

Weston Under Wetherley Parish Council

Minutes of the Parish Council Meeting held at 7:00pm,
27th April 2021 via Zoom

Present:

Councillor Carolyn Bloom (Vice Chairman)	Councillor Rachel Tighe
Councillor Nick Harrington (Chairman)	Councillor Mandy Bradshaw
Councillor Danielle Williams	

In Attendance:

Clerk & RFO	Jane Chatterton
Warwickshire County Council:	Councillor Wallace Redford

Public: 1

109. Apologies

Apologies for absence were received from WDC Councillor, Councillor Valerie Leigh-Hunt.

Councillor Prosser not present.

110. Declarations of Interest:

There were no declarations of interest.

111. Minutes

The minutes of the Parish Council meeting held on 23rd February 2021 were discussed.

RESOLVED THAT the minutes of the Parish Council meeting held on 23rd February 2021 were approved.

112. Matters Arising

There were no matters arising not listed on the agenda.

113. Public participation:

Nothing to discuss.

114. Councillor's reports and items for future Agenda

Councillor Redford updated:

Covid-19 – It was reported that there had been no Covid deaths in the last two weeks. The infection rates in the County and District were both falling.

Pound Lane – The Lateral Flow testing centre in Pound Lane remained the centre with the highest recorded tests in the County at over 35,000 tests. It is recommended that people have two tests per week to help prevent the spread of Covid-19. Home testing kits are also available.

Green Shoots Community Climate Fund – The Warwickshire County Council Green Shoots Community Climate Change Fund provides grant funding to community projects to mitigate against, and adapt to, the impact of climate change. It is aimed at community and voluntary organisations.

In 2019, Warwickshire County Council declared a climate change emergency and made a real commitment that considerations of climate change and carbon footprint reduction would underpin all future decision-making. The Council also committed to support Communities across Warwickshire to play their part in mitigating their own impact on the environment, of which, the Green Shoots Fund will play a large role.

The Green Shoots Fund is designed to support community projects and initiatives that aim to achieve the following:

- Increase the adaptability and resilience of Warwickshire to the effects of climate change
- Reduce impacts on the environment, particularly regarding climate change
- Ensure funded projects benefit the wider Warwickshire community

Groups were encouraged to apply.

115. Correspondence

Nothing to discuss.

116. Finance

116.1 to approve payments: -

2020-21

DATE	REF	PAYEE	DETAILS	PAYMENT
25.02.21	E54	J Chatterton	Clerk Salary February	DPA
25.02.21	E55	HMRC	Tax payment for the Clerk February	£94.60
25.02.21	E56	Friends of St Michaels	Donation for burial ground	£500.00
05.03.21	E57	J Chatterton	Expenses Feb and March	£40.05
05.03.21	E58	J Chatterton	Stationery	£63.21
05.03.21	E59	J Chatterton	Stamps and postage	£24.25
09.03.21	E60	J Chatterton	Ambay Software Limited Website	£526.40
19.03.21	E61	J Chatterton	Clerk Salary March	DPA
19.03.21	E62	HMRC	Tax payment for the Clerk March	£94.60
19.03.21	E63	Friends of St Michaels	Donation tap installation	£500.00

RESOLVED THAT the payments be approved.

116.2 Bank Reconciliation 31st March 2021

The Bank Reconciliation 31st March 2021 was received and discussed.

Balance per bank statement as at 31st March 2021

Account 1	£11,615.65	
Account 2	£8,960.04	
		£20,575.69
Petty cash float (if applicable)	£0.00	£0.00
Less: late payments 31 st March 2021	£0.00	£0.00
Add: any un-banked as at 31 st March 2021	£0.00	
Net balances as at 31 st March 2021		£20,575.69

The net balances reconcile to the Cash Book as follows:

CASH BOOK

Opening Balance 1st April 2020		
Account 1	£14,599.37	
Account 2	£8,956.30	
		£23,555.67
Add Receipts up to 31st March 2021		£11,458.24
Less: Payments up to 31st March 2021		£14,468.22
Closing balance per cash book as at 31st March 2021		£20,545.69

RESOLVED THAT the Bank Reconciliation 31st March 2021 be approved.

116.3 Quarterly Report 31st March 2021

The quarterly report 31st March 2021 was received and discussed.

RESOLVED THAT the quarterly report 31st March 2021 be approved.

117. Audit Update

The Clerk updated that the annual accounts 2020-21 had now been internally audited by Louise Best a competent and independent auditor and had been signed off.

117.1 Annual Governance and Accountability Return 2020/21 Part 2

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).

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 2020/21, page 4
- Section 1 – Annual Governance Statement 2020/21, page 5
- Section 2 – Accounting Statements 2020/21, 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.

