

Ordinary Meeting of the Parish Council

7.15pm Monday 13th January 2020

at

Shustoke Village Hall

MINUTES

PRESENT:- Councillor B Chandler (Chair)
Councillors R Gough, L Pugh, S Taylor
Clerk – D Jeans
Six members of public (Part of meeting)

1. Village Hall Evacuation Procedures

1.1 The Chair ensured those present were aware of the evacuation procedures.

2. Apologies and Approval of Absences

2.1 Councillors G Daw and R Pugh had notified their absence from the meeting.

2.2 The Council approved the absence of Councillors Daw and R Pugh.

3. Declarations of Interest

3.1 There were no declarations of interest.

4. Minutes of Previous Meeting (11th November 2019)

4.1 The minutes of the previous meeting had been circulated. Councillor Chandler proposed that the minutes be adopted, seconded by Councillor L Pugh, and agreed by Councillors present.

5. Matters arising

5.1 Telephone Kiosk (5.2)

5.1.1 The Clerk had not yet received notification of the approval of sale to the Council.

5.2 Parking Issue – Village Green (5.3)

5.2.1 Councillor R Pugh had submitted a written report prior to the meeting suggesting consideration of a further quote for a fence. In the absence of both Councillor R Pugh and a written quote, this matter was deferred to the next meeting.

5.2.2 Councillor Gough advised that she was aware of the identity of those parking on the Village Green and agreed to approach them at their next meeting.

5.3 Advertisements Blyth Mill Road (8.2)

5.3.1 The Clerk had been in contact with the Company, but the relevant manager was in the Philippines until 20th January 2020.

5.4 Footpath Fencing Adjacent to Railway Line (14.3)

5.4.1 Network Rail fencing policy included the following:- *“The fencing we use across the network depends on the adjacent land use and level of risk. Some of it may not be suitable for keeping small animals off the railway. Dog owners should always take extra care when near the railway.”*

5.4.2 However, the clerk had asked Network Rail to check the situation in the area identified by Councillor L Pugh. Network Rail had requested photographs of the relevant fencing, confirmation of the type of fencing currently in place, and an estimate of how much of the fencing needed replacing (ie. the whole length of the reservoir?).

5.4.3 Councillor L Pugh agreed to provide photographs and an estimate of the length of strengthened fencing required.

5.5 Volunteer Footpath Group (15.2)

5.5.1 Following the Council’s decision to donate £100, the Nether Whitacre Parish Clerk had advised that the Group was currently NOT now in need of a donation as separate funding had been identified via NWBC. The Clerk advised that the Council had resolved to make the donation, but Councillors agreed payment could be postponed pending clarification of the situation.

6. Contributions from the Public (Maximum 30 minutes)

6.1 Six members of the public attended to persuade the Council to argue for a lower speed limit on Station Road on the approach to the 40 and 30mph limits of Nether Whitacre. They argued that the current 60mph limit was dangerous in view of the houses, water works entrance and junction with Watery Lane. Their requirement was for a 40mph limit from the junction of Station Road and Blythe Road.

6.2 The Clerk was asked to quote the relevant sections of the Department of Transport Circular on speed limits. He suggested that the necessary criteria could not currently be met.

6.3 Following discussion, Councillors agreed that the Clerk should contact the Highways Authority and Warwickshire County Council Councillor Hayfield.

6.4 The attendees also expressed concern in respect of a telegraph pole inappropriately situated on the footpath of Station Road. The Clerk was asked to make a site visit.

7. Financial Report

- 7.1 The Clerk presented the latest financial reports for the Council and Hall and the predicted outturn position 2019/2020. The reports were signed by Councillors Chandler and approved by Councillors present
- 7.2 The Clerk reported that an internal audit had taken place on 4th December 2019. No issues had been identified and the Clerk had circulated the internal auditor's report. This was noted by Councillors present.
- 7.3 Schedules of payments were examined and signed by Councillors Chandler and Gough.
- 7.4 The Clerk presented draft budgets for 2020/21 for the Council and Village Hall. Details of additional, necessary expense in respect of the hall roof were provided by Councillor L Pugh.
- 7.5 Councillor Chandler suggested that the SPC grant to the hall should cease in 2021/2022 but that the grant for 2020/21 be earmarked for the urgent roof repair.
- 7.6 Following discussion, Councillor Chandler proposed acceptance of the draft budgets, as amended, seconded by Councillor Gough, and agreed by Councillors present.

