

OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MONDAY, 21ST. MAY 2018 AT OLD MILVERTON VILLAGE HALL

PRESENT: Councillors J.M.Lander (in the Chair), J.Emmerson, Mrs. L.Keeling, Mrs.A.Kelsey and W.M.O. Tansey; County Councillor W.Redford; District Councillors G.H.Cain, W.L.Gifford and Mrs. A Stevens.

APOLOGIES FOR ABSENCE: District Councillor Miss H. Grainger.

1894. ELECTION OF CHAIRMAN

It was unanimously agreed that Cllr. J.M. Lander be elected Chairman.

1895. ELECTION OF VICE-CHAIRMAN

It was unanimously agreed that Cllr. Mrs. A. Kelsey be elected Vice-Chairman.

1896. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 19th. March 2018 were approved for signature by the Chairman.

1897. MATTERS ARISING FROM PREVIOUS MINUTES

(a). The Clerk and Cllr Mrs. Kelsey had met the Highways Engineer on site to discuss the need to clear the ditch in Church Lane. He clarified that action would be taken only if the problem resulted in flooding of the carriageway. It was therefore agreed that the owner or the tenant be asked to clear the ditch and if this did not rectify the matter, the Parish Council arrange to have the work carried out. Cllr. Tansey kindly agreed to make enquiries as to whether the work might be done by local residents.

(b). The damage to kerbs and posts on Old Milverton Village Green was yet to be rectified but it had been confirmed that the work had been ordered.

(c). The siting of the "Not suitable for heavy goods vehicles" sign in Old Milverton Lane was discussed and approved, and County Councillor W. Redford kindly agreed to arrange for an overhanging foliage branch to be cut back.

(d). The firm arranging the fibre optic cabling had been asked to contact the Parish Council with a view to discussing the route but its response had been non-committal. It was agreed that another effort should be made to contact the firm.

(e). The Planning Authority had noted the Parish Council's concern about the maintenance of Blackdown Manor to Listed Building standards.

1898. WARWICK DISTRICT COUNCIL PROPOSED WARD BOUNDARIES

A consultation was taking place on the Local Government Boundary Commission for England's proposals for amended Warwick District Council's ward boundaries. This would entail Old Milverton and Blackdown being included in a new Cubbington & Leek Wootton ward extending from Leek Wootton in the west to Baginton in the east. It was agreed that councillors set down their thoughts to Cllr. Lander by 27th. May with a view to agreeing the Parish Council's observations on the proposal.

1899. REVIEW OF PARISH COUNCIL'S REGULATIONS

The Parish Council's Financial Regulations, Risk Management Plan and Internal Audit Procedures were reviewed: since the Risk Management Plan had been reviewed in November 2017 and as circumstances relating to the Financial Regulations and Internal Audit Procedures had remained unchanged since the previous review in May 2017, it was agreed that all should remain in force unamended.

1900. CONSIDERATION OF 2017-2018 ACCOUNTS

The 2017-2018 Accounts were approved as at Appendix A, supporting bank statements having been made available and verified. The accounts would be displayed on the Parish Notice-Boards for 15 days.

1901. AUDIT OF 2017-18 ACCOUNTS

At its meeting on 27th. November 2017 (minute no. 1868) the Parish Council decided that Annual External Audits should take place every three years and fortuitously under new regulations, the Parish Council was eligible to exempt itself from the 2017-18 External Audit: this entailed the submission of a Certificate of Exemption to the Auditors, PKF Littlejohn LLP, and the completion of other forms as follows, all to be publicised on the Parish Council's website:

- (a). The accounts had been audited by Internal Auditor, Mr. N.M.Pratt, who had completed the Annual Internal Audit Report 2017/18, to whom grateful thanks were expressed for his assistance in this matter.
- (b). Approval was given to the Annual Governance Statement 2017/18 which entailed answering each question in the affirmative, except one on Trust Funds which was not applicable. This was duly signed by the Chairman and the Clerk
- (c). Approval was given to the Accounting Statements 2017/18 entailing a statement of the Parish Council's approved income and expenditure records based on the accounts at Appendix A approved under minute no. 1900. This was duly signed by the Chairman and the Clerk.
- (d). Approval was given to the completion of the Certificate of Exemption, which was duly signed by the Chairman and the Clerk.
- (e). An Analysis of Variances, Bank Reconciliation and Notice concerning exercise of public rights.

1902. OLD MILVERTON AND BLACKDOWN NEIGHBOURHOOD PLAN

Advice had been received from Hunter Page Planning Limited on how to proceed with completion of the Neighbourhood Plan and the source of a possible grant. A further meeting of Parish Councillors would be arranged to consider future progress and to report back.

1903. NEW INSURANCE BROKERS

BHIB Insurance Brokers had succeeded Aon UK Limited. The new policy continued to provide the same level of cover as previously.

1904. CORRESPONDENCE AND ANNOUNCEMENTS

A request had been received from "Post Office Near You" to post its details on the Parish Council website, but it was decided not to permit this addition.

1905. PLANNING APPLICATIONS

(a). The Parish Council noted the following details:

Enforcement Action 024/13 Quarry Park, Old Milverton Lane, Old Milverton

Unauthorised use of land

The District Council was still in the process of determining legal considerations.

W18/025 Llandrecies, Church Lane, Old Milverton

Erection of single storey rear extension, new chimney, pitched roof dormer window at front roof slope and raising of main roof by one metre.

GRANTED

W18/0356 Moorfields Leamington Rugby Football Club, Kenilworth Rd, Blackdown

Resubmission of W17/1167: Change of use of overflow car park to hand car wash with engineering surfacing works.

