Kingsbury Parish Council May 2024 Meeting Minutes

Meeting of Kingsbury Parish Council held on **Wednesday 15th May 2024**, at 6:15pm at Bodymoor Heath Victory Hall, Bodymoor Heath, B76 9JF.

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

Apologies: Received and accepted Clerk S Gommersall

Minute Taker: Councillor D Bates

Item 1: Ref 346 Apologies	As noted, above.	**RESOLVED**
Item 2: Ref 347 Declaration of Personal and Prejudicial Interests	Cllr J Thomas advised all that if declarations had not changed there was no need for Cllr's to recomplete the Declaration Form. Advised all that should anyone have any changes they had 28 days to complete and resubmit the form accordingly to the Chair in the absence of the Clerk. No amendments were declared and remain 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 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.	
Item 3: Ref 348 To Receive and Approve Minutes	The minutes of the meeting of Parish Council held on 17th April 2024 to be received & approved as a correct record **Proposed** by Cllr V Barker and **Seconded** by Cllr A Jenns No one **Against** or **Abstained,** all Cllr's in **Favour**.	**RESOLVED**

	Cllr I Thomas questioned the new layout of the minutes and wished to note that recommended changes should have been brought to the Parish to discuss. Discussion took place. Cllr D Bates, acting as temporary minute taker in the absence of the Clerk. New layout was agreed and to be adopted. **Proposed** by Cllr A Phillips and **Seconded** by Cllr M Moss. No one **Against** or **Abstained,** all Cllr's in **Favour**.	
Item 4: Ref 349 Matter Arising from Minutes	**Item 325 Public Questions:** **Public Meeting:** Request made to Parish to arrange a Public Meeting. Discussion took place regarding number of attendees, with Cllr A Wright expressing need to be organised to reduce potential disruptions. Invite to be sent to MP Craig Tracy, Police Commissioner, Highways (lighting) and Warwickshire County Council Portfolio Holder. **Police Matters:** Apologies received from PC Beale. Cllr J Thomas read out report from PC Beale on overview of crime data across all Parish Villages. **APNR/Speeding:** APNR cameras and discussion with Safer Communities regarding speeding in Piccadilly and Kingsbury **Unresolved**. Cllr J Thomas to request update. Cllr J Thomas asked all if they had any Police Matters to report: • Cllr A Jenns – Complaints received re motorcycles on Tame Bank. • Cllr M Wilson – Concerns re youth on roof of Wings Club, Kingsbury. All discussed re Duty of Care. Cllr H Phillips to discuss with NWBC. • Cllr D Bates – Motorcycles & cars using pedestrian area on Pear Tree Avenue (slabbed area around grass verges). **Grass – Recreational Ground:** Cllr A Jenns confirmed this has been cut. **Standing Orders:** Cllr J Thomas read out confirmation from Ruth Mullett:	**Cllr J Thomas/Clerk to make arrangements.** **Cllr J Thomas/ Clerk** **Cllr J Thomas/ Clerk & Cllr H Phillips** **RESOLVED** **RESOLVED**

	*'**Public Participation**: To adjourn to allow public participation for 15 minutes. Residents who are in attendance are invited to give their views, make representations, give evidence, and put questions to the Parish Council on issues on this Agenda, or raise issues for future consideration at the discretion of the Chairperson. In accordance with Standing Orders, a question does not require a response or act as prompt for debate. If members of the public wish to raise issues which are not on the Agenda, they should notify the Clerk prior to the meeting. Members of the public may not take part in the Parish Council meeting itself.* ***Closed Sessions:** In accordance with the Public Bodies (admissions to meetings) Act 1960 s.1(2) and the Local Government Act 1972 S100 (2) the following agenda item is likely to be considered with member of the public and press excluded from the meeting for the reasons that matters appertaining to employment of staff are of confidential nature'.* **Item 295:**	
	Piccadilly Railway Fence: Email sent regarding damaged fence - awaiting response - **UNRESOLVED**.	**Cllr J Thomas/ Clerk**
	Bodymoor Heath Bridge: Cllr J Thomas confirmed that she was unable to locate details but would speak to Cllr Smith from Bodymoor Health for contact details. **UNRESOLVED**	**Cllr J Thomas/ Clerk**
	Footpath to Water Park: Email sent regarding damaged fence, awaiting response. **UNRESOLVED**.	**Cllr J Thomas/ Clerk**
	Hight of Tree in South View: Cllr J Thomas to follow up with County Council (Matthew Alford). Cllr M Moss also requested that the two bushes growing against the fence is also reduced in height. **UNRESOLVED**	**Cllr J Thomas/ Clerk**
	Edge Hill Path: Cllr A Phillips confirmed this has been done. **RESOLVED**.	**RESOLVED**
	Piccadilly Bridge Flooding: No update Cllr I Thomas to follow up. **UNRESOLVED**	**Cllr I Thomas**
	Bin Dexter Lane: Cllr O Phillips is chasing and will arrange a meeting. **UNRESOLVED**	**Cllr O Phillips**

