

ETTINGTON PARISH COUNCIL

Park View, Honington, Shipston on Stour CV36 5AA
Tel: 07918 636841 Email: EPC.Clerk@yahoo.com

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 10TH MAY 2023

Present: D Clarke, I Houghton, G Lambert, R Smith (Chairman), D. Hughes, R Whitfield
Attending: Clerk Jane Carter, Cllr Trevor Harvey, Cllr Izzy Seccombe
1 member of the public

- | | |
|---|---|
| 1 | Declaration of Acceptance Forms: acceptance forms were signed by councillors and witnessed by the Clerk. |
| 2 | a) Election of Chairman and Signing of Acceptance of Office: Nominations had been received for Cllr Lambert and Cllr Smith. Following a tied vote, chairman David Hughes used his casting vote and Cllr Smith was duly elected. Cllr Smith moved to Chair the meeting
b) Election of Vice Chairman and Signing of Acceptance of Office: Cllr Lambert was unanimously elected.
Cllr Smith proposed a vote of thanks to Cllr David Hughes for his many years of service both as a councillor and as Chairman. |
| 3 | Apologies for absence or not present: Cllr Melville Wright due to illness. Clerk to arrange completion of Cllr Melville Wright's acceptance form at the earliest opportunity |
| 4 | Declaration of Pecuniary Interests:- None declared |
| 5 | Review and Re-adoption of the following policies and procedures: <ul style="list-style-type: none">a) Document Retention Policyb) Councillors Induction Guidec) Virtual Meeting Protocold) Scheme of Delegatione) Staff Handbookf) Appraisal Policyg) Standing Ordersh) Dealing with the Press, Media, Filming and Recording of Meetingsi) Freedom of Information Publication Schemej) Complaintsk) Staff Grievancel) LGA Code of Conductm) Guidance on Code of Conductn) Councillor Expenseso) Gifts and Hospitalityp) General Data Protection Registerq) General Data Protection Privacy Notices 1 & 2r) Use of Resourcess) Social Mediat) Staff Disciplineu) Finance Regulationsv) General and Earmarked Reserves Policy |

	<p>All the policies and procedures were available to view at https://ettington.org/policies and remain unchanged since adoption/readoption in May 2023</p> <p>Councillors approved the readoption of all the policies and processes</p>
6	<p>Review and Re-adoption of Membership and Terms of Reference for Working Groups:</p> <p>Football Field Working Group:-Cllrs Rich Smith(planning), David Hughes (playground) Ian Houghton and Rosemary Whitfield;</p> <p>Youth Project Working Group membership_Cllrs Rich Smith, Gavin Lambert and Rosemary Whitfield)</p> <p>Community Centre Representatives: Cllr Hughes, Cllr Whitfield</p> <p>The Terms of Reference were re-adopted and current membership reconfirmed for a further year</p>
7	<p>Minutes of the last Parish Council Meeting on 12th April 2023: these were approved</p>
8	<p>Community Centre Update : nothing to report</p>
9	<p>Warwickshire County Council/Stratford District Council updates: Stratford District Councillor Trevor Harvey said that little had happened since the elections on May 4th. The Liberal democrats were now in control of the District Council.</p> <p>Warwickshire County Councillor Izzy Seccombe updated the council on key county activities. The cost-of-living crisis remained a priority. More than £1.5 million had been awarded in grants. Food banks and warm hubs throughout the county were being supported. There was to be a major push on free school meals which were not being claimed by eligible families</p>
10	<p>Open Forum: no matters raised</p>
11	<p>Planning and Highways Matters:</p> <ol style="list-style-type: none"> I. Use of School Lane by Ettington Primary School visitors and parents- Resident Tony Holdsworth was invited to address the council an outline of his request had been circulated to councillors. The council's support was sought to encourage parents to take a different route to school using the Ivy Lane access from Halford Road to Banbury Road when parking on Halford Road or when taking children from the school for church services. There was a discussion as to whether School Lane was a public right of way. Councillors agreed five votes to one abstention that it was the responsibility of the school to communicate with parents and they the parish council should not get involved. II. 23/00951/FUL 18 Manor Lane Ettington Stratford-upon-Avon CV37 7TT . Proposed single storey extension to the side- NO COMMENT III. 23/00854/FUL 11 Banbury Road Ettington Stratford-upon-Avon CV37 7SN. Single storey rear extension NO COMMENT IV. Highways matters (standing item): work on dropping the footpath kerb outside Ettington Village stores to allow better access would begin in August
12	<p>Finance Report – Bank reconciliation and payments and receipts were approved as circulated. It was noted that payment for the Coronation Flower Display had been approved under Chairman's powers and was confirmed by councillors</p>
13	<p>Clerk's Report – Additional repairs to the School Clock were still required. The Clerk could find no documentation setting out the council and resident's responsibilities. Cllr Smith said he would contact the residents and Time in Hand to understand what work was required. It was agreed to postpone any further repairs until the meeting with residents. The Fulready</p>

	defibrillator was ready to be activated. It was agreed that the cost of connection and set up maintenance be submitted to the council by Cllr Clarke as agreed in June 2022.
14	Correspondence Report – Request for support for the Ellen Badger Community Hospital campaign and to complete a survey was noted. Cllr Smith to review.
15	Tri-annual Tree Survey- The Arborculturalists report had been circulated. It was noted and payment approved
15	Parish Meeting Arrangements: the clerk outlined the arrangements. Response had been disappointing. Cllr Smith would Chair the meeting. Approximately 8-10 groups would be exhibiting. Community centre volunteers had offered to set up the small hall. It was agreed to review the format for the Parish meeting in 2024
16	Playground development: The Clerk was progressing the writing of the tender. The council needed to agree the proposed site of the new youth area. The Playground Group would meet on site. Using the second floor of the Community centre to create an indoor youth centre was under review. It was recommended a meeting be arranged between Community Centre Trustees and Parish Councillors. The Clerk would search the archive documents stored at the Centre
17	MUGA Update: the MUGA was getting busier. Cllr Smith and the Clerk would review online booking systems which would allow residents to book out the MUGA for hourly periods. Cost of hire would be discussed at a future meeting. Cllr Hughes identify a replacement noticeboard
	Dates of next meetings: Wednesday 14th June 2023 Wednesday 12th July 2023 Wednesday 13 th September 2023

APPROVED _____

DATE _____