

# COLESHILL PARISH COUNCIL

## MINUTES

Of the Annual Parish Council meeting held on Monday 15<sup>th</sup> May 2017 at 7.49 pm,  
in the Village Hall, Barrack Hill, Coleshill

- Parish Councillors: Carol Hallchurch (CH) Acting Chairman Lynn Woodgate (LW)  
Jonathan Herbert (JH) Craig Saunders (CS)  
Mary Pollock (MP)
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 5 +2 members of Thames Valley Police

- 1. Election of Chairman:** It was proposed by JH and seconded by MP and **agreed** unanimously that Councillor Terence Prideaux is elected as Chairman for Coleshill Parish Council. TPx had prior to the meeting **agreed** that if nominated he would accept the position. TPx was unable to attend the meeting and it was **agreed** that Cllr Hallchurch should Chair the meeting in his absence.
- 2. Apologies for Absence :** Cllr. Terence Prideaux, Cllr. Guy Cornelius, Cllr Julie Burton (CDC)
- 3. Minutes of previous meetings:** It was moved by CH and **resolved** that the minutes of the Parish Council meeting held on Monday 24<sup>th</sup> April 2017 be signed as a true record of the meeting.
- 4. Declaration of Interest:** None
- 5. Appointments of Members to Specific Responsibilities:** It was **resolved** that the following nominations be confirmed:

Organisation/Responsibility	Councillor
Local Area Forum	Cllr. Terence Prideaux Sub: Cllrs Carol Hallchurch or Craig Saunders
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 Guy Cornelius & Cllr. Jon Herbert
Open Spaces	Cllr. Mary Pollock
School	Cllr. Lynn Woodgate
Cricket Club	Cllr. Craig Saunders
Village Hall	Cllr. Terence Prideaux
Tennis Club	Cllr. Carol Hallchurch
Play Area	Cllr. Lynn Woodgate
Newsletter	Cllr. Terence Prideaux
Highways	Cllr. Mary Pollock & Cllr. Craig Saunders

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Finance	Cllr. Terence Prideaux
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### 6. Matters Arising: None

Meeting Closed: 7.55 pm

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### DEMOCRATIC PERIOD-

- Richard Brown- regarding the parking situation at Hill Meadow. Mr Brown asked the Council what they were doing to alleviate the parking problem. He explained that only Paradigm tenants had been sent letters by Paradigm regarding the parking issue and he thought that CPC could be seen to be acting with bias against tenants in Hill Meadow. Mr Brown felt that CPC should have contacted all residents especially as the matter appeared as far back as January 2016, Mr Brown referred to January 2016 PC meeting minutes. Mr Brown wanted to know why the issue had been brought up, he had lived at Hill Meadow for over 20 yrs. and there had always been parking at the junction. Mr Brown also referred to the parking problem at the cul-de-sac end of Hill Meadow which he believed was more of a problem. Mr Brown had spoken to Paradigm about an area of scrub at the side of the entrance to Hill Meadow which he has now cut back, although the owner of the land is unclear, Paradigm`s response was that was a good idea as it gave space for 2 vehicles to park. Mr Brown agreed to speak to all residents to ask them if they would attend a meeting with CPC, TVP, BCC & Paradigm to discuss the current situation and what solutions might be possible as he accepted there was a problem and something needed to be done.
- Chelsea Clarke- regarding the letter sent by Paradigm Housing to tenants only about illegal parking at the junction of Hill Meadow.
- PC Neville, Thames Valley Police- agreed that Paradigm`s track record is in not being proactive. The 2 PC`s attending the meeting had previously visited Hill Meadow and agreed that parking was a safety issue along the whole stretch of the road and parking at the junction of Hill Meadow and Village Road was illegal. PC Neville explained that although tickets could be issued to car owners parked illegally it would not solve the problem and in fact could make matters worse. He went on to explain that Thames Valley police prefer to work with communities to find a solution to the problem. PC Neville agreed that Thames Valley Police would attend a community meeting providing prior notice was given.
- Penny Ware regarding the Duck crossing sign recently purchased. The new sign was not was expected.

