

COLESHILL PARISH COUNCIL

MINUTES

of the meeting held on Monday 16th March 2015, in the Village Hall, Coleshill

- Parish Councillors: Terence Prideaux (TPx) Chairman Mary Pollock (MP)
Carol Hallchurch (CH) Elaine West (EW)
Dave McGhee (DM) Lynn Woodgate (LW) Dick Ware (DW)
- Bucks CC: Councillor Tim Butcher (TB)
- Chiltern DC: Councillor Graham Harris (GH) & Councillor Alan Hardie (AH)
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 3

1. **Apologies for Absence :** None

2. **Declaration of Interest:** TPx – item 10. i)

3. **Minutes of previous meetings:** It was moved by TPx and resolved unanimously that the minutes of the Council meeting held on Monday 19th January 2015 be signed as a true record of the meeting.

8:03 pm Meeting Closed.

DEMOCRATIC PERIOD

None.

8.04 pm Meeting Re-opened.

4. **Chiltern District Council (CDC):** GH gave an overview of the increase in council tax of 1.9% for 2015-16. He explained that CDC are taking a longer term view that over the next 5 years central government grants will disappear.

GH then went on to explain that there were 2 options to securing funding for Playground Equipment. The first was through LAF funding for non-transport projects, the deadline for applications being 20th April. The second through CDC community grants which CDC would be seeking applications from the beginning of April. GH agreed to forward to Council contact details for both schemes. Clerk to follow-up with GH.

GH informed the Council that CDC- DDPD had been withdrawn and that a lot of the information already collected would be put into the Local Plan. There had been 346 responses to the consultation from Community groups, Parish Councils and individuals, these were now being analysed by officers. Once this work is completed it will form part of a further consultation due in October. A Strategic Housing Needs assessment was being undertaken along with a Green Belt review and this should be in the public domain by May. CDC are working with other District and County councils.

AH informed the Council of the content of a Seminar run by Richard Turnbull concerning planning appeals. He stated that CDC take appeals very seriously and will challenge inspectors.

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AH explained to the Council that Penn had decided to take up the Devolution offer. TPx informed AH that Coleshill had still not had a full set of maps from Bucks CC.

AH informed the Council that the up-coming elections will see a change of Councillors. Julie Burton will be standing for Coleshill and should replace GH as CDC's representative.

5. **Buckinghamshire County Council (BCC):** TB advised that Bucks CC are increasing their Council Tax contribution by 1.9%. They are looking to the future when they believe Central Government will remove grants. BCC had declined to take the 2% subsidy. OFSTED had put BCC Children's Services in Special Measures. The biggest problem is retaining Social workers. There is competition from other counties and so BCC are using a high % of temporary labour which is very expensive. The Service could be outsourced to Commissioners which will be even more expensive.

BCC are looking at new ways of working, making departments more commercial e.g. Legal services are being used in the private sector to raise money. TB explained that there will have to be reductions in home/school transport; it is currently not sustainable. The plan is that it will be cut back and made more efficient.

TB reported that the take-up of devolved services had been disappointing. That more needed to be done to make the public aware of what each service did to attract more volunteers.

6. Chairman's Report

CDC Local Plan- TPx attended a meeting at CDC, members of the public were also invited. From the meeting it was felt that there was a lack of acceptance that the Green Belt would have to be compromised.

Parish Liaison Meeting – TPx attended an event hosted by Bucks CC at Adams Park where Martin Tett emphasised that Central Government support has been reduced by 21% and that staff numbers have been reduced dramatically. BCC are listening to other Councils who have resolved similar problems and are actively engaging Parish Councils in their plans for the future.

Replacement Minerals & Waste Local Plan – DW had reviewed the consultation document and didn't feel that the Council had any need to comment at this stage as the plan was most unlikely to affect Coleshill; there would in any event be more opportunities to comment in the future. GH advised the Council the Plan would be included as part of CDC's Local Plan. DW did remind Councillors of the controversy of the proposed Waste Transfer station at Amersham which would affect Coleshill residents in the form of increased traffic on the A413. GH advised that this application would be coming back to planning after the election.

Council computer -TPx reported that Derek Higgins had done a lot of work embedding the administration function of the Council with a fully equipped laptop, coaching the clerk on its use and security, the website and procedures. The Council gave their grateful thanks to Derek.

7. The Village

Barrack Hill Triangle- TB explained that the work would be done and road closure dates had been published. Although it had been a difficult project to get through it was still not known what the final cost would be. £10k was promised from the LAF budget but TB advised that it was likely that the £2300 set aside by CPC would also need to be used. TPx referred to an email received from Judi Herbert asking for a postponement of the work so that works on Chalk Pit House could be completed before works started. The Council felt that if a postponement was

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requested then works could be put off indefinitely. The clerk was asked to respond to Judi Herbert and advise the owner of Chalk Pit House.

