

**Minutes of the Meeting of Brinklow Parish Council**  
**Held on**  
**Thursday 9 May 2019; 19:15 Hours at Brinklow Community Hall**

**Present:** Cllr D Lowe (Chair) Cllr J Boonham  
Cllr T Heenan Cllr M Lavin  
Cllr V McBay Cllr A Gillias (RBC)  
Two members of the public.

**1. Apologies received and noted.** Cllrs John Reid and Heather Timms, Philip Creek (Clerk)

**2. Declarations of interest.** None.

**3. Interactions with Borough and County Cllrs.**

**3.1.** Following recent Local Council Elections, Cllr Gillias reported that the elected members for Rugby Borough Council remained the same, with 23 Conservative, 9 Labour and 9 Liberal Democrats. Over 400 spoilt papers were submitted.

The Local Plan is now ready for public viewing, coming before the full Council on 4 June at a Special Council meeting.

**4. Minutes of the last meeting.** Deemed accurate and signed by the Chair.

**5. Planning applications.** None

It was noted that the Planning Portal had been re-jigged and is not as user-friendly as before.

**6. Accounts.**

<b>6.1.</b> Payments approved for payment.		All sums are in £s Sterling	
P Creek	Taxed salary, expenses (May)	Chq no: 2044	412.91
J Boonham	Taxed salary, expenses (May)	Chq no: 2045	120
J Reid	Lengthsmen Expenses	Chq no: 2046	106.89

**6.2.** Business Reserve Account sheet no 235 was available at the meeting for inspection.

**6.3.** Internal Audit – Governance and Accountability – Cllr Lavin raised the question of the appointment of a duly competent person to carry out the internal audit of the Parish Council’s Accounts. He referred to WALC’s list of suitable people and requirements and proposed that in future the person appointed should be from this list, all of whom would have completed a two-day training course. It was agreed that the PC should find out the costs attached to such an appointment, and that the person appointed should always meet the “independent competence” test.

The External Audit is carried out by a separate auditor, appointed via the Government. The PC’s Standing Orders may need to be amended to cover both the internal and external audit procedures. It was agreed that the Responsible Financial Officer will be required to confirm that proper practice has been followed in preparation of the accounts, and that the signed statement of accounts is made

available to councillors prior to the PC meeting when the accounts are discussed and approved.

## **7. Reports of associated meetings.**

**7.1.** Cllr McBay had attended the recent Community Hall Meeting. Minuted elsewhere.

## **8. Continuing minutes.**

**8.1.** Community Hall – see above

**8.2.** Cemetery. The Cemetery Agent updated the meeting on recent activities, including completion of the PC's registration with ICCM (Institute of Cemetery and Crematorium Management). Advice is being sought relating to graves which have fallen into poor repair.

**Action: JMB**

**8.3.** Playing field. Discussion took place on the PC's garage situated on the Playing field, currently used by the Football Club. More storage space is required and it was agreed that different options would be checked out to review alternatives.

**Action: ML**

**8.4.** Grant funding issues - Nothing to discuss.

**8.5.** Rights of Way - A resident raised the condition of the rights of way paths around and across a local land owners fields adjoining Heath Lane. He reported these were in ploughed condition and not an acceptable standard. He was advised to contact the WCC Rights of Way officer as this had been reported previously.

**8.6.** Communications with the Parish – To include Illegal Fly-tipping and the issue of the Housing Needs Survey. Planned new fire station at Symmetry Park, Rugby, also added post meeting, due to probable local interest.

**Action: JMB**

**8.7.** Brinklow Castle – nothing to report.

**8.8.** Neighbourhood Plan. The Housing Needs Survey had been delivered to every household in the Parish, with a closing date for return of 17 May 2019. A further grant for Technical Assistance had been granted, which will contribute to more detail within the draft Neighbourhood Plan.

**Action: TH**

**9.** Dog bag dispensers location Following the successful use of dispensers already sited, it was agreed to buy two more, to be located on the Coventry Way and at the bottom of Church Field, on The Crescent.

**Action: TH**

The missing bin from Coventry Road had been removed by WCC, and they were reluctant to return it to the village. A request had been made for the bin to be replaced. The Lengthsmen undertook to source a suitable bin.

**Action:JR**

**10. Fly Tipping.** Cllr Timms had forwarded a report to say that most of the litter along Cathiron Lane and Newnham Lane had been picked up, apart from two builders' bags which were being checked. Monitoring needs to continue, and all reports on fly-tipping should be sent direct to RBC.

**Action: All Cllrs.**

The meeting concluded at 20.30.

Next meeting: Thursday 13 June 2019, 19:15 in the Community Hall.

**Phil Creek. Clerk to Brinklow Parish Council. Tel 07767 380696**