

Clerk to the Council: **Joy Pegrum**

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Minutes of the Meeting of Coughton Parish Council 2nd May, held at Coughton Primary School, at 7pm

Present: Councillors John Gittins (in the Chair), Len Carter, Maureen McTavish, Roy Piddington & Lynne Stanton; Clerk, Joy Pegrum and 1 member of the public in attendance.

Annual General Meeting of the Council

- 1) **To Elect a Chairman for the ensuing year**
Councillor Gittins was duly elected Chairman.
- 2) **To Receive Chairman's Declaration of Office**
Declaration was duly completed
- 3) **To Elect a Vice-Chairman for the ensuing year**
Councillor Piddington was duly elected Vice-Chairman
- 4) **To agree Minutes of the Parish Council Meeting held on 21st March 2018**

No amendments having been put forward, the draft minutes of the previous meeting were duly signed as an accurate record of proceedings.
- 5) **To Agree Dates of and Venue for Council Meetings 2018/19**

It was proposed and agreed that Council meetings will return to Monday nights, being held in future on the 4th Monday in each of January; March; May; July; September; November at 7pm, with a change of venue to Coughton Nursery to eliminate time and school holiday restraints, and the nearest Tuesday when the 4th Monday falls on a bank holiday.

Meeting dates for the coming Council year were agreed as follows:

2018: Monday 23rd July; Monday 24th September; Monday 26th November;
2019: Monday 28th January; Monday 25th March; Tuesday 28th May

Since the nursery only has small children's chairs, it was agreed that a set of adult stacking chairs would be purchased for use at meetings and locations for convenient storage would be investigated.

ACTION: Clerk will purchase chairs and Councillor McTavish will store them until a permanent storage location can be arranged.

- 6) **To review and agree Council's policies and procedures**
- A) Standing Orders - No amendments were proposed to the existing version and **Councillors agreed** that this would stand for the coming year.
 - B) Financial Regulations - No amendments were proposed to the existing version and **Councillors agreed** that this would stand for the coming year.
 - C) Councillor Code of Conduct - The new SDC Code of conduct was considered and rejected. No amendments were proposed to the existing Code and **Councillors agreed** that this would stand for the coming year.
 - D) Complaints Procedure – a new procedure was proposed in draft. An amendment to commit to a response within 3 working days was **approved by Council** and the procedure adopted. This will now be published on the Council website's Policy & Procedures page.
 - E) Communication Policy – it was **proposed and agreed** that details of how Freedom of Information Requests would be handled would be added to this policy and also be noted separately on the Council's Policy & Procedures page.
 - F) Media Policy - No amendments were proposed to the existing version and **Councillors agreed** that this would stand for the coming year.
 - G) Grants Policy (and application form) – An amendment was proposed to add as a condition of any award that the successful recipient, should sensitivity did not prohibit, would co-operate, reasonably in publicising the grant awarded. **Councillors agreed** that the policy should be so amended.

ACTION: Clerk will edit the policies accordingly and upload revised versions and annotations to the website

- 7) **To confirm Councillor's Registered Interests**
All councillors confirmed that they had reviewed the accuracy & completeness of published interests on SDC website.
- 8) **To appoint Internal Financial Checker**
It was agreed that Councillor Carter should be re-appointed for the coming year
- 9) **To review or confirm Bank Mandate**
It was agreed that the existing mandate will endure, with signatories remaining as Councillors: Gittins; McTavish; Piddington & Stanton.
- 10) **To receive a report on the capital assets and liabilities vested in the Council (including risk assessment)**
Assets were confirmed as: Notice Board; Bus stop bench; Office computer, scanner & peripherals. **Total value: £1170.** **A full report** was published in advance of the meeting on the CPC website's Supplementary Documents page and will form part of these minutes.
- 11) **To complete the Annual Financial Return, year ending 31st March, 2018**
- a) To confirm the appointment of and accept the report from the Internal Auditor
 - **Graham Taylor** was again commissioned as Internal Auditor
 - **An Internal Audit Pre-Assessment report** was published on the Council's website in advance of this meeting and will form part of these minutes.
 - The Clerk reported that the Internal Review was completed early April. No issues had been communicated, but the report had not yet been returned since Mr Taylor was away on holiday, realising that the date of this meeting had been brought forward.

ACTION - Review of the IA report was carried forward to the next meeting.

