

MINUTES OF THE ANNUAL MEETING OF POLESWORTH PARISH COUNCIL
HELD IN THE TITHE BARN, POLESWORTH,
ON WEDNESDAY, MAY 7, 2008

PRESENT: Councillor M.E. Stanley, in the Chair,
Councillors Mrs Ball, Butcher, Critchley, Hipkiss, Meredith, Parsons, Mrs Pugh, Smitten, Mrs
Smitten, Mrs Stanley.

265. ELECTION OF CHAIRMAN:

RESOLVED:

That Councillor M.E. Stanley be and is hereby elected Chairman of the Parish Council for the ensuing year.

(Councillor Stanley then made his declaration of acceptance of office as Chairman of the Parish Council and undertook to observe the Parish Council's code of conduct applicable to the holder of the office of Chairman of the Council.)

266. APPOINTMENT OF VICE-CHAIRMAN:

RESOLVED:

That Councillor R.M. Meredith be and is hereby appointed Vice-Chairman of the Parish Council for the ensuing year.

267. APPOINTMENT OF DEPUTY VICE-CHAIRMAN:

RESOLVED:

That Councillor Mrs Ball be and is hereby appointed Deputy Vice-Chairman of the Parish Council for the ensuing year.

268. CONSTITUTION OF COMMITTEES, 2008/09:

(a) Plans Committee:

RESOLVED:

That the Plans Committee be constituted as follows for the ensuing year:

Chairman and Vice-Chairman of the Parish Council, together with Councillors Hipkiss, Mrs Pugh and Smitten, with Councillor Critchley as deputy/observer.

(b) Parish Emergency Committee:

RESOLVED:

That the Parish Emergency Committee shall be constituted as follows for the ensuing year:

Chairman and Vice-Chairman of the Parish Council, together with Councillors Critchley, Hipkiss and Mrs Pugh.

(c) Liaison Committee with Trustees of the Polesworth Community Association:

RESOLVED:

That the Liaison Committee shall be constituted as follows for the ensuing year:

Chairman and Vice-Chairman of the Parish Council, together with Councillors Parsons and Mrs Pugh.

(d) The Tithe Barn Management Committee:

RESOLVED:

That The Tithe Barn Management Committee be constituted as follows for the ensuing year:

Chairman and Vice-Chairman of the Parish Council, together with Councillors Mrs Ball, Butcher, Hipkiss, Mrs Smitten and Mrs Stanley.

(e) Parks and Open Spaces Committee:

RESOLVED:

That the Parks and Open Spaces Committee be constituted as follows for the ensuing year:

Chairman and Vice-Chairman of the Parish Council, together with Councillors Mrs Ball, Butcher, Hipkiss, Mrs Smitten and Mrs Stanley.

269. MEETINGS OF THE TITHE BARN MANAGEMENT COMMITTEE AND THE PARKS AND OPEN SPACES COMMITTEE:

RESOLVED:

- (i) That meetings of the above Committees, in 2008/09, be held on Friday mornings; and
- (ii) That the Calendar of Committee Meetings be amended to meet the above decision.

270. REPRESENTATIVES ON OUTSIDE BODIES, 2008/09:

(a) Polesworth Community Association:

RESOLVED:

That Councillors Mrs Ball, Parsons and Mrs Pugh shall be appointed to represent the Parish Council on Polesworth Community Association for the ensuing year.

(b) Sir Francis Nethersole Foundation Charity:

RESOLVED:

That consideration of this appointment be deferred until the December, 2008, meeting of the Parish Council.

(c) Polesworth Youth Wing — House Management Committee:

RESOLVED:

That Councillor Mrs Smitten be appointed to represent the Parish Council on the Polesworth Youth Wing — House Management Committee for the ensuing year.

(d) Warton Parish Hall Management Committee:

RESOLVED:

That Councillors Critchley and Meredith be appointed to represent the Parish Council on the Warton Parish Hall Management Committee for the ensuing year.

(e) North Warwickshire Citizens Advice Bureau Management Committee:

RESOLVED:

That Councillor R.M. Meredith be appointed to represent the Parish Council on North Warwickshire Citizens Advice Bureau Management Committee for the ensuing year.

(f) Polesworth & Dordon Group Practice Patients Forum:

RESOLVED:

That Councillors Parsons and Mrs Pugh be appointed to represent the Parish Council on the Polesworth & Dordon Group Practice Patients Forum for the ensuing year.

(g) Nethersole Centre Management Committee:

It was noted that the Management Committee had decided the existing officers and members of the Committee would continue in office until the concluding meeting in November, 2008.

