

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 19th October 2015 at 8 pm, in the Village Hall, Barracks Hill, Coleshill

- Parish Councillors: Terence Prideaux (TPx) Chairman
Elaine West (EW) Lynn Woodgate (LW)
Mary Pollock (MP)
- Parish Clerk: Lynda Jackson (LJ)
- Chiltern District Council: Councillor Julie Burton (JB)
- Members of Public: 2

1. **Apologies for Absence :** Carol Hallchurch

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 21st September 2015 be signed as a true record of the meeting along with Appendix 1. Receipts and Payments.

4. **Matters Arising:** TPx explained that a new item had been added to the Agenda which looked back and updated on items that needed to be pursued.

- Sparkx electrical have confirmed that they will complete the approved works for the replacement cabling on the Christmas lights by the end of November
- Mark Shaw, Cabinet member for Highways, BCC has confirmed he will visit the village on November 12th to look at the road conditions raised in emails sent by CPC & JB and after a discussion at an event attended by TPx. TPx will host the visit and asked that any issues Councillors wanted raised should be sent to him for inclusion. Since the emails were sent patching of pot-holes on Magpie Lane has taken place by BCC.
- The gulley programme will commence week commencing 26th October, John Gibbons who is in charge of the programme will inform CPC if there are any delays.
- The traffic issues in the area around Dew Pond have been raised with Thames Valley police, CDC, BCC
- The gate at the play area- the loose wires have been cut as requested.
- Hedges- an email has been sent to BCC regarding the hedge outside The Rosary and the impact on traffic visibility.

8:10 pm Meeting Closed.

DEMOCRATIC PERIOD

Pat Dawson – regarding the Orchard area where CPC has arranged works to verge clearance is a great improvement but needs to be kept as clear as it is now in the future.

COLESHILL PARISH COUNCIL

MINUTES

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Pat Dawson - regarding a Village clear-up day. Pat explained that many years ago the village was split up into areas and volunteers cleared their assigned area of rubbish and debris. Maybe Council would consider organising something in the spring.

Ann Lawrence- Ann voiced her sadness that Councillor McGhee was no longer on the Council.

8.23 pm Meeting Re-opened.

5. Buckinghamshire County Council (BCC)/Chiltern District Council (CDC):

i) There had been no communication from BCC.

ii) JB advised Council that CDC are at present pushing on with the Local Plan and Green Belt review. Both need to be ready for spring 2017. JB explained that CDC are under great pressure from builders and that if there isn't a Local Plan in place by 2017 then government will say where the Council have to allow building. Housing needs have to be considered in the plan for up to 2036. There is a duty for CDC to co-operate with neighbouring councils, if CDC cannot fill its needs then it could be passed to Aylesbury Vale to build extra. TPx advised that an email had been received that week advising that Seer Green are pursuing a Neighbourhood Plan arrangement. JB advised they would have to prove that the plan was workable. JB advised that CDC were sharing offices with South Bucks as they work on their plan and that meetings are held weekly and are very intensive. TPx asked JB if a neighbourhood plan was needed for Coleshill. JB was confident it was not.

iii) Devolution- TPx advised that an email had been sent to all Councillors advising them of more dates being offered by BCC to attend the presentation on Devolution. TPx urged other Councillors to attend.

iv) Common Budget request to CDC for 2016-17- noted. TPx confirmed that the Common maintenance committee were pursuing a grant from Chiltern Conservation for attendance by Chiltern Rangers.

EW asked whether there had been any news on the money currently being held by CPC for completion of the Triangle. TPx agreed to speak to Jackie Wesley before she leaves in December but was under the impression that it would not have to be returned.

