

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 15th June 2020 at 7.30 pm, via Video due to Coronavirus outbreak

Parish Councillors: Terence Prideaux (TPx) Chairman Lynn Woodgate (LW)
Jonathan Herbert (JH) Nigel Suttie (NS)
Neil Cadman (NC) Tony Treacy (AT)
Andrew Davis (AD)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: Cllr Tim Butcher (TB)

Members of Public: 2

- 1. Apologies for Absence:** Cllrs Jonathan Waters & Julia Burton (BC)
- 2. Minutes of previous meetings:** It was moved by TPx and **resolved** that the minutes of the Parish Council meeting held on Monday 18th May 2020 be signed as a true record of the meeting. This will be done by the Clerk sending hard copies to the Chairman by post for return. The Clerk was asked to insert a footnote re. Item 9vii) and to amend the Minutes to state that the Title Deeds for CPC owned landed is held securely by the Clerk.
- 3. Declaration of Interest:** None
- 4. Matters arising:**
 - i) Jon Herbert advised he had revisited the verge area on Tower Road at the junction with A355.** JH had the opportunity to speak to a resident from the Water Tower who advised previous bollards had been destroyed and that the area appeared scruffy. It was noted that the area was often used as a park up from the A355 and also Rushymead staff often park and meet before starting work. The resident was more concerned with the speed limit on the A355, the number of accidents and near misses. It was **agreed** that Amersham Town Council should be contacted to quote to install bollards, similar to the ones at the entrance to Hill Meadow, and level up and tidy the area.
 - ii) Annual rent collection during Covid-19 outbreak** – JH advised that the Tennis Club was now open with members using the courts. TPx advised the meeting that the Cricket Club would be closed for some time and proposed that a rent holiday be offered for this year. Councillors **approved** the proposal unanimously and asked that TPx approach the Cricket Club with the suggestion. TPx advised the Village Hall had received a grant to cover loss of income.

Meeting Closed: 19:52

DEMOCRATIC PERIOD-

- Penny Ware regarding the newsletter deadline for the next issue will be 10.7.20
- Penny Ware regarding the shrubs that have been planted where the trees were recently felled on the Common by the resident of the adjoining property. Penny explained that in her opinion the shrubs used are not in keeping with the natural planting on the Common.
- JH passed on a concern from Tony Barber regarding the overgrown verges. Mr Barber had advised that the verges in Chartridge & Ballinger look completely different from Coleshill. They appear to be managed. Dick Ware added he felt that the verges should be left for ecological reasons and to encourage wildlife.

Meeting re-opened: 20:08

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5. Clerk's Report: **i) Chairman change after summer break-** LJ reminded Councillors of TPx's desire to step down as Chairman and that it is a legal requirement to have a Chairman. LJ advised that one of the Councillors will need to step up and take on the role with the ideal time being after the summer break.

ii) Contractors Covid-19 risk assessments – JH advised the 2 contractors used by CPC are sole traders. David Hall works outside and behind a tractor cab. JH had spoken to Remy from RNC and was assured that all the necessary precautions were being taken.

6. Report from Planning, BC updates:

i) BC updates- TB advised the meeting that this month there was nothing much to report. Cabinet meetings had been held but no major decisions made. TB advised that West Wycombe had suffered problems with Travellers recently. It was **agreed** that LJ would send a copy of the Memorandum of Understanding and flowchart on Travellers to TB as it needed updating. It was noted that after nominating Chris Wege for the Chiltern Community Awards Chris had been awarded `runner up` in the Eco ambassador category.

ii) Website compliance update – Prior to the meeting AT had produced a report on the work that had been done to ensure the Council part of the village website was compliant to meet the Web Content Accessibility Guidelines (WCAG) 2.1 regulations. AT had completed a NALC produced assessment which included an Evaluation phase and a Remedial phase. The outstanding works are that the Council will need to add an accessibility page this is expected to be completed by 1st July. NALC also indicated there should be a Textual version of the site. However, this would require the creation of an entirely new site, which is a considerable piece of work. Under current guidelines councils do not need to comply with the accessibility requirement if doing so would impose a disproportionate burden; provided we have completed an assessment. Therefore, we will not undertake further work (beyond that scoped) for the foreseeable future. AT advised that this progress would not have been possible and without cost if it was not for the work completed by Derek Higgins. Council expressed a huge thank you to Derek.

