

Kingsbury Parish Council Meeting Minutes

Meeting of Kingsbury Parish Council held on **Wednesday 17th April 2024**, at Warwickshire Fire and Rescue Service Training Centre, Bodymoor Heath, B78 9JB.

Present Councillors: J Thomas, D Bates, H Phillips, I Thomas, V Barker, A Jenns, A Phillips, J Given and A Wright.

Present Guest: PC Beale

Apologies: Received and accepted from Councillor M Moss, M Wilson, and Clerk S Gommersall

Minute Taker: Councillor D Bates

Agenda Item	Notes	Action
Agenda Item 1: Ref 325 - Public Questions	Five members of the public attended the meeting from Mill Cresent and surrounding streets in Kingsbury. Lighting and Crime: Speakers expressed concerns relating to streetlights being switched off from midnight and felt that the darkness was assisting criminals. Also expressed concerns relating to safety; especially for residents who work late and have to come home in the darkness. Request was made to the Parish to fund CCTV and lighting to reduce increased crime. Speakers felt that Kingsbury and surrounding villages were easily accessible from motorways and inner-city areas with 'windows' of opportunity due to no police presence, lack of CCTV and no lighting. A number of examples of crime including attempted break-in's and 1 x home invasion were provided by the speakers; as well as the impact these have had on the victims of crime. Speakers explained that they had created a local WhatsApp Group and were asking the Parish Councillors for support to meet	

	Cllr J Thomas explained that this had always been requested and that despite this the Parish had never refused questions even if they had not been forwarded ahead of any Parish Meeting – discussion took place. Grass Cutting on Kingsbury Parish Recreation Ground: A Member of the public asked why the grass had not been cut. Cllr J Thomas explained that this was the responsibility of NWBC as the Parish pay for this to be cut and that this could be due to poor weather conditions.	Parish Councillor's to review Standing Orders Cllr J Thomas to email NWBC
Agenda Item 2: Ref 326 Police Matters	PC Pete Beale provided an overview of crime data across all Parish Villages. Cllr I Thomas expressed concerns relating to speeding in Piccadilly. Cllr A Jenns enquired about speed camera along Coventry and Tamworth Road.	PC Pete Beale to speak with Safer Communities re speeding.
Agenda Item 3: Ref 327 Apologies	Noted Above	
Agenda Item 4: Ref 328 Declarations of Personal and Prejudicial Interests	• 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 J Given declared he is the stepfather of the Clerk. • Councillor O Phillips declared a personal interest in any issues relating to NWBC and Woodend Village Hall.	
Agenda Item 5 Ref 329 Minutes to be approved	Parish Council Meeting held on 20th March 2024. Cllr I Thomas wished for the minutes to be amended for item 295 Piccadilly flooding as matter has not been resolved - noted. Minutes Proposed by Cllr O Phillips and Seconded by Cllr V Barker – all in favour that the minutes of the Council meeting held on 20th March 2024 be approved as a true record. Kingsbury Parish Council Extraordinary Meeting held on 3rd April 2024. Minutes Proposed by Cllr O Phillips and Seconded by Cllr A Phillips – all in favour that the minutes of the extraordinary meeting held on 3rd April 2024 be approved as a true record.	Resolved Resolved
Agenda Item 6 Ref 330 Councillors Parish Matters raised previously.	Parish Council Meeting held on 20th March 2024 Ref 291: • HS2 – Cllr I Thomas confirmed No new update, awaiting information regarding new planning decisions. <u>Cllr I Thomas to provide update once received.</u> Ref 295: • Piccadilly - fence railway side gives access to track – Confirmed that part of the damaged fence has been removed and the remainder will be removed before the year end. <u>Clerk to provide update.</u> • Bodymoor Heath Bridge damage – The Canal River Trust has confirmed that the repairs to the retaining wall are programmed	Ongoing Clerk to chase outcome. Clerk to chase outcome.

