

Clerk to the Council: **Joy Pegrum**

37 Westbourne • Honeybourne •
Worcestershire • WR11 7PT

☎: 01386 830995

email: clerk@coughton.plus.com

MINUTES of the Annual Meeting of Coughton Parish Council, 22nd May 2019 held at The Old School, Sambourne Lane

In attendance: Retiring Chairman John Gittins; new Chairman Councillor Roy Piddington; Councillors Len Carter, Lynne Stanton & Christine Lewington; Clerk Joy Pegrum, SDC Councillor Gill Forman & 5 members of the public

- 1) **The meeting was opened by John Gittins**, as retiring Chairman, to conduct the election of new Chairman. Cllr Roy Piddington was proposed, seconded and elected as Chairman for the coming year.
- 2) **Chairman's Acceptance of Office was duly signed.**
- 3) **The Chair was taken by Cllr Piddington who announced that there had been no PC election but that having been nominated, he and Cllrs Len Carter & Lynne Stanton were returned by default.** Declarations of Acceptance were completed and all 3 councillors confirmed no change to registered interests.
- 4) **Councillor Co-option applications** from Mr Oliver Stiley and Ms Christine Lewington were considered and acceptance voted unanimously. Ms Lewington, being present, then joined Councillors at the table.

ACTION: The Clerk will notify Mr Stiley and arrange induction meetings with both.

- 5) **Vice-Chairman** for the ensuing year: **Cllr Len Carter** was nominated, seconded and elected unanimously.
- 6) **Dates for future meetings** were discussed and will remain as 4th Monday in the month by a vote of 3-1. Councillor Surgeries for 2019/20 were reviewed but a unanimous vote decided they should be discontinued. Venue for Council Meetings remains the Old School, Sambourne Lane.

7) **GOVERNANCE:**

7.1 Internal Financial Checker for 2019/2020: Cllr Len Carter was proposed and voted unanimously to continue.

7.2 Council's Bank Mandate was reviewed: amendments required to remove retired Cllrs Maureen McTavish and John Gittins, with new Cllrs Stiley and Lewington added in their place. Cllr Carter will remain non-signatory as fitting for his role as Internal Financial Checker.

ACTION: RFO to manage required amendments to HSBC mandate

7.3 Completion of Annual Governance Review & adoption of accounts (previously circulated)

- A) **Internal Audit:** the appointment of Stephanie Day was approved and her completed reports and signed AGAR form accepted.
- B) **The Annual Governance & Audit Review Statement** was verified by Council and the AGAR form signed by the Chairman and Clerk
- C) **Statement of Accounts for 2018/2019** was received and verified and the AGAR form was duly signed by the RFO & Chairman
- D) **Certificate of Exemption:** Council verified that it is exempt from external Audit Review & the AGAR Certificate signed by the RFO and Chairman
- E) **Bank Reconciliation** as at 31st March, 2018 was received and verified by Cllr Carter (the Internal Financial Checker)
- F) **The Notice Period for Public Rights** to inspect the accounts was agreed as Monday 17th June – Friday 26th July.

ACTION: RFO will publish the Annual Accounting Statements on the Council's website as soon as possible, submit the Exemption Certificate to external auditors and post notice of Public Rights with respect to these on both the Council's website and public notice board by Friday 14th June

7.4 Requests for revisions to Council policies and procedures were invited but none were forthcoming. The Clerk confirmed that following this annual review, amendment requests could still be tabled for consideration at future meetings if desired.

8) **Public participation (total 10 minutes)**

(Questions or representations from members of the public in attendance relating to items on this agenda or on other matters for future consideration)

8.1: Cllr Piddington presented residents Karen Gazey and Dennis Hackett with Community Appreciation award and vouchers, in recognition and sincere thanks for the significant and ongoing contribution they make to so many aspects of village life.

8.2: Open forum:

John Gittins requested the Council's permission to continue to act as 'Traffic Champion' on behalf of Coughton Council, in cooperation with neighbouring Parish council representatives and resident groups, being included in relevant notice and correspondence circulation. His request was approved unanimously by Council, with grateful thanks. Since the southern section of the A435 has been largely ignored in the Redditch Gateway consultations, Mr Gittins will continue to monitor planning application variations from developers and lobby for improvement.

Maureen McTavish informed the meeting that the road works at the M42 junction of the A435 were causing disruption and extended journey times generally.

John McTavish noted that the field behind the Old School had not been mown & requested that Council take this up with the NT, since it could pose a pollen risk to residents and children at the Nursery.

ACTION: Clerk to contact NT accordingly

9) **No apologies for absence were received.**

10) **No interests were disclosed**

(The Code Of Conduct (2012) provides that should Councillors have a prejudicial interest in any matter under discussion, they should notify the meeting and if directed by the Chairman, withdraw from the room and not seek to influence a decision about the matter.)

11) **Minutes of the Parish Council Meeting held on 17th April 2019 were agreed as a true account and signed by the Chairman.** However, Cllr Carter noted that the minutes of the previous meeting held in March had not been signed off at the extraordinary meeting in April and also required **a date to be amended.**

ACTION: Clerk to include signing of minutes of the March meeting alongside those of this meeting at the next meeting in July.

