**Cubbington Parish Council**

**Minutes of the Parish Council Meeting held at 7:20pm, 18th May 2023**

**the meeting was held at the Cliff Cleaver Pavilion**

**Present:**

Councillor Daniel Meggitt Councillor Ron Gillett

Councillor Ian Hodges (Chairman) Councillor Gary Willoughby

Councillor David Saul (Vice Chairman) Councillor Pete Smith

Councillor Lorraine Palmer Councillor Paul Watkins

Councillor Esther McCarthy

Warwick District Councillors: Councillor Alan Boad (part), Councillor Daniel Russell

Warwickshire County Council: Councillor Wallace Redford, Councillor Sarah Boad (part)

Members of the public: 2

In Attendance: Jane Chatterton, Clerk & RFO

The Chairman welcomed everyone to the meeting. Councillor Hodges was in the Chair.

**603. Apologies**

Apologies for absence were received from Parish Councillor, Councillor Val Roberts. WDC Councillors; Councillor Pam Redford, Councillor Kohler and Councillor Payne.

1. **Declarations of Interest:**

Declarations of Interest were received from:

Councillor David Saul - Pavilion Committee & VHTC

Councillor Daniel Meggitt - Pavilion Committee

Councillor Ian Hodges - VHTC

Councillor Esther McCarthy - Pavilion Committee & VHTC

Councillor Gary Willoughby - VHTC

1. **Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 23rd March 2023 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 23rd March 2023 be approved.

1. **Matters Arising not listed on the agenda**

There were no matters arising that were not listed on the agenda.

1. **Public participation:** To adjourn to allow public participation.

Nothing to discuss.

1. **Correspondence**

All correspondence received from WCC via Councillor Wallace Redford, WDC via Councillor Pam Redford had been circulated to councillors. There was nothing further to discuss.

**609. Chairman’s Report**

This is a brief report as most of the content is included in the Annual Parish Meeting report which will follow this meeting.

A great deal of time has been spent working with the Clerk on the ongoing Village Hall banking problems, this is explained in full details in the annual report. In brief the Village Hall Trust Committee has reformed. An update report will be received from the Village Hall Trust Committee Chairman shortly.

With the elections taking place in May there has been little additional work carried out. The RFO has been busy with the end of year accounts. We will complete the AGAR later in the meeting.

We have managed to retain the work of the Pay Back Team and once the initial flowering of the spring wildflowers has completed the alleyways and banks will be strimmed keeping the area in good condition.

We hired a skip and tidied the waste from the Recreation Ground. The Team will be replenishing the roadside planters shortly now the frosts have gone.

Various notices have been put in the various noticeboard a task that can take some time especially if there is a slight breeze.

A good inspection of the new planting has located trees that need to be replaced which did not take and this will be done in the next few weeks.

The Clerk is working with Heart of England Forest looking at improving the perimeter hedgerows on the two sites and obtaining grants for replacement trees.

**610. Councillors’ Reports in brief**

* **Cllr Meggitt - Community services**

Coronation Party – the event took place after the King’s Coronation on the Saturday. There was a good turn-out of people, including residents who had not attended before, this included residents from the new housing estate.

The Parish Council had applied for Grant Funding as directed by the Government, but this had been refused. The event had come in on budget.

Thanks was given to all the volunteers who had helped out on the day. The Parish Council commissioned Hollies to cater for the event with sandwiches and cake, these were available free of charge for everyone attending. Feedback from the event had been positive. Due to inclement weather some of the activities had to be changed at short notice.

People in attendance offered donations which totalled £100, which has been put towards the cost of holding the event. This was an enjoyable community event, coming in on budget.

* **Cllr Meggitt - Pavilion**

A new water heater had been fitted in the Pavilion. The replaced water heater was heating 600L of water continuously which was not required. The new heater was now heating a small water tank to supply the kitchen and hand basins in the toilets. This should impact on reducing the costs.

A new storage area created by making alterations to the disabled toilet area had now been fitted with shelving.

The installation of a solar panels was being looking at. Work was underway obtaining more quotations for comparison and for an application to be made to the HS2 CEF Fund.

The next Pavilion Committee Meeting would take place on Monday 22nd May.

