

MINUTES OF THE EXTRAORDINARY MEETING OF WATER ORTON PARISH COUNCIL

held on Thursday 1st December 2022 at 8.00pm at the Pavilion, Open Field Croft.

Present: Cllr. P. Robinson (Chair), Cllr. N. Bevan, Cllr. C. Chown, Cllr. F. Freeman, Cllr. K. Hailstone, Cllr. B. O’Meara, Cllr. W. Rees, Cllr. S. Stuart.

Guests in Attendance: 0

Public in Attendance: 3

Minute Taker & Clerk: Kate Clover, clerkwopc@gmail.com

22/073. Apologies: Cllr. C O’Meara.

22/074. Declarations of Interest and Dispensations: None

22/075. Steerings Committee:

- a) It was proposed by Cllr Stuart, seconded by Cllr Freeman and RESOLVED to approve the terms of reference for the Steerings Committee.
- b) It RESOLVED to appoint Cllr N Bevan, Cllr F. Freeman & Cllr. S. Stuart to the Steerings Committee. Cllr Stuart nominated Russell Lowe & Ralph Coldrick as non-members to the Steerings Committee and it was RESOLVED to appoint the non-members to the Steerings Committee.
- c) It was RESOLVED that the initial priority of the Steerings Committee is to review the existing policies and identify any fundamental policies that are not in place.
- d) The first meeting of the Steerings Committee will be held on Thursday 19th January 2023 at 19:00 at the Pavilion, Openfield Croft.

22/076. Planning:

- a) To consider new application/s:

Reference	Address	Details	WOPC comment	NWBC decision
PAP/2022/0522	Land Adjacent To Dog Inn, Marsh Lane, Water Orton	Proposed construction of 9 no. residential dwellings (use class C3) with associated access, car parking and landscaping together with relocation of access to adjacent public house	None	
PAP/2022/0592	Old Churchyard Of St Peter And St Paul, Old Church Road, Water Orton,	Works to trees in Conservation Area	None	
PAP/2022/0584	Land At Junction Lichfield Road Watton Lane, Water Orton	Application for a Certificate of Appropriate Alternative Development	Object on grounds of safety concerns and potential loss of green space.	

22/077. Finance:

- a) It was RESOLVED to approve the amended payment schedule for October / November & December. The payments on the agenda to Fine Turf Maintenance and the duplicate November salary payment have been removed. The payment to B&Q was amended to B&M and this was a reimbursement to staff not the Clerk.

Payee	Payment Type	Invoice no.	Details	Total
PAID OCT/NOV				
Staff	BACs	V458/9/60/1/2/3	Salaries, PAYE & Pension - Oct 22	2051.09
Water Plus	DD	191186	Water – Pavilion	10.78
Hyperbole	BACs	1407	Website – Admin	60.00
BT Broadband	DD	M019	Broadband – Pavilion	33.85
Croner	DD	608809	HR Fees	146.89
B&M	BACs	V464	Supplies – Reimbursement to Staff	12.00
Opus Energy	DD	73180989	Electricity - Pavilion	177.31

Vodafone	BACs	44017	Mobile – Reimbursement to Clerk	18.58
Staff	BACs	V465/7/8/9	Salaries, PAYE & Pension – Nov 22	2053.08
				4312.78
TO PAY DEC				
NWBC	BACs	6019470	Annual Play Area Inspections	111.12

- b) It was RESOLVED sign the Bank Mandate to remove the previous Clerk and add the new Clerk to the account and to update the correspondence address and approve internet banking for the Clerk.
- c) Finance Committee update: Budget Monitoring for Q3 and a provisional draft budget for 2023/24 had been deferred for further discussion the Committee would make further recommendations in the following month with an aim to have a final budget and precept figure for the January meeting. The Committee recommends adopting the Statement of Internal Controls, this item was deferred until the following meeting so the Steerings Committee could review the policy.

22/078. Bowls Club Toilet Refurbishment: The tender had been publicised on contracts finder and tender documentation has now gone out to the interested parties. Tenders will be returned in sealed & marked envelopes to the Clerks address and are to be returned by 11th December. The tenders will be opened by Cllr Robinson, Cllr Chown, Cllr Bevan and the Clerk as witnesses on 12th December at 10:00am at the Pavilion, Openfield Croft. Cllr Freeman asked whether there was a tender scoring matrix, Cllr Robinson advised that this is not in place but that all of the contractors are reputable suppliers and after the initial tenders are shortlisted further checks would be carried out in terms of public liability insurance, health & safety policies etc.

22/79. Christmas Tree: It was RESOLVED to purchase an 8-9ft Norway Spruce for the village car park, the purchase of which was delegated to the Clerk. A price of £60 has been quoted, Clerk would obtain a comparative quote from another local business if possible and purchase on best value.

22/80. Items for next meeting. None

22/081. Date, time & venue of next meeting.

Thursday 5th January 2023 at 6:30pm, Openfield Croft.

22/082. Closed Session: It was RESOLVED to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed for item 22/083.

22/083. HR Committee:

- a) It was RESOLVED to ratify the delegated decision made by the HR Committee to appoint Kate Clover as Parish Clerk from 21st November at the agreed salary.
- b) It was noted that the agreement is ready for signature, wording has been agreed between parties and payment should be made within 28 days. Cllr B O’Meara proposed and it was seconded by Cllr W. Rees to approve the agreement. Cllr S Stuart proposed an amendment to not sign this document before 5th December 2022. The Council voted against this amendment. Cllr Freeman left the meeting.
The original proposal was moved to a vote, and it was RESOLVED to approve the agreement by majority, Cllr Stuart & Cllr Bevan voted against this proposal. Agreement to be signed by Cllr P. Robinson as Chair of the Parish Council.
- c) It was RESOLVED to ratify the delegated decision made by the HR Committee to approve a pay review for staff, to award the backdated pay as soon as practicable and to amend contracts in line with the recommendations in the confidential report.

The Chair advised that he had received a written resignation from Cllr C O’Meara and read the resignation letter to the Council. Cllr B O’Meara left the meeting.

There being no further business the Chairman declared the meeting closed at 21:52.

..... Signed Date