

Finham Parish Council

Minutes of the Council Meeting held at 7.00pm,
20th July 2017, at Finham Park School, Green Lane Finham

Present:

Councillor Ann Bush	Councillor Angela Fryer
Councillor Peter Burns (Vice Chairman)	Councillor Bob Fryer
Councillor James Cobbett	Councillor Colin Salt
Councillor Paul Davies (Chairman)	Councillor Katherine Taylor
Councillor Anthony Dalton	

In Attendance:

Jane Chatterton, Clerk & RFO

Coventry City Councillors Tim Sawdon and Gary Grookes

Residents:**39. Apologies**

Apologies for absence and reasons why were received from Councillor Aitken and Blundell.

40. Declarations of Interest:

There were no declarations of interest.

41. Minutes of previous meetings

The Minutes of the Parish Council Meeting held on 15th June 2017

RESOLVED: The minutes of the Parish Council Meeting held on the 15th June 2017 were agreed and signed by the Chairman.

42. Finham Library FLAG update

Update received from the Chairman of FLAG.

The work with the library continued at pace, regular meetings were taking place with the group of five trustees (Sue Vickery, Councillor Aitkin, John Oakley, Sam Patel and Stan McCarthy) on Wednesday nights in the library 6-8pm.

They now had their own set of keys and a display area in the library itself for FLAG's work.

Over 30 volunteers had been recruited to work in the library, Lesley Charlton had accepted their request to become volunteer co-ordinator, and work had just begun on their training.

The FLAG business plan had been reviewed by the council and a couple of points needed clarification, but this should be dealt with shortly.

The process of registering FLAG as a charity had begun and should be resolved by early autumn.

The library was registered as a food business and FLAG was in consultation with environmental health and planning to cover the legal requirements and changes to the existing work spaces to cover these requirements.

The pop-up café was a great success and a volunteer had already been set to work considering the organisation of further events of that scale.

Work towards a handover in September with a preferred initial set of opening hours of two/three days but this was subject to voluntary support.

RESOLVED that the update on FLAG be noted.

43. Trustees of FLAG Financial Support Request

The Trustees of FLAG had submitted a request for financial support. This had been previously discussed at a parish council meeting as there would be a need to cover some set up costs for the new library.

FLAG sought approval for the legitimate costs to cover the legal requirements for the library and would not be going into FLAG funds but direct to the City council.

The first of this was for DBS checks for their volunteers, there was an administration charge of £7.40 per person from the council per application. There would be initial training for two days opening in the first month so this should come to around 20 people. Once FLAG was fully registered as a charity they would be able to do these themselves for free so hoped to eliminate the cost after the initial training push.

The second cost was to cover the possibility of a planning application for change of use if necessary, this would come to £300 but may not be necessary as they were considering advice from Coventry City Council on this matter.

FLAG as a charity had started raising funds and would be looking to run events from the early autumn, and after the business plan was approved should have access to transition fund arrangements to cover other costs.

Since the Parish Council was not meeting in August FLAG requested the Parish Council's agreement to cover these costs when they became due.

One of FLAG's trustees, Sue Vickery, attended the meeting in the absence of Chair of FLAG.

RESOLVED THAT

- (i) The Parish Council agreed to cover the cost of the DBS checks, £7.40 per application (20 x £7.40 = £148).
- (ii) To defer consideration of the £300 for legal costs once the definite figure was known. Agenda item for September's meeting.

44. Correspondence

44.1 Reply from Jim Cunningham MP

A reply to the Parish Council's letter had been received from Jim Cunningham MP dated 23rd June 2017. In the letter, he had confirmed he had written to both Sajid Javid and the Planning Inspectorate on the Parish Council's behalf in order to gain some clarification and to see how we could move forward.

A second letter dated 7th July updating that he had raised the issue in Parliament on 29th June and had included a contribution and the Government's response.

44.2 Response from Coventry City Council

Following letters and emails to Martin Reeves at Coventry City Council a response had finally been received from Tracy Miller, Head of Planning and Regulation.

The Chairman read out a response which sought clarity on several points. Mainly that Coventry City Council (CCC) was basing the population figures on a single consultant's report that predicted a 32% growth in population by 2030. However, this same report only predicted a 10/12% growth in all other surrounding towns and cities including Birmingham.

