

**Minutes of the Meeting held on 16<sup>th</sup> May 2019**

**Present:** Cllrs Woolliscroft (Chairman), Dalby, Partridge, Payne and Wright, the Clerk and Mrs A Higgins

**Apologies:** Cllr Washington, RB Cllr Gillias and WC Cllr Adrian Warwick

**Declarations of Interest** (relating to items on the agenda): none declared

**Public Participation Session:** none present

**Approval of the Minutes of the Meeting held on 18<sup>th</sup> April 2019**

Proposed Cllr Dalby seconded Cllr Partridge

**Matters Arising from the Approval of the Minutes of the Meeting held on 18<sup>th</sup> April 2019**

Willow Trees, Street Ashton Lane – Clerk still trying to establish ownership.

**Approval of the Minutes of the Parish Meeting held on 9<sup>th</sup> May 2019**

Proposed Cllr Wright seconded Cllr Payne

**Matters Arising from the Approval of the Minutes of the Parish Meeting held on 9<sup>th</sup> May**

Flashing speed sign, all Parishioners present were in favour of applications to secure funding for a sign. Cllr Partridge is applying for a grant, Cllr Woolliscroft to provide up to date quotes.

**Correspondence**

WCC Temporary closure Millers Lane 7<sup>th</sup> June 2019 – noted  
Highways Brockhurst Lane resurfacing and repairs – noted  
Highways damaged railings Sandy Lane – acknowledged

RBC Spring Clean 2019 – invitation to Mayor’s Parlour 4<sup>th</sup> June  
Cllr Wright and the Clerk to attend  
Asbestos collection – Clerk to remind RBC before 4<sup>th</sup> June

Warwickshire Fire and Rescue consultation – new fire station. Clerk to respond to consultation and details to be displayed on notice board

Pailton Parish Council – invitation to join in preparation of Neighbourhood Plan. Clerk to suggest a meeting at the Wolvey presentation

Wolvey Parish Council – presentation of Neighbourhood Plan 12<sup>th</sup> June 5 – 8.00 p.m.  
Three Cllrs agreed to attend.

Homes England – Community led housing initiative. Cllr Woolliscroft to complete the survey.

WRCC Back and 4<sup>th</sup> dial-a-ride – noted

Clerk and councils Direct: LCR – circulated

**Finance**

£35.00	D/D ICO Data protection Fee proposed Cllr Wright seconded Cllr Partridge
£57.50	T Brill Fishponds Community Park maintenance proposed Cllr Partridge seconded Cllr Dalby
£75.00	R Pearson Internal Audit fee proposed Cllr Woolliscroft seconded Cllr Wright
Donation to Round	the Revel annual review – proposed Cllr Woolliscroft seconded Cllr Wright that the donation be maintained at £125.00. All Cllrs voted in favour
£125.00	Annual donation proposed Cllr Woolliscroft seconded Cllr Wright
£415.31	Zurich Insurance annual premium proposed Cllr Wright seconded Cllr Partridge
	Annual Insurance Review – no changes necessary to insurance cover, year 2 of 3 year contract. Review in 2020.

**Finance cont/d**

Review of System of Internal Audit completed by Cllr Woolliscroft, all records and book keeping documents found to be in order. Proposed Cllr Partridge seconded Cllr Dalby  
Approval of Annual Internal Audit Report – proposed Cllr Partridge seconded Cllr Woolliscroft  
Approval of Annual Governance Statement proposed Cllr Wright seconded Cllr Partridge  
Signed by Cllr Woolliscroft as acting Chairman of the Meeting and the Clerk  
Approval of Annual Accounting Statement – proposed Cllr Partridge seconded Cllr Wright  
Signed by Cllr Woolliscroft as acting Chairman of the Meeting and the Clerk  
Audit documents were signed by Cllr Woolliscroft as acting Chairman of the Meeting and the Responsible Financial Officer in preparation for publication on the Parish Council website.  
Proposed Cllr Partridge seconded Cllr Wright.  
Copies of the Receipts and Payments Account (unaudited) were distributed to all Cllrs present.

**Internal Audit Report**

Items raised – evidence of a disaster recovery plan. Cllrs decided to electronically (iCloud) back-up documents.

Review of Employment Contracts and Appraisal – diary note made

Sec 137 donations – made under General Power of Competence in 2019. Diary note for 2020.

**Vacancy for Parish Clerk/RFO**

The post has been advertised and an application received from Mrs A Higgins. An offer of employment on a self employed basis to be made. Clerk to check details with WALC . A two month period was suggested as a practical handover time. Mrs Higgins was thanked for her attendance at the meeting.

**Planning**

Notice of Approval – Newnham Fields Farm, erection of detached carport.

**Neighbourhood Watch and Police Reports**

April and May Police reports circulated.

Neighbourhood Watch speaker had attended the Parish Meeting. All the existing representatives had signed new acceptance forms. More recruits would be desirable. A meeting will be arranged when all the forms have been returned.

**Fishponds Community Park**

Visual inspection – 10<sup>th</sup> May 2019. Estimate received from Mr Brill in the sum of £80.00 to clean and treat with preservative the children's picnic table and clear brash from the area. Proposed Cllr Payne seconded Cllr Wright that Mr Brill be asked to do the work, maintaining the picnic table to be included in the annual maintenance of benches and notice boards. Repairs to the low wooden wall – Cllr Partridge to contact Mr Brill with some additions to the proposal and to confirm the repairs with a ceiling of £250.00.

**Magna Park**

Liaison meeting 20<sup>th</sup> May 2019 6.30 p.m. Cllr Woolliscroft and the Clerk to attend.

**Street Lighting**

Clerk has contacted WCC and Hi-Lite Electrical for quotes to replace 26 street lamps with LED lamps. A local Parish Council used Salix to arrange interest free funding for their lighting. Clerk to investigate. An approach has been made by Great Annual Savings to help reduce energy costs by finding a suitable contract for the unmetered supply. Clerk to submit the Parish Council's agreement for initial investigations.

**Speeding**

Cllr Washington has agreed to contact the Revel School Governors and Headteacher to impress on new parents the need for speed awareness, considerate parking and use of the preferred route on an annual basis. Cllr Washington also agreed to contact the Police and Crime Commissioner regarding the effectiveness of the 20 mph limit in the village. Clerk to ask WCC for legal and financial options to facilitate traffic calming measures.

**Parish Councils Association** – copy requested for the annual report

**Items for Round the Revel**

Request for more members to join the Neighbourhood Watch team.

A thank you to those attending the Parish Open Meeting, appreciation of the input and all the items are being followed up.

**Parish Information**

Fly tipping Brockhurst Lane – already reported.

There being no further business the meeting closed at 9.25 p.m.