

NOTICE OF THE ANNUAL MEETING OF WATER ORTON PARISH COUNCIL

To be held at the Pavilion, Openfield Croft, at 7.00pm on Thursday 29 May 2025

Members of the public and the press are welcome to attend.

Dear Councillor,

22 May 2025

You are summoned to attend the annual meeting of Water Orton Parish Council to be held at the Pavilion, Openfield Croft at **7.00pm on Thursday 29 May 2025** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies either to the Clerk or the Chairman.

If you have any queries regarding this information, please do not hesitate to contact the Clerk.

Rachel Scully
Parish Clerk
clerk@wopc.org.uk

AGENDA

25/26.01	Election of Chair:	
	To elect the Chair for the ensuing year, including Declaration of Acceptance of the Office of Chair.	
25/26.02	Appointment of Vice Chair:	
	To elect appointment of Vice Chair for the ensuing year.	
25/26.03	Co-Option Candidates:	
	a) To hear a brief presentation from any co-option candidates b) To consider the co-option of a candidate to the Office of Councillor for Water Orton Parish Councillor c) Co-opted Councillor to sign Declaration of Office before the Clerk (if applicable) (Appendix 1)	
25/26.04	Declaration of Acceptance of Office:	
	Declaration of Acceptance of Office forms to be signed before the Clerk for all Councillors.	
25/26.05	Apologies:	
	To receive and approve reasons for absence	
25/26.06	Public participation:	
	The meeting to adjourn for up to <u>15 minutes</u> (maximum of 3 minutes per speaker) to allow for public participation. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. <i>Members of the public wishing to raise issues which are not on the agenda should notify the Clerk, members of the Public may not take part in the Council Meeting itself. You are requested to send your comments to the Clerk by midday on the day of the meeting.</i>	
	a) Members of the Public & Press b) Reports from County and District Councillors (for information only) if present:	

	c) Report from Police representative (for information only) if present:	
25/26.07	Declarations of Interest and dispensations:	
	To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.	
25/26.08	Minutes:	
	To approve the minutes of the Parish Council meeting held on Thursday 27 March 2025 (Appendix 2)	
25/26.09	Reports from Chairman, Parish Councillors:	
	To receive updates/reports (if available) (Appendix 3)	
25/26.10	Clerk's Report:	
	To note the Clerk's Report (if available) (Appendix 4)	
25/26.11	Water Orton Carnival Programme:	
	To note the submission of the Parish Council Column to the Water Orton Carnival Programme (Appendix 5)	
25/26.12	Volunteers:	
	To consider whether the Parish Council wishes to hold a stall at the Village Carnival for the purposes of supporting volunteering within the village or whether this should be done independently (Appendix 6)	
25/26.13	Development of land-Plank Lane:	
	To note a paper detailing considerations for the land held by the Parish Council on Plank Lane (Appendix 7)	
25/26.14	Woodland Walk:	
	To consider whether to enable the reopening of the Water Orton Wild Wood with help from the Parish Caretakers (Appendix 8)	
25/26.15	Committees, Working Groups and Representation:	
	To review delegation arrangements to committees, sub-committees, and staff To review and adopt the terms of references for any committees To appoint members to existing committees To appoint any new committees To review representation on or work with external bodies and arrangements for reporting back To appoint representative/s to the following external bodies: HS2 Special Management Zone The Thomas Dole Charity North Warwickshire Area Committee (2 reps) (Appendix 9)	
25/26.16	Policies:	
	To review and adopt Standing Orders (Appendix 10) To review and adopt updated Financial Regulations from NALC (Appendix 11)	

