

SHUSTOKE PARISH COUNCIL

Monday 12th November 2018 at 7.15pm

at

Shustoke Village Hall

ORDINARY MEETING

MINUTES

PRESENT: Councillors B Chandler (Chair), G Daw, R Gough, L Pugh, R Pugh.
Clerk – D Jeans. Six members of the public.

1. Village Hall Evacuation Procedures

1.1 The Chair outlined the evacuation procedures.

2. Apologies

2.1 Apologies were received from Councillor Taylor.

3. Declarations of Interest

3.1 There were no declarations of interest.

4. Minutes of Previous Meeting (13th August 2018)

4.1 The draft minutes of the meeting on 13th August had been published and adoption of the minutes was proposed by Councillor Gough seconded by Councillor R Pugh. The Chair duly signed the minutes.

5. Minutes of Extraordinary Meeting (1st October 2018)

5.1 The draft minutes of the meeting on 1st October had been published and adoption of the minutes was proposed by Councillor R Pugh seconded by Councillor L Pugh. The Chair duly signed the minutes.

6. Matters arising

6.1 There were no matters arising.

7. 'Safer Neighbourhood'

- 7.1 The Chair welcomed PCSO Mo Yaqub who had recently transferred to Coleshill from Atherstone. Mo reassured the Council he was aware of the local issues and had been involved in local drug enforcement and had been paying attention to the parking issues relating to parents parking near Shustoke School. He was keen to set up a Neighbourhood Watch scheme in Shustoke and to look at a speed watch scheme for which just 1.5 hours training was required.
- 7.2 The Chair thanked Mo for attending the meeting and addressing the Council and residents.

8. Contributions from the Public

- 8.1 The Chair invited contributions from the public.
- 8.2 A resident advised that there was traffic chaos when parents dropped off and collected their children. He had previously proposed parking restrictions to help ease the situation and asked Mo if he could assist with that? Mo undertook to liaise with the Highways Authority. He also undertook to pay regular attention to the issue.
- 8.3 The Chair highlighted that this was a persistent problem which needed a long term solution, possibly by the school working with parents, perhaps with a local parking ban, requiring parents and children to walk the last section to the school.
- 8.4 A resident felt that parents spent too long in the car park. The Chair suggested that there was no problem with that and that parents were entitled to use the car park to walk around the recreation ground etc.
- 8.5 Councillor Gough advised that some parents declined to use the school bus; preferring to drive their children to school.
- 8.6 Graham Stirrop, Shustoke Allotments, reported that one parent had blocked in an allotment holder but agreed to discuss the issue with Councillors outside the meeting. He advised that Shustoke Allotments had won the County's "Best Kept Allotment" award.
- 8.7 Councillor R Pugh suggested that the Allotments group might wish to populate a separate page on the Council's website. Mr Stirrop agreed to contact the Clerk outside the meeting.

- 8.8 Mr Stirrop sought the consent of the Council to cut down a rogue tree within the allotments. Councillor Gough was aware of the tree and felt it should be removed. The Council agreed, and the Clerk was requested to confirm the consent in writing.
- 8.9 Mr Stirrop was also seeking consent from the Council to install a poly-tunnel on the allotment and was also looking for assistance with funding for the likely £1000 cost. It was agreed the Council would consider the proposal.
- 8.10 The Chair advised residents that later in the meeting, Councillors were considering a planning application in relation to 57, The Green, Shustoke, 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 what issues the Borough Council Planning Board would consider and what they would not.
- 8.11 The following observations were made by members of the public present at the meeting:-
- i) The size of the proposed extension was too large for the area and there was potential for 7 additional cars being parked in a small cul-de-sac.
 - ii) There had already been occasions when 6 cars were parked outside, limiting space for other residents.
 - iii) The extension will look like a prison block.
 - iv) The builders may need to deposit skips on the road to the inconvenience of other residents.
- 8.12 A written submission had been received from a resident directly affected by the planned extension. This was read out for the benefit of Councillors.
- 8.13 The Chair thank residents for their contribution and reminded them their own objections needed to be submitted by 18th November.

9. Financial Report and Approval of Expenditure

- 9.1 The Clerk presented a financial report for the seven months ending 4th November 2018. This had previously been circulated to Councillors. He highlighted the variances within the budget. The interim Income and Expenditure statement was signed by the Chair. All relevant documents had been brought to the meeting for examination.
- 9.2 The Clerk presented the latest schedule of payments (attached) and this was examined and signed by the Chair and Councillor L Pugh.

- 9.3 The Clerk updated the Council with respect to the new bank account for the hall, following the transfer of responsibility from SVHCLtd. to the Council. Due to previously advised problems relating to a new account with either Nationwide or Lloyds Banks, he was currently pursuing a third account with HSBC as the expedient short term option. He was due to meet with HSBC staff on 23rd November. Hall income and expenditure were currently paid into and out of the main Council account but hall items were highlighted in the financial report and there would be a report on the necessary reconciliation at the next meeting.
- 9.4 HSBC had conducted a telephone-based ‘safeguarding’ interview with the Clerk on 29th October to identify any risks to the Bank of money-laundering etc. The Bank had subsequently confirmed the Council had ‘passed’ the necessary tests but a letter had been received on 12th November contradicting the previous information. This would be resolved by the Clerk.