(h) North Warwickshire Combined Parish Councils' Area Executive:

RESOLVED:

That Councillors Critchley and Mrs Pugh be appointed to represent the Parish Council on the North Warwickshire Combined Parish Councils' Area Executive for the ensuing year, with Councillor Mrs Smitten as named substitute.

(i) N.W.B.C. Parish Users Group and Planning Control Panel for Quality Design:

RESOLVED:

That Councillor Mrs Y. Stanley be appointed to represent the Parish Council on N.W.B.C.'s Parish Users Group and Planning Control Panel for Quality Design for the ensuing year.

(j) North Warwickshire Area Committee of Parish Councils – Voting Representatives:

RESOLVED:

That Councillors Critchley and Mrs Pugh be appointed as the Parish Council's voting representatives on North Warwickshire Area Committee of Parish Councils for the ensuing year.

271. MINUTES:

The Minutes of the meeting of the Parish Council held on April 2, 2008, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

272. BUS INFORMATION POINT:

- (244) Councillor Hipkiss reported on the site meeting, held in Polesworth on Monday, April 14, 2008, with the County Council's Transport Planner/Project Manager (Bus Infrastructure Schemes), when two street light columns had been identified (one adjacent to the brick built bus shelter in Tamworth Road and the other on the river bridge) for use as local bus information points, being supplied by the County Council.

273. POLESWORTH COMMUNITY ASSOCIATION'S SPORTS FIELD:

- (257) Further to the resolution to Minute 257, the Trustees of the Community Association had indicated they were not averse to the suggestion they make direct arrangements for the mowing of their field and paying for it from their own funds, possibly with the aid of a grant from the Parish Council, but in the first instance would like to discuss the matter at a meeting of the Liaison Committee.

Discussions were underway to find a mutually convenient date for the meeting.

274. SITE FOR NEW PUBLIC TOILETS IN POLESWORTH:

(245) In response to a question from Councillor Meredith, the Clerk reported that no reply had been received to the Parish Council's letter regarding the preferred location for the new toilets and the Chairman informed the meeting that he had asked that the subject be placed on the agenda for the next Borough Council Leader's Liaison meeting.

275. ANNUAL ASSEMBLY OF THE PARISH MEETING:

A draft of the minutes of the above meeting, held on April 2, 2008, circulated with the agenda for the Annual Meeting of the Parish Council, was received and discussed.

RESOLVED:

That the draft minutes of the Annual Assembly of the Parish Meeting, held on April 2, 2008, be received and noted.

276. RETURN OF ATTENDANCES, 2007/08:

Attendance records of Council and committee meetings during the twelve months ended April 2, 2008, were submitted by the Clerk and noted.

277. RISK ASSESSMENT REPORTS:

The Clerk submitted an updated risk assessment report copies having been circulated to all Members of the Council and invited the meeting to consider referring responsibility for undertaking risk assessments to the Parks & Open Spaces Committee.

RESOLVED:

- (i) That the risk assessment report, submitted by the Clerk, be approved and adopted; and
- (ii) That the Parks & Open Spaces Committee be responsible for undertaking future risk assessments.

278. CONSTITUTION OF THE FINANCE COMMITTEE:

RESOLVED:

- (i) That the Finance Committee be constituted as follows for the ensuing year:

Chairman and Vice-Chairman of the Parish Council, together with Councillors Butcher, Hipkiss and Smitten;
- (ii) That the duties and responsibilities of the committee be determined at its first meeting; and
- (iii) That the Chairman of the Parish Council, in consultation with the appointed members, shall agree a date for the first meeting of the committee.

279. APPLICATIONS FOR FINANCIAL ASSISTANCE:

(Councillors Butcher, Parsons and Stanley declared interests under the Parish Council's Code of Conduct and left the meeting during the consideration of the application on behalf of the Polesworth Abbey Arts Festival and Councillors Meredith and Stanley declared personal interests in the application submitted on behalf of the Polesworth Poetry Trail Group and did not vote on that matter.)

- (a) Polesworth Clean-Up Day Project;
- (b) North Warwickshire Arts Festival;
- (c) Polesworth Abbey Arts Festival; and
- (d) Polesworth Poetry Trail

Consideration was given to applications for financial assistance from the organisers of the above projects. Details of the organisations' finances were submitted with each application.

