

## Cubbington Parish Council

### Minutes of the Parish Council Meeting held at 7:10pm, 26<sup>th</sup> May 2022 the meeting was held at Cubbington Village Hall

**Present:**

|                                       |                            |
|---------------------------------------|----------------------------|
| Councillor Ian Hodges (Chairman)      | Councillor Paul Watkins    |
| Councillor Daniel Meggitt             | Councillor Esther McCarthy |
| Councillor David Saul (Vice Chairman) | Councillor Pete Smith      |
| Councillor Andrea Dean                | Councillor Gary Willoughby |

Warwick District Councillors: Councillor Trevor Wright, Councillor Pam Redford, Councillor Alan Boad (part), Councillor Daniel Russell

Warwickshire County Council: Councillor Wallace Redford, Councillor Sarah Boad (part)

Members of the public: 29 (7 Cubbington Parishioners)

In Attendance: Jane Chatterton, Clerk & RFO

The Chairman welcomed everyone to the meeting.

**441. Apologies**

Apologies for absence were received from Parish Councillors; Councillor Jack Gibson and Councillor Mrs Valarie Roberts. WDC Councillors; Councillor Phil Kohler and Councillor Daniel Russell

**442. Declarations of Interest:**

Declarations of Interest were received from:

|                            |   |   |
|----------------------------|---|---|
| Councillor Ian Hodges      | - | Village Hall Committee                      |
| Councillor David Saul      | - | Village Hall Committee & Pavilion Committee |
| Councillor Daniel Meggitt  | - | Pavilion Committee                          |
| Councillor Esther McCarthy | - | Pavilion Committee                          |

**443. Minutes of previous meeting:**

The minutes of the Parish Council Meeting held on 24<sup>th</sup> March 2022 were received and discussed.

**RESOLVED THAT** the minutes of the Parish Council held on 24<sup>th</sup> March 2022 be approved.

**444. Matters Arising not listed on the agenda**

There were no matters arising.

**445. Public participation:****Village Hall stage**

Doug O'Donnell asked why the stage had been put up wrong. (DO'D wasn't the hirer of the VH requiring the stage).

The response was that it wasn't deliberate, no specific instructions were supplied and had been put up in goodfaith. Mr O'Donnell continued to press the point, unwilling to accept the reason.

Other questions were directed to the Annual Parish Meeting.

**446. Correspondence**

Nothing further to report.

**447. Councillors Reports in brief****Community services**

Councillor Saul updated on the events that would take place in June, these included the event for the Queen's Platinum Jubilee which would take place on the playing field, weather permitting.

Councillor Meggitt as a Lead added the event would take place on Sunday 5<sup>th</sup> June. 2pm to 5pm. Everyone was welcome. Councillor Smith would be in charge of the music. A peripatetic magician had been booked to provide entertainment. There would be a bar and hot food available to purchase, also tea, coffee and cake on sale by Sue Simmons, to raise funds for the Clock repair at St Mary's Church. A great opportunity for everyone to get together.

**Cllr Meggitt – Pavilion Committee**

Pavilion internal wall - Councillor Meggitt updated that the wall inside the Pavilion would be removed the w/c 6<sup>th</sup> September. The Bookings Officer was currently working with hirers, keeping them updated. The updates to the Pavilion Garden would be completed soon, in time for the Fun Day.

Fun day – Cubbington Fun Day would take place on 17<sup>th</sup> July – activities would be advertised shortly. The theme for the Fun Day was Games, based on the Olympics/ Commonwealth Games, including things like beat the goalie, basketball shoot out etc. The event needed support and people were encouraged to get involved. The event would raise funds for the Church Clock repairs. Please contact Councillor Meggitt for more information on volunteering.

**448. District and County Councillors Reports for information****Councillor Trevor Wright - WDC**

Payment to people on Band A to D – it was reported that WDC were ahead of the game and most of the direct debit payments had already been paid. Those who don't pay by direct debit needed to contact WDC to process the payment. The system in place needed to be robust to eliminate fraud. It was noted that fraudsters were picking up the pace and targeting the vulnerable.

Anyone who was not in Band A to D, but who were struggling, there was an alternative scheme available that could be applied for. Further information was available on the WDC website.

HS2 extension to the compound by the A46 – this was still under consultation, and it should be noted that HS2 do not currently have planning permission. All parish councils who are affected by it would be consulted.

