

# **COMBROKE PARISH COUNCIL**

**DRAFT**

## **Minutes of the Meeting of the Parish Council held on Tuesday 8 May 2018 at 7.50pm at the Village Hall, Combroke**

### **Present**

Tim Goodhead (TG)  
Jo Price (JP)  
Stephanie Connah (SC)  
Brenda Rayson (BR), Chairman  
Georgina Lowe (Clk), Clerk

Members of the Public 0

### **1. Election of Chairman**

Cllr Rayson was nominated for Chairman. There were no other nominations, it was therefore proposed SC, seconded JP and

**RESOLVED: That Cllr Rayson be elected as Chairman for the year 2018 – 2019**

### **2. Acceptance of Office as Chairman**

Cllr Rayson signed the acceptance of office in the presence of the Proper Officer of Combroke Parish Council.

### **3. Election of Vice Chairman**

Cllr Goodhead was nominated for Vice Chairman. There were no other nominations, it was therefore proposed JP, seconded SC and

**RESOLVED: That Cllr Goodhead be elected as Vice Chairman for the year 2018 – 2019. The Acceptance of Office was duly signed**

### **4. Apologies**

DCllr Chris Mills (CM) and CCllr Chris Williams (CW)

### **5. Acceptance of Apologies from Parish Councillors**

None.

### **6. Declaration of Interests**

SC – Agenda Item 13.5

### **7. Public Representation**

None.

### **8. Minutes**

The minutes of the meeting held on the 20<sup>th</sup> March 2018 had been circulated. Proposed JP, seconded SC and

**RESOLVED: That the minutes of the meeting be confirmed and signed by the Chairman**

### **9. Chairman's Report and Other Reports for Information Only**

#### **a. Chairman:**

- i. Attended the WALC Parish and Town Council Liaison Meeting; the guest speaker Rosemary Williams on behalf of John Careford, Policy Manager (Planning & Housing) Stratford District Council provided an overview of current ongoing policy updates, which included the recent SPD work on advice and requirements for submitting planning applications.
- ii. 10<sup>th</sup> May, The Council Chamber, Elizabeth House, Stratford District Planning Workshop on Heritage Assets - BR to attend.

#### **b. Clerk:**

- i. Parish Champion for Stratford Area – Cllr Andrew Crump who covers the Southam

area has been appointed as Parish Champion.

- ii. Self Assessment for Parish Councils – NALC have produced a self assessment tool that allows parishes to objectively review how they are performing as a modern council to help them develop and improve. The County Officer has recommended working through this toolkit.
- iii. The next Community Forum will be held on Thursday the 7<sup>th</sup> of June, venue to be confirmed.

**10 To Appoint Representatives to Sit On Outside Bodies**

BR proposed and it was agreed that SC be appointed to the Village Hall Committee; TG be appointed as Member for Finance; BR to remain as representative for Kineton United Charities and be the Council's representative on the Leys Management Committee.

**11. Standing Orders and Financial Regulations**

The Clerk confirmed there were no updates for consideration.

The Council's delegations to the Clerk were reviewed; it was proposed TG, seconded JP and

**RESOLVED: To delegate to the Clerk the powers to grant dispensation requests and to make decisions and respond to consultations on behalf of the Council in circumstances where the decision / consultation requires an action before the date of the next meeting of the Council**

**12. Financial Administration**

- a. The Internal Summary of Accounts had been circulated prior to the meeting. Cllr Rayson reported that both she and Cllr Goodhead had verified the content. Having reviewed it was proposed TG, seconded JP and

**RESOLVED: To approve the internal 2017-18 accounts**

- b. Certificate of Exemption – One of the major changes to the requirements for smaller authorities for the 2017/18 reporting season relate to those that are able to exempt themselves from the external audit review. The annual return must still be completed and approved by the Council and the Council must still provide for public rights. The exemption criteria are met if the smaller authority can declare that it has:
  - Total gross income and total gross expenditure below £25k; and
  - No public interest report / statutory recommendation / advisory notice / judicial review / application to court re unlawful item of account issued by its external auditor in the prior year; and
  - Been in existence since before the 1<sup>st</sup> of April 2014

Having agreed the Council met the criteria it was proposed TG, seconded SC and

**RESOLVED: To complete the Certificate of Exemption**

- c. To receive the Internal Audit Report - since agreeing the agenda it has been necessary to reschedule the audit for later in the month.
- d. The Annual Governance Statement Section 1 – item postponed pending internal audit review
- e. The Annual Accounting Statements – as above
- f. Insurance Renewal - The Clerk reported the premium for the 2<sup>nd</sup> year of the 3 year term had risen by a 4% index linked increase to £610.41
- g. To approve the Clerk's annual increment within the agreed range: It was proposed TG, seconded BR and

**RESOLVED: To increase the Clerk's salary to scale point 24 and backdate to the 1<sup>st</sup> April 2018**

- h. To consider payments to be made:  
Current Account: £4,529.59                      Deposit Account: £5,167.85

