

Draft Minutes of Stoke Golding Parish Council

Minutes of the 402nd meeting of Stoke Golding Parish Council held in the Methodist Church Hall on Tuesday 7th May 2019

Attendance: Cllr R Terheege (in the chair), S Beale, C Pegg, R Fisher, N Smith, Parish Clerk Theresa Case, County Cllr Ivan Ould and Borough Cllr Jonathan Collett.

402/1 To elect Chairman of the Council

The following was **RESOLVED:**

- It was unanimously **AGREED** to appoint Cllr Terheege as Chair.

402/2 To receive Chairman's and Councillor's acceptance of office

The following was **RESOLVED:**

- It was **NOTED** that Cllr Terheege had signed the declaration of acceptance of office.
- It was **NOTED** that all Councillors had signed their declaration of acceptance of office.
- An acceptance statement by Cllr Terheege was **NOTED**.
- An advert for Councillor vacancies for the Stoker was **AGREED**.

402/3 To elect Vice-Chairman of the Council

The following was **RESOLVED:**

- It was unanimously **AGREED** to appoint Cllr Beale as Vice-Chair.

402/4 To establish committees for the ensuing year, to appoint their members and review terms of reference

The following was **RESOLVED:**

- It was unanimously **AGREED** the Neighbourhood Plan Advisory Committee will include Cllrs Beale (chair), Terheege and Fisher and non-councillor members will be re-appointed.
- It was **NOTED** that the NPAC Terms of Reference remain unchanged.
- It was unanimously **AGREED** that Sport in Stoke Golding will include Cllrs Pegg (chair), Beale, Terheege and Fisher and will operate as a sub-committee of the Village Hall Management Committee.

402/5 To appoint the Registered Financial Officer (RFO)

The following was **RESOLVED:**

- It was unanimously **AGREED** to appoint Theresa Case as RFO.

402/6 To receive apologies for absence: County Cllr Ivan Ould and Cllr Smith.

402/7 To receive declarations of interest on items on the agenda and dispensations:

None.

402/8 To receive reports by County and Borough Councillors

A report by County Cllr Ivan Ould was circulated to all councillors prior to the meeting and was **NOTED**.

Borough Cllr Jonathan Collett reported on the following:

1. Aims to reflect concerns of residents; main concern seems to be housing development.
2. HBBC now under Liberal control.
3. St Margaret's Church re-development proposals and funding.

402/9 Public participation – to consider any comments by the public on items on the agenda:

None.

402/10 To confirm the minutes of the 401st meeting of the Parish Council:

It was **RESOLVED** that the minutes of the Parish Council meeting held on 3rd April 2019 were unanimously **AGREED** and the Chairman signed the minutes of the 401st meeting as a correct record of the meeting.

402/11 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

Updates:

- Annual tree inspection is now complete and a report has been received.

402/12 Reports of elected officers of the council and the clerk:

a) Financial Progress Report

The following was **RESOLVED**:

- The Financial Report was unanimously **AGREED** and it was signed by the Chairman.
- Income for the month of April 2019 was **NOTED** at £27,909.25.
- Expenditure for the month of April 2019 was **VERIFIED** at £5,973.11.
- The bank reconciliation for the month of April was **NOTED**.

b) Playground inspection:

Monthly report:

The following was **RESOLVED**:

- It was **NOTED** that there was movement in the fixing bolts on the two-seater rocker.
- To **ACTION** MW to tighten bolts.

c) Ground Maintenance Report

The following was **RESOLVED**:

- It was **AGREED** that the tap cover at WL Cemetery be replaced.
- To **ACTION** the Clerk to contact the Cricket and Football Clubs to remove unused wire fencing and steel goal posts.

d) Crime Report

The following was **RESOLVED**:

- Crime figures for February 2019 – the following figures were **NOTED** from the police.uk website.
- 1 vehicle crime near Church Walks - investigation complete, no suspect identified.
- 1 vehicle crime near Hall Drive - investigation complete, no suspect identified.
- 1 vehicle crime near Stoneley Road - investigation complete, no suspect identified.
- 2 vehicle crime near Hinckley Road - investigation complete, no suspect identified.
- 1 other theft near Station Road - investigation complete, no suspect identified.
- 1 violence and sexual offences near Thornfield Avenue – unable to prosecute.
- 1 criminal damage/arson near Tithe Close – investigation complete, no suspect identified.
- 1 other theft near Greenwood Road - investigation complete, no suspect identified.
- 1 vehicle crime near Greenwood Road - investigation complete, no suspect identified.
- 1 anti-social behaviour near Greenwood Road – no details.
- 2 violence and sexual offences near Greenwood Road – under investigation and unable to prosecute.

e) Report by Clerk on other matters

The following was **RESOLVED**:

- It was **NOTED** that there was nothing to report.

f) Reports of Councillors on meetings they have attended relating to the work of the Parish Council

The following was **RESOLVED**:

- A report by Cllr Terheege on the police meeting for parishes was **NOTED**.