RESOLVED:

- (i) That with regard to the Polesworth Clean-Up Day projects:
 - (a) The Parish Council agrees to use its powers under Section 137 of the Local Government Act, 1972, to meet the hire costs of a jet washer to remove graffiti, up to a maximum of £240.00, being expenditure incurred in the interests of the inhabitants of the area; and
 - (b) That organisers of the Clean-Up Day be offered the free use of the kitchen and toilet facilities at The Tithe Barn Resource Centre;
- (ii) That, under the powers contained in Section 145 of the Local Government Act, 1972, Provision of Entertainment and the Arts, the Council agrees to make of a grant of £200.00 to the North Warwickshire Arts Festival being held over the weekend of September 27 and 28, 2008;

Councillor Meredith, Vice-Chairman, in the Chair

- (iii) That, under the powers contained in Section 145 of the Local Government Act, 1972, Provision of Entertainment and the Arts, the Council agrees to make of a grant of £1,000.00 to the Polesworth Abbey Arts Festival, 2008, and to meet the balance of the funding in excess of the approved provision for Arts Festivals under the section headed Miscellaneous, from other provisions within that section of the Council budget for 2008/09; and

Councillor M.E. Stanley in the Chair

- (iv) That, in respect of the application on behalf of the Polesworth Poetry Trail project the Parish Council agrees to make a grant of £500.00 under the powers contained in Section 145 of the Local Government Act, 1972, Provision of Entertainment and the Arts.

280. APPLICATIONS TO USE RECREATION GROUNDS:

- (a) Polesworth Carnival, 2008:

Permission was sought, by the Polesworth Carnival Committee, for the Carnival Fair to use part of the Station Road recreation ground from Monday, June 30, until Tuesday, July 8, 2008.

RESOLVED:

That the Polesworth Carnival Committee be given approval for its Carnival Fair to use part of the Station Road recreation ground from Monday, June 30, until Tuesday, July 8, 2008, on the same conditions as imposed, by the Parish Council, in 2007, including the need for the Carnival Committee to have adequate public liability insurance cover for the whole of the period during which the recreation ground is being used for the purposes of the Polesworth Carnival, 2008.

- (b) Polesworth Swifts F.C. — Use of the Football Pitches, Erection of Goal Posts, Sponsorship of Annual Invitation Day Tournaments and Invitation to Attend the Tournaments:

Consideration was given to the above.

RESOLVED:

- (i) That Polesworth Swifts F.C. be granted use of the Parish Council's football pitches at the Birchmoor, Polesworth and Warton recreation grounds, free of charge, during the 2008/09 playing season, subject to only one team being allowed to use the Birchmoor pitch during any one week and strict compliance with the requirements of the Council's insurers in respect of the use of the hard-surface play-area at Station Road recreation ground, Polesworth, for the parking of vehicles;
- (ii) That Polesworth Swifts F.C. be permitted to erect full-size goal posts on the Station Road recreation ground, provided they are fully covered by the club's public liability insurance;
- (iii) That the Parish Council agrees to part sponsor the Invitation Day Tournaments, being held at Polesworth International Language College, on Saturday and Sunday, June 7 and 8, 2008, between 9.30 a.m. and 2.00 p.m. and make a grant, under Section 19 of the Local Government (Miscellaneous Provisions) Act, 1976, of £850.00 towards the cost of trophies; and
- (iv) That Councillors J and Mrs W Smitten be appointed to represent the Parish Council at the Invitation Day Tournaments and present some of the trophies to the players.

(c) Warton Carnival, 2008:

Consideration was given to an application, on behalf of the Warton Carnival Committee, for permission to use the recreation ground at Church Road, Warton, for the 2008 carnival, between the times of 7.00 a.m. and 7.00 p.m. on Saturday, June 14, 2008.

As in previous years, the Carnival Committee had undertaken a risk assessment study, taken-out insurance cover and appointed a Safety Officer.

RESOLVED:

- (i) That, under the powers contained in Section 53 of the Public Health Act, 1961, the Parish Council approves the application, by Warton Carnival Committee, for the exclusive use of the recreation ground at Church Road, Warton, for the 2008 carnival activities, between the times of 7.00 a.m. and 7.00 p.m., on Saturday, June 14, 2008, subject to the same conditions of use, agreed in previous years; and
- (ii) That the recreation ground at Church Road, Warton, be closed to the general public between 7.00 a.m. and 7.00 p.m., on Saturday, June 14, 2008, and used exclusively between those times for the purposes of the Warton Carnival, 2008.

281. PLAY-EQUIPMENT MONTHLY INSPECTION REPORTS:

Written reports on play-equipment inspections, carried out by North Warwickshire Borough Council on behalf of the Parish Council, and dated March 31, 2008, were received, discussed and noted.

