

## Hartshill Parish Council

Church Rd, Hartshill, CV10 0LY

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### Minutes of Meeting – 5<sup>th</sup> March 2024

| Agenda   | Item  |
|--|---|
| 1  | <b>Welcome and apologies</b> To open meeting and record any apologies received  |
| Councillors Present:<br>Chairperson Councillor Roberts, Vice-Chairperson Councillor Pearson, Councillors Thomason, Parker, Chaudry<br>County & Borough Councillor Bell, Borough Councillor Hobley, Parish Clerk and one member of the public.  |   |
| 2  | <b>To accept any apologies received.</b> To consider any apologies received and record as accepted.                       |
| Apologies Received from Councillor Sharp<br>Councillor Peart recorded as absent  |   |
| 3  | <b>Procedural items</b> Please refer to the notes at the end of agenda  |
| 4  | <b>Declarations of interest</b> Please refer to the notes at the end of agenda  |
| 5  | <b>Chairman's Announcement</b> Please refer to the notes at the end of agenda   |
| 6  | <b>Report from Borough &amp; County Councillors</b> To receive report from Borough & County Councillors.                  |
| <b>Report from Cllr Bell</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• £15k available for community funding.</li> <li>• Grange Rd gate has been installed.</li> <li>• Victoria Rd planning application has been approved.</li> <li>• 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.</li> <li>• Funding going into Borough owned changing facilities to bring them back to a good standard.</li> </ul> |   |
| <b>Report from Cllr Hobley</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Willow Close – residents upset and would like an explanation from Highways.</li> <li>• 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.</li> <li>• Cllr Hobley would like to create a community award to recognise the people who are doing good in the village.</li> </ul>   |   |
| 7  | <b>Report from Police &amp; PCSO</b> To receive report from Police & PCSO   |
| Report from PC Taylor <ul style="list-style-type: none"> <li>• Beat report received.</li> <li>• PCSO Jenkins has left the force – may be replaced but no plans to yet. Any issues to reported to PC Hoey or Taylor.</li> <li>• Parking concerns outside school in particular church close and the corner of Hayes Rd/Victoria Rd.</li> <li>• Levelling up – meeting with Steve Maxey about 7.5tonne weight limit, wires to go down to record HGV traffic.</li> </ul>   |   |
| 8  | <b>Public Question Time</b> <b>Strictly 15 minutes allocated to members of the public wishing to address the Council.</b> |
| <ul style="list-style-type: none"> <li>• Librarian from Hartshill Library in attendance – recorded under item 14 'estate'.</li> </ul>  |   |
| 9  | <b>Accounts for Payment</b> To approve payments to invoices Received by the Council                                       |
| Invoices received amounting to £10,600.06 Approved for Payment.<br>Items including: £334.49 Cemetery Mower Repairs, £2121.70 NWBC play area inspections, £125 boiler servicing.<br>Proposed to approve accounts for payment Cllr Parker, Seconded Cllr Chaudry.  |   |
| 10   | <b>Financial Report</b> 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.<br>Current Account Balance £47039.86 and Instant Access £116645.81<br>Petty Cash Balance £ 537.32 – Observed & Recorded<br>Proposed to accept financial report, Cllr Pearson, Seconded Cllr Thomason.   |   |

## Meeting Reference – 2324-012

- 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   | <b>Items for Next Agenda</b> | Items for <b>decision only</b> for next agenda (April 2024) |
| Councillors invited to add items during the month of March for Aprils agenda – inform Clerk. |                              |   |
|  | <b>Close of Meeting</b>      | Meeting Closed: 8.45pm                                      |
|  | <b>Signed &amp; dated</b>    | Signed: <i>G. Roberts</i> Dated: 2.4.2024                   |