REFUSED

(b). The Parish Council confirmed the following Observations submitted:

W18/0388 Helen Ley Care Centre, Bericote Road, Blackdown

Single and two-storey extension and internal alterations to existing two-storey wing

OBSERVATIONS: No objection provided total extensions to the original building accrued over the years, did not exceed the 30% allowance and was totally compliant with NPPF conditions in the Green Belt. In not opposing this application the Parish Council did so on the condition that the future use of the extensions was limited to the existing use of the site. If planning permission were granted without this condition the special circumstances required by the NPPF to allow such development in the Green Belt would not have been properly applied. In the event of not fulfilling this condition the development should be refused as the harm to the Green Belt would outweigh any benefits from permitting the development. The application was poorly presented and with an incomplete/inaccurate application form. Therefore the Local Planning Authority should impose conditions to control any permission granted, in particular the creation of additional use class C2 accommodation."

1906. THE GENERAL DATA PROTECTION REGULATION (GDPR)

The Parish Council noted the requirements of the General Data Protection Regulation (GDPR) which entails the need to maintain details (a) fairly, lawfully and transparently, (b) for explicit legitimate purposes, (c) only relevant to what is necessary, (d) accurately and up to date, (e) in a form permitting identification of data subjects for no longer than necessary and (f) processed to ensure appropriate security.

1907. APPROVAL OF ACCOUNTS

The payments specified in the schedule provided for Members were approved and cheques were issued immediately following the meeting.

1908. ITEMS FOR FORTHCOMING MEETINGS

(a). The mount of the "Village Pound" notice had warped and the Clerk was asked to have it rectified.

- (b). Long grass had grown to cover the decorative half barrel in Old Milverton Road and Cllr. Tansey kindly agreed to arrange for this to be cut.
- (c). Details were required regarding permitted development rights at Churchside Barn.
- (d). It was noted that the field next to Bamburgh Grove had been cleared of some trees and shrubs, which, it was purported was to enable the grazing of cattle. This should be kept under review.
- (e). Owing to rearrangements of the business at Cottage Farm, the problem of heavy duty lorries in Church Lane had mainly ceased.
- (f). A Village Tidy Day had been arranged for Sunday, 17th. June and Cllr Mrs. Kelsey had asked the District Council to carry out a Litter Pick at about this time.
- (g). The Saxon Mill Bridge was still closed and it was the responsibility of Mitchell and Butlers to ensure no pedestrians had access.
- (h). County Councillor Redford announced that applications for grants might now be made to the Community Forum: each Councillor had been allocated £6,000 for permitted grants.
- (i). County Councillor Redford announced that complaints about pot holes should be addressed to <https://www.warwickshire.gov.uk/reporthishighwayproblem> and not to the "Fix My Street" organisation.
- (j). County Councillor Redford announced that Warwickshire County Council was participating in a campaign to help people suffering from mental health, details of which could be found on warwickshire.gov.uk/mentalhealth.
- (k). District Councillor Cain announced that the Old Leamingtonians Rugby Football Club, Bericote Road, Blackdown, was considering making training facilities available to The Wasps Coventry Football Club, which would entail additional building. He offered to put Mr. Barry Butterworth in touch with the Clerk: Mr. Butterworth would be able to set out the proposals for Parish Councillors. This offer was agreed with thanks.
- (l). The Clerk was asked to arrange for the Enforcement Officer to inspect the land at the rear of the Priors Nursing Home to determine whether any un-permitted development had taken place.
- (m). Carriageway flooding had occurred in Church Lane, Old Milverton, on the north side, which the Clerk was asked to report to the Highways Authority.

1909. PUBLIC PARTICIPATION

None

CHAIRMAN

APPENDIX A

**OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL
Summary of Receipts and Payments for year ended 31st. March 2018**

<i>2016-17</i>	RECEIPTS	£	<i>2016-17</i>	PAYMENTS	£
14,000	Precept/Sup't Grant	14,000	2,325	Clerk's salary	2,418
20	Bank Interest	17	1,008	Administration	675
16,960	Local Plan contribs		275	Insurance premium	282
2,380	V.A.T. refunds	978	120	Hire of meeting places	120
			234	Subscriptions	229
			100	Audit Fees	200
			1,750	2015 Election expenses	
			10,769	Warwick DC Local Plan	3,730
				Neighbourhood Plan	
				Plan. Apps. Prof. Advice	903
				Improvement grants	1,650
			45	OM installations	418
				Speed Gun equipment	
				Queen's 90 th . Birthday event*	
			236	Website administration	131
			2,188	VAT on Payments	969
33,360		14,995	19,050		11,725

Receipts and Payments Summary

		£
	Balance brought forward 1 st . April 2017	54,848
Add	Total receipts	14,995
Less	Total payments	<u>(11,725)</u>
		<u>58,118</u>
	<i>These cumulative funds are represented by:</i>	
	Current Account balance 31 st . March 2018	22,562
	Deposit Account balance 31 st . March 2018	<u>35,832</u>
		58,394
	Less uncashed cheques no. 100791 , 792,794, 795).	<u>(276)</u>
		58,118

Signed _____
Chairman

Responsible Financial Officer

Notes:

ASSETS

Assets are defined as land and buildings, and plant and equipment with a significant value in relation to the Parish Council's financial activities

At 31st. March 2018 the following assets were held:

Old Milverton notice board	1,413
Blackdown notice board	1,413
Bench on Old Milverton Village Green	710
Old Milverton Village Green Jubilee Plaque	445
Blackdown Jubilee Plaque and Tree	260
Old Milverton Plant Barrel	45
Old Milverton "Old Village Pound Site" notice	<u>184</u>
	4,470

The basis of the value of these assets is based on the original purchase price

GRAHAM E.COOPER
Clerk to the Council