

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 20th June 2016 at 7.45 pm, in the Cricket Pavilion, Tower Road, Coleshill

Parish Councillors: Terence Prideaux (TPx) Chairman Carol Hallchurch (CH)
Lynn Woodgate (LW) Jonathan Herbert (JH)
Parish Clerk: Lynda Jackson (LJ)
Members of Public: 1

1. **Apologies for Absence** : Cllr Mary Pollock, Cllr Tim Butcher- BCC
2. **Minutes of previous meetings**: It was moved by TPx and **resolved** that the minutes of the Annual Parish Council meeting held on Monday 16th May 2016 be signed as a true record of the meeting along with Appendix 1. Receipts and Payments.
3. **Councillor Vacancies**: 2. CDC confirmed there had been no response to the statutory notice displayed and that the new vacancy should be treated as a Casual Vacancy.
4. **Declaration of Interest**: None
5. **Matters Arising**: TPx gave an update on previous items that needed to be pursued.
 - i) New Road fly-tipping- the builders rubbish dumped in front of the 2 gate entrances to Penn Estate land had now been cleared by CDC.
 - ii) Clean for the Queen- CH informed the meeting that the events planned over the last 5 months had been well supported and asked whether this should become a regular routine. Council **agreed** on this proposal. The clerk was asked to find out from CDC the rota for litter-picking Coleshill village and Bottrells Lane and also whether they would consider donating 6 litter pickers.

Meeting Closed 19:55 pm.

DEMOCRATIC PERIOD

Duncan McInnes- Chiltern Society regarding- the planning application for Bowers Farm. Duncan explained his role and that of the Society in reviewing all planning applications within Chiltern District and lobbying CDC. He explained the society was involved in the emerging Local Plan. He gave Council his views on behalf of the Society on the planning application for Bowers Farm. He also stated that the applications for Cherry Tree Farm should be watched closely.

8.12 pm Meeting Re-opened.

6. Clerk's Report:

Meeting of Parish Clerks (CDC) 23.5.16- LJ had attended this meeting and gave the meeting an overview of its content. Councillors asked that a copy of the summary from Highways be forwarded to them all.

Meeting regarding BCC proposal on becoming a Unitary Council- LJ had attended this meeting and gave the meeting an overview of its content.

Update on Tree works, Tower Road- Pete Whipp, Ridgeway Woodlands, had confirmed that a large proportion of the work agreed on Tower Road had now been completed. However, due to the nesting

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season, the rest will be completed later when appropriate. An invoice will be received once all works is complete.

7. Report from Planning:

i) Planning Applications for consideration:

Ref. No: CH/2016/0831/FA: Bowers Mill Farm, Magpie Lane, Coleshill-

OBJECTION - The Council are aware the current agricultural barn does not conform to the original building description of a barn associated with this farm.

The council opposes the motion of creeping development of these outbuildings into large detached palatial residences which have ruined the character and appearance of nearby villages. Once a barn is converted to housing the facility is lost but it will not deter applicants making an application for another barn to be considered in the future, a risk of further encroachment on AONB and Green Belt land, something the Council would seek reassurance from CDC should the application be approved.

The Council believe it is inappropriate development, because it does not fit with the `very special circumstances` that allow inappropriate development in the GB and AONB, in the NPPF Chapter 9, and that it will need major construction to transform it into habitable accommodation. The walls and roof will no doubt need to be replaced, major ground works needed for plumbing, gas and electricity services to the building and there are many new windows and roof lights which means it will not resemble the original barn structure, nor be in keeping with the surrounding residential listed buildings which are much smaller in scale. The proposal is tantamount to a new build which is against the regulations and thereby harmful to AONB and Green Belt Policy. The Town and Country Planning Act, amended 2014, exclude this application for permitted development as it is in the GB and AONB.

CH/2016/1015/FA – Land adj to Cherry Tree Farm, Tower Road, Coleshill – it was agreed that more time was needed to consider a response to this application. A response would be agreed by 30th June.

CH/2016/0935/TP- Chalk Pitt House, Barracks Hill, Coleshill- **NO OBJECTION**

ii) **CH/2016/0829/FA, App/X4015/D/16/315067 Thatch Cottage-** Notice of appeal –Noted

iii) **Open Space and Recreation Strategy-** CH had prepared a response on behalf of Coleshill PC to the questionnaire requested by Peter Joyce on behalf of CDC. Council **approved** the content.

