

**BRINKLOW PARISH COUNCIL**  
**Minutes of the Meeting of the Council**  
**Held in the Community Hall on 14<sup>th</sup> December 2021**

**Present:** Councillor J Reid (Chairman)  
Councillor T Heenan  
Councillor M Lavin  
Councillor S Love  
Councillor I Currington  
Councillor S Brown  
Councillor A Warwick (WCC)  
J Boonham  
D Lloyd (Clerk)  
1 member of the Public

**1. Apologies**

Apologies were received from Heather Timms and Tony Gillias who were unable to attend due to other commitments on a Tuesday evening

**2. Declarations of Interest**

There were no declarations of interest made.

**3. Minutes of the last meeting**

RESOLVED that the minutes of the meeting held 11<sup>th</sup>  
November 2021 be approved and signed  
by the Chairman as a correct record for  
the proceedings.

**4. Comments, Questions or Suggestions made by Members of the Public**

**Reports by Jill Parsons**

**4.1** Greenshoots need an ongoing report by 16<sup>th</sup> January 2022.

**4.2** Informed the councillors that the three trees that had been previously agreed by the council have now been planted in the developing Pocket Park.

**4.3** Dog fouling has not improved at The Pocket Park off Great Balance, despite the council putting bins and disposal bags in place, and suggested a reminder letter to be distributed to residents.

**J Reid to Action**

**4.4** Confirmed that the order for the shrubs has been placed but delivery postponed until February because it is now the wrong time of year for planting bare root plants. J Reid offered the Lengthsmens help with the planting, it was also suggested the villagers should be invited to get involved with this. A note regarding this is to be added to the above 'dog fouling' mailshot

**5. District and County Councillor Reports for Information**

**Reports by Adrian Warwick from WCC:**

**5.1** Suggestion made that the dog warden can give some advice on dealing with the dog fouling problem to ensure that the rules are observed.

**Clerk to Action**

**5.2** The Social Impact Fund, given by the government to help with recovery after Covid, is still available until 31<sup>st</sup> December 2021, grant applications can be made online for anything that will benefit the village. Jill Parsons suggested a water heater and hand dryers for the village hall.

**5.3** WCC will plant a tree for every resident, in public places, to commemorate the Queens Green Canopy next year for the Jubilee. They will liaise with the parishes for advice on what and where to plant.

**6. Report by Cemetery Agent.**

Jennie Boonham read out her report to all present detailing that it has been a quiet month with no burials or interments. Payment for two new memorials should be received by the Parish Council within a few days.

**7. Report by Councillor Tim Heenan with regards to the Neighbourhood Plan:**

48 people attended the progress meeting and a lot of interest was shown in the plan. The response from RBC approved of the plan and suggested some helpful improvements. No further responses have been received either by email or by use of the drop box in the shop apart from 7 statutory bodies in their standard format. The suggestion was made to encourage people, and remind them how to respond, with a mention in Round the Revel and on Facebook.

**Sue Brown to Action**

**8. To Consider a response to the Planning Applications:**

R21/0987 Erect a single storey extension, Rosemary Cottage, Heath Lane

RESOLVED Subject to it meeting the RBC maximum 30% allowance in volume in greenbelt.

R21/0913 To replace timber windows with replica UPVC windows, 42 The Orchard, the Crescent. RESOLVED No objections to this application.

R21/1027 To relocate the access driveway, Newnham Gate, Newnham Lane.

RESOLVED No objections to this application.

R21/1121 For a proposed garage to the rear, 69 Lutterworth Road.

CLERK TO ACTION Respond to planning it is considered an inappropriate development in greenbelt. If agreed must only be used for personal use not on a commercial basis.

R21/1072 Erection of a two-storey side extension, 1 Great Balance.

MICK LAVIN TO ACTION Speak to planning due to it being overbearing, built to the absolute boundary and no parking facilities.

**9. Approve Accounts for Payment**

**9.1 Payments Approved this month**

Royal British Legion	Poppy Wreath	30.00
Steers Printing	Printing Neighbourhood Plan	350.00
Tim Heenan	Expenses RE neighbourhood plan	17.38

Redshoes	Payroll services x 2 inv	168.60
J Boonham	Salary	150.10
D Lloyd	Salary	329.40
People & Places	Consultation & Engagement Strat.	1440.00
Jennifer Lampert	Assistance with Neighbourhood Pln	3180.00
Lakeside	Grounds Maintenance	2322.00
J Reid	Lengthsmen Expenses	707.59
D Lloyd	Expenses	19.74
SA & E Friswell	2x Christmas Trees	324.00
HMRC	PAYE	313.60

**9.2** Councillor M Lavin requested that a list of the payments for approval be sent to all councillors prior to any future meetings. **Clerk to Action**

**10. To Consider the procedure for responding to Planning Applications**

The correct procedure of the Council needs agreeing when responding to the Planning Applications.