Request was made for a road to be named after Dave Morris, to celebrate the contribution he had made to the Parish.

**ACTION**: Councillor Alan Boad to see if there is a possibility to name a road on the new development after Dave Morris.

**611. District and County Councillors Reports for information**

**WCC Update**

Bus Support Grant - Councillor Wallace Redford updated that notification had been received that the Government had approved continuing with the Bus Support Grant.

WCC Grants – It was worth recording that over the past 12 months how successful the County Council had been in receiving grants. WCC had received more than a lot of other County Councils. This had enabled the continuation of fixing the potholes throughout the County.

Road damage - There was still a lot of damage on the roads, especially in the rural areas, this was mainly down to HGV vehicles and those being used for the HS2 works. WCC had requested HS2 contribute more money to fix the damage that they are occurring.

Utilities - Problems continued with Utilities not following the rules. This had resulted in some having their licence removed.

Parish Council was requested to send information to Highways when this happened, don’t wait until the monthly meeting, this included reporting of potholes.

*Chairman handed the meeting over the Vice Chairman whilst he stepped out of the room.*

Scott Thompkins – Scott Thompkins had made a declaration in the Courier that he was proud of WCC and the work they had done. Councillor Saul would like to extend an invitation to Scott Thompkins to attend a Parish Council Meeting and look at all the outstanding work in Cubbington. This included the H blocks and white lines refresh and install near Cubbington School.

White lines - Councillor Redford updated that the work had been approved and was on the list for completion. Work to paint the white lines was subcontracted out, and to make it financially viable, the company waited until they have an amount of work to be completed. It was noted that the company had been in the Parish carrying out other work but had not completed that outstanding in New Street. The H blocks required permission from each resident of the property where the white lines would be installed, this had slowed down the process, but permission had been obtained.

**ACTION**: Councillor Redford to check when the work would be completed.

Parking outside Telford School – **ACTION**: Councillor Russell to feedback to Councillor Boad, as the WCC Councillor responsible.

**WDC Update**

Councillor Russell updated that the District Council was going to be run by a Green Party and Labour coalition.

May election results were as follows:

|  |  |
| --- | --- |
| Conservative | 6 |
| Liberal Democrat | 10 |
| Green Party | 14 |
| Labour Party | 11 |
| Whitnash Residents Association | 3 |

Councillor Ian Davidson would now be the Lead.

**Councillor Saul – 40 years of Service**

The meeting was interrupted by the arrival of His Majesty's Lord Lieutenant of Warwickshire, Mr Tim Cox, who had been invited to the meeting to present an award to Councillor David Saul. The award was in recognition and celebration of Councillor Saul completing 40 years of service on the Parish Council and his dedication to the parishioners of Cubbington.

*Councillor Hodges reinstated the Standing Orders.*

**612. Highways and Police**

**Highways**

Shops at Kelvin Road – Councillor Sarah Boad updated that work had been agreed. Bollards running along the side of the layby to stop parking. Corners of Beaufort would have new fencing. Two dropped kerbs and barriers would be installed. The Police had been booking cars that were parking on the corners. Photographs of cars parked and blocking the footpaths had been shown on Facebook with the number plates obscured.

A letter would be sent to the shops and businesses in the road.

**612.1 Crossing Installation Rugby Road**

It was noted that the Parish Council needed to raise a Petition for the installation of a crossing on the Rugby Road.

**ACTION**: Clerk to progress.

**613**. **Finance**

**613.1 payments PAID since the last meeting:-**

**2022-23**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **EXPENDITURE** |
| 27.03.23 | E227 | J Chatterton Paperstone Stationery | £86.94 |
| 27.03.23 | E228 | ICO Members | £35.00 |
| 27.03.23 | E229 | J Chatterton Expenses March | £144.39 |
| 27.03.23 | E230 | npower Christmas lights | £12.53 |
| 29.03.23 | E231 | Mr G Willoughby Inv 00055 | £55.00 |
| 29.03.23 | E232 | Lisa Montgomery Gate Holder Fee | £150.00 |
| 29.03.23 | E233 | Repayment of NHP Grant  | £2,876.99 |
| 31.03.23 | E234 | Manual Handling Charge | £0.60 |
| 31.03.23 | E236 | Service Charge Account 1 | £23.10 |
| 31.03.23 | E237 | Service Charge Account 2 | £18.00 |

