

Loxley Parish Council

Minutes of the Meeting Held at Loxley School on 23rd May 2016 at 19:30

Present: G Jones (GJ) (Chairman), K Osborne (KO) (Vice-Chairman),
P Gregory-Hood (PGH), D Sutherland (DS), M Garcia (MG),
J Whitehorn (JW)

In Attendance: R D Armstrong (Clerk), I Seccombe (IS) (County Councillor)

1. Election of Chairman

GJ opened the meeting in his capacity as retiring Chairman. The first order of business was to elect a new Chairman and **GJ** invited the meeting to propose a candidate for this office. **PGH** proposed that **GJ** be elected Chairman and **KO** seconded the proposal. **GJ** was elected unanimously and took the chair.

2. Record of members present

As shown above.

3. To receive apologies and approve reasons for absence

Apologies were received and approved from P Seccombe (PS).

4. Declaration of interests in any item on the agenda

Councillors were reminded that they are required to disclose an interest in any item on the Agenda. **KO**, **PGH** and **MG** expressed an interest in item 13 on the agenda.

5. To approve the minutes of the Parish Council meeting held on 14th March 2016

The Minutes of the meeting held on 14th March 2016 were read and approved as a correct record.

6. To receive any questions or representations from the public

There were no members of the public present at the meeting.

7. Chairmans Declaration Of Acceptance Of Office

GJ signed the Chairman's Declaration of Acceptance of Office and this was witnessed by the Clerk.

8. Election of Vice-Chairman

MG proposed that **KO** be elected Vice-Chairman and **DS** seconded the proposal. **KO** was elected unanimously.

9. Matters arising from the minutes of the last meeting not covered in the agenda.

There were no matters arising.

Initials _____ G Jones (Chairman)

10. To receive a report on the capital assets and liabilities vested in the Council

The Clerk presented a report detailing the capital assets and liabilities of the Council. **GJ** proposed that the report be approved and **PGH** seconded the proposal, which was passed unanimously.

11. To review the Council's Standing Orders, Financial Regulations and Risk Assessments

The Clerk presented the Council's Standing Orders, Financial Regulations and Risk Assessment and Management Framework. **PGH** proposed that these be approved and **JW** seconded the proposal, which was passed unanimously.

12. Confirmation of arrangements for insurance cover in respect of all insured risks

The Clerk reported that Aon had changed insurers to Maven Underwriters and that it would be necessary to enter into a fresh long term agreement to secure fixed annual insurance costs. **GJ** proposed that the Council enter into a fresh long term agreement this was seconded by **KO** and approved unanimously.

The Clerk further reported that the Council's insurers had published guidelines which must be followed in respect of the play area and whenever functions take place on Council property.

13. Tree Maintenance

The Clerk reported that the Parochial Church Council had agreed to reimburse the Council for the cost of the tree maintenance work relating to PCC property.

DS proposed that this arrangement should be accepted and this was seconded by **GJ** and agreed unanimously.

14. Clerk's Report

Finance

The Clerk reported that on 29th April 2016, the Parish had reconciled cash funds of £25,156.48 held with Lloyds Bank.

Payments to be approved

The following payments (including VAT) were approved :

| | | |
|-------------------------------|----------------------|---------------|
| <i>Aon UK</i> | <i>Insurance</i> | <i>389.52</i> |
| <i>Thomas Fox Landscaping</i> | <i>Grass cutting</i> | <i>264.00</i> |

Retrospective confirmation of payments

The following retrospective payments (including VAT) were approved :

| | | |
|------------------------------------|------------------------------------|----------------|
| <i>Warwickshire County Council</i> | <i>Traffic calming engineering</i> | <i>6663.67</i> |
| <i>Thomas Fox Landscaping</i> | <i>Grass cutting</i> | <i>264.00</i> |

A resolution to approve the payments was proposed by **GJ** and seconded by **KO** and passed unanimously.

Initials _____ G Jones (Chairman)

15. To approve the Annual Return Annual Governance Statement for 2015/16

The Clerk presented the Annual Governance Statement and explained the contents of the statement and the controls which are in place.

