

MINUTES OF THE ANNUAL MEETING OF POLESWORTH PARISH COUNCIL
HELD IN THE TITHE BARN, POLESWORTH,
ON WEDNESDAY, 13 MAY, 2010

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

APOLOGIES: Councillors Critchley and Mrs Pugh submitted apologies for absence.

788. WARTON HOUSING NEEDS SURVEY:

(771) Prior to the commencement of the Annual Meeting, Mr Phil Ward, Rural Housing Enabler, W.R.C.C., and Mr Neil Gilliver, Warwickshire Rural Housing Association, presented a draft layout for an eight-building, affordable housing scheme for the site at Barn End Road, Warton, which was discussed following a verbal report on the history of the project from Councillor Meredith.

During his presentation, Mr Ward informed the meeting that North Warwickshire Borough Council's Planning Department and the Warwickshire County Council Highways had indicated their support, in principle, for the proposed scheme at Barn End Road and that the layout, as presented to the Council, was provisional and depended upon further public consultation within Warton and the outcome of any eventual planning application. He further stressed that the layout was very much in an initial stage and had to undergo revision and discussion with interested parties before it could be finalised. However, he speculated that a firmer draft would be ready for public consultation, possibly in the Autumn, prior to any final planning application being submitted.

Mr Ward and Mr Gilliver then took questions from Councillors, after which the Chairman thanked them for their time and contributions and they withdrew from the meeting.

ANNUAL MEETING

789. ELECTION OF CHAIRMAN:

Nominations were invited and voted upon for the office of Chairman of the Parish Council.

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.)

790. APPOINTMENT OF VICE-CHAIRMAN:

RESOLVED:

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

791. 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.

792. CONSTITUTION OF COMMITTEES, 2010/11:

(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.

793. REPRESENTATIVES ON OUTSIDE BODIES, 2010/11:

(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 Councillor Mrs Smitten be appointed to represent the Parish Council on the Sir Francis Nethersole Foundation Charity.

(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:

Councillor Parsons raised doubts as to whether this Forum was still functioning.

RESOLVED:

- (i) That the Clerk writes to Warwickshire Primary Care Trust for clarification on the legal status of the Polesworth & Dordon Group Practice Forum; and
- (ii) That further consideration of the matter is deferred pending receipt of clarification.

(g) 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.

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

RESOLVED:

That, since this Group is no longer functioning, this item be removed from the Parish Council's list of Outside Bodies.

(i) 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.

794. MINUTES:

The Minutes of the meeting of the Parish Council held on April 7, 2010, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

795. REGISTER OF MEMBERS' INTERESTS:

During the meeting, Councillors reviewed their respective entries in the Register of Members' Interests, made amendments where necessary or completed a declaration to the effect that their current entries remained correct, for transmission to the registration officer.

796. CALENDARS OF MEETINGS, 2010/11:

(770) Copies of the Calendars of Meetings in 2010/11, as approved at the April meeting of the Parish Council, were circulated to all members for information.

797. POLESWORTH SCOUT GROUP — APPLICATION FOR FINANCIAL ASSISTANCE:

(769) The Clerk reported on recent email correspondence regarding the above application. Councillor Meredith then reported on a cheap source of containers that he had found locally, and of which he had informed the Scout Group. Following on from this, the Chairman and Councillor Parsons also reported for information on developments they were aware of, including a firm offer from Nethersole School to house the scouts once their present lease expired.

RESOLVED:

That the Group Scout Leader and the Chairman of the Parents Committee be invited to attend the 7 July, 2010, meeting of the Parish Council to discuss Polesworth Scout Group's plans for the future and their present activities.

798. ANNUAL ASSEMBLY OF THE PARISH MEETING:

A draft of the minutes of the above meeting, held on 7 April, 2010, circulated with the agenda for the Annual Meeting of the Parish Council, was formally received and noted.

RESOLVED:

That the draft minutes of the Annual Assembly of the Parish Meeting, held on 7 April, 2010, be adopted.

799. RETURN OF ATTENDANCES, 2009/10:

Attendance records of Council and committee meetings during the twelve months ended 7 April, 2010, were submitted by the Clerk and noted.

800. RISK ASSESSMENT REPORTS:

The Clerk submitted updated risk assessment reports, copies having been circulated to all Members of the Council in advance of the meeting.

RESOLVED:

That the updated risk assessment reports, submitted by the Clerk, be approved and adopted.

