

## Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 7:30pm,  
9<sup>th</sup> April 2019, Village Hall

**Present:**

Councillor Jeff Arnold (Vice Chairman)  
Councillor Jenny Arnold  
Councillor John Hammon

Councillor Nick Harrington  
Councillor Pam Redford (Chairman)  
Councillor Wallace Redford

**In Attendance:**

Jane Chatterton Clerk & RFO

Public: 1

**125. Apologies**

There were no apologies for absence.

**126. Declarations of Interest:**

There were no declarations of interest.

**127. Public participation**

Nothing for discussion, member of public for observation only.

**128. Minutes**

The Minutes of the meeting held on 26<sup>th</sup> February 2019 were discussed.

**RESOLVED THAT** the minutes of the meeting held on 26<sup>th</sup> February 2019 were approved.

**129. Matters Arising**

**123. Reformatory**

Councillor Jeff Arnold updated on progress of the creation of the reformatory plaque. He had spoken to the Clerk of Leamington Town Council who had suggested a company to contact who they use.

**ACTION:** Councillor Arnold contact Alan Winterburn who may be able to help with the historical details. Report to a future meeting.

**130. Councillor's reports and items for future Agenda**

**Councillor Pam Redford**

Reported that the Headquarters move was delayed.

**Councillor Wallace Redford**

Nothing to report.

**131. Correspondence**

**131.1 Parish Council Donations to Churches**

The Clerk updated that at a recent WALC training event, Clerks and Councillors were reminded that the Local Government Act 1894, expressly prohibited parish councils from spending any money on maintaining or improving church property. In practice this included the church building itself, the churchyard and the church hall.

In this instance, the situation was complicated by the fact that subsequent legislation appeared to contradict the earlier 1894 Act. For example, s.214(6) of the Local Government Act 1972 permits a parish council to contribute towards the expenses incurred by any person in providing or maintaining a cemetery and s.215 of the Local Government Act 1972 permits a parish council to maintain a closed churchyard.

Whilst it was widely accepted now that a parish council can legally maintain a closed churchyard there remained a difference of opinion amongst some legal professionals over whether a parish council was permitted to maintain or contribute to the maintenance of an open churchyard.

**RESOLVED THAT** this update be noted.

### 132. Cycleway and HS2

The Chairman updated that approval in principle from the land owner had not been achieved. Without this the project could not go ahead.

### 133. Finance

133.1 to approve payments: -

Payments (Current Account)				
Date	Reference	Payee	Details	Value
26.03.19	BACS	J Chatterton	Salary for Clerk March	
26.03.19	BACS	HMRC	March's Tax Payment for Clerk	£89.80
26.03.19	BACS	J Chatterton	Office allowance & expenses March	£10.00
26.03.19	BACS	J Chatterton	Stationery	£67.22
26.03.19	BACS	Wendy Bell	Planters supplies reimbursement	£15.98
02.04.19	BACS	WALC	Membership	£163.00

**RESOLVED THAT** the above payments be approved.

**134. Bank Reconciliation up to 31<sup>st</sup> March 2019**

The Bank Reconciliation 1<sup>st</sup> April 2018 up to 31<sup>st</sup> March 2019 was discussed.

Balance per bank statements as at <b>31<sup>st</sup> March 2019:</b>		£
Account 1	11,135.15	
Account 2	8,938.36	
Petty cash float (if applicable)	£0.00	£0.00
Less: late payments at 31 <sup>st</sup> March 2019	£0.00	
Add: any un-banked cash at 31 <sup>st</sup> March 2019	£0.00	
Net balances as at 31 <sup>st</sup> March 2019		<b>£20,073.51</b>

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

**CASH BOOK**

Opening Balance 1<sup>st</sup> April 2018

Account 1	£9,691.67	
Account 2	£8,925.40	
		<b>£18,617.07</b>
Add Receipts up to 31 <sup>st</sup> March 2019	£9,129.96	
		£27,747.03
Less: Payments up to 31 <sup>st</sup> March 2019		(£7,673.52)
Closing balance per cash book [receipts and payments book] as at 31 <sup>st</sup> March 2019		<b>£20,073.51</b>

**RESOLVED THAT** the Bank Reconciliation up to the 31<sup>st</sup> March 2019 be approved.

**135. Quarterly Report up to 31<sup>st</sup> March 2019**

The Quarterly Report up to 31<sup>st</sup> March 2019 was discussed.

**RESOLVED THAT** the Quarterly Report up to the 31<sup>st</sup> March 2019 be approved.

**136. Protection of Fruit Trees in the Orchard**

A villager had reported through Cllr. Harrington that the fruit trees in the orchard had been damaged again, when the grass in the area had been cut and strimmed. Some trees had died and would require replacing.

A quotation had been received to carry out work to replace protection around the trees and to clear the area around the bases of the trees and surround with bark chipping. The cost would be £408.00.

**RESOLVED THAT**

- (i) The work be approved. The cost to be reclaimed from WDC.
- (ii) Contact WDC to complain about the damage to the trees and request the trees that had died be replaced.

**137. Planning**

There were no Planning Applications for consideration.

**138. Election Process 2<sup>nd</sup> May 2019**

**138.1 Nominations**

It was reported that following people stand for election to the parish council.

- Jeff Arnold
- Jenny Arnold
- Carolyn Bloom
- Mandie Bradshaw
- Nick Harrington
- Andy Smith
- Rachel Tighe
- Danielle Williams

**RESOLVED THAT** the update be noted.

**138.2 Concern**

The Chairman raised concern that she was unhappy how the process had been handled. Prior to collecting the nomination forms and discussing with potential new candidates, Councillor Harrington hadn't considered the wishes fully of members of the parish council. This had led to those wishing to restand feeling disappointed and angry.

