

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 15th May 2023 at 7.07 pm,
held at the Village Hall, Barrack Hill, Coleshill

Parish Councillors: Tony Treacy (AT) Chair
Nigel Suttie (NS)

Jonathan Herbert (JH)
Gemma Clifford-Newman (GCN)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: nil

Members of Public: 2

- 1. Election of Chairman:** It was **proposed** by JH and **seconded** by NS 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, Rowse & Butcher (Bucks C), Louise Templeton, Ben Morgan (CPC)
- 3. Minutes of previous meetings:** It was moved by AT and **resolved** that the minutes of the Parish Council meeting held on Monday 17th April 2023 be signed as a true record of the meeting.
- 4. Councillor vacancy –** It was **agreed** a new article should be put into the next issue of the village newsletter to advertise the Councillor vacancy.
- 5. Declaration of Interest:** None
- 6. Appointments of Members to Specific Responsibilities:** It was **resolved** that the following nominations be confirmed:

Organisation/Responsibility	Councillor
Finance, GDPR & HR	Cllr. Tony Treacy
Parish Liaison Meetings & Amersham Community Board	To be filled
Common Committee Chair	Cllr. Nigel Suttie
Common Committee Member	Vacancy
Planning	Cllr. Tony Treacy vacancy (co-ordinator)
Play areas & Public Rights of Way (PROW)	Cllr. Louise Templeton
Village School - PTA	Cllr. Gemma Clifford-Newman
Cricket Club	Cllr. Tony Treacy
Village Hall	To be filled
Tennis Club	Cllr. Tony Treacy

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Transport- Roads & Highways	Cllr. Jon Herbert
Open Spaces inc. village grass & verge cutting.	Cllr. Jon Herbert
Parish Council website	Cllr. Tony Treacy
Liaison with other parishes	vacancy

7. Matters arising: Kissing gate repair on PROW Tower Rd – This had been reported to the landowner who had recently noticed the problem. They were currently determining whether to repair or replace.

Meeting Closed: 19:23

DEMOCRATIC PERIOD-

- Mrs Penny Ware suggested that the PC should contact the Parish Church who are equally as important in the community as the school. The Church is not just used for religious purposes but also village events.
 - Mr Dick Ware suggested contacting the school trustees to see if anyone was interested in becoming a Parish Councillor.
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Meeting re-opened: 19:28

8. Clerk's Report: - LJ gave an update on the willows at the pond planning application which has been delayed due to the planning department at Bucks categorising the original application incorrectly.

9. Report from Planning, BC updates:

- i) **Ref. No: PL/23/1081/FA** | Hertfordshire House Coleshill Lane Coleshill HP7 OPD **NO OBJECTION**
- Ref. No: PL/23/1119/FA** | Ash Cottage New Road Coleshill HP7 OLE **NO OBJECTION**
- Ref. No: PL/23/1130/FA** | Grove Mill Windmill Hill Coleshill HP7 OLZ **NO OBJECTION**
- Ref. No: PL/23/1131/HB** | Grove Mill Windmill Hill Coleshill HP7 OLZ **NO OBJECTION**
- Ref. No: PL/23/1141/FA** | 4 Crosspath Cottages Magpie Lane Coleshill HP7 OLT **NO OBJECTION**

ii) **Buckinghamshire Council updates** – No Councillors in attendance

iii) **Transport report** – JH had circulated his report prior to the meeting. It was frustrating that Bucks had not supplied a contact name so that a letter could be sent requesting a PID costing for reducing the speed limit on Magpie Lane. It was agreed that AT & JH would prepare a letter to send to several known contacts that could get the process started. The transport report also gave details of the Hills Wood clear-up arranged by CPC & Chalfont St Giles PC. JH confirmed that warning signage had now been put up by the police and Forestry Commission. Cllr. Carl Jackson has given considerable support to this on-going matter.

iv) **Hills Wood/ Hodgemoor Woods update-** Since the litter-pick LJ had spoken to both Thames Valley police and the Anti-social behaviour team at Buckinghamshire Council who had made several suggestions to improve the area and deter the unwanted behaviour. The police had stressed the

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need for the public to contact them if they come across anyone behaving in an anti-social manner by ringing 999. If they are not able to do that then to contact them on 101 or on-line. Council **agreed** to keep up the pressure on the police and keep talking to Chalfont St Giles PC and the Forestry Commission.

v) Local Plan for Bucks and Local Transport Plan 5 survey – It was **agreed** that Cllrs Morgan & Clifford-Newman investigate the consultation and give a view on how Council should respond. The deadline is 4.6.23.

vi) Consultation on Bucks draft charitable collections policy – GCN advised she had investigated this survey and had actually had a charity call at her home that week. GCN stated that she did feel vulnerable being there on her own with 2 men at her doorstep trying to sign her up to a monthly direct debit donation. GCN felt that homes should not be approached, Bucks were suggesting that licences be issued for 7 days per week between 9am & 7pm. JH thought this was totally wrong as charities are now using professional collectors. It was **agreed** that Councillors give their views to GCN so that a response can be prepared ready for approval at the June meeting.

