

Kingsbury Parish Council Minutes

Meeting of Kingsbury Parish Council held on **Wednesday 18th September**, at 6:00pm at The Woodland Community Centre, The Woodlands, Wood End, CV9 2PT.

Present Councillors: J Thomas, J Given, I Thomas, V Barker, A Phillips, O Phillips, M Moss and D Bates.

Apologies: Received and accepted Councillors H Phillips, M Wilson and A Jenns

Minute Taker: Councillor D Bates

Notes	Action
<u>381. Presentation re Hurley Camp Solar</u> Andrew Hyndman provided a presentation to Councillors. Councillors D Bates and O Phillips did not partake in discussion due to conflict of interest as both are part of NWBC Planning Group. <u>382. Public Participation</u> To adjourn to allow public participation for 15 minutes. Residents are invited to give their views and put questions to the Parish Council on issues on this Agenda or raise issues for future consideration at the discretion of the Chairperson. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meetings and will not form part of the minutes.	
<u>383. Police Matters</u> PC Beale was unable to attend the meeting. Cllr A Phillips wished to note some ongoing neighbour disputes currently taking place in the village. Cllr J Thomas to update PC Beale Cllr D Bates advised she had received communication regarding ASB towards shop owner of Pizza Blaze causing concern.	Cllr J Thomas
<u>384. Apologies</u> As noted, above.	
<u>385. Declaration of Personal and Prejudicial Interests</u> All Declarations of Personal and Prejudice Interests as follows: • Councillors J Thomas and I Thomas declared a personal interest in any minutes relating to HS2. • Councillors I Thomas and J Thomas declared a personal interest in any minutes relating to the Special Management Zone in North Warwickshire. • Councillor J Thomas declared a personal interest in any minutes concerning Bodymoor Heath Victory Hall Committee and Piccadilly Community Centre. • Councillor I Thomas declared a personal interest in any minutes concerning Piccadilly Community Association. • Councillor A Phillips declared a personal interest in any issues relating to Woodend Village Hall and Hurley Primary School.	

• Councillor A Jenns declared a personal interest in any issues relating to NWBC and WCC. • Councillor D Bates declared a personal interest in any issues relating to NWBC. • Councillor H Phillips declared a personal interest in any issues relating to NWBC. • Councillor J Given declared a personal interest in any issues relating to Hurley Community Association. • Councillor O Phillips declared a personal interest in any issues relating to NWBC and Woodend Village Hall. • Councillor M Wilson declared a personal interest in any issues relating to The Royal Oak, Kingsbury.	
<u>386. To Receive and Approve Minutes</u> The minutes of the meeting of Parish Council held on Thursday 18th July 2024 to be received & approved as a correct record Proposed by Cllr V Barker and Seconded by Cllr O Phillips no one Against or Abstained, all Cllr's in Favour. – Minutes signed by Cllr J Thomas. <u>Matters Arising from Previous Minutes:</u> Item 366: Public Participation Raised July 2024 • Public letter regarding issues with parking on Cliff Lane. Cllr J Thomas confirmed an email has been sent to Highways. Item 367: Police Matters Raised July 2024 • Police patrol outside of the Wings building. Cllr J Thomas confirmed an email has been sent to PC Beale • Poor parking in Cliff Lane - Cllr J Thomas confirmed an email has been sent to Highways. Item 325: APNR/Speeding Raised Previously April 2024 • Cllr J Thomas confirmed that she had asked the Police Commissioner if there is any available funding across the Parish (not just in Kingsbury). Request was made to gain permission to contact Warwickshire Police, permission granted – awaiting outcome. Item 295: Parish Matters Previously Raised February 2024 • Piccadilly Railway Fence: Outstanding - still need to follow up for action. • Bodymoor Heath Bridge: Cllr J Thomas confirmed she had spoken to the Police Commissioner regarding lorries getting stuck. Has also requested support from MP – still outstanding • Damaged Fence on Footpath to Water Park: <u>Resolved</u> • Height of Tree in South View: Still needs to be reduced or removed. Cllr J Thomas to liaise with Cllr A Jenns for resolution. • Piccadilly Bridge Flooding: Cllr J Thomas has sent further emails with no response. Cllr J Thomas to liaise with Cllr A Jenns for resolution via County Council. • Bin Dexter Lane: No further update. To leave on minutes until resolved. • Wood End Co-Op Ballard's: No further update. Complaint has been logged - To leave on minutes until resolved. • Wings Building: No further update to remain on minutes whilst monitoring of the situation continues.	RESOLVED RESOLVED RESOLVED RESOLVED Cllr J Thomas Cllr J Thomas RESOLVED Cllr A Jenns Cllr A Jenns Cllr O Philips Cllr A Wright To monitor

