

# MINUTES OF THE MEETING OF WATER ORTON PARISH COUNCIL

held on Thursday 26<sup>th</sup> January 2023 at 6.30pm at the Pavilion, Open Field Croft.

**Present:** Cllr. S. Stuart (Chair), Cllr. N. Bevan, Cllr. C. Chown, Cllr. R. Coldrick, Cllr. K. Hailstone, Cllr R. Lowe, Cllr. W. Rees.

**Guests in Attendance:** Borough Councillor Reilly, PCSO Demi Smith

**Public in Attendance:** 4

**Minute Taker & Clerk:** Kate Clover, [clerkwopc@gmail.com](mailto:clerkwopc@gmail.com)

**22/101. Apologies:** Cllr. P. Robinson due to ill health

## **22/102. Public Participation**

- a) MOP advised he had previously raised the issue of pollution coming from Beaver Metals to the Parish Council and wanted to know what had been done. Environmental Health issues to be reported to NWBC, telephone number provided. MOP reported Footpath closed on Watton Lane for a couple of days he had reported to WCC, and this has now been re-opened. 30 tonne truck on Vesey Bridge concerns raised regarding structural impact this would have upon the structure. The Bridge is the responsibility of Birmingham City Council so any structural survey / assessment would need to be carried out by them. Incidents witnessed of vehicles report to Police, HS2 trucks also seen on this bridge. Parking around the village unacceptable, especially by shops, fines have been issued by traffic wardens / police (Fixed Penalty Notice of £100.) Suggestion made by Borough Councillor Reilly of speaking to NWBC licensing who may be able to get businesses to encourage compliance from customers. Speed of vehicles an issue, speed cameras required Birmingham Road / Watton Lane / Marsh Lane, speed watch already set up in the area. Cllr Stuart will speak to resident regarding the above matters outside of the meeting to help with contacting the relevant authorities.

Carnival Committee Representatives came regarding item 22/108 and to answer any queries the Councillors may have regarding this; it was RESOLVED by the Council to move item 22/108 forward to decide this matter. Item moved to 22/103, remaining items renumbered accordingly.

**22/103. Water Orton Carnival 2023:** It was RESOLVED to allow the use of the Playing Field and the Pavilion for the Carnival on Saturday 17<sup>th</sup> June 2023 as in prior years. Clerk will obtain copies of insurance and risk assessments for 2023 from the Carnival Committee in due course.

## **Item 22/102. Public Participation continued:**

- b) Borough Councillor Reilly reported NWBC are making progress in conjunction with the community action group (WOCAG) and have items ready to purchase for the friendship site with the grant funds returned from the Parish Council, as agreed. Clerk apologised for the delay in processing the return and had arranged to return this amount via cheque as there had been issues with setting up the payment electronically. Borough Councillor Reilly also reported that the warm hub sessions at the Rugby Club have started, and response has been positive with great attendance so far. Old School Site it was confirmed that planning would be required for any structural decisions to the building.

PCSO Demi Smith reported they have a new PC on the team and hoping to do some community events in the coming months. Vehicle Crime is at a high currently with three stolen vehicles this month. There are no cameras at the moment at the main entrance and exit points of the village, they are looking at locations for an ANPR camera to be installed along the Birmingham Road in conjunction with NWBC. A couple of RTC's reported speeding appears the issue. PCSO does not have power to give speeding tickets but will flag drivers and advise them to slow down. HGV driver disregarding weight restriction caught and driver was arrested as he was undocumented. PCSO Demi Smith is aware of the parking issues within the village and is looking at alternative ways to help combat this as they are not able to constantly monitor due to have 14 villages to attend to between 2 PCSO's (working opposite shifts). More presence of NWBC traffic wardens required, they are commonly see in Coleshill and Atherstone. Park Rd update. Progress to install a 'K' barrier designed to prevent off road bikes coming through the path has been chased due to administrative changes, this is likely to be ordered / installed in the near future. The local policing team have been working with other teams across counties on operations to catch perpetrators of organised vehicle crime which was proving successful. Cllr Hailstone asked if posters detailing information on number of fines given out being displayed at the shops and around the village could help deter visitors from parking irresponsibly, it was felt website, newsletters and social media posts may not reach the intended audience especially if perpetrators came from outside of the village. Information on arrests

and fines is disseminated regularly through many channels, Clerk forwards emails to Councillors on these statistics. Cllr Bevan suggested that a useful numbers list for reporting issues could be collated to aid residents and councillors.