Meeting re-opened: 8.25 pm

### 7. Clerk`s Report:

The clerk confirmed that CPC had been awarded a grant of £100 for a new scanner/printer under the Transparency Code fund. LJ had contacted Amersham Business Services for advice who had found a Brother machine for £99.99 + VAT that would fit CPC`s needs. Derek Higgins had checked the specifications and reviews of the machine and agreed it looked suitable. It was **agreed** unanimously that LJ should go ahead and order the new machine.

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#### 6. Report from Planning:

**i) Planning Applications for consideration:**

**Ref. No: CH/2017/50193/ADJ-** Honey Cottage, Beacon Hill, Penn Coleshill – Householder application for construction of detached garage to front, installation 1 x side dormer window, removal of 3 metres of existing garage and conversion of remainder to habitable space.

- **NO OBJECTION**

**ii) Ref.No: CH/2016/2250/FA-**Oak Tree Cottage, Tower Road, Coleshill- Appeal Decision- **Noted**

**iii) CDC Community Grant** – It was agreed that the links for the scheme should be forwarded to the Cricket Club, Tennis Club & Village Hall for them to check if they were eligible for any future projects they have planned.

**iv) Campaign to Protect Rural England Planning roadshow-** CH gave an overview of the event. RH. Cheryl Gillan MP had given a talk and suggested joining CPRE to ensure that parish councils keep up to date with changes in planning and can access CPRE Help Advice and Support services on topics such as Planning, Housing and Renewable Energy developments and to ensure the current Green Belt is maintained. Membership is £36 per year.

**v) PSPO`s-** Council **agreed** that there were no areas currently in Coleshill Parish that required an application for a PSPO.

#### 7. Report from Open Spaces:

**i) Monthly Play inspection return** – The May routine play inspection had been completed. LW advised that the bin was still the issue but understood it would be emptied in the coming days.

**ii) Hill Meadow parking-** CH gave a response to the issues raised by Mr Brown and the timeline of events that had led to Paradigm issuing a letter to all its tenants. CH explained all the work that had gone on behind the scenes with Paradigm, Thames Valley police and Bucks CC, over the last 18 months, in trying to find a solution to the problem. CH expressed disappointment that Paradigm Housing had not discussed with Council its content before sending their letter to Hill Meadow residents. The Clerk has asked Paradigm for a copy of the letter so that Council are aware of its content and the tone of the letter. JH acknowledged that perhaps CPC should have tried to speak to residents earlier. It was **agreed** that once Mr Brown has spoken to all residents, that if they agree, CPC will facilitate a meeting with residents and invite the appropriate agencies to attend.

**iii) Grant Application Policy**– CH explained that Council receive a number of requests for grants from various charities. In the past CPC have declined these requests but do not have a policy in place. It was **agreed** that in future, due to its small income, CPC will not consider any requests unless they come directly from village groups or for village events.

#### 8. Finance:

**i) Cashbook, Bank balances and reconciliation as at 30<sup>th</sup> April 2017** – LJ had circulated this information to Councillors prior to the meeting. There were no questions.

**ii) 2016-17 Final Accounts-** TPx had given a full overview of the final accounts for 2016-17 at last month's meeting. Council **approved** and **agreed** unanimously the final accounts previously circulated as an accurate record.

**iii) Draft Annual Return 2016-17-** The draft Annual Return including Annual Governance Statement and details of explainable variances had been circulated to Councillors prior to the meeting. There were no questions on the return. TPx and LJ are meeting with the internal auditor on Monday 22<sup>nd</sup> May to go through the internal audit and annual return for 2016-17 before bringing the documents for approval at the June meeting.