Income received since last meeting £2,152.00 (precept first instalment)

Unpresented cheques:

CPRE £36.00

Clerk's February / March Salary £236.41

Invoices were presented , approved and cheques signed for :

WALC Annual Subscription £88.00

Came and Company Council + Village Hall Buildings Insurance £610.41

RS Plant Hire Leys Drainage Works £1,900.00

Coventry Diocesan B of E Village Hall Rental Quarters 1 & 2 £350.00

Prior approval agreed for Clerk's April / May Salary £213.93 (includes £6.96 book of second class stamps)

### 13. **Planning Update**

#### **13.1 For Consideration Combroom House, Spring Lane 18/01190/AGNOT**

Steel portal framed agricultural lean-to for use as a hay store

The proposal is to remove an existing stable, currently used for storing hay on the northeast side of an existing agricultural building and replace it with a steel framed agricultural lean-to.

Members noted the plan didn't match the drawings but found no other reason to comment on the application.

#### **13.2 Granted 14 Combroom 17/03236/FUL**

Installation of two air source heat pumps

#### **13.3 Granted Appletrees, Spring Lane 18/00585/TREE**

T1 – Willow - Fell

#### **13.4 C E Gilbert Site Update**

Visibility splay - The Clerk reported that in April Erin Weatherstone had written to advise she would be looking into the matter but needed to discuss with her manager first. There had been no further update and as the properties were now occupied it was agreed to remove the item from future agendas.

#### **13.5 14 Combroom Outbuilding Update**

To note that the Enforcement Officer has completed their Recommendation Report, this has been discussed with Cllr Mills. The Parish Council's request that advice be sought from Historic England regarding the heritage issues has not been pursued. The Parish Council is not formally involved in this process but the Enforcement Officer will update the Parish Council once matters have been agreed and should a further application be forthcoming then the Case Officer will be informed of the support that Historic England has agreed to provide.

### 14. **General Data Protection Regulation (GDPR)**

The Chairman referred Members to Appendix F of the reports pack.

Members were given an overview of the regulation which will come into effect on the 25<sup>th</sup> of May and the key changes affecting local councils. After discussion it was unanimously agreed the Parish Council fully endorses and accepts the principles of the GDPR

The Council will

- Complete a full programme to review all its policies and activities with regard to the GDPR
- Revise / produce new policy statements where appropriate, and in particular develop detailed privacy notices both for the public "resident" and staff /councillor / volunteer role.
- Publish public "resident" privacy notices for residents and members of the General Public on the website - and publish an interim notice before the 25<sup>th</sup> of May.

The current personal data held and relating to residents and in use from time to time to provide communications to our residents is the email address file.

The Council will

- invite residents to confirm or otherwise the continued use of their data for that purpose before the 25<sup>th</sup> of May
- delete data held where a positive affirmation is not received.

Further advice will be sought regarding the appropriate appointment of a DPO, until the proper appointment of a DPO (if required) the Chairman will act in that capacity.

*BR /  
Clk*

**15. The Leys Project Update**

The Chairman reported that works were progressing well on the new gates and estate fencing at the top SE boundary of the Leys adjacent the Village sign and entrance.

BR went on to report that eight residents had expressed an interest in joining the Leys Management Committee. A first meeting is currently being arranged. One of the up-coming issues to be managed will be the summer grass / hay cut. Over the last two years the Parish Council has been contracting a local farmer to cut and bale the hay in line with the Local Wildlife Site requirements. Whilst the group may try afresh to manage a more cost effective approach this will need to be balanced against the requirements to allow seed to set on the hay across the grassland to the north of the diagonal path. After discussion it was proposed BR, seconded JP and

*BR*

**RESOLVED: to negotiate and agree a contract as required up to a max of £400**

**16. Village Hall Gate Pillar Update**

To note the insurance claim for the full repair of the pillar and capping stone has been approved. PR Alcock has been instructed to proceed and a commencement date is awaited. The Clerk has been informed it will be necessary to take down the pillar to enable the quarry to cut the replacement stone to size. It was anticipated the repair works will take a number of weeks to complete.

*Clk*

**17. Lanes and Drainage**

**17.1 County Highways Repair and Improvement**

TG reported that the grit bin had been moved and the updated grit bin locations map sent.

**17.2 Leys Drainage Flood Grant**

To note works to repair / improve the surface water drainage at the path by the bottom SW entrance to the Leys has been successfully completed.

**18. Village Broadband**

To note that following the work to install the Cabinet in March, the CSW Broadband Project timetable was showing completion expected in April. As April arrived the expected completion changed to May; this remains the current reported position

**19. District Councillor's Report**

No report

**20. County Councillor's Report**

No report

**21. Councillors' Reports and Items for Future Agendas:**

JP raised concern over barking dogs, SC over light pollution; both items to be included in the next resident's newsletter.

**22. Date of Next Parish Council Meeting:**

Wednesday 18<sup>th</sup> July 7.30pm Village Hall

**The meeting closed at 9.58 pm**