

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 16th May 2016 at 7.45 pm,
in the Village Hall, Barracks Hill, Coleshill

Parish Councillors: Terence Prideaux (TPx) Chairman Carol Hallchurch (CH)
Elaine West (EW) Lynn Woodgate (LW)
Mary Pollock (MP) Jonathan Herbert (JH)

Parish Clerk: Lynda Jackson (LJ)

Members of Public: 4

- 1. Election of Chairman:** It was proposed by CH and seconded by JH and **agreed** unanimously that Councillor Prideaux is elected as Chairman for Coleshill Parish Council. TPx accepted the position.
- 2. Apologies for Absence :** Cllr Tim Butcher- BCC, Cllr Julie Burton -CDC
- 3. Minutes of previous meetings:** It was moved by TPx and **resolved** that the minutes of the Council meeting held on Monday 18th April 2016 be signed as a true record of the meeting along with Appendix 1. Receipts and Payments.
- 4. Councillor Vacancies:** TPx advised that CPC had an existing vacancy but as notified in his Annual report, an additional vacancy had now occurred due to Councillor Elaine West deciding to step down.
- 5. Declaration of Interest:** None
- 6. Appointments of Members to Specific Responsibilities:** It was resolved that the following nominations be confirmed:

Organisation/Responsibility	Councillor
Local Area Forum	Cllr. Terence Prideaux
S.A.G	Cllr. Terence Prideaux
Parish Liaison Meetings	T.B.A when meetings are notified
Common Committee	Cllr. Jon Herbert
Planning	Cllr. Carol Hallchurch & Cllr. Jon Herbert
Open Spaces	Cllr. Mary Pollock
School	Cllr. Lynn Woodgate
Cricket Club	Cllr. Mary Pollock
Village Hall	Cllr. Terence Prideaux
Tennis Club	Cllr. Carol Hallchurch
Play Area	Cllr. Lynn Woodgate
Newsletter	Cllr. Terence Prideaux

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Highways	Cllr. Mary Pollock
Finance	To be advised

7. Matters Arising: TPx gave an update on previous items that needed to be pursued.

- i) Magpie Lane drainage issue has now been escalated to senior management at BCC who have taken over the project. They are arranging for drainage engineers to assess and establish what works are required and draw up a programme of works. It is part of BCC's Capital Drainage programme. Due to the complexity of the issue it is hoped it will be completed within this financial year,
- ii) Barrack Hill triangle completion & road closure is scheduled between 11th & 15th July.
- iii) Play area gate- JH explained that RNC garden services and Graham Thorne have both attempted to repair the gate to bring it in line with the legal requirement. It is now closing within 3 seconds. JH agreed to have a second look at the gate to close the gap mentioned in the last inspection. The clerk was asked to obtain a quote for replacing 2 planks on the ramp on the multi-play from Amersham Town Council.
- iv) New Road resurfacing and road closure- Council have received confirmation that the work will go ahead sometime between 20th June and 12th September.

Meeting Closed 20:11 pm.

DEMOCRATIC PERIOD

Pat Dawson- regarding the fly-tipping on New Road. Pat suggested that Penn Estates be asked to bring the gate further out to prevent further fly-tipping. Pat was concerned that the small piles of asbestos at the second gate are also pushed for removal.

Cllr. Elaine West- regarding her decision to step down from her position as a Parish Councillor and R.F.O due to the time and commitment required to undertake the full duties of the positions. EW explained with increasing personal commitments now was the time for her to leave the Council. TPx thanked Elaine for her contribution to the Council.

8.21 pm Meeting Re-opened.

8. Clerk's Report:

New Rd Fly-tipping update- LJ advised that CDC were writing to Penn Estates to clear the fly-tipping at the 2 gate entrances and that if no response was received then they would clear it at their expense.

Village Hall rent letter- The letter regarding a rent increase had been sent to the Village Hall committee. LJ was handed a letter by Dick Ware during the meeting as a response.ⁱ

Drainage problem outside Old Tiles- LJ had been in contact with Highways who explained that this reported problem was not considered urgent. Only issues categorised as priority 1 are being dealt with at present due to financial restraints. The resident has been informed and a suggestion was made for him to contact the School to see if they would raise the issue with Highways if it impacts children during heavy rain.

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Report from RNC garden services- RNC have contacted LJ as a resident asked them not to cut around the gate area as they worried it could cause damage to their vehicle. LJ suggested that if this matter occurs again that RNC should politely advise the resident that they are fully covered by their public liability insurance in the unlikely event of such an accident. Council **agreed** with this suggestion. It was also noted that BCC had cut the entrance to Hill Meadow but not the traffic triangles. LJ agreed to go back to Highways to ensure they return to cut them."