801. WARTON CARNIVAL, 2010:

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 2010 Carnival, between the times of 7.00 a.m. and 7.00 p.m. on Saturday, 12 June, 2010.

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 2009 carnival activities, between the times of 7.00 a.m. and 7.00 p.m., on Saturday, 12 June, 2010, 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, 12 June, 2010, and used exclusively between those times for the purposes of the Warton Carnival, 2010.

802. PUBLIC TOILETS, POLESWORTH:

- (765) In an email, dated 20 April, 2010, the Borough Council officer dealing with the above matter reported receipt of written confirmation from the Memorial Hall Trustees that they had no objection to the siting of the new toilet facility on the flowerbed opposite the entrance to the Hall.

Three proposals had been obtained from providers of public conveniences, but all three had yet to determine the implications and costs for connecting the relevant utility services. It was hoped the matter would be resolved in a few weeks' time.

The Clerk had confirmed the Parish Council's wish to proceed.

RESOLVED:

That the action of the Clerk in confirming the Parish Council's wish to proceed with the installation of the public toilet facility on the site of the flowerbed opposite the entrance to the Memorial Hall is confirmed.

803. POLESWORTH CHURCHYARD EXTENSION:

- (769) An email had been received from the Vicar of Polesworth, thanking the Parish Council for the grant of £2,000.00 to enable the groundworks to commence in 2010, and the Clerk invited the Parish Council to consider making the grant from the Parish Improvements reserve.

RESOLVED:

That the grant of £2,000.00 for the commencement of work on the churchyard extension be taken from the Parish Improvements reserve for 2010.

804. TEMPORARY ROAD CLOSURE, SHUTTINGTON ROAD, ALVECOTE:

A temporary road closure order to vehicular traffic had been made, by the County Council, for the above road, from its junction with Alvecote Cottages, eastwards for approximately 400 metres. The closure had been made to enable tree trimming and repairs to overhead cables by Central Networks. It was anticipated that the road would only be closed between 11 and 13 May, 2010, inclusive.

805. WARWICKSHIRE VOX – HAVE YOUR SAY ON PREVENTATIVE SERVICES:

The above, quarterly event, in which senior County Council officers would be on hand to answer questions on a variety of health-related topics, was scheduled for Thursday, 10 June, 2010, at Stratford Racecourse, Luddington

Road, Stratford-on-Avon, between 10 a.m. and 1 p.m. Warwickshire residents wishing to attend, and who were over the age of fifty, had until 25 May, 2010, to contact the County Council (on 01926 742214) in order to register their interest.

806. PUBLICATIONS RECEIVED:

The following publications were received:

N.A.L.C. Direct Information Service, issues 731, 732 and 733;
 C.P.R.E. “Fieldworks”, April, 2010;
 C.P.R.E. “Countryside Voice”, Spring, 2010;
 C.P.R.E. “Outlook”, Spring, 2010;
 C.P.R.E. West Midlands, “Manifesto for the West Midlands Countryside”;
 W.R.C.C. “Country Matters”, issue 43, Winter, 2010;
 Clerks and Councils Direct, issue 69, May, 2010; and
 N.W.B.C. Agenda for Annual Meeting on 12, May, 2010.

807. POLESWORTH AIR CADETS’ ANNUAL DINNER:

An invitation was received, from the above A.T.C. Squadron, for a Councillor and guest to attend the annual dinner and presentation evening at Polesworth W.M.C., High Street, Polesworth, on 12 June, 2010, at 7.30 p.m., but, as each Councillor had received a personal invitation, no further action was required.

808. POLESWORTH FIRE STATION – LICENCE FOR BUS SHELTER:

(777) The new licence for the above bus shelter had been completed and a copy received for the Parish Council’s records.

809. PLANNING MATTERS:

(a) Weekly Lists:

Copies of lists 13 to 17, inclusive, were submitted, together with details 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.

810. FINANCIAL STATEMENTS FOR YEAR-ENDED 31 MARCH, 2010:

The above statements, comprising the Receipts and Payments Account for the year 2009/10, Reconciliation of Balances at March 31, 2010, and an Analysis of Debts Outstanding at the year-end, having been circulated to all members of the Council, were formally received.

RESOLVED:

- (a) That the Financial Statements for the year-ended 31 March, 2010, as submitted be noted; and
- (b) That the Chairman and Clerk be authorised to sign the relevant pages of the Receipts and Payments Account for the year-ended 31 March, 2010.

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

The report of the Independent Internal Auditor for the period 1 January to 31 March, 2010, 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.