	between March 2023-April 2024 ref 913880. On 18th October 2023 an engineer attended and confirmed there is still no movement. <u>Clerk to provide update.</u> • Footpath to Water Park – Clerk has received an allocated job number but still O/S <u>Clerk to confirm once completed.</u> • Tree in South View in desperate need of pruning – Although some work has been done the ivy is still higher than the neighbour's fence which needs to be reduced. <u>Cllr A Jenns to make enquiries.</u> • Path down Edge Hill needs cutting back – Cllr A Phillips confirmed this is still outstanding - <u>Clerk to report again.</u> • Fence at Kingsbury water park – The fence opposite the new apartments there is a hole in the fence. Reported by clerk and pictures sent to confirm location. Ref GE29752 – <u>Clerk to provide update.</u> • Piccadilly Bridge flooding – Cllr I Thomas confirmed the flooding issue continues to cause problems. • Bin being put down Dexter Lane, Hurley. – Awaiting delivery <u>Cllr H Phillips to confirm once resolved.</u> • Wood End Village Hall in need of the bushes trimming – <u>Cllr A Phillips to provide update.</u> • Bollards will be put in place opposite Wood End Co-Op – Cllr A Wright confirmed that the cast iron bollards are not currently in stock, additionally will need bollards near Sherwood Close by drop-curbs (either side of the tactile). <u>Cllr A Wright to do another site visit to resolve.</u> • Wings Building – Cllr J Thomas advised that discussions over the Wings building will be happening soon and will be discussed as a	Clerk to chase outcome. Cllr A Jenns Clerk to report Clerk to chase outcome. Ongoing Cllr H Phillips Cllr A Phillips Cllr A Wright Ongoing
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	confidential item. Cllrs with interests will be asked to leave the room. Clerk sent over land registry information to chair. – <u>Still to be discussed.</u> Ref 296: • Column number 3 – On Piccadilly Crescent, Piccadilly has a light out. – <u>Clerk to provide update.</u> • Pear Tree Surgery – Cllr J Thomas reported that the work to the leaking roof and footpath is ready to commence and will cause parking difficulties. Also noted that CQC have changed their rating to 'Needs Improving' following complaints regarding telephone and access. <u>Ongoing.</u> • Bollards/Dropped kerbs opposite Wood End Co-Op – Cllr A Wright confirmed that this is part of his scheme. <u>Ongoing.</u> • MOD – Clerk to request a MOD land agency meeting about illegal driving in piccadilly – Cllr J Thomas has provided Clerk with contact details. <u>Clerk to arrange meeting upon her return to work.</u> Ref 314: • Dog Fowling Signage – Cllr J Thomas confirmed that she had been in touch with Gavin Edwards via email. Also asked which Councillors would be interested in general waste bins. All Parish's expressed interest and identified possible locations: • Cllr D Bates – One by new bench (Sycamore / Crescent) • Cllr A Jenns – One by Chestnut Close. • Cllr J Given – One on Dexter Lane. • Cllr O Phillips – One at the start of Black Path	Clerk to update. Ongoing Ongoing Clerk to provide update. Cllr J Thomas
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	• Cllr A Phillips – One by black gate end of cottages before woodlands. • Cllr I Thomas – One on Pitch Hill and One by bus stop. Cllr J Given asked who would be paying for these bins. Cllr J Thomas confirmed that this would be NWBC. <u>Cllr J Thomas to notify Gavin Edwards of requests.</u> • Banna Moon – Council and Cllr A Jenns will be putting out a statement. Cllr A Jenns confirmed he had done this and stated that Banna Moon being shut is due to a potential management / business decision as the lease is until 2027. <u>RESOLVED.</u> • Path – Cllr A Jenns confirmed that this has been completed. <u>RESOLVED.</u> • New Trees on Kingsbury Road – Cllr A Jenns confirmed that he had spoken to the Forestry Team, and they will put in new steaks to support the trees. <u>Cllr A Jenns to confirm once completed.</u> • Double Yellow Lines – Lines running from Mill Cresent is still out for consultation. <u>Ongoing.</u> • Travellers Site – Cllr A Jenns confirmed that the site was back up for sale and that an Appeal had gone into the Council. <u>Ongoing.</u> • ‘Dead’ Trees – Planted on Piccadilly recreation field – Cllr I Thomas to send pictures to <u>Cllr A Jenns for him to chase update.</u> • Double Yellow Lines – Cllr A Wright confirmed that a site visit will be arranged. Date TBC. <u>Cllr A Wright to provide update.</u> • Gates – Cllr J Given forwarded a copy of the photograph which Cllr H Phillips confirmed. <u>Cllr H Philipps will follow up</u> with the Council and report back. <u>Cllr I Thomas also need</u>	Cllr A Jenns Ongoing Ongoing Cllr A Jenns Cllr A Wright Cllr H Phillips & Cllr I Thomas.
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	to check the gates at Piccadilly as these are the same gates and to report back to Cllr H Phillips. • Police Attendance – Cllr J Thomas confirmed that she had spoken to the police who advised that although they had received the dates they had not received details of the venues. Cllr J Thomas has now provided this and police have confirmed their attendance for future meetings. <u>RESOLVED.</u> • Brian Moss – Cllr J Thomas confirmed that Cllr's had attended an afternoon tea with Brian on the 7th April 2024. Certificate and gift were presented to Brian. <u>RESOLVED</u> Kingsbury Parish Council Extraordinary Meeting held on 3rd April 2024. Ref 327: • NatWest Bank Mandate – Cllr J Thomas confirmed that the Bank Mandate had been requested and that all Cllr's as identified had signed and returned the Mandate. Cllr J Thomas is now just waiting for confirmation. <u>Cllr J Thomas to provide update as soon as all necessary paperwork has been processed and Mandate accepted.</u> Ref 328: • Clerk – Clerk is off work, to be added to mandate upon return. <u>Ongoing.</u> • Mandate Review – Discussion took place and all agreed that the Mandate is to be reviewed at each new-term annual meeting. Ongoing Ref 328: • Website – Cllr J Thomas confirmed that she now has access to the Parish Website and confirmed that the Agenda's and Minutes need to be uploaded. Cllr's A Phillips and	Cllr J Thomas to provide update. Ongoing Ongoing
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	Cllr O Phillips offered their support to take on this interim responsibility. <u>RESOLVED</u> • Emails – Cllr J Thomas confirmed that all new emails are now coming through as re-directed. However, there are no emails on the laptop (Inbox, Outbox, and Deleted folders) from October, and it appears these may have been deleted as unable to access or retrieve. Cllr O Phillips confirmed that he had also supported Cllr J Thomas to access the emails and that nothing could be found. <u>Ongoing</u>. • Clerk – Awaiting confirmation from Clerk re current sickness. Cllr J Thomas confirmed that she would know more on Friday (expiry date of current sickness period). • Mandate – To be reviewed at AGM. Ref 331: • Pension – Outstanding, payment to be made once the mandate has been sorted. • Internal Audit – Cllr J Thomas confirmed that Cllr A Phillips and Cllr A Jenns did complete the reconciliation. <u>RESOLVED</u> Ref 332: CONFIDENTIAL MATTERS • Bank Account – HR Committee to carry out investigation into linked banking. • Passwords – Cllr J Thomas to send a letter to the Clerk requesting correct passwords. And to confirm securing of passwords. • Policies & Procedures – Cllr J Given confirmed that the working party will review as recommended and provide an update on all Policies and Procedures updated.	Ongoing Ongoing C/F Agenda Item C/F AGM Agenda Item Clerk/Chair to process payment. Ongoing Cllr J Thomas Cllr J Given
Agenda Item 7 Ref 331 End of Year Accounts	Cllr J Thomas confirmed that she did not have a Balance Sheet for November, however, has checked all balance sheets	Ongoing

