

# COLESHILL PARISH COUNCIL

## MINUTES

Of the Annual Parish Council meeting held on Monday 21<sup>st</sup> May 2018 at 7.45 pm,  
in the Village Hall, Barrack Hill, Coleshill

Parish Councillors: Terence Prideaux (TPx) Chairman Lynn Woodgate (LW)  
Jonathan Herbert (JH) Carol Hallchurch (CH)

Parish Clerk: Lynda Jackson (LJ)

- District Councillor: Jonathan Waters (JW)
- Bucks CC: 0
- Members of Public: 1

- 1. Election of Chairman:** It was proposed by JH and seconded by LW and agreed unanimously that Councillor Prideaux is elected as Chairman for Coleshill Parish Council. TPx accepted the position and signed the Acceptance of Office.
- 2. Apologies for Absence :** Cllr. Craig Saunders, Cllr. Mary Pollock, Cllr Julie Burton (CDC), Cllr. Tim Butcher (BCC)
- 3. Minutes of previous meetings:** It was moved by TPX and **resolved** that the minutes of the Parish Council meeting held on Monday 16<sup>th</sup> April 2018 be signed as a true record of the meeting.
- 4. Declaration of Interest:** None
- 5. Councillor Vacancy:** 1
- 6. Appointments of Members to Specific Responsibilities:** It was **resolved** that the following nominations be confirmed:

Organisation/Responsibility	Councillor
GDPR	Cllr. Carol Hallchurch
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. 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

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Of the Annual Parish Council meeting held on Monday 21<sup>st</sup> May 2018 at 7.45 pm,  
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Play Area	Cllr. Lynn Woodgate
Newsletter	Cllr. Terence Prideaux
Highways	Cllr. Mary Pollock & Cllr. Craig Saunders
Finance	Cllr. Terence Prideaux

**7. Matters Arising:** TPx advised the meeting that bids had been put in for a trailer but all had been above the agreed maximum of £500. TPx informed the meeting that although volunteers would be able to undertake some clearance work the high works clearance would need a contractor. TPx advised the meeting that he would speak to Cllr. Saunders regarding the proposed Dog Fouling posters for the Cricket Club.

**Meeting Closed:** 7.51 pm

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### DEMOCRATIC PERIOD-

- Rosalind Pearce regarding the junction from Magpie Lane onto Beaconsfield Road. Rosalind asked if the Parish Council had considered traffic lights at this already very busy junction during HS2 construction. JH was able to answer the query by stating that traffic lights had been discussed but that they could have the opposite effect of what was required in that it could mean more traffic using the village as a `rat run` to get through to the A404 and A413. TPx informed Rosalind what priorities CPC had put forward to the Road Safety Fund which will be managed by BCC.

**Meeting re-opened:** 7.58 pm

### 8. Clerk's Report:

The Clerk advised Council that requests are received for permission to use the Newsletter and Website to advertise services and also events. It was **agreed** that only village matters should be published and any items of interests from other agencies e.g. Thames Valley Police. The Clerk was asked to contact the editor for their views.

### 9. Report from Planning:

#### Planning Applications for consideration:

i) **Ref. No: CH/2018/0573/FA** | Part of OS Field 5828, Magpie Lane, Coleshill - After a long discussion which involved looking at the proposed plans and access Council **agreed** to object to this application and that a response would be submitted for agreement. The reasons for **objection** will be published in the next meetings Minutes.

**Ref. No: CH/2018/0827/KA** | Friars Vane, Barrack Hill Coleshill

– **NO OBJECTION**

ii) **Future Bucks & Modernising Bucks** – After attending numerous presentations and discussing their content it was **agreed** that a letter should be sent to the Secretary of State in support of the 2 Tier Unitary Council.

# COLESHILL PARISH COUNCIL

## MINUTES

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- iii) **Road Safety Fund**- The response from Sgt. Paul Cossey, Thames Valley Police to CPC queries was noted.
- iv) **Calor Rural Community Fund**- The previously circulated document was noted.
- v) **Consultation: unauthorised developments & encampments**- CH agreed to complete the consultation by the deadline.
- vi) **Highways Act 1980 Section 119 Proposed Diversion of Public Footpath no.1 (Part) Colehill**-  
- NO OBJECTION

#### 10. Report from Open Spaces:

- i) **Monthly Play inspection return** – The May routine play inspection had been completed. LW reported that the gate had been vandalised. It was agreed the TPx would have a look to see if he could repair it. A horse had also been reported as being taken into the field. It was agreed that the Clerk should report the vandalism and anti-social behaviour to the police.
- ii) **Jack Adams Field project**- Quotes from 4 play equipment suppliers had been circulated before the meeting. LW & CH agreed that they would meet to go through each quote in detail and the suggested equipment to ensure that the items were appropriate to what the questionnaire feedback had been. HS2 had been sent details on the consultation with residents.
- iii) **Commemorative Tree & Plaque policy**- It was agreed from 2 circulated examples of plaques which was most suitable. The 2 families requesting commemorative trees will be advised and asked to submit their wording.
- iv) **Small Grant scheme**- The previously circulated document was noted.