SAG meeting- Penn Music Festival – DM reported that he had attended the meeting and that this year's event will see daily numbers almost doubled. This was explained as previous years not making a profit despite being a huge success and that this year they had applied to increase to the maximum of 9000 per day. Plans of the event, which had previously been circulated, were discussed showing that the stage area is set lower. The event has been renamed 'Pennfest' to appeal to younger audiences. DM advised that the Council would need to give thought to how to respond to CDC when asked for its opinion on the festival. The clerk was asked to circulate the Complaints contact number before the event was due to start.

Road Verges – Tpx circulated photos of suggested verge protectors supplied by Peter Smyth as a response to comments raised at the last Council meeting. DW thought that from a conservation point of view that verges should generally be allowed to regenerate naturally; bollards could look decidedly unnatural. DM referred to the damage done in December by Affinity water and thought that more should be done to insist that Affinity Water return to repair the damage caused to the verge previously reported. It was agreed that DM would meet the Clerk to photograph the damaged verge and any other 'vulnerable' verges to then draft a letter to Affinity Water and look at other verge solutions that might qualify for LAF funding. The Clerk was asked to contact Peter Smyth to obtain photos of Bollards and Stone solutions for use as verge protectors so that they can be considered at the next meeting.

Fingerpost signage for village playground – an update on the fingerpost had been circulated prior to the meeting which explained about obtaining permission from BT to mount on an existing telegraph pole or to ask BCC to supply and install which would cover all legal and health and safety regulations. BCC had an estimated a cost to CPC of between £200 & £300 and that the rest would be funded by BCC. The Council agreed this was above their expectations and decided that the project could be dealt with in a more cost effective way by a volunteer community group.

Public footpath diversion order – The letter and Order circulated prior to the meeting was confirmed as the final official documentation for the Parish Council's records.

Dog bins – Council were pleased to hear that CDC had agreed to remove one of the three bins free of charge. Although CDC have agreed to waive the 2013-14 charge Council have asked for a more clear breakdown of how much is being paid for each bin in 2014-15 & 2015-16 and what CDC's contribution will be. The Clerk was also asked to find out the VAT and admin charges that will be applied to each year's invoice. CDC have confirmed that Agreements will be sent to each Council with this year's invoice. The Clerk was also asked to circulate the invoice as soon as it is received.

8. Calendar of Events

- a. **Internal Audit** – see section 9
- b. **Risk Assessment & Risk Management** – EW asked for any feedback on the previously circulated CPC risk assessment, EW went on to explain the reasons for the amendments. The revised Risk Assessment was formally agreed and adopted.
- c. **Best Kept Village Competition**- Council decided not to enter this year's competition.
- d. **Hedge-cutting Jack Adams Field** – David Hall had been contacted to check that his verbal agreement for cutting the hedge surrounding the Jack Adam's field had not changed for

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2015. The Clerk had confirmation from David that the cost would be still £150. Council agreed that David should proceed at the appropriate time between July and October. Council also agreed that Tony Barber should be approached to check that he was in a position to cut the grass around the boundary area of the field. If he was not in a position to complete this work then Red Barn farm should be approached for a quote.

- e. **Elections** – Prior to the meeting Councillors had been sent an elections update with key dates for completing and returning nomination packs. TPx had confirmation from Lesley Blue-Democratic Services that completed packs must be hand delivered to CDC. DW informed Council that he would not be re-standing.
- f. **PAYE deadline for year-end submission** – EW confirmed that HASE payroll services would complete the end of year PAYE by the required deadline.
- g. **6 monthly inspection of Willows**- It was confirmed that David Stowe, CDC, had found money in his budget to pay for the pollarding of the willows and the work would be completed by the end of March. Post meeting note: Council were also informed that 2 experts had advised the Pond Management Committee that the willows did not pose a threat to the house adjacent to the pond.
- h. **Monthly inspection of Play areas** – The February & March routine play inspections had been completed, no issues had been recorded.

9. Finance

Accounts as at 27th February 2015

- o EW presented the 2014-15 Accounts and bank reconciliation as at 27th February 2015.
 - o Cashbook Balance at 1st April 2014 = £ 13,981.23
 - o Receipts 1st Apr – 27th February 2015 = £ 10,390.54
 - o Spend 1st Apr – 27th February 2015 = £ 10,045.43
 - o Cashbook Balance at 27th February 2015 = £ 14,326.34
- o EW presented the Bank reconciliation as at 27th February 2015
 - o Bank balance = £14,338.62
 - o Less un-presented cheques = £ 12.28
 - o Cashbook Balance = £ 14,326.34

Income & Expenditure against budget – EW explained the Income and Expenditure Account for the period 1st April to 27th February, along with a comparison to budget. EW informed Council that Accounts are required by the financial regulations quarterly and last presented were accounts to November 2014. EW asked Council to note that, in relation to December to February:

- No clerk's costs have been recorded for January or February
- The mending of the Christmas Lights wire was unbudgeted
- The new computer equipment was unbudgeted
- At the time of preparation of the budget a grant for the war memorial was not anticipated.

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Council were asked to ratify the costs for the Spring newsletter and new computer equipment. This was agreed unanimously.

CH queried the Village Hall booking fee on the document, EW explained that this was budget and that nothing had been paid this year.

EW explained that the Income and Expenditure document does not show the Forecast that was prepared with the budget and previously circulated in January 2015. The Forecast will be compared to actual at the end of March.

