

COLESHILL PARISH COUNCIL

Annual Meeting of the Parish Council

On Monday, 19th June 2023 in the Village Hall, Barrack Hill, Coleshill at 7.00 pm.

(See Notice dated 22nd May 2023)

AGENDA

1. Apologies for Absence
2. Minutes of the Annual Parish Council Meeting held on 15th May 2023 Attached
3. Councillor vacancy
4. Declaration of Interests
5. Matters Arising - Sending reminders to residents via the village mailing list about upcoming parish council meetings.

DEMOCRATIC PERIOD- Parishioners` questions and comments.

Susan Smith email

6. Clerk`s report – BMKALC Conference 17th October
7. Report from Planning, BCC updates:
 - i) Ref. No: PL/23/1432/SA Certificate of lawfulness for proposed construction of two single storey out-buildings Red Cottage Tower Road Coleshill HP7 OLB
Ref. No: PL/23/1499/FA | Conversion of existing double garage into a home office space and a games room. Stockings House Bottrells Lane Coleshill HP7 OJX
Ref. No: PL/23/1645/FA Demolition of existing agricultural building, construction of a single dwelling and garage, access, and landscaping Bowers Mill Farm Magpie Lane Coleshill HP7 OLU
 - ii) Buckinghamshire Council updates Oral TB, SR, CJ
 - iii) Transport report inc. draft letter to Bucks Highways Attached
 - iv) Bucks policy on rural grass cutting & Hill Meadow triangle volunteer cuts Attached
 - v) Town & Parish Charter Survey Attached
 - vi) Consultation on Bucks Council draft charitable collections policy response Attached
 - vii) Hodgemoor Woods update Attached
 - viii) UKPN planned works over summer Attached
8. Report from Open Spaces
 - i) Monthly Play Area & PROW reports Attached
 - ii) Annual Play inspections quote for work Oral LT
 - iii) CMC report inc. CMC budget reduction & quote for Grassland cut Attached
 - iv) CMC meeting date change Attached
 - v) Jack Adams field play trail fence work Attached
9. Report from Finance
 - i) Cashbook, Bank balances & reconciliation to 31.5.23 Attached
 - ii) Annual Finance review Attached
 - iii) Review of Internal Controls Attached
 - iv) Grant request for village event Attached
10. Items for Payment - Proposal to approve payments for June.
11. Councillors reports for areas of responsibility.
12. Next meeting date Monday 17th July 2023 - Coleshill Village Hall

Leon Fin)

Highways report June 2023

Tony has written a letter to Buckinghamshire Highways asking for help in reducing the speed limit on Magpie Lane so hopefully we will get a response to that.

We have now collected a number of road closures including

UK Power Networks are putting in High Voltage cables between the substation on Barrack Hill and the Church from 19th Jun to 1st July and have a total road closure

https://api-gb.one.network/downloads/tm/1016/ttro-application-form_134280534_3578645_a0b7af222c.pdf

This one is for UK Power Networks to replace some high Voltage cables between the Church and New Rd, some 581m, the road will be shut to all traffic from 25/7 to 1/9

https://api-gb.one.network/downloads/tm/1016/ttro-application-form_134402134_3581632_9448aee803.pdf

New Rd will be closed from 3rd July 2023 to 13th July, once again for new HV cables courtesy of UKPN. We will be well served by new high voltage cables and hopefully they will bury them rather than string them pole to pole.

https://api-gb.one.network/downloads/tm/1016/ttro-application-form_134399378_3581592_b5417d5d35.pdf

There is not much else to add regarding roads, so onto my next favourite subject, trees!

The two willows by the pond have now been cut back heavily but the tree surgeons' advice is to remove them as they are diseased. If this is the case we have to decide if we want to fell them or leave them to grow back for a few years and see how they get on. IF, they are to be removed it makes NO sense to dig a trench and put in a root barrier, if we are to leave them for a year or so I would suggest just cutting through the main roots on the surface, which I'm happy to do. If they are to be felled, I think this is a job we should be able to do our selves with volunteers and leave the wood for villagers. I cannot see the value in getting them felled for the price I have seen. We would then have to get a company in to grind out the stumps and allow the cost of re planting.

