

## ALLESLEY PARISH COUNCIL

Minutes of the **PARISH COUNCIL MEETING** held at 8:00pm

12<sup>th</sup> May 2025 the meeting was held at Corley Village Hall, Church Lane, Corley

**Present:** Councillor T Burton (Chairman) Councillor Hobson  
Councillor M Davies Councillor V Parry  
Councillor L Gilleran

**Ward Councillors:** 0

**Public:** 0

**In Attendance:** Jane Chatterton, Clerk & RFO

*Councillor Burton was in the Chair*

The Chairman opened the meeting.

### **767. Public Forum**

#### Northbrook Running Club – 10k run and road closure

Members of the Running Club attended the meeting to provide information on the up-and-coming run.

#### Details:

Date: Sunday 13<sup>th</sup> July. Official duration of closure is 8:30am to midday, but roads will be opened as the last of the runners pass through. Same weekend as the Allesley Festival.

Child's race – starts on Washbrook Lane to Hawkes Mill Lane – 8:30am and road opens again around 9am.

Adult race – from 9:00am a sequence of closures on the route. Run starts at 9:10am and then roads open on a rolling basis as the runners come through. eg Browns Lane is open after approximately 10 minutes. Duration of run is approximately 1.5hrs. Those who are slower, including walkers start off earlier.

The arrangements are a repeat on last year's race which worked well. The Organisers recognise that anyone who needs access in an emergency will have this. There will be marshals assisting with this. The Chief Marshall co-ordinates the "street based" marshals.

The scouts will be providing the water stations. The Running Group cover the route and tidy up after the race has finished.

The Chairman thanked the Running Group for attending and for taking the time to liaise with the Parish Council.

**768. Apologies for Absence**

Apologies for absence were received from Parish Councillors Swann, Farrar and Grove. Ward Councillors Birdi, Jandu and Christopher.

Councillors are reminded that apologies for absence should be sent to the Clerk in writing prior to the meeting.

**769. Members' Code of Conduct – Declarations of Interest**

There were no declarations of interest.

**770. Responses from CCC to CEO of WALC in Relation to Outstanding Issues for APC**

- Issues with CCC Planning Portal
- Breach of CCC Injunction
- Lack of any communication with Rob Back

It was recorded that all actions remain outstanding.

The Chairman and Councillors Davies and Gilleran had met with Taiwo Owatemi MP in March. A second meeting had taken place in April with all PC Councillors, a representative from the MP's Office and Ja'Neen Day WALC CEO. A further meeting was being arranged by the MP for June. Attendees would include Parish Councillors, Clerk, Julie Nugent, CCC Chief Executive; Ja'Neen Day and Taiwo Owatemi, MP.

770.1 Discussion of any additional matters to be raised at the meeting with CCC Chief Executive and MP

**ACTION:** Clerk to liaise with MP's Office for a date.

**771. Updates from Ward Councillors**

None present, no updates received.

**772. Minutes of the Previous Meeting**

The Minutes of the Parish Council Meeting held on 24<sup>th</sup> March 2025 were received and discussed.

**RESOLVED THAT** the minutes of the previous meeting held on 24<sup>th</sup> March 2025 be approved.

**773. Matters Arising**

There were no matters arising, not listed on the agenda.

**774. Planning Matters**

To Consider Planning Applications received since the last meeting and discuss any enforcement matters.

**774.1 Hogs End Farm, 260A Hawkes Mill Lane**

The Parish Council had received reports that the land had been inaccessible by the Fire Service, when they had attended site to put out an unattended and out of control fire. The owner of the land visits the site daily (sometimes multiple times) to store waste, including household items, plastics, furniture, carpets etc. The waste is then being placed in a skip and set alight. The owner leaves the fire unattended whilst burning. The land has trees which have previously caught fire. Accelerant is also kept on site.

The driveway to the land is long and narrow. The bin lorries are unable to use the drive and there is a telegraph pole opposite the entrance which causes access issues for turning.

**ACTION:**

- (i) Councillor Davies to liaise with the Fire Service and request a site visit to ascertain if a fire tender can access the narrow driveway.
- (ii) Parish Council to liaise with the neighbouring property owners.
- (iii) Clerk to write to CCC advising them that the PC are liaising with the Fire Service.
- (iv) Clerk to ascertain if the landowner has the required Waste Carrier Licence.