**22/104. Declarations of Interest and Dispensations:** Cllr Stuart reported a potential 'other interest' in item 22/109 due to a family member attending a club also held in the building that the grant application related to.

**22/105. Minutes:**

- a) It was RESOLVED to approve the minutes of the Parish Council meeting held on 5th January 2023

**22/106. Reports from Chairman and Councillors (for information only):** None

**22/107. Planning:**

- a) It was noted that no consultations have been received by NWBC since the previous meeting.
- b) There were no comments on the Dordon Neighbourhood Plan Consultation to submit.

**22/109. Grant Applications:** It was RESOLVED to defer a decision on this item until further information can be obtained from 1<sup>st</sup> Water Orton Brownies.

**22/110. Bowls Pavilion Toilet Rebuild:**

- a) It was RESOLVED to accept the quote from Stibbs Haulage for the enabling works
- b) It was RESOLVED by majority to accept the quote from Bridle Security for the fencing works on the proviso that the specification of the fencing is comparable and suitable references are obtained, Cllr Chown voted against.
- c) It was RESOLVED to formally approve the acceptance of the HS2 / Groundworks Grant and accept the terms and conditions of the Award Agreement. The Council would delegate the monitoring and evaluation of this project to the Maintenance Committee to report back to Council.
- d) It was RESOLVED to formally approve a contribution of £15,000 from reserves to the Bowls Pavilion Toilet Rebuild project.

**22/111. Finance Committee:**

- a) The draft minutes of the Finance Committee held on 18<sup>th</sup> January 2023 were received
  - i. It was RESOLVED to adopt the recommendations from the Finance Committee under minute F22/09 and set the Fees & Charges for 2023/24 accordingly.
  - ii. It was RESOLVED to adopt the recommendations from the Finance Committee under minute F22/10 to set up earmarked reserve funds and approve the transfer of funds to these from the general reserve fund.
  - iii. It was RESOLVED to adopt / amend the recommendations from the Finance Committee under minute F22/11 and set the Budget for 2023/2024 at £151,468.63 income and £180,468.63 for expenditure
  - iv. An amendment was proposed and seconded to keep the precept contribution per household the same to result in a 0% change to taxpayers, the amendment was rejected. It was RESOLVED to adopt / amend the recommendation from the Finance Committee under minute F22/11 and set the Precept for 2023/2024 at £84332.18 representing a 2.97% rise (Band D increase £1.93 per annum) Clerk to notify NWBC of the 2023/24 precept demand.
  - v. It was RESOLVED to adopt the recommendation from the Finance Committee under minute F22/12 and appoint Kim Squires Internal Audit Services for 2022/2023. Clerk to schedule a mid-year review asap.
  - vi. It was RESOLVED to adopt the recommendation from the Finance Committee under F22/12 to open a current and savings account with Unity Trust Bank. Clerk to action.

**22/112. Steerings Committee:**

- a) The draft minutes of the Steerings Committee meeting held on 19<sup>th</sup> January 2023 were received.
  - i. It was RESOLVED to adopt the recommendations from the Steerings Committee under minute F23/05 and to update the Clerks contact details on the Freedom of Information and Grants Policies. Cllr Stuart to action.
  - ii. It was RESOLVED to adopt the recommendations from the Steerings Committee under minute F23/05 to ratify that as at 26.01.23 the below are our existing / current policies in place
    - 1. Communications Policy