6. Chairman's Report:

i) **Community Speed watch** – TPx advised he had an agreement with Thames Valley Police that PC Upton would be in the village on 21st October at 2pm to deliver a training session on the use of the equipment. With the equipment being used the police had to be present as they may decide to go further with traffic offenders. So far the response from volunteers for the training session had been disappointing. The session lasts 1 hour and the meeting place would be by the Pond as there is a long stretch of road. TPx advised that MVAS equipment costs £3500k. LW confirmed she had circulated the date of the training session to parents.

ii) **Dial a Ride** – A letter, previously circulated, had been received requesting a grant but as it was not Council policy all agreed that it should be refused.

iii) **Transparency code**- TPx advised that as CPC's income was below £25k then new rules meant that CPC had to show open transparency. The Minutes & Agenda do get published on the website along with the Annual accounts. A little more work is required by the RFO and Clerk but this will save the External audit fee. TPx suggested that the items required be added to the Calendar of Events. EW confirmed that CPC should be fully compliant by the end of the year

7. Clerks Report:

i) **Letter from Thames Water**- LJ advised that a letter had been received from Thames Water regarding private sewage station owners asking for support by publishing details on the Council's website as they

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 19th October 2015 at 8 pm, in the Village Hall, Barracks Hill, Coleshill

are trying to locate all 4000 property owners around the country before they take over responsibility. Council agreed to publication.

JB advised the Clerk that the contact for the Community Grant fund is Paul Nanji.

TPx requested that Councillors respond to the Clerk's requests in a more timely manner.

8. The Village:

- **Councillor Vacancies** – LJ advised Council that the statutory notice had been published for the Casual Vacancy and asked what work needed to be done to attract new Councillors as no-one had come forward for the first vacancy. TPx shared the Clerk's concerns but felt that someone would come forward. EW added that if it is seen that CPC are getting works done e.g. road repairs it may be seen as a good thing to volunteer to do.
- **Common appearance & condition**- TPx spoke of a conversation with a resident who commented that the Common looked like it had been `let go` and that female walkers may feel vulnerable. TPx asked that Council let the Clerk know of any thoughts they may have around this issue.
- **Footpaths**- MP advised Council that Dave McGhee has agreed to continue walking the paths previously allocated to him and inform Council of any issues that need attention. MP advised Council of conversations with Rosalind Pearce who felt strongly that MP and herself were duplicating the work of co-ordinator and so Rosalind felt it was time for her to step down. MP advised of a tree that had come down on one of the paths that was too big for the Chiltern Society to move. MP agreed to send the details and location of the tree to be logged with TFB to the Clerk.
- **Play Area Insurance cover**- TPx asked LW if she was happy that no action on the recent Play Inspection would still ensure the Council were covered by their insurance. LW informed Council that the points raised were scored as Low risk or Very Low risk. Council agreed that the Clerk should contact CPC's insurers and send them the inspection report to ensure full cover with these minor defects.
- **Grass-cutting & RNC Services** – TPx advised Council that the Triangles and entrance to Hill Meadow are now part of BCC works and will be cut 6 times per year. CPC has arranged for work to be done around the village by RNC Services who have approached TPx if there is any more work required. LW advised that the hedge at the Play Area definitely needs doing. EW raised the issue that it would be difficult to approve work that was BCC's responsibility. EW also raised concerns that there was a volunteer willing to cut the pond and now Council were paying for the same service. EW also informed Council that it is now coming into Budget setting period so next year's requirements need to be considered. TPx referred back to the offer of Devolution. MP added that CPC were not given enough information last year to make an informed decision to take over BCC responsibilities. TPx advised Council that CH had asked someone to review the Devolution agreement. TPx proposed that the next meeting was limited to Devolution & Budget items. EW added that she needed to know exactly what was required before December's meeting.

9. Calendar of Events:

- i) **Monthly Play inspection return** – The October routine play inspections had been completed with no issues.

