

Eathorpe, Hunningham, Offchurch & Wappenbury Joint Parish Councils

Minutes of the Parish Council Meeting held at 7:40pm,
21st May 2024 meeting held at Offchurch Village Hall

Present:

Councillor Mrs Green
Councillor R Inman
Councillor S Palmer (Chairman)
Councillor C Peters
Councillor N Palmer

Councillor Mrs J Seaton
Councillor S Shackleton (Vice Chairman)
Councillor D Wray
Councillor M Wood

In Attendance:

Jane Chatterton Clerk & RFO

Warwick District Councillor: 0

Warwickshire County Councillor: Councillor Wallace Redford

Public: 2

555. Apologies

Apologies for absence were received from Councillor Hammon.

556. Declarations of Interest:

There were no declarations of interest.

557. Minutes

The minutes of the Parish Council meeting held on 19th March 2024 were received and discussed.

RESOLVED THAT the minutes of the Parish Council held on 19th March 2024 be approved.

558. Matters arising

Leak in Offchurch

ACTION: Chase Severn Trent

Wappenbury footpath

Work has been completed

Wappenbury Trees

ACTION: Chase Ryan Machin.

Wappenbury blocked drains

ACTION: Councillor Redford to request they are jetted.

Eathorpe street lighting

ACTION: ongoing, Councillor Wood to progress.

Offchurch street lighting

ACTION: chase.

Noticeboard

ACTION: prices for July's meeting. Clerk to submit an application to WCC Councillor fund.

Highways, parking issues Offchurch

Request was made for white lines to be installed all the way through.

ACTION:

- (i) request from the PC for white lines to be installed (check the position).
- (ii) Request the Church to put out cones when there is a wedding or funeral.

Bridge - Hunningham

ACTION: provide Councillor Redford with the footpath number.

The Chairman suspended the Standing Orders to allow for public participation.

559. Public participation

Large construction Lorries

Resident raised issues of the volume and speed of lorries travelling through Offchurch (building works at Thwaites).

Councillor Inman added that he had written to Thwaites in relation to this. The lorries are travelling from Cubbington along the Welsh Road and through Offchurch. They are large and heavy vehicles and are causing considerable congestion when they arrive in the Village. Similar problems occurred with vehicles working at the local HS2 sites and action was taken by the construction contractors to ensure that these vehicles were routed away from Offchurch.

Residents living in Offchurch have raised considerable concerns about the size of these vehicles and the number coming through Offchurch. They not only block the narrow sections of Welsh Road to other traffic but are also a safety hazard to pedestrians etc.

The letter requested an update on the agreed routes and the length of time. A response was requested to be shared at the JPC meeting.

The Chairman reinstated the Standing Orders.

560. Updates from WCC

Councillor Wallace Redford WCC Update

Potholes

Procedure for pothole repairs that has been historically in place is being updated. Previously the pothole is reported and then once a week these are sent to Belfour Beatty, who then go out and deal with them.

WCC now have two dedicated mobile teams who work on potholes. They are given a detailed route, and they travel the route and repair every pothole on the route, reported and otherwise.

Parish Councils will be provided with an update when the team will be in the area.

Community Grant - Applications are now invited for Community Grants.

ACTION: Clerk to submit an application to replace Offchurch noticeboard.

561. Correspondence

Nothing further to discuss.

562. Planning

562.1 Application: W/24/0224

Site: Mace Buildings Ltd, Long Itchington Road, Hunningham

Proposal: Demolition of existing crane structure, to be replaced with erection of portal frame extension to existing workshop.

It was reported that this is a long-established local business providing local opportunities for employment and supply of rural buildings. The site is on the edge of green belt and therefore will require an exceptional judgement to overturn the principles of Green Belt legislation. It is the belief of Hunningham Parish Councillors that the replacement of a large uncovered industrial crane structure with one that is enclosed in a structure similar to other agricultural buildings in Warwickshire would be of benefit to the environment both visually and by reducing the travel of manufacturing sound into the environment. Hence the exception is that a covered structure improves the green belt and does not detract as does an uncovered large industrial crane and the activities associated with it.

RESOLVED THAT: the Parish Council supports the application.

ACTION: Councillor Shackleton to send the Clerk the comments for the WDC Planning Team.

563. Highways

Drains in Eathorpe

ACTION: Councillor Wood to report the drains that need to be repaired.

563.1 Sandbags

It has been established that neither WDC nor WCC supply sandbags anymore. There are a number of sandbags in the shed at the Village Hall (Offchurch). Check they are still sound.

ACTION:

- (i) Councillor Inman to check the bags are still in good condition.
- (ii) If useable advert to be placed in the magazine offering them to JPC parishioners.

564. Police Matters

The next police liaison meeting takes place on 17th June. Councillor Wray is the JPC representative.

565. Offchurch Play area refresh

It was reported that the JPC were still awaiting quotations from play equipment providers. It was noted that Wicksteed had declined to quote. Another company has been approached to provide a quotation. Site meetings take place next week.

