

Clerk to the Council: **Joy Pegrum**

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Minutes of the
Annual General Meeting of Coughton Parish Council, Immediately followed by the
Parish Council Meeting, held in Coughton Primary School 15th May 2017

Present: Councillor John Gittins (Chairman); Councillors Len Carter; Roy
Piddington; Maureen Mctavish; **Clerk:** Joy Pegrum
In attendance: 3 members of the public

1) **To Elect a Chairman for the ensuing year.**

No nominations were received for the office of Chairman: Councillor Gittins was
voted in as Chairman for the duration of the meeting.

2) **To Receive Chairman's Declaration of Office**

No Chairman elected

3) **To Elect a Vice-Chairman for the ensuing year.**

Motion removed by Chairman

4) **To receive apologies for absence**

Apologies received from Sophie Bayliss & Clive Rickhards

5) **To Agree Dates of and Venue for Council Meetings for the Year**

Dates agreed as **3rd Wednesday of alternate months** as follows:

2017: 19 July; 20th Sept; 15th Nov;

2018: 17th Jan ; 21st March (+ Parish Assembly) AGM + 16th May

Venue: **Coughton School**

6) **To review and agree Cheque Signatories and Bank Mandate**

Currently all except Councillor Bayliss are signatories. The council acknowledged
that best practice advises that the Clerk & one other councillor should NOT be
signatories in order to implement internal inspection of accounts/financial control
during the year. It was agreed that the current mandate should stand and a
review would be made when Councillor Bayliss was available with a decision on
implementation to be taken at the next meeting.

7) **To receive a report on the capital assets and liabilities vested in the Council**

The filing cabinet is not needed by the new Clerk so it was agreed that it be disposed of, remaining with the previous Clerk.

Remaining assets are currently:

- **Notice Board** (location: at entrance to Coughton CoE School), value £350
- **Iron Seat** (location: bus stop adjacent to Coughton Cross), value £300

8) **To agree the appointment of and accept the report from the Internal Auditor**

The appointment of Graham Taylor (of Honeybourne) was approved and his report accepted.

To complete the Annual Financial Return, year ending 31st March, 2017

a) Councillors considered and agreed the Annual Governance Statement 2016/17 which was subsequently signed by John Gittins as Chairman and Joy Pegrum as Clerk.

b) Councillors considered and agreed the Statement of Accounts and the Accounting Statements section of the Annual Return was subsequently signed by Joy Pegrum as RFO and John Gittins as Chairman.

c) John Gittins as Chairman signed the Bank Reconciliation as at 31st March, 2017

9) **To agree review date for Clerk's Contract of Employment/T&C**

The new Clerk's probationary period ends 31st May: it was agreed to review her contract and decide on any necessary amendments at the July meeting.

10) **To agree to review Council's Standing Orders**

A review of all policies & procedures is overdue – the Clerk will research and brief councillors on updated models in advance of the next meeting, when decisions on proposals will be made.

PCM AGENDA

1) **Public participation (10 minutes)**

To Receive any questions or representations from members of the public Relating to items on this agenda or on other questions.

None present save community group leaders (see item 6 for their reports).

2) **To receive Disclosure of Interests**

Councillors 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.

None disclosed.

3) **To agree Minutes of the Parish Council Meeting held on 6th March 2017**

The minutes of the March meeting were agreed to be a true record and were duly signed as such by Councillor Gittins as Chairman.

