

THE PRESS AND MEMBERS OF THE PUBLIC ARE WELCOME AT THIS MEETING



DUNCHURCH PARISH COUNCIL

Dunchurch Community Library, School Street, Dunchurch, CV22 6PA
Telephone 01788 817550 or 07474 705061 Email Clerk@dunchurchpc.org

IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE DPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Annual Parish Council Meeting of Dunchurch Parish Council that took place on Monday, 17th May 2021 commencing at 7.00 pm at Dunchurch Village Hall.

Present: Cllrs Tracey Price (Chair), Jan Gee-Russell, Gillian O' Connell, Howard Marsh, Cara Martin, Steven Kaudeur and Paul Le Poidevin.

7 Members of the public were present face to face and 3 Virtually.

Cllr Tracey Price welcomed everyone to Dunchurch Annual Parish Council Meeting. She went on to say that the DPC had put measures in place to keep everyone safe and that there was hand sanitiser available, everyone was socially distanced, and the room was well ventilated.

Cllr Price went on to read out the following notice: **Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. During remote meetings, if a member of the Public wishes to record the meeting, they may do so, if they are present whilst the recording takes place and can be positively identified during the meeting. If any member of the Public cannot be positively identified when asked if they are present, the Chair reserves the right to request termination of the contact with the meeting host.**

A Parishioner exercised her right to advise that she did not want to be recorded by the Parishioner who had said that they would be recording the meeting.

MINUTES

1 Election of Chairman & to receive Chairman's Declaration of Acceptance of Office Cllr Howard Marsh proposed Cllr Tracey Price.

Cllr Steven Kaudeur seconded the motion for Cllr Price to continue as Chairman of Dunchurch Parish Council for the next year. Cllr Price accepted the nomination. Cllr Price signed their Declaration of Acceptance of office and this was counter signed by Gill Peacock, the Proper Officer. This motion was carried unanimously.

2 Apologies for absence and acceptance of apologies

Apologies were received and accepted from RBC Cllr Peter Eccleson, WCC Cllr Howard Roberts and RBC Cllr Deepah Roberts as they are attending the Mayoral Making meeting. Cllr Gillian O'Connell expressed her disappointment that neither the RBC Cllrs, nor the WCC Cllr could be present. The Clerk advised that all the above Cllrs would send an update Report as soon as they could.

3 Declarations of Interest and Dispensations

Cllrs Gillian O'Connell and Paul Le Poidevin declared an interest in Item 11 as they are both Volunteers with the Friends of Dunchurch Society.

4 Election of Vice Chairman & to receive their Declaration of Acceptance of Office

Cllr Tracey Price proposed Cllr Howie Marsh as Vice-Chair.

Cllr Paul Le Poidevin seconded the motion for Cllr Marsh as Vice-Chair of Dunchurch Parish Council for the next year. Cllr Marsh accepted the nomination. Cllr Marsh signed his Declaration of Acceptance of office and this was counter signed by Gill Peacock, the Proper Officer. This motion was carried unanimously.

5 To approve the Minutes of the Meeting held on 13th May 2019.

Cllr Price noted that none of the present DPC Cllrs were present at the APCM on 13th May 2019, however the minutes were noted. Cllr Price asked if the DPC accepted the minutes dated 13th May 2019. **It was RESOLVED that the Minutes of the above meeting were confirmed and could be signed by the Chair.** A Parishioner who had attended the APCM on 13th May 2019 was requested to check the accuracy of the minutes and she agreed that to the best of her knowledge they were a true record.

6 To agree dates and venues for Council Meetings for the year 2021/22

The Clerk reported that she had prepared a Schedule of DPC meetings for the year 2021 and this had been uploaded on to the DPC web site. She went on to say that the proposed meetings for the remainder of the year were all for the DPC Ordinary meetings on 14th June, 12th July, 13th September, 11th October, 8th

November and 13th December. She also said that the meetings for the first three months in 2022 were 10th January, 14th February, which might be subject to change and 14th March.