The two trees at the JAF are now delt with, the Ash has been felled and the Beech reduced leaving a trunk and brush for wildlife. One issue is we now have a number of other trees in need of felling or remedial work including a large Ash, a Beech with die back on the ends of its branches (possible Honey fungus), a number of Scots pines that are on their way out and a Large Oak that has fallen over and is hung up in smaller trees. We will need to allow for this in the next years budget

keen 7v)

Coleshill Clerk

From: Simon Garwood <simon.garwood@buckinghamshire.gov.uk>
Sent: 22 May 2023 16:34
Subject: Town and Parish Survey
Importance: High

Dear Clerks and Councillors,

As part of our commitment to work together to serve the people of Buckinghamshire, we want to better understand what is currently working well, and not so well, for parish and town councils, 3 years since the launch of Buckinghamshire Council.

We have adopted a Town and Parish Charter to articulate and demonstrate our commitment to work together to serve the people of Buckinghamshire and have developed an action plan to help embed the charter, and its aims across the council. To help us ensure that its delivery is monitored, and any arising issues addressed, it is important for us to hear from you.

Before completing the survey please take a moment to familiarise yourself with the Town and Parish Charter: <https://www.buckinghamshire.gov.uk/community-and-safety/parish-town-and-boundary-information/town-and-parish-charter/>

The survey is live as of today **Monday 22nd May 2023**. Please tell us your views by midnight on **Sunday 16th July 2023**.

The survey can be found by clicking on the link below. It would be helpful if you could fill out the survey online – it should take around 15-20 mins, however you can save your progress should you need to. On this page there is also a link to download and print the survey if required:
<https://yourvoicebucks.citizenspace.com/corporate-services/00696e19>

We would be grateful if you could discuss the survey and provide one joint response per council. If you have any questions then please email us at policyteam@buckinghamshire.gov.uk Alternatively you can email me directly or give me a call on the number below.

Best wishes,

Simon

Simon Garwood
Senior Policy Officer
(Town and Parish Councils)

Partnerships, Policy and Communications
Deputy Chief Executives Directorate
Buckinghamshire Council

Tel: 01296 383478

Dear Licensing,

Coleshill Parish Councillors have reviewed your recent consultation on Licensing Charities to call door to door to sign up residents for donations. The Council have read the documents attached to the consultation and are alarmed that Buckinghamshire Council would even consider allowing Charities to canvas door to door unannounced.

Councillors representing the Parish were all against the plan agreeing that as a small hill-top village with no street lighting residents would not welcome this intrusion at their home.

The reasons given for being against this form of licensing are summarised as follows:

The approach offers no realistic safeguards for householders, is impractical administratively and should be considered invasive by nature. Although there is recognition the representatives of charities are 'commercial collectors' there is no consideration of the behaviour such collectors are likely to exhibit as they try and reach personal revenue-generation targets which are inextricably linked to their personal income on residents.

A) "Require a licence for collecting direct debit information house to house restrict house to house collections to 9:00am to 7:00pm – no collections will be permitted where a "no cold calling" or similar notice is displayed" There is no evidence residents want or welcome collectors representing charities (or other salespeople) to call house to house. Older residents, vulnerable people and residents at home alone are at significant risk of granting money and information via this method, and although the notional exclusion of a sticker on the door is proposed it does nothing to protect these groups.

B) "Allow only one house to house collection in any one council ward area on any given day, other than for exceptions stated in the policy" Although this 'rule' suggests careful management, it is likely to be unenforceable. Charities will be focused more on collection revenue than adherence, and why Council should invest resources into this scheme when resources are in such demand is not clear either.

