

Hartshill Parish Council

Church Rd, Hartshill, CV10 0LY

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Minutes of Meeting – 5th March 2024

	Agenda	Item
1	Welcome and apologies	To open meeting and record any apologies received
Councillors Present: Chairperson Councillor Roberts, Vice-Chairperson Councillor Pearson, Councillors Thomason, Parker, Chaudry County & Borough Councillor Bell, Borough Councillor Hobley, Parish Clerk and one member of the public.		
2	To accept any apologies received.	To consider any apologies received and record as accepted.
Apologies Received from Councillor Sharp Councillor Peart recorded as absent		
3	Procedural items	Please refer to the notes at the end of agenda
4	Declarations of interest	Please refer to the notes at the end of agenda
5	Chairman's Announcement	Please refer to the notes at the end of agenda
6	Report from Borough & County Councillors	To receive report from Borough & County Councillors.
Report from Cllr Bell <ul style="list-style-type: none"> Willow Close planning appeal refused. Residents upset with the outcome. County tried to appeal on a possibility of a ransom strip of land, but they did not have it. MP cannot do anything as the planning inspector has made final decision. £15k available for community funding. Grange Rd gate has been installed. Victoria Rd planning application has been approved. Borough Council conducted community survey – comments received included more street cleaning, better communication, and safety at night. Agree to put more money into street cleaning and will develop a more detailed survey on what residents mean by better communication and safety at night. Funding going into Borough owned changing facilities to bring them back to a good standard. Report from Cllr Hobley <ul style="list-style-type: none"> Grange Rd – Fly tipping, human waste was found. External company had to be called which costs thousands. CCTV not an option as fly tipping will move, and it will cost thousands to maintain that equipment. Willow Close – residents upset and would like an explanation from Highways. Royal Oak would like to run a football club from Snowhill Recreation Ground. Cllr Roberts put them in touch with Hartshill Sports who have stated they do not want another team. Cllr Roberts was told Hartshill Sports would not share their equipment but there currently is no adult team using the pitch. Cllr Hobley would like to create a community award to recognise the people who are doing good in the village. 		
7	Report from Police & PCSO	To receive report from Police & PCSO
Report from PC Taylor <ul style="list-style-type: none"> Beat report received. PCSO Jenkins has left the force – may be replaced but no plans to yet. Any issues to reported to PC Hoey or Taylor. Parking concerns outside school in particular church close and the corner of Hayes Rd/Victoria Rd. Levelling up – meeting with Steve Maxey about 7.5tonne weight limit, wires to go down to record HGV traffic. 		
8	Public Question Time	Strictly 15 minutes allocated to members of the public wishing to address the Council.
<ul style="list-style-type: none"> Librarian from Hartshill Library in attendance – recorded under item 14 'estate'. 		
9	Accounts for Payment	To approve payments to invoices Received by the Council
Invoices received amounting to £10,600.06 Approved for Payment. Items including: £334.49 Cemetery Mower Repairs, £2121.70 NWBC play area inspections, £125 boiler servicing. Proposed to approve accounts for payment Cllr Parker, Seconded Cllr Chaudry.		
10	Financial Report	To receive an update on the Financial Status of the Council
Income Received £2731.87 from room hire, café income and burial fees & £802.97 from credit interest. Current Account Balance £47039.86 and Instant Access £116645.81 Proposed to accept financial report, Cllr Pearson, Seconded Cllr Thomason.		

11	Planning Applications	To consider any planning applications received by the Council.
None received.		
12	Minutes of the Last Meeting	To approve the minutes of the last meeting 060224 and sign as a true record.
Accepted as a true record proposed by Cllr Roberts, Seconded Cllr Parker.		
13	Correspondence	To receive any correspondence received for the month February.
Correspondence received from Cllr Hobley in relation to resident injured at the Cemetery who is now seeking legal action. <ul style="list-style-type: none">• Since the complaint was made the Groundsman has cordoned off the area with posts and hazard tape to ensure no one ventures into the trees where the hole appeared. Bird feeder was also removed. As per rules and regulations of the Cemetery bird feeders or animal feed are not permitted in the Cemetery due to the high number of complaints received about bird mess on headstones and deer upsetting graves.• Ground is very unsettled due to severe weather, graves are sinking at a quick rate, once weather dries up the area will be levelled out but will remain closed off to the public to prevent further risk.		
14	Estate	To discuss matters relating to Snowhill Rec Ground, Hartshill Cemetery and Hartshill Community Centre.
<ul style="list-style-type: none">• Community Library – Head librarian put forward expenses for new library equipment to come out of library budget which include a new computer and a new flag to go outside during library opening times. -Council approved expenditure. Further items of expenditure to be made using donations received in memory of Chris a regular user of Hartshill Library who sadly passed away, these include some children’s seating and a clock.• Community Centre – New cleaner to start on Thursday, cleaning will be every Monday due to mess left on a Sunday and every Thursday in the community centre. User group meeting to be scheduled for June.• Cemetery – Beechwood provided quote for felling of leylandii trees currently in danger of damaging headstones. Council agrees to get more quotes for work but will make sure any trees felled will be replaced.• Snowhill – Defibrillator installed – to look into acquiring a bleed pack to go into it.		
15	Christmas Lights	Council to make decision on electricity for Green.
Quote received for installation of electricity supply for Hartshill Green, council happy with offer quote.		
16	HPPP Meeting	To discuss issues raised during HPPP Meeting and updated SLA received.
<ul style="list-style-type: none">• A recent HPPP Meeting took place at the Community Centre. Cllrs Roberts and Sharp were in attendance. Concerns raised over maintenance in the building and the workload for the parish clerk within the community centre.• Council have addressed concerns following the meeting and have actioned issues raised.		
18	Policies & Procedures	To review Councils policies& Procedures for 2024-25
<ul style="list-style-type: none">• Standing Orders• Code of Conduct• Councillor Job Description• Publication Scheme• Register of Interests• Constitution• Disciplinary Procedure• Equal Opportunities• Exclusion of Public• Financial Procedures• Risk Management/Disaster Recovery• Good Practice• Grievance Policy• Health & Safety• Policy for Councils• Safeguarding• Transparency Code• Freedom of Information• Scheme of Delegation• Vexatious Complainants Policy• Statement of Safety• Training and Development		

- Complaints Procedure
- Data Protection
- Privacy Notice
- Social media
- Responding to Planning Applications - Good Practice Guide
- Grants Awarding Policy
- Volunteering Policy
- Public Liability
- Employers Liability
- Insurance
- Lone Worker Policy

Reviewed and adopted for the year 24-25 with the following corrections to be made:

Equal Opportunities – Name & Address of Clerk to be changed.

Sexual orientation – duplicate paragraph to be deleted.

18	Items for Next Agenda	Items for decision only for next agenda (April 2024)
Councillors invited to add items during the month of March for Aprils agenda – inform Clerk.		
	Close of Meeting	Meeting Closed: 8.45pm
	Signed & dated	Signed: _____ Dated: _____