10. Finance:

i) **Bank balances and reconciliation as at 30th September 2015**– EW asked the meeting if there were any questions relating to the information that had been circulated prior to the meeting. Council were satisfied with the information provided. (See Appendix 1.)

ii) **Income & Expenditure at 30.9.15 including comparison to budget**– EW explained the previously circulated documents. Income is running slightly lower than expected due to VAT receipts being less than

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 19th October 2015 at 8 pm, in the Village Hall, Barracks Hill, Coleshill

budget. EW explained that the expenditure of the Council is not evenly spread throughout the year and so it is too early to say whether some costs are incorrectly budgeted. The Clerk's salary is running £413.84 above budget as a result of hours worked in excess of expectation. Clerk's expenses include telephone costs, SLCC fees of £82 were not budgeted but other than mentioned running to budget. Dog bin emptying costs are 3 bins being emptied, however at the time of budget setting only 2 bins were assumed. Unbudgeted costs were for a gift for Dick Ware £39.99. The Crowning of the Willows & Best Kept Village entry were budgeted for but will not now become an expense. No Costs were included in the budget for Pond/Common Maintenance as they are covered by CDC's budget, however, costs to date are £80 (top-up costs and Conservation Volunteers membership). A Chainsaw refresher course will be paid to ensure compliance with CPC insurance and the Commons Insurance of £240 has not been renewed as it is covered by CPC insurance. Village tidying and additional grass-cutting in the place of volunteers amounting to £202 has not been specifically budgeted. There is some committed expenditure not included in the September expenditure. This can be seen on the October Receipts and Payments schedule.

iii) Engagement of Internal Auditor- The previously circulated document containing terms and conditions for 2015-16 were reviewed, EW proposed that the Internal Auditor be engaged, the Audit fee is set at the same rate as 2014/15 (£320). Council approved unanimously.

11. Items for Payment - The following payments numbered 36 – 46 for October were approved for payment:

No:	Description	Payee	Power	(£)
36	Clerk's wages Sept(+ Alws)	L Jackson	LGA 1972 S112	£283.78
37	PAYE Sept	HMRC	LGA 1972 S112	£68.60
38	Telephone top-up	L Jackson	LGA 1972 S111	£10.00
39	Expenses for meeting attendance	T Prideaux	LGA 1972 S111	£29.42
40	Q2 Payroll services	Hase	LGA 1972 S111	£58.00
41	Petrol & diesel for grass-cutting	Tony Barber	LGA (misc. prov) 1976 S19	£30.01
42	J A Field hedge-cut	D J Hall	LGA (misc. prov) 1976 S19	£156.00
43	Village grass-cutting	R Norman	various	£284.00
44	Village newsletter printing	ABS	LGA 1972 S111	£193.37
45	Mail box for CPC	ABS	LGA 1972 S111	£54.53
46	Half year dog bin emptying	CDC	OSA 1906s14	£355.75
	Total			£1523.46

Council also approved the Clerk's pay for October as there would be no meeting in November.

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 19th October 2015 at 8 pm, in the Village Hall, Barracks Hill, Coleshill

12. Planning

Planning applications for consideration:

- None

CDC Decisions and updates – IN CH’s absence TPx advised Council on the following:

- **Cherry Tree Barn- CH/2015/1382** - Appeal made.
- **Cherry Tree Cottages – CH/2015/1403** – Conditional permission granted
- **Claymore – CH/2015/1054** – Conditional permission granted
- **Hertfordshire House – CH/2015/1275** – Conditional permission granted, **CH/2015/1276 & 2137** Conditional consent
- **Thatch Cottage – CH/2015/0224** – refused permission and appeal dismissed
- **Thornbury Cottage – CH/2015/1384** – Conditional permission granted

13. Meetings –

Your Roads – TPx gave an overview of the event he attended which included six 8 minute presentations on BCC’s areas of responsibilities. Attendees were asked to vote on what they thought BCC should prioritise.

14. Councillors` Reports -

Open Spaces – Nothing to report.

Website - TPx advised he had been shown by Derek Higgins how to put items directly onto the website.

Cricket Club- Nothing to report.

Tennis Club - Nothing to report.

Village Hall – Nothing to report.

School - Nothing to report.

Play Area - Nothing to report.

Newsletter - Nothing to report

- o 09:30 pm. Meeting Closed.

o Signed Date