282. REPAIRS TO PLAY-EQUIPMENT, STATION ROAD RECREATION GROUND, POLESWORTH:

The Clerk submitted a quotation from Wickstead Leisure in the sum of £500.00, exclusive of VAT, for the supply and installation of flat rubber seats to the Whirlybird roundabout and the re-setting of the Ledon Spring Mobile.

RESOLVED:

That the quotation from Wickstead Leisure in the sum of £500.00, exclusive of VAT, for the supply and installation of flat rubber seats to the Whirlybird roundabout and the re-setting of the Ledon Spring Mobile at Station Road recreation ground, Polesworth, be accepted.

283. NORTH WARWICKSHIRE AREA COMMITTEE OF PARISH COUNCILS:

Copies of the minutes of the meeting of the Area Committee held at Polesworth on March 3, 2008, having been circulated with the agenda for the Annual Meeting of the Parish Council were formally received and noted.

284. W.A.L.C. NEWSLETTER ADH/76:

Copies of the above and its enclosures having been circulated with the agenda for the Annual Meeting of the Parish Council were received and noted.

285. PUBLICATIONS RECEIVED:

The following publications were received:

N.A.L.C. Direct Information Service, issues 681 and 682; and
W.M.R.A. "Speaking Out," March, 2008.

286. COVENTRY AND WARWICKSHIRE NHS PARTNERSHIP TRUST:

A letter was received from the above, seeking the Parish Council's support for its application to become a Foundation Trust next January.

RESOLVED:

That the Parish Council supports the application by Coventry and Warwickshire NHS Partnership Trust to become a Foundation Trust.

287. LITTER-PICKING STICKS:

The Clerk reported that the Parish Council's stock of litter-picking sticks had been exhausted and gave details of current costs for replacement equipment.

RESOLVED:

That thirty litter-picking sticks be purchased from The Helping Hand Company Ledbury Limited at a cost of £11.49 each, exclusive of VAT.

288. PLANNING MATTERS:

(a) Weekly Lists:

Copies of lists 11 to 17, inclusive, were submitted, together with copies of applications on those lists for development within the Parish, but there were no comments which the Council wished to be formally submitted to the district planning authority.

(b) Applications Determined Not on the Above Lists:

Details of the decisions made in respect of applications 0072 and 0086, not appearing on lists 11 to 17, were received and made available for inspection.

(c) Neighbouring Authority Consultations:

A copy of Hinckley and Bosworth Borough Council's Local Development Framework — Adoption of the Sustainable Design and Affordable Houses Supplementary Planning Document, was received and noted.

289. FINANCIAL STATEMENTS FOR YEAR-ENDED MARCH 31, 2008:

The above statements, comprising the Receipts and Payments Account for the year 2007/08, Reconciliation of Balances at March 31, 2008, and an Analysis of Debts Outstanding at the year-end, having been circulated to all members of the Council, were received and discussed.

RESOLVED:

- (i) That the Financial Statements for the year-ended March 31, 2008, as submitted be adopted; and
- (ii) That the Chairman of the Parish Council be authorised to sign the pages of the Receipts and Payments Analysis.

290. REPORT OF THE INDEPENDENT INTERNAL AUDITOR – FINAL QUARTER:

The report of the Independent Internal Auditor for the period January 1 to March 31, 2008, was received and noted, copies having been circulated to each member of the Parish Council.

There was no action that the Parish Council was required to take.

291. EXTERNAL AUDIT FOR THE YEAR-ENDED MARCH 31, 2008:

Monday, July 28, 2008, was the date appointed by the external auditor, Clement Keys, as the date on or after which local government electors of the Parish might exercise their rights to attend and question the auditor about the accounts of the Parish Council for the year-ended March 31, 2008.

A timetable of the actions required to be taken had been prepared, by the officers and the statutory notice that the accounts would be available for inspection, would be displayed on June 12, 2008. The completed Annual Return would be sent to the External Auditor, by first class post, on Friday, July 25, 2008.

292. STATEMENT OF INTERNAL CONTROL:

A draft of the above was submitted for the consideration of the Parish Council.

RESOLVED:

That the Statement of Internal Control, as submitted in draft form, is approved and adopted.

293. REVIEW OF EFFECTIVENESS OF THE INTERNAL AUDIT OF THE COUNCIL'S ACCOUNTING RECORDS AND SYSTEMS:

At the invitation of the Clerk, the Council reviewed, the effectiveness of its system of internal control and audit, as required under Regulation 4 of the Accounts and Audit Regulations (2003), as amended in 2006.

