

## ALLESLEY PARISH COUNCIL

Minutes of the Council Meeting held at 7:45pm  
9<sup>th</sup> April 2018 at Bree Hall, All Saints Church, Allesley

**Present:** Councillor T Burton Councillor Mrs V Parry  
Councillor I Farrar Councillor W Shakespeare  
Councillor A Hobson Councillor L Swann

**Ward Councillors:** 0

**Public:** 10

### Public Participation

*The Chairman suspended the Standing Orders.*

### Chestnut & Hawkesmill Nursery Development

Four representatives from the Allesley Residents' Association (ARA) attended the meeting to raise their concerns in relation to the proposed development. They updated that they had been holding meetings with local residents and these were well attended. The ARA had requested meetings with the developers but these had been denied, this was adding to the frustration.

The group asked what had been discussed at the last parish council meeting when representatives from Bloor Homes Property Developers and Gary Stevens, Marrons Planning had attended. The Parish Council confirmed that the developers only talked through the information that they had circulated to local residents and no new information had been shared.

ARA asked what help the Parish Council could provide in support of their opposition to the development and with working with the developers. It was confirmed that unfortunately due to the development falling outside the Parish, the Parish Council could not influence the decision.

Councillor Farrar directed the group to the Coventry City Council website and the "Supplementary Design Guidelines".

The Clerk confirmed that she would email Gary Stevens again, informing him that the ARA had attended the parish council meeting and had expressed their concern that despite being notified that a consultation meeting would take place, this had still not occurred.

### Junction linking the A45 with the proposed Strategic Urban Extension at Eastern Green

Derek Randle attended the meeting to talk through the impact of the proposed junction linking the A45 with the proposed strategic urban extension at Eastern Green. Mr Randle had been promised several meetings with the developers, these would be arranged and then cancelled. A communications company had been employed by the Hallam group to act as consultations with residents, but this was not happening and leading to increased frustration. Residents had been in limbo since October 2016 and had no idea what was happening.

### NHP

Mandy Davis (member of the NHP group) updated that she had attended a drop in session at Berkswell who were also in the process of creating a NHP. Berkswell NHP group had offered to come to a parish council meeting and provide assistance to Allesley Parish NHP team.

***The Chairman reinstated the Standing Orders.***

Members of the public were reminded that they were not permitted to speak during parish council business once the Standing Orders were reinstated.

**119. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs Colledge.

**120. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Councillor Swann declared an interest in planning Number: LDCE/2018/0748.

**121. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meetings held on 26<sup>th</sup> February 2018 were approved.

**RESOLVED** that the minutes for 26<sup>th</sup> February 2018 be approved and signed by the Chairman.

**122. Matters Arising not on the agenda**

There were no matters arising.

**123. HIGHWAYS MATTERS****Road surface Washbrook Lane and Bridle Brook Lane**

It was noted that some potholes in the parish had been repaired again. The effectiveness of the repairs was poor, and surface had broken down again. It was unclear if the repairs had been carried out by the City Council directly or via a contractor.

**ACTION:** Clerk to report pot holes again, noting the repairs carried out had failed.

**124. PLANNING MATTERS**

The Planning Applications received since the last meeting were considered:

**Weekly list for the period 5 March to 9 March 2018**

<b>124.1</b>	<b>Application Number:</b>	<b>FUL/2018/0472</b>
	Application Site:	Pickford Barn Pickford Green Lane
	Proposal:	Proposed demolition of outbuilding and the erection of a new dwelling to provide residential accommodation

**RESOLVED THAT:** No comment.

<b>124.2</b>	<b>Application Number:</b>	<b>FUL/2018/0528</b>
	Application Site:	Harvest Hill Mobile Home Park Oak Lane
	Proposal:	Change of use of land to allotments and internal access road

**RESOLVED THAT:** Parish Council to comment on the planning permission. The Parish Council agreed to the change of use of the land to allotments but were in objection to the internal access road.

**124.3 Application Number: TP/2018/0533**  
Application Site: Meriden Business Park Copse Drive  
Proposal: Poplars (T1 T2 and T3) - Fell

**RESOLVED THAT:** No comment.

**Weekly list for the period 12 March to 16 March 2018**

Nothing to report

**Weekly list for the period 19 March to 23 March 2018**

**124.4 Application Number: FUL/2017/2760**  
Application Site: Allesley Scout Hut Washbrook Lane  
Proposal: Erection of two shipping containers with canopy over for storage purpose (retrospective application)

**RESOLVED THAT:** No comment.

**124.5 FUL/2017/2696**

Erection of livestock and feed storage, 2 No. 6m x 40m poly tunnels, 1 livestock shelter and new access road from A45 – amendment.

**RESOLVED THAT:** The Parish Council continue to strongly object to the planning application. Clerk to resubmit previous objection.

**Weekly list for the period 26 March to 30 March 2018**

Nothing to report.

