

The Civil Parish of Ryton on Dunsmore
Minutes of the meeting held on Wednesday 7th June 2017 in the Village Hall at 7pm

At 7pm the Chairman opened the meeting.

Present:

Chairman: Councillor Ian Spiers

Councillors: Brenda Clarke, Rod Clarke, Colin Harrow, Jayne Lloyd, Geoffrey Marsh, Martin Nobes, Stuart Tetlow, Steve Witter

Mr Ian Castledine - Prologis Liaison

Borough Councillor Carolyn Watson-Merret

There was one member of the public present

Mr Geoffrey Tooke (Clerk)

18 17/18 Apologies

Councillor Chris Harbert sent his apologies.

Borough and County Councillor Howard Roberts sent his apologies.

19 17/18 Declarations of interests with regard to items on the agenda

None.

20 17/18 Prologis report

Mr Ian Castledine gave his report to the meeting, the issue of overgrown vegetation has been resolved, and there is no obvious source of the reported solvent smell that occurred last month.

21 17/18 Police Report

PCSO Matt Havelock gave his report which will be available later. There will be the launch of the Ryton rogue trader no go zone on 21st June 2017 at 2pm.

22 17/18 Public participation session

The Clerk had been handed a petition asking for planting along the replacement fence separating the A45 London Road from Bagshaw Close. The Chairman pointed out that the land belonged to Warwickshire County Council. The Members agreed to send the petition to Cllr Roberts for his attention.

23 17/18 To approve the minutes of the last meeting

Resolution, Proposed Cllr Spiers seconded Cllr Nobes

The Council resolves that the minutes of the last meeting be approved and signed as correct.

Unanimous

24 17/18 Matters arising from the minutes of the previous meeting

There were no matters arising that are not covered by agenda items for this meeting.

Finance

25 17/18 Payments made since the last meeting

The payments made since the previous meeting in accordance with Standing Orders were listed and copies had been previously distributed to members.

Resolution proposed Cllr Spiers, seconded Cllr Tetlow.

It was resolved unanimously to accept the payments that had been made since the previous meeting in accordance with Standing Orders and Financial Regulations. Unanimous

26 17/18 Receipts since the last meeting

The Members noted the details of the receipts, as listed.

Resolution proposed Cllr Spiers, seconded Cllr Tetlow.

It was resolved unanimously to accept the receipts that had been received and recorded since the previous meeting in accordance with Financial Regulations. Unanimous

27 17/18 Bank reconciliation

The Members noted the bank reconciliation as presented.

28 17/18 Budget and Forecast 2017/18

The Members noted the budget and forecast as presented.

29 17/18 Reserve allocation

The RFO presented draft reserve allocation, but as Rugby Borough Council have now agreed to some of the projects on the list being funded by Sec106 money it now needs to be revised and will

be represented to the next meeting.

30 17/18 Pavilion Refurbishment

The sourcing of the insulation has been delayed due to a market shortage and an increase in price. The first fix electrical work is complete, but there will be temporary lighting for the Church Fete. Quotes are being obtained for reinstating the window. The trailer needs to be re-homed.

31 17/18 Parish Council Donation – Air Ambulance

The Council usually gives an annual donation to the Air Ambulance.

Resolution proposed Cllr Spiers, seconded Cllr Marsh.

This Council resolves, under the Powers of General Competence, to give the Air Ambulance a donation of £100. Unanimous

32 17/18 Church Clock maintenance invoice

The Clerk has difficulty getting authorisation to pay the Church Clock invoice. A better Church contact will be used in future.

Financial Control Issues

33 17/18 Re-approve Financial Regulations

The Financial Regulations have not changed since their last approval in 2016. A full copy was included in the agenda pack for the members before the meeting

Resolution, proposed Cllr Spiers, seconded Cllr Marsh

The Members approved the Financial Regulation as presented. Unanimous.

34 17/18 Control issues form the Practitioners' Guide to Proper Practices

The Practitioners' Guide "Governance and Accountability for Smaller Authorities in England" was included in the agenda pack for members before the meeting. The Members agreed that the internal Control procedures met with the requirements of the Guide. The Members also agreed that they understood and use the measures that are in place, however the Members are always welcome at any time to come to the Parish Office and examine them in more detail for themselves.

Resolution proposed Cllr Marsh, seconded Cllr R Clarke.

The members believe that the current internal financial controls meet the needs of the Council.

Unanimous.

35 17/18 Report on the capital assets and liabilities vested in the Council

The asset register was discussed and noted. This is a living document and needs to be kept up to date.

Resolution, proposed Cllr Spiers, seconded Cllr Marsh

The Members resolved that the register is the true record of the assets held by the Council.

Unanimous.

36 17/18 Risk Assessment and management

The current Financial Risk Assessment and Management Register was presented to the Members. The Members were asked to be mindful of any further risks during the year that may need to be added to the risk assessment register. The risk assessments that don't directly relate to finance will be reviewed and re-presented to the next meeting.

Resolution proposed Cllr Spiers, seconded Cllr Witter

Resolved to approve the Financial Risk Assessment and Management register presented to the meeting. **Unanimous**

37 17/18 Approved contractor list

The list was presented and approved by the Members.

