

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 17th May 2021 at 7.30 pm,
held at Coleshill Cricket Club, Tower Road, Coleshill

Parish Councillors: Tony Treacy (AT) Chair
Nigel Suttie (NS)
Linda Daly (LD)
Neil Cadman (NC)
Jonathan Herbert (JH)
Andrew Davis (AD)
Louise Templeton (LT)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: nil

Members of Public: 2

Actual start time 7:39pm. LJ thanked all Councillors for getting their Register of Interests and Expenses sheets completed on time. All Councillors had completed and signed an Acceptance of Office after the uncontested election of 6th May.

- 1. Election of Chairman:** It was proposed by JH and seconded by NC and agreed unanimously that Councillor Treacy is elected as Chair for Coleshill Parish Council. AT accepted the position and signed the Acceptance of Office.
- 2. Apologies for Absence:** Cllrs. Jackson & Butcher (Bucks C)
- 3. Minutes of previous meetings:** It was moved by AT and **resolved** that the minutes of the Parish Council meeting held on Monday 19th April 2021 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
GDPR & HR	Cllr. Tony Treacy
Parish Liaison Meetings & Green issues Forum	Cllr. Linda Daly
Common Committee Liaison	Cllr. Nigel Suttie
Planning	Cllr. Neil Cadman Cllr. Linda Daly (co-ordinator)
Open Spaces Inc. PROW	Cllr. Louise Templeton
Village School	Cllr. Tony Treacy
Cricket Club	Cllr. Neil Cadman
Village Hall	Cllr. Tony Treacy
Tennis Club	Cllr. Tony Treacy
Play Areas & Fitness gym	Cllr. Louise Templeton

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Newsletter	Cllr. Andrew Davis
Highways & Transport	Cllr. Jon Herbert
Finance	Cllr. Tony Treacy
Village & PC website	Cllr. Tony Treacy
Village security	Cllr. Neil Cadman

6. Matters arising: Jack Adams Field tree survey quote – the quote from Pete Whipp was **approved** unanimously.

Meeting Closed: 19:45

DEMOCRATIC PERIOD-

- Mr Len Tridgell regarding planning matters. Mr Tridgell reported that archaeological remains had been found at Brentford Grange Farm. The applicant has been asked by the Planning Officer to give further information on the proposed pond to rule out any impact on the water table. The Rabbit Farm application has been refused, Mr Tridgell requested that the planning officer be thanked for their extremely thorough report. Mr Tridgell reported that no decision had been made on 12 Chase Close.

Meeting re-opened: 19:59

7. Clerk's Report: - The Clerk had circulated a report and update on the following prior to the meeting with some items requiring action from Council.

- **Areas suitable for Woodland-** It was **agreed** that LD & AD would look at suitable areas for single & multiple planting of trees and report back to Bucks. Council **agreed** to also consider a suitable location and species of tree to commemorate Her Majesty the Queens jubilee in 2022.
- **Planning application consultation list update** – Council **noted** that Bucks planning are no longer publishing a list of notified neighbours on the Planning portal for applications. This change was agreed by Bucks for administration purposes but was not communicated to Town & Parish Councils.
- **Cricket Club lease renewal & rent review** – it was **agreed** that NC & AT would work alongside the Cricket Club to renew the Clubs lease at the Jack Adams Field and look at a simply way, which is acceptable to both parties for calculating annual rent increases where appropriate.

8. Report from Planning, BC updates:

i) Ref. No: **PL/21/1290/FA** | 12 Chase Close Coleshill

NO OBJECTION

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ii) - Buckinghamshire Council – Taxi & Private Hire Public Notice 14th April 2021 – Noted

iii) **Wheatsheaf Cottage application response – emails of Complaint** – Copies of emails from Mr Clackett & Ms Tomkyns had been forwarded to Councillors prior to the meeting along with the Clerk's response to Mr Clackett and then the initial response to Ms Tomkyns. Ms Tomkyns, the applicant, had sent a number of follow-up emails which the Clerk had advised would all be discussed at this meeting along with the initial complaints. Prior to the meeting a timeline of the complaints and responses and a summary of the key elements of the complaint had been prepared and circulated by LJ & AT. The content of all the emails were discussed, the Chair was mindful of the fact that the response by CPC to the application had upset the applicant. It was **agreed** that an apology be sent regarding the incorrect statement within the response that Council believed that neighbours had not been consulted. It was also **agreed** that the letter be sent by the Chair.

iv) **Broadband voucher scheme**- NC advised the meeting it was an opportunity to gauge interest in the scheme from the village and that grants to households and businesses were available. It was **agreed** that NC would design a flyer to send to all residents but it was noted a community champion would be needed to take on the project. Council **agreed** to fund the leaflet and an advertisement be designed to be published in the next newsletter to promote the scheme.

v) **Neighbourhood plans** – It was agreed to defer this item to the next meeting to allow for more time and discussion.