EW confirmed that at the end of March a full analysis and variance explanations document will be prepared.

Fixed Assets – EW advised that it was necessary to adopt a revised Fixed Asset schedule. Updates have been made to reflect the recent purchases of telephone and computer equipment and to amend the location of one of the Dog Bins to "in storage" once it had been removed from its current position by CDC. The revised Fixed Asset Schedule was approved by Council.

Internal Audit – EW confirmed that a separate note on the status of the Internal and External Audits has been previously distributed by the Clerk. EW had been advised by the Internal Auditor that if the fee for 2014-15 was paid by the end of April then the fees for 2015-16 would be held at this year`s figure. Council agreed this proposal.

Payroll Contractors – EW had since the last meeting made enquiries of various Payroll Service Companies and, via email with all councillors, it was decided to remain with HASE for the coming year at a quarterly cost of £58. The decision was taken outside of the meeting, due to the expiry of the contract before the next meeting on March 16th. Council ratified the decision.

Items for Payment - The following payments were approved for payment:

Description	Payee	Power	(£)
Clerk's wages Jan, Feb (+ Alws)	L Jackson	LGA 1972 S112	£518.83
PAYE Jan, Feb	HMRC	LGA 1972 S112	£117.80
Clerks Expenses	L J	LGA 1972 S111	£34.01
Clerks Expenses	L J	LGA 1972 S111	£33.29
Expenses	TPx	LGA 1972 S111	£15.13
Computer Equipment	D Higgins	LGA 1972 S111	£54.62
Website annual fee	1 and 1	LGA 1972 S111	TBA
Internal Audit fee	Arrow Accounting	LGA 1972 S111	£367.12
SLCC Membership	SLCC	LGA 1972 S111	£82.00
Stamps	E West	LGA 1972 S111	£12.72
Computer Equipment	Tesco	LGA 1972 S112	£444.25
Spring Newsletter	Amersham Business Supplies	LGA 1972 S112	£162.37
Total			£1842.14

It was confirmed that the grant for the war memorial (£684.00) had been received since the last meeting

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10. Planning

Planning applications for consideration:

- Ref: **CH/2014/2228/FA** - Longfield Village Road - Replacement dwelling – No Objection
- Ref: **CH/2014/2301/FA** - Land Adjacent To Cherry Tree Farm New Road -Replacement barn – No Objection
- Ref: **CH/2015/0167/AGN** - Land at Marrods Bottom Little Hertfordshire House Coleshill -Laying of hardstanding to provide access track and turning area for forestry purposes. - No Objection
- Ref: **CH/2015/0198/FA** - Thornbury Cottage Chalk Hill - Two storey rear extension, replacement roof with two dormer windows to the north west elevation – CH read an objection letter from a neighbouring property and recommended that the Council object on the following grounds: The plan is still not subordinate in size and scale to the original dwelling and is intrusive in the landscape. It is noticed that the rear extension is smaller in width than the existing property but this does not alter the fact that it still encroaches and impacts on the green belt and designated AONB. Although mostly unseen from the road, the new extension does not integrate well with the existing structure and will impact on the neighbouring garden. Councillors asked CH to circulate this information by email in order that a decision could be made the following day. Updated 17.3.15- majority agreed to Objection based on the grounds above.
- Ref: **CH/2015/0224/FA** -Thatch Cottage Magpie Lane - Single storey front side extension to North West elevation, Single storey front side extension with two roof dormers to North East elevation, fenestration alterations – No Objection
- Ref: **CH/2015/0233/NMA** - Dewpond House Village Road - Application for a non-material amendment to planning permission CH/2013/1835/FA - Redevelopment of site to provide two detached dwellings with detached garages and associated hardstanding – No Objection
- Ref: **CH/2015/0274/HBSA** Coleshill Church Of England Infant School Village Road Application for a Certificate of Lawfulness for proposed works to a listed building, comprising replacement windows – No Objection to revised proposal (windows at rear only)

CDC Decisions - DW gave an overview of decisions made in the last 2 months, including the withdrawal of the Hertfordshire House application in the light of an objection from Highways.

11. Councillors' Reports

Open Spaces - MP asked Councillors to let her know of any pot-hole issues so that they could be logged correctly through TFB's website. The Kissing Gates at Cherry Tree Farm were seen as an improvement on the previous old stiles.

Cricket Club- Nothing to report.

Tennis Club - Nothing to report.

Village Hall – Refurbishment of the ladies toilets is due to be completed at the end of August.

School - Nothing to report.

Play Area - Nothing to report.

Newsletter - The Spring issue had been published. As CDC are no longer able to offer a printing service to outside bodies, a commercial printer now has to be used. This is approximately 50% more expensive than CDC and, although Christmas Greetings donations have covered the costs in recent years, there is no guarantee that this will continue to be the case and some CPC expenditure may become necessary. Nevertheless, councillors agreed that spending on the Newsletter was justified as it reaches every house in the village.

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Website - Procedures for the Website would be part of an Agenda item at a future meeting.

- 10:00 pm Meeting Closed.

- Signed Date