
Held on: Tuesday 4th May 2021 at 6pm
Place: Online

Present: Cllrs Roy Piddington (Chair), Christine Lewington, Len Carter and Lynne Stanton
In attendance: Kerry Finlayson (Parish Clerk) **Members of the public:**3

46/21 ELECTION OF CHAIR

Roy Piddington was duly elected as Chair and signed his Acceptance of Office.

Proposed Cllr Stanton Seconded Cllr Lewington All in favour

47/21 WELCOME and APOLOGIES

Councillors received and accepted apologies from CC Rickhards and DC Forman who were attending other meetings.

The Chair confirmed that Olly Stiley had resigned his position and thanked him for all the work he had done for the community, in particular at the ford. The Clerk had notified SDC and started the casual vacancy process.

48/21 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda.

49/21 PUBLIC PARTICIPATION

A member of public (MOP) reported that there had been no update on flooding from STW.

A MOP queried that the fallen tree that had been reported was still there. Cllr Carter confirmed that this had been reported to WCC. The Clerk agreed to write to the landowner if their details were supplied.

50/21 APPROVAL OF MINUTES

The minutes of the meeting held on 29th March 2021 were **confirmed** and **signed**.

Proposed Cllr Carter Seconded Cllr Stanton All in favour

51/21 ELECTION OF VICE CHAIR

Len Carter was duly elected as Vice Chair and signed his Acceptance of Office.

Proposed Cllr Piddington Seconded Cllr Stanton All in favour

52/21 AREAS OF RESPONSIBILITY

To agree Parish Councillors areas of responsibility:

- Risk Assessments - Cllr Lewington
- Planning - Cllrs Lewington & Piddington
- Defibrillator - Cllr Piddington
- Employment/HR - Cllrs Lewington & Piddington
- Communications - Cllr Stanton
- Trees - Cllr Carter
- Flooding - Cllr Stanton
- Ford - **TBC**
- Community Group - Cllr Stanton
- Finance - Cllr Carter

53/21 GOVERNANCE

The following were approved:

- Financial Regulations
- Emergency Plan
- Freedom of Information
- Complaints
- Communications
- Grant Awarding
- Press & Media
- Code of Conduct

Proposed Cllr Carter

Seconded Cllr Stanton

All in favour

54/21 FINANCIAL MATTERS

i. RFO Report - Payments

Inv. No.	Payee	Details	TOTAL
1	Coventry Laptop Clinic	New Laptop for Clerk	320.00
2	Microsoft 365	Subscription	57.00
3	Solopress	Newsletter	28.25
4	WALC/NALC	Membership	123.00
5	CTKT	Grass/Trees	1,295.00
6	BHIB	Insurance	149.27
7	K Finlayson	Salary - April	215.80
8	WALC	Training	30.00
9	CTKT	Grass Cutting - April	135.00
10	K Finlayson	Allowance etc	44.06
11	ICO	Membership	35.00
			2,432.38

Cllrs received and noted the report.

Proposed Cllr Piddington

Seconded Cllr Stanton

All in favour

ii. Regular Payments

Proposed Cllr Lewington

Seconded Cllr Stanton

All in favour

iii. Asset Register

Proposed Cllr Stanton

Seconded Cllr Carter

All in favour

55/21 CC RICKHARDS

Cllrs received and noted the report that had been submitted. Cllrs were disappointed at this non-attendance as the meeting time had been brought forward to allow him to attend.

56/21 DC FORMAN

No report received.

57/21 PREVIOUS ACTION POINTS

AP1 Sep LS - Gateways **ONGOING**

AP3 Nov RP - Parish Cross **ONGOING**

- Awaiting reply from Heritage England
- Grant submissions to Lottery Fund and National Trust to be submitted

AP1 Mar KF - Removal of dustbin that was being filled with dog waste & rubbish **ONGOING**

58/21

VILLAGE REPORTS

i. Flood Group

There was nothing to report but a MOP would chase up STW and WCC

ii. Community Group

- o Anticipated start date for Coughton Choir was June/July
- o Book club to be arranged at The Throckmorton
- o Sunflower competition ongoing
- o Thanks to Pete Thornley for taking down the Christmas tree

iii. Ford

There was nothing to report

iv. Coughton C of E Primary School

Alex Kolb, Headteacher (HT) reported:

- o Classes were still in bubbles and with staggered start/finish times and playground/lunches
- o There had been 3 positive cases of Covid-19 within the school community
- o Fortnightly newsletters were being shared within the community
- o HT had spoken to people about parking on 4 occasions and continued to remind via the newsletter
- o Waiting for a site visit with Graham Stanley, from WCC with regards to new yellow zig zags and parking
- o Planning application for a new classroom building. Pupil numbers would not increase - this was to give more space within the current setting
- o School would be a Polling Station later that week and would remain open to pupils. It had been very difficult to facilitate this and had taken a lot of work. A request for the Polling Station to be moved to Coughton Court had been declined.
- o A lot of work had been done with the children on road safety

Cllr Lewington reported a car that had been parked on the junction on double yellows and that was in an extremely dangerous position - had another car come around the corner there would have definitely been an accident, causing problems on the A435. The HT advised to report it to him directly should this happen again.

59/21

COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

Cllr Stanton advised that there was another broken bollard - the Clerk would report this to CC Rickhards

Cllr Stanton reported that Highways had filled some of the potholes and had marked some drains for repair. She would continue to keep a track of all of the reports and work.

60/21

DATE OF THE NEXT MEETING

- o 19th July 2021 at 7pm at Coughton C of E Primary school

61/21

TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 19.00

Proposed Cllr Carter

Seconded Cllr Lewington

All in favour

62/21

PERSONNEL and CONFIDENTIAL MATTERS

- o Clerk's Appraisal - Thursday 13th May at 10am
- o Clerk's Jury service

Signed:

Date: