

# SHUSTOKE PARISH COUNCIL

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

## ORDINARY MEETING

8.15pm Monday 9<sup>th</sup> May 2021

### MINUTES

**Present:** Councillors N Cole (Chair), B Chandler (Vice Chair), G Dupree, L Dupree, G Farr, G Noble  
Clerk – David Jeans  
One resident (part)

#### 1. Apologies

1.1 All Councillors were present.

#### 2. Declarations of Interest

2.1 It was agreed this would be agenda-specific.

#### 3. Minutes of Extra-Ordinary Meeting (28<sup>th</sup> March 2022)

3.1 The minutes of the meeting held 28<sup>th</sup> March 2022 had been circulated. Councillor Cole proposed that the minutes be adopted, seconded by Councillor Chandler, and this was agreed by Councillors present.

#### 4. Matters arising

4.1 There were no matters arising not covered within the main agenda.

#### 5. Contributions from Public (Maximum 30 minutes)

5.1 The author of a planning application in Forge Road spoke to the detail of the application and advised that he had spoken with his neighbours. Neither had any issue with the proposed extension.

#### 6. Financial Report 2021/22(Including 2021/22 Audit)

6.1 The Clerk advised that the 2021/22 Council accounts had been subject to internal audit and found to be fully in order.

6.2 The Council needed to decide whether to certify itself as exempt from a full external audit. The Clerk had circulated the appropriate certificate. Following discussion, Councillor Cole proposed that the Council certified itself as exempt, seconded by Councillor G Dupree, and agreed by other Councillors present. The Chair signed the appropriate form.

- 6.3 The Clerk had circulated a copy of the internal auditor's report which was considered by Councillors. Councillor Cole proposed acceptance of the report, seconded by Councillor Chandler and agreed by Councillors present. The Clerk was asked to offer the thanks of the Council to the auditor.
- 6.4 Councillors considered the elements of the Annual Governance Statement. Following discussion, Councillor Cole proposed that items 1 – 8 were endorsed as achieved, seconded by Councillor Chandler and agreed by Councillors present. The Chair signed the appropriate form.
- 6.5 The Clerk had previously circulated a copy of the 2021/22 audited accounts. Councillor Cole proposed that the accounts be adopted, seconded by Councillor Chandler. A copy of the accounts was signed by the Chair.
- 6.6 Councillors considered the Accounting Statement 2021/22. The Clerk had previously circulated the audited financial report for the Council and Hall accounts for 2020/21. Following discussion, Councillor Cole proposed that the statement be approved, seconded by Councillor Chandler and agreed by Councillors present. The Chair signed the appropriate form.
- 6.7 The Clerk advised that the period of 'public examination of the 2021/22 accounts' was scheduled for the period recommended by the external auditors, 13<sup>th</sup> June to 22<sup>rd</sup> July, subject to any comments by Councillors. Councillor Cole proposed adoption of that period, seconded by Councillor Chandler and agreed by Councillors present. Councillor Cole agreed that the hall would be made available for any such examination, subject to existing bookings.
- 6.8 The Chair was presented with recent invoices and a payment schedule for the period to 20<sup>th</sup> to 31<sup>st</sup> March 2022, which he/she signed during the meeting, and which were countersigned by Councillor L Dupree.

## **7. Council Budget 2022/23 and Interim Financial Report**

- 7.1 The Clerk had circulated a copy of the updated budget for 2022/23 which the Chair signed during the meeting.
- 7.2 The Clerk had circulated a copy of the Council's accounts for the period up to 30<sup>th</sup> April 2022. The Chair proposed acceptance of the financial report, seconded by Councillor Noble and agreed by Councillors present. The Chair signed a copy.
- 7.3 The Chair was presented with recent invoices and a payment schedule for the period to 1<sup>st</sup> April to 7<sup>th</sup> May 2021, which she signed and which were countersigned by Councillor L Dupree.

## **8. Planning Matters (Considered after item 5)**

- 8.1 The Clerk had circulated details of an application in respect of 2 Forge Road, Shustoke prior to the meeting.

8.2 Councillors thanked the applicant for his attendance and for the information he had provided. Following discussion, Councillors resolved not to make any objection to the application.

