At 7.04pm the Chairman opened the meeting.

Present:
Councillors: Steve Witter, Stuart Tetlow, Rachel Nicholson, Marcus Henry, Kam Bahra, Bob Jones, Sam Smyth
Mr Ian Castledine - Prologis Liaison

Miss Lindsay Foster (Clerk)

23 19/20 Resignation of the Chair
Councillor Jayne Lloyd submitted her resignation as Chair to the Clerk

24 19/20 Election of Chairman
Cllr Witter was proposed by Cllr Nicholson and seconded Cllr Smyth. There being no further nominations it was unanimously resolved:
That Cllr Witter be duly elected Chairman of the Parish Council for the year

25 19/20 The Chairman's Declaration of Acceptance of Office
The Chairman made the Declaration of Acceptance of Office of Chairman of the Parish Council.

26 19/20 Election of Vice Chair
Deferral to next meeting

27 19/20 Apologies
Councillor Simon Miller, Jayne Lloyd, Martin Nobes sent their apologies.

28 19/20 Declarations of interests with regard to items on the agenda
None.

29 19/20 Prologis report
Mr Ian Castledine reported that temporary road closures were put in place on Oxford Road for resurfacing. There was concern due to the HGV routing arrangements. Ian Castledine to continue liaising with WCC and Balfour Beatty to ensure access is maintained to Prologis. Councillor Witter requested fundraising assistance from Prologis. Ian Castledine will investigate.

30 19/20 Police Report
Cllr Kam Bahra will meet with PCSO Jon Townsend. There will be 2 drop in sessions to be held in Ryton 12th June and 27th July. Information to be added to the newsletter. Invite new PCSO to the next meeting.

31 19/20 Public participation session
No public present

32 19/20 To approve the minutes of the last meeting
Resolution, Proposed Cllr Tetlow seconded Cllr Smyth
The Council resolves that the minutes of the last meeting be approved and signed as correct. Unanimous

33 19/20 Matters arising from the minutes of the previous meeting
Clerk to follow up grant application with Ladies Guild.

Finance
34 19/20 Payments to be made
The payments to be made in accordance with Standing Orders were listed and copies had been previously distributed to members.
Resolution proposed Cllr Smyth, seconded Cllr Nicholson.
It was resolved unanimously to accept the payments presented in accordance with Standing Orders and Financial Regulations. Unanimous

35 19/20 Bank reconciliation
The Members noted the bank reconciliation as presented.

36 19/20 Budget and Forecast 2019/20
The Members noted the budget and forecast as presented.
37 19/20  Pavilion Refurbishment
Cllr Tetlow has approached 6 rendering companies and is awaiting quotations. Allocation of storage space for tools to be carried out at the pavilion.

38 19/20  Parish Council Donation – Air Ambulance
The Council usually gives an annual donation to the Air Ambulance.
Resolution proposed Cllr Henry, seconded Cllr Smyth.
This Council resolves to give the Air Ambulance a donation of £200. Unanimous

39 19/20  Approval of street light repairs Chapel Lane
Resolution, proposed Cllr Jones, seconded Cllr Bahra
The Members approved that repairs to street lighting in Chapel Lane be carried out. Unanimous.

40 19/20  To approve Standing Orders
Resolution, proposed Cllr Tetlow, seconded Cllr Smyth
The Members resolves to approve and adopt the standing orders. Unanimous.

41 19/20  To approve consultation with Eagles regarding tree works
To discuss further tree works and planting of new trees. Publicise tree report.
Resolution, proposed Cllr Nicholson, seconded Cllr Tetlow
The Members approved that Eagles carry out tree inspection. Unanimous.

Financial Control Issues
42 19/20  Re-approve Financial Regulations
The Financial Regulations have not changed since their last approval in 2018. A full copy was included in the agenda pack for the members before the meeting
Resolution, proposed Cllr Bahra, seconded Cllr Nicholson
The Members approved the Financial Regulation as presented. Unanimous.

43 19/20  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 Nicholson, seconded Cllr Tetlow.
The members believe that the current internal financial controls meet the needs of the Council. Unanimous.

44 19/20  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. The Clerk to investigate tools stored at pavilion with Cllr Witter and Tetlow.

45 19/20  Risk Assessment and management
The current Financial Risk Assessment and Management Register were 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.
Resolution proposed Cllr Smyth, seconded Cllr Bahra
Resolved to approve the Financial Risk Assessment and Management register presented to the meeting. Unanimous

46 19/20  Approved contractor list
The list was presented and approved by the Members. Cllr Tetlow proposed removal of D and H Plastering and Cllr Smyth proposed addition of B and B plastering temporarily
Resolution proposed Cllr Tetlow, seconded Cllr Nicholson
Resolved to re-approve the Approved Contractor List for use by the Council including one addition and one deletion. Unanimous
47 19/20  Cheque Signatories
Two Councillors must sign cheques and be counter signed by the Clerk.
Resolution, proposed Cllr Nicholson, seconded Cllr Smyth
The Members resolved that the current signatories will sign cheques and mandate will be reviewed in 3 months to add new Councillors. Unanimous.