	To review and adopt the Scheme of Delegation to the Clerk. (Appendix 12)	
25/26.17	Playing Risk Assessment Actions:	
	Approved as a standing item to monitor actions (Appendix 13)	
25/26.18	Maintenance:	
	To receive monthly play inspection report from Cllr Chown (if available) (Appendix 14)	
25/26.19	Playing Field Gate:	
	To report on progress in respect of changing round the Vicarage Lane playing field entrance gates. To consider and approve the proposed quotes provided for the works to the playing field gate. (Appendix 15)	
25/26.20	Insurance:	
	To consider and approve the quotes for insurance arrangements, the arrangements for insurance cover in respect of all insurable risks and approve the insurance policy and associated costs from 01 June 2025. (Appendix 16)	
25/26.21	Finance:	
21a)	To consider and 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 £1032.60. (Appendix 17)	
21bi)	To consider and approve the payment for payroll services paid to Jerroms for the quarterly period up to end 31 March 2025 in the sum of £108.00 (Appendix 18)	
21bii)	To consider and approve the increase in costs for payroll services by Jerroms from £30.00 plus VAT per month to £35.00 plus VAT per month (Appendix 19)	
21c)	To consider and approve the payment for Trade Refuse Services to North Warwickshire Borough Council in the sum of £1342.72 (Appendix 20)	
21d)	To consider and approve the payment for Chubb Fire and Security Contract for the Bowling Club to Chubb in the sum of £173.50 (Appendix 21)	
21e)	To consider and approve the payment for internal audit services to Kim Squires in the sum of £217.10 (Appendix 22)	
21f)	To approve the payment schedule up to 31 March 2025, and items paid under delegated authority since previous schedule (Appendix 23)	
21g)	To approve the payment schedule up to 30 April 2025, and items paid under delegated authority since previous schedule (Appendix 24)	
21h)	To approve the payment schedule up to 21 May 2025, and items paid under delegated authority since previous schedule (Appendix 25)	

21i)	To approve the 2024-25 receipts and payments account and bank reconciliation to 31 March 2025 (Appendix 26)	
21j)	To approve the 2024-25 receipts and payments account and bank reconciliation to 30 April 2025 (Appendix 27)	
21k)	To approve the 2024-25 receipts and payments account and bank reconciliation to 21 May 2025 (Appendix 28)	
25/26.22	Internal Auditors Report for year ending 31st March 2025: Appointment of Auditor for 2024/25:	
	To note and receive the Internal Auditors Report for 2024/25, and consider any actions arising from the report. To approve the appointment of the Internal Auditor for 2025/26 (Appendix 29)	
25/26.23	Annual Governance Statement for the year ending 31st March 2025:	
	To approve the Annual Governance Statement for 2024/25. (Appendix 30)	
25/26.24	Accounting Statements for the year ending 31st March 2025:	
	To approve the end of year accounts and Accounting Statements for 2024/25. (Appendix 31)	
25/26.25	Details of the Arrangements for the exercise of public rights:	
	To note and approve the date of announcement and the period of public rights for the Public Inspection of the Accounts set by the Clerk/RFO. (Appendix 32)	
25/26.26	Fillongley Neighbourhood Plan - Additional Regulation 14 Consultation:	
	Fillongley Parish Council are carrying out an additional Regulation 14 Consultation on their Review Neighbourhood Plan Details can be found on their website Fillongley Neighbourhood Plan – Additional Regulation 14 Consultation 2025 – Fillongley Parish Council and also ours Neighbourhood Plans Neighbourhood Planning North Warwickshire Borough Council The Consultation is open until 17 th June 2025	
25/26.27	Planning:	
27a)	To consider new applications:	
27b)	To report decisions on previous planning applications made by North Warwickshire Borough Council (for information only) Reference: PAP/2024/0496 PAP/2025/0064 (Appendix 33)	
25/26.28	Items for Next Meeting:	
	Clerk to forward Agenda Item Reporting Sheet to Councillors.	
25/26.29	Date, Time and Place of the next Parish Council Meeting:	
	The next Parish Council is to be held on Thursday 26 June 2025 at 7.00pm at the Playing Field Pavilion, Openfield Croft, Water Orton.	

25/26.30	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.	