	available and that they do balance. Balance still needs to be reconciled with Bank Statements once received. Cllr J Thomas asked if any Councillors had any questions. – none raised. Cllr A Phillips wished to publicly thank and acknowledge all the work of Cllr J Thomas. – all Councillors agreed and noted appreciation and gratitude. Cllr J Thomas thanked all and wished to note that she had also been supported by Cllr I Thomas.	
Agenda Item 8 Ref 332 Kingsbury Recreational Ground	Cllr A Jenns confirmed that the first working party for the park was held on 4th April 2024. This had been a very successful and productive meeting. • Shared Prosperity Fund (SPF) – The potential of a 50/50 cost application was discussed. This will be considered by members. • Cllr A Jenns also noted that he had received a complaint from a resident on 'Tame Bank' regarding the 'state' of the recreational grounds. A Jenns will send a response to the complainant. • Cllr J Thomas also shared an email received from another resident who had also expressed concerns about the play equipment. • Cllr I Thomas stated that he had previously received information relating to possible refurb of some of the play equipment and would forward details to the working party. • Club – Cllr D Bates asked if there was any update on Kingsbury Club and the boundary line between that and the recreational ground. Cllr J Thomas confirmed that she and Cllr I Thomas were currently looking into and would feed back to all Councillors.	Members to review an SPF Application Cllr A Jenns to send email response. Cllr A Jenns to send email response. Cllr I Thomas to forward details. Cllr J Thomas to update.
Agenda Item 9 Ref 333 Finance Committee Update	Cllr A Phillips and Cllr O Phillips provided feedback on the internal finance audit carried out on 13th April 2024 (see copy of notes provided for in-depth information).	