C) "Grant licences for a maximum of 14 days" The time limit looks like an effort to generate revenue from charities as it is arbitrary.

D) "Allow charities one house to house licence per calendar quarter (January to March etc.) see B

E) "Require charities to submit a declaration confirming that they are satisfied with the amount being donated to charitable causes by commercial collectors" This is not relevant.

F) "Require applicants provide evidence of public liability insurance for a minimum of £5 million" This only raises concerns as to what risks are anticipated needing such insurance.

If the consensus is that this policy go ahead, Council believes the current draft requires amending –

1. That the hours of 9am to 7pm is inappropriate when considering the more vulnerable population, those who live alone or are isolated, day light hours and those with children/dependents.
2. The proposal is not clear on how many collections any one given household can expect to receive in any given time period.
3. The amount being donated to the charitable donations is not specified as Council believe it should be.

Council is also concerned that should this policy go ahead then it could open the flood gates for those criminal gangs who are already known to try calling at residents' homes e.g. Nottingham Knockers. These pose as reformed criminals trying to sell small household items but who are in fact looking at the security of properties with a plan to come back later and burgle them.

If a license is given can the Council please request 250 `no doorstep selling` stickers so that 1 can be issued to every home in the parish. Please send to : Coleshill Parish Council, Village Hall, Barrack Hill, Coleshill HP7 0LN

**OUTDOOR SPACES/PLAY AREA EQUIPMENT -
Report from Cllr Louise Templeton CPC, June 2023**

Hill Meadow

Inspected 8th June 2023

Issues arising

None

Outstanding issues

Have chased Gary for a quote but assume he is not interested/able to quote for the maintenance jobs.

Reported to Paradigm Housing the bollards/concrete posts at entrance to Hill Meadow play area. Has there been any response?

Issues resolved

JAF

Inspected 8th June 2023

Issues arising

Outstanding issues

Have chased Gary for a quote but assume he is not interested/able to quote for the maintenance jobs.

I have reviewed the servicing agreement from Sovereign that Lynda sent me. The cheapest agreement is a £220.00 + VAT (bronze) service agreement, or £14.99 per month, that inspects the equipment, delivers a report and makes minor repairs. These agreements have to be a yearly commitment. I would be cautious on what amendments really fall into the remit of 'repairs', under the T&C's that I read. Unless a piece of gym equipment is completely broken, paint work or ball bearings are not covered.

Jon H, has recruited some volunteers to re-screw/secure fence panels around the JAF play area. The wood will then be treated in the hope this secures the breaking slats for the time being. This will have minimal costs incurred but waiting to see what those will be, if council agrees to this?

Issues resolved

Paths update June 23

Lots of overgrown weeds covering paths. All passable but presume the cut backs of growth are scheduled to happen soon.

Common & Pond Report PC Meeting 19 June 2023

CMC has continued with maintenance work around the scalloped area at the west end of the Common, the picnic area and the area around the jubilee bench below Windmill Hill.

On 1 June Gabris Tree Care pollarded both willow trees by the pond. The advice from Gabris is that continuing to pollard results in the top branches becoming stressed with the cuts not healing and then rotting with new branches growing on the outside of these rotten cuts making them less susceptible to withstand bad weather. Their recommendation is to fell both trees. As both trees have preservation orders we would need the approval of Bucks County Council (BCC). A decision now needs to be made on the approved trench running along the boundary of Park End Cottage to act as a root barrier.

On the other side of the pond three ash trees were inspected by Gabris and the two nearest the road both have ash die back disease for which there is no cure. The trunks had large branches cut off in the past which are so large that healing/closure has not been possible and are now rotting destabilising the trees. This represents safety concerns for the adjacent house and people walking underneath the trees from dead branches falling. BCC would need to be asked to pay for the felling of the two trees.

On the 12 June David Flack cut the grassland in the middle of the Common across from the oak tree in so doing widening the short grassed area. It is now too late to cut the grassland at the west end of the Common as wildlife is now in residence. A decision needs to be made after the ant hill survey has been completed on what action to take with the grass.

