipment. It was agreed a survey should be drafted by the end of February and made available to villagers during March.

12. Village Hall

- 12.1 The Clerk had previously circulated the latest financial report for the hall.
- 12.2 Councillor R Pugh provided an update on the growth in bookings and reported that the January 'Meet and Eat' session had been well attended and would be repeated on 20th February. She had created a Facebook page for the hall and placed an advertisement in the School newspaper. Baddesley Ensor Parish Council had donated some kitchen equipment, and a small bookcase had been provided for the sale of donated books. The necessary roof repairs had now been completed.
- 12.3 Councillor Pugh identified hall curtains, storage units, coat hooks and improved toilet fittings as the immediate priority for procurement.
- 12.4 The Clerk confirmed that the May 2nd elections would be held in the hall providing an income of £256.

13. Website

- 13.1 The Council website continued to be updated on a frequent but irregular basis.
- 13.2 The month of January had seen the largest level of hits (370) in 2018/19, exceeding the previous October peak (353). The best overall day saw 51 'views', and 'all time views' had now reached 1,660.
- 13.3 Councillors were encouraged to provide items for the website to extend the range of its content. Councillor Chandler proposed that the Hazelwood Patient Group minutes should be added to the website.

14. Parish Council Election 2nd May 2019

- 14.1 The Chair advised that the next scheduled Council meeting would not take place until after the election on 2nd May, and encouraged Councillors to obtain and complete their nomination forms as soon as they became available.
- 14.2 The Council currently carried one vacancy and the Clerk had included details of the Borough Council's 'new councillor' event on Monday 28th February at the Council House on the Parish Council's website and on the village notice boards.
- 14.3 As previously advised, the Borough Council had agreed a booking of the village hall with NWBC for the day of the election.

15. Annual Meeting of the Parish

- 15.1 The Annual Meeting of the Parish was scheduled for Monday 8th April 2019 and the Clerk asked Councillors to consider if they wished to invite any specific speaker, or guest in addition to the usual invitees. Councillors agreed to consider possible guests outside the meeting and to advise the Clerk.

16. Reports from County and Borough Councillors

16.1 No County or Borough councillors were present.

17. Reports from Parish Councillors

17.1 Councillor Chandler reported upon a recent Hazelwood Patients Group meeting. A new practice manager had been appointed and a new telephone system would be operating from 27th February. Nurse prescribers were to be appointed in May or June 2019. An initiative was planned for patients requiring social support rather than medical intervention.

18. Relevant Correspondence

18.1 The Clerk reported he had circulated all relevant correspondence to Councillors.

19. Exclusion of the Public and Press

19.1 Councillor Chandler recommended that under Section 110A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act. This was seconded by Councillor Gough and agreed by Councillors present.

The member of the public and Clerk left the room for item 20 of the agenda.

20. Clerk's Hours and Remuneration

20.1 The Clerk had previously circulated a proposal in respect of the Parish Clerk's hours and salary point which was due for annual review.

20.2 Following discussion, Councillors felt that bi-monthly meetings rather than quarterly meetings would better meet the needs of the Council and village. To this end, on a proposal from Councillor Chandler, seconded by Councillor Gough, Councillors agreed to the following:-

20.2.1 That the Council should meet bi-monthly with effect from the Annual Meeting of the Council in May 2019.

20.2.2 That the Clerk's hours for 2019/20 be increased to 30 hours per month, with a further review prior to the 2020/21 financial year.

20.2.3 That the Council reconsiders the Clerk's hours if a significant reduction or growth in responsibilities take place in-year, such as the appointment of a hall caretaker or other staff member taking on roles currently undertaken by the Clerk, or an additional workload is imposed.

20.2.4 That the current process of the Chair authorising (in advance) additional hours in excess of the monthly amount continues in 2019/20.

20.2.5 That half the annual leave entitlement be carried forward if both the Clerk and Chair agree.

20.2.6

[REDACTED]