## **9. Recreation Ground Developments and Equipment**

9.1 Councillor Chandler outlined the recent progress of the Working Group. The Group wished to have clarification of the breakdown of the earmarked reserve which the Clerk agreed to supply.

9.2 The Group were intending to produce a high-quality plan of the whole recreation ground and Councillors discussed potential means of its procurement.

9.3 Contact had been made with the School to seek its involvement in future work.

9.4 Councillor Cole confirmed a lottery bid for £43k had been submitted.

## **10. Platinum Jubilee Celebrations**

10.1 Councillor L Dupree outlined the plans for the celebration on 5<sup>th</sup> June 2022. She outlined the need for further volunteers and for assistance with cakes, plus raffle and tombola prizes.

10.2 Councillors suggested consideration of bunting, additional signs and further marketing.

10.3 The Working Group requested assistance with the risk assessment with which the Chair and Clerk offered their assistance.

10.4 Councillor G Dupree was preparing an information sheet on the Parish Council for distribution on the day.

10.5 Councillors expressed their pleasure that Merevale Estates had offered to supply and plant 70 trees within the Recreation Ground. Councillor Cole proposed the Council accepted the offer and agree to the planting in line with the plan discussed at the recent site meeting. This was seconded by Councillor Chandler and agreed by Councillors present. The Clerk was asked to inform Merevale Estates of the decision.

## **11. Reports from County and Borough Councillors**

11.1 No County nor Borough Councillors were in attendance.

## **12. Reports from Parish Councillors**

### **12.1 Village Hall**

12.1.1 Councillors Cole reported that the new toilet flooring was now complete, and discussions in respect of the kitchen re-fitting continued. Consideration of an internal connection between the hall and former shop was still in progress. No asbestos had been found in the roof void which would reduce the cost of the repairs required.

12.1.2 Hall bookings continued to grow and the hall was now particularly busy during weekday evenings.

12.2 Neighbourhood Watch

12.2.1 Councillor G Dupree reported the content of the meeting held 5<sup>th</sup> May 2022. The input from police officers had been illuminating with information on recent crime and the growth in car key burglaries and catalytic converter theft.

12.2.2 The NW team were willing to attend events and provide information and advice. The team also sold security equipment at cost price.

12.3 WALC

12.3.1 Councillor Chandler advised that the new Chief Executive of WALC was making significant changes and was focussing on finances in particular. A new legal advice service was in place.

12.3.2 Councillor Chandler outlined the work of WALC's North Warwickshire Area Committee, and the importance of liaison and information sharing with other councils. Significant information had been forthcoming in respect of both the Airport and HS2 operations.

12.4 Four Parishes Youth Club

12.4.1 Councillor Noble advised that the Club remained very popular, and a waiting list was now in place. Councillor Noble had been involved in securing a grant of £9k which would be used to fund additional youth leaders.

**13. Correspondence**

13.1 Damaged Fence – Croxall Drive

13.1.1 The Clerk had written to the occupant of 11 Croxhall Drive, who Councillors believed held responsibility for maintaining the damaged section of fence. The resident had subsequently spoken with the Clerk and had agreed to pass on the Council's letter to her landlord.

13.1.2 Councillor G Dupree advised that the Council should not repair a fence for which it had no legal responsibility, and to do so would introduce unintended consequences.

13.1.3 Other Councillors felt that the landlord of No 11 should be contacted and the Clerk was asked to continue his enquiries.

13.2 HMRC – Alleged Underpayment

13.2.1 The Clerk had received a letter from HMRC claiming £473 underpaid tax and national insurance contributions for the period May 2017 to April 2018, and an underpayment of £0.40 in November 2019.

13.2.2 The Clerk had responded to HMRC providing evidence that there was no paid clerk in post May 2017 to January 2018 and that tax had been properly paid in respect of the current Clerk. The 40p figure was not researched due to the cost of any investigation compared with the underpayment. The amount of 40p + 1p interest had been paid to the Council's HMRC account.

**There being no further business, the meeting closed at 10.07pm**

**I certify that the above minutes, comprising four pages accurately reflect the meeting which took place.**

**Signed .....**      **Name .....**

**Chair**

**Date**