• Recreation Ground Plan: Information has been sent to all Councillors. • Boundary Fence: Awaiting quotes for fencing. Cllr J Thomas thanked Cllr's I Thomas and John Given for support. Quotes to be shared once received. • MOD: Meeting still outstanding, Cllr I Thomas to follow up.	RESOLVED Cllr J Thomas Cllr I Thomas
<u>Ref 314 Parish Matters Previously Raised March 2024</u>	
• Waste Bins: Cllr J Thomas confirmed that she had received a response. This is not Borough land, therefore contact needs to be made with County. • Double Yellow Line (Mill Crescent): Date to still be confirmed, remain on minutes until resolution. • Travellers Site: Cllr D Bates confirmed that Cliff Meadow won the Appeal. However, complaints from residents regarding landscape, fence and path. These have been forwarded to NWBC. • Dead Trees on Piccadilly Recreation Ground: Being dealt with via County, awaiting response.	Cllr J Thomas Cllr A Jenns RESOLVED Cllr J Thomas
Ref 335: Neighbourhood Plan: Cllr J Thomas confirmed she had attended the meeting. WALC confirmed this may be the last year for any grants. Discussion took place regarding new plan and advise from MP R Taylor - ongoing	Cllr J Thomas
Ref 336: Parish Emergency Plan: Unresolved, item to be remain on minutes for resolution.	Cllr J Thomas
Ref 337: Community Awards: Meeting to be arranged and also needs to be added to next year's budget.	Cllr J Thomas
Ref 350: HS2 Report - Cllr I Thomas confirmed that still reviewing project and despite some changes to staffing things are still moving. Item to remain on minutes for ongoing updates.	Cllr I Thomas
<u>Ref 360: Parish Matters Previously Raised from May 2024:</u>	
• Path between Oak Pub and Recreation Ground: Overgrown area now cleared - <u>Resolved</u> • New Housing Estate Lights: Query regarding lights being left on throughout the night still outstanding. Cllr A Jenns to follow up. • Hurley Car Park: Cllr A Phillips confirmed response from Cllr A Jenns – Also water project consultation underway which may resolve problems. Remain on minutes until resolved. • Piccadilly Hedge Obstruction: Cllr J Thomas confirmed Trinity Road hedge now resolved, however still some obstruction needs to be cleared. Cllr J Thomas to follow up. • Parking – Co-op: Cllr J Thomas confirmed that she has spoken to PC P Beale, unable to resolve. Need to request via WCC to request Parking Wardens. • Weight restriction signs for Bodymoor Bridge – Cllr J Thomas had followed up with highways still no response. Cllr A Jenns advised that we approach the Police and Crime Commissioner. Another lorry has been stuck over the bridge since the last meeting.	RESOLVED Cllr A Jenns Cllr A Phillips Cllr J Thomas Cllr A Jenns Cllr J Thomas

<u>Ref 371 Agar External Audit Previously Raised June 2024:</u> • Vouchers to the value of £100 for Planters Garden Centre purchased. • Cllr J Thomas confirmed that she had received some queries from the auditor for both Section One and Section Two relating to some variables regarding VAT, Interest rates, election costs and bank balance. Cllr J Thomas confirmed all queries have been responded to. • Block editing time for Website now <u>resolved</u>. <u>Item 380 Parish Matters Raised Previously from July Meeting:</u> • Ground maintenance issues opposite houses 17-20 South View still to be resolved and cut down/back. Cllr J Thomas to follow up request. • Newly planted tree on the grass verge at Mill Crescent is still leaning towards the path and needs to be corrected before this grows into a bigger problem. Still outstanding. Cllr A Jenns to provide update. • Bus-stop sign on lamppost 15 on Coventry Road is still obscured by a lilac tree. Cllr J Thomas to follow up. • Signage in the graveyard about keeping dogs on a lead is still required/outstanding. Cllr J Thomas to follow up. • Request for bin next to the new bench on Mill Crescent still required, continual requests from residents to reduce impact on littering. The council needs permission from Warwickshire County Council • Trees dangerously overhanging the path from the Mill Island apartments to the corner shop on Coventry Road still outstanding. Cllr J Thomas to follow up. • Path alongside the Hollybush leading to Hurley Primary to form part of the parish council contract. Cllr J Thomas to confirm.	RESOLVED RESOLVED RESOLVED Cllr J Thomas Cllr A Jenns Cllr J Thomas Cllr J Thomas Cllr J Thomas Cllr J Thomas Resolved
<u>386 Kingsbury Parish Recreational Ground:</u> • The following Inspection reports were accepted. Proposed by Cllr O Phillips and Seconded by Cllr I Thomas. All in Favour: • 18th July 2024 • 1st August 2024 • 8th August 2024 • 22nd August 2024 • Annual Play Inspection Report 22nd August 2024 Confidential Complaint - Cllr J Thomas confirmed she had received correspondence regarding a child injuring themselves on the play equipment (multi-Climbing Frame). The lady has asked for a copy of reports, under no obligation to send. HAGS (play equipment supplier) have confirmed the equipment in question is for children aged 6 yrs to 15 yrs and signage reflecting this is attached to the climbing frame. Cllr J Thomas confirmed she has spoken to the Insurance Company who have advised to inform the lady that the recreational ground is inspected monthly and annually, and that the equipment is not broken but that the gap is part of its intended use to climb up and through.	Cllr J Thomas