**iv) Date for displaying unaudited accounts** -There is a statutory requirement for all councils to provide local electors and other interested parties with the opportunity to inspect the Annual Return and

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supporting documentation. 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. The RFO suggested that the commencement date be set as 20<sup>th</sup> June. It was **resolved** that 20<sup>th</sup> 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 annual insurance quotes-** The previously circulated renewal documentation and 3 quotes from Came & Co was discussed. The Council's current insurers, Hiscox, were intending to raise their quote by £128.46. The quote recommended by Came & Co was Inspire. It was noted that if taken for a 3 year term then the annual insurance premium was reduced by £24.68 per year. It was **agreed** unanimously to renew through Came & Co using Inspire insurers over a 3 year period. LJ was asked to check that if CPC made a claim that either premiums would not rise through the 3 year period or if so then CPC had the opportunity to check for a cheaper quote.

**v) Review of Standing Orders, Code of Conduct, Freedom of Information policy, Grievance Procedure, Policy for dealing with the press, Complaints Handling Procedure-** The documents had previously been circulated for review and it was **agreed** that no changes were required.

**vi) Review of Financial Regulations-** The documents had previously been circulated for review and it was **agreed** that no changes were required.

**vii) Fixed Asset Review-** The current Fixed Asset register had been updated with the addition of the Duck Crossing sign recently purchased. The Register was **agreed** and signed by the acting Chairman.

**viii) Tesco Bags of Help Scheme-** CH gave an update on the scheme and explained that TPx had been pursuing putting in an application for support for the proposed Activity Trail at the Jack Adams Field. Since then it had been suggested that the project should be opened out to ensure that all residents should benefit and that an outdoor gym should also be considered. Outdoor gym equipment is very robust, has low maintenance and is becoming extremely popular in the UK, resulting in prices coming down. An outdoor gym was seen as a social addition to communities. Councillors **agreed** unanimously that an application be submitted for the Jack Adams Field that would include an Activity Trail and pieces of Outdoor Gym equipment. It was also **agreed** that the Lottery Fund application should also be amended to include pieces of Outdoor Gym equipment.

### 9. Items for payment:

The payments CB17-04 through to CB 17-07 totalling £884.40 (Inc. VAT) for May invoices were **approved**.

<b>COLESHILL PARISH COUNCIL</b>					
<b>PAYMENT OF ACCOUNTS FOR MAY 2017</b>					

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB17-04	L Jackson	May wages	282.54	0.00	282.54
CB17-05	L Jackson	Parish phone top-up, 1and1 fee, and domain renewal	30.38	0.00	30.38
CB17-06	C Davis Fencing	Fly tipping removal & creation of earth bund	525.00	0.00	525.00
CB17-07	T Barber	fuel for cutting J Adams Field	46.48	7.75	38.73
	<b>TOTAL</b>		<b>884.40</b>	<b>7.75</b>	<b>876.65</b>

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### 10. Councillors reports for areas of responsibility:

**Village Hall-** CH had attended the AGM which was very enjoyable. The Committee had confirmed that there were no problems with bookings or financial areas and that the finances were in good order.

**Tennis Club-** CH explained that the Open Day had been well attended. The Club are planning a 24 hour sponsored Tennis event in the future to raise money for the repair/renewal of the courts.

**Cricket Club-** CS updated Council that the Club were struggling to get players on a Saturday. The Colts though are very busy. Over 30 children attend the Sunday morning coaching sessions.

**11. Next Meeting date:** Monday 19<sup>th</sup> June 2017 7.45 pm. CH explained that the previously booked date at the Cricket Club was now in question as a match has since been scheduled. LW suggested she check with the school to see if the hall could be used. LJ was also asked to check whether the village hall small room would be available but this would incur a cost. <sup>1</sup> See footnote.

- 21:20pm.Meeting Closed.

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Signed ..... Date .....

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<sup>1</sup> Since the meeting Colehill School have agreed the use of their facilities for the June Parish Council meeting