8. Report from Open Spaces:

i) **Monthly Play inspection return** – The June routine play inspection had been completed there are 2 planks on the multi-play ramp that require repair. A quote has been received.

ii) **Annual Play Inspection-** The quote supplied by the Play Inspection Company was **approved** and it was **agreed** the inspection should be completed once repairs are completed at the end of August.

iii) **Amersham Town Council quote for Playground repair** – The quote for a small repair on the multi-play equipment was **approved**.

iv) **CDC Sports & Playing Pitch Strategy-** LW confirmed she had completed the online questionnaire on behalf of Council.

v) **Annual Fixed Asset inspection-** TPx explained that the annual inspection was now complete and that there were 2 additions and 1 removal. Council agreed the completed list of fixed assets.

vi) **LAF grant 2016-17-** It was **agreed** that TPx should have a meeting with Paul Hodson, LAF locality manager, to discuss the various options available to improve road safety within the village. TPx also **agreed** to contact Paradigm and Thames Valley Police regarding the continuing illegal parking at the entrance to Hill Meadow.

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- vii) **LAF grant 2017-18-** TPx informed Council that they would need to act swiftly on making a decision on what would benefit the village so that an application could be made before the deadline of the end of August. A decision would need to be made at the July meeting.
- viii) **Tree branches affecting the electrical wire for the Christmas lights-** an email had been received showing concern over a number of small branches laying over the catenary wire. As the tree is the responsibility of the Parish Church office, the clerk was asked to contact them to have the braches removed before the lights are tested in September. It was also agreed that annual testing of the lights and wiring should be put in place. The clerk was asked to get 2 quotes.

9. Finance:

- i) **Cashbook, Bank balances and reconciliation as at 31st May 2016**– LJ had circulated this information to Councillors prior to the meeting. There were no questions.
- ii) **Internal Audit report-** The Internal Audit report, previously circulated, had been received with no recommendations.
- iii) **Annual return year ending 31.3.16 Section 1 Annual Governance statement-** The previously circulated statement was **approved** unanimously.
- iv) **Annual return year ending 31.3.16 Section 2 Accounting statements:** The previously circulated statement was **approved** unanimously. The clerk was **authorised** to ensure that the appropriate documentation was returned to the External auditors by the deadline stated.
- v) **Annual Finance review-** Elaine West, who had stepped down as a Councillor, but had finalised the end of year accounts in her role as the Responsible Financial Officer for 2015-16 had prepared an Annual Finance review. This report had been previously circulated to Councillors and detailed the current banking arrangements, the internal controls, the Effectiveness of the Internal Audit and the fees and charges received by Council all of which in her opinion were working well. Council agreed that they should continue with the current controls.
- vi) **Review of Code of Conduct, Freedom of Information policy, Grievance procedure, Dealing with the press policy, Complaints handling procedure** – The documents had previously been circulated for review and it was **agreed** that no changes were required.
- vii) **Review of Financial Regulations** – A complete review of the current CPC Financial Regulations document had been implemented and a new documented prepared taking into account the guidance for Smaller Authorities (SLCC). This document was discussed in detail and was **agreed** unanimously. Council **agreed to adopt** this document as their new Financial Regulations from June 2016.
- viii) **SLCC renewal subscription-** Council agreed the renewal subscription of the Clerk`s membership of SLCC.
- ix) **Councillor responsible for Finance** – TPx volunteered to take up this position. Council **agreed** he was best placed to oversee the Finance routine.

10. Items for Payment – The payments detailed CB 16-21 through to CB 16-28 totalling £1585.24 (Inc. VAT) for June were **approved**.

PAYMENT OF ACCOUNTS FOR JUNE 2016

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB 16-21	Came & Co	Annual insurance renewal	426.50	0.00	426.50
CB 16-22	Lynda Jackson	May Wages	296.23	0.00	296.23
CB 16-23	Lynda Jackson	Parish phone top-up	10.00	0.00	10.00

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CB 16-24	Arrow Accounting	Internal audit fee	355.10	35.10	320.00
CB 16-25	Sparkx Ltd	Xmas lights testing & repair	96.00	16.00	80.00
CB 16-26	SLCC	Membership renewal	103.00	0.00	103.00
CB 16-27	HMRC	1st quarter Tax & N.I contr.	198.41	0.00	198.41
CB 16-28	R Amarasinghe	May grass-cutting	100.00	0.00	100.00
	TOTAL		1585.24	51.10	1534.14

10. Councillors reports for areas of responsibility:

Common- JH advised the meeting that there had been a number of complaints regarding ticks affecting dogs. JH suggested that a cut track round the inside perimeter could reduce the risk of ticks. It was **agreed** that JH talk to the Common management committee regarding this suggestion.

Play area- LW advised the current growing conditions meant that the grass needs cutting more than monthly. RNC garden services had contacted the Clerk to say that the amount of cuttings was increasing the cost of disposal. It was **agreed** that an increase of cuts could be undertaken in July and August and that cuttings could be disposed of at the Jack Adams Field, in the same area the Cricket Club currently use, on a trial basis. The Clerk was also asked to contact RNC regarding clearing the verge in front of the Robert Shaw land under the same terms of last year's work.

Tennis Club- CH advised that the Club are considering a summer holiday tennis club coaching for children.

11. Next Meeting date Monday 18th July 7.45 pm. Cricket Club Pavilion.

21:35 pm. Meeting Closed.

Signed Date