

Eathorpe, Hunningham, Offchurch & Wappenbury Joint Parish Councils

Minutes of the Parish Council Meeting held at 7:45pm,
16th May 2023 meeting held at Eathorpe Village Hall

Present:

Councillor Mrs M Green	Councillor S Shackleton (Vice Chairman)
Councillor J Hammon	Councillor D Wray
Councillor S Palmer (Chairman)	Councillor M Wood
Councillor Mrs J Seaton	Councillor C Peters

In Attendance:

Jane Chatterton Clerk & RFO

Warwick District Councillor: 0

Warwickshire County Councillor: Councillor Wallace Redford

Public: 2

457. Apologies

Apologies for absence were received from Councillor Nick Palmer.

458. Declarations of Interest:

There were no declarations of interest.

459. Minutes

The minutes of the Parish Council meeting held on 21st March 2023 were received and discussed.

RESOLVED THAT the minutes of the meeting held on 21st March 2023 were approved.

460. Matters Arising

(Hunningham) 20 is Plenty – Councillor Shackleton updated that no correspondence had been received from the responsible officer at WCC.

Councillor Redford confirmed that he had not been notified either.

ACTION: Councillor Redford to chase up.

Meeting with HS2 – **ACTION:** Chairman and Clerk to progress.

461. Public participation: To adjourn to allow public participation.

Nothing to report.

462. Councillor's reports and items for future Agenda

WDC

The newly elected WDC Councillor was not present. Councillor Redford updated that on the result of the WDC Councillor elections.

The District Council was going to be run by a Green Party and Labour coalition.

May election results were as follows:

Conservative	6
Liberal Democrat	10
Green Party	14
Labour Party	11
Whitnash Residents Association	3

Councillor Ian Davidson would now be the Lead.

WCC Update

All reports received had been circulated to members.

Offchurch white lines – Councillor Redford updated that this was originally going to be funded by HS2, but this had changed. The work was now back on schedule, but it was not confirmed who was paying for the work, but it was not being funded from Councillor Redford’s budget.

Potholes – WCC were in discussion with Utility Companies because of two issues. Firstly, the poor repairs being completed and secondly, the non-notification prior to commencing work. It was confirmed that due to non-compliance a Utility Company’s Licence had been removed.

Elections 2025 – Councillor Redford confirmed that he had decided not to stand in the next WCC Elections in 2025. He was also no longer the Portfolio Holder for Highways.

463. Correspondence

Nothing further to discuss.

464. Planning

Nothing to discuss.

465. Parish Council website

Councillor Shackleton had circulated information to enable Councillors to access the new website and had requested feedback.

ACTION:

- (i) Councillor Shackleton to request the supplier to organise the .gov domain name.
- (ii) Councillors were requested to forward photographs and information to Councillor Shackleton for inclusion on the website.

466. Highways

466.1 New road signage for Offchurch and white lining on the Offchurch Road

Discussed earlier in the meeting.

Wappenbury - footpath

Councillor Peters raised concern with a footpath on Church Road, Wappenbury.

ACTION: Councillor Peters to send images to Councillor Redford for action.

Land outside the Church – people were using the land to turn, the land was soft and was breaking down causing the surrounding area to be muddy. It was requested that a curb surround be installed to protect the area.

ACTION: Councillor Peters to send images to Councillor Redford to progress.

Offchurch – School Hill still had a stream running down it. Severn Trent had attended site, but they don't seem to be able to rectify the issues. The source was from a point halfway up the Hill on the left. This had started running after Severn Trent had completed a previous repair.

ACTION: Councillor S Palmer to send Councillor Redford photos.

Hunningham Hill to Long Itchington – verges have eroded to the point that it is now a single-track road in places.

Update: Councillor Radford updated that the repair work was in the programme – costing £2,000.

467. Police Matters

A crime report had been received from PSCO Sharron Underwood.

30/03/2023 – Damage/Common Assault/Threats to kill – domestic related – Bloxham Way, Radford Semele

31/03/2023 – Vehicle interference – damage to van whilst attempting to enter through back doors – Eathorpe

06/04/2023 – Attempted Burglary – Bloxham Way, Radford Semele

08/04/2023 – Harassment – Semele Close, Radford Semele

11/04/2023 – Burglary Business – offenders gained access to premises, nothing taken – alarms had been set off so may have disturbed offenders – Hilltop Farm, Hunningham

13/04/2023 – Distraction Burglary – Unknown male approached victim and said he was fixing next doors fence and he needed to look at it from the other side. Whilst he distracted the victim his accomplice entered the house and had stolen jewellery – offender was described as 40 years old, 5ft 8, white male – Offchurch Lane, Radford Semele

15/04/2023 – Drink driving/Taking a vehicle without consent – Welsh Road, Offchurch

03/05/2023 – Violence – common assault – domestic related – Bloxham Way, Radford Semele

05/05/2023 – Violence – common assault – domestic related – Lewis Road, Radford Semele

05/05/2023 – Theft - £40K of cable – Fosseyway, Radford Semele

468. Finance

468.1 to approve payments: -

2022-23

DATE	REF	PAYEE	DETAILS	AMOUNT
24.03.23	E96	ICO	Membership	£35.00

2023-23

Income

31.03.23	E97	CBS	Interest on Account 2	£7.10
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2023-24

DATE	REF	PAYEE	DETAILS	AMOUNT
13.04.23	E1	WALC	Membership	£249.00
13.04.23	E2	Mr G Willoughby	Invoice 00009 Inspections	£88.95
13.04.23	E3	DS Wagstaff	Invoice 4669 March	£286.00
13.04.23	E4	SPS Payroll	Invoice 10571 March	£12.94
14.04.23	E5	J Chatterton	Clerk Salary April	DPA
14.04.23	E6	HMRC	Tax & NI Clerk	£89.40
14.04.23	E7	J Chatterton	SLCC Partial Payment	£40.00
14.04.23	E8	J Chatterton	Expenses April	£56.10
18.04.23	E9	Louise Best	Internal Auditor	£130.00
25.04.23	E10	J Chatterton	Parish Meeting expenses	£14.50
25.04.23	E11	npower	Village Street phone box 04.22 03.23	£132.84
03.05.23	E12	Mr G Willoughby	Playground inspections	£88.95
03.05.23	E13	DS Wagstaff	Invoice 4689	£284.00
03.05.23	E14	J Chatterton	Expenses May	£48.50
03.05.23	E15	BHIB	Parish Insurance	£1,113.81