Additionally, the letter sought clarification that when it was stated that all the brownfield, greenfield and Green Belt land within the Coventry City boundaries had been taken into consideration when making the statement - "As you will be aware the city is unable to accommodate all of its need within it's boundaries". We conclude from this statement that all such brownfield, greenfield and Green Belt land within the city boundaries was prioritised for building on up to 2031.

RESOLVED that the detailed letter be sent to Tracy Miller seeking urgent clarification to the several points left unanswered.

44.3 Offer from Chair of WALC to visit a FPC meeting

An email had been received from John Crossling at WALC. Councillor Bill Lowe had become Chair of WALC this year. He was keen to explain what WALC does for its members and to listen to any concerns that Parishes had, to see if there is any way WALC could help address them or take issues to NALC to lobby Government.

RESOLVED that the Clerk invite Councillor Bill Lowe to September or October's meeting.

45. Parish Council Logo

Two ideas had been received for a Parish Council logo. Discussion took place on each one's suitability. It was agreed to use the logo submitted by Councillor Cobbett.



RESOLVED that the above logo be adopted by the parish council for use on all correspondence, documentation and the parish council website.

46. Planning

The following planning applications were discussed:

46.1 Application Number: HH/2017/1531

Application Site: 29 Alfriston Road
 Application Type: Householder Application
 Proposal: Erection of outbuilding

RESOLVED: No comment.

46.2 Application Number: HH/2017/1613

Application Site: 107 St Martins Road
 Application Type: Householder Application
 Proposal: Erection of single storey side extension

RESOLVED: No comment.

46.3 Application Number: HH/2017/1644

Application Site: 25 Jacklin Drive
 Application Type: Householder Application
 Proposal: Erection of single storey side and rear extension

RESOLVED: No comment.

46.4 Application Number: HH/2017/1319

Application Site: 35 Droylsdon Park Road
 Application Type: Householder Application
 Proposal: Erection of single storey rear extension

RESOLVED: No comment.

47. Finance

47.1 The following payments were approved: -

Cheque Payments (Current Account)				
Date	Reference	Payee	Details	Value
20.07.17	BACS	J Chatterton	Clerks Salary July 2017	
20.07.17	BACS	HMRC	Tax & NI Payment clerk	£119.40
20.07.17	BACS	J Chatterton	Office allowance, mileage and expenses July 17	£54.61
20.07.17	BACS	J Chatterton	Reimbursement of Logo Competition Prizes	£30.00
20.07.17	BACS	J Chatterton	Reimbursement of wireless presenter	£22.78
20.07.17	BACS	J Chatterton	Reimbursement of Paper and Printer Ink	£88.72

47.2 Receipt

Following an application to the Transparency Fund the sum of £376.81 had been received. This was to be used to help out with the extra burden of complying with the Transparency Code.

RESOLVED that the funds received be noted.

47.3 Quarterly Accounts

The quarterly accounts up to and including the 30th June were received. The report detailed expenditure against each budgeted item and showed a remainder in the budget to eliminate any overspend.

The following was confirmed:

Income Total received	£24,642.00
<i>Precept received</i>	£24,266.00
<i>Other income received</i>	£376.81
<i>Expenditure up to 30th June 2017</i>	£3,607.11
<i>Bank Account balance</i>	£30,253.19

RESOLVED that the quarterly accounts up to 30th June be approved.

48. Policy Updates**48.1 Standing Orders**

The Parish Council's Standing Orders were approved with no amendments or updates.

RESOLVED that the Standing Orders be approved.

48.2 Financial Regulations

The Parish Council's Financial Regulations were approved with no amendments or updates.

RESOLVED that the Financial Regulations be approved.

49. Neighbourhood Watch Signs

A request had been received for financial support to purchase Neighbourhood Watch stickers.

The total cost for 100 stickers was £112.00 plus VAT and delivery.

RESOLVED that it was agreed to fund the purchase of the Neighbourhood Watch stickers.

50. Purchase of 2 high-visibility PPE jackets

A request had been received from the Highways Task Group to purchase 2 high visibility PPE jackets. There were two reasons, the main reason for this was explained as down to safety. Councillors Aitken and Cobbett were regularly, personally, inspecting highways issues and completed works onsite. The Personal Protective Equipment at Work Regulations 1992 required high visibility clothing to be issued to persons operating or working on or in the vicinity of highways etc.