812. EXTERNAL AUDIT FOR THE YEAR-ENDED 31 MARCH, 2010 – TIMETABLE AND PUBLIC NOTICE:

A timetable of the actions required to be taken had been prepared, by the officers and the statutory notice that the accounts were to be available for inspection, would be displayed on 27 May, 2010. The completed Annual Return needed to be sent to the External Auditor, by first class post, on 9 July, 2010.

813. STATEMENT OF INTERNAL CONTROL:

Copies of the above, approved and adopted in May, 2008, were circulated for the further consideration of the Parish Council.

RESOLVED:

That the Statement of Internal Control, as approved at the meeting of the Parish Council held on May 7, 2008, be reaffirmed without variation.

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

Opportunity was taken to review the effectiveness of the Council's system of internal control and audit, as required under Regulation 4 of the Accounts and Audit Regulations (2003), as amended in 2006. Councillors were aware from previous reports of the professional qualifications and experience of the person appointed as the Parish Council's Independent Internal Auditor, and the thoroughness in which he carried out the quarterly audits.

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.

815. ASSISTANCE WITH FINAL ACCOUNTS:

The Clerk sought the Council's permission to engage Mr N. Lane, the Council's Independent Internal Auditor, to assist with the completion of the final accounts for the year-ending 31 March, 2010, at the same fee as in previous years.

RESOLVED:

That the Council grants permission for Mr N. Lane to be engage to assist with the completion of the final accounts for the year-ended 31 March, 2010, at a fee of £200.00.

816. 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, 14 May, 2010.

817. 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:

D. Dean	– Installing 3 radiators and plumbing repairs (pd. 12/4/10)	£ 1,049.98
E.On	– Un-metered supply to CCTV camera (pd. 12/4/10)	6.07

		£
Siemens	– Photocopier rental and maintenance (pd. 26/4/10)	134.30
British Gas	– Gas charges (pd. 26/4/10)	239.73
E.On	– Electricity Q/E 22/4/10 (pd. 30/4/10)	383.80
Severn Trent Water	– Water charges, Stn. Rd. rec. grnd. (pd. 30/4/10)	14.66
Globalwave	– Broadband connection (due 1/5/10)	29.32
N.W.B.C.	– Security monitoring, 2010/11	66.06
N.W.B.C.	– Grounds maintenance, 2009/10	2,363.88
Aon Ltd.	– Insurance premium, 2010/11	3,488.39
N. Lane	– Internal Audit Fee, Q/E 31/3/10	40.00
N. Lane	– Assistance with final accounts	200.00
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
R.M. Meredith	– Shrubs and bedding plants	30.77
A. Craig	– Salary (April)	542.25
D. Craig	– Salary (April)	663.54
H.M. Rev. & Cstms.	– Income Tax & Nat. Ins.	231.49
D. Craig	– Stationery	66.17
Severn Trent Water	– Water charges, Tithe Barn	115.81
Intal Decorators	– Redecorating Tithe Barn interior	2,050.37
E.On	– Un-metered supply to CCTV camera	6.07
I & A Crowhurst	– Replace & fit emergency light, Tithe Barn	136.94

818. FOOTPATH OBSTRUCTION, BIRCHMOOR:

The Clerk undertook to raise the matter of a dropped curve that had become badly obstructed by weeds at the junction of Cockspur Street and Green Lane, Birchmoor.

819. SUMMER PLANTING IN POLESWORTH AND WARTON:

Councillor Meredith inquired whether the Council wished to have a summer flower planting scheme along the lines of previous years and at the same price. He also raised the question of planting new plants in the flower beds outside the Tithe Barn.

RESOLVED:

- (i) That a summer planting scheme for the Council's displays in Polesworth and Warton be approved at the same cost as last year; and
- (ii) That Councillor Meredith confers with the contractor regarding a suitable scheme and reports back to the next meeting of the Parish Council.

820. PUBLIC SEAT, ORTON ROAD, WARTON:

Councillor Meredith reported on repairs he was proposing to undertake to the above, Parish Council-owned, seat, which had become rotten.

821. OTHER MATTERS WHICH THE COUNCIL NEEDED TO BE INFORMED OF:

Councillors reported on a variety of matters which they thought the Council should be made aware of, including: a complaint from a resident who had to attend the George Elliot Hospital for blood tests, instead of the local doctors' surgery; and a likely delay to work planned by North Warwickshire Borough Council for the creation of a nature at its Abbey Green Park.

Chairman