RESOLVED That the following procedure be adopted:  
The Clerk to circulate details of each application to all members of the Council.  
Councillor Lavin will seek further information and will recommend a response which he will circulate to all other members.  
When the planning authority's consultation period allows, the decision regarding the Council's formal response will be made at a meeting of the Council  
In all other cases the Council (In accordance with Section 101 of the Local Government Act 1972) delegates the power to the Clerk to the Council to make the decision regarding the Council's response.  
The Clerk will provide a brief written report to each meeting detailing decisions taken with the delegated power.  
A Zoom meeting between Councillors Mick Lavin, John Reid, Tim Heenan and Tony Gillias to be arranged for advice on how to respond when objections are raised.

**J Reid to Action**

**11.To Agree Brinklow FC's use of Playing Field for a Tournament**

5-a-side Tournament to take place 10-12 June 2022 on the village playing field.

RESOLVED Proposed by M Lavin and Seconded by J Reid

**12.To Approve the Grass Cutting Contract for the Playing Field(s)**

Only two quotes were received it was deemed that a third one is needed to make it a fair decision. Further information is needed with regards to the Lakeside quote. To be deferred and agreed at the next meeting.

**S Love to Action**

**13.To Agree changes of Signatories on the Bank Mandate**

Discussed and agreed that five old signatories are to be removed from the Mandate. Three new signatories are to be added – Councillors Tim Heenan and Sue Brown and the Clerk Debbie Lloyd. Two councillors are to remain non-signatories for the purpose of auditing the Bank Reconciliations and Statements – Councillors Sharon Love and Ian Currington. Deferred to the next meeting.

**Clerk to Action**

**14.To consider the use of Internet Banking**

This can be considered once the Bank Mandate changes have taken place. To be put onto a future agenda.

**Clerk to Action**

**15.To Consider Changes to the Bank Sweep Facility**

This can be considered once the Bank Mandate changes have taken place. To be put onto a future agenda.

**Clerk to Action**

**16.To Consider the Ongoing Expenses for Pocket Park & Verge Trimming Costs**

Jill Parsons confirmed that the hedging exercise will now take place January/February 2022. The money is to be refunded by Greenshoots on completion and submission of receipts up to a limit of £1109

**17.To Consider Ease of Parking Issues for future Village Events**

RESOLVED The playing field to be used, weather permitting, for parking at future village events.

**18.To Consider Village in Bloom Plaques**

Residents have asked for a notice board by the memorial to display the Village in Bloom notices. Not found acceptable due to the weather but J Reid proposed purchasing Brass Plaques at a cost of £27.95 each, starting with the 2021 award, to be used for the display of these awards.

RESOLVED Proposed by J Reid, Seconded by I Currington

## **19.To Consider the formation of a working group to examine RBC policy regarding Designated Traveller Locations**

The Northern Parishes want to work as a group panel to put pressure on RBC to put a development plan in place RE: traveller sites. Currently there is nothing in writing giving no ability to appeal. Councillors Adrian Warwick and John Reid attended a meeting on 14<sup>th</sup> December where it was agreed a development plan is to be written giving a policy available to use as support.

**Clerk to Action** RBC to update on the policy at a meeting to be attended by a representative for the Parish Council

## **20.To Consider the Councils policy towards Incidental Expenditure**

A lawful agreed process needs agreeing for any expenditure made due to reasonable extenuating circumstances between meetings. An agreement to be made for expenditure for a maximum set value and purpose at the next meeting.

**Clerk to Action** To be put onto the next agenda for discussion and agreement.

## **21.Progress Reports for Information**

### **a) Replacement Lamp Post & Wiring for CCVT**

Both the Clerk and Councilor J Reid have contacted WCC but received no reply.

**Clerk & J Reid to Action** Both to chase again or consider escalating it through Adrian Warwick.

### **b) Brinklow Castle**

The Kissing Gate is now half way to being completed. There were no new Lengthsmen recruited from the open morning. Vince is to continue maintenance once the land dries out. Quotes to be obtained to mow Church Field.

**J Reid to Action**

## **22. Correspondence received for information**

A resident requested that the trees on the playing field at the foot of her garden are pruned. These were last done 4 years ago by the contractor.

**Clerk and J Reid to Action** Quote to be obtained from Eagles & Clerk to respond back to the resident.

Jeanette Lomas sent an update with regards to the Remembrance Services which were very well supported by the villagers. The money raised from this, and a stall in Morrisons manned by the Coventry Building Society staff on the Binley Park Estate, amounted to £7,639.25 and has now been banked.

Jeanette also sent an update with regards to the Christmas Market which again was really well supported despite the weather. From the money raised £275 went to the Church Restoration Fund, 90 meals were purchased for the more vulnerable of the village and the additional £615 will be split between the Air Ambulance and Cancer Research charities.

**23.To Confirm the date of the Next Meeting**

The next meeting will be held on Thursday 13<sup>th</sup> January 2022 at 19.15 in the Village Hall.

The Meeting Closed at 8.45 pm

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CHAIRMAN