In addition for professional Image – during a recent site visit to the St. Martins/Styvechale Arms Island, they had been poorly equipped and potentially unsafe due to a lack of high-visibility PPE, unlike the other attendees from Coventry City Council and the Coventry Tree Wardens Network.

Branded high-visibility jackets would also demonstrate that Parish Councillors were actively working in the area to improve services, clearly showing the new brand identity and furthering the presence in the community.

It was intended that these should feature the councillor's name, small logo over the heart, and a large council logo on the back. Main colour would be yellow to current standards for BS EN471 Class 2 – low speed roadways.

It was also noted that when comparing quality against cost, surprisingly, the most suitable supplier was within our own parish, thus supporting a local business.

Others could be ordered if further need arose, as the supplier had offered to do the design artwork for free. The price for 2 high-visibility jackets was £25.00 plus VAT.

RESOLVED that

- (i) PPE high visibility jackets be ordered for all members of the Parish Council.
- (ii) They would include the Parish Council logo and the word "Councillor" only and not be individually named.
- (iii) Councillors Cobbett/Aitken to order and the liaison with the Clerk for payment.

51. Severn Trent Sewage Works

Notification had been received from Severn Trent Water about planned improvements to Finham sewage treatment works. A consultation evening was taking place on 27th July at St Martins Church. Further information could be found on their website.

<https://www.stwater.co.uk/in-my-area/planned-improvements/finhamsewagetreatmentworks/>

RESOLVED that the information be noted.

52. Task Group Updates

Chairman's Update

The Chairman raised awareness of correspondence that had been received from John Crossling at WALC.

The audit regime changed in April and for smaller Councils (less than £25K budget) in particular the reliance on internal auditors would be much more important with the ability to opt out of external auditing.

To address this concern WALC were looking for a number of clerks and councillors to put their name forward to become a WALC approved auditors.

WALC would arrange detailed training and then would promote the service across our members. There would be a set fee for the audit based on the size of the Council and the auditors would be paid that fee less 10% admin fee for WALC.

RESOLVED that the Clerk pass on Councillor Dalton's details.

WALC Model "Staff Handbook"

An email had been received from WALC they had updated the WALC model 'Staff Handbook' to match current employment legislation; this could be download from the members' area of their website in the 'Employment' section –

<https://www.walc.org.uk/component/edocman/employment/staff-handbook>

They were in the process of designing a new 'popup' banner for use at events; and were desperate for good quality images depicting council activities.

They would like to have at least one photograph with people in, but the types of things they were looking for were

- Council meetings
- Clerks at work
- Playgrounds
- Village scenes (showing something the council has been involved in)
- Planning images
- No images of children.

ACTION: To send photos taken at the public meeting which took place on 24th April and the demonstration of 16th July 2017.

Rats

The Vice Chairman raised a concern with a plague of rats in St Martins Road. Pest control had visited the area but the problem remained.

ACTION: To monitor the situation.

Police & Crime

Councillor Salt confirmed there was nothing new to report.

It was noted that the Police Commissioner had contacted Councillor Burns in relation to attending a future parish council meeting.

ACTION: Clerk to invite the Police Commissioner to September/October's meeting.

Highways

An update report from the Highways Task Group was received:

1. Road signs had now been reported to the council and a response was awaited.

2. Report from meeting at St Martins Island with highways

An onsite meeting was arranged between CCC Highways, a representative of the Coventry Tree Warden Network and the Highways representatives of FPC on the afternoon of Friday 16th June. Cllr Cobbett was in attendance, sharing the views of residents and making suggestions for further improvements. Residents' views included:

- *Increasing the vehicular crossing time at the Bathway Road Toucan Crossing.*
CCC explained that this was not covered under the scope of this project, but the situation may be improved by these works.
- *Improving the layout at the Eastern end of Erithway Road.*
CCC Explained that at the present time, no funding would be available for improvements here, however improvements to the main layout may improve the situation for vehicles to exit to St Martins Road.
- *Enforcing the Right-Turn Prohibition from the BP Garage onto St Martins Road.*
CCC had proposed advertising the existence of the A45 exit, to promote this to drivers and reduce usage of the St Martins Road exit. FPC Councillors have noted that as the prohibition notice sign is on private land, it is not legally enforceable on the highway.
- *Enforcing a Right-Turn Prohibition from the Eastbound carriageway slip-road onto Leamington Road.*
CCC thanked us for the suggestion and will consider this as a method of reducing traffic delays and the risk of an incident from vehicles obstructing the carriageway whilst turning.

