

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 20<sup>th</sup> April 2015, in the Village Hall, Coleshill

- Parish Councillors: Terence Prideaux (TPx) Chairman Carol Hallchurch (CH)  
Elaine West (EW) Dave McGhee (DM)  
Lynn Woodgate (LW) Dick Ware (DW)
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 2

1. **Apologies for Absence :** Mary Pollock, Carol Hallchurch for first half of meeting
2. **Declaration of Interest:** None
3. **Minutes of previous meetings:** It was moved by TPx and resolved unanimously that the minutes of the Council meeting held on Monday 16<sup>th</sup> March 2015 be signed as a true record of the meeting.  
8:04 pm Meeting Closed.

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### DEMOCRATIC PERIOD

None.

8.06 pm Meeting Re-opened.

4. **Chiltern District Council (CDC):** No Communication received other than CDC's Calendar of Events which had been circulated prior to the meeting. . TPx advised the meeting that Cheryl Gillan MP would be in the Red Lion on 29<sup>th</sup> April to meet with residents and that Julie Burton had been elected as CDC Councillor for Coleshill & Penn along with Alan Hardie.
5. **Buckinghamshire County Council (BCC):** No Communication received.
6. **Chairman's Report**
  - VE Day** - TPx advised the Council that there were no plans for VE Day celebrations in the Village although the information pack received had been circulated via the Village email.
  - CDC Community Grants Scheme-** TPx advised that the Council should be mindful of timescales for getting this application prepared, replacement playground equipment had been costed but a formal quote had not been requested this would be required before the application could be sent. It was agreed that a formal application should be made.
  - Elections Update** – Tpx congratulated the Councillors on their election. An update had been circulated prior to the meeting advising that all the Councillors would have to sign a new Acceptance of Office and Register of Disclosable Pecuniary Interests, these would be sent out before the next meeting.
  - NALC Star Council awards** – Noted
  - Chilterns Conservation Board parish vacancy-** Noted

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**LAF Devolved Budget Framework** – TPx asked the councillors views on what should be applied for on behalf of the village, details of the application process had been circulated prior to the meeting. DM thought that bollards might be a possibility on the verge leading up to the school or on the verges by Finlay Lodge. It was suggested that sets might be an alternative and look more attractive. EW suggested that white lines should be repainted on the roads. The Council approved the white line painting and would decide on the priority areas for the application.

### 7. The Village

**Barrack Hill Triangle-** TPx has sent a letter of thanks to Cllr Tim Butcher for the support given in getting this work done. Phase 1 had now almost been completed.

**Common Summer Picnic** – TPx informed the meeting that an email had been received from the Common committee suggesting a summer picnic. Council thought this an excellent idea and noted that there may be an event.

**Verges & Bollards update** – An update had been circulated prior to the meeting containing details of the complaints made to Affinity Water, UK power networks & Bucks CC. The corrective work had been completed on the verges around Magpie Lane and Windmill Hill by Amey contractors. UK power networks had asked for more information regarding the spoil dumped on the verge on Windmill Hill, TPx agreed to forward to the LJ the name of the resident of Windmill House. DM suggested that it could also be escalated to Wayne Fabian. Wayne Fabian had been contacted for an update on when the gulley and verge would be repaired opposite Finlay Lodge but the clerk was still waiting on a reply. Affinity Water had responded that they had looked at ariel photographs before the works were completed on Barrack Hill and would not accept responsibility. DM and DW both felt that at least a site visit should have been made. The clerk was asked to respond to Affinity Water asking for a site visit. TPx advised the meeting that the request for bollards from Peter Smyth had been put on hold as no suggestions had been forthcoming for suitable locations or styles from Council.

**UK Lost Playing Fields** – Council had been previously circulated with a letter requesting help in finding lost playing fields that had been donated in the 1920s by the Carnegie UK Trust. Councillors were not aware of any such areas of land within the Parish.

**Dog bins** – DM expressed concerns about the Councils decision to remove a bin due to cost. At the time Council did not have all the information about costs for emptying the bins. As more residents are using the common and the bins DM suggested that the Council should think again about removing the third bin. The Council were all in agreement to keep the third bin. CH asked that CDC be approached to pay half of both bins on the common. TPx warned about keeping CDC on side as they have contributed to other projects which have saved the village money. The new agreement for dog bins from CDC was left with TPx to review.