**INCOME 2022-23**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **INCOME** |
| 31.03.23 | R | Coventry Building Society (refund) | £55.00 |

**2023-24**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **EXPENDITURE** |
| 12.04.23 | E1 | Mr G Willoughby Invoice 00055 | £55.00 |
| 12.04.23 | E2 | WALC Membership | £916.80\* |
| 12.04.23 | E3 | SPS Invoice 10489 Feb 2023 | £12.94\* |
| 12.04.23 | E4 | SPS Invoice 10569 March 2023 | £12.94\* |
| 12.04.23 | E5 | J Chatterton Clerk Salary April 2023 | DPA |
| 12.04.23 | E6 | HMRC Tax & NI Clerk Employee & Employer | DPA |
| 12.04.23 | E7 | WCC Pension April 2023 | DPA |
| 12.04.23 | E8 | J Chatterton B&Q Compost Reimbursement | £155.00\* |
| 12.04.23 | E9 | J Chatterton Skip Hire | £315.60\* |
| 21.04.23 | E10 | J Chatterton SLCC membership part payment | £110.00 |
| 21.04.23 | E11 | J Chatterton Expenses April | £88.79\* |
| 21.04.23 | E12 | Louise Best Internal Auditor | £275.00 |
| 02.05.23 | E13 | J Franks Maintenance Officers | £371.58 |
| 02.05.23 | E14 | J Chatterton Stationery Paperstone | £97.25\* |
| 02.05.23 | E15 | DS Wagstaff Invoice 4690 | £755.00 |
| 02.05.23 | E16 | Elegant Bespoke Living Pavilion water heater | £1,800.00\* |
| 02.05.23 | E17 | Mr G Willoughby Inv 00056 | £45.00 |
| 07.05.23 | E18 | PSL Distribution INV-20905 Coronation | £300.00\* |
| 07.05.23 | E19 | PSL Distribution INV-20901 Coronation | £216.00\* |
| 07.05.23 | E20 | SPS Payroll INV-10675 April  | £12.94\* |
| 07.05.23 | E21 | Abstract 98890 Coronation | £36.00\* |
| 07.05.23 | E22 | Spa Trophies  | £124.99\* |
| 10.05.23 | E23 | J Chatterton Clerk Salary May | DPA |
| 10.05.23 | E24 | HMRC Tax & NI May | DPA |
| 10.05.23 | E25 | WCC Clerk Pension Employer & Employee | DPA |

\*including VAT

**INCOME 2023-24**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **REF** | **DETAILS** | **INCOME** |
| 30.04.23 | R | WDC Half yearly Precept | £31,025.00 |
| 05.05.23 | R | HMRC VAT Refund (2022-23) | £10,989.72 |

**RESOLVED THAT** the payments be approved and the income noted.

**613.2 Bank Reconciliation 31st March 2023**

The Bank Reconciliation 31st March 2023 was received and discussed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Balance per bank statements as at 31st March 2023:** |  |  |  |
| Main Account |  |  |  | £44,663.70 |  |
| Account 2 |  |  |  | £62,739.66 |  |
|  |  |  |  |   | **£107,403.36** |
| Petty cash float (if applicable) |  |  |  |  | £0.00 |
| Less: any unpresented cheques as at 31.03.23 |  |  | £0.00 |  |
|  |  |  |  |  |  |
|  |  |  |  |   | £0.00 |
| Add: any un-banked cash as at 31.03.31 |  |  |  |  |
|  |  |  |  | £0.00 |  |
|  |  |  |  |  |  |
|  |  |  |  |   | £0.00 |
| **Net balances as at 31.03.23** |  |  |  |  | **£107,403.36** |
| **CASH BOOK** |  |  |  |  |  |
| Opening Balance 1st April 2021 |  | Acc 1 | £45,786.30 |  |
|  |  |  | Acc 2 | £90,466.62 |  |
|  |  |  |  |  | £136,252.92 |
| Add Receipts up to 31st March 2023 | ACC 1 |  |  |  | **£92,949.65** |
| Add Receipts up to 31st March 2023 | ACC 2 |  |  |  |  |
|  |  |  |  |  |  |
| Less: Payments up to 31st March 2023 |  |  |  | £121,799.21 |
|  |  |  |  |  |  |
| Closing balance per cash book as  |  |  |  |  | **£107,403.36** |
| as 31st March 2023 |  |  |  |  |  |

**RESOLVED THAT** the Bank Reconciliation 31st March 2023 be approved.

**613.3 Quarterly Report 31st March 2023**

The Quarterly Report 31st March 2023 was received and discussed.