566. Finance

566.1 to approve payments: -

2023-24

DATE	REF	PAYEE	DETAILS	AMOUNT
13.03.24	E100	J Chatterton	Clerk Salary March	DPA
13.03.24	E101	HMRC	Tax & NI Clerk	DPA
13.03.24	E102	J Chatterton	Expenses March	£93.50
13.03.24	E103	SLCC	Training Clerk	£36.00*
13.03.24	E104	XPD Print Ltd	invoice 10561 (funds from grant)	£20.00
27.03.24	E105	Mr G Willoughby	Play inspection invoice 00021	£118.60
27.03.24	E106	ICO	Membership	£35.00

*inc VAT

2023-24 - INCOME

31.03.24	R	Cov Building Soc	Yearly interest	£126.49
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2024-25

DATE	REF	PAYEE	DETAILS	AMOUNT
11.04.24	E1	WALC	Membership	£264.80*
11.04.24	E2	DS Wagstaff	Invoice 4917	£150.00
11.04.24	E3	Topsorce	Invoice 011153	£13.81*
11.04.24	E4	SLCC	Membership	£40.00
16.04.24	E5	J Chatterton	Clerk Salary April	DPA
16.04.24	E6	HMRC	Clerk Tax & NI April	DPA
16.04.24	E7	J Chatterton	Expenses April	£26.00
19.04.24	E8	Npower	BT box in Village Street	£212.60*
19.04.24	E9	J Chatterton	Paperstone Reimbursement	£60.91*
19.04.24	E10	SLCC	training BK215693-1 VAT	£36.00*
19.04.24	E11	SLCC	Training BK215694-1 Planning	£36.00*
24.04.24	E12	Clear Councils	Insurance	£1,268.83
24.04.24	E13	SLCC	QL205172-3	£28.80*
29.04.24	E14	Louise Best	Internal Audit	£140.00
30.04.24	E15	XPD Print Limited	Invoice 16549 & 16579 FROM GRANT	£40.00
09.05.24	E16	DS Wagstaff	Invoice 4934	£300.00
09.05.24	E17	Mr Willoughby	Invoice 00022	£148.25
09.05.24	E18	Topsorce	Invoice 000752	£13.81*

2024-25 - INCOME

22.04.24	R	WDC	Half Year Precept	£8,864.50
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RESOLVED THAT the payments be approved.

566.2 Bank Reconciliation 31st March 2024

The Bank Reconciliation 31st March 2024 was received and discussed.

Balance per bank statements as at 31 st March 2024:	£	£
Account 1	£12,521.46	
Account 2	£4,635.40	
	<hr/>	£17,156.86
Petty cash float (if applicable)	£0.00	£0.00
Less: any un-presented cheques at 31 st March 2024	£0.00	
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Add: any un-banked cash at 31 st March 2024	£0.00	
	<hr/>	£17,156.86
Net balances as at 31 st March 2024		<hr/>

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

CASH BOOK

Opening Balance 1 st April 2023	£	£
Account 1	£12,989.12	
Account 2	£4,508.91	
	<hr/>	£17,498.03
Add Receipts up to 31 st March 2024		£18,567.36
Less: Payments in the year		<u>(£18,908.53)</u>
Closing balance per cash book [receipts and payments book] as at 31 st March 2024		<hr/> £17,156.86 <hr/>

RESOLVED THAT the Bank Reconciliation 31st March 2024 was approved.

566.3 Quarterly Report 31st March 2024

The Quarterly Report 31st March 2024 was received and discussed.

RESOLVED THAT the Quarterly Report 31st March 2024 be approved.

567. Audit Process

Annual Governance & Accountability Return 2023-24

It was reported that the 2023-24 accounts had now been internally audited. The report from the Internal Auditor had been received.

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.

567.1 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.

567.2 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.

567.3 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.

567.4 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.

567.5 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 2024 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.

568. HS2

It was reported that Offchurch Councillors attended a meeting on 9th May to discuss in more detail information shared at the last liaison meeting. HS2 Noise Specialist discussed the figures from the slides which included the technical details. Noise predictions are based on 18 trains per hour, each way from 6am to 10pm. This information is from the Environment Statement 2013.

Once constructed and in use, if the noise is exceeded then action will be taken eg making the barriers higher or changing the speed of the trains. Track laying will be in 2026, barriers will be put up along the track before they start laying the track so this should reduce the noise. Monitoring equipment also be installed along the track.

Further information will be shared once produced, along with the archaeological report.

ACTION: presentation to go on the website and in the magazine.

569. SWLP

ACTION: put links on the PC website

570. Councillor's reports and items for future agenda

Potholes in Church Road, Wappenbury

ACTION: report again

Parking in Wappenbury

ACTION: Councillor Redford to organise a site meeting with the Highways Officer.

20 is Plenty – Hunningham

Speed survey carried out in 3 locations. Information was discussed with the police, Scott Thomkins and Paul Taylor. If they agree with the proposal, then the project moves to the next phase.

Gateways to the Village

Scheme should be drawn up and will be presented shortly.

571. Next Meeting

The next meeting was confirmed as 16th July 2024 at Eathorpe Village Hall.

Meeting closed at 8:30pm