

KINETON PARISH COUNCIL

Minutes of the Meeting of Kineton Parish Council held at 7.30 pm on Wednesday, 3rd June 2009 in the Village Hall, Kineton.

PRESENT: Councillors Harris, Haywood, Gosling, Ingle and Mrs Knapton DCllrs Mrs Wixey,CCllr Booth, 3 Members of the Public.

18/09 APOLOGIES

Apologies for inability to attend were received from Cllr Tuffen

19/09 MINUTES

The Minutes of the Meetings held on 6th May 2009 had been circulated. Their adoption was proposed by Councillor Mrs Knapton and seconded by Councillor Gosling. All in favour.

RESOLVED: That the Minutes of the meeting be confirmed and signed by the Chairman.

20/09 RESIGNATION OF COUNCILLOR

The Clerk reported that he had received a letter of resignation from Councillor Melville. Action has been taken to inform the Returning Officer and a notice placed on the public notice board.

21/09 MATTERS ARISING FROM THE MINUTES

Old Library Railings – The Clerk reported that he had reported the cessation of work to SDC but had received no further information.

RESOLVED: That the Clerk continue to pursue this issue with SDC and DCllr Mrs Wixey.

HGVs – The Clerk submitted details of proposed HGV signage in Kineton at Gaydon Road, Alchemie, Brookhampton Lane and the village centre at the junction of Banbury Street and Warwick Road. Discussion took place on the various proposals and the first three were approved and supported. The village centre sign is not suitable and is considered unnecessary as HGVs that reach that point will already be unable to avoid the narrow village streets. A sign is required at the Bowshot Crossroad showing that Warwick Road is not an excess to the M40.

RESOLVED: That the Clerk should refer back to WCC supporting the three schemes but asking for a special sign at Bowshot Crossroad and the Fosse Way.

22/09 PLANNING

There was one planning application and one decision was reported. Recommendation to the Planning Authority is appended on the Schedule attached to the minutes for signing.

23/09 FREEDOM OF INFORMATION ACT – KINETON TEMPLATE

The Chairman referred to the Kineton Template that was issued at the last meeting for consideration. The following changes were suggested by members. Class 1 The Clerk be added to the Information Column and the cost be shown as 1st five sheets free and thereafter 20p a copy plus postage. Class 5 Records Management Policies – Minutes retained in perpetuity. Financial papers 10 years. Plans 2 years, Correspondence 2 years plus current year. All destruction carried out by secure means. Contact details – Website details added and Public Notice Board location. Proposed by Councillor Haywood, seconded by Councillor Mrs Knapton and all in favour.

**RESOLVED: That the changes suggested be adopted and included in the template.
This template is effective from 1st January 2009**

24/09 FORMAT OF THE PUBLIC FORUM

The Chairman drew attention to the proposed change to the arrangements for the public forum period before each council meeting and reminded Councillors it is due for adoption at this meeting. Proposed by Councillor Harris and seconded by Councillor Haywood and all in favour

**RESOLVED: That the policy document for the Public Forum be adopted as Council Policy.
A copy is attached to the Minutes for signing.**

25/09 SPORT ENGLAND

Councillor Haywood drew attention to a consultation document relating to grants available from lottery funds towards local sporting projects from Sport England. Details will be sent to the Kineton Sports and Social Club.

26/09 RISK ASSESSMENT

The Clerk submitted details of two companies suitable to carry out a risk assessment for the Council and produce a report. Both companies are local but one proposes lower cost than the other. Proposed by Councillor Harris, seconded by Councillor Gosling and all in favour.

RESOLVED: That a sum of up to £650 be allocated to a risk assessment report and the Clerk proceed to make the arrangements with Ostas to carry out this work.

27/09 ANNUAL INSURANCE RENEWAL

The Clerk reported on the annual insurance renewal and confirmed that the various items of cover are in line with risks. Proposed by Councillor Harris, and seconded by Councillor Ingle and all in favour.

RESOLVED: That the annual insurance policy be renewed in accordance with the proposed Schedule in the sum of £ 1308.10.

28/09 STREET LIGHT REVIEW

The Clerk has asked WCC to carry out a street light review in accord with the council's instructions. Various streetlights require attention and these have been identified at Brookhampton Lane Lights 1 and 2, Castle Road Light 1, Green Farm End Lights 1 to 5 and 7 to 11. Shortacres Lights 1 and 5 to 10.

RESOLVED: That the Clerk obtain a detailed estimate for this work including lighting from dusk to dawn.

28/09 LITTLE KINETON POND

The Clerk reported that the council contractor has supplied an estimate for the work of clearing the overgrown vegetation from the pond at Little Kineton village green. The cost is £ 350. Proposed by Councillor Harris and seconded by Councillor Haywood and all in favour.

RESOLVED: That the work is carried out in the sum of £ 350 and the surplus wire netting is removed.

29/09 BEST KEPT VILLAGE COMPETITION 2009

The Clerk has received a request to confirm the number of guests attending the awards ceremony on 14th July. The Clerk was asked to bid for two places.

30/09 DISTRICT COUNCILLORS REPORT

The Swan Hotel is now available for letting and has been placed on the brewery website. Litter has been cleared from playing field and churchyard although only a small amount was found. There is a petition for a skate board facility in the village. Recent police activity in the village was connected with the search for a missing person who was found unhurt.

31/09 COUNTY COUNCILLOR REPORT

Elections for County Council and Euro MP on 4 June. County Council governance will change following the elections and executive power will be with the Leader of the Council. Kineton High School is to have an all weather floodlit sports pitch.

32/09 FINANCIAL REPORTS

The Council considered the financial statement and accounts for payment as attached to the Minutes for signing. (Schedule 2/09). Proposed by Councillor Haywood seconded by Councillor Ingle and

RESOLVED: That the financial statements and folio 2/09 are adopted and the accounts listed paid.

33/09 ANNUAL AUDIT OF COUNCILS ACCOUNTS 2008/2009

The Clerk reported that accounts first stage audit has been completed and an error was found in the Clerks Tax. This does not affect the council's accounts. Proposed by Councillor Haywood, seconded by Councillor Ingle and all in favour.

RESOLVED: That the annual return for year ending 31st March 2009 be approved and accounts for financial year ending 31st March 2009 be approved and adopted.

34/09 CLERKS APPOINTMENT

The Chairman reported that it is now necessary to appoint a sub committee to oversee the advertising, recruitment and handover of the clerk's duties. Proposed by Councillor Harris, seconded by Councillor Haywood and all in favour.

**RESOLVED: a. Sub Committee membership – Chairman, Deputy Chairman and Councillor Gosling.
b. A sum up to £ 1500 is allocated to the sub committee for advertising the vacancy.
c. The sub committee will work to a programme with a new clerk being appointed in October 2009.**

The Meeting closed at 9.30 pm.
The date of the next Council Meeting is on 1st July 2009.

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Chairman
1st July 2009

**KINETON PARISH COUNCIL
Clerk to the Council**

Mike Gaffney, MBE,TD, 9 Orchard Way, Southam, CV 47 1EG – Tel 01926 811028

Notes on Public Forum prior to the Council Meeting held on 3rd June 2009

Mr B Lewis

Question 1. Mr Lewis asked about the proposed changes to the public forum procedures and submitted two papers to members.

Question 2 Mr Lewis drew attention to the very large reserve balances held at the end of the financial year and asked if Councillors would consider these when setting the next precept.

4 June 2009

M.A.Gaffney
Clerk to the Council