2. Freedom of Information Policy (a model publication scheme, to go onto the next agenda and review of this policy / document will be a priority for the Steerings Committee)
  3. Grant Policy
  4. Health and Safety
  5. Terms of Reference HR
  6. Management Risk Assessment
  7. Training and Development Policy
  8. Code of Conduct (template documents below to be discussed and will be a priority for review)
  9. Environment Policy
  10. Equality, Diversity and Inclusion policy
- iii. It was RESOLVED to adopt the recommendations from the Steerings Committee under minute F23/05 that all of the policies (both in item ii & those adopted under item iv) have a review before date added of 27.7.23 and are referred to the Steerings Committee for review to be brought back to full Council before this date.
- iv. It was RESOLVED to adopt the recommendations from the Steerings Committee under minute F23/05 that the Council adopt the following template policies from WALC as they are referred to within the Parish Council's existing policies but are absent.
1. Grievance Policy
  2. Complaints Policy (with an amendment as specified in the minutes)
  3. Review and Evaluation Procedure (Appraisal Policy)
  4. Disciplinary Policy
  5. Dignity at Work Policy
  6. Vexatious Complaints Policy
  7. Induction and Probation Procedures
- v. Councillors to suggest their preferred template Code of Conduct from the three provided and to refer this back to the Steerings Committee for review prior to the February Council meeting.

#### **22/113. General Maintenance**

- a) Play Inspection Report: Cllr Chown advised report similar to previous and dog bin still outstanding. Issues with dog fouling along path adjacent to primary school, Clerk to try and ascertain ownership to find out who is responsible for the upkeep of this area.
- b) Bowls Shed Roof repairs were carried out on 17<sup>th</sup> January 2023 under the delegated authority of the Clerk and the Chair as this expense fell under £1000 and was within the budget amount set for the Bowls Club Maintenance in 2022/23. An invoice for £980 had been received after the payment schedule was published. It was RESOLVED to ratify approval of these repairs and to allow payment of the bill between meetings (to be noted on payment schedule for February)
- c) It was noticed that there was some paint missing / knocked on a column between the windows. Clerk will discuss with caretaker re: possible repair.

#### **22/114. Clerk Report:** To consider matters raised in the Clerk report including: **(Appendix 6)**

- a) It was RESOLVED purchase a replacement laptop as recommended in the report and a subscription to Microsoft Business 365 Standard for the Clerk.
- b) It was RESOLVED to ratify approval of the purchase of Commercial Van Insurance for the Council Van and the purchase of Vehicle Tax for the van since the logbook was amended. Previous Clerk will send any refunds for van insurance and tax back to the Parish Council in due course.
- c) Vodafone contract – Clerk would visit Vodafone with previous clerk to make arrangements to transfer the Council's mobile telephone number to PAYG for the Parish Council to consider an appropriate business contract (SIM only) The mobile device already belongs to the Council. Networks with appropriate signal at both the Clerks Home (place of work) & Pavilion to be considered and number can be transferred to any network via a PAC code.

**22/115. Finance:**

a) It was RESOLVED to approve the payment schedule for January.

