

MINUTES OF THE MEETING OF WATER ORTON PARISH COUNCIL

held on Thursday 27th July 2023 at 7.00pm at the Pavilion, Open Field Croft.

Present: Cllr S. Stuart (Chair), Cllr K. Brown, Cllr. C. Chown, Cllr. R. Coldrick, Cllr. W. Rees.

Guests in Attendance: County Councillor Watson, Borough Councillor Reilly, Parish Councillor Stuart is also a Borough Councillor.

Public in Attendance: 5

Minute Taker & Clerk: Kate Clover, clerk@wopc.org.uk

23/049. Apologies: Cllr. R. Lowe

23/050. Report from Chairman: A previous Parish Councillor, Lesley Lee had passed away; the Parish Council expressed their condolences to the family and gratitude for her public service. A moment's silence was held in her honour. The Chair reported that Phill Robinson, Feli Freeman & Kay Hailstone had resigned as Parish Councillors. These had been reported to democratic services and notice of vacancies advertised. A co-option application form is available via the website. Members of the public were encouraged to apply and to help make any other potentially interested parties aware.

23/051. Public Participation:

- a) **Members of the public and press:** None
- b) **Reports from County and Borough Councillors:** County Cllr Watson advised that Highways have objected to the application for the old primary school site. Borough Cllr Reilly advised the consultation for this application had been extended until 7th August. It is also hoped that Gilson Road will be re-opened shortly. County Councillor Watson advised that he had awarded Grants from his funding to The Link & St Peter & St Pauls Church in Water Orton. WCC have decided that they will not be joining the WMCA at this time, the main reason at this time being the timescale for this. Speed monitoring data has not yet been received; he will chase this.
- c) **Report from Police Representative:** - Apologies and a written report rec'd from PCSO Demi Smith containing the crime figures for the last month in Water Orton:
X2 Burglary dwelling
X3 Suspicious Circumstances
X1 theft from business
X1 Abandoned vehicle.

23/052. Declarations of Interest and Dispensations: None

23/053. Minutes: It was RESOLVED to approve the minutes of the Parish Council meeting held on 29th June 2023.

23/054. Reports from Parish Councillors (for information only):

- a) The Council noted the written report from Cllr Freeman following the SMZ meeting on 10/07/23. Borough Cllr Reilly advised that at the SMZ meeting a presentation was given regarding the removal of the spoils from the site and the issues this causes upon the highways in the area, and this is being challenged by the SMZ.

23/055. Clerk Report: The Clerk report was noted.

23/056. Planning:

- a) The below planning applications were considered:

Reference	Address	Details	WOPC Comments
PAP/2023/0292	3 Digby Crescent Water Orton B46 1NP	Double storey extension to side of dwelling and single to rear, with porch to front	Expires 30.07.23
PAP/2023/0266	Water Orton Primary School Disused, Attleboro Lane Water Orton, B46 1SB	The erection of 59 dwellings, including the restoration and conversion of the former Water Orton Primary School, associated landscaping and access.	Extended to 7th August 2023 (For proposed comments see appendix 4)
PAP/2023/0256	18 Watton Lane Water Orton Birmingham B46 1PJ	Erection of single storey rear conservatory with a maximum height of 3.5 metres, a maximum eaves height of 2.5 metres and extending 6.0 metres beyond the rear wall of the original dwelling	Expires 24.07.23

PAP/2023/0203	International Automotive Components, Highway Point, Gorse Lane, Coleshill, B46 1JU (Grid Ref: Easting 419208, Northing 291076)	Notification of Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	Expires 11.08.23
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For application PAP/2023/0266 it was RESOLVED to submit the planning comments from Appendix 4 excluding the additional paragraphs proposed. No comments to be raised for applications PAP/2023/0292, PAP/2023/ PRE/2023/0256 & PAP/2023/0203.

No comments to be raised on applications received following publication of the agenda: PAP 2023/0317 - 1, Hargrave Close, Water Orton, Birmingham, B46 1QR - Works to trees protected by a tree preservation order - crown reduce T1 (Horse chestnut tree) up to 30% on the boundary side of New Road. Approximately 12m height and 6m spread is the intended size after and PAP/2023/0231 - 5 Station Buildings, Birmingham Road, Water Orton, B46 1SR - Erection of first floor rear extension.

b) The below decision on a previous planning application made by NWBC was noted.

Reference	Address	Details	WOPC Comments	NWBC Decision
PAP/2022/0187	121, Birmingham Road, Water Orton, B46 1TA	Erection of first floor rear extension	None	Granted

23/057. Maintenance

- The monthly play inspection report from Cllr Chown was noted.
- It was RESOLVED to approve the continuation of the annual independent play inspection reports from the Play Inspection Company via NWBC for the next three years, for the Playing Field and the Green at a cost per site of £49.95 for 2023, £52.45 for 2024 and £55.05 for 2025.
- The maintenance report was noted, and it was RESOLVED to accept the recommendations in the report and issues responses accordingly.
- It was RESOLVED to move this item to the end of the meeting.

23/058. Finance:

- It was RESOLVED to approve the payment schedule for July and items paid under delegated authority since the previous schedule. (**APPENDIX 6a**) Cllr Rees & Cllr Chown will authorise the payments on Unity Trust.

