



# MINUTES OF THE ANNUAL AND ORDINARY PARISH COUNCIL MEETINGS HELD ON TUESDAY, 9<sup>TH</sup> OF MAY 2023 AT KERESLEY COMMUNITY LIBRARY

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Before the meeting opened the Councillors signed Declarations of Acceptance of Office, witnessed by the Clerk. The returning Councillors confirmed that there were no changes to their Declaration of Interests forms and new Councillor Drwiega gave his Declaration of Interests Form to the Acting Clerk.

**The Annual Meeting of the Parish Council opened:19.18PM**

## **WELCOME**

The Chair informed all present that the meeting was being recorded for minuting purposes only and the recording will be destroyed once the minutes are approved.

Attended in person by Cllrs Gudgeon (Chair), Drwiega, Middleton, 4 members of the public [MoP], the Clerk and Acting Clerk

## **1. COUNCIL ADMINISTRATION**

### **1.1. Election of the Chair**

Cllr Gudgeon was elected to the Chair unanimously.

### **1.2. Council Membership**

A discussion was held about the possibility of co-opting new Councillors as the Council only has the minimum number elected. There were no candidates for co-option at this time.

### **1.3. Election of the Vice-Chair**

It was agreed that there are not enough experienced members on the Council to elect a Vice-Chair.

**2. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES** – This item was deferred due to the small number of members of the new Council

**3. REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES** – This item was deferred due to the small number of members of the new Council

**4. NOMINATIONS & ELECTION OF SUB COMMITTEES, COMMITTEE CHAIRS & REPRESENTATIVES** – This item was deferred due to the small number of members of the new Council

**5. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS** – No changes required

**6. REVIEW AND ADOPTION OF APPROPRIATE CODE OF CONDUCT** – No changes required

**7. REVIEW OF ASSET AND RISK** – This item was deferred due to the small number of members of the new Council

**8. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER** – Quotation from Zurich Insurance is favoured. Renewal due on 1 June 2023.

## **9. APPOINTMENT OF INTERNAL AUDITOR**

9.1. John Plumb has agreed to carry out the internal audit for 2022/23. The Acting Clerk will arrange for delivery of paperwork for inspection.

## **10. DATE OF NEXT ANNUAL MEETING**

10.1. Tuesday, 14 May 2024

**The Annual Meeting of the Parish Council was closed**

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**Clerk: Abiola Sho-Silva**

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Keresley Community Library, Bennetts Road, COVENTRY CV7 8HX

**The Ordinary Parish Council Meeting opened immediately after the closure of the Annual Meeting.**

**1. Welcome**

The Chair informed all present that the meeting was being recorded for minuting purposes only and the recording will be destroyed once the minutes are approved.

1.1. Attended in person by Cllrs Gudgeon (Chair), Drwiega, Middleton, 4 members of the public [MoP], the Clerk and Acting Clerk

**2. Apologies**

Apologies received from W/Cllr Birdi, Jandu and Keough.

**3. Democratic Half-Hour/Public Question Time/Invited Guest Speakers**

3.1. **Public Question Time** – This time is reserved for pre submitted questions from the Public in advance of the meeting.

3.1.1. Mud on Tamworth Road from roadwork been carried out, Chairman asked the Clerk to follow up with Warwickshire Council. The road works on Tamworth road has also been extended till the 20<sup>th</sup> of May

**ACTION 1: Clerk to contact Warwickshire County Council**

3.1.2. Footpath opposite Long Lane still suspended beyond the July 2022-Jan 2023 earlier stated with no correspondence and footpath still blocked off

3.1.3. Bellway Construction site not consulting with Severn Trent or Consultation with Natural England

3.1.4. Badger sett was destroyed and artificial set and disappointment at Taiwo Owatemi MP not invited to the inspection

**4. Ward Councillors' Update**

No Ward Councillors present to give reports.

**5. Declarations of Interest**

5.1. To declare any personal interests in items on the agenda and their nature. NONE

5.2. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).NONE

**6. Minutes of 18<sup>th</sup> April 2023**

6.1. **IT WAS RESOLVED** The minutes of the meeting held on 18<sup>TH</sup> of April 2023 were approved [**Proposed: Cllr Gudgeon / Seconded: Cllr Middleton**] minutes signed by Chair and matter of accuracy ammendements initialled.

6.2. Matters arising

6.3. Action1. Done

**7. Finance**

7.1. **To approve the Financial Report**

**IT WAS RESOLVED** The Financial Report (circulated to all Councillors in advance) was approved [**Proposed: Cllr Gudgeon / Seconded: Cllr Middleton**]

7.2. **Approval of payments**

**IT WAS RESOLVED** Payments were approved as per the Financial Report [**Proposed: Cllr Gudgeon / Seconded: Cllr Middleton**]

Discussion Followed about getting all the Banking Details back from Cllr Fisher, and Cllr Gudgeon remains the only SignatoryAccounting

### 7.3. Annual Audit 2022/23

The Certificate of Exemption was approved and signed by the Chair and Clerk.

Auditing firm moved from PKF Littlejohn to Moores and less paperwork has to be submitted to them, although AGAR form, internal inspection and public rights still carried out.

### 8. Planning Matters

8.1. National Speed Limit on Watery lane has been Removed and moved to 30mph on the 2<sup>nd</sup> of May, 2023.

### 9. Local Issues

9.1. Litter-picking - Carried forward to next meeting or suspended till the Parish Council is expanded.

9.2. Jubilee Wood – Matthew Dille to remain onboard to help with correspondence with the council.  
Suggestion for Play area on old concrete area where the barn use to be.

### 10. Events

No upcoming events.

### 11. Parish Council Administration

11.1. Recruitment for 4 Vacancies of Councillors for Co option in the Parish Council. Flier to be redesigned to share and put in groups so as to get more people Co Opted

11.2. Training: Clerk to setup Training for New Councillor

**ACTION: Clerk to arrange required training**

11.3. Archiving of the Parish Council Records

Acting Clerk has been in touch with Coventry City Council, awaiting feedback from their discussions with Coventry Archives.

### 12. Correspondence & Communication

Email regarding Climate Strategy for Coventry – has run out of time.

### 13. Councillor's items for future agenda

Delegation of Powers

### 14. Date of Next Meeting

Next Parish Council Meeting – Tuesday, 13<sup>th</sup> of June at 19:00, Keresley Community Library, Bennetts Road, Coventry, CV7 8HX

**Meeting Closed: 20.07pm**

**Minutes Approved:**

Signature:           T Gudgeon (Chair)

Date:           13/06/2023