

MINUTES OF THE ANNUAL MEETING OF WATER ORTON PARISH COUNCIL

held at the Pavilion, Openfield Croft, at 7:00pm on Thursday 30 May 2024

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

Guests in Attendance: 7

Minute Taker & Clerk: Rachel Scully, clerk@wopc.org.uk

The Clerk opened the meeting at 7.00pm

Agenda Item:	Minute:	Action:
24.86	Election of Chair:	
	It was RESOLVED to elect Cllr. S Stuart to the Office of Chair of the Parish Council.	
24.87	Appointment of Vice Chair:	
	It was RESOLVED to elect Cllr. W Rees to the Office of Vice Chair of the Parish Council.	
24.88	Declaration of Acceptance of Office:	
	Declaration of Acceptance of the Office of Chair and Vice Chair were signed before the Clerk.	
24.89	Apologies:	
	Cllr. D Room and Cllr. N Freeman	
24.90	Public participation:	
	<p>a) Members of the Public & Press Discussions took place regarding responses received in relation to the de-registration of "The Pound", and the new plans for the development of the old school site. There were concerns about the following:</p> <ol style="list-style-type: none"> 1.The plans for the road widening and access. 2. What would happen to the trees (some are subject to Tree Preservation Orders). 3. Drainage concerns. 4. Concerns about residents driveways in Attleboro Lane, in relation to realignment of driveways, and encroachment of resident's driveways. 5. Lack of consultation with residents. <p>Further clarification was needed, Cllr.Stuart stated he was happy to approach the planning officer and Cllr.Watson to obtain further clarification on any of the resident's concerns.</p> <p>b) Reports from County and District Councillors (for information only) if present: Cllr. Watson mentioned that speed watch is ongoing, discussed design relating to Vicarage Lane/Plank Lane access. Air monitors are</p>	

	<p>waiting for installation. Discussed old school development and mentioned the Parish Council had rejected moving the footpath. Forthcoming General Election, no government business, certain decisions postponed.</p> <p>c) Report from Police representative (for information only) if present: The police representative was not in attendance, there was no apology or police report received before the meeting.</p>	
24.91	Declarations of Interest and dispensations:	
	None	
24.92	Minutes:	
	It was RESOLVED to approve the minutes of the Parish Council meeting held on Thursday 25 April 2024.	
24.93	Reports from Chairman, Parish Councillors:	
	This item was deferred down the agenda.	
24.94	Clerk's Report:	
	This item was deferred down the agenda.	
24.95	Old Saltleians Rugby Club:	
	This item was deferred down the agenda.	
24.96	Warwickshire County Councillors Grant Fund 2024/25 (Round 1):	
	This item was deferred down the agenda.	
24.97	Commons Act 2006-Section 16- The Pound, Attleboro Lane, Water Orton- Old School Site:	
	This item was deferred down the agenda.	
24.98	Planning:	
98a)	<p>This item was deferred down the agenda</p> <p>To consider new applications: Reference: PAP/2024/0131 Address: 113, Coleshill Road, Water Orton, B46 1QD (Grid Ref: Easting 418311.3, Northing 290899.56) Details: : Erection of single storey side extension and new pitch roof over existing flat roof Comments: In writing before the end of the working day on 07/06/2024</p> <p>Reference: PAP/2024/0219 Address: 20, Salisbury Drive, Water Orton, Birmingham, B46 1QJ (Grid Ref: Easting 418120.81, Northing 291143.88) Details: Single storey rear extension (5.0 Metres Deep) Comments: In writing before the end of the working day on 07/06/2024</p>	