Cllr Cobbett has suggested that replacement trees could be planted within the parish for those removed during island work. This will require collaboration with our Ward Councillors to understand where authority lies with siting, erection and maintenance of trees.

3. Consideration of letter to residents on entry Green Lane/Anchorway Road
The Chairman read out a letter to be sent to the owner of a property in Green Lane.

ACTION: Letter to be sent.

4. Two new reported issues had come out of the pop-up café
 - a) Drop curb off bus stop area to join round from St Martins to Green Lane – residents pointed out you can go up a drop curb one side of library green but there isn't one on the other side. Difficult for wheelchair uses.
 - b) Hedge on one side of road which leads from library green to St Martins had been allowed to overgrow the pavement, may need to consider initial request to resident to trim before bringing to attention of council.

Kings Hill

Councillor Bob Fryer updated on work of the Kings Hill Task group. This month had centred on the Protest meeting held on July 16th. Cllr Angela and Bob Fryer had attended another joint meeting at Burton Green with people from other areas across Coventry who were concerned about the Coventry and WDC Local Plans.

The other areas had not been successful in organising a protest in their neighbourhoods and decided to support the Finham protest on July 16th.

Thanks were expressed to fellow Finham Parish councillors who assisted other residents in distributing flyers to each household in Finham.

The Protest was very successful and 300 people both young and old had joined the protest.

The group were supported by Jim Cunningham our MP. CCC Cllrs Gary Crooke and Jim O'Boyle also supported us on that day.

The BBC Coventry and Warwickshire Radio gave us coverage before the event and BBC Midlands and ITV attended on the day. The bulletins went out on the News that evening.

The Housing numbers produced by Hearn which had been accepted without scrutiny by both Coventry and WDC were not supported by the ONS. The ONS figures were showing large differences which were shown by Merle Gering earlier.

The Kings Hill task group would continue to work with other groups to achieve the best outcome for Finham.

Schools

Councillor Angela Fryer updated on the Schools Task Group. Along with Councillor Ann Bush they were due to attend an Assembly at the Primary School but due to the date being altered, Councillor Bush was unable to attend.

At the Achievement Assembly when the whole school comes together to recognise the success of individual pupils Councillor Fryer gave a brief background to the LOGO competition that the Parish Council had held and then presented the three winning pupils with a Certificate, kindly produced by Jane and their Book Token.

The whole school applauded and we had three very proud pupils.

NHP

The Chairman updated that work continued with the Neighbourhood Plan. Volunteers from residents were required, anyone interested should contact the Chairman or Clerk.

53. Public Participation

The Chairman suspended the Standing Orders

Parish Council Funds

A question was raised in relation to the Parish Council income and what major projects were planned for Finham. The Parish Council always welcomed ideas and suggestions for improvement projects. These should be sent to the Clerk for inclusion and discussion of future meetings.

It was noted that all payments were included on the monthly agendas for approval at the meetings and all income and expenditure was recorded in the minutes. The Clerk produced quarterly accounts detailing expenditure against budget. During the audit process a notice of the date of commencement of the period for the exercise of public rights to view the accounts had been display. The notice period had run from 5th June to 14th July 2017.

FLAG

Prospective Trustees from FLAG updated on current work of FLAG. A contract was still awaited from CCC and only verbal conflicting information had been received.

FLAG was still awaiting a response to an email that had been sent to CCC 4 weeks ago.

ACTION: Sue to copy Councillor Sawdon into emails to CCC.

Councillor Crookes

Congratulations were made to Councillor Mr and Mrs Fryer for all their hard work and organisation of the demonstration that took place on 16th July. There had been a great turnout and support for the event with over 300 people showing support.

Cuppa with a Copper

Update received. At the April Cuppa with a Copper 30 people had attended but in June only 8 people had turned up. It was noted that the crime rate had dropped.

NHW signs had been put up in March there were only 4/5 co-ordinators but this had now risen to 13.

Funding had been received for £380.74 and this had been used to purchase the lamppost signs.

54. Next Meeting

It was noted that the next meeting would take place on Thursday 21st September 2017.

SIGNED BY THE CHAIRMAN

21st September 2017