48 19/20  Direct Debits
The Members noted that direct debits remain the same as the previous year. The members noted that the direct payments from debit card are included
Resolution proposed Cllr Bahra, seconded Cllr Nicholson.
The Members resolved to reconfirm the direct debits already authorised and set up by the Council and to continue payments set up on debit card Unanimous.

49 19/20  Chairman’s Honorarium
Resolution proposed Cllr Henry, seconded Cllr Tetlow
Resolved to reconfirm the existing Chairman’s Honorarium at £700. Unanimous

50 19/20  Reconfirm Photocopier charges
Resolution proposed Cllr Nicholson, seconded Cllr Bahra
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

51 19/20  Set Allotment rent from 1st October
Resolution proposed Cllr Nicholson, seconded Cllr Bahra
The Council sets the rent for next year at £12 per plot or part plot. Unanimous

52 19/20  Junior Football Pitch and Pavilion fee
Resolution proposed Cllr Tetlow, seconded Cllr Henry.
The Members agreed to keep the junior Pitch and Pavilion fee at £300pa. Unanimous

53 19/20  Membership of the Society of Local Council Clerks
The Council pays for the Clerk’s membership of the SLCC.
Resolution proposed Cllr Smyth, seconded Cllr Bahra.
The Members resolve that the Council should pay for the Clerk’s membership of the SLCC. Unanimous

54 19/20  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 Bahra, seconded Cllr Tetlow.
The Members resolve that the Council mileage rate is 45p per mile. Unanimous

Accounts and Audit
55 19/20  Note Internal Audit Report
All Councillors thank Marion for her work over the last 12 months and note the contents of her report.

56 19/20  Approve Annual Governance Statement Section 2
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 2018/19 and took questions. The Members considered the statement of accounts for 2018/19.
Resolution, proposed Cllr Smyth, seconded Cllr Jones
The Parish Council approves the accounts for 2018/19 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.
57 19/20 Approve Accounts for 2018/19
The Responsible Financial Officer had certified the accounting statements and these had been distributed to the Members in advance with the meeting agenda.
Resolution, proposed Cllr Nicholson seconded Cllr Smyth
The Parish Council approves the accounts for 2018/19 in accordance with the Accounts and Audit Regulations 2015 as presented to the meeting without modification or reservation. Unanimous.

58 19/20 Reappoint Accountant
Resolution, proposed Cllr Smyth, seconded Cllr Nicholson
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.

59 19/20 Reappoint Internal Auditor
Resolution, proposed Cllr Tetlow seconded Cllr Nicholson
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
None

To consider correspondence

60 19/20 Community Transport
The Council would consider contributing to the scheme but would like WRCC to run and manage the scheme. There are concerns about car insurance and tickets and recruitment of drivers.

61 19/20 Pavilion Queries
The concerns regarding guttering will be addressed during refurbishment and noted. Thank you for ongoing support.

62 19/20 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.

63 19/20 Play Equipment to appoint a representative
Resolution, Cllr Tetlow proposed by Cllr Jones, seconded by Cllr Bahra
The Members resolved that Cllr Tetlow be responsible for upgrades to play equipment.
Unanimous.

64 19/20 Water Meadow works
Cllr Smyth met onsite with other representatives. A footpath is to be investigated further and conversations of transfer of land to Steetley Meadows are ongoing.

65 19/20 Telephone contract and delegated responsibilities
Deferred to next meeting

66 19/20 Posting of agendas on Noticeboards
Cllr Witter and Cllr Bahra will assist the Clerk when updating noticeboards.

67 19/20 Newsletter Delivery
Cllr Nicholson and Cllr Henry could assist. Clerk to approach Dale Keeling

68 19/20 Burial Ground
The Parish Council have proposed to Deeley they could use the burial ground car park whilst works are ongoing at High Street.
Resolution, proposed Cllr Smyth seconded Cllr Jones
The Members resolve to allow Deeley access to the burial ground to park their vehicles whilst works are ongoing. Unanimous.
To approve a liaison between the Parish Council and Deeley.

**Resolution.** Cllr Witter proposed by Cllr Tetlow seconded Cllr Bahra

_The Members resolve that Cllr Witter to be the liaison between Deeley and the Parish Council._

Unanimous.

The grass and hedges to be cut, Cllr Witter to provide a no liability sign for the area. Deelay plan to install litter bins at the site. They will provide their own site security to ensure site is secure.

69 19/20 Report of the Chairman

No updates

70 19/20 Member reports

Cllr Tetlow stated that Trinity Close is to be adopted. This is to be investigated further.

Cllr Nicholson is concerned that there has been some disturbance at the Chinese recently. Cllr Bahra will make Police aware.

Cllr Bahra has discussed with Dale Keeling the use of newsletter funds for home away boxes or personal door alarms. To be added to next agenda.

Clerk to approach Rugby Borough Council for declaration of expenses forms for Councillors.

Cllr Jones is concerned about the large amount of blue spray paint on footpaths by the High street development.

71 19/20 Date of the next meeting

_The meeting unanimously resolved that the next Parish Council meeting will be held on Wednesday 3rd July 2019 in the Village Hall at 7pm._

The meeting closed at 9.10pm.

Signed ____________ Chairman   Date  __________
Payments made in accordance with standing orders

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