**Ufton Parish Council**

**Minutes of the Meeting held on**

**Tuesday 5th June 2018**

**1. Record of Members Present: -**

Cllr Mrs Sheepy, Cllr Mrs Kemp, Cllrs Wilkinson, Leeman, Byrne and Clerk Mrs J Chapman

County Councillor Stevens

Meeting Commenced 8.00 pm

**2. Apologises for Absence: -** Cllr Baldwin and Cllr Crowther

**3. Acceptance of Apologies: -** Agreed

**4. Declaration of Interests**

Councillors are reminded that they **must** act solely in the public interest and should never

improperly confer advantage or disadvantage on any person to act or gain financial or other material benefits for yourself, your family, a friend or close associate.

Cllr Wilkinson declared an interest in Planning Application 18/01337/FUL

**5. Dispensations –** None

 Cllr Mrs Sheepy welcomed Cllr Mrs Kemp to her first meeting as a Parish Councillor.

**6. Open Forum**

Concern about families leaving the village due to the lack of spaces available in nearby schools.

Harbury and Chesterton are joining together to celebrate the end of WW1

Broadband – work is being undertaken in the village.

 **Representative Reports**

County Councillor Stevens advised Kenilworth Railway Station has opened. The first of three cuts of road verges has taken place. The Fire Service is currently being inspected and the inspection will last until the end of July 2018. WCC are supporting, not financially, the creation of a new Children’s’ Centre at The Grange in Southam. Long Itchington School is planning to become an Academy controlled by the Diocese in September. Long Itchington School has appointed an Executive Head as the current Executive Head, Phyllis King retires in August.

**7 Minutes of last meeting**

**7.1** It was agreed to approve the minutes of the Annual Council Meeting held on Tuesday 1st May 2018 as a true and complete record.

**7.2** It was agreed to approve the minutes of the Parish Council Meeting held on Tuesday 1st  May 2018 as a true and complete record.

**8. Matters Arising**

**8.1 Eon Street Lighting –** The Clerk advised Eon are hopeful of starting work in early July.

**8.2 Parish Boundary** – The Clerk advised she has established via NALC, the Parish Council does not fit the four parts of the criteria as specified by the House of Lords (now the Supreme Court). The Clerk is now investigating one last option.

**8.3 Wi-Fi –** Engineers have been seen in the village working on telegraph poles and pulling wire through ducts.

**ACTION** – Clerk to contact Coventry, Solihull and Warwickshire (CSW) Broadband Team to establish when Superfast Broadband will be available.

**8.4 Highway Issues – Trees and Potholes**

The Clerk has not received any further information.

**8.5 HS2**

Cllr Stevens advised HS2 are due to dig a big trial pit at Wormleighton. The lorries will travel from Banbury along the A423 to Fenny Compton where they will turn right to Wormleighton. A HS2 Drop in session is due to be held in the Village Hall on Thursday 19th July 2018 4.30pm – 6.30pm

**8.6 Parish Council Bank Account**

The Clerk confirmed the new account with Lloyds Bank is now functioning. The Clerk advised the final statement from HSBC, balances with the cashbook. Cllr Mrs Sheepy signed both the HSBC Bank statement and the Finance report in confirmation of this

**8.7 Telephone Hotline**

This was an error the item was concluded last month.

**8.8 Annual Village Meeting**

This was an error the item was concluded last month.

**8.9 Solar Panels**

The Clerk has passed the planting information onto the resident within the village. The Clerk has also visited the site by chance, obtained the owners telephone numbers and has left a message asking to be called back.

**8.10 Domain name for Ufton**

This item was deferred until the next meeting.

**9. Planning**

**9.1** The following Planning Application has been received

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Address** | **Work** | **Decision** |
| 18/01377/FUL | Home Farm, Southam Road, Ufton | Construction of a Car Port and a new Prefab garden workshop | Support |

Cllr Wilkinson left the room, whilst this matter was discussed.

**9.2** No planning decisions have been received.

**9.3**  Other planning information – None

**10. Finance**

**10.1 Budget Report 01.04.18 – 17.05.18 HSBC Account**

The report covered 1st April 2018 – 17th May 2018 when the account was closed, and the balance transferred Lloyds. Cllr Mrs Sheepy signed both the Budget Report and the final HSBC statement confirming the balance on both.

**10.2 To authorise the following payments:**

It was proposed by Cllr Wilkinson, seconded by Cllr Mrs Kemp and

**RESOLVED** the payments be authorised.

|  |  |
| --- | --- |
| **Name** | **£** |
| Clerks Salary – June 2018  |  |
| Reimbursement to Mrs J Chapman for June Ufton Newsletter | 24.84 |

**10.3 Annual Governance and Accountability Return 2017/2018 Part 2 – Certificate of exemption authorisation.**

It was RESOLVED Cllr Mrs Sheepy and the Clerk authorise and sign the Certificate of Exemption.

**10.4 Annual Governance and Accountability Return 2017/2018 Part 1 – Annual Governance Statement 2017/2018**

The Councillors considered each statement of the Annual Governance Statement and felt the Parish Council complied with them all. Cllr Leeman asked for the Risk Assessment and the list of the Fixed Assets to be discussed at the next meeting.

It was RESOLVED to approve the Annual Governance Statement which was duly signed by the Chairman and Clerk.

**10.5 Annual Governance and Accountability Return 2017/2018 Part 2 – Accounting Statements 2017/2018 Enclosure D**

It was RESOLVED to approve the Accounting Statements 2017/2018, which the Chairman signed accordingly. The Clerk had already signed this statement prior to the meeting.

**11. Code of Conduct**

The Clerk advised she has not been able to find a copy of Ufton’s Code of Conduct and has not been passed a copy. The Clerk advised she had looked at adjoining Parish Council’s Code of Conduct, none of them use the one produced by SDC. It was agreed the Clerk will forward a copy of a proposed Code of Conduct to be discussed at the next meeting.

**12. Correspondence Received**

HSBC Bank Statement and Notification of closure of bank account. Lloyds Bank – notification new account is operational. Noted

**13. Items for next Agenda**

Councillor Code of Conduct

Streetlighting

Parish Boundary

Wi-Fi.

Solar Panels

HS2

Highways – Potholes and trees on the right-hand side of Ufton hill.

Domain name for Ufton Parish Council

Digital Storage of PC information

Risk Assessment

Total Fixed Assets

**14. Date of Next Meeting** Tuesday 3rd July 2018.

 Meeting closed 9.11 pm

Signed Date

Chairman