9. Report from Planning:

i) Planning Applications for consideration: None

Ref. No: CH/2016/0487/FA: Meadowcot (Formerly Westwood House) Meadowcot Lane Colehill-**OBJECTION** -for noting- Meadowcot is sited in the Green Belt and AONB and it is sited adjacent to a conservation area. The applicant's proposal is contrary to policy H19 in that any development of the ancillary detached outbuilding, (which was first given permission CH/1986/2085/FA on the grounds of an annexe facility for the use of the housekeeper), should be modest in size and subordinate in scale to the main dwelling. Previous planning application CH/2007/1189//FA was refused because it wasn't considered subordinate to the main dwelling and because it was against the Policy GB4 and GB5 in the Green Belt and AONB. The current proposal is still too large for the setting and would be detrimental to neighbours at number 4 and 5 Meadowcot Lane. The design is also contrary to policy H15, in that` it should not be prominent in the street scene or locality` and `should not be obtrusive`. The site is too small to accommodate this proposal and it would have a substantial impact on the street scene as the height and mass of the proposed building and roof line would have a detrimental effect on the openness and privacy of neighbours whose windows and gardens back onto Meadowcot. (Contrary to Policy H14 and H18).The Council are also mindful that the proposal may lead to future change from an annexe facility to the main house, Westwood House, to a separate dwelling unit. (Policy H19)

CH/2016/0618/FA – Stockings House, Stockings Farm, Bottrells Lane, Colehill - **NO OBJECTION**- for noting

CH/2016/0616/FA- 7 Manor Way, Colehill- **NO OBJECTION**- for noting

ii) Taplow Parish Council's Application to declare Taplow Parish as a Neighbourhood area- Noted

10. Report from Open Spaces:

i) **Monthly Play inspection return** – The May routine play inspection had been completed there are 2 planks on the multi-play ramp that require repair. See item 7iii)

ii) **Annual review of Assets-** TPx explained that the full review was not complete as yet.

11. Finance:

i) **Bank balances and reconciliation as at 30th April 2016**– EW had circulated this information prior to the meeting there were no questions. The closing balance for the year is £17421.68

ii) **Annual return/Internal Audit/External Audit**– EW advised Council that the Internal Auditor had not attended their planned meeting and it had now been scheduled to 6th June. Once the Internal Audit report is received then the Annual Return will be brought to Council for final approval. It was **resolved** that once the Annual Return is approved, including the information as circulated in the April meeting, then the RFO for 2015/16 would then complete the return, obtain the appropriate signatures and then dispatch to the External Auditors by the deadline of 6th July 2016.

iii) **Agree a date for displaying unaudited accounts:** EW explained there is a statutory requirement for all councils to provide local electors and other interested parties with the opportunity to inspect the Annual

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Return and supporting documentation. In the past the External Auditors have set the date of commencement of the rights. For 2015/16 changes in legislation mean the council now has to do this. The council must inform the electorate of a 30 day period during which their rights may be exercised. This must include the first 10 working days in July. EW suggested that the commencement date be set as 20th June. It was **resolved** that 20th June be the date on which the exercise of electors' rights will commence, and the clerk was **authorised** to ensure that the appropriate documentation was displayed.

iv) Came & Co insurance quotes- The previously circulated renewal documentation from Came & Co was discussed although it was felt Ecclesiastical were the most cost effective CH advised Council that as a number of volunteers worked around the village it would be more beneficial to go with Hiscox which was more comprehensive and had a higher cover for personal accident. It was **agreed** unanimously to renew through Came & Co using Hiscox insurers. EW raised the question of whether the Common management committee property was listed on the insurance as they were now under the Council's insurance. TPx **agreed** to find out what equipment and values were being used by the Common management committee.ⁱⁱⁱ

v) Review of Standing Orders and Code of Conduct – The documents had previously been circulated for review and it was agreed that no changes were required.

vi) Review of Financial Regulations Inc. April update- EW explained that the current document did not include changes as detailed in the practitioners guide 'Governance and Accountability for Smaller Authorities in England'. It was **agreed** that the document would be redrafted in time for the next meeting.

12. Items for Payment – The payments detailed on Appendix 1 for May were **approved**. In addition a late invoice for pruning the Mushroom Tree was also **approved**. The Receipts and Payments sheet would be amended to reflect this.

10. Councillors reports for areas of responsibility:

Village Hall- CH advised the Council that the AGM had been very informative, concise and enjoyable.

Village School- LW advised the meeting that the school is now regularly using the Common for educational purposes.

Cricket Club- MP advised the meeting that there had been over 40 attendees at cricket training on the previous Sunday

Tennis Club- CH advised that the Club is doing very well and is currently planning a new pantomime.

LW raised a question regarding the cemetery as the contractor who cuts the grass is damaging a number of plots around memorials.

11. Next Meeting date Monday 20th June 7.45 pm.

21:00 pm. Meeting Closed.

Signed Date

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i The VH Management Committee (sic) has agreed to increase its rent from £10 p.a. to £26:50 p.a. from June of this year.

ii BCC has, following Council request, now cut the grass on the triangles.

iii Chris Wege provided the chairman with a list and values of the tools to be covered by the PC's insurance. Came and Co has confirmed that the value of £1200 will not affect the premium quotation