10 Precept 2019/20

- 10.1 The Clerk had previously circulated both a draft budget for 2019/20 and a discussion paper identifying the financial challenges and opportunities for 2019/20, particularly in relation to the village hall and recreation ground, and the financial impact to both residents and the Council of a range of increases in the 2019/20 precept.
- 10.2 The Clerk reminded Colleagues that a resolution on the precept was required prior to the next scheduled Council meeting.
- 10.3 The Chair highlighted that although the Council would experience a budget underspend at the year end, there was a need to ensure resources were available to make a significant and visible improvement to the green spaces of the village. The Council’s new responsibility for the fabric and operation of the village hall also represented a significant financial risk whilst the Council only had limited resources and reserves. The recreation ground was also likely to require substantial funding.
- 10.4 Councillor R Pugh highlighted that there had been clear neglect of some of the village assets and these would need significant resources to bring them up to an acceptable standard.
- 10.5 The Chair proposed that the Council seek a 10% increase in precept for 2019/20 and this was seconded by Councillor L Pugh. This represented a Total

Precept Requirement of £12,253.26. On a vote, this was passed unanimously. The Clerk would inform the Borough Council at the relevant time.

11. Planning Matters

With agreement of the Councillors, this item was discussed out of sequence - immediately after Item 8 – Public Participation.

- 11.1 The Chair referred to the revised planning application concerning 57, The Green, details of which had been circulated to Councillors prior to the meeting.
- 11.2 Councillors were then asked to contribute their views.
- 11.3 Councillor Gough felt that the amended proposal would provide a worse building to the detriment of residents.
- 11.4 Councillor Daw suggested that the highways issue was the most important – that there was insufficient room within the cul-de-sac to accommodate so many extra vehicles.
- 11.5 Councillor L Pugh agreed that the highways objections were paramount.
- 11.6 The Chair suggested that the proposal effectively comprised a second house attached to the original, and was incongruous for the area. She also felt acceptable facilities for parking could not be fulfilled.
- 11.7 Councillor L Pugh agreed with the Chair and suggested the extension was aesthetically unacceptable.
- 11.8 Councillor R Pugh suggested the extension was quite out of proportion and there was clearly insufficient parking for the number of residents to be housed.
- 11.9 The Chair confirmed with Councillors that they all agreed an objection should be made to both the Planning and Highways Authorities. The clerk was asked to submit objections based on the issues raised by Councillors.

12. Horticultural Services

- 12.1 The Clerk highlighted recent work undertaken by the Contractor including the additional work commissioned in response to concerns from Councillors and residents.

- 12.2 The Clerk advised that Councillors needed to review the existing tender document to ensure it met their intentions and expectations for 2019.
- 12.3 The Chair highlighted the need to make significant improvements around the village. It would also be helpful to be advised in advance when the contractor's staff were attending the village.
- 12.4 Councillor Gough expressed concerns over the recent car park work. The Clerk had received the invoice but would ensure the work was completed before payment.

13. Play Area and Recreation Ground

- 13.1 The Chair felt that the play area was in a very poor state and that the Council needed to identify and fund suitable equipment for both children and adults. Relocation of the play area also needed to be considered. External funding would be sought to assist the upgrading.

14. Village Hall

- 14.1 The Chair advised that in 2017, Shustoke Village Committee Hall Ltd had entered into an agreement with the Rural Payments Agency which had provided a grant of £24,000. The agreement was due to end May 2022 and the Parish Council had been asked to take over the agreement from Mrs Fox's Company. The Parish Councillors, as Trustees of the village hall had discussed the proposal at a Trust meeting on 9th November and had decided not to take over the agreement. The RPA had been informed.
- 14.2 Councillor R Pugh updated Councillors with regard to hall issues following the handover from Shustoke Village Hall Committee Ltd on 15th October. The Council had secured regular bookings plus considerable ad hoc hirings. The website had been updated and there was a separate email address for hirings and enquiries. A suitable external sign would be procured to aid visitors looking for the hall. The previous shop premises was also available for hire as a meeting room.
- 14.3 Councillor Pugh advised that the hall should generate an income of £700 by financial year end.
- 14.4 Councillor Daw suggested that the Council consider Christmas lights around the hall. Councillor Gough felt that the Council should procure a Christmas tree and undertook to make enquiries on behalf of the Council.

15. Website

15.1 The Clerk advised that an increase in the website/email storage capacity had been procured due to difficulties in day to day operations under the previous arrangement. There would need to be additional spending to ensure the website was fully GDPR compliant.

15.2 Website ‘hits’ continued to increase and the Clerk provided the monthly figures as shown:-

May 2018	35	August	222
June	82	September	193
July	36	October	353

15.3 Councillor Gough thought there should be a link on the Council website to Shustoke School. The Clerk agreed to add a link.

16. Reports from County and Borough Councillors

16.1 No County nor Borough councillors were present.

17. Reports from Parish Councillors

17.1 The Chair provided details of the Patient Participation Group at Hazelwood Surgery, Coleshill. A need to improve marketing had been identified in order that patients were aware of the changes and improvements being made.

18. Relevant Correspondence

18.1 The Clerk reported a letter from a resident requesting consideration of a tree to be planted on the recreation ground in memory of a relative. The clerk had acknowledged the letter but to allow some flexibility for the Council, he had requested consideration by the family to alternative memorials, such as a bench, before a formal decision was taken by Councillors.

18.2 Councillors thought that a tree could be allowed and undertook to identify a suitable site. The Clerk would then contact the family.

There being no further business, the meeting closed at 8.40pm.