7 To appoint Portfolio Holders for Finance, Maintenance, Social Media, Planning. The following Portfolio Holders were proposed :

- Finance – Cllr Howie Marsh
- Maintenance – Cllr Paul Le Poidevin
- Social Media – Cllr Cara Martin
- Planning – Cllr Paul Le Poidevin

It was RESOLVED that the above Portfolio Holders would continue for the following year. This motion was proposed by Cllr Tracey Price, seconded by Cllr Gillian O’Connell, and carried unanimously.

8 To appoint Trustees for Newcombe & Spiers Alms House Charity to May 2024 – Mr Robin Aird, Ms Anne Gilbert & Ms Myrtle W John.

ORGANISATION	REPRESENTATIVE 2021-2024
Newcombe and Spiers Alms House Trustees	Robin Aird Anne Gilbert Myrtle John

Cllr Price reported that as there were only three Trustees nominated, it would be prudent for the DPC to find out more information about the Alms-house Charity as she believed that there should be six Trustees. She went on to say that she had received queries from some Parishioners who were looking at putting their names forward as Trustees. There was also a query about the term of office being for three years. The Clerk responded and said that she would contact the Clerk for the Charity, Graham Townshend to seek more information. It was agreed to defer this item until the DPC meeting on 14th June.

9 To appoint Trustees for Dunchurch & Thurlaston Community Trust to May 2025 – Ms Mary MA Mansfield and Marilyn A Greenwood

ORGANISATION	REPRESENTATIVE 2021/2024
Dunchurch and Thurlaston Community Trust	Mary MA Mansfield Marilyn Greenwood

It was RESOLVED that Ms Mansfield and Ms Greenwood would continue as Trustees for Dunchurch & Thurlaston Community Trust to 2024. This motion was proposed by Cllr Cara Martin, seconded by Cllr Steven Kaudeur, and carried unanimously.

10 To consider, and if appropriate, approve the supply of a 3G/4G Modem with a SIM card with a static IP address for remote access to three cameras or to request BT to supply an ADSL line for Broadband at the CCTV Column.

- The Clerk reported that she had found out some additional information regarding the installation of the installation of the CCTV cameras and the provision of a 3G/4G/5G modem and for BT to supply an ADSL line.
- She went on to say that she had received quotes from SVS for the supply of a CCTV camera, 3G/4G Modem, 4 Port PoE Switch 128GB SD Card and 1GB SIM card for 12 months. In addition, the re-installation of replacement camera, together with training for the Clerk for the sum of £1,982.51. The Clerk also reported that she had received a quote from SVS for a MEWP to carry out the annual maintenance for the sum of £685.45.
- The Clerk said that she had spoken to BT and they had quoted £26.95 per month for the provision of an ADSL line, with £9.95 delivery charge. However, Cllr Le Poidevin indicated that the ADSL option would be a hard-wired connection to the cameras rather than the mobile phone connection. There would still need to be a router (modem) as the interface between the camera and the connection. He went on to say that the cost of the ADSL line would be significantly more than the mobile option as there would need to be an underground duct route to the post to carry the cable back to the nearest BT junction box and there would be installation costs as well as annual rental, therefore, the quote above might not be a true reflection of the costs.
- A Parishioner asked whether the DPC could ask what is specifically covered under the Maintenance Contract and the Clerk responded and said she would find out more information.
- **Following a robust discussion regarding the merits of both options, it was RESOLVED that the DPC accept both quotes from SVS. This motion was proposed by Cllr Price, seconded by Cllr Le Poidevin, and carried unanimously.**

