



**Clerk to the Council:**

**Correspondence address: Belby, Common Lane, Corley CV7 8AQ**

**Phone 07877 559825**

**Email: [clerk.finhampc@outlook.com](mailto:clerk.finhampc@outlook.com) Website: [www.finhamparishcouncil.btck.co.uk](http://www.finhamparishcouncil.btck.co.uk)**

11<sup>th</sup> February 2021

Dear Councillor

You are hereby summoned to attend the meeting of the Parish Council to be held at 7:00pm on Thursday 18<sup>th</sup> February 2021. This will be a virtual meeting via Zoom. If you are unable to attend, please forward your apologies to the Clerk.

*J Chatterton*

Jane Chatterton PSLCC  
Clerk & RFO to the Parish Council

*Members of the public and press are welcome to attend*

## **A G E N D A**

- 1. Apologies:** To receive apologies and approve reasons for absence
- 2. Declarations of Interest:**
  - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
  - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
  - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
  - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
- 3. Chairman's Update**  
**Recommendation:** Receive an update from Councillor Paul Davies
- 4. Minutes of previous meetings:**  
**Recommendation:** To approve minutes of the Parish Council Meetings held on 21<sup>st</sup> January 2021
- 5. Matters Arising not listed on the agenda**
- 6. Councillor Vacancy**  
**Recommendation:** Co-option of new members
- 7. Planning**  
To Consider Planning Applications received since the last meeting

### **Weekly list for the period 24 January to 30 January 2021**

- 7.1 Application Number: HH/2021/0037  
Application Site: 92 Green Lane  
Proposal: Erection of a single storey detached garage

### **Weekly list for the period 31 January to 6 February 2021**

- Application Number: HH/2020/3166  
Application Site: 118 Kenpas Highway  
Proposal: Erection of a single storey front and side extension and garage conversion

### **Weekly list for the period 7 February 2021 to 13 February 2021**

TBC

## 8. Correspondence

**Recommendation:** Receive and discuss any correspondence

### 8.1 Remote Parish Council legislation

**Recommendation:** Receive an update

## 9. Finance

9.1 to approve payments: -

DATE	REF	PAYEE	DETAILS	AMOUNT
26.01.21	E56	J Chatterton	Office 365 Clerk laptop	£59.99
26.01.21	E57	J Chatterton	Postage stamps and supplies	£69.02
29.01.21	E58	WALC	Invoice 0488 Arnold Baker Book	£120.00
29.01.21	E59	ICO	Membership	£35.00
29.02.21	E60	NEST	Clerk Pension Employer & Employee contribution	DPA
09.02.21	E61	WALC 0524	Training	£16.80
09.02.21	E62	WALC 0523	Training	£16.80
11.02.21	E63	J Chatterton	Clerk Salary February	DPA
11.02.21	E64	HMRC	Tax for Clerk	£64.58
11.02.21	E65	J Chatterton	Expenses Feb	£22.33

### Income

09.02.21	R	RFA	INCOME	£13,550.78
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## 10. Conclusion of Audit 2020-21

**Recommendation:** Receive and note

## 11. Finham Residents Association

**Recommendation:** Receive and approve

## 12. Parish Council Insurance Renewal

**Recommendation:** Discuss and approve quotation

## 13. Internal Auditor

**Recommendation:** Discuss and approve

## 14. Governance

**Recommendation:** Discuss and approve updated policies for Audit Process

1. Asset Register 2020-21 (*UPDATED*)
2. Internal Financial Control Feb 2021 (*NO CHANGES*)
3. Donations and Grants Policy Feb 2021 (*NO CHANGES*)
4. FPC Risk Assessment Feb 2021 (*NO CHANGES*)
5. Gifts and Hospitality Policy Feb 2021 (*NO CHANGES*)
6. Health and Safety Policy Feb 2021 (*NO CHANGES*)

## 15. Cycleway

**Recommendation:** Receive an update from Cllr Morshead

## 16. Pollution Tubes

**Recommendation:** to receive an update

**17. Task groups & Working Parties**

To receive reports from Task Group and Working Party leads (reports to be sent to the Clerk for inclusion in the minutes)

- Highways – Councillor Morshead
- Kings Hill – Councillor Davies
- Schools – Councillor Mrs Bush
- Coventry City of Culture – Councillor Ms Taylor
- Police & Crime – Councillor Mrs Fryer
- NHP - Councillor Davies

**18. Councillor's reports and items for future Agenda:**

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) 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.

**19. Public participation:** To adjourn to allow public participation.

Members of the public are invited to attend the Zoom meeting and can contact the Clerk on [Clerk.finhampc@outlook.com](mailto:Clerk.finhampc@outlook.com) for the information. Any questions must be submitted prior to the meeting via email to the Clerk.

**20. Date for the next meeting**

Confirm the date for the next meeting as 18<sup>th</sup> March 2021