9. Report from Open Spaces: LT & NS had provided reports that were circulated to Councillors prior to the meeting.

i) Monthly Play report & PROW report –LT had completed inspections at both sites. LT advised that work was required to replace another broken slat to the play area fence at the Jack Adams Field. LT was also still waiting for a quote for the work required after the annual inspections. LT was asked to contact the contractor to find out if they wanted to do the work. Regarding the fence AT suggested that the whole fence needed to be made stronger, JH thought he knew someone who would undertake the task.

ii) CMC report & quote for Grassland cut – A second quote has been requested for cutting the grassland on the Common. It was **agreed** that the quote from Amersham Town Council be held over until receipt of this quote. It was agreed that the quotes should be sent out to Councillors before the next meeting so that the grass can be cut at the earliest opportunity. NS went through the CMC report stating that the CMC had approached the village school to partner in possible future events e.g., butterfly safaris but had not received a response. The Bucks Mammal group have visited the Common and confirmed it is suitable for a survey.

iii) CMC project plan for 2023-24 April to June update–Dates have been agreed for work parties but with no specific tasks annotated. LJ advised that the budget for this year has been reduced by Bucks at short notice so what was thought has been agreed is now not the case. LJ has asked for clarification as to what has been agreed to the maintenance budget as the purchase order issued does not correspond with the budget minus the items David Stowe has deducted. Bucks have also told Council that the CMC budget for the following financial year will need to be sent to them by the end of September, at the latest, this will change the process previously set out in the amended Articles of Association. Bucks intend to scrutinise in more detail how funds are being spent. It was **agreed** that a meeting would be set up between AT & NS to decide how the budget process should be completed so that all elements of the Common & Pond can have planned works costed and included to ensure nothing is left out or open to deletion. Due to the change enforced by Bucks it will be necessary to change the date of the 2nd meeting of the CMC.

iv) Jack Adams Field quote – JH had obtained another quote for work at the JAF as the previous agreed contractor was not responding to calls. Since then, John Emms has been in touch and agreed to cut the trees down as per his quote this Thursday.

10. Finance: The RFO had provided a report, along with associated documents, which were circulated to Councillors prior to the meeting.

i) Cashbook, Bank balances and reconciliation as at 01.05.23– the previously circulated documents were **approved**.

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- ii) **Internal Audit report 2022-23** - The report had been circulated prior to the meeting and once again the Council had been given a clean audit. The audit was **approved**, and the Clerk asked to publish on the website.
- iii) **Accounts for 2022-23 for approval** – The final accounts for 2022-23 were **approved** unanimously.
- iv) **Annual Return year ending 31.3.23 Section 1 Annual Governance Statement** - The previously circulated statement was **agreed** and **approved** unanimously.
- v) **Annual Return year ending 31.3.23 Section 2 Accounting Statements** - The previously circulated statement was **agreed** and **approved** unanimously.
- vi) **Annual Return year ending 31.3.23 Explanation of significant differences** - The previously circulated document was **agreed** and **approved** unanimously.
- vii) **Exercise of Public Rights** – The date for the Notice for Exercise of Public Rights was **agreed** as 5th June to 14th July 2023
- viii) **Review of Standing Orders, Code of Conduct, Health & Safety policy** – Councillors had completed a review of all the policies listed it was **agreed** there were no changes required other than the start time of the May meeting which currently states 7.15pm.
- ix) **Review of Financial Regulations** – Councillors had completed a review of the policy listed, it was **agreed** there were no changes required.
- x) **Fixed Asset register annual check** – JH had completed the annual check of the Fixed Asset register.

11. Items for payment:

The payments CB23-10-through to CB23-18 for May totalling £1773.46 (Inc. VAT) were **approved**.

PAYMENT OF ACCOUNTS FOR MAY 2023

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB23-10	L Jackson	April pay	513.28	0	513.28
CB23-11	L Jackson	IONOS fees, phone top-up postage	43.51	5.22	38.29
CB23-12	CMC S Thompson	wayfinder posts reimbursement	93.00	15.50	77.50
CB23-13	R Amarasinghe	March/April grass cuts	360.00	0.00	360.00
CB23-14	A Davis	editor software subscription	19.97	0	19.97
Cb23-15	BALC	training for clerk	10.00	0	10.00
CB23-16	IKON-ICT Ltd	office subscription	9.40	0	9.40
CB23-17	B Knight	internal audit fee	110.00	0	110.00
CB23-18	BHIB	annual insurance	614.30	0	614.30
	TOTAL		1773.46	20.72	1752.74

12. **Councillors reports for areas of responsibility:** Nothing to report

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12. Next Meeting date: Monday 19th June 2023 7.00 pm at Coleshill Village Hall

20:20pm. Meeting Closed.

Signed Date