

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 18th June 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)
Mary Pollock (MP), Craig Saunders (CS) –joined 7.50 pm
- Parish Clerk: Lynda Jackson (LJ)
- District Councillor: Jonathan Waters (JW)
- Bucks CC: 0
- Members of Public: 0

1. Apologies for Absence : None

2. Minutes of previous meetings: It was moved by TPX and **resolved** that the minutes of the Annual Parish Council meeting held on Monday 21st May 2018 be signed as a true record of the meeting.

3. Declaration of Interest: None

4. Councillor Vacancy: 1

5. Matters Arising: TPx informed the meeting that the Tower Road clearance was still outstanding and that he was stilling looking into the viability of either purchasing or hiring a trailer. JH advised his company van would be available for the next 2 months if volunteers could be found to do some of the work. This would reduce the cost as only cutting back the overhanging branches would be required.

Meeting Closed: 7.50 pm

DEMOCRATIC PERIOD-

- Cllr Waters regarding the CDC Community Grant Aid scheme. The Clerk confirmed that information had been forwarded to the Cricket Club and the Village mailing list.

Meeting re-opened: 7.51 pm

6. Clerk's Report:

The Clerk gave an overview of the meeting of Clerks at Chiltern DC on 22.5.18.

7. Report from Planning:

Planning Applications for consideration:

i) Ref. No: CH/2018/0573/FA | Part of OS Field 5828, Magpie Lane, Coleshill - **OBJECTION** - The site is in GB and AONB and adjacent to a very busy main road. The land is currently a neglected vine field and has been unattended for some time; it doesn't impact on the surroundings of AONB at present. The proposed `temporary` building will be noticeable from the road. It is also unclear as to why there has to be such a large temporary agricultural building on site, (12mtr by 24mtr, height 5.5 metres.) when the rabbits are to be kept in pens and runs outside. A more temporary solution, a static caravan and container, would be deemed as sufficient, more temporary and less costly for the purposes of establishing the legitimacy and success of such a business proposal in the first three years. Then Planning permission can be considered on the basis of fact.

Ref. No: CH/2018/0874/FA | Littlelands, Barrack Hill Coleshill – **NO OBJECTION**
– but note that the application is substantially larger than the existing conservatory in an AONB.

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 18th June 2018 at 7.45 pm, in the Village Hall, Barrack Hill, Coleshill

Ref.No: CH/2018/0875/HB- Littlelands, Barrack Hill, Coleshill - **NO OBJECTION**

- but note that the application is substantially larger than the existing conservatory in an AONB.

REF.No: CH/2018/0800/FA- 2 & 3 Crosspath Cottages, Magpie Lane, Coleshill - **OBJECTION-** The property stands in a country lane and the application is not in keeping with the area. The Council does not consider that the application will solve the current parking situation for the property which they have been informed is the whole purpose of this application.

Ref.No: CH/2018/0832/FA- Ongar Hill Cottage, Magpie Lane, Coleshill- - **NO OBJECTION**

ii) CH/2018/0168/FA – Tower View, Tower Rd, Coleshill- the Council had been made aware that the land owner was planning to have a basement which was not on the original application. CDC Planning has been made aware of this information and have advised that CPC should keep a close eye and contact them once building commences if a basement is being dug.

iii) Invitation to Parishes: Online line transport resources- Councillors were unavailable to attend the event but the Clerk did. LJ gave an overview of the facility and advised the link would be sent out to Councillors once received.

iv) Invitation to the TFB conference 4th July- TPx, CH & LJ all confirmed they would attend.

8. Report from Open Spaces:

i) Monthly Play inspection return – The June routine play inspection had been completed. LW reported that the gate was still requiring repair TPx had looked at the damage and would arrange a visit to make safe.

ii) Play Area maintenance review- LW advised the pressing work was the topping up of the bark chips under the equipment. It was agreed that the best option was to purchase pre-bagged bark as it would be easier for volunteers to move. Council agreed that 40 bags should be purchased from Bunnings and that JH would collect. Volunteers would be needed for the weekend to move and spread the bark.

iii) Annual Play inspection- It was agreed to ask the Play Inspection Company to complete an Annual Audit at the end of August.