**Weekly list for the period 2 April to 6 April 2018**

**124.6 Application Number: LDCE/2018/0748**  
Application Site: Cornerways Farm Washbrook Lane  
Proposal: Application for a Lawful Development Certificate for the continuous external storage of products as required by L Swann Merchants business

**RESOLVED THAT:** No comment.

**125. CORRESPONDENCE**

**125.1 Redevelopment of Chestnut & Hawkesmill Nurseries (Bloor Homes Ltd submission of application for residential development)**

A letter had been received from Marons Planning in relation to the redevelopment of Chestnut and Hawkesmill Nurseries.

**RESOLVED THAT** the update be noted.

**125.2 Harvest Hill Cottages, Oak Lane**

Correspondence had been received from a resident living in Harvest Hill Cottages expressing concerns from neighbours in relation to a building that had been erected. It is thought that no planning permission had been obtained and the building was in breach of permitted development.

**RESOLVED THAT:**

- (i) Clerk reply, directing the resident to Martin Potts at Coventry City Council.
- (ii) Clerk to write to Martin Potts requesting the matter be looked into.

**126. Finance**

126.1 to approve payments: -

<b>Cheque Payments (Current Account)</b>				
<b>Date</b>	<b>Reference</b>	<b>Payee</b>	<b>Details</b>	<b>Value</b>
30.03.18		Jane Chatterton	Salary March 2017	
09.04.18		Sitting Firm	Restoration of Parish Council Benches	£732.00
30.03.18		Jane Chatterton	Office Allowance up to 31 <sup>st</sup> March 2018 (paid)	£40.00
30.03.18		Jane Chatterton	Reimbursement of ICO Membership (paid)	£35.00
30.03.18		Mathew Southall	Reimbursement of website hosting	£12.56

**RESOLVED THAT:** the payments be approved.

**126.2 Quarterly Report**

The quarterly report up to 31<sup>st</sup> March 2018 was discussed.

**RESOLVED THAT** the quarterly report up to 31<sup>st</sup> March 2018 be approved.

**126.3 Expenditure over £100 document**

The Expenditure over £100 document up to 31<sup>st</sup> March 2018 was received. The document was a requirement of the Transparency Code and the audit process, the document showed parish council expenditure over £100 and any VAT recoverable.

**RESOLVED THAT** the Expenditure over £100 document be noted.

**126.4 Clerk's Hours Review**

At March's meeting the Clerk had made a request to the Chairman and Vice Chairman for consideration to an increase in hours. This was agreed in principle and to be formally discussed and approved at April's meeting.

The Clerk had now been in post since August 2017 and had been keeping a log of the hours to effectively meet the requirements of Clerk and RFO. It was noted that compliance with the Transparency Code had increased the workload and more documentation had to be produced and uploaded to the website.

**RESOLVED THAT**

- (i) it was agreed to increase the Clerk's hours to 7 hours per week to be reviewed after 6 months.
- (ii) Clerk to notify the payroll provider.

**127. Internal Audit****127.1 Internal Auditor**

Following the completion of the financial year 2017-18 the parish council's accounts required an internal audit. It was agreed to employ Louise Best as both independent and competent to carry out the internal audit.

**RESOLVED THAT**

- (i) Louise Best carry out the internal audit.
- (ii) The Clerk prepared the accounts and supporting documentation.

**127.2. Annual Governance and Accountability Return 2017-18**

The Clerk updated that the Annual Governance and Accountability Return 2017-18 Part 2 was to be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that met the qualifying criteria, and that wished to certify themselves as exempt from a limited assurance review.

It was noted that Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

These include:

- Certificate of Exemption (page 3 of AGAR) to be completed by 11<sup>th</sup> June.
- Annual Internal Audit Report 2017/18 (page 4 of AGAR)
- Section 1 – Annual Governance Statement 2017/18 (page 5 of AGAR)
- Section 2 – Accounting Statements 2017/18 (page 6 of AGAR)
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

The AGAR and supporting paperwork would be sent for internal audit at the beginning of May and the AGAR completed at May's parish council meeting.

**RESOLVED THAT** the Annual Governance and Accountability Return 2017-18 be completed at May's meeting following the internal audit.

**128. Connecting Coventry - Strategic Transport Investment Programme Update**

Matter discussed in detail during Public Session.

**RESOLVED THAT**

- (i) Clerk to write to Colin Knight, inviting him to attend May's meeting.
- (ii) Freedom of Information request to be sent to CCC requesting information including route. (Clerk to liaise with Councillor Farrar).

**129. NHP**

Councillor Farrar reported that the NHP was progressing and he would liaising with Berkswell Parish Council.

**RESOLVED THAT** the update be noted.

**130. Councillor's reports and items for future Agenda:**

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**Smoke**

It was reported that smoke had been sited, the huge plumes of black smoke from Dadley's Wood area appeared to be from burning plastic.

**ACTION:** Agenda item May's meeting.

**131. Next Meeting**

The next meeting was confirmed as Monday 21<sup>st</sup> May 2018.

Meeting closed at 9:36pm

SIGNED BY THE CHAIRMAN  
LES SWANN

21<sup>st</sup> May 2018