Payee	Supplier	Payment Type	Invoice no.	Details	Net Amount	VAT	Total	Payment Status
OPUS Energy Ltd	OPUS Energy Ltd	DD	73386502	Electricity - Pavilion	£ 476.50	£ 95.30	£ 571.80	PAID 24/12/22
Jerroms	Jerroms	BACs	JHBW553	Payroll Costs Sep-Nov 22	£ 150.00	£ 30.00	£ 180.00	PAID 06/01/23
Chubb	Chubb	BACs	9654462	Fire Safety Service Contract	£ 299.39	£ 59.88	£ 359.27	PAID 10/01/23
Chubb	Chubb	BACs	9642644	Emergency Lighting Contract	£ 137.55	£ 27.51	£ 165.06	PAID 10/01/23
D. Burley	Hawthorne Hardware	BACs	N/A	Dustpan & Brush	£ 9.99	£ -	£ 9.99	PAID 11/01/23
D. Robinson	Vodafone	BACs	B3-579247677	Mobile Phone	£ 25.53	£ 5.11	£ 30.64	PAID 13/01/23
Waterplus	Waterplus	DD	INV00770303	Water - Pavilion	£ 10.78	£ -	£ 10.78	PAID 13/01/23
D. Burley	Coeshill Tools	BACs	N/A	Strimmer Servicing x 2	£ 120.00	£ -	£ 120.00	PAID 16/01/23
Atlanta One Insurance	Swinton Van Insurance	BACs	4200084	Van Insurance	£ 1,620.59	£ -	£ 1,620.59	PAID 19/01/23
BT	BT	DD	M021 K3	Broadband – Pavilion	£ 28.21	£ 5.64	£ 33.85	PAID 20/01/23
OPUS Energy Ltd	OPUS Energy Ltd	DD	73516519	Electricity - Pavilion	£ 187.57	£ 9.38	£ 196.95	DUE 24/01/23
Staff	Staff	BACs / DD	N/A	Staffing Costs	£ 4,638.33		£ 4,638.33	PAID JANUARY
				<b>Total Paid</b>	<b>£ 7,704.44</b>	<b>£ 232.82</b>	<b>£ 7,937.26</b>	
Hyperbole Ltd	Hyperbole Ltd	BACs	1416	Website Fees	£ 15.00	£ 3.00	£ 18.00	TO PAY
Chubb	Chubb	BACs	9597897	Intruder Alarm Monitoring and Maintenance	£ 391.64	£ 78.33	£ 469.97	TO PAY
NWBC	NWBC	BACs	6026814	Q3 Grounds Maintenance	£ 3,039.84	£ 607.97	£ 3,647.81	TO PAY
NWBC	NWBC	BACs	722389	Garage Rent	£ 27.30	£ -	£ 27.30	TO PAY
SLCC	SLCC	BACs	MEM242371-2	Subscriptions	£ 174.60	£ -	£ 174.60	TO PAY
Croner HR	Croner HR	DD	C000623193	HR Fees	£ 124.71	£ 22.18	£ 146.89	DUE 29.01.23
DVLA	DVLA	DD	56178651001	Vehicle Tax - BT63PKV	£ 290.00	£ -	£ 290.00	DUE 01.02.23
				<b>Outstanding amount to pay</b>	<b>£ 4,063.09</b>	<b>£ 711.48</b>	<b>£ 4,774.57</b>	
				<b>TOTAL EXPENDITURE</b>	<b>£ 11,767.53</b>	<b>£ 944.30</b>	<b>£ 12,711.83</b>	

Re-payment of £5,000 grant to NWBC agreed at previous meeting 22/095 to be PAID via cheque as BAC's payment had been unsuccessful. Cheque to be signed in accordance with the Bank Mandate.

Payment of £980 to Castle Bromwich Roofing approved for Bowls Shed roof repairs to show on next payment schedule

**22/116. Items for the next meeting:** Model Publication Scheme, Code of Conduct, Bowls Pavilion Toilet Rebuild Update, Ideas for marking the King's Coronation.

**22/117. Date, Time and Place of next Parish Council Meeting:** Thursday 23<sup>rd</sup> February at 6:30pm at Openfield Croft, The Pavilion.

**22/118. Date, Time and Place of the Annual Assembly of the Parish Meeting:** It was RESOLVED to remove date of the annual assembly of the Parish Meeting currently displayed on the website. Councillors would look into their availability from 1<sup>st</sup> March – 1<sup>st</sup> June and availability of various venues in Water Orton which may have a larger capacity and the decision would be deferred until the following meeting.

**22/118 (2). 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 sensitive nature of business to be discussed for items 22/119 – 22/120.

**22/119. Staffing Matters:** It was RESOLVED to agree a flexible working request in the Staffing Report. It was RESOLVED to honour the additional hours worked as requested in the report, 50% to be paid and 50% to be taken as TOIL. Council will consider a job evaluation should the role not settle into the contracted hours over the coming months.

**22/120. Contracts:** It was RESOLVED to approve the Countersignature of the Contract for the main works of the Bowls Pavilion Toilet Rebuild.

There being no further business the Chairman declared the meeting closed at 21:40

..... Signed

..... Date