iv) Jack Adams Field project- CH & LW had met to review in detail the quotes received and suggested equipment. Amended quotes were requested to take into account the feedback from the questionnaire, local residents views from meetings held and ensuring there would be some equipment for inclusive use. As the quotes were received at late notice CH agreed to review in detail to provide a comparison and it was suggested that Councillors meet to discuss in detail the preferred options before bringing to full Council at the July meeting. It was felt that once the project is completed a picnic table and chairs should be provided and also a bench.

v) Jack Adams Field grass cut- TPx informed the meeting that he had received a call from the Cricket Club that the pitch perimeter required an urgent cut due to the vigorous growing season. Unfortunately the person who usually cuts the grass has been unavailable. TPx requested 2 quotes only one was available now so a decision was made to go with that quote. Council agreed to TPx's action and the cost of £200.

vi) Commemorative Trees- One of the families had contacted the Clerk as they did not feel an apple tree reflected their family member's memory and have asked if they could have a type of wild cherry instead. It was agreed that this should be allowed and that the apple tree already purchased should be planted on the common.

9. Finance:

i) Cashbook, Bank balances and reconciliation as at 31.05.18– TPx advised that due to the recent TSB IT problems no statements had been received until today and these did not cover the month of May. As soon as statements are back on track reconciliations will be completed and copies sent to Councillors.

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 18th June 2018 at 7.45 pm, in the Village Hall, Barrack Hill, Colehill

- ii) **Internal Audit report 2017-18**– TPx & LJ had met with the Auditor on 11th June and his report had been circulated prior to the meeting. It was agreed that CPC should press on with getting the land owned by Council registered with the Land Registry. The Internal Audit for 2017-18 was **approved** unanimously.
- iii) **Annual Return year ending 31.3.18 Section 1 Annual Governance statement**- The previously circulated statement was **agreed** and **approved** unanimously.
- iv) **Annual Return year ending 31.3.18 Section 2 Accounting statements**- The previously circulated statement was **agreed** and **approved** unanimously.
- v) **Annual Return year ending 31.3.18 Certificate of Exemption** – The previously circulated statement was **agreed** and **approved** unanimously. The clerk was **authorised** to ensure that the appropriate documentation was returned to the External auditors by the deadline stated.
- vi) **Date for displaying unaudited accounts year ending 31.03.18**- 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 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 20th June. It was **resolved** that 19th 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.
- vii) **Annual Finance Review & Review of Internal Controls**- TPx advised the meeting that all had received the reports and had the opportunity to review. As there had been no queries raised he asked that a motion was passed to accept the content of the reports. This was **agreed** unanimously.
- viii) **Review of Standing Orders**- The previously circulated amended NALC model Standing Orders was **agreed** and **adopted**.

10. Items for payment:

The payments CB18-18 through to CB18-24 for June totalling £1130.07 (Inc. VAT) were **approved**.

COLESHILL PARISH COUNCIL					
PAYMENT OF ACCOUNTS FOR MAY 2018					

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB18-18	L Jackson	May wages	443.62	0.00	443.62
CB18-19	HMRC	quarterly tax & N.i	276.8	0.00	276.80
CB18-21	L Jackson	Parish phone top-up, 1&1 monthly fee	21.99	2.00	19.99
CB18-22	Arrow Accounting	Internal audit fee	382.66	0.00	382.66
CB18-23	Information Commissioner	Registration for GDPR-replacement cheque	40.00	0.00	40.00
CB18-24	Information Commissioner	cancelled cheque	-35.00	0.00	-35.00
	TOTAL		1130.07	2.00	1128.07

11. Councillors reports for areas of responsibility:

Footpaths- MP advised she had walked the path leading to Brick Wick from Tower Road and could not see any issues. TPx advised the meeting he would make contact with the owner to hear his concerns.

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Land to rear of Oak Tree Cottage- the Clerk was asked to contact the Chiltern Society to investigate the issue of farm land being mowed to resemble a garden that potentially in the future could submit an application for change of use to an extension of the property garden.

12. Next Meeting date: Monday 16th July 2018 7.45 pm. at Coleshill Village Hall.

- 21:07pm.Meeting Closed.



Signed Date