Cllr D Bates Proposed a generic but professional email to respond as advised. Seconded by Cllr O Phillips. All in Favour. Climbing Frame Roof - Cllr I Thomas confirmed that he and Cllr V Barker met with Hags regarding price to remove roof to avoid youths standing on top and disturbing local residents. Awaiting quotation. Has also requested a price to redesign and replace all equipment to go with other two quotes obtained by the working Party.	Cllr I Thomas
387 Finance Committee Cllr I Thomas provided a verbal update on behalf of the Finance Committee. Defib batteries have now been replace via new Amazon account. Paid for using card (9 batteries in sequence – Duracell only). Finance Meeting scheduled for Monday 23rd September 2024.	
388 Policies & Procedures Group Cllr J Given confirmed he had sent three emails to all Cllr's dated 18th August 2024 with updated Policies and Procedures. As he had not received any comments, he recommends these be adopted at today's meeting: • KPC-POL-02 - KPC Code of Conduct • KPC-POL-02 - KPC Code of Conduct Appendix A • KPC-POL-02 - KPC Code of Conduct Appendix B • KPC-POL-02 - KPC Code of Conduct Appendix C • KPC-POL-10 - Grievance Policy • KPC-POL-10 - Grievance Policy Appendix 1 • KPC-POL-12 - Bullying and Harassment Statement • KPC-POL-13 - Disciplinary Policy • KPC-POL-16 - Lone Working Policy • KPC-POL-20 - GDPR Policy • KPC-POL-20-1 - GDPR KPC Consent Form • KPC-POL-20-2 - GDPR KPC Data Protection Officer • KPC-POL-22 - Health and Safety Policy • KPC-POL-23 - Sickness & Absence Policy • KPC-POL-23 - Sickness & Absence Policy Appendix 1 • KPC-POL-23 - Sickness & Absence Policy Appendix 2 • KPC-POL-25 - Leave Policy • KPC-POL-26 - Data Breach Policy Recommendation Proposed by Cllr I Thomas, Seconded by Cllr V Barker, all in Favour. Cllr J Given also recommend an agreement is sought on duration of review date ahead of putting onto Website. Cllr I Thomas will confirm recommendation via email. Cllr J Given also noted that he wished to resign as Chair of the Policies and Procedures Working Party but would like to remain as one of the members. Cllr I Thomas was Proposed by Cllr J Given, Seconded by Cllr M Moss, all in Favour.	RESOLVED Cllr I Thomas

<u>389 HR Committee</u> Cllr D Bates provided update on recruitment for Clerk. • 6 Requests for an Application Pack • 3 Completed and Returned • 2 Successful through shortlisting and invited to interview scheduled for 19th September 2024.	
<u>390 Data Protection Officer</u> Cllr I Thomas requested budget allocation to purchase necessary data protection equipment and IT packages if required. To be discussed within Finance Committee meeting and proposal brought to full council.	Cllr I Thomas Cllr O Phillips
<u>391 Planning Applications</u> Cllr D Bates abstained from discussion and vote for the following Planning Applications due to being part of the Planning Board at NWBC. Cllr O Phillips also withdrew his voice as a frequent substitute for the Planning Board at NWBC. - Application: PAP/2024/0359 Biffa Waster Services Ltd - No comments provided by the councillors - Application: PAP/2024/0385 Hurley Common – Cllr I Thomas Proposed objection, Seconded by Cllr V Barker. Agreed Cllr's J Given, M Moss and J Thomas. Abstained Cllr's D Bates & O Phillips Cllr J Thomas to send objection	Cllr J Thomas
<u>392 Correspondence Received</u> Cllr J Thomas noted that correspondence had been received from Bodymoor Health Victory Hall Committee seeking support for Planning Application relating to Gypsy Site in Bodymoor Health. Discussion took place. Cllr M Moss Proposed supportive objection based on Greenbelt, and Landscape, Seconded by Cllr I Thomas. Agreed Cllr's J Given, M Moss and J Thomas. Abstained Cllr's D Bates & O Phillips Cllr J Thomas to send supportive objection	Cllr J Thomas
<u>393 Parish Matters</u> Cllrs I Thomas & V Barker– No matters to raise. • Cllr D Bates noted on behalf of Cllr A Jenns that there is a briefing review regarding boundaries due to take place on 16th October which will clash with the October meeting. Request to move meeting to the 17th October at Piccadilly. Cllr M Moss will not be able to attend due to being away. New date Proposed by Cllr D Bates, and Seconded by Cllr V Barker, No one Against or Abstained. Cllr J Thomas to cancel room hire at Warwickshire Fire and Rescue Service Training Centre Bodymoor Heath and book Piccadilly Community Centre Cllr D Bates wished to note; on behalf on Cllr M Wilson, that the clothes Bin on the Oak car Park has now been removed to stop youths climbing on top and to reduce some of the reported ASB.	RESOLVED Cllr M Wilson