*Councillor Sarah Boad (WCC) and Councillor Alan Boad (WDC) joined the meeting.*

**Councillor Wallace Redford - WCC**

Covid rates - It was reported that Covid rates were low within the County, however all the hospitals were operating at capacity, mainly due to catching up on the surgery/procedure backlog.

Initialled

Potholes - Coventry City Council had been conducting highways trials with a vehicle used to deal with potholes but unfortunately the vehicle doesn't do what it should do. The process is to dig a hole and carry out a repair. The vehicle doesn't fill it in afterwards, so the Team had to follow on behind and complete the work. Waste of time, WCC would not be using this method.

WCC had received £1.4m for the active travel fund for pedestrian and cycle routes.

WCC had also received £79,000 to use to look into a feasibility study for a "mini-Holland". This would look at how the Dutch people have converted their modes of transport. Lot of support during the pandemic for the Parade to be shut down.

Also working with Coventry on electric buses. CCC have a couple of electric buses running. A meeting had taken place last week with some of the bus operators. A big problem is that the electric bus is twice the price, so therefore requires a lot of money. Bus companies usually buy their buses over a 15-year period but batteries in the electric buses only last 7 years.

Councillor Saul added the problems of the parking issues outside the Cubbington C of E School. He had called on the support of Councillor Redford. Thorough investigation and the plan that Councillor Redford was pursuing, it was hoped would alleviate some of the problems.

#### **Councillor Sarah Boad - WCC**

Bus Improvement Plan - It was reported that Councillor Boad had moved a motion at the County Council for the Bus Improvement Plan, however, this area didn't get any financial support. No County Councils in the West Midlands got any funding either. A further request to look at the plan was made and would be looked at by the Working Group to see what could be funded out of County Council funds.

Parking issues - Meeting planned for discussion about the parking in Kelvin Road at the shops had been cancelled due to the attendee being poorly.

#### **Councillor Alan Boad**

WDC Budgets - It was reported that WDC were working through the budgets including the SWLP, technical work was valid to both.

#### **449. Highways and Police**

Nothing to report.

#### **450. Finance**

##### **450.1 payments PAID since the last meeting: -**

##### **2021-22**

| DATE     | REF  | DETAILS  | EXPENDITURE |
|----------|------|--|-------------|
| 21.03.22 | E275 | Village Hall - Mrs L Montgomery - cleaning products                  | £8.97       |
| 21.03.22 | E276 | J Chatterton expenses & office allowance March                       | £132.22     |
| 24.03.22 | E277 | Village Hall Mrs L Montgomery - 19.02 - 18.03                        | £192.00     |
| 24.03.22 | E278 | Village Hall Mr I Hodges - repair fire door. Materials, lab, mileage | £103.00     |
| 31.03.22 | E279 | Account 1 service charge   | £25.20      |
| 31.03.22 | E280 | Bnk Charges Acc 2  | £18.00      |

**INCOME 2021-22**

|          |   |   |            |
|----------|---|---|------------|
| 28.03.22 | R | Grant from Cubbington Freeholders (Pavilion wall) | £1,000.00  |
| 31.03.22 | R | HMRC VAT refund                                   | £26,731.93 |

