

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 16th June 2014, in the Village Hall

Present

Parish Councillors: Dick Ware (DW) Elaine West (EW)
Carol Hallchurch (CH) Lynn Woodgate (LW)
Dave McGhee (DM)

Parish Clerk: Linda Collison (LC) (Clerk)

Members of Public: 3

Open Forum/Meeting None

It was proposed by EW, seconded by DM and agreed that DW should chair the meeting.

1. Apologies for Absence :

Apologies were received prior to the meeting from Parish Council Chairman Terence Prideaux (TPx) and County Councillor Tim Butcher

2. Declaration of Interest:

None.

3. Minutes of previous meetings:

It was moved by DW and resolved unanimously that the minutes of the Full Council meeting held on Monday 19th May 2014 be signed as a true record of the meeting.

4. County Council:

• Barrack Hill Triangle.

DM reported that he had attended the BCC Local Area Forum (LAF) meeting on Wednesday 21st May 2014 where it was confirmed that up to £10,000 of the Local Priorities budget¹ had been allocated for the Coleshill Barracks Hill Junction improvements. However, at the meeting the Chairman (Martin Philips) agreed with DM that the repair cost quoted by BCC of £18,000 was too high and that Coleshill Parish Council could outsource the work to an approved contractor. After the meeting Local Area Technician (LAT) Wayne Fabian had offered his assistance in securing approved contractors to quote for the work.

DM added that BCC stipulate conditions to the work being out-sourced which will be detailed in a letter to be sent to the Parish Council, including the need to spend the money before the end of the fiscal year (or lose it).

Action: LC to chase for the letter 7 days before the next meeting.

• Flooding near the War Memorial.

DW reported that on Monday 9th June 2014 a 'supersucker' had been used to clear the pipe that runs under Village Road next to the War Memorial in an attempt to prevent the on-going flooding. However, the engineers on site at the time explained that the pipe was too narrow to conform to current standards and both this, as well as the fact that tree roots blocking the outflow chamber were the underlying cause, would be reported back to the LAT (Wayne Fabian).

¹ Total Local Priorities budget 2014/15 is £45,607

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DM explained that at the LAF meeting on the 21st May 2014, the Chairman had asked to be kept informed of the progress with this problem.

Action: LC to ask Wayne Fabian if they are confident that the issue has been solved by the 'super-sucker'.

Action: A member of the Parish Council should attend the next LAF meeting on Wednesday 17th September 2014.

- **White lines**

It was agreed that white lines that have been worn away in the Parish need to be reinstated.

Action: LC to escalate with BCC.

5. BCC Devolution

- TPx and LC had attended BCC meetings regarding the devolution of services. Notes from these meetings, circulated prior to the meeting, reported that:
 - The services in scope for devolution to parishes and towns are:
 - Urban grass cuts (within the 30mph boundary).
 - weed spraying, including noxious and injurious types
 - Siding out of overgrown footways to reinstate full width
 - Hedge cutting
 - Public rights of way clearance to the parish boundary
 - Maintenance works such as:
 - Cleaning of traffic signs
 - Minor traffic sign repairs
 - Trimming vegetation obstructing pavements and footpaths (or liaising with landowner to carry out where appropriate)
 - Checking for obstructions to pavements & footpaths
 - Serving of hedge cutting notices
 - Verge maintenance including clearance, soiling and seeding
 - Reporting potholes
 - The annual funding to CPC from BCC (for entering this program) would be £700 in 2015/16 falling to £690 in 2016/17. It would be a 4-year arrangement.
 - BCC will not enter into or continue arrangements with individual towns and parishes, and are asking towns and parishes to form clusters² which will decide the best form of service delivery for that area using their allocated resources. Clusters will likely have 5-20 members, but BCC are open to negotiation on this. Towns and parishes will be entirely free to work out whom to cluster with.
 - implementation will be in two phases - April 2015 and April 2016
- DW explained that Parish and Town Councils have been asked to indicate their intentions by September 2014, and that BCC have offered to meet with the parishes individually and then in clusters.