Cllr M Wilson also wished to request process to gain permission to use Kingsbury Recreational Ground for Bonfire night to host a community event. Cllr J Thomas confirmed that an application would need to be submitted to the parish for consideration. This would need to be presented in the October meeting. Cllr D Bates has received requests from Kingsbury residents for the Parish to support request for streetlights to remain on through the night. Cllr J Thomas confirmed that she would send a support letter to WCC and the new MP R Taylor to seek her support. • M Moss - Wished to report a large pothole on Trinity/Tamworth Road • Cllr J Given - Overgrown vegetation behind village hall starting to block emergency exit, needs to be cleared. Cllr O Phillips offered to follow up for resolution. • Cllr O Phillips – Advised all Cllr's that the MP R Taylor will be holding her MP Surgery at Wood End Village Hall on 28th September 2024 from 9:00am-11:00am. • Cllr A Phillips – Provided update from Town and Council. Statutory consultation underway. AGM scheduled 6th November 2024 in Wellesbourne.	Cllr J Thomas Cllr J Thomas Cllr O Phillips																				
<u>394 Accounts for Payment</u> Cllr J Thomas noted that all Cllr's had received a copy of July and August statements (all confirmed receipt). Cllr J Thomas also read out Accounts for Payment: <table border="0"> <tr> <td>• Planters Garden Centre</td><td>£100.00</td></tr> <tr> <td>• Website</td><td>£96.00</td></tr> <tr> <td>• EE Mobile Phone</td><td>£8.00</td></tr> <tr> <td>• NWBC (Room hire April and May)</td><td>£30.00</td></tr> <tr> <td>• Councillor Training</td><td>£39.22</td></tr> <tr> <td>• Councillor Travel Expenses</td><td>£6.75</td></tr> <tr> <td>• Councillor Reimbursement (Postage)</td><td>£7.45</td></tr> <tr> <td>• Defibrillator Batteries</td><td>£39.22</td></tr> </table> All payments agreed. Proposed by Cllr I Thomas, and Seconded by Cllr J Given, No one Against or Abstained, all Cllr's in Favour. All Purchase Orders signed by Cllr I Thomas and Cllr G Given. Cllr J Thomas to make payments. Resolved: That the accounts listed above be approved for payment. <u>Bank Balances - 30th September 2024</u> <table border="0"> <tr> <td>Current Account</td><td>£557.34</td></tr> <tr> <td>Reserve Account</td><td>£78,488.11</td></tr> </table>	• Planters Garden Centre	£100.00	• Website	£96.00	• EE Mobile Phone	£8.00	• NWBC (Room hire April and May)	£30.00	• Councillor Training	£39.22	• Councillor Travel Expenses	£6.75	• Councillor Reimbursement (Postage)	£7.45	• Defibrillator Batteries	£39.22	Current Account	£557.34	Reserve Account	£78,488.11	Cllr J Thomas
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Cllr J Thomas also sought agreement to purchase the following items: • A4 Plastic Wallets • Foolscape Square Cut Folders • Minute Book • Printing Paper • Wreath to attend memorial • Parish Chain to be updated • Proposed by Cllr A Phillips, and Seconded by Cllr V Barker, No one Against or Abstained, all Cllr's in Favour.	
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Next meetings

Monthly Parish Meeting	17 th October 2024	<i>Piccadilly Community Centre, Perryman Drive, Off Trinity Road, Piccadilly</i>
Monthly Parish Meeting	27th November 2024	<i>Wood End Community Room, Wood End</i>

Signed _____ Dated _____