402/13 Planning Application Matters:

Planning applications were considered and any comments resolved as follows:

a) New Applications:

- 16 Ivy Close, SG – erection of detached annexe.
RESOLVED COMMENT: The Parish Council consider this retrospective application to be over-development on an inappropriate site.
- 29 Wykin Lane, SG – two storey side and single storey rear extensions.
- 39 Station Road, SG – single storey side extension.

b) Amended:

None

c) Permissions approved:

- 37 Wykin Lane, SG – proposed studio and playroom above approved garages.
- 35 Arnold Road, SG – proposed single storey front and side extension.
- Land off Hinckley Road, SG – variation of condition 2 of planning permission 17/00130/FUL for external alteration to dwelling on plot 63.
- Land east of Stoke Road, SG – agricultural building for livestock with associated hardstanding.
- 2 Whitemoors Close, SG – two storey side extension and single storey rear extension.
- Land off Hinckley Road, SG – variation of condition 1 of planning permission 16/01058/CONDIT to substitute the house type on plot 83.

d) Refusals:

- St Martins Convent, Hinckley Road, SG – deed of variation to amend section 106 agreement relating to application 10/00358/OUT to provide the provision of right to buy for 8,9,14,51 and 53 Convent Drive.

e) Appeals:

None.

f) Withdrawn:

None.

402/14 Review parish councillor's areas of responsibility

The following was **RESOLVED** and unanimously **AGREED**:

- CHAIR: Cllr Rachel Terheege – member of Sport in Stoke Golding (SISG) Committee, member of Neighbourhood Plan Advisory Committee (NPAC).
- VICE: Cllr Sarah Beale – Data Protection, compliance, member of Village Hall Management Committee and SISG, Chair of NPAC.
- Councillors:
Cllr Chris Pegg – ground maintenance, cemeteries, recreation ground and Chair of SISG.
Cllr Fisher – play equipment, member of SISG, NPAC and Chair of the Village Hall Management Committee.
Cllr Smith – play equipment.
- All councillors share responsibility for planning issues.
- To **ACTION** the Clerk to publish on the Stoke Golding Village Website.

402/15 Review inventory of land and assets

An up-to-date asset list was circulated to all councillors prior to the meeting.

The following was **RESOLVED**:

- The asset list was **NOTED**.
- To **ACTION** the Clerk to publish the asset list on the Stoke Golding Village Website.

402/16 Review of standing orders and financial regulations

The following was **RESOLVED**:

- It was **NOTED** that no amendments were required to the Standing Orders and Financial Regulations.

402/17 Review complaints procedure

The following was **RESOLVED**:

- The revised complaints procedure was **NOTED** and **AGREED**.

402/18 Review of Council's subscriptions to other bodies

The following was **RESOLVED**:

- It was **AGREED** to proceed with the following subscriptions for the financial year 2019/20: CPRE, RCC, LRALC, L&RPFA, ICO, SLCC/ALCC and a one-year subscription to Parish Online digital mapping service.
- It was **AGREED** to proceed with the LRALC annual renewal, at a cost of £398.62.
- It was **AGREED** that Cllr Terheege should be appointed as the voting delegate at the LRALC AGM.
- It was **AGREED** to proceed with the L&RPFA annual renewal, at a cost of £30.00.
- It was **AGREED** to proceed with a one-year subscription to Parish Online, at a cost of £120.00.

402/19 Review of Data Protection and Freedom of Information Policies and procedures

The following was **RESOLVED**:

- It was **NOTED** that all policies had been reviewed and no amendments were required.
- The Data Audit has been updated and **AGREED**.
- It was **NOTED** that the annual review of personal data was now complete and files de-personalised for the previous financial year.
- It was **NOTED** that consent for the Neighbourhood Plan mailing list had been refreshed and lists of volunteers updated.
- Data security procedures for cemetery administration were reviewed and **AGREED**.

Freedom of Information

- It was **AGREED** that no changes were necessary to the Freedom of Information Policy.
- The updated Publication Scheme was **NOTED** and **AGREED** and will be published on the Stoke Golding Village Website.

402/20 Confirmation of arrangements for annual insurance cover with effect from 1st June

The following was **RESOLVED**:

- It was **NOTED** that the Parish Council is committed to a five-year fixed discounted deal until 1st June 2020.
- It was unanimously **AGREED** to proceed with renewal of the insurance with Zurich, at a cost of £2,234.39.

402/21 To consider the annual parish report

The following was **RESOLVED**:

- The annual parish report was **AGREED**.
- To **ACTION** the Clerk to arrange for printing and distribution.
- To **ACTION** the Clerk to seek clarification from LRALC on legal obligations for APM for future reference.
-

402/22 RFO to report on the audit for the previous financial year and certify the accounting statements

The following was **RESOLVED** and unanimously **AGREED**:

- The internal audit report was **NOTED**.
- The explanations of individual variances and reserves were **NOTED**.
- It was **NOTED** that the RFO certified the accounting statements on 1st May 2019.
- It was **NOTED** that the period for the exercise of public rights will be from 17th June to 26th July 2018.