**2022-23**

| DATE         | REF | DETAILS   | EXPENDITURE |
|--------------|-----|---|-------------|
| <b>APRIL</b> |     |   |             |
| 07.04.22     | E1  | J Chatterton Stationery Reimbursement                         | £61.58      |
| 07.04.22     | E2  | SPS Invoice 9576 March 2022                                   | £12.00      |
| 07.04.22     | E3  | Entertainer for the Jubilee                                   | £250.00     |
| 07.04.22     | E4  | DS Wagstaff Invoice 4407 March 2022                           | £250.00     |
| 07.04.22     | E5  | WALC Annual Subs Invoice SUBS-2022-107                        | £876.80     |
| 07.04.22     | E6  | J Chatterton Jubilee Planters                                 | £87.04      |
| 07.04.22     | E7  | Mr G Willoughby Inv 00044                                     | £105.00     |
| 07.04.22     | E8  | Village Hall Synergy Security Ltd Village Hall CCTV deposit   | £750.00     |
| 08.04.22     | E9  | Village Hall PSL Village Hall microphones                     | £138.00     |
| 08.04.22     | E10 | Leisure Sec March Meeting                                     | £144.00     |
| 08.04.22     | E11 | Village Hall Waterplus - VILLAGE HALL WATER BILL              | £318.95     |
| 12.04.22     | E12 | Village Hall Mr I Hodges Reimbursement VH Petty Cash          | £200.00     |
| 12.04.22     | E13 | Village Hall Mrs K Meggitt Village Hall Manager               | £440.08     |
| 12.04.22     | E14 | Mr I Hodges expenses  | £20.00      |
| 19.04.22     | E15 | Village Hall Synergy Security Ltd Village Hall CCTV Remainder | £1,750.00   |
| 19.04.22     | E16 | Village Hall Mrs L Montgomery - 18.03 - 15.04                 | £200.48     |
| 19.04.22     | E17 | DM Monumental Rev Coles Plaque Deposit                        | £692.00     |
| 19.04.22     | E18 | Village Hall Mr I Hodges - erection of stage for Play         | £100.80     |
| 19.04.22     | E19 | EFTI Decorating Contractor - repairs & painting VH            | £2,940.00   |
| 19.04.22     | E20 | Inkwell Printing - VH Flyer                                   | £190.00     |
| 19.04.22     | E21 | VH Flyer distribution service to Cubbington                   | £140.00     |
| 19.04.22     | E22 | Village Hall Jess Tonks Party Bond Reimbursement              | £25.00      |
| 19.04.22     | E23 | Village Hall Miss A T Branderhorst - Party Bond Reimbursement | £25.00      |
| 19.04.22     | E24 | J Chatterton reimbursement - Jubilee Planter supplies         | £129.74     |
| 26.04.22     | E25 | J Chatterton reimbursement - VH plants & baskets              | £231.87     |
| 26.04.22     | E26 | J Chatterton Clerk Salary April                               | DPA         |
| 26.04.22     | E27 | HMRC Tax & NI Employee & Employer                             | DPA         |
| 26.04.22     | E28 | WCC Pension Employee & Employer April 22                      | DPA         |
| 26.04.22     | E29 | Earth Anchors Village Hall Noticeboard                        | £842.40     |
| 26.04.22     | E30 | Installation of Noticeboard                                   | £107.50     |
| 26.04.22     | E31 | J Chatterton Expenses April 2022                              | £150.32     |
| <b>MAY</b>   |     |   |             |
| 04.05.22     | E32 | SPS April 2022 Invoice 9658                                   | £12.00      |
| 04.05.22     | E33 | Metcalfe Invoice 922560                                       | £28.80      |
| 04.05.22     | E34 | Metcalfe Invoice 922854                                       | £17.28      |
| 04.05.22     | E35 | Metcalfe drill bits and screws Invoice 923511 (Stage)         | £24.83      |
| 04.05.22     | E36 | Metcalfe bolts Noticeboard                                    | £23.18      |
| 04.05.22     | E37 | Metcalfe bolts and screws VH Noticeboard                      | £54.53      |
| 04.05.22     | E38 | Metcalfe Adhesive VH Noticeboard                              | £16.49      |
| 04.05.22     | E39 | DS Wagstaff April invoice 4429                                | £705.00     |
| 04.05.22     | E40 | Mr G Willoughby - Playground inspection inv 00045             | £75.00      |

Initialled

|          |     |   |           |
|----------|-----|---|-----------|
| 04.05.22 | E41 | J Chatterton Reimbursement BPS Camcorder          | £304.95   |
| 04.05.22 | E42 | Mr I Hodges reimbursement bus shelter floor paint | £139.80   |
| 04.05.22 | E43 | Elegant Bespoke Living Pavilion Wall deposit      | £2,928.00 |
| 05.05.22 | E44 | Abstract Plaque for Rev Graham                    | £34.80    |
| 05.05.22 | E45 | Mr I Hodges reimbursement for benches Sadolin     | £155.90   |
| 05.05.22 | E46 | Mr I Hodges reimbursement paint brushes VH        | £192.27   |

**INCOME 2022-23**

|          |   |                         |            |
|----------|---|-------------------------|------------|
| 26.04.22 | R | CIL Payment 0011345     | £2,828.90  |
| 29.04.22 | R | WDC Half yearly precept | £27,480.00 |

**RESOLVED THAT** the payments be approved.

**450.2 Bank Reconciliation and Quarterly Report 31<sup>st</sup> March 2022**

The Bank Reconciliation and Quarterly Report 31<sup>st</sup> March 2022 were received and discussed.