**RESOLVED THAT** the Quarterly Report 31st March 2023 be approved.

**613.4 Grant Application**

A grant application had been received from the Cubbington Sports and Social Club towards the installation of new toilets.

**RESOLVED THAT**:

1. The grant of £200.00 be awarded.
2. The funds to be payable when the Sports and Social Club had secured the funds to enable the project to go ahead.

**614. Annual Governance and Accountability Return 2022-23**

**614.1 Internal Audit Report**

It was reported that the 2022-23 accounts had now been internally audited by Louise Best a competent and independent auditor. The full report had been circulated to members.

**Conclusion of the report**

As requested, I have completed an examination of the financial statements and cashbook. In doing so I have verified the bank reconciliation and agreed the cashbook entries to the bank statements. I have also agreed expenditure to supporting documentation and to approval by the Councillors in the Minutes. I have reviewed VAT on the invoices to cash book entries.

The financial statements and cashbook are in very good order. The Clerk retains accurate records and files supporting documentation in a methodical order.

The financial statements are accurate and are supported by underlying financial records and documentation.

**RESOLVED THAT** the Internal Audit Report be noted.

**614.2 Annual Governance & Accountability Return 2022-23 Part 3**

The Parish Council were required to complete the AGAR Part 3. Part 3 was to be completed by all smaller authorities where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and any other smaller authorities that either were unable to certify themselves as exempt; or had requested a limited assurance review.

The AGAR was made up of three parts, pages 3 to 6:

• The annual internal audit report was completed by the authority’s internal auditor.

• Sections 1 and 2 were to be completed and approved by the authority.

• Section 3 was completed by the external auditor and would be returned to the authority.

Documentation that must be sent to the external auditor:

• the Annual Governance and Accountability Return Sections 1, 2 and 3

• a bank reconciliation as at 31st March 2023

• an explanation of any significant year on year variances in the accounting statements

• notification of the commencement date of the period for the exercise of public rights

• Annual Internal Audit Report 2022/23

**614.3 Section 1 Annual Governance Statement**

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

**RESOLVED THAT** Section 1 Annual Governance Statement be completed and approved.

**614.4 Section 2 Accounting Statements**

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

**RESOLVED THAT** Section 2 Accounting Statements be completed and approved.

**614.5 Notice of Public Rights**

The Notice of Public Rights and Publication of the Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2023 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

**RESOLVED** **THAT** the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

**615. Planning Matters**

Nothing to discuss.

**616. Neighbourhood Plan**

Councillor Watkins updated that the Draft plan had been issued. Two drop-in sessions had been organised one had taken place today and one tomorrow.

The draft would be amended and then sent to the Consultants, Kirkwells for presentation to WDC.

Previous work had been funded via a grant. The requirement was that any unspent grant money had to be returned at the end of each financial year. A request had been made for the Parish Council to underwrite £5,000 to enable the process to continue. Once available a fresh grant application would be made.

The period of consultation finished at the end of June.

**ACTION**: Send the information to the Councillors Mr and Mrs Boad.

*Proposer: Councillor Saul Seconded: Councillor McCarthy Unanimous*

**RESOLVED THAT**: it was agreed to meet the expenditure up to £5,000 whilst waiting for the launch of the grant funding.

**617. HS2 Update**

**ACTION**: Clerk to arrange zoom update meetings.

**618**. **Items for future Agenda:**

* Business Plan
* Council Award
* Petition
* White lines

**619. Date of the Next Meeting**

The date of the next meeting was confirmed as **Thursday 22nd June 2023**

Meeting closed at 8:30pm