

Finham Parish Council

Minutes of the Council Meeting held 7.00pm, 16th June 2016, at Finham Park School, Green Lane Finham

Present:

Councillor Robert Aitken	Councillor Angela Fryer
Councillor Peter Burns (Chair)	Councillor Bob Fryer
Councillor Ann Bush	Councillor Colin Salt
Councillor Anthony Dalton (Vice Chair)	Councillor Tony Swann
Councillor Paul Davies	Councillor Katherine Taylor

In Attendance:

Councillor John Blundell Coventry City Council
Dr Sue Owen Temporary Clerk
Jane Chatterton New Clerk

29. Apologies

Apologies for absence were received from Councillors Tim Sawdon and Gary Crookes.

30. Declarations of Interest:

There were no declarations of interest.

30. Minutes of previous meetings:**30.1 Minutes of the First Annual Council Meeting held on 19th May 2016**

Councillor Swann sort clarification in relation to item 12. Resolution to be amended to clarify that the appointed signatories to the Lloyds bank account were Councillors Dalton, Burns, **Bob** Fryer and Taylor.

Resolved: The minutes of the First Annual Council meeting held on 19th May 2016 were agreed and signed by the Chairman.

30.2 Minutes of the Council Meeting held on 19th May 2016

Resolved: The minutes of the Council meeting held on 19th May 2016 were agreed and signed by the Chairman.

31. New Clerk

Following an interview process the Council were requested to approve the appointment of Jane Chatterton as Clerk and RFO to the Council as recommended by the Recruitment Working Party.

Resolved: That Jane Chatterton be appointed as Clerk and RFO with effect from 16th June 2016. Contract of employment to follow in due course.

32. Public Participation

The Chairman suspended the standing orders.

Coventry City Councillor John Blundell spoke at the meeting.

32.1 West Midlands Combined Authority

Councillor Blundell informed the meeting that after a culmination of hard work and negotiation over the last 18 months the order officially creating the West Midlands Combined Authority would come into force on 17th June 2016.

It is the beginning of the process which brings together local authorities, businesses and other stakeholders and partners to collectively stimulate economic growth across the region and reform public services across the region.

32.2 Grass Verges

Councillor Blundell updated that he had spoken with the service provider responsible for cutting grass verges. It was stated there had been a change to the cutting cycle and inconsistencies had been experienced due to inadequate machinery. This was now being progressed. Further updates to be received.

The Chairman reinstated the Standing Orders

33.1 Parish Council Notice Board

There is the sum of £3,500 set aside in the 2016/17 budget for the purchase and set up of two Parish Council notices boards. Detailed discussion took place in relation to the best option in relation to type, design and size. It was noted that no planning permission was required for Parish Council notice boards up to 1.55m² due to deemed consent.

Resolved:

- (i) It was agreed in principle that 2 notice boards would be purchased within the agreed budget.
- (ii) Clerk to research further in relation to material construction of the boards (wooden, wood type, aluminium) and report back on best options at the next meeting.
- (iii) Locations to be considered within the areas of Brentwood and Green Lane.
- (iv) Once agreed Clerk to obtain the relevant permissions and order notice boards.

33.2 Notice Board in Droylsdon Park

Consideration was given to ask Coventry City Council to vest the notice board situated in Droylsdon Park to Finham Parish Council.

Resolved: Agreement not to pursue requesting vestment.

34. Training

34.1 WALC Course

Consideration was given to the merits of Councillors attending a training course provided by WALC. The course was entitled "*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. The course would be held in Southam, on Saturday 2nd July 2016; at 10.00am to 4.00pm. The cost for WALC members was £45 for 2.

Resolved: The Clerk to book two places on the course for Councillor Robert Aitken and the Clerk.

34.2 Dates for Code of Conduct Training

Dates had been offered by Coventry City Council for Code of Conduct Training, these dates were from 16th June to the 31st July.

Resolved: Clerk to feedback the dates to Coventry City Council for Councillors' availability of 27th, 28th and 29th July.

34.3 Support for new clerk

It was noted that the current arrangement was for support to be provided to the new Clerk until 30th June. Consideration was given to extending the Temporary Clerk's contract. A handover date had been agreed for 17th June when all documentation and equipment would be passed to the new Clerk. There had been £90.02 ring fenced in the budget for training for the new Clerk on the website, this equated to 6 additional hours.

Resolved:

- (i) The new Clerk to become fully functional from 17th June following handover.
- (ii) New Clerk had the option to contact Temporary Clerk for assistance, if required. This time would be limited due to costing of up to 10 hours extra training, and extra to be reviewed by the Chair.
- (iii) This arrangement to be reviewed at the next meeting on 21st July.

Councillor Burns officially thanked the Temporary Clerk, Dr Sue Owen, for all her hard work in setting up the Parish Council.

35. Planning**35.1 To consider any response to planning applications.**

HH/2016 1371:- 179 Green Lane Coventry, a single story rear extension.