2023-24 Income

03.04.23	R	J Evans	Wedding Booking	£300.00
28.04.23	R	WDC	Half yearly precept	£8,392.50

RESOLVED THAT the payments be approved, and the income noted.

468.2 Bank Reconciliation 31st March 2023

The Bank Reconciliation 31st March 2023 was received and discussed.

Balance per bank statements as at 31 st March 2023:	£	£
Account 1	£12,989.12	
Account 2	£4,508.91	
		£17,498.03
Petty cash float (if applicable)	£0.00	£0.00
Less: any un-presented cheques at 31 st March 2023	£0.00	
	£0.00	
Add: any un-banked cash at 31 st March 2023	£0.00	
		£17,498.03
Net balances as at 31 st March 2023		

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 st April 2022	£	£
Account 1	£15,086.41	
Account 2	£4,501.81	
	_____	£19,588.22

Add Receipts up to 31 st March 2023		£19,088.02
Less: Payments in the year		(£21,178.21)
Closing balance per cash book [receipts and payments book] as at 31 st March 2023		£17,498.03

RESOLVED THAT the Bank Reconciliation 31st March 2023 be approved.

468.3 Quarterly Report 31st March 2023

The Quarterly Report 31st March 2023 was received and discussed.

RESOLVED THAT the Quarterly Report 31st March 2023 be approved.

469. Audit Process

Annual Governance & Accountability Return 2022-23

It was reported that the 2022-23 accounts had now been internally audited. The report from the Internal Auditor was discussed.

The Parish Council were now required to complete the AGAR. Smaller authorities where the higher of gross annual income or gross annual expenditure does not exceed £25,000 (and meet the qualifying criteria as set out in the Certificate of Exemption) were exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review provided the authority completed both the:

- a) Certificate of Exemption, page 3 and returned it to the external auditor
- b) Annual Governance and Accountability Return (Part 2) which was made up of:
 - Annual Internal Audit Report (page 4) to be completed by the authority’s internal auditor (this had been completed)
 - Section 1 – Annual Governance Statement (page 5) to be completed by the authority.
 - Section 2 – Accounting Statements (page 6) to be completed by the authority.

469.1 Completion of Exemption Certificate

The Parish Council declared themselves exempt and completed the Exemption Certificate, this was signed by the Chairman and the RFO as required.

RESOLVED THAT the Parish Council declared themselves exempt.

469.2 Section 1 Annual Governance Statement

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

RESOLVED THAT Section 1 Annual Governance Statement be completed and approved.

469.3 Section 2 Accounting Statements

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and RFO as required.

RESOLVED THAT Section 2 Accounting Statements be completed and approved.

469.4 Publication Requirements

The Parish Council was required to publish various documents on the PC website by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

RESOLVED THAT the AGAR process be completed subject to the Clerk adding the documents to the website and the Certificate of Exemption being sent to the External Auditor.

469.5 Notice of Public Rights

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2023 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

RESOLVED THAT the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

470. Offchurch Play area refresh

The work carried out by the Offchurch Play area refresh group had been circulated. Several quotations had been received and forwarded to the Clerk. It was agreed by Councillors that the Offchurch Field should be updated to include facilities for all age groups, including children, adults and recreation groups.

ACTION: a meeting to be held on site to review the proposed plans to date and arrange ongoing plans.

471. Village Hall Committee Representative

Following the resignation of Mark Brookes from the Joint Parish Council a new Parish Council representative was required for the Village Hall Committee.

RESOLVED THAT Councillor Janet Seaton be the Parish Council representative on the Village Hall Committee.

472. HS2

ACTION:

- (i) Clerk and Chairman to progress outstanding actions and arrange a face-to-face meeting.
- (ii) Site Meeting to be arranged.

473. Annual Parish Meetings

Eathorpe

Village Hall bins were not being emptied. It was agreed that this would be down to the Village Hall to pay for waste removal.

20mph speed limit through the Village - request to reduce the speed limit on Main Street to 20mph.

Parking on the Corner (outside the Village Hall) – cars parked on the corner whilst using the Village Hall are forcing drivers out into the road. Question was asked if double yellow lines could be installed.

ACTION: Councillor Wray to add parking restrictions to the Village Hall hire agreement.

Potholes

ACTION: Councillor Wood to send photos to Councillor Redford.

Hunningham

SWLP - Response sent.

HS2 Grant - Hunningham Cricket Club had secured grant funding of £27,000.

Defibrillator – the defib required moving as it is situated on a private dwelling and the house was up for sale. Councillor Shackleton added that Hunningham Cricket Club were happy to house one. Sign posting to be installed and the Club would also pay for the defibrillator to be moved.

474. Councillor's reports and items for future agenda

Defibrillator training to be offered to all Parishes – this to be arranged when the Hunningham defib was moved. The training session could take place at the Hunningham Cricket Club.

475. Next Meeting

The next meeting was confirmed as 18th July 2023 at Eathorpe Village Hall.

Meeting closed at 8:30pm