	Key points: • No Bank Statement for November 2023. • Minutes for April 2023 now reviewed. • Queries regarding Internet and WFH payments being paid monthly via Direct Debit. • Some payments do not have an Invoice or Breakdown attached to them. • One Invoice payment made to CAVA had been paid twice. • VAT payments are not broken down or documented. • Internal Auditor had recommended that a Purchase Order (PO) be used for all transactions, and this has not happened. • Expense Forms are being used for Councillors for reimbursement payments. • Screenshot of bank payments being showed of what has actually been paid rather than what has been approved. • August and December 2023 payments are not documented in minutes. Recommendations to Finance Committee with agreement by Council: • Implement new Reimbursement Claim Form • Minutes to accurately reflect all payments. • Ensure all payments are attributed to the correct budget code/area. • Review and amend Expense Policy to include Councillors reimbursement form. • Purchase Orders to be used for all payments. • Minutes to list all payments as Invoices, Expenses and	Finance Committee
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	Reimbursements for clear record keeping. • For August and December payments to be listed in advance. • For the Clerks internet and working from home payments to be set up as a direct debt or standing order. • That the Parish carry out internal audits on themselves on a quarterly basis. Cllr J Thomas thanked Cllr A Phillips and Cllr O Phillips for carrying out the internal audit and for their feedback and recommendations which will be taken to the Finance Committee Meeting scheduled for Monday 22nd and confirmed that she would feed back to in the next full Parish Meeting.	Cllr J Thomas to provide update at next meeting.
Agenda Item 10 Ref 334 Policies and Procedures	Asset Form: Cllr J Given explained that that he had carried out work on the Asset Audit, relating to what had already been referenced and what had been 'personally found and asked all Councillors to review and to fill in date/year and costs boxes if they knew this information to enable a depreciation value by linear percentage for residual value. Cllr J Thomas suggested that Cllr J Given refer back to last year's Asset Form for some dates, Cllr J Given confirmed he had already transferred over these dates. Cllr J Thomas noted that the 2022-2023 Assets Form also had the estimated costs data included and that the historic value will be needed by the 26th for the auditor. Cllr J Given confirmed that he needs all Councillors to take a look and to get this information back to him by Monday 22nd and that he would collate and return information to Cllr J Thomas (Chair) by Wednesday 24th. HR Committee: Recommendations for P&P Group to review the following: Code of Conduct, Data Protection/GDPR (to	All Councillors to return to Cllr J Given Cllr J Given to send to Cllr J Thomas P&P working party to review and report back.