117.2 Certificate of Exemption, page 3

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

117.3 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.

117.4 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 2020-21 was completed.
- (iii) Publish the documentation on the website.

117.5 Notice of Public Rights

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2021 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

Statutory instrument SI2020/404 extended the statutory deadlines by two months for the 2019/20 reporting season; however, that legislation was specific to the 2019/20 reporting season only. All statutory timings and deadlines for the 2020/21 reporting season therefore revert to those in place prior to COVID-19 as follows:

RESOLVED THAT the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

118. Planning

Nothing to report.

119. WDC Complaint

The Chairman updated that some points in relation to the complaint to WDC still remained outstanding. No further response had been received from Zoe Court the responsible officer.

ACTION: Detail all outstanding issues and raise a further complaint.

a. Progress with WDC on overgrown hedges at Hancox Close

Councillor Bradshaw updated that she had been dealing with Katy Wild at WCC. Ms Wild had stated that the work to the hedge had now been delayed due to the bird nesting season. It was noted that the issue had been reported months prior to the 31st March cut off, it was very disappointing that failure to respond earlier had now led to a further delay.

ACTION: Councillor Bradshaw to Monitor and provide an update at the next parish council meeting.

b. Bin at the top of Sabin Drive Play area

A response had been received from Zoe Court that Weston had received their quota of bins. The problem with litter remained and people left litter when leaving the park.

ACTION: Make a further request for an additional bin.

The Chairman Suspended the Standing Orders to receive an update from Dr Tim Robbins.

120. Grant Funding

A local resident in the village, Dr Tim Robbins, had some experience with grant funding and was happy to support this process.

It was noted that there were a range of projects that had been identified by Weston Under Wetherley Parish Council as being potentially beneficial to the area and local residents, however, would require funding to realise such projects. There were a range of community grants available from different funders which may help to finance these, or other projects. Securing such grant funding would require identification of grant sources, preliminary discussions, costing of relevant projects, drafting of a grant application, optimisation of a grant application, submission of such an application and any post-applications steps including responding to funder queries. It should be noted that no grant funding was ever guaranteed, however an application unsuccessful with one funder may be usefully repurposed to a different funder.

Proposal:

The Parish Council propose to actively seek out and apply for grant funding for local projects, in part led by the local resident. It was also proposed to work together with other local relevant parties (eg other Parish Councils or Businesses to support application submissions.

Example Funding Streams:

Example sources to apply for funding include, but are not limited to those listed below:

- HS2 Community & Environment Fund Local*
- HS2 Community & Environment Fund Strategic*
- The Business and Local Economy Fund (BLEF)*
- National Lottery
- Road Safety Trust
- Warwickshire Councils
- Community Ownership Fund

* Application to a HS2 fund does not indicate community support for the wider HS2 proposal, but is designed to help mitigate the impact of HS2 on local communities, and would therefore be a missed opportunity to apply for.

Example Projects:

Example projects include, but are not limited to those listed below. Prioritisation of projects for funding will be based on the most likely projects to succeed in securing funding.

- Connecting pathways and cycleways
- Environmentally friendly pathway between Lime trees, Sabin Drive
- Large marquee for village events
- More trees and planting more widely in village
- Replacement of Lime tree colonnade at Sabin Drive vis. epicormic growth
- Road safety and speed controls
- Support for the “Pop Up Pub”
- Village gates

Oversight:

All projects under this proposal would be discussed with the chair of the Parish Council and distributed to all Parish Council Members. Where possible, and when in agreement, all grant applications will be submitted by the Parish Council after review of the proposed submission.

ACTION: Further update at the next Parish Council meeting.

121. Progress with Playing Area refresh

Work continued with the proposals for the new equipment installation. A draft proposal would be available after the 3rd May.

A new fence and gate had been installed.

122. Website

Councillor Harrington updated that the contents of the old website had been migrated to the new website. Training would be delivered to councillors willing to be Admin users of the website. They would have the responsibility of uploading information.

The website was now live and could be found by visiting:

www.westonunderwetherley.org

123. Councillor’s reports and items for future agenda

Dog fouling – this remained an issue.

Distressed sheep – reports had been received of a group of sheep being kept in unsatisfactory conditions.

ACTION: report to animal welfare.

Future Parish Council Meetings – the legislation to allow Parish Council meetings to take place via zoom ends on 7th May.

ACTION: Clerk to check Village Hall availability.

124. Next Meeting

The date of the next meeting was confirmed as Tuesday 5th May 2021 at 7pm. This would be the Annual Parish Council Meeting. The date of the next Parish Council meeting was to be confirmed.

Meeting closed at 8:00pm

SIGNED BY THE CHAIRMAN
Councillor Nick Harrington

22nd June 2021