

Alderminster Parish Council

Annual Meeting of the Parish Council

Wednesday 16th May 2018
Alderminster Village Hall 7.30 pm

Present: Cllr Geoff Smith (Chairman)
Cllr Mark Meadows (Vice Chairman)
Cllr Karen Jones
Cllr John Melville
Cllr Sherry McGinn
Cllr James Dignan
Mrs M Norman (Parish Clerk and Responsible Financial Officer)

Also present: three members of the public

1	Election of Chairman: There were no nominations for the post of Chairman. Cllr Smith offered to chair the meeting and this was agreed to by the Parish Council.
2	Election of Vice Chairman: There were no nominations for the post of Vice Chairman.
3	Declaration of Acceptance of Office: As no Chairman was elected, the declaration was not signed.
4	Apologies: Apologies for absence were received from Cllr Izzi Seccombe and Cllr Penny Anne O'Donnell.
5	Declaration of interests There were no declarations of interest.
6	Questions from the public: A member of the public expressed his wish that something be done to provide some leisure facilities for the youth of the village. The acting Chairman said that this would be a matter for a future agenda.
7	Minutes of the previous meetings: The minutes of the meetings of the 21 st March 2018 were agreed as an accurate record and signed by the acting Chairman.
8	Matters arising from the minutes of the previous meeting: There were no matters arising.
9	Report from the District Councillor or County Councillor: There were no reports to be made.

10	<p>Annual Governance and Accountability Return Part 2:</p> <ul style="list-style-type: none"> a) The Council received and approved the internal auditor’s report. b) The Council approved the Annual Governance Statement which was signed by the acting Chairman. c) The Council approved the Accounting Statements which were signed by the acting Chairman. d) The Council certified that Alderminster Parish Council was exempt from submitting an Annual Governance and Accountability Return to the external auditor. 	
11	<p>It was noted that all the above documents, together with the Notice of Public Rights and publication of unaudited Annual Governance and Accountability Return would be posted on the Parish Council’s website by the 2nd of June 2018.</p>	
	<p>Speed limit review: After discussion it was resolved to accept option b) of those provided by Warwickshire County Council, namely to leave the VAS sign in its current position and provide village gateways at the entrances to the village. As the Council estimated that the provision of gateways would not exhaust the funds available, it was also agreed to request that the repair of the VAS opposite No 5 should be funded by the remaining s106 money.</p>	
12	<p>Housing Needs Survey: After discussion, it was resolved not to proceed with a further Housing Needs Survey at this time.</p>	
13	<p>Insurance: It was resolved to accept the quote offered by Zurich Insurance at a cost of £206.08.</p>	
14	<p>General Data Protection Regulations: The Council noted that the EU General Data Protection Regulations (2016/679) would come into effect on the 25th May. The Parish Council noted that it would be required to appoint a Data Protection Officer, though the notification to the Information Commissioner would not be needed until the registration renewal date on the 25th May 2019. Cllr Jones reminded the Council that there would be other duties the Council needed to undertake and it was agreed that this item remain on the agenda so the Council could assure itself all necessary steps were being taken to ensure compliance.</p>	
15	<p>National Joint Council for Local Government Services: The Council noted the nationally agreed pay scales for Local Government Services effective from the 1st April 2018.</p>	
16	<p>Maintenance issues: The path leading to the bus shelter beside the church had now been laid and councillors were pleased with the result. The installation of the other bus shelters would take place later, but the Council had not yet been notified of a date. The clerk was asked to notify Highways about the overhanging tree at the corner of New Road. No response had yet been received for the Council’s request to place a grit bin on the junction between New Road and the A422 and the clerk would contact Highways again.</p>	
	<p>The clerk had notified Highways about the two VAS signs which were not working. There was a long waiting list for the repair of these signs and the officer at Warwickshire County Council</p>	

	<p>had not been able to provide any guarantee that these would be fixed. As the sign outside the Barwood development had been removed and subsequently replaced, it was agreed that this repair would take place. Cllr Seccombe had been copied into the correspondence on this. The VAS opposite No. 5 would be put on the waiting list.</p>	
17	<p>Planning applications: The following applications were discussed:</p> <ul style="list-style-type: none"> i) 18/00822/FUL Shennington Farm, Alderminster. Resubmission of previously approved scheme for extensions and alterations to Shennington Farm. No representation was made to this application. ii) 18/01127/ADV Houndshill House: proposed replacement of existing hanging sign, signs on brick boundary wall and signage structure. Addition of two painted signs to building facade. It was resolved to make no representation to this application. iii) 18/00970/FUL Ettington Park Business Centre: proposed erection of a 452.62 sq m steel portal frame building. It was resolved to make no representation to this application. <p>The results of the following planning applications were received:</p> <ul style="list-style-type: none"> i) 18/00258/FUL Land of Shipston Road, Alderminster. Erection of a two storey dwelling house, garage and other associated works (revised scheme of planning permission 16/02327/FUL – including the addition of a fear first floor extension to form one additional bedroom and en suite). Application withdrawn. ii) 18/00377/LBC The Granary, Alderminster Farm: Removal of existing ground floor lounge windows and patio door and replace with bifold doors to match existing surround. Permission granted. iii) 18/00616/FUL Farthings, New Road: extensions and alterations to dwelling. Permission granted. 	
18	<p>Accounts for payments and finance matters: The following payments were approved and authorised:</p> <ul style="list-style-type: none"> i) Clerk’s salary (January) - £** ii) HMRC (income tax) - £** iii) Mrs E Neal - £120 (internal audit) iv) WALC 0 £163.00 (annual subscription) v) Information Commissioner - £35.00 (Data Protection Registration) <p>The acting Chairman and Cllr signed the supporting documents. The Clerk presented the completed income and expenditure accounts which had been verified by the internal auditor. The acting Chairman signed these.</p>	
19	<p>Correspondence: The draft Code of Conduct presented by Stratford District Council would be circulated to all Councillors.</p>	
20	<p>Councillors’ reports and items for future agenda: Discussion of the draft Code of Conduct. Cllr Meadows offered to chair the next meeting and this was agreed to by the Council.</p>	

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Close of meeting:

The meeting closed at 8.30 pm.

Date of next meeting Wednesday 11th July 2018

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