**774.2 Wall Hill Farmhouse hedge removed and road access breaching previous enforcement**

The owner of Wall Hill Farmhouse had removed a well-established hedgerow and erected a tall fence. This had been reported to Planning Enforcement previously. An access driveway had now been installed with a gated entrance without planning permission.

**ACTION:**

- (i) Clerk to request an update from Planning Enforcement.
- (ii) Clerk to report the installation of a new access and gateway which had previously been refused by planning.

**774.3 Tedd Pitts Lane – Greenacres.**

The owner is currently installing a new driveway through the coppice. This has resulted in many established trees being felled and significant earth moving works.

**ACTION:** Clerk to report to Planning Enforcement.

**775. Flooding**

**775.1 Leak from water main flooding land**

It was reported that complaints had been received in relation to flooding on fields around Pikers Lane. The farmers had advised the fields were so flooded that the land could not be driven on by tractors or farmed.

Severn Trent had been contacted who state that the water isn't coming from their water supply.

Farmer was advised that as it was on private land the Parish Council had no jurisdiction over the matter, advised them to contact the EA.

**776. Social Media Update**

**ACTION:** Councillor Hobson to add Councillor Gilleran as an admin.

**777. Police and Crime update**

Nothing to report.

**778. Fly Tipping**

Flytipping has been collected promptly after reported on several occasions – Washbrook and Oak Lane.

**ACTION:**

- (i) Clerk to order new signage.
- (ii) Fly tipping CCTV cameras to be discussed at June's meeting.

**779. CCTV**

Sites were still being investigated. The proposed site on Wall Hill Road did not have a sufficiently fast internet connection for an installation to be feasible.

**780. Correspondence**

Nothing further to discuss.

**781. Parish Area and Boundary**

**ACTION:** Councillor Grove to produce the map.

**782. Government Boundary Review – North Warwickshire**

**ACTION:** Liaise with NWBC.

**783. Highways Matters**

**783.1 Ongoing sewage discharge issue on Pickford Green Lane**

Sewage was reported as continuing to leak from both the manhole cover and an outlet in the bank on Pickford Green Lane. Councillor Davies has asked ST to investigate again and obtained a job number. To be updated.

**783.2 Saxondale**

The property remains empty and subsequently there is no discharge into the ditch outside No 8 Harvest Hill Cottages, Oak Lane.

**783.3 Unsuitable for HGVs signage Oak Lane/A45**

Due to ongoing delays with the opening of the Pickford Gate bridge and discussions with Ian Lewis stalling, essential we apply now for “UNSUITABLE FOR HGVs” signage on Oak Lane/A45 and Washbrook Lane/Windmill Hill and Wall Hill Road/Bridlebrook Lane.

**ACTION:**

- (i) Councillor Davies to provide draft for Clerk to send to Highways to include details of defunct bus stop which was recently re-surfaced and marked (as if legal parking area).
- (ii) Suggestions to write to Highways officer or write via generic name and include MP.
- (iii) Request an update from Cllr Bea Christopher as to what she asked CCC about in relation to Oak Lane/A45 junction.
- (iv) Inform Highways that new sign shows Oak Lane as being the turnoff for Pickford Gate – missing off their new signage. Needs to be rectified to avoid confused HGVs.

**783.4 Washbrook Meadows**

**ACTION:** to be discussed further at a later date.

**783.5 Laminated plant ID**

Suggestion to place laminated plant ID and explanation re verge management on each lane.

**ACTION:** Councillor Davies to progress.

**783.6 Closing off of Watery Lane**

It was reported that a letter had been received from David Keany containing information of proposals for a temporary closure.

**ACTION:** Clerk to reply with the following comments:

Allesley Parish Council would accept the proposals subject to the following being agreed beforehand:

1. We request measures be put in place by the start of July in order that the effects over the summer are maximised and prior to the Northbrook Running Race.
2. That CCC agree that the Parish Council would be fully involved in the trial of the temporary closure and receive the feedback of the analysis.
3. That CCC confirm how the closure would be monitored/analysed and what metrics would be used to determine whether or not it had been a success.
4. That CCC confirm what method would be used to create the temporary closure whilst still permitting access to those who need access.
5. That the temporary closure to be for a time period of at least 12 months to allow analysis of the effect of the closure through the seasons.

### 783.7 Broken and missing road signs

Councillor Parry updated that she had been recording road signs which required update.

**ACTION:**

- (i) Full list of road signs to be created, not just broken ones.
- (ii) Councillor Parry and Davies to work on the project together.