402/23 To consider and approve the annual governance statement

The following was **RESOLVED**:

- It was unanimously **AGREED** to consider and approve the annual governance statement and this was signed by the Chair and the Clerk.

402/24 To consider and approve the accounting statements for 2017/18 prior to submission to the external auditors

The following was **RESOLVED**:

- It was unanimously **AGREED** to consider and approve the accounting statements and these were signed by the Chair.

402/25 To consider change of signatories on bank mandates

The following was **RESOLVED**:

- Natwest:
- The authorised signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.
- NSB:
- It was resolved that Rachel Terheege, Christopher Pegg and Sarah Beale be signatories of the said Stoke Golding Parish Council and we request that the account of the Stoke Golding Parish Council with National Savings and Investment be changed accordingly.
- CAF Accounts:
- It was resolved that Rachel Terheege, Sarah Beale and Christopher Pegg were appointed as signatories for the CAF Gold and Investment Funds accounts.

402/26 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and consider any recommendations

The following was **RESOLVED**:

- Minutes of the NPAC meetings held on the 15th and 29th April were **NOTED**.
- It was **NOTED** that a housing numbers paper presented to HBBC was declined.
- Expenditure for maps was **AGREED**, at an annual subscription of £120.00.
- Expenditure for additional room hire for workshops was **AGREED**, a cost of £10.50 per hour.
- Expenditure for stationery and printing was **AGREED**.

402/27 To receive an update on Sport in Stoke Golding (SISG)

The following was **RESOLVED**:

- An update by Cllr Pegg on progress was **NOTED** and SISG will meet shortly to discuss the initial plans and costs.

402/28 To update on works to St Margaret's Churchyard wall

The following was **RESOLVED**:

- Four quotes were **NOTED** and it was **AGREED** to proceed with Resurrection Stonework, at a cost of £3,786.00.
- To **ACTION** the Clerk to update the contractor.
- To **ACTION** the Clerk to update the PCC.

- It was **NOTED** that an application for permission from the diocese under section B5 (3) The routine maintenance, repair or rebuilding of walls has been **AGREED**.
- It was **NOTED** that an application for EIP funding has been acknowledged and will be confirmed in June/July.

402/29 To update on memorial safety – gravestone repairs

The following was **RESOLVED**:

- It was **NOTED** that the paperwork for the right side of Hinckley Road Cemetery had been collated and categorised according to risk and quotes have been sought for the required work.
- It was **NOTED** that three memorials, D6,D56 and CP10,had been laid down for safety and notices have been put on the memorials to notify family members and a letter has been send for D56.
- Suggested work for four graves was discussed and **AGREED**.
- It was **AGREED** to proceed with a faculty application for all works.
- It was **AGREED** to proceed with EIP funding application for phase one - high risk repairs.

402/30 To resolve upon the Monthly Schedule of Payments

It was **RESOLVED** that the schedule of payments was unanimously **AGREED** and the Chairman signed the schedule. The Parish Council to proceed with payments as follows: April 2019: village sign renovation £320.00, Tree work £320.00, HBBC – litter/dog waste collection £14.98 and May 2019: pavilion electricity £17.00, admin – clerk’s salary and office expenditure £721.94, Zurich – SGPC insurance £2,234.39, GeoXphere LTD – digital mapping service £120.00, LRALC – annual membership £398.62, internal audit £390.00, L&RPFA - annual membership £30.00 and ground maintenance – contract £1,617.77, additional work – copse at rec, grass and decorative stone at HR cemetery £436.50, playground inspections and flag £50.00.

402/31 To receive and consider such communications as received by the Clerk

The following was **RESOLVED**:

Written

- A request to meet representatives of a residential proposal for Stoke Lane was **NOTED** and declined.
- Comments regarding land use in Sherwood Road and PC reply were **NOTED**.
- Comments regarding dog concerns at the recreation field were **NOTED** and **ACTION** the Clerk to acknowledge.
- Comment from Cricket Club were **NOTED**.
- Comment from resident regarding Hinckley Road Cemetery boundary was **NOTED** and **ACTION** the Clerk to reply and seek further guidance from LRALC.

Verbal

- None.

402/32 To consider items needed to be brought to public’s attention

None

402/33 To consider future agenda items

The following was **RESOLVED**:

- To consider pump track
- To consider the Neighbourhood Watch Scheme
- To consider FB pitch marking request
- To consider the annual tree inspection report and works to trees

The meeting closed at 9.25pm

Next meeting:- Methodist Hall, Wednesday 5th June 2019 at 7pm