² A cluster is a group of parishes and/or towns grouped for the purpose of managing the devolved services

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- After a lengthy discussion and the expression of some scepticism that the financing to be devolved would not be enough to deal with the associated tasks, it was agreed that the following actions should be taken:
 - The offer of a meeting with BCC representatives to find out more about the proposal should be taken up. Action LC.
 - LC should follow-up on a question to BCC, previously raised by TPx, asking for confirmation of BCC's statutory requirements, to get a sense of what is currently (supposed to be) done and what might be added to future proposals for devolved services. Action LC.
 - LC to report that the grass cutting map on the website only covers half of the village and request maps covering the whole of the parish are made available.
 - LC to ask for a map of hedges in the village currently maintained by BCC

6. Chiltern District Council:

None

7. Calendar of Events

- It was agreed that the **Code of Conduct** should be amended to remove the references to CDC. To be considered at the next meeting.
Action: LC to circulate current BALC and/or SLCC template. To add to next agenda.
- It was agreed that the **Standing Orders** should be revised in the light of a new NALC template and, if possible, considered at the next meeting. Action EW.
Action: LC to ask other Councils how urgent, unexpected decisions are made between Council meetings and to circulate to members.
Action EW/LC to document policies for **Dealing with the Press** and **Freedom of Information/Data Protection**. For review at the next meeting.
- The following was proposed by EW and unanimously agreed :
 - No amendments to the **Financial Regulations**, adopted December 2013
 - The **Fixed Assets Register**, circulated 29th May 2014 is adopted.
 - No changes to the existing **Banking arrangements**
- The updated **Review of Internal Controls** (circulated prior to the meeting) was adopted.
- It review of **Fees and Charges** indicated that the existing leases will be reviewed during the year.
- **Commons Insurance**. It was unanimously agreed to pay the annual Commons Insurance premium of £233.01 (for period August 2014-July 2015). It was recommended that CDC should be asked to cover this cost for 2015-16.
Action LC to add to Calendar of events.
- The review of the effectiveness of the **Internal Audit** (2013-14) is postponed until after the 2013-14 Internal Audit Report is received.
- LW confirmed that the **Play Area annual inspection** has been arranged for August 2014, exact date is not yet arranged.
- LW confirmed that she is inspecting the Play Area monthly and reminded LC to provide an inspection template. Action LC.

8. Finance

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- **Finance reporting.** EW proposed, and it was unanimously agreed, that the year-to-date accounts are reported quarterly, and included in the appendix of the minutes. Monthly payments, receipts and bank reconciliations should continue to be presented at each full council meeting, with the payments, receipts and bank balances included in the body of the minutes.

Note. Appendices will not be included with the minutes posted on the notice board, but will be available in the minutes on the web and upon request.

- **2014-15 budget amendments.** EW explained that the forecast expenses deferred from 2013-14 forecast should be included in the 2014-15 budget to facilitate financial control. A revised budget was presented incorporating these items.
- EW confirmed that the documentation for the 2013-14 annual return/external audit was now complete and would be submitted before the end of the month.
- EW presented the 2014-15 accounts as at 30th May 2014. (Appendix 1).
 - Cashbook Balance at 30th May 2014 = £ 16,701.63
 - Spend 1st Apr – 30th May 2014 = £ 1,279.60
 - Receipts 1st Apr – 30th May 2014 = £ 4,000.00

9. Payments :

Dog bin emptying. EW reported that she has been talking with CDC regarding the invoice for emptying the dog bins and has explained to them that CPC had not been made aware at the time of purchase of the dog bins that any monthly charges for emptying would be made. CDC suggested that CPC put the details in writing to Ian Snudden, Environmental Health Manager. Action EW/TPx to send letter.

It was noted that 2 of the dog bins were on the Common raising particular health and safety concerns should the bins not be emptied.

