

BAGINTON PARISH COUNCIL

PHIL CLARK – CLERK & FINANCIAL OFFICER
c/o 45 MILL HILL, BAGINTON, WARWICKSHIRE, CV8 3AH
E-Mail: bagintonpc@gmail.com TELEPHONE 07746 521087

29th April 2018

Dear Councillor,

You are hereby summoned to attend the ordinary meeting of Baginton Parish Council at Baginton Village Hall on **Thursday 3rd May 2018 at 7:30pm** (immediately following the Annual Meeting) for the purpose of considering the following agenda:-

Yours faithfully,



Phillip Clark
Clerk to the Parish Council

To: The Members of Baginton Parish Council, District Councillors, County Councillor, Police and Press.

DECLARATIONS OF INTEREST

Members are reminded of the importance of making declarations of interest in respect of any items on the agenda below. Declarations should be made at the start of the meeting or before the item is discussed. Should your interest be substantial, pecuniary or prejudicial you may be asked to leave the room during the discussion of the item.

AGENDA

1. APOLOGIES

2. MINUTES.

To confirm the minutes of the Ordinary Meeting on Thursday 5th April (**Copy herewith**) and of the Annual Assembly held on Thursday 12th April (**circulated electronically**).

3. REPORT FROM WARWICKSHIRE COUNTY COUNCIL

Any matters to report from Warwickshire County Councillor.

4. REPORT FROM WARWICK DISTRICT COUNCIL

Any matters to report from Warwick District Councillors.

5. PUBLIC PARTICIPATION – Est 8.00 pm (15 MINUTES MAX, 3 minutes per person.

- a. To note that following complaints from the public, a temporary stop notice has been issued by WDC Planning Enforcement with regards to work being undertaken on a first floor rear and side extension a property in Holly Walk.
- b. Complaints were received of motorbikes racing and performing stunts along Stoneleigh Road on both 1st April and 5th April. The Clerk reported matters to the Police.
- c. A member of the public whose aunt lives in Baginton enquired about transport for medical appointments. The Clerk sent details of volunteer organisations that arrange bespoke transport in the local area.
- d. A member of the public raised issues with magpies raiding bins looking for food on Lucy Price Playground and asked if lidded bins could be installed.
- e. Public participation.

6. WHITLEY SOUTH (JLR) DISCUSSION WITH DEVELOPERS & REPRESENTATIVES

NOTE: Limited to 10 minutes maximum at Chairman's discretion.

7. POLICE & NEIGHBOURHOOD WATCH MATTERS TO NOTE.

- a. To note any Neighbourhood Watch matters.
- b. The latest Safer Neighbourhood Newsletter was circulated to Councillors on 18th April, with no new incidents to report, but with the appointment of PC 1462 Ross Kirby
- c. Any other Police matters.

8. BAGINTON EVENTS COMMITTEE MATTERS TO NOTE

- a. The Events AGM took place on 17th April.
- b. To note any Events Committee matters.

9. COVENTRY AIRPORT - To note any Airport matters.

10. PLANNING ITEMS TO NOTE.

a. The following planning decisions were received since the last meeting.

- i. W/18/0307 – Erection of raised decking area and balustrade to rear of 47 Mill Hill. **NO OBJECTION** reported 21st March. **GRANTED** 12th April.
- ii. W/18/0030 – Variation of conditions 5, 6, 8 and 9 of W/13/1763 to allow pegging out of the access road at the earliest opportunity. **NO OBJECTION** reported 3rd February. **GRANTED** 12th April.
- iii. W/18/0493 – Installation of 3 vehicle direction signs at Penso Consulting, Woodhams Road, Baginton. **GRANTED** 20th April.
- iv. W/18/0264 – Signage (4 retrospective) at CFS Ltd, Bubbenhall Road, Baginton. **OBJECTION** reported 4th March. **REFUSED** 25th April.

b. To note applications awaiting WDC decision.

- i. W/18/0522 – Gateway South Development – Extensive commercial development of land to the south and west of Coventry Airport and Middlemarch Industrial Estate, Coventry. Circulated to Councillors via CD. Response date extended to 4th May.

c. New planning applications or planning matters received since the last meeting.

- i. W/18/0539 – Approval of reserve matters under W/18/0239, regarding access, appearance, layout & scale of the primary substation – Zone 4, Whitley South, Rowley Road. Circulated to Councillors on 27th April with response required by 17th May.