### 8. Calendar of Events

- a. **Annual Asset Inspections** – TPx explained that this was completed last year by himself and DM it involved a walk of all the Parish assets to check that they were still in good order.
- b. **Insurance review/agree insurance company** – TPx informed the meeting that a lot of work had been completed in identifying a new insurer and that Came & Co had been very competitive with their premium. It was unanimously agreed to remain with Came & Co.
- c. **Internal audit performed- Year End** – see point 9 iv)
- d. **Budget progress discussion** – see point 9 ii)

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- e. **Monthly Play Inspection** – The April routine play inspections had been completed, no issues had been recorded.

#### 9. Finance

**i) Bank Balance and Cash book balance at 31.03.15** - EW asked the meeting if there were any questions regarding the information that had been circulated prior to the meeting. Council were satisfied with the information provided. (See Appendix 1.)

**ii) Income & Expenditure against budget** – EW explained the Income and Expenditure Account for the period 1<sup>st</sup> April to 31<sup>st</sup> March, along with a comparison to budget. EW informed Council that the forecast end of year that was discussed at the January meeting was running as predicted.

**iii) Annual Return** – EW explained the DRAFT Annual Return for the year ended 31.03.15 along with the Explanation of significant variances in the accounting section 1, as required by the External Auditors. Council approved Annual Return Section 1 and 2.

**iv) Audit: Internal & External** – EW confirmed that she would be submitting to the Internal Auditor the appropriate papers taking into account any comments received by Councillors regarding the year end numbers. EW also explained that at this stage no paperwork is required by the External Auditors this will be done once the Internal Audit review has been completed. The deadline for submission is 3.7.15. EW raised the point that any Potential Conflicts of Interest must be reported to Mazars and read out an extract from a memo from the External Auditors.

**v) VAT** – EW Confirmed she had completed the annual VAT return and that a refund of £863.69 was expected.

**vi) PAYE submissions and amounts due from HMRC- EW** advised the meeting that she had received a response to her query dated 15 July 2014. HRMC indicated that they owed £60.15. EW has challenged this amount as she believes that the amount due may be £113.14. Following a conversation with HMRC a “Disputed Charge Referral” has been made, and EW will be contacting them in due course. Until the matter is resolved EW proposes to continue the action that Council agreed last year that is Council will pay HMRC as amounts fall due and not offset any potential amounts due to the Council.

**vii) Bank Mandate** – EW proposed that as Council were aware of Councillors from 11<sup>th</sup> May that Dick Ware be removed from the bank mandate from that date. The proposal was agreed.

**viii) Clerks Office** – EW advised the Council that the temporary arrangement of a Pay as you Go mobile phone for Council matters was costing an excessive amount of money and asked that a more permanent contract solution be investigated. This was approved. EW also explained that the Clerk is using her own printer and scanner which only scans one page at a time and so affects all when attachments are sent on to Councillors. EW asked approval to investigate multi-page scanner alternatives. Approval given.

**ix) – Contribution to fuel for cutting Jack Adams Field** – TPx advised the meeting that Tony Barber had been approached to cut the boundary perimeter on a volunteer basis but felt that a contribution should be made towards the fuel used. It was expected that £50 might be the average amount for cutting the field 2 or 3 times per year and that receipts would be provided. Council agreed to this payment.

**x) – BALC** – The annual renewal invoice of £90.28 had been received for membership of BALC. TPx asked the meeting for their views on whether membership should be renewed. Councillors felt that experience had left them let down by BALC but could not see any other means of getting access to NALC and their updates. It was decided to carry over to the next meeting decision to renew.