98b)	To report decisions on previous planning applications made by NWBC (for information only) None	
24.99	Committees, Working Groups and Representation:	
	<p>It was RESOLVED to approve the formulation of the following Committees for 2024/25.</p> <p>a) Finance Sub Committee- to deal with financial monitoring and budget setting.</p> <p>b) Staffing Sub Committee- to deal with HR issues.</p> <p>c) Resources and Facilities Sub Committee (previously known as Maintenance Committee) – to deal with management, acquisition and enhancement of the Parish Council assets.</p> <p>d) Steerings Committee- to deal with policy, procedure and governance matters including working on the reviewing the implementation of the Neighbourhood Plan.</p> <p>e) Community Engagement Committee – to deal with engagement activities including communications, social media, consultations and the organisation of community events.</p> <p>It was RESOLVED to review the terms of references for any committees.</p> <p>It was RESOLVED to appoint members to the committees and sub committees as follows:</p> <p>Finance Sub Committee: Cllr. Brown, Cllr.Lowe, Cllr. Rees (sub - Cllr. Room).</p> <p>Resources and Facilities Committee: Cllr. Chown, Cllr. Coldrick, Cllr. Room. (sub – Cllr.)</p> <p>Steering Committee: Cllr. Chown, Cllr. Freeman, Cllr. Stuart (sub – Cllr. Room).</p> <p>Staffing Sub Committee: Cllr.Coldrick, Cllr. Lowe, Cllr. Rees (sub – Cllr. Brown).</p> <p>Community Engagement Committee: Cllr. Brown, Cllr. Freeman, Cllr Stuart, (sub- Cllr. Room)</p> <p>It was proposed that the Facilities and Resources Sub Committee meeting be held on Monday 24 June 2024.</p> <p>New Committees were appointed in accordance with Standing Order 4 as specified in minute ref: 24.99 c), d) e).</p> <p>It was RESOLVED to appoint Cllr,Stuart as representative on the North Warwickshire Area Committee, with Cllr. Brown as sub.</p> <p>It was RESOLVED to appoint Cllr.Rees as the representative of The Thomas Dole Charity</p> <p>Cllr. Stuart would be the link to the The Board of Governors of Water Orton School, and the Heritage and Cultural Society.</p> <p>Cllr. Stuart read out report from FF from Special Management Zone meeting which was noted. It was RESOLVED to approve that there was no objection to FF continuing to attend the meetings and report back to the Parish Council.</p>	

24.100	Policies:	
	<p>It was RESOLVED to review and adopt and approve amendments to Standing Orders.</p> <p>It was RESOLVED to review and adopt and approve amendments to the Code of Conduct</p> <p>It was RESOLVED to review and adopt and approve amendments to the Scheme of Delegation to the Clerk</p> <p>It was RESOLVED to review and adopt the following policies Publication Scheme, Training and Development Policy and Grant Awarding Policy to include the Grievance Procedure, Disciplinary Policy, Vexation Policy, Dignity at Work Policy.</p> <p>It was RESOLVED to approve the Communications Policy and to review the policy within three months.</p> <p>It was RESOLVED to approve the Equality, Diversity and Inclusion Policy and to review the policy within three months.</p> <p>It was RESOLVED to review the Appraisal Policy after this years Staff Appraisals had taken place.</p> <p>It was RESOLVED to review the Environmental Policy within three months.</p> <p>It was RESOLVED that all the Health and Safety Policies are under review.</p> <p>It was RESOLVED to review and adopt and approve updated Financial Regulations from NALC. Clause 5.18 of the up dated Financial Regulations to be further reviewed and considered at a future meeting. The policy then to be reviewed within twelve months.</p>	
24.101	Maintenance:	
	This item was deferred down the agenda.	
24.102	Insurance:	
	It was RESOLVED to approve the arrangements for insurance cover in respect of all insurable risks, and approve the insurance policy and associated costs from 01 June 2024.	
24.103	Finance:	
103a)	It was RESOLVED to approve the payment for the subscriptions paid to West Midlands and Warwickshire Association of Local Councils (including National Association of Local Councils), in the sum of £996.80.	
103b)	It was RESOLVED to approve the payment for the cost of the Clerk undertaking the CiLCA Level 3 qualification to commence in July 2024. The cost of the qualification being £390 plus VAT. The cost of the SLCC E-Portfolio System training (EMMA) being £250 plus VAT. Total cost being £768.00.	
103c)	It was RESOLVED to approve the payment schedule up to 23 May 2024, and items paid under delegated authority since previous schedule.	

