



# COLESHILL PARISH COUNCIL

## MINUTES

Of the Annual Parish Council meeting held on Monday 20<sup>th</sup> May 2019 at 7.45 pm,  
in the Village Hall, Barrack Hill, Coleshill

Tennis Club	Cllr. Craig Saunders
Play Areas	Cllr. Lynn Woodgate
Newsletter	Cllr. Terence Prideaux
Highways	Cllr. Craig Saunders
Finance	Cllr. Terence Prideaux

**7. Matters Arising:** LW advised the meeting that in the heavy growing season one grass-cut is not sufficient at the play areas. It was **agreed** unanimously that extra cuts should be completed as and when needed.

**Meeting Closed:** 8.03 pm

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### DEMOCRATIC PERIOD-

- Dick Ware regarding planning at CDC. It is now policy that only immediate neighbours are contacted on submitted applications. Previously the Council would inform other neighbours, who may be affected, of any applications. It was suggested that Council could call and speak to neighbours or telephone.
- Penny Ware regarding Councillor Responsibility for planning applications. Penny suggested that perhaps applications could be `farmed out` to residents who may have an interest and expertise in looking at applications who could then put their suggested response to Council to consider.

**Meeting re-opened:** 8.13 pm

**8. Clerk's Report:** Nothing to report.

**9. Report from Planning, BCC & CDC updates:**

**Planning Applications for consideration:**

**i) Ref. No: PL/19/1154/KA** Remove the dead branches from the lower canopy of the large pine in Coleshill Churchyard: (Coleshill Village Conservation Area) All Saints Church Barrack Hill Coleshill HP7 OLN – Councils own application

**Ref. No: PL/19/1526/NMA** Non-material amendment to planning permission CH/2014/0189/FA (Part two storey, part single storey side/rear extension to north west elevation and south west elevations, incorporating basement linked to existing underground chamber) to allow additional ground floor window to north elevation and raising of eaves and roof ridge Windmill Farm Windmill Hill Coleshill HP7 OLN – Cllr Burton agreed that this did not look like a non-material amendment and would call it in to committee. Council **agreed** to send comments after having more time to review.

**ii) Stage 1 Complaint Response COR 02362** – This previously circulated document was **noted**.

**iii) VE Day 75 8<sup>th</sup> May 2020-** The previously circulated document was **noted**.

**iv) Unitary Council workshops-** TPx **confirmed** that JH, LJ and himself would be attending on 10<sup>th</sup> June and would report back to Council at the next meeting.

**v) Hill Meadow land- letter to Paradigm group-** Despite 2 emails to Paradigm and a call to Alix New with a follow-up email there has been no responses from these Paradigm officers. It was **agreed**

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that the Clerk would contact the CEO for Paradigm to question whether they would be willing to take on the Hill Meadow play ground in the future if costs become too great for CPC.

#### 10. Report from Open Spaces:

**i) Monthly Play inspection return** – The May routine play inspections had been completed. LW reported that the gate had been attended to at Hill Meadow as a resident had decided to wedge it open with a cone to prevent it banging in high wind. This was totally unacceptable as it allowed dogs to gain access to the area. Part of the repair to the multiplay at Hill Meadow had come away it was **agreed** that the Clerk would contact Amersham TC, who completed the work, to return and re-screw into position.

**ii) Annual Play area maintenance**- LW advised the meeting that no major maintenance was required although the multi-play was at the end of its life. LW showed photographs of suitable replacements which cost in the region of £10k. JW & JB **agreed** to find out about CDC grants that could be applied for to fund the item. LW asked the clerk to arrange the play inspections and to check when they should be completed to comply with the Councils insurance.

**iii) Christmas lights replacement**- TPx advised he was making appointments for Christmas lights suppliers and installers to meet him to discuss replacement lights. TPx was hopeful quotes would be available for consideration at the next meeting. The quote for Ridgeway Woodlands to remove dead lower branches was **approved**. The Council are still awaiting approval from the Bishop to complete the work.

**iv) Verge damage emails** - The previously circulated document was **noted**. Cllr Burton gave an update on a conversation she had with the owners to Penridge and assured Council that it is their intention, once work is complete, to reinstate the verge. It was also **noted** that the verge outside and in the vicinity of Lawyers Cottage on Magpie Lane has had weed-killer applied unnecessarily causing a large area of damage. The matter has been reported to Bucks CC.

#### 11. Finance:

**i) Cashbook, Bank balances and reconciliation as at 28.04.19**– the previously circulated documents were **approved**.

**ii) 2018-19 Final Accounts for Approval**– TPx had given a full overview of the final accounts for 2018-19 at last month's meeting. Council **approved** and **agreed** unanimously the final accounts previously circulated as an accurate record.

**iii) Annual Return year ending 31.3.19 Section 1 Annual Governance Statement** - The previously circulated statement was **agreed** and **approved** unanimously.

**iv) Annual Return year ending 31.3.19 Section 2 Accounting Statement**- The previously circulated statement was **agreed** and **approved** unanimously.

**v) Annual Return year ending 31.3.19 Explanation of significant differences** - The previously circulated statement was **agreed** and **approved** unanimously.

**vi) Date for displaying unaudited accounts year ending 31.03.19** - 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 18<sup>th</sup> June. It was **resolved** that 17<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.

**vii) 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.

**viii) Review of Financial Regulations** – Councillors had reviewed the document before the meeting and **agreed** no changes were required at this time.

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ix) **Fixed Asset review**- JH had **confirmed** that the Asset register had been checked in full and there were no errors. JH had amended the register with exact locations of the assets to make it easier for checking in the future.

x) **NALC updates LTN-24, 21** - Noted

### 12. Items for payment:

The payments CB19-09 through to CB19-14 for May totalling £1654.76 (Inc. VAT) were **approved**.

<b>COLESHILL PARISH COUNCIL</b>					
<b>PAYMENT OF ACCOUNTS FOR MAY 2019</b>					

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB19-09	L Jackson	phone top up, 1&1 fees, land registry postage	55.31	5.22	50.09
CB19-10	Arrow Accounting	annual internal audit fee	350	0.00	350.00
CB19-11	Came & Co	annual insurance premium	627.29	0.00	627.29
CB19-12	L Jackson	April wages	427.16	0.00	427.16
CB19-13	Information Commissioner	GDPR annual fee	40.00	0.00	40.00
CB19-14	R Amarasinghe	May grass cutting	155.00	0.00	155.00
	<b>TOTAL</b>		1654.76	5.22	1649.54

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

**Cricket Club**- CS informed the meeting that the season had started well with enough adult membership for a team. The Colts go from strength to strength and there is always a good attendance. Sunday morning coaching also sees a high use of the Activity trail and fitness equipment. It was **agreed** that CS would hand over the HS2 CEF application to TPx.

**CDC update**- JW advised that work was progressing on the Local Plan. There would be 2 planning meetings within a month due to the EU elections.

**14. Next Meeting date:** Monday 17<sup>th</sup> June 2019 7.45 pm. at Coleshill Village Hall.

**20:59pm.Meeting Closed.**

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