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**10. Items for Payment** - The following payments for April were approved for payment:

No:	Description	Payee	Power	(£)
1	Clerk's wages March(+ Alws)	L Jackson	LGA 1972 S112	£416.31
2	PAYE March	HMRC	LGA 1972 S112	£96.00
3	Expenses – E Top Up	E West	LGA 1972 S111	£20.00
4	Expenses – 1:1 Website Costs	E West	LGA 1972 S111	£71.86
5	Dog Bin Emptying – annual invoice	Chiltern DC	LGA 1972 S111	£711.49
6	Payroll Services Q4	HASE	LGA 1972 S111	£58.00
	Total			£1373.66

## 11. Planning

**Planning applications for consideration:**

- **Ref.No: CH/2014/2201/HB** Red Lion Cottages Village Road Coleshill Buckinghamshire HP7 0LH  
Single storey rear extension (retrospective), replacement conservatory roof and internal alterations – No Objection
- **Ref. No: CH/2015/0358/HB** 1 Coleshill Cottage Village Road Coleshill Buckinghamshire HP7 0LG  
Internal alterations to a Grade II listed building including the removal of internal walls between kitchen/breakfast room and sitting room, reinstatement of internal walls in kitchen – No Objection
- **Ref. No: CH/2015/0400/FA** Brentford Grange Farm Amersham Road Coleshill Buckinghamshire HP7 0JU Two storey rear, single storey side extension to the west, single storey side extension to the east elevation – An Objection to the application was sent to CDC with the narrative: The figures given on the elevation and floor plan suggest that the 2 side extensions represent no more than a 36.8% increase in the internal floor area. This may well be so when considering both stories together but it quite fails to reflect the fact that the ground floor area by itself will at least double in size. The profile of the house will also be fundamentally changed. Therefore to say – as the one-page covering letter dated 4 March does – that the extensions are “subordinate to the size and scale of the original dwelling” and that the scale of the original building will not be altered is disingenuous and misleading. If built, the proposal would create an entirely different looking structure, which would be considerably more intrusive in the landscape and thus inappropriate on a prominent Green Belt site in the middle of the AONB.
- **Ref. No: CH/2015/0537/FA** Land Adjacent To Cherry Tree Farm Tower Road Coleshill Buckinghamshire HP7 0LE  
Replacement barn- No Objection

**CDC Decisions** - DW gave an overview of decisions made by CDC Planning in the last month.

## 12. Meetings

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- LAF Meeting 3.6.15 – Councillors were asked if anyone would volunteer to attend the next LAF meeting. TPx advised he had attended the last meeting and found them very worthwhile, he agreed to attend on 3.6.15, DM advised he would attend if TPx was unable to.

#### 13. Councillors` Reports -

**Open Spaces** - Nothing to report.

**Website** - DM reported a problem with CDC planning emails and attachments that are forwarded from the office PC to Councillors. The problem had been identified as an issue with how CDC set the subject text. This problem had been reported to CDC and the clerk was asked to follow-up. Another problem had been identified with emails sent to those with a BT internet mailbox this was a known issue and should be reported to BT by Councillors who hold a BT server.

**Cricket Club**- Nothing to report.

**Tennis Club** - Nothing to report.

**Village Hall** – The Hall booking agreement had been received, it allowed for 6 free meetings. TPx advised he would pursue using the Cricket Club again for the May & June meeting but in the meantime the Hall should be pre-booked. To save on costs Council agreed to drop a November meeting so only 3 meetings for 2015 would incur cost.

**School** - Nothing to report.

**Play Area** - Nothing to report.

**Newsletter** - Penny Ware, the editor, of the Newsletter has made it known that she would like to be released from her responsibilities after next Spring`s issue. If a replacement can be made before this date then she would be happy to step down earlier. It was agreed the vacancy should be advertised in the next issue and a notice should be put on the Noticeboard and on the website. EW was asked to set up an account with Amersham Business Services.

#### 14. Clerks report-

- LJ gave an overview of the Clerks Liaison Meeting on 30.3.15. Items on the Agenda included an update on littering by Sally Gordon, Waste management services, Elections by Lesley Blue, VE day and an update on the Local Plan consultation.
- LJ advised the Council of an email received from Mr Woof agreeing that the Barrack Hill Triangle repairs should not be delayed due to works on his property.

Before closing the meeting TPx gave a vote of thanks on behalf of the whole Council for the contributions made by Councillor Dick Ware who had decided against standing as a candidate for the upcoming Parish elections.

- 09:45 pm Meeting Closed.

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- Signed ..... Date .....