- **BALC membership.** It was agreed to pay the 2014-15 BALC membership. Concern was raised that to keep up to date with new legislation and documentation would be difficult without this. Membership of NALC was not possible without membership of BALC. The question of value for money would, however, be looked at again next year.
- It was proposed by EW and agreed unanimously to approve the following items for payment:

Description	Payee	Power	(£)
BALC Subscription	BALC	LGA 1972 S111	£90.72
Clerk's Wages May (incl Allowances)	L Collison	LGA 1972 S112	£374.35
PAYE	HMRC	LGA 1972 S112	
TPx Expenses	T Prideaux	Various	£199.00
Play Area Repairs	ATC	LGA (Misc) 1976 s19	£713.10
Commons Insurance	Zurich ins	OSA 1906 s10/s14	£233.01

10. Planning

- New planning applications

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- **CH/2014/0874/FA, Thatch Cottage, Magpie Lane**
Single-storey side and rear extensions.
DW reported no objections to this application.
- **CH/2014/0778/FA - 3 & 3A Church Cottages, Barrack Hill**
Conversion of two flats into two dwellings.
DW reported that although this proposal is an improvement to the existing building, there are deficiencies in the parking arrangements. Only one space has been allocated to the new number 3 which when used will adversely affect the cottages' frontage; or if the occupants' vehicles are parked in Barrack Hill, it will exacerbate a growing problem with cars parked potentially dangerously in this narrow section of roadway.
- **CH/2014/0887/VRC - Dewpond House, Village Road.**
Minor Material Amendment.
CH reported no objections to the proposed minor changes but highlighted that that the increase in the size of the glazed area to the conservatory at the rear of the building will result in more light pollution
- BCC/CDC planning decisions:
 - **CC/44/14 & CH/2014/0879 Coleshill Church Of England Infant School –**
Create ramp from classroom to rear garden area.
DW reported that he had been advised that this re-application has been approved by BCC (previously recommended for refusal by CPC and CDC)
- Protected trees:
The following requests for work to be performed on protected trees has been approved:
 - CH/2014/0587/TP Crown reduction of 2 willows.
 - CH/2014/0666/KA Pollarding of 4 crack willows.

11. The Village

- **The Common and Pond**
Chris Wege (CW) and Graham Thorn (GT) were invited to speak.
DM explained that The Commons Committee was looking for a volunteer to take over the management the pond, asking that the Council advertise the role. CW was asked to draft a job description. GT explained that it would be very useful to meet with Keith Wesley (Pond expert) either when he next visits the pond to remove the remaining carp or (preferably) before then.
Action TPx to contact Keith Wesley.
CW added that the Common will need mowing this year, confirming that this is covered by the CDC funding.
EW reported that the costs of the tap that has been used for topping up the pond (though not for some years now) will in future be met by the land-owners.
- **The War Memorial**
LC advised that the War Memorial Trust will announce the decision regarding the grant for cleaning the memorial in July. Since they will not award grants retrospectively, it was

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agreed that cleaning should be deferred until after the grant decision is known. LC to action.

An email had been received regarding the lack of weeding of the area around the War Memorial, asking that a Parish Councillor should weed the area. DM explained that the land around the war memorial was not owned by the Parish Council, who was not therefore responsible for weeding it. EW added that the WI have offered to plant and maintain a bee friendly garden once the memorial has been cleaned. (Ref April minutes). TPx has replied to the villager concerned.

- **Village Verges**

DM explained that some verges are being eroded as a result of blocked drains. The Council agreed that these should be repaired. Action DM to forward photographs to LC. LC to escalate.

It was agreed that vehicles parking on verges should be addressed on a case-by-case basis.

- **Hodgemoor Woods/Mountain Bike Courses** (from Saturday 7th June 2014 for 6 weeks). It was agreed that no immediate action should be taken regarding this event as this is the third time it has been held (with no apparent conflict) and all relevant organisations appear to have been informed. However Council agreed to monitor the event.

- **Robert Shaw's Fence**

An email had been received expressing concern that the Parish Council had paid for the repair of the fence in front of Robert Shaw's land. The Council confirmed their support of this decision made on 28th April 2014, that to repair the fence was in the interests of the Parish and that as members of the Council had been unable to locate the owner, the repair should be paid for by the Parish Council. LC confirmed that the relevant power was Local Government Act 1972 S137.