2425-001

| Month                              |             | 2324-012           |       | Current Account                    |             | INSTANT ACCESS ACCOUNT |      |             |  |
|------------------------------------|-------------|--------------------|-------|------------------------------------|-------------|------------------------|------|-------------|--|
| OPENING                            |             | 54908.05           |       |                                    |             | OPENING                |      | £116,645.81 |  |
| Income                             | Expenditure | DETAIL             | CODE  | Income                             | Expenditure | DETAIL                 | CODE |             |  |
| 99.00                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
|                                    | £23.99      | PRINTER/COPIER     | CC    |                                    |             |                        |      |             |  |
|                                    | £43.18      | PHONE/BROADBAND    | LIB   |                                    |             |                        |      |             |  |
|                                    | £65.00      | SANITARY           | CC    |                                    |             |                        |      |             |  |
|                                    | £2,002.01   | ADMIN              | PC    |                                    |             |                        |      |             |  |
|                                    | £31.50      | PAYROLL            | PC    |                                    |             |                        |      |             |  |
|                                    | £24.00      | PC MEETING         | PC    |                                    |             |                        |      |             |  |
|                                    | 117.15      | CAFÉ EQUIPMENT     | CC    |                                    |             |                        |      |             |  |
| 64.35                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 88.00                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 22.00                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 22.00                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
|                                    | £342.21     | ADMIN              | PC    |                                    |             |                        |      |             |  |
|                                    | £84.17      | CAFÉ FLOAT         | CC    |                                    |             |                        |      |             |  |
|                                    | £246.30     | CAFÉ EQUIPMENT     | CC    |                                    |             |                        |      |             |  |
| 38.63                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
|                                    | £147.54     | CLEANING           | CC    |                                    |             |                        |      |             |  |
| 63.99                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 100.00                             |             | BURIAL             | CEM   |                                    |             |                        |      |             |  |
|                                    | 432.93      | GAS & ELECTRIC     | SH    |                                    |             |                        |      |             |  |
|                                    | £138.19     | CAFÉ FLOAT         | CC    |                                    |             |                        |      |             |  |
|                                    | £40.63      | STATIONARY         | PC    |                                    |             |                        |      |             |  |
|                                    | 247.70      | PHONE/BROADBAND    | LIB   |                                    |             |                        |      |             |  |
|                                    | £24.35      | CAFÉ FLOAT         | CC    |                                    |             |                        |      |             |  |
| 66.06                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 33.00                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 130.00                             |             | BURIAL             | CEM   |                                    |             |                        |      |             |  |
|                                    | £365.04     | ADMIN              | PC    |                                    |             |                        |      |             |  |
|                                    | £655.16     | ADMIN              | PC    |                                    |             |                        |      |             |  |
|                                    | £254.28     | ADMIN              | PC    |                                    |             |                        |      |             |  |
|                                    | £1,604.58   | ADMIN              | PC    |                                    |             |                        |      |             |  |
| 1,605.11                           |             | PEARMANS REFUND    | SH    |                                    |             |                        |      |             |  |
|                                    | £97.20      | FIRE ALARM TESTING | CC    |                                    |             |                        |      |             |  |
|                                    | £334.49     | MOWER REPAIRS      | CEM   |                                    |             |                        |      |             |  |
|                                    | £407.09     | GAS & ELECTRIC     | CC    |                                    |             |                        |      |             |  |
|                                    | £318.16     | GAS & ELECTRIC     | CC    |                                    |             |                        |      |             |  |
|                                    | £171.59     | SOUTHERN ELECTRIC  | SH    |                                    |             |                        |      |             |  |
| 9.83                               |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
|                                    | £88.19      | CAFÉ FLOAT         | CC    |                                    |             |                        |      |             |  |
|                                    | £2,121.70   | NWBC INSPECTIONS   | SH/PC |                                    |             |                        |      |             |  |
|                                    | £125.00     | BOILER SERVICING   | CC    |                                    |             |                        |      |             |  |
| 64.35                              |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
|                                    | £46.73      | STATIONARY         | CC    |                                    |             |                        |      |             |  |
| 224.00                             |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 101.55                             |             | CAFÉ/ROOM HIRE     | CC    |                                    |             |                        |      |             |  |
| 2,731.87                           | £10,600.06  |                    |       |                                    |             |                        |      |             |  |
|                                    | £47,039.86  |                    |       |                                    |             |                        |      |             |  |
| <b>Bank Balances to carry over</b> |             |                    |       | <b>Bank Balances to carry over</b> |             | TOTAL                  |      | £116,645.81 |  |
| Current                            |             | £47,039.86         |       |                                    |             |                        |      |             |  |

CC - COMMUNITY CENTRE  
 SH - SNOWHILL REC  
 PC - PARISH COUNCIL  
 CEM - CEMETERY  
 LIB - LIBRARY  
 ADMIN INCLUDES STAFF COSTS & OFFICE EQUIPMENT