	Wood End Village Hall Bushes: Cllr A Phillips confirmed a letter had been sent and Cllr J Thomas also responded. **RESOLVED**.	**RESOLVED**
	Wood End Co-Op Ballard's: Cllr A Wright confirmed bollards are now in stock and advised job is imminent. Cllr A Phillips advised markings may cause an issue.	**Cllr A Wright**
	Wings Building: Cllr M Wilson confirmed that he had seen the owner of the club and had spoken to him whilst he was there replacing more broken windows. Discussion took place re police deterrents, due diligence with owner and Duty of Care. Cllr I Thomas recommended a letter is sent on behalf of the Parish to NWBC Planning Department regarding our concerns and items from the building being on our land (recreational ground) due to health and safety. **Proposed** by Cllr I Thomass and **Seconded** by Cllr H Phillips. No one **Against** or **Abstained,** all Cllr's in **Favour**.	**Cllr J Thomas/ Clerk**
	Discussion also took place regarding the boundary area between the Wings Building and the Recreation Ground. Cllr DB inquired if there was an update from the land registry. Cllr I Thomas confirmed that he now has a copy of the plans but no measurements. Cllr I Thomas to share copy of plans with all Cllrs.	**Cllr I Thomas**
	Cllr H Phillips recommended that the Parish consider erecting a boundary fence to protect the Recreation Ground. All agreed for this to be considered as part of the Recreation Ground Park Working Party.	**Recreation Ground: Park Working Party.**
	MOD: Request to arrange a meeting regarding illegal driving in Piccadilly is unresolved. Cllr J Thomas to follow up. **UNRESOLVED**	**Cllr J Thomas/ Clerk**
	Ref 314:	
	Waste Bins: Cllr J Thomas confirmed request has been sent to Gavin Edwards. Email to be resent to rectify that the bin required by new bench is on Mill Cresent not *'Sycamore Cresent'* (typing error in minutes). Cllr J Thomas to send.	**Cllr J Thomas/ Clerk**
	New Tree Structure (Kingsbury Road): Cllr A Jenns confirmed new support stumps have been fitted. **RESOLVED**	**RESOLVED**
	Double Yellow Line (Mill Cresent): Still outstanding. **UNRESOLVED**	**Ongoing**

	Travelers Site: Cllr A Jenns confirmed an appeal had been lodged. Appeal date ser for July. **UNRESOLVED**	**Ongoing**
	Dead Trees on Piccadilly Recreational Ground: Still outstanding. Cllr J Thomas to send an email to follow up. **UNRESOLVED**	**Cllr J Thomas/ Clerk**
	Gates to Park (Hurley and Piccadilly): Item still outstanding. Cllr H Phillips confirmed that he would follow up on this. **UNRESOLVED**	**Cllr H Phillips.**
	NatWest Bank Mandate: Cllr J Thomas confirmed that she had lodged an official complaint regarding time it has taken to resolve the issue. Now have an allocated advisor from bank to assist. All paperwork from Cllrs has been processed. **UNRESOLVED**	**Ongoing**
	Ref 328: Clerk, Website and Emails: Matter to be discussed as part of Agenda Item 16	
	Ref 331: Pension, End of Year Accounts & Internal Audit: On Agenda Items 6 & 14	
	Ref 332: Confidential Matters: To be discussed as part of Agenda Item 16 **Ref 332: Recreation Ground:** On Agenda Item 8	
	Ref 334: Policies & Procedures: On Agenda item 7	
	Ref 335: Neighbourhood Plan: Cllr J Thomas to send letter to NWBC to take forward.	**Cllr J Thomas/ Clerk**
	Ref 336: Parish Emergency Plan: Unresolved, item to be included onto June agenda for discussion. **UNRESOLVED**	**Cllr J Thomas/ Clerk**
	Ref 337: Community Awards: Draft Policy to be sent to Cllr J Thomas.	**Cllr J Given**
	Ref 340: Accounts for Payment: On Agenda item 14	
	Ref 341: Parish Matters:	
	Tree: Tree next to house by methodist church needs to be cut back. **UNRESOLVED** Cllr J Given to speak to landlord to request support. Cllr A Jenns to forward details to Cllr J Given.	**Cllr A Jenns & Cllr J Given**
	Pothole on Wood Street: RESOLVED	**RESOLVED**