Resolution proposed Cllr Spiers, seconded Cllr Lloyd

Resolved to re-approve the Approved Contractor List for use by the Council. **Unanimous**

38 17/18 Cheque Signatories

Two Councillors must sign cheques and be counter signed by the Clerk.

Resolution, proposed Cllr Spiers, seconded Cllr Witter

The Members resolved that all Councillors may be cheque signatories, any two to sign plus the Clerk. Unanimous.

39 17/18 Direct Debits

The Members noted that Severn Trent will be Waterplus when the direct debit transfers.

Resolution proposed Cllr Spiers, seconded Cllr Nobes

The Members resolved to reconfirm the direct debits already authorised and set up by the Council.

Unanimous.

40 17/18 Chairman's Honorarium

Resolution proposed Cllr Marsh, seconded Cllr Harrow

Resolved to reconfirm the existing Chairman's Honorarium at £700. Unanimous

41 17/18 Reconfirm Photocopier charges

Resolution proposed Cllr Spiers, seconded Cllr Lloyd

It was resolved that non-parish council use of the photocopier will be charged at 10p per copy for black and white and 20p per copy for colour. Unanimous

42 17/18 Set Allotment rent from 1st October

Resolution proposed Cllr Marsh, seconded Cllr Harrow.

The Council sets the rent for next year at £12 per plot or part plot. Unanimous

43 17/18 Junior Football Pitch and Pavilion fee

Resolution proposed Cllr Marsh, seconded Cllr Nobes.

The Members agreed to keep the junior Pitch and Pavilion fee at £300pa. Unanimous

44 17/18 Membership of the Society of Local Council Clerks

The Council pays for the Clerk's membership of the SLCC.

Resolution proposed Cllr Spiers, seconded Cllr Lloyd.

The Members resolve that the Council should pay for the Clerk's membership of the SLCC.

Unanimous

45 17/18 Mileage rate (tax-free)

The members noted that the tax-free mileage rate is 45p per mile and this will be used by the Council.

Resolution proposed Cllr Spiers, seconded Cllr Nobes.

The Members resolve that the Council mileage rate is 45p per mile. Unanimous

Accounts and Audit

46 17/18 Approve Annual governance statement 2016/17

The Chairman went through the annual governance statement point by point. The Members agreed to the statements.

Resolution, proposed Cllr Tetlow, seconded Cllr R Clarke,

The Parish Council approve the annual governance statement for 2016/17 and the Chairman and Clerk may sign the form on behalf of the Council for the Annual Audit. Unanimous.

47 17/18 Internal Control

The Members were reminded that they had a copy of "Governance and Accountability for Local Councils – A Practitioners' Guide" and the Financial Regulations of the Council and should therefore be mindful of the procedures that are in place.

48 17/18 Approve Accounts for 2016/17

The Responsible Financial Officer had certified the accounting statements and these had been distributed to the Members in advance with the meeting agenda. The RFO presented to the Council the financial statements and accounts for year 2016/17 and took questions. The Members considered the statement of accounts for 2016/17.

Resolution, proposed Cllr Spiers, seconded Cllr Marsh,

The Parish Council approves the accounts for 2016/17 in accordance with the Accounts and Audit Regulations 2015 as presented to the meeting without modification or reservation. Unanimous.

The Chairman signed and dated the statement of accounts.

49 17/18 Internal Auditor's Report

The Responsible Financial Officer presented to the Council the Internal Auditor's report and took questions. The report had been distributed to the Members in advance with the meeting agenda. The Member accepted the report and its recommendations.

Resolution proposed Cllr Marsh, seconded Cllr Spiers.

The Members noted and accepted the Internal Auditor's report and the recommendations as presented. Unanimous.

50 17/18 Reappoint Accountant

Resolution, proposed Cllr Spiers, seconded Cllr Marsh,

The Members resolve to reappoint the accountant and gave a vote of thanks for the work she has done for the Council this year. Unanimous.

51 17/18 Reappoint Internal Auditor

Resolution, proposed Cllr Spiers, seconded Cllr Marsh,

The Members resolve to reappoint the internal auditor for a fee of £250 for the year. Unanimous.

To consider Planning Applications and Approvals

Planning Applications

52 17/18 17-139 R17/0597 Ryton Organic Gardens, CV8 3LG

Installation of two shipping containers, covered open sided timber structure with associated permeable hardstanding for research into sustainable drainage including the formation of new composting area.

The Members resolved to not comment on this planning application.

53 17/18 17-141 R17/0825 2 Bagshaw Close, CV8 3EX

Change of use from mixed Class A1 (retail), Class A3 (food for on-site consumption) and Class A4 (drinking establishment) to mixed use Class A3 (food for on-site consumption), Class A4 (drinking establishment) and Class A5 (hot food takeaway) of the Town and Country Planning (Use Classes) Order 1987 as amended.

The Members resolved to not comment on this planning application.

54 17/18 17-151 R17/0490 62 High Street CV8 3FH

Erection of a two storey side extension.

The Members resolved that they had no comments to make except that neighbour consultation should be carried out.

55 17/18 17-152 R16/2323 Unit DC1, JLR, Imperial Road Prologis CV8 3LF

Proposed storage building and waste storage area, including shipping containers.

The Members resolved to not comment on this planning application.

56 17/18 Applications responded by delegated Authority

Responses can be found on the Parish Council part of the Village Website

www.ryton-on-dunsmore.org.uk

17-107 R16/1319 7 Poplar Grove CV8 3QE

Erection of a two storey rear extension.

17-113 RBC/17CM008 Ryton Pools Country Park, CV8 3BG

Variation of Condition 3 of R1330/05CM010 Date upon which the landfill gas generator equipment must be removed from the site in order to allow retention of the landfill gas utilisation facility on site for a further 15 years until May 2035. No response made.

17-119 R17/0685 5 Holly Drive, CV8 3QA

Erection of single storey flat roof rear extension with inclusion of UPVC window and doors and the a lantern skylight.

17-131 R16/1922 JLR DC3 Prologis Ryton

Installation of additional security fencing. No response made

17-138 R17/0739 51 Leamington Road, CV8 3FL

Addition of balcony to existing dormer, erection of pitched roof over and conversion of existing garage, single storey side and rear extension, pitched roof to existing single storey rear extension, and wall and gates to the front of the driveway. No response made

The Members noted the applications responded to by delegated authority

57 17/18 Approved Planning Application

17-095 R17/0199 Unit DC1 Prologic Ryton Imperial Road CV8 3LF
17-098 R16/2576 10 Church Road CV8 3ET
17-110 R16/2458 Jaguar Land Rover Unit DC7, Prologis Park - Ryton 6 Imperial Road
17-111 R16/1834 Jaguar Land Rover Unit DC7, Prologis Park - Ryton 6 Imperial Road
17-132 R17/0573 Blacksmiths Arms 19 High Street CV8 3EY
17-137 R17/0354 JLR DC3 Prologis Ryton

The Members noted the approved applications

Other Planning Issues

58 17/18 Ryton Neighbourhood Plan

Cllr Marsh reported that eight residents had signed up to be part of the Ryton Neighbourhood Plan team, and that the first meeting will be 26th June 2017 at 7pm in the Village Hall. There is a booklet on how to undertake a Plan at £3 each, Cllr Marsh requested 15 and Cllr Spiers stated that it can be funded from his Honorarium.

The Planning Group is recommended to be a sub-committee of the Parish Council.

Resolution proposed Cllr Marsh, seconded Cllr Lloyd.

This Council resolves that the Ryton Neighbourhood Plan Advisory Group is a Sub-Committee of the Parish Council. Unanimous

To consider Correspondence requiring a decision of the Council

59 17/18 17-115 Ryton Conservation Trust Parish Grants

The Members noted the letter of thanks from the Ryton Conservation Trust for their Parish Grant.

60 17/18 17-116 Evergreen 50+ club Parish Grants

The Members noted the letter of thanks from the Evergreen 50+ Club for their Parish Grant.

61 17/18 To consider Correspondence for Members' information

The information folder contains those items not distributed during the month by email; these were available for inspection at the meeting. The contents were noted.

62 17/18 Play Equipment Actions

One refurbishment quote has been received another should be received shortly.

63 17/18 Water Meadow works

Work has started on brush cutting clearance of the unwanted vegetation, more volunteers are welcome to help out.

64 17/18 Feedback from Annual Village Meeting

The members resolved that there were enough litterbins on the recreation ground. The Members stated that all comments and issues on the Village Hall booking should be sent to the Village Hall Committee and that residents should be encouraged to attend the Village Hall AGM. The Members resolved that grass cutting of the verges and non-Parish Council land should continue to be done by Rugby Borough Council.

65 17/18 Cemetery

There is some wire that needs to be removed before the grass can be cut. Cllr Witter will approach Steetley meadow Trust for access to their grass mower. The no parking sign is on the Cemetery gate.

66 17/18 War Memorial

The grant application has been submitted and the decision date is 30th June 2017.

67 17/18 Village Hall Trust

The VHT is still trying to get quotes for the internal doors and external signs.

68 17/18 UK Mail

There are still lorries using the Leamington Road through the Village.

Resolution proposed Cllr Marsh, seconded Cllr Lloyd.

This Council resolves that a letter of complaint about the continual use of Leamington Road through the Village by UK Mail lorries is sent to their senior management. Unanimous

69 17/18 Members Reports

The Members gave their reports to the meeting.

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70 17/18 Confidential Items

Resolution proposed Cllr Spiers, seconded Cllr Marsh.

Motion under the Public Bodies (Admission to Meetings) Act as amended -

That in view of the special and confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

Unanimous

71 17/18 Review of Village Hall carpark resurfacing decision

The Members discussed the decision made on resurfacing of the Village Hall car park and agreed that a review of the decision may be required under Standing Order 7.

72 17/18 Date of the next meeting

The meeting unanimously resolved that the next Parish Council meeting will be held on Wednesday 5th July 2017 in the Village Hall at 7pm.

The meeting closed at 9.25pm.

Signed _____ Chairman Date _____