8. Parish Council Precept 2020

- 8.1 The Clerk had circulated a Precept Position paper prior to the meeting. This was supplemented by the written report on the village hall roof and the social bus service proposal paper circulated prior to the meeting.
- 8.2 Councillors acknowledged that the 2019/20 precept rise had been high, but the need for the Council to maintain the standard of horticultural services, replace the play equipment, ensure proper maintenance of the village hall and to provide the new social bus service led to the inevitable requirement for a further significant rise in precept. Following further discussion, Councillor Chandler proposed a 10% precept rise for 2020/21, seconded by Councillor Gough and agreed by Councillors present. The Clerk was asked to notify the Borough Council, accordingly.

9. Area Bus Services 2020

- 9.1 The Council had been asked to contribute to a new 'social' bus service operating each Wednesday and Friday by TJ Travel. Details had been circulated to Councillors. All participating Councils had committed to supporting the Scheme but Over Whitacre Parish Council had not been included in consultations.
- 9.2 The cost to Shustoke Parish Council would be £712 for a 14 month period, with no cost to bus customers. The service commencing the first week of February.
- 9.3 The County Council had also commissioned a daily dial-a-ride bus services to Coleshill and Atherstone, operated by both South Staffordshire Coaches and T J Travel. Ticket cost was £5 return, or £3 single without a concessionary pass.
- 9.4 Following discussion, Councillor L Pugh proposed that the Council support the social bus service with a payment of £712 for a period of 14 months. This was seconded by Councillor

Taylor and agreed by Councillors present. The Clerk was asked to confirm with Councillor D Reilly that at a stop at the Griffin / Almshouses was included in the service.

10. Planning Matters

10.1 There were no outstanding Shustoke planning matters.

11. Recreation Ground Enhancements

11. Councillor Gough had previously submitted an interim report but discussion on this matter was deferred to the next meeting.

12. Horticultural Services

12.1 As resolved at the previous meeting, the Clerk had sent out offers to quote to eight potential contractors. Only two responses had been received, to date. Councillors agreed to defer discussion to the next meeting.

13. Shustoke Emergency Plan

13.1 The Coventry, Solihull and Warwickshire (CSW) Team had circulated a proforma Emergency Plan for town and parish councils to utilise, to ensure a local emergency contact list was up-to-date. The Clerk sought approval from Councillors to provide the appropriate information.

13.2 Councillor Chandler proposed that the necessary information was provided, seconded by Councillor L Pugh and agreed by Councillors present.

14. Road Safety Issues

14.1 As agreed, the Clerk had written to WCC Councillor Hayfield in respect of the overtaking issue in Church Road. However, Councillor Hayfield was to be absent until 14th January.

15. VE Day Anniversary Celebrations, 8th – 10th May 2020

15.1 The Council needed to agree whether Shustoke should participate in a weekend (Friday, Saturday, Sunday) of celebrations in conjunction with residents and local businesses. A Council VE ‘champion’ or team might be needed to be appointed to coordinate Village activities.

15.2 Councillor L Pugh undertook to confirm activities taking place at The Griffin, whilst Councillor Gough would check with The Plough.

16. Reports from County and Borough Councillors

16.1 No Country or Borough councillors were present.

17. Reports from Parish Councillors

17.1 Village Hall

17.1.1 Councillor R Pugh had submitted a written report prior to the meeting. The Chair reminded members that the Council had earlier agreed that the SPC grant to the hall should be used for the roof repair.

17.1.2 The Clerk was now sending a copy of hall financial transactions to Councillor R Pugh on a weekly basis, but any change to the account governance arrangements would need a revision to the Council's financial regulations if additional user access permitted transfer of money between accounts or the cancellation of standing orders and direct debits. The possibility of a view-only facility would be investigated.

17.2 Patient Participation Group

17.2.1 Councillor Chandler reported upon the meeting of 7th January. A social subscribing network session was to be held imminently.

18. Correspondence

18.1 Recent correspondence had been covered within the agenda.

19. Date of Next meeting

19.1 On a proposal by Councillor Chandler, seconded by Councillor Gough, Councillors resolved to hold an additional Parish Council meeting at 7.15pm Monday 10th February 2020.

I certify that these minutes, comprising six pages and an attached payment schedule covering 11th November 2019 to 12th January 2020, represent a true record of the ordinary meeting held on 13th January 2020.

_____ *Chair* _____ *Date*