**Balance per bank statements as at 31.03.22:**

|   |            |                    |
|---|------------|--------------------|
| Main Account                                  | £45,786.30 |                    |
| Account 2                                     | £90,466.62 |                    |
|   |            | <b>£136,252.92</b> |
| Petty cash float (if applicable)              |            | £0.00              |
| Less: any un-presented cheques as at 31.03.22 | £0.00      |                    |
|   |            | £0.00              |
| Add: any un-banked cash as at 31.03.22        | £0.00      |                    |
|   |            | £0.00              |
| <b>Net balances as at 31.03.22</b>            |            | <b>£136,252.92</b> |

**CASH BOOK**

|                                      |       |            |                    |
|--------------------------------------|-------|------------|--------------------|
| Opening Balance 1st April 2021       | Acc 1 | £43,532.73 |                    |
|                                      | Acc 2 | £16,968.74 |                    |
|                                      |       |            | £60,501.47         |
| Add Receipts up to 31st March 2022   |       |            | £302,864.76        |
| Less: Payments up to 31st March 2022 |       |            | £227,113.31        |
| Closing balance per cash book as     |       |            | <b>£136,252.92</b> |
| as 31st March 2022                   |       |            |                    |

**RESOLVED THAT:** The Bank Reconciliation and Quarterly Report 31<sup>st</sup> March 2022 be approved.

**451. Annual Governance and Accountability Return 2021-22****451.1 Internal Audit Report**

It was reported that the 2021-22 accounts had now been internally audited by Louise Best a competent and independent auditor. The full report had been circulated to members.

**Conclusion of the report**

As requested, I have completed an examination of the financial statements and cashbook. In doing so I have verified the bank reconciliation and agreed the cashbook entries to the bank statements. I have also agreed expenditure to supporting documentation and to approval by the Councillors in the Minutes. I have reviewed VAT on the invoices to cash book entries.

The financial statements and cashbook are in very good order. The Clerk retains accurate records and files supporting documentation in a methodical order.

The financial statements are accurate and are supported by underlying financial records and documentation.

**RESOLVED THAT** the Internal Audit Report be noted.

**451.2 Annual Governance & Accountability Return 2021-22 Part 3**

The Parish Council were required to complete the AGAR Part 3. Part 3 was to be completed by all smaller authorities where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and any other smaller authorities that either were unable to certify themselves as exempt; or had requested a limited assurance review.

The AGAR was made up of three parts, pages 3 to 6:

- The annual internal audit report was completed by the authority's internal auditor.
- Sections 1 and 2 were to be completed and approved by the authority.
- Section 3 was completed by the external auditor and would be returned to the authority.

Documentation that must be sent to the external auditor:

- the Annual Governance and Accountability Return Sections 1, 2 and 3
- a bank reconciliation as at 31<sup>st</sup> March 2022
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2021/22

**451.3 Section 1 Annual Governance Statement**

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

**RESOLVED THAT** Section 1 Annual Governance Statement be completed and approved.

**451.4 Section 2 Accounting Statements**

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

**RESOLVED THAT** Section 2 Accounting Statements be completed and approved.

**451.5 Notice of Public Rights**

The Notice of Public Rights and Publication of the Annual Governance and Accountability Return of the Accounts for the Year Ended 31<sup>st</sup> March 2022 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

**RESOLVED THAT** the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

**452. Planning Matters**

Nothing to report.

**453. Neighbourhood Plan**

Councillor Watkins updated that the Application for the Neighbourhood Plan Grant was currently being assessed. A revised programme had been requested and the NHP Group were awaiting the decision.

It was hoped that the Grant notice would be received before June's meeting.

The Chairman thanked Councillors Watkins and Willoughby for all their work on NHP to date.

**454. HS2 Update**

Councillor Watkins updated that representatives from HS2 had held a consultation meeting on Thursday 28<sup>th</sup> April. The meeting had been well attended and many parishioners had asked questions.

**ACTION:** Send the request to HS2 for temporary traffic lights on Windmill Hill and Coventry Road during the closure of Leicester Lane for 6 weeks.

**455. Councillor's reports and items for future Agenda:****Agenda item**

Learner cycle track for younger members of the community/ cycling proficiency scheme

**456. Date of the Next Meeting**

It was confirmed that the date of the next meeting was **Thursday 23<sup>rd</sup> June 2022**

Meeting closed at 7:50pm