iii) Broadband – Universal Service Obligation- AT had produced an update on attempts to contact Open Reach since the last meeting. With no open channels AT contacted OFCOM who gave him information and advice on how residents could proceed to improve their Broadband speeds. It was agreed that AT would write an article for the next village newsletter giving all the relevant contact details and links. The article would also include information on the Universal Service Obligation. TB would be sent a copy of AT's update and would investigate what initiatives County have for improving speeds in rural communities.

iv) Update to LTN 31 Local Council General Powers May 2020 – Noted

v) LTN 87 – Procurement – Noted

vi) (Public Footpath No 3F, Colehill) (Temporary Footpath Closure) Order 2020 – Noted

vii) Honouring outstanding persons for coronavirus work contributions – Noted

7. Report from Open Spaces:

i) Monthly Play inspection return – The June routine play inspections had been completed. The play areas are still closed. LW asked LJ to contact County as the litter bins at both sites had not been emptied and were overflowing.

ii) Annual Play area Maintenance review for Hill Meadow & JAF – LW advised that the grass was due a cut as it was getting long. LW requested that Remy be contacted to complete the annual moss treatment on the soft surface under the swings at Hill Meadow. Council **approved** expenditure for 15 bags of play bark to add depth to the area where part of the multi-play had been removed. JH & NC **agreed** to co-ordinate the work. TPx advised Sovereign had returned to the JAF to correct the faulty installation of the swings. LW proposed that in the near future, when funds

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are available, a small piece of equipment be purchased to fill the gap by the multi-play at Hill Meadow.

iii) Multi-play update -LW advised that Kiwi had returned to Hill Meadow to correct the side of the multi-play.

iv) Common Management Committee update – The previously circulated document was **noted**.

v) CCTV Marrods Bottom - NC confirmed this work was still being trialled.

vi) Speedwatch requirement for Coleshill – It was **agreed** that this should be considered at a later stage.

vii) Recent Traveller activity & proposed deterrents – TPx advised the meeting that Travellers had been at Beaconsfield Cricket Club site and then were moved on only to occupy Knotty Green Cricket Club land. When moved on again they had left quite a bit of mess that required a clean-up. TPx was concerned about the JAF and its access. The gate onto land owned by Marigold Curling was also identified as a possible risk. **NC agreed** to look at the access and provide a suitable lock.

viii) JAF grass-cutting & village verge cutting – It was **agreed** that the JAF should only have one hard cut at the end of the summer as no Cricket was being played. This would reduce costs. Volunteers are currently cutting a path round the field for walkers.

8. Finance:

i) Cashbook, Bank balances and reconciliation as at 28.05.20– the previously circulated documents were **approved**.

ii) Annual Finance Review – The RFO had, prior to the meeting, circulated a copy of the Finance review. Banking arrangements, Financial Regulations, Fixed Assets, Internal Controls and the Internal Auditor were all included in the review. There was also a review of the Effectiveness of Internal Audit. This was the 8th year of using Arrow Accounting and it was considered the Audit is very thorough and up to date. The RFO recommended using the same Auditor again subject to cost. Fees and Charges were also included in the review. TPx thanked LJ for the detail in the review and continuing to deliver excellent processes. No queries were raised on the content of the report, the information contained was **approved**.

iii) Review of Internal Controls – TPx advised the meeting that all had received the document, prepared by the RFO, and had the opportunity to review. As there had been no queries raised on the content of the report the information was **approved**.

iv) Period for the exercise of public rights - It was **resolved** that the amended date of 17th 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. ⁱ

v) SLCC annual membership renewal– The cost for annual renewal of membership for the Clerk was **approved**.

vi) CPC Reserves – TPx referred to the document prepared and circulated by the RFO. Although there was a shortfall in recommended reserves TPx advised that in his opinion it was nothing to be concerned with.

9. Items for payment:

The payments CB20-06 through to CB20-11 for May totalling £2123.07 (Inc. VAT) were **approved**.

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PAYMENT OF ACCOUNTS FOR JUNE 2020					

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB20-	L Jackson	May wages	334.03	0.00	334.03

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15					
CB20-16	HMRC	1st quarter tax	245.80	0.00	245.80
CB20-17	L Jackson	phone top up, 1&1 fee	21.99	0.00	21.99
CB20-18	SLCC	annual membership fee	109.00	0.00	109.00
	TOTAL		710.82	0.00	710.82

10. Councillors reports for areas of responsibility: JH advised he had received a call prior to the meeting regarding the port-a –loo and rubbish at Oak Tree Cottage. It was agreed that as this was occurring on private land, it was not a Council matter to pursue.

11. Next Meeting date: Monday 20th July 2020 7.30 pm. Virtual meeting via. Zoom.

20:57pm.Meeting Closed.

Signed Date