

Finham Parish Council

Temporary Clerk to the Council:

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9th June 2016

Dear Councillor

You are hereby summoned to attend the meeting of Finham Parish Council in the theatre of Finham Park School Green Lane Coventry. If you are unable to attend, please forward your apologies to the Temporary Clerk.



Sue Owen

Temporary Clerk to the Parish Council

Members of the public and press are welcome to attend

AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
 - 2.1. Councillors are reminded of the need to maintain their register of interests
 - 2.2. To declare any interests in items on the agenda and their nature
 - 2.3. To consider any dispensations
3. **Minutes of previous meeting:** minutes of the First Annual Meeting and Ordinary Meeting 19th May meeting
4. **New Clerk:** - to approve appointment of Jane Chatterton as Clerk and RFO to the Council as recommended by the Recruitment Working Party.

Recommendation: Agree to appointment of Jane Chatterton as Clerk and RFO

5. **Public participation:** To adjourn to allow public participation. Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.

6. Parish Council Notice Board: -

6.1.to consider purchase of notice board(s) for Finham Parish and their possible position

Recommended: two new boards; placed as agreed

6.2.To obtain permission from the necessary authority to place the notice boards, probably Coventry Highways Dept.

6.3.To note no planning permission is required for Parish Council notice boards up to 1.55 sq metres due to deemed consent

Recommended. Clerk to obtain permission

6.4. **Notice Board in Droylsdon Park:** - to ask Coventry City Council to vest this notice board to Finham Parish Council

Recommended a letter is sent to CCC requesting vestment

7. Training:

7.1. **To consider training provided by WALC.** “Being a Good Councillor and Clerk” Parish and town council induction day, for new clerks and recently elected and co-opted parish and town councillors held in Southam, Saturday 2 July 2016; 10.00am to 4.00pm cost £45 for two.

Recommended Approve induction training decide on numbers

7.2. **Dates for Code of Conduct Training** offered by Coventry City Council availability from 16th June – 31st July

7.3. **Support for new clerk:** this can be provided under the Temporary Clerk contract up until 30th June.

Recommended: - Temporary Clerk to support new clerk until 30th June

Confidential item;- Consideration:- to extend Temporary Clerk's contract as necessary?

8. Planning:

8.1.To consider any response to planning applications.

HH 2016 1371:- 179 Green Lane Coventry

8.2.To formally request WDC planning information for Stoneleigh area

8.3.To note planning contact Coventry City Council Claire Tucker a Principal Planning Officer

Recommended clerk to contact Warwick District Council Planning Department.

8.4. **Policy for dealing with the number of planning applications** – is this working better after the backlog has cleared? Shall we continue with it as at present?

8.5.**Neighbourhood Planning** – an agreement to investigate would be appropriate at this stage. Notes circulated and Booklet online.

9. Transparency fund: to approve application for funds.

Recommended: - the Council apply for ongoing support from the fund.

10. Finance to approve payments: -

Temporary Clerks salary	44.5 hours	HMRC
Mileage and expenses	18 miles	

11. Office supplies for the new clerk – the clerk will need a small lockable filing cabinet, details circulated of type needed.

Recommended Council approve the purchase of a two drawer of A4 filing cabinet with a budget of under £75 plus VAT

Council to also note that the clerk will need to purchase various items to run the office, paper, ink, and other stationery. Financial Regulations state you can prior approve this up to an agreed maximum level for all future stationery suggest £20 maximum per month, and ink at £60 every two months' maximum without prior authorisation.

12. Budget: - amended details circulated, figure as previously agreed with an income to Council of £24,266

Recommended: - the amended budget is accepted; the Clerk to write to Coventry City Council to confirm that there will be no change to the requested precept.

13. Councillors interaction with other bodies: - To approve bodies for the Parish Council to interact with and Councillors to cover the interaction

- FRA,
- School(s),
- Police,
- Highways, roads pavements
- Highways, verges and litter
- Planning,
- Others

14. Speeding: - reports of speeding to consider any action

15. Grass cutting: - to consider reports of uncut verges and grassed areas in Finham.

16. How to publicise Parish Council Meetings better.

17. Councillor's reports and items for future Agenda:

Councillors are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

18. Date of Next Meeting: 21st July and to confirm list of meeting dates

19. Confidential items