#### 11. Finance:

- i) **Cashbook, Bank balances and reconciliation as at 30.04.18**– TPx advised that due to the recent TSB IT problems no statements had been issued. TPx had visited the local branch to obtain a mini statement so that the usual reconciliation could take place. The account had been balanced to the cashbook. There were no questions.
- ii) **2017-18 Final Accounts for Approval**– TPx had given a full overview of the final accounts for 2017-18 at last month's meeting. Council approved and agreed unanimously the final accounts previously circulated as an accurate record.
- iii) **Draft Annual Return 2017-18**- 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 and the documents were agreed pending the Internal Audit report. TPx and LJ are meeting with the internal auditor on Monday 11<sup>th</sup> June to go through the internal audit and annual return for 2017-18 before bringing the documents for approval at the June meeting. An extension for submitting the Certificate of Exemption to the External Auditors had been requested.
- iv) **Review of Standing Orders, Code of Conduct, Freedom of Information policy, Grievance Procedure, Policy for Dealing with the Press, Complaints Handling Procedure**- Councillors had reviewed the documents before the meeting and agreed that no changes were required. A new model Standing Orders had just been received from NALC so will be reviewed before the next meeting.
- v) **Review of Financial Regulations** – Councillors had reviewed the document before the meeting and agreed no changes were required at this time.
- vi) **GDPR**- CH gave an overview of the work she had been completed with LJ to get CPC ready for GDPR which comes into force on 25<sup>th</sup> May 2018. Training conferences had been attended and a data audit had been completed. CH advised that CPC only hold email addresses, names and addresses and employee personal details. NALC and SLCC had both sent down model policies and privacy notices which had been edited for CPC's needs. Council agreed the recommendation that Councillors should have a CPC specific email address and that the webmaster should be contacted to set this up. The government had amended the new Act which eliminates the need for Parish Council's to appoint a Data Protection Officer. CPC had

# COLESHILL PARISH COUNCIL

## MINUTES

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been registered successfully for GDPR. The Risk Assessment had been updated to include GDPR and Council **approved** the changes. The following policies and forms had been circulated prior to the meeting and all were adopted unanimously:

- Information Data Protection policy
- Document Retention & Disposal policy
- Email contact privacy notice
- New Councillor contact privacy notice
- Privacy notice
- Subject Access request form
- Data Breach reporting form

GDPR is work in progress, the policies can now be published on the website. Privacy notices will also be sent out to all individual contacts in the near future.

**vii) Fixed Asset review-** MP had confirmed by email that the Asset register had been checked in full and there were no errors.

**viii) Clerks annual pay review-** The previously circulated NALC recommendation was **agreed** effective from the 1<sup>st</sup> April 2018.

**ix) NALC updates- L04-18, LTN-01, 02, 05, 08 - Noted**

#### 12. Items for payment:

The payments CB18-07 through to CB18-16 for May totalling £1373.98 (Inc. VAT) were **approved**.

<b>COLESHILL PARISH COUNCIL</b>					
<b>PAYMENT OF ACCOUNTS FOR MAY 2018</b>					

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB18-07	L Jackson	April wages	487.45	0.00	487.45
CB18-08	L Jackson	Parish phone top-up, 1&1 fee, domain fee & parking	44.41	5.22	39.19
CB18-09	Amersham Business Services	copying, scanning & stationery	23.46	3.91	19.55
CB18-10	Amersham Business Services	printer cartridges	49.86	8.31	41.55
CB18-11	R Amarasinghe	April grass-cutting	100.00	0.00	100.00
CB18-12	Came & Co	Annual insurance premium	478.20	0.00	478.20
CB18-13	C Wege	Commemorative fruit trees for pond	42.00	0.00	42.00
CB18-14	T Prideaux	Course parking, Chairman`s expenses	13.60	0.00	13.60
CB18-15	SLCC	Annual subscription renewal	100.00	0.00	100.00
CB18-16	Information Commissioner	Registration for GDPR	35.00	0.00	35.00
	<b>TOTAL</b>		<b>1373.98</b>	<b>17.44</b>	<b>1356.54</b>

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**13. Councillors reports for areas of responsibility:**

**Village Hall AGM 2.5.18-** TPx gave an overview of the meeting he had attended. Bookings are healthy and the Committee plan to spend funds on improving acoustics in the Main Hall.

**Parish Liaison meeting 2.5.18-** CH gave an overview of the meeting she had attended.

**Future Bucks & Modernising Bucks conferences-** CH gave an overview of the 2 conferences she had attended.

**Chairman`s Liaison meeting 10.5.18-** TPx gave a short overview as he was only able to attend the latter part of the meeting. There were no burning issues to report.

**14. Next Meeting date:** Monday 18<sup>th</sup> June 2018 7.45 pm. at Coleshill Village Hall.

- 21:30pm.Meeting Closed.



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