### 783.8 Improvements to Hollyfast Lane (currently no through road)

Carry over to June's meeting.

### 783.9 75<sup>th</sup> British National Ploughing Championships & Country Festival

Event to take place on 11<sup>th</sup> and 12<sup>th</sup> October 2025

**ACTION:** Clerk to chase a response from the National Ploughing Championships.

### 784. Councillor Email Addresses

Councillor Gilleran confirmed that he had set up new emails for the Clerk and Chairman which were now .gov emails.

**ACTION:** Councillor Gilleran set up new email addresses for all Councillors.

### 785. Finance

#### 785.1 To approve payments

Expenditure - 2024-25

DATE	REF	PAYEE	DETAILS	AMOUNT
18.03.25	E70	Freeola	Web hosting	£14.76
18.03.25	E71	ICO	Membership	£47.00
21.03.25	E72	J Chatterton	Councillor Lanyards	£83.33
31.03.25	E73	Unity	Service Charge	£6.00

**Income - 2024-25**

DATE	REF	PAYEE	DETAILS	AMOUNT
21.03.25	R	Barclays	Interest	£65.45

**Expenditure - 2025-26**

DATE	REF	PAYEE	DETAILS	AMOUNT
07.04.25	E1	WALC	Annual Membership	£500.20*
07.04.25	E2	J Chatterton	Clerk Salary April	DPA
07.04.25	E3	HMRC	Tax & NI Clerk	DPA
07.04.25	E4	J Chatterton	Office allowance, phone	£36.00
16.04.25	E5	J Chatterton	SLCC membership partial payment	£90.00
16.04.25	E6	SLCC	BK221097-1 Unlawful planning	£36.00*
16.04.25	E7	J Chatterton	BK22152-1 Excel partial	£36.00

\*inc VAT

**RESOLVED THAT** the payments be approved.

**785.2 Bank Reconciliation 31<sup>st</sup> March 2025**

The Bank Reconciliation 31<sup>st</sup> March 2025 was received and discussed.

Balance per bank statements as at 31 <sup>st</sup> March 2025:	£	£
Account 1 Unity	£12,953.50	
Account 2 Barclays	£727.30	
Account 3 Barclays	£18,570.77	

£

**£32,251.57**

Less: any unsigned cheques at 31<sup>st</sup> March 2025

(£0.00)

Add: any un-banked cash at 31<sup>st</sup> March 2025

£0.00

Net balances as at 31<sup>st</sup> March 2025

**£32,251.57**

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

**CASH BOOK**

Opening Balance 1 <sup>st</sup> April 2024	£27,707.85
Add Receipts up to 31 <sup>st</sup> March 2025	£19,624.08
Less: Payments up to 31 <sup>st</sup> March 2025	(£15,080.36)

Closing balance per cash book as at 31<sup>st</sup> March 2025

**£32,251.57**

**RESOLVED THAT** the Bank Reconciliation 31<sup>st</sup> March 2025 be approved.

**785.3 Quarterly Report 31<sup>st</sup> March 2025**

The Quarterly Report 31<sup>st</sup> March 2025 was received and discussed.

**RESOLVED THAT** the Quarterly Report 31<sup>st</sup> March be approved.

## **786. AUDIT**

### **786.1 Annual Governance and Accountability Return 2024-25**

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 of the AGAR) to be completed by the authority.
  - Section 2 – Accounting Statements (page 6 of the AGAR) to be completed by the authority.

### **786.2 Section 1 Annual Governance Statement**

The Parish Council completed the Certificate of Exemption, page 3 which was signed by the Chairman and RFO as required.

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.

### **786.3 Section 2 Accounting Statements**

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

**RESOLVED THAT** Section 2 Accounting Statements be completed and approved.

### **786.4 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.

These documents included:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2024/25, page 4
- Section 1 – Annual Governance Statement 2024/25, page 5
- Section 2 – Accounting Statements 2024/25, page 6
- 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.

**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.

**786.5 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 31<sup>st</sup> March 2025 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.

**787. Coventry City Council Complaint**

**ACTION:** Clerk to chase the dates.

**788. Councillor's Reports and Items for Future Agendas**

- Road Signs
- Meeting dates
- Flytipping CCTV cameras

**789. Date of the Next Meeting**

The date of the next meeting was confirmed as 16<sup>th</sup> June 2025.

Meeting closed at 10:00pm.