

**Minutes of the Tanworth-in-Arden Parish Council (PC) Meeting
held on Tuesday 16th July 2020 at 7.30pm via Zoom**

Public Forum – there were no members of the public present and no reports had been received from the District or County Councillor prior to the meeting. (Ewen Cunningham joined the meeting at 19.54 during item 20/21/011)

The Chairman opened the meeting.

Present: Councillor Willmott (Chair), Councillor Brougham, Councillor Chaudry, Councillor Jones, Councillor O'Brien, Councillor Ross, Councillor Doidge, Councillor Ebbutt (joined the meeting at 19.34)
In attendance: Julie White, Parish Clerk

20/21/004 - Apologies for absence – Councillor Adams, Councillor Burgess, Councillor Saunders Councillor Oakley

20/21/005

- **To receive declarations of interest from Councillors on items on the agenda-** None
- **To receive written request for dispensations for disclosable pecuniary interests (if any)-** None
- **To consider any requests for dispensations as appropriate-** None

20/21/006- To confirm and sign the minutes of the Parish Council meetings of:

a) March 19th, 2020

It was proposed by Councillor Willmott and seconded by Councillor Chaudry that the minutes of 19th March were a true and accurate record. All those present at the meeting were in favour. Councillor Willmott signed the minutes.

Councillor Ebbutt joined the meeting (7.34pm). The Chairman asked Cllr Ebbutt if he had any declarations of interest to make. Councillor Ebbutt confirmed that he had no declarations of interest. The Chairman resumed the meeting.

20/21/006- To confirm and sign the minutes of the Parish Council meetings of:

b) June 16th 2020 (virtual meeting)

It was proposed by Councillor Willmott and seconded by Councillor Ross that the minutes of the virtual meeting of 16th June were a true and accurate record. All those present at the meeting were in favour. Councillor Willmott signed the minutes.

20/21/007 – Any matters arising from the minutes, not otherwise dealt with

Councillor Ross queried item 19/20/219 on the minutes of the meeting on March 19th where the PC considered re-appointing Dick King as PC representative on the Tanworth Educational Foundation (TEF). The Clerk reported that WALC and the Monitoring Office had confirmed that once the amended proposal as tabled by Cllr Oakley had not gone through the original proposal was returned to and the chairman could have used his casting vote to re-appoint Mr King. It is expected that this will be revisited at a future meeting unless the PC wishes to make a decision on the matter using the Clerk's delegated powers.

20/21/008 – Matters raised in the Public Forum – none

20/21/009 – Finance:

- i) **To receive the End of Year Monitoring Report and Bank Reconciliation for 2019/20**

1 - Full Council Minutes (virtual via Zoom due to COVID 19 restrictions) - 16th July 2020

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The End of Year monitoring report had been previously circulated. Councillor Willmott proposed that it is accepted. Seconded by Councillor Ross. All in favour.

ii) To receive the first quarter monitoring report and bank reconciliation for 2020/21

The first quarter monitoring report and bank reconciliation had been previously circulated.

Councillor Willmott proposed that that it is accepted. Seconded by Councillor Ross. All in favour.

iii) To authorise the signing of orders for payment for July

Councillor Willmott proposed that the list of payments for the month are approved. Councillor Jones seconded the proposal. All in favour.

iv) To approve the asset register for 2019/20

The asset register for 2019/20 and 2018/19 had been previously circulated so members could make a comparison. The biggest change for last year had been the purchase of the slide for the play area.

Councillor Willmott proposed that the asset register is approved. Seconded by Councillor Doidge. All in favour.

v) To note the payments lists for April, May and June which were paid under delegated powers

It was proposed by Councillor Willmott that the payments for April, May and June which were made under delegated powers were noted and accepted. Seconded by Councillor Jones. All in favour. The payments lists are appended to these minutes.

20/21/010 - To approve and sign the:

i) Annual Governance Statement on the Annual Return

A copy of this document had been previously circulated to all Councillors. It was proposed by Councillor Willmott and seconded by Councillor Chaudry that this is approved and signed. All in favour. The Governance Statement was signed by the Chairman.

ii) Statement of Accounts on the Annual Return

A copy of this document had been previously circulated to all Councillors. It was proposed by Councillor O'Brien and seconded by Councillor Ebbutt that this is approved and signed. All in favour. The Statement of Accounts was signed by the Chairman.

iii) Receipts and Payments Account

A copy of this document had been previously circulated to all Councillors. It was proposed by Councillor Jones and seconded by Councillor Doidge that this is approved and signed. All in favour. The Receipts and Payments Account was signed by the Chairman.

iv) Year End Bank Reconciliation

A copy of this document had been previously circulated to all Councillors. It was proposed by Councillor Willmott and seconded by Councillor Ross that this is approved and signed. All in favour. The Year End bank reconciliation was signed by the Chairman.

v) Annual review on Internal Control System and the effectiveness of the Internal Audit

A copy of this document had been previously circulated to all Councillors. It was proposed by Councillor Brougham and seconded by Councillor Doidge that this is approved and signed. All in favour. The document was signed by the Chairman.