- b) To certify that Council is exempt from external Audit Review & complete Certificate of Exemption
 - **Councillors Confirmed** that the Criteria had been met; **Chairman and RFO signed and dated the certificate.**

ACTION: RFO will send the Certificate to Auditors PKF Littlejohn
- c) To verify and sign the Annual Governance Statement
 - **Councillors agreed** that all governance **criteria were satisfied: the Statement was duly signed by the Chairman and Clerk**
- d) To receive and verify the Bank Reconciliation as at 31st March, 2018
 - **Councillors confirmed and accepted the reconciliation which was duly signed by the Chairman and RFO.**
- e) To receive and verify The Statement of Accounts
 - **Councillors reviewed and accepted the Statement and Variances, duly signed by the Chairman and RFO**
- f) To set the Notice Period for public inspection of the Accounts
 - In accordance with Accounts and Audit Regulations (2015) and the Transparency Code, **Council agreed** that the Annual return will be published on the Council Finances page of the website as soon as possible and the accounts will be opened for **Public Rights inspection** on any working day between **Monday 2nd July and Friday 10th August 2018, by prior arrangement with the Clerk.**

Parish Council Meeting

- 1) **Public participation (total 10 minutes)**
 To receive any questions or representations from members of the public Relating to items on this agenda or on other questions. *(Members of the public to be reminded that points raised will be noted but can be added to this agenda for discussion ONLY at the discretion of the Chairman, who may or may not choose do so, when all other scheduled business has been dealt with.)*

One member of the public addressed the Council on his concerns with regard to the recent planning application made by The Throckmorton for a certificate of lawful development in respect of the patio area, laid down to the rear of the building.
- 2) **To receive apologies for absence**
 Apologies from County Councillor Rickards were noted
- 3) **To receive Disclosure of Interests**
Councillors are asked to declare personal interests in any items on the agenda. Councillors are reminded that the code of conduct that took effect from September 2012 provides that should they have a prejudicial interest in any matter under discussion, they should withdraw from the room and not seek to influence a decision about the matter.

There were no disclosures
- 4) **To receive Clerk's Report – the clerk reported as follows:**
GDPR - ICO Registration is now complete as required by law. The fee will be collected annually by direct debit.

ACTION: Clerk and Councillors Piddington & Stanton will attend WALC training event, 3rd May, for guidance on implementation of the new regulation coming into force on 25th May.

Alternative Venue for future Council Meetings

Emma Accors at Coughton Nursery is happy to offer the venue for future Council meetings. It is open at all relevant times and a key could be made available.

Road damage & repairs - Following a report from Councillor Carter and Mr Prince via John Gittins, frost damage/pothole photos with a request for urgent repair were sent to Highways at the end of March – no feedback received to date as to any repairs being effected or planned.

Councillor Carter commented that the repair made to the A435 pothole was ineffective and already breaking down.

ACTION – Clerk to follow up with Highways

Defibrillator – this is still ongoing, held up by SDC Planning Department. The sequence of events to date is:

- January/February – confirmation received from NT: no objection. Advice sought from SDC planning & plans drawn up/forms completed accordingly
- 26th Feb - plans & application submitted to SDC
- 16th March – Progress chased, told ‘currently with conservation team for checking ... should be in touch ...shortly’
- 9th April – letter received by Mr & Mrs Padfield – submitted plan deemed invalid. SDC Contacted for clarification –location plan must be ‘standardised’ via an official provider. Planner on holiday. Immediately actioned by JG & re-submitted
- 25th April – plans posted to SDC portal for public review – comments due by 18th May for decision

April Cottage - Report and notes from Public Consultation held on 19th April just received from WRCC and circulated to Council.

Council agreed to convene an Extraordinary Meeting to consider their response. Item 11 AOB refers.

Phone Box servicing

This is still pending - photos still need to be submitted to book renovation.

ACTION – Clerk will expedite as soon as possible

Bus stop bench – due to time restraints, research and consideration of alternatives will be carried forward to July meeting

ACTION – Councillors will review the condition of the existing bench and Clerk will report on possible alternatives at the next meeting.

Coughton Cross Monument Renovation – HER were contacted and referred the enquiry to NT, who confirmed that they do own and maintain the cross. Any plan for renovation would need to be agreed with them, then fully costed before Council could consider any way of supporting such a project.

ACTION: Councillor Piddington will take this forward and report back to Council with a proposal for support.

5) **District and County Councillor's reports**

No reports were received.

6) **Planning – New Planning Notices & decisions since last full meeting**

PCP026 S/O Keepers Cottage, 18/00831/TEL28

Installation of 1x DSLAM equipment cabinet at PCP026 S/O Keepers Cottage, 2 Birmingham Road, Coughton, B49 5HR – **permitted development, information only**

10 Coughton Lane, 18/00120/LBC & 18/00119/FUL

New timber access gates to existing dwelling (Grade II listed)

13 February 2018 - Response lodged: no objection received by or from CPC

2nd March 2018 - Application approved

Coughton Fields Farm, 17/03637/LBC and 17/03636/FUL

Change of use & conversion of buildings to 5 dwelling houses, demolition of farm buildings, erection of garage and bin stores and associated development.