On 8 June six posts with plaques attached were erected at the six entrances onto the Common. Each plaque gives the What3words location for each area allowing emergency services to pin point when a medical emergency has happened.

COLESHILL PARISH COUNCIL ANNUAL FINANCE REVIEW – June 2023

Banking Arrangements

One current bank account and one deposit account are held with TSB. The nearest branches are at present High Wycombe & Watford.

Two signatures are required on each payment.

Online banking is used for the majority of payments. The Clerk sets up monthly payments and sends copies of the invoices to a 2nd signatory for online banking to authorise. TSB have a deadline for confirming payments so at present payments are set up on the day of the meeting and then confirmed the following day once approval is given. TSB now insist, as part of their Terms and Conditions, that all Councillors must be listed on the bank mandate whether they are a signatory or not. Changing a mandate has become more complicated and digitalised. The bank is not proactive in telling customers if the mandate has been accepted or not resulting in a false impression that everything is ok. A new mandate has recently been completed but will need to be started again as not all amendments were captured digitally.

The Council does have the option to change banks but as TSB do not charge for their services this is not recommended currently. Many Town & Parishes have switched to Unity Bank who have good reviews but do have a monthly charge for their services.

Financial Regulations

The Council reviewed the Financial Regulations in May 2022. It did not recommend any changes at this time. The May 2023 review has taken place with some small admin amendments.

I do not recommend any further amendments to the current Financial Regulations at this time.

Fixed Assets

The Fixed Asset Register is updated and circulated as required.

New assets are added as purchased and is up to date.

The current Fixed Asset Register has been checked in 2022-23.

Internal Controls

The Review of Internal Controls, Financial Regulations, was circulated prior to the May meeting.

There are no further recommendations for amendments.

Internal Auditor

The Council's auditor, Fiona Lippman, gave short notice that they would no longer conducting audits. A new auditor was found, Bridget Knight. The audit has been completed remotely. The Clerk submits a completed Audit checklist with all bank information and sample documents to the auditor. The auditor was able to sign a "clean" report for the Annual Return.

Review of Effectiveness of Internal Audit

According to Financial Regulations, the Council is required to conduct a review of the effectiveness of Internal Audit annually.

In my opinion:

- The process has worked just as well with the new auditor and the Clerk is familiar with the information required by the new auditor.

- This year the audit process was very quick and efficient. A spreadsheet of compliance is used which the auditor then checks against the Councils website and documents requested. The audit is thorough and follows the Practitioner's Guide.

This is the first year of this relationship and I would recommend that the Council considers appointing the IA for a further year (depending on terms of engagement and cost). The audit is customised according to the requirements for Small Parish Councils and is value for money.

Fees and Charges

Council Income comes from a small number of areas. The Council has very little scope for variation of the amounts due on an annual basis

- Precept: request discussed in Council December 2022.
- Tennis Club, Cricket Club, Village hall: Rental according to contract.
- UK Power Networks : wayleave payments received periodically
- Christmas greetings for newsletter: donations
- VAT: Refund request made annually after end of financial year.

The Council has only 5 regular fees it pays.

- O2 - £10 per month which is for the Council mobile phone. The fee is paid by the Clerk for a `Pay as you go` bundle and claimed back via expenses. There are currently enough minutes and texts purchased monthly for the Council's needs.
- 1&1/IONOS - £11.99 per month which is for the Council website and email addresses. The fee is paid by the Clerk each month and claimed back via. Expenses. IONOS also bills an annual domain fee.
- IKON ICT - £9.40 subscription cost for Microsoft 365. Paid by invoice.
- Andrew Davis – £19.97 Editor software monthly subscription for the newsletter. Paid as reimbursement as invoices submitted.
- Information Commissioner - £35 annual registration fee paid by direct debit.