KO proposed that the Annual Governance Statement be approved and this was seconded by **MG** and passed unanimously.

16. To approve the Annual Return Accounting Statements for 2015/16

The Clerk presented the Accounting Statements and explained how they were derived from the Parish accounts.

KO proposed that the Accounting Statements be approved and this was seconded by **MG** and passed unanimously.

17. Community Forum

The following events have been scheduled

| | | |
|--------------------------|----------------------------------|--------------------|
| Tuesday 21 June 2016 | Shipston High School | PGH |
| Tuesday 6 September 2016 | Quinton & Admington Village Hall | TBC |
| Tuesday 6 December 2016 | Shipston High School | MG & DS |
| Tuesday 7 March 2017 | Quinton & Admington Village Hall | GJ |

18. Planning

Planning Applications

The following planning application has been granted permission :

16/00825/FUL 3 Goldicote Road, Loxley Permission with conditions

There were no new planning applications or changes to existing applications.

Neighbourhood Development Plan

A grant of £2310 has been awarded by the Department of Culture, Media and Sport to fund work in connection with the Plan. **GJ** will contact Simon Purfield at SDC to fully understand the controls to be exercised in handling grant funds.

The public consultation questionnaire has been distributed throughout the Parish and 40 responses have so far been received. The next phase will entail an analysis of all possible development sites.

19. Playing Field & Playground

MG reported that a quotation had been received from Daniel Bake in the sum of £130 to excavate the area at the entrance to the playing field and lay concrete slabs on a bed of cement and compacted sand.

MG proposed that this quotation be accepted and this was seconded by **DS** and passed unanimously.

MG will research suitable signs which can be installed to satisfy the guidelines imposed by our insurers.

Initials _____ G Jones (Chairman)

20. Traffic Issues

MG reported that sufficient parking spaces for use by teaching staff had been identified through a combination of on-street parking and driveways offered by residents.

KO outlined the background to the production of the report from WCC Highways identifying significant deficiencies in the signs and lighting warning of the 7.5 tonne weight limit which prevent enforcement by the police. Council officers do not appear to have brought the report to the attention of **IS**, who will now take the matter up with Highways and arrange a meeting with **GJ**. The work required to implement the plan is remedial and not a new project and should be funded from the maintenance budget.

KO also reported that funding for double yellow lines outside the school to prevent inconsiderate and dangerous parking would have to come from a budget shared by county councillors. **IS** advised that the budget for 2017/18 was due to be discussed in autumn 2016. **GJ** requested that the outcome be communicated to LPC to allow us to consider self-funding the project from our traffic calming reserves.

The matter will remain on the agenda until **IS** reports that the 2017/18 budget has been agreed.

The white lines between Goldicote Road and Stratford Road which had become very worn have been repainted.

21. Lengthsman Scheme

The Clerk was asked to add the task of clearing the gully at the junction of Dancers Lane and Goldicote Road to the Lengthsman's work schedule. **IS** will ask WCC Highways deploy a gully clearance machine to assist with this activity.

22. Defibrillator

DS reported that a member of Loxley School governors had raised objections to siting the device on school premises due to security concerns.

DS has contacted a company which supplies accessories and housings for defibrillators who will visit the village to assist in identifying suitable locations for the installation. The primary requirement will be the availability of a reliable power supply.

23. Wellesbourne Airfield

PGH reported that there had been no further developments since the last meeting.

24. Advertising Policy

The policy will be discussed at the next meeting as there were a number of contrasting views as to the merits of the Council adopting a formal policy.

KO made an application for permission to erect signs advertising the Strawberry Fayre. **DS** proposed that the application be granted and this was seconded by **MG** and passed unanimously.

25. Correspondence

All relevant correspondence received since the last meeting has been forwarded to members by email.

Initials _____ G Jones (Chairman)

26. Any other business

There was no other business to be discussed.

27. Date of Next Meeting

The next meeting of the Parish Council will take place on Monday 4th July 2016 at 19:30 at Loxley School.

The meeting closed at 21:05.

Signed: _____ G Jones (Chairman) Date: _____

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