- **Penn Festival**

DM reported that the layout for the Penn festival will be the same as last year.

12. Village Day

The Council had been asked if the insurance for the Village Day could be included in the Parish Council's insurance. After a lengthy discussion it was agreed that Village Day insurance should remain separate from the Parish Council's insurance. The concerns were:

- 1) Risk of setting a precedent for other village organisations.
- 2) Risk that if an insurance claim from the village day was made on the Parish Council's insurance that the annual premium for the Parish Council would increase.
- 3) Insufficient time to produce and adopt the necessary documentation, including full risk assessment.

13. Meetings/Training

It was noted that:

- DM had attended the Amersham Local Area Forum meeting held on Wednesday 21 May 2014 and recommended that someone continue to attend as it seems a worthwhile body that can get things done.
- TPx had attended the Parish Devolution Conference Tuesday 27th May 2014

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- LC had attended the Clerks' Devolution Conference Tuesday 3rd June 2014

EW requested, and it was unanimously agreed, that she attend the BALC New Financial Regulations Explained course on Tuesday 29th July 2014.

14. Councillors' Reports

- **Open Spaces.** DM requested approval, and it was unanimously agreed, to pay £150 for Jack Adams field grass cutting.
- **Website.** Nothing to report.
- **Cricket Club.** Nothing to report.
- **Play Area** LW requested, and it was agreed, that a 'Dogs not allowed' sign is placed at the play area. Action LC.
- **Tennis.** Nothing to report.
- **Village Hall.** Nothing to report.
- **School.** Nothing to report.
- **Newsletter.** Nothing to report

10:00 pm Meeting Closed.

DEMOCRATIC PERIOD

- A member of the public suggested that the grass verge in Hill Meadow should be tarmacked over and used for parking.
- Concern was raised that the grass verges by the Water Tower are not cut back enough and impact driver's vision.

Signed

Date

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Appendix 1 2014-15 accounts as at 30th May 2014.

Coleshill Parish Council INCOME AND EXPENDITURE AT 30.05.14

Receipts	Budget	Revised	Actual to	Revised	Accounts	Accounts	Accounts
	2014/15	Budget 2014/15 June 2014	30.05.14	Budget less Actual	2013/14	2012/13	2011/12
Precept	8,000.00	8,000.00	4,000.00	4,000.00	8,000	6,500	6,500
Village Hall Rental	10.00	10.00		10.00	10	10	10
Cricknet Club Rental	150.00	150.00		150.00	150	300	150
Tennis Club Rental	150.00	150.00		150.00	150	150	150
UK Power Ground Rent	50.00	50.00		50.00	130	7	41
Vat receipts	508.68	508.68		508.68	4,403	0	0
Parish Magazine: Christmas Greetings	400.00	400.00		400.00	533	515	405
Grants (2013/14 re Barracks Hill Triangle)				0.00	2,900	0	2,000
Local Energy Assessment Fund (LEAF) Grants				0.00		3,284	4,170
Jubilee Surplus				0.00	329		
Interest / Bank Complaint award				0.00		4	57
Income	9,268.68	9,268.68	4,000.00	5,268.68	16,604	10,771	13,482
Expenditure	8,531.68	14,541.68	1,279.60	13,262.08	11,144	19,314	6,423
Income less Expenditure	737.00	(5,273.00)	2,720.40	(7,993.40)	5,459	(8,544)	7,059
Opening Bank Position	7,867.58	13,981.23	13,981.23		8,522	17,334	10,275
Closing Bank Position	8,604.58	8,708.23	16,701.63		13,981	8,790	17,334
Desired Closing Reserves per CPALC "Best Practice Guide to Parish Council Reserves"							
General Reserve	4,113.34	4,113.34	4,113.34				
Election Reserve	500.00	500.00	500.00				
Legal Reserve	500.00	500.00	500.00				
Locum Clerk Reserve Cost	1,018.75	1,018.75	1,018.75				
Maintenance Reserve	2,000.00	2,000.00	2,000.00				
War Memorial	200.00	200.00	200.00				
	8,332.08	8,332.08	8,332.08				