Councillor Wallace Redford added that it was wrong to inform current councillors that if they chose to stand again this would lead to an election and an expense. He requested that Councillor Harrington apologised to those who were upset by his email.

Councillor Harrington updated that by the time Councillors Arnold informed him that they were going to complete nomination forms, 5 candidates had already completed their nomination forms.

It was pointed out that councillors were elected to the parish council by a democratical process and if this meant that an election was required then this was due process.

Councillor Harrington apologised to Councillors Jeff and Jenny Arnold.

**139. Purdah**

Councillors were reminded that there was statutory guidance for local authorities about publicity and information issued during the period just before local elections. The Code of Recommended Practice on Local Authority Publicity is issued under section 4 of the Local Government Act 1986.

**This means that during the election period the Council should**

- Exclude all quotes from and photographs of members directly involved in the election in press releases, publications and other published material;
- Refrain from organising photo opportunities or events which could be seen as giving candidates, members or other political office holders directly involved in the election a platform for political comment;
- Postpone publications, events or promotions until after the election if proceeding could give the appearance of seeking to affect support for a political party or candidate directly involved in the election.

**RESOLVED THAT** the update be noted.

**140. Audit Process Update**

The Clerk updated that she had met with Councillors Pam and Wallace Redford and completed a comprehensive check of the accounts including bank receipts and bank statements for the year 2018-19. The accounts and supporting documentation were now ready to be passed to the Internal Auditor for inspection.

**RESOLVED THAT** the update be noted.

**141. Annual Governance and Accountability Return 2018/19 Part 2**

It was noted that as the councillors for the next four year term would be appointed by election and could be new councillors from the current membership. For this reason it was suggested that the current membership review and complete the AGAR 2018/19 Part 2 documentation.

The Parish Council were to complete Form Part 2. Part 2 was to be completed only by Local Councils, Internal Drainage Boards and other smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wished to certify themselves as exempt from a limited assurance review.

The Parish Council were required to return to the external auditor for a limited assurance review provided the authority completes:

- a) The Certificate of Exemption, page 3
- b) The Annual Governance and Accountability Return (Part 2) which was made up of:

**Publication Requirements**

The Parish Council must publish various documents on the parish council website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2018/19, page 4
- Section 1 – Annual Governance Statement 2018/19, page 5
- Section 2 – Accounting Statements 2018/19, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**RESOLVED THAT** the update be noted.

**142. Certificate of Exemption, page 3**

The Parish Council completed the Certificate of Exemption which was signed by the Chairman and Responsible Financial Officer.

**143. Section 1 – Annual Governance Statement (page 5)**

The Parish Council completed Section 1 – Annual Governance Statement (page 5) this was signed by the Chairman and Clerk.

**144. Section 2 – Accounting Statements (page 6)**

The Parish Council completed Section 2 – Accounting Statements (page 6) this was signed by the Chairman and the Clerk.

**RESOLVED THAT**

- (i) The Parish Council declared themselves exempt by completing the Certificate of Exemption.
- (ii) the Annual Governance and Accountability Return 2018-19 was completed.
- (iii) Publish the documentation on the website before 1<sup>st</sup> July 2019.

**145. Sabin Drive Play Area**

A meeting had taken place including Russell Poulton (WDC), WDC Councillors Pam Redford, Trevor Wright and Parish Councillor Nick Harrington.

It was noted that there were the workmanship of the work carried out to the fencing around the play area was very poor. There were gaps in the fence and no wheelchair access.

**RESOLVED THAT**

- (i) The Clerk writes to Rob Hoof detailing the unacceptable work.
- (ii) Councillor Pam Redford contacts Rob Hoof as WDC councillor.

**Play Equipment**

Councillor Harrington reported that the updates to the play equipment would be carried out by WDC, options were being looked at following the survey.

**ACTION:** Councillor Harrington to request that WDC consider the installation of a zip wire. Further update at May's meeting.

**146. Councillor's reports and items for future agenda**

Councillor Harrington reported on the following:

**WDC**

**Rural Street Lighting** -- Lamppost #6 Sabin Drive & #1 Sabin Drive Give Way sign.

**WCC or WDC**

Reported Potholes at top of Sabin Drive junction with Rugby Road

<https://warwickshire.fixmystreet.com/report/1587353>

Reported overhanging rotten branches on Lime tree at bottom of Sabin Drive adjacent to #8 The Old Courtyard

<https://www.fixmystreet.com/report/1587344>

Updated report as NOT FIXED: rotten tree limb on Lime (TPO 180) adjacent Sabin Drive:

<https://www.fixmystreet.com/report/1457949>

Reported fixed Friday 16th November 2018. Linked with PEM478729 report.

Reported petrol/diesel damage with pothole on pavement adjacent Village Hall, Sabin Drive

<https://warwickshire.fixmystreet.com/report/1587363>

Reported avenue of Lime Trees at Sabin Drive require suckers pruned before turning to leaf. Also added the rotten tree limb.

<https://www.fixmystreet.com/report/1587838>

#### **Estate Agent Signage**

Councillor Jeff Arnold raised the issue with estate agents erecting signage on land that was open space. This had also been raised by a parishioner.

**ACTION:** Councillor Pam Redford to ascertain if the land was owned by WDC if not the parish council would contact David Ellison (WCC).

#### **Water Leak**

Severn Trent had been working on repairing a water leak the previous week. It was noted that water could still be seen again running on the road near the Bull.

**ACTION:** Clerk to request Severn Trent carry out further work to locate and fix the water leak.

#### **147. Next Meeting**

To confirm the date of the next meeting as Tuesday 14<sup>th</sup> May 2019

- Annual Parish Council Meeting
- May Parish Council Meeting

Meeting closed at 8:45pm