11. HIGHWAYS MATTERS TO NOTE.

- a. Current issues already reported and pending:
 - i. Bubbenhall Road @ stables – Deep ruts in verge.
 - ii. Mill Hill – Bridge damaged & awaiting repair.
 - iii. Holly Walk – Pavements in poor state of repair
- b. To note any other highways matters.

12. OPEN SPACE MATTERS TO NOTE

- a. Rabbits and moles on Millennium Field.
- b. WDC cut the grass on 23rd April.
- c. Any other open space matters.

13. GRANTS MATTERS TO NOTE

- a. None received

14. HOUSING, GDPR & GENERAL MATTERS TO NOTE

- i. The housing surveys were distributed by volunteers (with thanks), to be completed by 18th May.
- ii. To approve the Data Protection Officer contract circulated to Councillors on 11th April.
- iii. To approve the changes to the Clerk's contract to reflect the need for a Data Protection Officer, as circulated to Councillors on 11th April.
- iv. To approve the appointment of the current Clerk as Data Protection Officer, pending clarification via Parliamentary debate on the subject.
- v. To note that documents required under the General Data Protection Regulations are being loaded onto our Village Website.
- vi. To note that Baginton Parish Council have applied to be registered with the Information Commissioner's Office on 26th April.
- vii. To note that the Information Commissioner's Office have issued a supportive statement acknowledging that where Parish Councils are actively seeking to comply with the new regulations, they will support our endeavours and leniency will be shown during the process.
- viii. To note that GDPR guidance received from District Councillor Trevor Wright was circulated to Councillors on 11th April.
- ix. Guidance received from WALC indicates that they are looking for a 'shared solution' regarding centralised advice regarding GDPR.
- x. New GDPR internal Councillor and employee privacy policies were circulated on 27th April.
- xi. To note that GDPR goes live on 25th May 2018.

15. FINANCIAL MATTERS TO NOTE.

a.	To advise Bank balances as at 27/04/2018	
	HSBC treasurers (community) account: -	£ 1830.66
	HSBC savings (BMM) account: -	£ 27538.31
	Total.....	£ 29368.97

Data as of 1st April 2018 (as approved in end of year accounts).

Nominally ring fenced Monies	£1330.29
Committed Funds (Budget, L'Price, M'Field, N'Plan)	£9000.00
Underlying Council Reserves.....	£13155.46

b. To confirm items for payment:-	Value	Cheque No.
Clerk's net salary for previous month (£382.51 Gross)	£382.51	101919
Reimbursement (Walter Bush) printing of N'hood Plan.	£96.00	101920
Information Commissioner	£35.00	101921
Trevor Thompson (Internal Audit of Accounts)	£100.00	101922
Hiscox Insurance	£997.96	101923
Cheques not cashed – 101918 (Village Hall)	£24.00	
Cash needed in Current Account (Inc Un-presented cheques)	£1635.47	

- c. To discuss the suggestion that the allowance for Office Costs & Overheads should be increased from £207 per quarter to £250 to reflect cost increases over the last decade.
- d. A request for the Smithy tenant to contribute £275 towards the repair of the Smithy roof was issued on 18th April.
- e. The note the internal audit of the accounts was completed on 28th April and signed off by the auditor with no issues reported.
- f. To propose the approval of the Annual Governance Statement of the Annual Return.
- g. To propose the approval of the Accounting Statement of the Annual Return.
- h. To propose that, as a qualifying Parish Council, we exempt ourselves from the annual external audit of accounts.
- i. To note that the first portion of our precept (£7187.50) was paid into our bank account on 27th April.
- j. Thanks go to Councillor Bush who managed to get 5 full copies of the Neighbourhood Plan printed within the £100 budget. Reimbursement is included in the above list of cheques.

16. CONSULTATIONS TO NOTE.

- a. The consultation on changes to NPPF (housing) was circulated to Councillors on 13th March with response required by 10th May.
- b. The consultation on Parking and Residential Design was circulated to Councillors on 27th March. Response is required by 7th May.

17. BROCHURES AND DOCUMENTS AVAILABLE FOR YOUR PERUSAL.

- a. None received.

18. ANY OTHER BUSINESS.

19. DATES FOR YOUR DIARY

Next Ordinary Parish Council Meeting: **Thursday 7th June 2018** @ 7.30pm, Baginton Village Hall.