	include employees and Councillors), and Emergency Absence/Sickness to include a plan/process for absence. Cllr J Given acknowledged request and confirmed this would be looked at with Cllr A Jenns and Cllr M Moss.	
Agenda Item 11 Ref 335 Neighbourhood Plan	Cllr J Thomas confirmed that the letter is still to be sent – item to be carried forward.	Ongoing
Agenda Item 12 Ref 336 Parish Emergency Plan	Cllr J Thomas confirmed information had been received from Woodend and Piccadilly. Still waiting for details from Kingsbury and Hurley – recommended to move to next meeting.	Kingsbury and Hurley Cllrs to forward information.
Agenda Item 13 Ref 337 Community Awards	Cllr J Thomas confirmed that she and Cllr A Jenns had drafted a timetable and recommended a Procedure for the Awards. Recommendation Proposed by Cllr D Bates and Seconded by Cllr O Phillips. Cllr I Thomas Abstained – all other Cllr's in agreement. Recommendation Carried. Cllr J Given as Chair of the Policies and Procedures working group to discuss and devise Procedure for discussion at May meeting.	P&P Working Party to provide draft.
Agenda Item 14 Ref 338 Planning Applications	Cllr J Thomas confirmed the following application notifications: • Bodymoor Heath – Construct private use and equestrian use. Permission from Parish Proposed by Cllr A Phillips and Seconded by Cllr V Barker, No objections – all in agreement. RESOLVED	Cllr J Thomas to notify NWBC
Agenda Item 15 Ref 339 Correspondence Received	Cllr J Thomas confirmed: • Email from Wings Company looking for hall venues. Cllr A Phillips confirmed potential use of Woodend Village Hall.	Cllr J Thomas to pass on details. Cllr J Thomas to respond.

	Community Watch – Email received requesting information on any known new groups. None noted.	
Agenda Item 16 Ref 340 Accounts for Payment	Cllr J Thomas confirmed that the Donation; as agreed in January 2024 Parish Meeting, for Beeline still requires payment. This has been held up due to awaiting bank account details from Beeline. Confirmed that Cllr I Thomas had paid the following invoices due to inability to access Parish Bank Account: £1,104.74 – Insurance Payments still to be made: £6.60 – Salary Charges £498.41 – Salary £51.92 – Clerks Expenses (provided breakdown costs) £25.00 – Piccadilly Hall Hire Cllr O Phillips wished to publicly thank Cllr I Thomas for making Insurance payment on behalf of the Parish – all in agreement and acknowledged appreciation. Recommendations: - Reimbursement to be made to Cllr I Thomas once Bank Account accessible. - Payments as noted above to be paid once Parish Bank Account accessible. Proposed by Cllr O Phillips, Seconded by Cllr A Phillips. All in agreement. Grant Requests – No Grant Applications Received.	Payment still to be made
Agenda Item 17 Parish Metters	Cllr V Barker: - Non noted. Cllr A Jenns: - Had received request regarding parking the Youth Bus on a car	Cllr A Jenns to respond

	park in Kingsbury. <u>Cllr A Jenns Confirmed that he would make enquires at venues.</u> Cllr D Bates suggested possibly ask Cllr M Wilson for Oak Pub carpark which is next to the recreation field. - Tall tree located next to house by the methodist church is blocking light for the homeowner. <u>Cllr J Given to speak to the landlord to request support.</u> Cllr A Jenns to forward details to Cllr J Given. • Cllr J Given: - Non noted. • Cllr I Phillips: - None noted. • Cllr I Thomas: - Sign has been knocked over on Pit Hill, <u>Interim Clerk to report to NWBC.</u> • Cllr H Phillips: - None noted. • Cllr O Phillips: - None noted. • Cllr A Phillips: - Large pothole on Wood Street, <u>Cllr A Phillips to send picture to Cllr A Wright.</u> • Cllr D Bates: - None noted. • Cllr J Thomas: - None noted.	Cllr A Jenns and Cllr J Given Cllr J Thomaas to report. Cllr A Phillips and Cllr A Wright
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Meeting closed at 21:09

Next meetings

There will be A full council meeting Wednesday 15th May 2024 at Bodymoor Heath Victory Hall, Bodymoor Heath Lane, B76 9JF

Signed _____ **Dated** _____