The Clerk reported on the arrangements in place for internal control and audit. Prior to the meeting, he had circulated a list of documents supplied to the Independent Internal Auditor each quarter and provided copies of those documents for inspection at the meeting. Councillors were aware from previous reports of the professional qualifications and experience of the person appointed as the Parish Council's Independent Internal Auditor. Members were also aware of the thoroughness of the quarterly audits, as shown in the reports they received after each audit.

RESOLVED:

That, having reviewed the effectiveness, to date, of its internal control and audit systems, the Parish Council is satisfied with them and the competence of the person appointed as the Independent Internal Auditor to give an objective view on whether the financial controls and procedures meet the needs of the Council.

294. TRANSFER BETWEEN BANK ACCOUNTS:

The Clerk reported on a transfer of funds from the Parish Council's Business Money Manager Account (1) to its Treasurer Account which he had arranged, under his delegated powers, for Friday, May 9, 2008.

295. ACCOUNTS PAID AND FOR PAYMENT:

Invoices and details of accounts paid and due for payment were submitted by the Clerk.

RESOLVED:

That the following accounts be passed for payment:

		£
E.ON	– Electricity Q/E 9.4.08 (pd. 15.4.08)	596.70
British Gas	– Gas Q/E 7.4.08 (pd. 17.4.08)	105.85
Globalwave	– Broadband connection (due 1.5.08)	29.32
N.W.B.C.	– Security monitoring, 2008/09	54.38
Poles. Scout Grp.	– Litter picks, April	170.00
Poles. Air Cadets	– Litter picks, April	170.00
Poles. Swifts F.C.	– Litter picks, April	170.00
Siemens	– Photocopier rent./maint.	134.30
Infotec	– Photocopier usage charge	26.61
W.A.L.C.	– M'ship renewal, 2008/09	862.00
N. Lane	– Internal audit fee, Q/E 31.3.08	40.00
N. Lane	– Assistance with final accounts	200.00
A. Craig	– Salary (April)	448.42
D. Craig	– Salary (April)	717.65
H.M. Rev. & Cstms.	– Income Tax & Nat. Ins.	235.90
Allianz Ins.	– Insurance premium, 2008/09	2,907.41
D. Craig	– Postage, stationery catering and janitorial	106.23
Assa Abloy	– Padlocks	257.49

296. N.W. AREA COMMITTEE OF PARISH COUNCILS – LIAISON COMMITTEE:

Councillor Critchley reported, for the information of the Parish Council, on matters discussed at a recent meeting of the above, the details of which were noted.

297. “POLESWORTH 2050”:

(216) Councillor Critchley circulated copies of the minutes of a meeting of the above, for the information of the Parish Council.

298. NETHERSOLE CENTRE MANAGEMENT COMMITTEE:

Councillors Hipkiss reported that the above committee was drawing up a list of assets which would need to be disposed of upon the winding up of the committee and the Nethersole Centre. The list, together with recommendations on disposal, would be sent to the Parish Council for its consideration and comment.

299. MODIFICATION TO GATES AT STATION ROAD RECREATION GROUND:

The Chairman drew attention to the problems of youths sitting on the above entrance gates and it was agreed to refer the question of modification to the Parks & Open Spaces Committee for consideration.

300. MATTERS FOR OTHER AUTHORITIES:

It was agreed that the following matters be referred to the appropriate authorities:

- 1) Young girls drinking in Abbey Green Park, to be raised at the next Area Committee meeting;

- 2) Fire hydrant sprayed with black paint outside the Spread Eagle public house in High Street;
- 3) Pot-holes in High Street in the vicinity of the Co-op; and
- 4) Need to relocate the 30 m.p.h. sign to the north side of the railway bridge in Station Road.

301. INTERNAL SALARY ADJUSTMENTS:

In recognition of the additional administrative and accounting work being undertaken by the Assistant Clerk, the Clerk proposed to change the ratio for the apportionment of the Clerk's salary from 66/33 to 60/40. Under the proposal, the Clerk would receive 60% and the Assistant Clerk 40% of the approved total salary, retrospective to April 1, 2008. The necessary adjustments would be made in the payroll payments for May, 2008.

RESOLVED:

That the Clerk's proposal to change the ratio for payment of salaries to the Clerk and Assistant Clerk to 60/40, retrospective to April 1, 2008, in recognition of the latter's changing duties, be approved.

Chairman