L Jackson Clerk/R.F.O 1.6.23

Coleshill Parish Council Review of Internal Controls – June 19th 2023

- In the Risk Assessment Document the Risks are noted along with the Measures designed to ensure that the risks are controlled.
- Controls must, by necessity, be proportionate to the size and scale of operations. Coleshill is a small Parish, and all Councillors receive information about all activities.
- The Risks identified by the Council fall within the following categories:
 1. Procedural and Statutory, 2. Financial, 3. Assets

1) Procedural and Statutory

- The Council relies on the knowledge of the professional Parish Clerk to ensure that the Council complies with all procedural and statutory requirements and to ensure that the Council is kept up to date with new requirements.
- In the event of non-availability of the Clerk, the Council may seek support from Buckinghamshire Council, and have the Risk Assessment document and the Financial Regulations to ensure that all matters are dealt with appropriately.
- The Clerk and Council have good communications (Email and telephone between meetings) and the Clerk keeps Council members well informed.
- Council members and the Clerk attend courses to keep up to date with current legislation and develop knowledge.
- A Calendar of Events is used by the Clerk to ensure items are put onto the Agenda in a timely manner then circulated to councillors with meeting papers. Enabling the Council to ensure that all necessary periodic actions are undertaken at the appropriate time.
- The Clerk is a member of SLCC which can be used for procedural advice.
- The Council is a member of BALC & NALC and can use their services for advice.

2) Financial

- The Council has adopted Financial Regulations that govern the conduct of Financial Management by the Council.
- Expenditure limits are set and all expenditure requires Council Approval.
- Two Councillors must sign cheques.
- Online banking is, in most cases, used to process payments, the Clerk is now a signatory and can set up payments so that a 2nd signatory can check and confirm them. The 2nd signatory is sent copies of all invoices for payment to ensure accuracy.
- Bank correspondence has a postal address of the Village Hall. Statements are circulated to Councillors.
- All Councillors receive a copy of the cash book monthly.
- The Chair reviews and signs the monthly Bank reconciliation, and this is presented and discussed in Council meetings. Income and Expenditure are presented and discussed quarterly at Council meetings and monitored against Budget.
- The current state of finances is presented and discussed at each Council meeting.

3) Assets : Assets are discussed regularly in Council

- i) Insurance - purchased and reviewed according to the financial regulations, discussed in Council. A new provider was approved from 1st June 2022 with an extended period of 3yrs to keep costs down.
- ii) Amenities –The Risks associated with Specific Amenities are set out in the Risk Assessment Document and monitored as appropriate.

Conclusion: The Council is taking appropriate steps to ensure that an adequate Control of Risk is maintained.

COLESHILL PARISH COUNCIL

PAYMENT OF ACCOUNTS FOR JUNE 2023

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB23-23	L Jackson	May pay	449.24	0.00	449.24
CB23-24	L Jackson	Ionos fee, top up & IONOS My website now	39.99	5.00	34.99
CB23-25	HMRC	1st qtr tax & ni	387.81	0.00	387.81
CB23-26	IKON ICT	office subscription	10.30	0.00	10.30
CB23-27	John Emms	JAF treework	1250.00	0.00	1250.00
CB23-28	ABS	stationery	21.96	3.66	18.30
CB23-29	Gabris treecare	CMC - Pond willows pollarding	1320.00	0.00	1320.00
CB23-30	SLCC	annual membership	112.00	0.00	112.00
CB23-31	A Davis	monthly sub editor software	19.97	3.33	16.64
CB23-32	Information Commissioner	annual renewal	35.00	0.00	35.00
CB23-33	D Flack	1/3 Common grasscut	360.00	0.00	360.00
CB23-34	R Amarasingh	May grass cuts & HM jetwash	280.00	0.00	280.00
TOTAL			4286.27	11.99	4274.28

	Expenditure year to date	As % of budget
Budget 2023/24	6,959.24	40.83%
CMC expenditure to date	1981.45	
Total minus CMC expenditure	4,977.79	29.20%