103d)	It was RESOLVED to approve the 2024-25 receipts and payments account and bank reconciliation to 23 May 2024.	
103e)	It was RESOLVED to approve the earmarked reserves for the budget 2024/25, and to arrange an early date for a Finance Committee Meeting.	
24.104	Internal Auditors Report for year ending 31st March 2024: Appointment of Auditor for 2024/25:	
	It was RESOLVED to approve the Internal Auditors Report for 2023/24, and consider any actions arising from the report. It was RESOLVED to approve the appointment of the Internal Auditor Kim Squires for 2024/25	
24.105	Annual Governance Statement for the year ending 31st March 2024:	
	It was RESOLVED to approve the Annual Governance Statement for 2023/24.	
24.106	Accounting Statements for the year ending 31st March 2024:	
	It was RESOLVED to approve the end of year accounts and Accounting Statements for 2023/24.	
24.107	Details of the Arrangements for the exercise of public rights:	
	It was RESOLVED to approve the date of announcement and the period of public rights for the Public Inspection of the Accounts set by the Clerk/RFO.	
	The Chair adjourned the meeting at 8.05pm.	
	The Chair re-adjourned the meeting at 8.10pm.	
24.97	Commons Act 2006-Section 16- The Pound, Attleboro Lane, Water Orton- Old School Site:	
	Agenda Item moved during the meeting under Standing Order 10 a) vi	
97a)	It was RESOLVED that any comments in response to the Applicant's representations would be forward to the Clerk to formulate a response in writing by 11 June 2024.	RS
97b)	It was RESOLVED that as Cllr.Stuart requested an extension of the deadline date for 24 June 2024 for comment on the planning documents, Councillors should submit any comments to the Clerk by 14 June 2024 to share with other Councillors and formulate a response.	RS
24.93	Reports from Chair Parish Councillors:	
	Agenda Item moved during the meeting under Standing Order 10 a) vi The report for the Water Orton Parish Council Village Gathering 18 May 2024 was noted.	
24.101	Maintenance:	
	Agenda Item moved during the meeting under Standing Order 10 a) vi	
101a)	Cllr. Chown mentioned that were no urgent repairs, the big slide needed a paint.	

101b)	The annual independent play inspection reports for Openfield Croft and Vicarage Lane were noted.	
24.94	Clerk's Report:	
	Agenda Item moved during the meeting under Standing Order 10 a) vi The Clerk's Report was noted.	
24.95	Old Sattleians Rugby Club:	
	Agenda Item moved during the meeting under Standing Order 10 a) vi It was RESOLVED the Parish Council would agree to provide a letter in support of the Old Sattleians Rugby Club's application for the Community and Fitness Nature Trail, and to include the relevant sections of the Neighbourhood Plan in the letter of support.	RS
24.96	Warwickshire County Councillors Grant Fund 2024/25 (Round 1):	
	Agenda Item moved during the meeting under Standing Order 10 a) vi It was RESOLVED that the Parish Council are not eligible to apply for a grant this year.	
24.98	Planning:	
	Agenda Item moved during the meeting under Standing Order 10 a) vi No comments.	
24.108	Items for Next Meeting:	
	Clerk to forward Agenda Item Reporting Sheet to Councillors.	
24.109	Date, Time and Place of the next Parish Council Meeting:	
	The next Parish Council is to be held on Thursday 27 June 2024 at 7.00pm at the Playing Field Pavilion, Openfield Croft, Water Orton.	
24.110	Closed Session:	
	To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be discussed.	

There being no further business the Chair declared the meeting closed at 9.10pm

Signed:.....

Dated:

Chairman Initials.....

DRAFT