9. Report from Open Spaces: AD NS had provided a report on their responsibility areas and the items needing action and approval. This was circulated to Councillors prior to the meeting.

i) **Monthly Play inspections** –AD had completed inspections at both sites. The bark top-up at Hill Meadow is still outstanding. NC **agreed** to purchase the bark and have it delivered. The rowing machine at the Jack Adams field is awaiting a 2nd visit by Sovereign.

ii) **Play areas maintenance update** – see item 8i) LJ was asked to find out if a Hill Meadow resident had volunteered to paint the multi-play roof and slide housing section. AD requested that Sovereign be given his contact details so that he can arrange to meet the engineer on his visit to repair the rowing machine.

iii) **CMC project plan for 2021-22** –NS informed the meeting that 2 bridges are due to be replaced on the Common, the 1st by the end of September this year, the 2nd will be constructed next year. 2 benches will be constructed for the Common with a target completion date of the end of June 2021. The Common Management committee have targeted 2 path areas for improvement in 2021, the 1st being down from Village Rd/Windmill Hill advice has been given by The Conservation Volunteers who are also looking into securing grants for the paths. The Committee also have plans for a Chiltern Rangers Conservation Day, Bio blitz and improvement of Chalk Hill/Windmill Hill corner. The Middens have also been selected so that the broken glass unearthed can be removed safely.

iv) **Meeting with Bucks re.trees on Barrack Hill** – NS & JH had met with David Stowe regarding the trees growing through power lines on the Barrack Hill side of the Common. JH advised he had spoken to neighbouring properties who had mixed views on the removal of the trees. It was **agreed** that once David gets back to the Clerk with his tree surgeons views a decision should be made on the best alternative.

10. Finance: The RFO had provided a report which was circulated to Councillors prior to the meeting.

i) **Cashbook, Bank balances and reconciliation as at 28.04.21**– the previously circulated documents were **approved**.

ii) **2020-21 Final Accounts for approval**– the previously circulated documents were **approved** unanimously.

iii) **Internal Audit report 2020-21** - The report had been circulated prior to the meeting and once again had been given a clean audit. The report summarises *an internal audit has been undertaken to review the effectiveness of the Parish Council. I am satisfied that: - The safe and efficient arrangements to safeguard public money are in place.*

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iv) **Annual Return year ending 31.3.21 Section 1 Annual Governance Statement** - The previously circulated statement was **agreed** and **approved** unanimously.

v) **Annual Return year ending 31.3.21 Section 2 Accounting Statements** - The previously circulated statement was **agreed** and **approved** unanimously.

vi) **Annual Return year ending 31.3.21 Explanation of significant differences** - The previously circulated document was **agreed** and **approved** unanimously.

vii) **Period for the exercise of public rights year ending 31.3.03.21** - It was **resolved** that 14th 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

viii) **Review of Standing Orders, Code of Conduct, Information policy, Grievance Procedure, Policy for dealing with the press, Complaints Handling Procedure** – Councillors had completed a review of all the policies listed it was **agreed** that all references to Chairman should be replaced by `Chair`. NS also pointed out old references to the District Council that required changing to County.

ix) **Review of Financial Regulations** – the amendments circulated prior to the meeting that referenced on-line banking were **agreed** and **adopted**.

x) **Fixed Asset register annual check** – JH had completed the annual check of the Fixed Asset register. All were in order other than the missing Coleshill please drive safely sign on New Road which had been reported. JH made Council aware that some of the benches were in very poor condition and although not the original purchaser, over the years has adopted and maintained them. A decision will need to be made whether to replace or not. JH did add that Coleshill does have a lot of benches.

11. Items for payment:

The payments CB21-09-through to CB21-13 for May totalling £1475.09 (Inc. VAT) were **approved**.

PAYMENT OF ACCOUNTS FOR MAY 2021

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB21-09	L Jackson	April pay	578.44	0.00	578.44
CB21-10	L Jackson	phone top-up, ionos fee + domain renewal	41.31	5.22	36.09
CB21-11	BALC	annual subscription	87.81	0.00	87.81
CB21-12	F Lippman	internal audit fee	95.00	0.00	95.00
CB21-13	Arthur J Gallagher	annual insurance fee	672.53	0.00	672.53
	TOTAL		1475.09	5.22	1469.87

12. Councillors reports for areas of responsibility:

Align meeting 11.5.21 – Although unable to attend this meeting JH had sent a summary to Council of the meeting he did attend on 4.5.21 which was a report on progress so far.

Amersham Hub Green issues meeting 24.3.21- NS had attended this meeting and sent Councillors a summary prior to the meeting.

AT advised a late email had come in from the Information Commissioner annual renewal it was **approved** unanimously that CPC should apply to pay the renewal annually by Direct Debit.

12. Next Meeting date: Monday 21st June 2021 7.30 pm at Coleshill Cricket Club

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~~21:50pm.Meeting Closed.~~

Signed Date