Transaction No	Payee	Supplier	Payment Type	Invoice no.	Details	Net Amount	VAT	Total	PAID	Reason for payment before approval
56	Unity Trust	Unity Trust	DD		Bank Charges	£ 17.80	£ -	£ 17.80	30.06.23	Regular
57	BMC Garage	BMC Garage	BACs	63411	Van MOT & Repairs	£ 300.00	£ 50.00	£ 350.00	30.06.23	DA
58	D Burley	Morrisons	BACs		Fuel - Van	£ 33.34	£ 6.67	£ 40.01	06.07.23	Regular / DA
59	Waterplus	Waterplus	DD	INV02581824	Water - Pavilion	£ 14.60	£ -	£ 14.60	14.07.23	Regular
60a	D Burley	B&M	BACs		Compost & Plants	£ 44.99	£ 9.00	£ 53.99	14.07.23	DA
60b	D Burley	Orchard Nurseries	BACs		Hanging Basket Liners	£ 10.00	£ 2.00	£ 12.00	14.07.23	DA
61	BT	BT	DD		Broadband - Pavilion	£ 33.72	£ 6.74	£ 40.46	20.07.23	Regular
62	Opus Energy	Opus Energy	DD			£ 43.53	£ 2.18	£ 45.71	Due 24.07.23	Regular
63-68	Staff/HMRC/NEST	Staff/HMRC/NEST	BACs/DD		Staffing Costs	£ 4,045.25	£ -	£ 4,045.25	JULY	Regular
					Sub-total PAID	£ 4,543.23	£ 76.59	£ 4,619.82		
69	K Clover	Microsoft	BACs	G024912588	Microsoft 365 Licences	£ 49.90	£ 9.98	£ 59.88		
70	Avon Planning Services	Avon Planning Services	BACs	23/431/WOPC	Planning Consultancy Services	£ 480.00	£ 96.00	£ 576.00		
71	Croner HR	Croner HR	DD	C000703603	HR Fees	£ 124.71	£ 22.18	£ 146.89	Due 29.07.23	
					Sub-total TO PAY	£ 654.61	£ 128.16	£ 782.77		
					Total for payment schedule	£ 5,197.84	£ 204.75	£ 5,402.59		

A further payment to Parish Online of £180 + VAT for subscription is to be paid under delegated authority to the Clerk and recorded on the following payment schedule.

- It was RESOLVED to approve the 2023-24 Accounts and Bank Reconciliation to 20th July 2023. (**APPENDIX 6b**)
- The Q1 Budget Monitoring Report was noted.
- It was RESOLVED to renew membership to the Open Spaces Society for £45 per annum.
- It was RESOLVED to move this item to the end of the meeting.

23/059. Use of Pavilion Car Park: It was RESOLVED for the Pavilion Car Park to remain closed unless the Pavilion has been pre-booked.

23/060. Policies

- It was RESOLVED to adopt the Business Continuity Plan with a review date of 31st December 2023
- It was RESOLVED to adopt the Risk Management Assessment with a review date of 31st December 2023.

23/061. Items for the next meeting/s: Policies: To adopt Outdoor Hire Agreement and associated procedures (via maintenance sub-committee); Consideration of fees for Outdoor Hire for 2023-24 (via Finance sub-committee) Policy reviews due in July (from Document Review Tracker) Recruitment / appointment of Clerk / Responsible Financial Officer. It was agreed that the above actions should form a future plan over the next few meetings as resources allow, rather than necessarily being addressed at the subsequent meeting. The Council will look at a Parish Council Action Plan in the future.

Cllr Brown wished to raise allotments at the September meeting, clerk requested that the Agenda request form is completed for this to provide the council with the relevant information.

23/062. Date, Time and Place of the next Parish Council Meeting: It was RESOLVED that the next Parish Council Meeting is to be held on Thursday 28th September 2023 at 7pm at The Playing Field Pavilion, Openfield Croft. The Parish Councillor Surgery will be held beforehand from 6:30pm-7pm.

23/062. 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, where publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed for items 23/063.

23/063. Staffing Matters:

- a) The Clerk's resignation letter was noted.
The Council discussed an example job description and person specification and tailored this to the role at Water Orton Parish Council. A recruitment timetable was agreed, advert to be placed 28th July 2023, closing date for applicants noon on 14th August 2023 and shortlisting to take place that evening. This would be done at the library by the staffing sub-committee based upon the person specification points agreed by full council. Interviews to take place w/c 21st August 2023 by the staffing sub-committee.
- b) It was RESOLVED to give delegated of authority to the Clerk (in conjunction with the Chair) to recruit a locum / interim clerk via LCC or WALC with immediate effect. 6-8 hours week for 3 months.
- c) It was RESOLVED to appoint Cllr Stuart to act as proper officer and Cllr Rees as responsible financial officer in the interim should the recruitment of a locum clerk not be possible ahead of the end date of the existing clerk. Cllr Coldrick kindly offered to take any incoming calls to the Parish Council mobile during the same period which was agreed.
- d) It was RESOLVED to conduct a staffing structure review and job evaluation process, this was to be done internally in due course.
- e) It was RESOLVED to delegate authority to the Clerk (in conjunction with Cllr Stuart) to prepare a recruitment pack and place advert on website, social media and WALC. The appointment of a Permanent Clerk would be subject to full council approval, who would look to the recommendations from the Staffing sub-committee.

23/064. Agenda Items moved during the meeting under Standing Order 10 a) vi.

Item: 9 d) It was RESOLVED for the maintenance sub-committee to meet on 10/08/2023 at 19:00 at The Dog Inn
Item 10 e) Item deferred.

There being no further business the Chairman declared the meeting closed at 21:53

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