Item 5: Ref 350 HS2 Report	Cllr I Thomas confirmed that he had attended a meeting on Monday 13th May. No further relevant update or information at present.	**Ongoing**
Item 6: Ref 351 Finance Committee Report	**Item 6.1 – Minutes:** Cllr I Thomas Finance Committee Chair **'**To receive and accept Finance Committee Minutes held 22nd April 2024'. **Proposed** by Cllr H Phillips and **Seconded** by Cllr A Jenns. No one **Against** or **Abstained,** all Cllr's in **Favour**. Signed by Cllr I Thomas. **Internal Finance Audit (Item 333):** Draft Reimbursement Claim Form and Purchase Order Form, as recommended by both the internal audit review and last year's Auditor. To be adopted and accepted. **Proposed** by Cllr I Thomass and **Seconded** by Cllr V Barker. No one **Against** or **Abstained,** all Cllr's in **Favour**. **Reimbursement Claim Form** - **Proposed** by Cllr I Thomass and **Seconded** by Cllr V Barker. No one **Against** or **Abstained,** all Cllr's in **Favour**. Cllr A Phillips recommended that these new forms are also referenced within the Parish Finance Policy. Cllr J Thomas to send copy to Policies and Procedures Party for review. **Item 6.2 – Budget:** Cllr J Thomas 'To receive and accept Budget 2024-2025'. Cllr J Thomas presented budget, detailing predicted expenditure of £32,141.32. **Proposed** by Cllr O Phillips and **Seconded** by Cllr V Barker. No one **Against** or **Abstained,** all Cllr's in **Favour**. **Item 6.3 – Draft 1st Qtr. Accounts:** Cllr J Thomas requested that draft is noted and that alterations may be made as some are identified as estimates as awaiting outstanding payments/invoices. **Proposed** by Cllr H Phillips and **Seconded** by Cllr V Barker. No one **Against** or **Abstained,** all Cllr's in **Favour**.	**RESOLVED** **Policies and Procedures Party** **Cllr J Thomas - Accounts to reflect payments once all invoices received.**
Item 7 Ref 352 Policies and Procedures	**7.1 Asset Form:** 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. As the Assets Form had estimated costs data, Cllr J Thomas recommended that the Asset Register is finalised when work with the Auditor has taken place. **Proposed** by Cllr J Thomas and **Seconded** by Cllr J Given. No one **Against** or **Abstained,** all Cllr's in **Favour**.	**Cllr J Given**

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<tr><td></td><td>HR Committee: Recommendations for P&P Group to review the following: Code of Conduct, Data Protection/GDPR (to include employees and Councillors), and Emergency Absence/Sickness to include a plan/process for absence.</td><td>P&P working party to review and report back.</td></tr>
<tr><td>Item 8 Ref 353
Recreation Ground</td><td>Cllr D Bates provided verbal update. Two providers have arranged a site visit with one to confirm. Cllrs D Bates, V Barker and M Moss have already met one provider on site – awaiting plan and quotation.</td><td>Ongoing</td></tr>
<tr><td>Item 9 Ref 354
Standing Orders</td><td>Cllr J Thomas noted that a copy had been sent to all Cllr’s – all confirmed receipt. Cllr I Thomas queried if there had been any consultation on the standing Orders.

Cllr J Thomas provided an overview of the document and reminded all Cllr’s to use the opportunity to view the website – Discussed overall. ‘To receive and adopt Standing Orders.’ Proposed by Cllr A Jenns and Seconded by Cllr J Given. Cllr I Thomas Against, No one Abstained, all other Cllr’s in Favour.</td><td>RESOLVED</td></tr>
<tr><td>Item 10 Ref 355
Councils Financial Regulations</td><td>Cllr J Thomas went through the handout document (all Cllr’s received copy). Cllr J Thomas confirmed that this is the Model Financial Regulations for all local councils.

‘To receive and adopt the Councils Financial Regulations.’ Proposed by Cllr J Given and Seconded by Cllr O Phillips, No one Against or Abstained all other Cllr’s in Favour.</td><td>RESOLVED</td></tr>
<tr><td>Item 11 Ref 356
Working Parties/Groups.</td><td>Year 2024 – 2025:

<table><tr><td>Finance Committee</td><td>Cllr Ian Thomas (Chair)
Cllr Hayden Phillips
Cllr Andy Jenns
Cllr Owen Phillips</td></tr><tr><td>HR/Appraisal Committee</td><td>Cllr Jean Thomas
Cllr Debbie Bates
Cllr Val Barker
Cllr Alexandra Phillips</td></tr><tr><td>Policies and Procedures Working Party</td><td>Cllr John Given (Chair)
Cllr Ian Thomas
Cllr Margaret Moss
Cllr Andy Jenns</td></tr><tr><td>Neighbourhood Plan W/Party</td><td>Full Council</td></tr></table></td><td></td></tr>
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<tr><td>Community Awards W/Party</td><td>Cllr Jean Thomas
Cllr Andy Jenns
Cllr Val Barker
Cllr Mark Wilson</td></tr>
<tr><td>Kingsbury Recreation Ground W/Party</td><td>Cllr Debbie Bates
Cllr Andy Jenns
Cllr Val Barker
Cllr Mark Wilson
Cllr Margaret Moss</td></tr>
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<tr><td>Item 12 Ref 357
Planning Applications</td><td>No Planning Applications received. However, Cllr J Thomas confirmed that she had received and shared correspondence relating to Hurley. Discussion took place regarding short notice of initial meetings. Cllr's H Phillips, J Given and A Jenns will attend if possible.</td><td>Cllr's H Phillips, J Given and A Jenns</td></tr>
<tr><td>Item 13 Ref 358
Correspondence</td><td>None received.</td><td></td></tr>
<tr><td>Item 14 Ref 359
Accounts for Payment</td><td>Cllr J Thomas presented details of accounts for payment:

EXPENDITURE

<table>
<tr><th>Date</th><th>Supplier</th><th>Invoice</th><th>Amount</th></tr>
<tr><td>30.03.24</td><td>WCAVA</td><td>4541</td><td>284.66</td></tr>
<tr><td>30.03.24</td><td>WCAVA</td><td>4540</td><td>13.20</td></tr>
<tr><td>06.04.24</td><td>Abbey Park Shelters Ltd</td><td>161812</td><td>270.00</td></tr>
<tr><td>27.04.24</td><td>Anifeed Ltd</td><td>13028</td><td>408.00</td></tr>
<tr><td>02.05.24</td><td>NWBC</td><td>640000228</td><td>15.00</td></tr>
<tr><td>02.05.24</td><td>NWBC</td><td>640000219</td><td>15.00</td></tr>
<tr><td>08.05.24</td><td>Clerk Salary</td><td></td><td>469.36</td></tr>
<tr><td>15.05.24</td><td>Cllr J Thomas</td><td>Expense Form Travel</td><td>20.70</td></tr>
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INCOME

<table>
<tr><td>24.04.24</td><td>NWBC Precept payment</td><td>101334</td><td>19,666.92</td></tr>
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Cllr J Thomas also noted that she had been notified that the cost of the removal of the tree stump on</td><td>RESOLVED</td></tr>
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	the Recreation Ground will be £456.00, awaiting copy of invoice. Move to pay as noted - **Proposed** by Cllr H Phillips, **Seconded** by Cllr O Phillips. No one **Against** or **Abstained** all Cllr's in **Favour**. **Grant Requests** – No Grant Applications Received.	
Item 15 Ref 360 Parish Metters	• **Cllr M Moss**: - Query regarding Hurley and Kingsbury churchyard payments - ruling overturned. Cllr J Thomas will seek clarification. - Path between Oak carpark and recreation ground needs cutting. Cllr M Wilson confirmed this is scheduled. - Grass damage near the three new builds on Kingsbury Road. • **Cllr V Barker:** - Lights remaining on at new housing estate on Pear Tree Avenue. Discussed as not the case across the village. Cllr A Jenns suggested that this may be due to the road not being adopted by the council. • **Cllr A Phillips:** - Hurley Car Park (school/church), poor condition with excessive potholes. Discussion took place re ownership. Cllr A Phillips to discuss in Governor's meeting and Cllr A Jenns to make enquiries at County. • **Cllr I Thomas:** - Hedge by Piccadilly Community Centre needs cutting - visibility hazard. • **Cllr J Given:** - Hurley Fun Day 3rd August 2024, at 10:00am. Request for Black Path to be cleared. • **Cllr M Wilson:** - Parking outside Co-op causing obstruction/hazard and traffic congestion on main road.	**Cllr J Thomas/ Clerk** **Cllr M Wilson** **Cllr A Jenns** **Ongoing** **Cllrs A Phillips & A Jenns** **Cllr J Thomas/ Clerk** **Cllr J Thomas/ Clerk** **Cllr J Thomas/ Clerk**
Item 16 Ref 365 Confidential	That under Section 100A of the Local Government Act 1972, in view of the special nature of business to be transacted, it is advisable to temporarily exclude the public from the meeting as there would be disclosure to them of exempt information under paragraph 1 and 11 of Part 1 of schedule 12A	

	of the said Act. Reason being - Discussion on Employees, former or prospective employees, eg salary of Clerk and conditions and terms of employment. This will be recorded as a separate confidential minute.	

Next meetings

Monthly Parish Meeting	26th June 2024	***Piccadilly Community Centre Piccadilly***
Monthly Parish Meeting	18th July 2024	***Wood End Community Room Wood End***
Monthly Parish Meeting	18th September 2024	***Wood End Community Room Wood End***
Monthly Parish Meeting	16th October 2024	***Warwickshire Fire and Rescue Service Training Centre Bodymoor Heath***
Monthly Parish Meeting	27th November 2024	***Wood End Community Room, Wood End***

Signed _____

Dated_____