11 To Discuss & if appropriate, approve the Summer Planting for the DPC pots in 2021.

- Cllrs Gillian O'Connell & Paul Le Poidevin left the meeting as they had previously declared an interest.
- Cllr Tracey Price reported that the total cost from Rimo 2019/2020 was £1213.19. She went on to say that FODS request was for £1200.00, so it appears to be very much in line with previous costs, which includes the actual planting up.
- Cllr Price suggested that the DPC clarify that this figure should include emptying, clearing away and removal of rubbish from site. She went on to say that the DPC should also specify the requirement for the large hexagonal planters to have the compost fully replaced as per the quote from Rimo. This has not been done for a couple of years and so needs doing for the new plants to have the best start. Cllr Price said that the DPC should also ask if FODS will assist with the upkeep and watering as the Temporary Handyman's work schedule does not include his attendance every day. She went on to say that she would ask FODS for a full inventory and stipulate that they empty the Planters etc.
- Cllr Price requested the Clerk to include the Winter Planting on the agenda for the July DPC Meeting and to make a diary note to include the Summer Planting on the Agenda for the DPC meeting in December (13th December).

Following a discussion, it was **RESOLVED** that the DPC accept the quote from FODS. This motion was proposed by Cllr Price, seconded by Cllr Jan Gee-Russell, and carried unanimously.

Cllrs Gillian O'Connell and Cllr Paul Le Poidevin were asked to come back to the meeting.

12 To agree cheque signatories and access to bank account details.

- The Clerk asked if the existing bank signatories for online banking; Cllrs Tracey Price, Howie Marsh, Jan Gee-Russell would continue for the following year. All the Cllrs mentioned said that they would. Cllr Price pointed out that the Clerk has access to online banking but was not a cheque signatory.
- Cllr Price advised that the cheque signatories were Cllrs Price, Gee-Russell, Marsh, Martin, Kaudeur and O'Connell.
- Cllr Marsh reported that the Clerk sets up the payments and this is authorised by another Cllr who has online access. He went on to say that when the Clerk sends him an invoice, he forwards it on for approval to the remainder of the Cllrs for approval, as the Clerk has delegated powers, which were approved at a DPC meeting recently.

13 To receive a Report on Dunchurch Parish Council's assets and liabilities.

Cllr Howie Marsh reported that the DPC Fixed Asset Register was uploaded on to the DPC web site and the Bank balances were Co-Op - £262,848.01 and Scottish Widows £26,500. Cllr Marsh said that that the figure included the half yearly precept payment, together with some Section 106 monies. He also reported that there was a significant sum which had been identified for various projects throughout the year and the details had also been uploaded on to the DPC web site.

14 To consider, approve & sign Dunchurch PC's Annual Governance Statement for the year 31st March 2021 prior to submission to the External Auditors, PKF Littlejohn LLP.

The Clerk confirmed that that the Annual Governance Statements had been circulated to members of the DPC and uploaded on to the DPC web site. Once the documents were approved, they would be updated & uploaded again.

It was **RESOLVED** that the Dunchurch PC Annual Governance Statement for the year to 31st March 2021 be approved. This motion was proposed by Cllr Marsh, seconded by Cllr Le Poidevin, and carried unanimously.

15 To consider, approve & sign Dunchurch PC's Annual Accounting Statements for the year 31st March 2021 prior to submission to the External Auditors, PKF Littlejohn LLP.

The Clerk confirmed that that the Annual Accounting Statements had been circulated to members of the DPC and uploaded on to the DPC web site. Once the documents were approved, they would be updated & uploaded again.

It was RESOLVED that the Dunchurch PC Annual Accounting Statement for the year to 31st March 2021 be approved. This motion was proposed by Cllr Marsh, seconded by Cllr Le Poidevin, and carried unanimously.

Cllr Price said that the Internal Audit report, also uploaded on to the DPC web site had indicated significant improvements and it was a credit to the Clerk and the DPC Cllrs for all their hard work over the last year.

16 To approve a review DPC Standing Orders, Financial Regulations & Fire Safety Inspection.

The Clerk advised that she had started looking at the DPC Standing Orders and Financial Regulations and she would be sending out the documents, together with some small amendments in due course. Both documents would be placed on the agenda for the DPC Ordinary Meeting on 14th June 2021. The Clerk advised that she would also be looking at the Fire Safety inspection for the Library, as she believed it was due in June.

The next Dunchurch Parish Council Annual Parish Council meeting will be Monday, 9th May 2022.

Signed

Dated