

**Minutes of the Meeting**  
**Tuesday 6<sup>th</sup> June 2023 – 6.30pm at Friends Meeting House, Hartshill**

**Councillors:** Chairperson Cllr Roberts, Vice-Chairperson Cllr Pearson, Thomason, Parker, Peart

**Apologies:** Sharp

**Absent:** None.

**In attendance:** Borough & County Councillor Bell, Borough Councillor Hobley, Parish Clerk and one member of the public.

*Co-Option – Councillors Roberts, Chaudry and Peart were co-opted onto the Council.*

1) *Election of Chairman – Councillor Roberts was elected in the position of Chairman.*

1.1) *Councillor Roberts signed the Declaration of Acceptance of Office.*

2) *Election of Vice-Chairman – Councillor Pearson was elected to the position of Vice-Chairman*

2.2) *Councillor Pearson signed the Declaration of Acceptance of Office.*

**3 & 4) Welcome and apologies**

The Chairperson opened the meeting and welcomed those present.

**5) Procedural items**

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person, or act to gain financial or other material benefits for yourself, your family, a friend, or close associate – Noted.

**6) Declarations of Interest**

In accordance with the Local Government Act 2000, s81 and the Parish Councils (Model code of Conduct) Order 2001, members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting as well as any gifts or hospitality received. This requirement applies to elected members and co-opted members – Noted.

**7) Chairman's Announcement**

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media to report on the proceedings of a meeting of the Council or its Committees when they are open to the public. This does not extend to live verbal commentary. Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities. People under the age of eighteen or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose. Improper conduct or any disruptive behaviour could result in expulsion from the meeting – Noted.

Councillor Pearson expressed her congratulations to both Councillor Bell and Councillor Hobley on being elected to North Warwickshire Borough Council.

**8. Report from County and Borough Councillor Bell**

- Highways – Speed bumps – consultation begins July – work to be complete by December. The same for raised crossing on Church Road.
- Hartshill School – optimistic for new trust takeover. Statistics show 10 children have been taken out to home school and 20 non attending students – anticipating poor results from this year.
- Quarry blasting – Quarry liaison group to restart.
- Grass cutting – Grass cutting has been slow to start but can confirm it will be complete on The Green, Victoria Road, Coleshill Road, Willow Close and Grange Road.
- Community Grants are now open.
- Hearing for Bar Fisheries delayed.
- Tarmac Development – meeting scheduled for Friday 16<sup>th</sup> July at 3.30pm.
- Medical centre due to open soon.

**9. Report from PC Hughes and PCSO Jenkins.**

- PCSO Jenkins gave an update on crime statistics for the month.
- Foot patrols have been taking place in the Hayes.
- Lots of engagement with local Traveller site.
- Attending drop-ins at school and attended job fair.
- Parking patrols on Meadow Road.
- Knife crime awareness taking place.

**10. Public Question Time**

- Homeowner bought house while Quarry was dormant. Cracks have appeared throughout house which insurance company has confirmed is from Quarry activity. Now living in motorhome on driveway while house repairs take place due to asthma.
- Councillor Bell to request blast monitoring equipment for outside property.

## 11.. Accounts for Payment

Invoices amounting to £10713.03 approved for payment.

Including orders for payment approved by the Council:

- 1150.00 for conservatory repairs,
- £245.00 mower repairs.
- BHIB Insurance review & renewal £4126.47
- Beechwood Trees & Landscape £1620.00

Proposer Roberts, Seconded Thomason – Approved for payment.

## 12. Financial Report

- Financial report Income received: £2980.80 (current)
- Funding received £1020.00 WCC County fund.
- Current Balance: £82369.60 Reserve: £169491.57 – approved

### 12.1 Annual Audit

Internal Audit took place at Hartshill Community Centre on 31<sup>st</sup> May 2023 – report received and reviewed.

Notice of Public Rights of Inspection commencing June 12<sup>th</sup> – July 21<sup>st</sup>.

Councillor Roberts and RFO signed the AGAR for 2022-23.- Approved

## 13. Planning Applications

- PAP/2023/0212 – No objections.

## 14. Minutes of the last meeting 060623 signed as true record.

## 15. Correspondence. –

- Following recent correspondence into Cemetery management the Council agreed to hire new Groundskeeper on a 30-hour week contract starting on PayScale 7 with review after 3 months.
- Tarmac have asked for the Councils opinion on placing a footpath through Snowhill wood. Councillor Roberts has discussed this with them and been given a plan of the footpath and explained it will be a mowed path not a concrete one. They anticipate the footpath will help to alleviate some of the issues they are having on the site with litter and behaviour.
- **S.137** - Funding application received from Trinity Tots to purchase new play equipment – approved by the Council and agreed to grant funding under Section 137 of the Local Government Act 1976 for the amount of £208.00.

## 16. Estate

- Community Centre – running well no issues.
- Cemetery – Complaints received in relation to the upkeep. Clerk contacting Beechwood landscapes to do some maintenance.
- Snowhill – (see above re: tarmac footpath)

## 17. Staff

Cllr Sharp and Peart agree to assist with staff appraisals.

## 18. Policies & Procedures

- Standing Orders
- Transparency code
- Code of Conduct
- Publication Scheme
- Disciplinary Procedures
- Equal Opportunities
- Financial Procedures
- Risk Management/Disaster Recovery
- Grievance Policy
- Health & Safety
- Safeguarding
- Transparency code
- FOI
- Scheme of Delegation

- Vexatious Complainants
- Training & Development
- Data protection
- Complaints procedure
- Social Media policy
- Grants Awarding
- Volunteering
- Lone Worker Policy – all reviewed/adopted by the Council for the year 2023 - 24.

**19. Mancetter PC Meeting**

- Councillor Roberts attended the annual meeting of Hartshill parish Council and felt her presence was not welcomed by the Chair of the Council. She attended in support of the issues they were having with the Traveller site and the A5 junction with Woodford Lane. She provided an update to the Council on her interactions at the meeting.

**20. Item of Confidentiality discussed by the council**

**21. Items for decision to appear on next agenda**

- Signage for recreation ground on grange road
- Plaques
- Disable access gate – Borough Council
- Arial photos of the village.

**Meeting Closed 8.28pm**

**Date and Time of Next Meeting – July 4<sup>th</sup> 6.30pm at Friends Meeting House.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Reference: \_\_\_\_\_