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

- a) County Cllr Rickhards – not present.
- b) District Cllr Gittus – not present

5) **School Report: Adam Walsh not present**

6) **Village Group Reports**

a) **Flood group**

- WCC's Mark Banning has made a through inspection of problem areas. He will report on the possibility of upgrades and solutions.
- A Willow tree growing on a ditch on Collett's field is to be monitored and possible actions considered. Other ditches are also problematic and should be cleared: a working party to be set up.
- Coughton could benefit from the result of a WCC bid for funding for surface water flood management enhancement – we are high on the list thanks to constant lobbying of the Flood Group.

b) **Community group**

- The planned cemetery clean up and maintenance was carried out: 2 donations for bulbs for autumn planting have been received.
- The Skittles match was held at the Swan, Studley, against Sambourne and resulted in a win for Coughton – by 1 point after a 'sudden death' contest, with Steve Bayliss scoring the final decider. A good time was had by all and thanks were expressed to Sophie Bayliss for organising the event.
- The 2017 Coughton Fete will be on 8th July and preparations are in hand.
- St Peter's Church Fete is on June 24th

d) **Friends of the ford**

- Upgrading of the area around Coughton Ford - the group asked Council to take responsibility for liaison with and payments to the appointed contractor (GMH Forestry), to include adoption of planned assets for public liability and responsibility for any additional costs that might be necessary. The Chairman tabled a decision on this for AOB.
- Weeds in the area had grown too large for treatment and had to be cut down. New growth will be treated appropriately when it appears.

e) **Transport and traffic group**

- Negotiations on the School car park are ongoing but deadlocked. A formal report from WCC is awaited and meanwhile the School is looking at other options. Concern was expressed over the length of negotiations (some 2 ½ years) with no progress, as school expansion is being held back because of the problem with parking.

7) **Planning**

a) Planning Notices

16/02615/OUT Land North Of Arden Forest Industrial Estate

Agreed out of parish: no issues raised.

17/00958/LBC & FUL - Coughton Fields Farm conversions

Agreed no objections raised.

17/01183/FUL – The Throckmorton (additional car park)

Agreed that there were no objections in principle but subject to site/plan inspection (plans not yet received).

The Clerk will circulate instructions for accessing and reviewing plans on SDC website.

b) To agree action regarding 38 Coughton Lane

The Clerk has sent several emails and voicemails but so far has received no response – it was agreed that she should persevere.

8) **Consultation on localism**

To agree action on NALC partnership with the Woodland Trust & Becoming a Charter Branch

It was agreed that the Clerk register Coughton for further information and that any decisions on wider involvement will be considered as the national project develops.

9) **Finance & accounts for payment**

a) To receive Clerk's financial update

Stage 1 Precept has been received, bringing bank total to: £ 13835.36 in advance of scheduled payments.

b) To agree the schedule of payments

Options for the Insurance Policy renewal were discussed and it was decided that the additional premium for replacement cover for the current asset list was not sensible and the reduced cover option was agreed.

The Schedule of payments was completed accordingly and agreed, with cheques duly signed as follows:

WALC (Clerk training)	200321	45.00
M McTavish (S137)	200322	23.50
WALC (subscription+ reference book)	200323	120.26
G Taylor (Internal Audit)	200324	30.00
J Pegrum (Clerk's wages)	200325	377.18
AON (Insurance)	200326	189.65

10) **Correspondence**

It was noted that SDC have requested that interested councillors save the date for a Rural Housing Enabling Event, 27 June 2017 at Ettington Village Hall (4pm refreshments, 4-30 - 6.30 event).

11) **Any Other Business**

a) **Coughton Ford Works** - The proposal for assistance in managing the proposed upgrade to the area around Coughton Ford was considered and agreed by Council. A cheque for £1400.00, the amount of the grant received from WCC towards the work, was presented and accepted by way of a donation towards expected costs.

b) **Overhanging trees on Coughton Estate** (possibly National trust land) - It was noted that these were a problem. Proper action would be to cut the overhang and return the cuttings to the owner. Karen Gazey agreed to follow this up and report back.

c) It was noted that the plastic bollards on the corner of Coughton Lane are continually being squashed and there is concern that this may be indicative of potential danger to pedestrians, particularly school children. The consensus was that probably little could be done to improve this due to the geography of the junction, but the Clerk will make County Councillor Rickhards aware and ask for any suggested solutions.

12) **Date of next meeting:** July 19th at 7pm

There being no further business the meeting closed at 20.15

Maureen McTavish (Chairman) 6th June 2017