12) **Clerk's Report: Matters arising from previous minutes:**

- A) March item 9a: Donation made to Alcester First Responders and their grateful thanks received
- B) April Item 3: Councillor John Gittins response to WCC letter (Ms Foggarty) was sent and copied to Coughton CoE School; WCC Cllr Clive Rickhards; SDC Cllr Gill Forman; MP Nadhim Zahawi; Councils at Studley, Alcester, Mappleborough & Sambourne; Winyates & Kings Coughton residents' representatives.

Correspondence:

- A) **Insurance** - renewal received & reviewed - no change in cover considered necessary.

- B) **SDC Election Notice** – Mrs Gill Forman elected as Councillor for Kinwarton ward
- C) **Bright Kids Nursery** – owner Tricia Wellings requested a letter for Old School landlord, confirming that CPC acknowledges it has no tenants' rights within the property and does not pay a fee for use of the building. No commercial details of the landlord were available so the requested confirmation was sent to Ms Wellings. The Landlord also requested that the shed to be moved and wall to be made good by CPC but there is a possibility that storage will be offered inside when refurbishment is completed, if some costs can be met by council. A proposal and costings have been requested & are awaited.
- D) **County Councillors Grant Fund 2019/20** - Cllr Clive Rickhards has notified that the fund is now open for applications but that the window will also close early this year, on 7th June.
- C) **Polling Officers** – SDC has notified that vacancies exist for polling station officers. Applicants to contact Graham Raspin.
- D) **WCC Resilience Team** have notified that 100 unfilled sandbags can be collected from Shire Hall, first come first served – email to reserve. Also offer advice on a Community Emergency Plan – via Rebecca Oughton

13) **FINANCE**

13.1 – The Schedule of Payments & Financial Summary Statement (previously circulated) was accepted without comment and forms part of these minutes.

13.2 - The final qtr/year end budget review for 2018/19 (previously circulated) was accepted without comment and forms part of these minutes.

- 14) County Councillor Rickhards was not present but Stratford District Councillor Gill Forman was in attendance and reported that she had taken up her SDC duties and was busy attending meetings and undergoing induction and training.

15) **COMMUNITY – Village Group Reports**

- A) **Ford Report** – Cllr Carter reported that grass cutting is ongoing and will be increased to 2 cuts per month from now and over the summer
- B) **Flood Report** – Karen had nothing to report
- C) **Community Report** – Karen & Den reported that the Cemetery Volunteer weekend 13/14th April was well supported; gates have now been painted and rubbish burnt. Sambourne V Coughton skittle match on Friday 17th May was closely fought with Sambourne taking the trophy this year. Thanks go to Matt Quirke for help with organising the Coughton team & to Den & Justin for keeping score on the night. The Village Fete will be on 13th July at Coughton Court. A preliminary meeting was held 9th April and was well attended. Donations of cakes, books, plants items for the tombola plus wine etc. for the raffle are needed. An additional gazebo storage bag has been ordered, to be paid for from community funds. St Peter's Church Fete is on 29th June 2pm at Sambourne and children from the school will be performing.
- D) **Traffic Report** – John Gittins reported that there had been no further development with Redditch Gateway and none expected with regard to the prospect of a school car park.

- 16) **School Report** – none received. Karen reported that a new Head is in post **PLANNING – New Planning Notices & decisions since last full meeting were reviewed.** No objections were raised to the new application for an extension

to 11 Coughton Lane. The Clerk pointed out that the garage application for 44 Haydon Way was still shown as unresolved on the SDC planning portal. Cllr Forman reported that this was not on her planning list for Coughton and she will follow up and confirm the current status.

ACTION: Clerk will post the response to the application for 11 Coughton Lane accordingly.

- 17) **Other Business:** SDC Polling Review (information previously circulated) was considered but no objections raised.
- 18) **Date of next meeting was confirmed as: Monday 22nd July at 7pm**

Signed:

Appendix 1

Clerk's Financial update & Schedule of payments

27th March – 22nd May

Receipts: -

26/4	Precept part 1	2500.00
------	----------------	---------

Schedule of Payments

DATE	DESCRIPTION	CHQ No.	EXPENSE
30/03/19	Clerks Pay & Expenses - Mar		752.71
05/04/19	Alcester 1st responders (defib training donation - s.137)		170.00
05/04/19	ICO Registration DD		40.00
23/04/19	CTKT Ltd Inv1799 (Ford maintenance ss.10)		125.00
23/04/19	WALC annual subscription		104.00
03/05/19	Clerk's pay & expenses - April		327.28
03/05/19	Spanglefish web hosting		29.95
10/05/19	BHIB Insurance renewal		149.27

Summary

Bank bal c/fwd 1/6/17		9552.34
Payments received	2500.00	
Less payments out	1698.21	
Balance to take forward		10354.13

Appendix 2 - Year End Budget Review for 2018/19 – see next page