FUL/2016/1198: - Erection of detached dwelling with associated access at land adjacent 439, Green Lane, Coventry

HH/2016/1167: - 65 Cotswold Drive, Coventry

Resolved: No comment.

35.2 Planning Information

Warwickshire District Council planning information for the Stoneleigh area.

Resolved: Clerk to write to Warwick District Council Planning Department.

35.3 Contact Coventry City Council

It was noted that the planning contact for Coventry City Council was Claire Tucker who was the Principal Planning Officer.

Resolved: Details noted, Clerk to write and acknowledge.

35.4 Policy for dealing with the number of planning applications

Acknowledged was working better now that the backlog had been cleared.

35.5 Neighbourhood Planning

It was agreed that it was considered appropriate to investigate further if it would be appropriate, at this stage to become involved in a Neighbourhood Planning campaign. Further research to be carried out. A notice was circulated and details were provided of an online booklet which Councillors were requested to read.

It was noted that groups who wrote a neighbourhood plan or neighbourhood development order were eligible to apply for a grant of up to £9,000. Any groups facing a range of complex issues were also able to apply for further support from the programme.

Resolved: Clerk to obtain further information and forward findings to Councillors.

36. Transparency fund: to approve application for funds.

Councillors approved the application that had been made to the Transparency Fund.

Resolved: Clerk to feedback to a future meeting on receipt of the request.

37. Finance**37.1 Approve Payments**

Cheque Payments (Current Account)				
Date	Reference	Payee	Details	Value
16.06.16	24	S. Owen	Temporary Clerks Salary (44.5 hours)	
16.06.16	25	HMRC	Tax Payment	
16.06.16	26	S Owen	Mileage and expenses	£21.03
Total Payments				£688.53

The above cheques were signed.

37.2 Office supplies for the new clerk

It was noted that the clerk required a small, lockable filing cabinet; details were circulated of type needed.

The clerk would need to purchase various items to run the office, including paper, ink, and other stationery. Councillors were drawn to the details within the Financial Regulations which stated that they could give prior approval to this. It was suggested for a maximum level for all future stationery to be £20 per month, and to the purchase of ink at £60 every two months without prior authorisation.

Resolved:

- (i) Approval given for the Clerk to purchase a filing cabinet up to the value of £75 plus VAT if an alternative could not be obtained FOC.
- (ii) Approval granted for the Clerk to purchase (as required) stationery of up to £20 per month and ink at £60 every 2 months without prior approval.

38. Budget

The amended budget details were circulated, the total figure remained as previously agreed with an income to the Council of £24,266.

Resolved:

- (i) Councillors voted that the amended budget be accepted.
- (ii) the Clerk to write to Coventry City Council to confirm that there will be no change to the requested precept.

39. Councillors interaction with other bodies

Councillors were asked to approve any bodies or working parties for the Parish Council to interact with or set up. These included:

- (i) FRA
- (ii) School(s)
- (iii) Police
- (iv) Highways, roads pavements
- (v) Highways, verges and litter
- (vi) Planning, (Kings Hill)
- (vii) Recommend Others

Resolved: Councillors to look at the options, suggest any additional groups and forward their choices to the Clerk. This to be progressed at the next meeting.

40. Speeding

Councillor Swann reported on incidents of speeding, highlighting areas on Green Lane South and Anchor Way. Noted but no further action at this point.

41. Grass cutting

Complaints had been received from residents in relation to uncut grass. Any reports that were made through the Parish Council website were passed on to the relevant department at Coventry City Council with a request to action.

Resolved: Clerk to feedback any response.

42. How to publicise Parish Council Meetings better

Discussion took place on how best to maximise publicising Parish Council meeting.

Resolved: To include dates on the notice boards (once purchased), poster for the library and the dates to be uploaded to the website.

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

43.1 Letter received in relation to Finham Community Orchard. The City Council in partnership with The Tree Council were proposing to enhance and improve the green space across the City for the benefit of local residents and community groups. It had been suggested that the green space between Howes Lane and Hadleigh Road could be planted as a community fruit orchard.

Resolved: Clerk to contact Tim Wetherhill for further information.

43.2 Letter had been received from Stephen Trinder in relation to Country Park/green space for Kings Hill.

44. Dates for Meetings

Dates agreed for the following year as:

21 st	July 2016	Ordinary meeting
TBC	August	Brief meeting (planning & payments)
15 th	September 2016	Ordinary meeting
TBC	September 2016	First Parish Meeting
20 th	October 2016	Ordinary meeting
17 th	November 2016	Ordinary meeting
19 th	January 2017	Ordinary meeting
16 th	February 2017	Ordinary meeting
16 th	March 2017	Ordinary meeting
TBC	March 2017	Parish Meeting
20 th	April 2017	Ordinary meeting
18 th	May 2017	Annual Parish Council Meeting

45. Date of Next Meeting

The date for the next meeting was confirmed as 21st July 2016 in the School's theatre.

46. Confidential items

There were no confidential items for discussion.