No costs included for Pond / Common maintenance as these are reimbursed direct to Common Management Committee by Chiltern District Council
Budget request for 2014 / 15 is £ 1,050

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Appendix 1 2014-15 accounts as at 30th May 2014. Continued 1

Coleshill Parish Council INCOME AND EXPENDITURE AT	30.05.14	Budget	Revised	Actual to	Revised	Accounts	Accounts	Accounts
		2014/15	Budget 2014/15 June 2014	30.05.14	Budget less Actual	2013/14	2012/13	2011/12
Payments								
Administration								
Clerks Salary	3,904.98	3,904.98	695.83	3,209.15	3,100	2,005	1,425	
Clerks Expenses	170.00	170.00	0.00	170.00	95	354	293	
Insurance	692.70	692.70	370.94	321.76	660	691	680	
Running the Website / IT	200.00	200.00	35.93	164.07	84	94	52	
Training / Professional Subscriptions	310.00	310.00		310.00	209	260	31	
Lawyer/Auditor/Accounting Services	667.00	667.00	58.00	609.00	1,036	546	204	
Newsletter	540.00	540.00	108.90	431.10	470	461	473	
Hall Booking Fee	75.00	75.00		75.00	88	219	0	
Postage / Stationary / Sundries	200.00	200.00		200.00	37			
ICO annual registration fee	35.00	35.00		35.00				
Printer for clerk								
Meeting Costs			10.00	(10.00)				
Common and Pond								
Common					316	900	949	
Pond						199	177	
Willow removal					508			
Pond Cleaning / willow debris					644			
Commons Insurance	240.00	240.00		240.00				
Jack Adams Field								
Hedge Cutting	312.00	312.00		312.00				
Grass Mowing	360.00	360.00		360.00				
Jack Adams Field					402			
Cricket field						516	219	
Cricket field repairs to leak on council property						720	0	
Cricket field Gate						828	0	
Tennis Club Tree work						228	0	
Play Area								
Bark Replacement					744			
Repairs to current equipment					709			
Grass cutting and maintenance	360.00	360.00		360.00	282	551	971	
Goal Net							38	

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Appendix 1 2014-15 accounts as at 30th May 2014. Continued 2

Coleshill Parish Council INCOME AND EXPENDITURE AT	30.05.14			Revised Budget 2014/15 June 2014	Actual to 30.05.14	Revised Budget less Actual	Accounts			
	Budget 2014/15	400.00	65.00	400.00	400.00	400.00	2013/14	2012/13	2011/12	
Village Appearance										
Village tidying and tree pruning	400.00	400.00		400.00				0	250	
Best Kept Village entry	65.00	65.00		65.00						
Election costs								0	70	
Charitable Donations										
Donation							300		0	
War Memorial										
Booklet on Pond and Common							192			
Triangle at Barrack Hill							600			
Crowning the willows by pond										
Prior year "one off" Costs										
Jubilee								1,083	0	
Other							96	95	167	
New Pond Signs								0	362	
Filing Cabinet								0	100	
Xmas Lights								1,769	0	
Local Energy Assessment Fund (LEAF) Project expenditure								7,495	0	
New Green Bins										835
Total Expenditure: Original Budget	<u>8,531.68</u>	<u>8,531.68</u>	<u>1,279.60</u>	<u>7,252.08</u>						
Amendment to Budget to Incorporate Earmarked Reserves, being unspent provisions from prior year and grant received 2013/14										
Amendment May 2014										
War Memorial		2,000.00		2,000.00						
Triangle at Barrack Hill		1,000.00		1,000.00						
Triangle at Barrack Hill - Grant		2,300.00		2,300.00						
Crowning the willows by pond		300.00		300.00						
Play Area		410.00		410.00						
Total Expenditure: Revised Budget May 14	<u>8,531.68</u>	<u>14,541.68</u>	<u>1,279.60</u>	<u>13,262.08</u>			<u>11,144</u>	<u>19,314</u>	<u>6,423</u>	
Movement in Reserves										
War Memorial		200.00	200.00	200.00	200.00					