20/21/011 – Update on the Neighbourhood Plan

Councillor Saunders had sent in the following update which was circulated to Councillors prior to the meeting:

- 1. A lot of comments from SDC and a few from residents. The NDP has been amended and gone back to SDC to check they have no substantive concerns. There is one outstanding issue which is Housing Policy 6 and we await their comments on possible amendments. This will probably need PC to consider.*
- 2. Nearly all the amendments are not material in terms of policy - more a question of getting the wording right and the correctly drafted links to the NPPF and the Core Strategy.*
- 3. There are two substantial changes to the NDP.*

4. First there have been some small changes to the BUABs. I circulated a detailed explanation of the proposed changes to every councillor. The 5 who replied were all happy with the changes. One of the proposed changes includes Merewood Farm within the BUAB. 15 residents wrote asking for this change and I do not think we can ignore them. The Earlswood RA have written objecting to this change on the grounds that a lot of people objected to the application (later withdrawn) for 3 tall houses on the site. Inclusion within the BUAB means only that in principle the site could be considered infill. It does not mean that three tall houses would be acceptable - clearly, they wouldn't be.

5. Second, there have been a lot of changes to the policy giving some protection for what are described as non-designated heritage assets (ie buildings or other assets that are not listed but contribute to the heritage of the Parish. The SDC wanted to know how we had gone about this and one resident objected to the inclusion of her property and also asked about methodology. I circulated the revised text to every councillor and had replies from 2 - John Doidge and Dave Burgess. They are happy with the changes except they are not agreed on the inclusion of the Reservoir Pub. Councillor Burgess is in favour of including the Reservoir Pub as a heritage asset and Councillor Doidge is not in favour of including it.

6. The formal submission to the SDC requires additional documents. First is a statement about how we have consulted residents and businesses and our responses to comments. This is almost complete. Second, is a statement demonstrating that the NDP meets the basic conditions that any NDP must meet - in the main this about the NDP being broadly consistent with national policy and with Core Strategy. This is almost complete.

7. Subject to Housing Policy 6 the NDP is ready.

8. How does the PC want to deal with all the above. Hitherto the PC has been reluctant to spend much time on the matter.

The draft NDP was discussed and it was agreed that it is an excellent document and Councillor Saunders and Jonathan Ashcroft were thanked for their hard work. Councillor Brougham pointed out re Item 5 that he had responded re heritage assets and had agreed with Councillor Doidge.

With reference to Housing Policy, it was queried what the possible amendments from SDC are. The Clerk was asked to confirm with Cllr Saunders to advise on this matter. There was a general feeling at the meeting that there are a number of issues where national policy and SDC are vague and could be open to interpretation. It was suggested therefore that the PC should incorporate its own views into the NDP e.g. on how limited infill should be interpreted. Councillors are to send in suggestions to the Clerk who will compile a list for further discussion.

It was also thought that once the final draft is ready, there should be a meeting with the NDP as the only item on the agenda.

Ewen Cunningham joined the meeting at 19.54

20/21/012 - Update from the Parish Council and Residents' Association joint Working Party

Ewen Cunningham said that the working party (WP) has updated the Parish Council throughout and the only matters to add are that he and Cllr Burgess had recently held a lengthy meeting with Adan Saif, Regional Director from the Canal and River Trust (CRT) and Mr Saif has said that he will be preparing a document which addresses the points raised which will be with Ewen by tomorrow evening (Friday 17th July). Ewen also hopes to have the draft results of the survey by tomorrow evening.

Ewen also reported receiving a couple of nasty emails from residents stating that there was growing opposition and distrust of the Working Party (WP) amongst residents. Therefore, a report was put on the website asking for people's views on this. There were several responses, none of which were negative and gave positive support of the actions of the working party.

Ewen advised the PC that the WP would be making a series of recommendations to the Parish Council based on the results of the survey.

It was agreed that an Extraordinary meeting of the Parish Council would be held on Tuesday 28th July via Zoom

at 19.30 to consider the proposals of the WP based on the survey results and to also consider how to take them forward. Ewen confirmed that the proposals will be with Councillors in advance of the meeting giving time for the PC to fully consider them.

Dermot made it clear to the Parish Council that a lot of positive support has been gained from the residents due to the efforts of the WP and if this project is not taken through to a conclusion the credibility of both the Residents' Association (RA) and the PC would be destroyed. Ewen agreed with this statement and said that if the PC was not prepared to pursue the recommendations of the WP then the RA would proceed alone.

20/21/013 - Delegated Powers:

a) – To note the planning responses to date made under delegated powers

The planning lists since the last physical meeting in March were circulated. It was proposed by Councillor Willmott and seconded by Councillor Jones that these are accepted. All in favour. These are appended to the minutes.

b) - To note decisions taken to date under delegated powers:

- Closure of the play area and car park due to COVID outbreak
- Strong letter sent to Nos 25 & 27 Malthouse Lane for clearing PC land
- Re-opening of Malthouse Lane car park from 16th May
- Extension of delegated powers to the Clerk for a further 3 months until 19th September
- Provision of extra Biffa bin in Earlswood Leisure Park until end of September

Councillor Willmott proposed that the decisions taken under delegated powers were accepted. Seconded by Councillor Chaudry. All in favour.

Councillor Brougham said he thought using delegated powers works extremely well and suggested making this permanent. He felt that it works efficiently and leaves more time and space for more important matters to be debated at meetings. Councillor Ross agreed that providing safeguards are in place he is in favour of allowing more delegation of more mundane matters to the Clerk. Most Councillors agreed with this suggestion and it will be discussed in more detail at a later date.

There was also a suggestion that some or all meetings could be conducted via Zoom in future although the Clerk pointed out that as it stands, virtual meetings are only legal until May 2021, but this could change.

20/21/014 – Any other business - none

The Chairman closed the meeting at 20.26

Signed _____ Date _____