15th & 17th January: Response lodged: no objection received by or from CPC

Application now ammended to 4 dwellings - comments to SDC Planning requested in writing by 15th March. **18th April - Permission/Consent granted with conditions**

Throckmorton Arms, 18/00920/LDE

Application for a certificate of lawful development (not a formal planning application)

Comments re confirmation that the land to the rear of the Throckmorton Arms has been used as ancillary to The Throckmorton Arms for in excess of 10 years or otherwise invited.

Comments due by 14th May

ACTION: Following representations by a resident, Council agreed to verify the validity of a statement in the application which claims 'This decking did not breach any planning requirements'. The Clerk is to follow up and feed back.

The Old Bakehouse, Birmingham Road, 18/00698/LBC

Defibrillator to be fitted to exterior wall, **Comments due by: 18 May 2018**

7) **Finance & accounts for payment**

a) **RFO presented the Financial Summary Statement** as follows

Bank bal c/fwd 21/3/18		11438.38
Payments received	2688.60	
Less payments made	953.43	
Balance to take forward		13173.55

b) **To The Schedule Of Payments** was approved as follows

Date	DESCRIPTION	Via	EXPENSE
31/03/18	J Pegrum/Clerk's pay & exp.	Transfer	638.43
17/04/18	ICO Registration	DD	35.00
30/04/18	J Pegrum/Clerk's pay & exp.	Transfer	280.00
asap	WALC – Training expenses and subscription	Transfer	219.00*
02/05/18	Councillor Carter – reimbursement for repair materials for Ford 'Private Property' notice	Chq 200339	10.87
asap	From councillor Gittins – reimbursement of defibrillator site plan fee	Transfer	12.00

All Payments were duly authorised

c) To receive final budget review

A full report was published in advance of this meeting on the CPC website's Supplementary Documents page; **Council accepted** the RFO's review and it forms part of these minutes.

8) Village Group Reports

- a) **Friends of the ford** - Councillor Carter reported that the boundary 'no parking' sign had been repaired and the stolen litter bin replaced. GMH Forestry were unable to carry out the required weed control measures and maintenance any time soon and alternative contractors were being sought.

In response to an enquiry by Councillor Piddington, it was pointed out that insurance, health & safety considerations for work in a public place that could not be adequately cordoned meant that voluntary help could not be taken advantage of.

- b) **Flood group** - A full report was published in advance of this meeting on the CPC website's Supplementary Documents page and will form part of these minutes.

In Summary:

- Drain covers in the lanes have been cleared by Dennis Hackett & Council wishes to express their thanks to Dennis on behalf of residents for this work.
- Damaged culvert near Ford repaired by Highways but no real practical solutions being considered by WCC. Situation with regard to flood risk and insurance burden remains the status quo for many residents.

Councillor Carter commented that he had also cleared drain covers in Sambourne lane

Councillor Stanton raised the issue of drains not cleared at bottom of Coughton Lane and on to Birmingham Road. She said has been in touch with environment on several occasions and has a complaint number but to no action has so far been taken.

- c) **Community group** - A full report was published in advance of this meeting on the CPC website's Supplementary Documents page and will form part of these minutes.

In Summary:

- Fete update & an appeal for volunteers
- Another cemetery clean up has been completed
- Coughton/Sambourne Skittles match 12th May – details, booking, contact
- An invitation has been received from WCC to an afternoon tea to thank community volunteers '**Celebrating Volunteers in Warwickshire**' – contact details & contact for anyone wishing to go is available via the Parish Clerk.

- d) **Transport and traffic group** - Councillor Gittins outlined the history of the ongoing parking discussions going back to 2013. He proposed that a letter be sent to WCC to clarify incontrovertibly that all plans for a school car park had been dropped, so that Council could consider alternative solutions to the Village's ongoing problems of traffic and congestion. **Council approved** the letter he had drafted.

ACTION: Clerk will send the letter on behalf of the Council and report back any response.

9) School Report - None received

- 10) **Correspondence** – 4 items from residents were received as follows
- 3 objections to development on land at April Cottage
 - Concerns regarding the planning application made by The Throckmorton

11) **Any Other Business**

A date for an extraordinary meeting to consider the Council's response to development proposals at April Cottage was discussed but not concluded.

ACTION: Councillors will send their availability to the Clerk who will feed back the best option and proceed with posting a public notice and agenda on the website; Noticeboard & Coughton Facebook (also The Link, if possible within the time frame).

- 12) **Date of next meeting** Monday 23rd July

Signed:

Date:

Asset Register 2017/18

Description	Notice board	Iron Seat	Filing Cabinet
Location	Entrance to Coughton CoE School	Bus stop adjacent to Coughton Cross	109 St Mary's Road, CV37 6TL
Date Acquired	Unknown (minutes archive not yet digitised)	Unknown (minutes archive not yet digitised)	2011
Value	£350.00	£300.00	£200.00
Custodian	Coughton Parish Council	Coughton Parish Council	Karen Parnell (previous Clerk)
Risks/Strategies	Weather, accidental or malicious damage: Regularly inspected & maintained & covered by insurance	Weather, accidental or malicious damage: Regularly inspected & maintained & covered by insurance	Accidental or malicious damage: covered by insurance
Disposal			End of life/suplus to requirement: April 2017 - remained in situ with outgoing Clerk

Description	Laptop	Scanner	Laptop bag	WIFI Mouse
Location	37 Westbourne, WR11 7PT	38 Westbourne, WR11 7PT	39 Westbourne, WR11 7PT	40 Westbourne, WR11 7PT
Date Acquired	10/01/2018	11/01/2018	12/01/2018	13/01/2018
Value	£412.00	£75.00	£16.00	£17.00
Custodian	Joy Pegrum (Clerk)	Joy Pegrum (Clerk)	Joy Pegrum (Clerk)	Joy Pegrum (Clerk)
Risks/Strategies	Loss, Malfunction; Accidental damage: Covered by 12m warranty and Insurance	Loss, Malfunction; Accidental damage: Covered by 12m warranty and Insurance	Loss, Malfunction; Accidental damage: Covered by 12m warranty and Insurance	Loss, Malfunction; Accidental damage: Covered by 12m warranty and Insurance
Disposal				

Internal Audit Pre-Assessment Report

Control objective	How met	Evidenced by documents:
A. Appropriate accounting records have been properly kept throughout the financial year.	Receipts & payments are recorded in a spreadsheet which is reconciled with bank statements; copies of invoices and receipts are batched with a payment schedule for each meeting period & appropriate minutes	4: Copy of the Accounts spreadsheet for the year 11: Invoice file
B. Financial regulations complied with: payments supported by invoices & all expenditure approved - VAT appropriately accounted for.	Clerk is also RFO & is diluent in application of Financial Regs. for expenditure. All payments are authorised by 2 signatories, both cheques and online payments (the latter are pre-authorised by a single email chain). A payment schedule, batched with associated invoices, is presented for approval at each council meeting and recorded in the minutes.	3: Financial Regs 12: Minutes archive 11: Invoice file
C. Significant risks to achieving objectives assessed - adequacy of arrangements to manage these. reviewed	CPC has few regular operational objectives beyond holding public meetings and maintenance of an office, website and Clerk's service. Status of bank balance/reserves is reported at every meeting. Performance against budget is reviewed and reported quarterly. Policies & Procedures are scheduled for review annually and amended or re-confirmed at the Council's AGM in May.	12: Minutes
D. Precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; reserves appropriate.	In the Autumn, a newsletter informs residents of achievements and asks for views and suggestions for future planned expenditure. Performance against current year's budget is reviewed, operational risks assessed and a draft budget drawn up for consideration. Suggested amendments are debated over successive meetings and the budget approved (forms part of relevant minutes). The precept is set based on the approved budget.	6: Budget Performance reviews 10: Newsletter 12: Minutes
E. Expected income was fully received, properly recorded and promptly banked; VAT was appropriately accounted for.	The precept is CPCs only regular income. Other adhoc income was received this year in the form of grants in this accounting year and details entered and reconciled in the Accounts spreadsheet accordingly. Reclaimable VAT is recorded in its own column and claimed annually.	4: Copy of the Accounts spreadsheet for the year 8: Copy of VAT claim

<p>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>CPC does not maintain petty cash.</p>	<p>N/A</p>
<p>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p>There are no allowances payable to CPC members. Clerk's salary and expense claim is always pre-approved Registration with HMRC was activated but closed down by them as salaries remained below the NI threshold</p>	<p>11: Invoice File 9: HMRC Correspondence file</p>
<p>H. Asset and investments registers were complete and accurate and properly maintained.</p>	<p>CPC has no investments The Asset register is maintained in accordance with NA:C model and updated as required</p>	<p>7: Copy of Asset Register</p>
<p>I. Periodic and year-end bank account reconciliations were properly carried out.</p>	<p>Every bank statement is reconciled on receipt. A nominated member (non-signatory) acts as Internal Checker to review bank reconciliations every 6 months.</p>	<p>5: Bank statements 4: Reconciliation checks</p>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p>CPC has few transactions over the year. A running record of receipts and payments is maintained, reconciled reported, minuted and monitored. A file of invoices and receipts is maintained showing payment details.</p>	<p>4: Copy of the Accounts spreadsheet for the year 12: Minutes 11: Invoice file</p>