

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 17th March 2014, in the Village Hall

Present

Parish Councillors:	Terence Prideaux (TPx) (Chairman)	Elaine West (EW)
	Dave McGhee (DM)	Lynn Woodgate (LW)
	Dick Ware (DW)	
District Councillor:	Graham Harris (GH)	
Parish Clerk:	Linda Collison (LC) (Clerk)	
Members of Public:	1	

Open Forum

The member of the public agreed to defer her concerns to democratic period at the end of the meeting.

1. Apologies for Absence

Apologies were received prior to the meeting from Parish Councillor Carol Hallchurch and County Councillor Tim Butcher.

2. Declaration of Interest:

None

3. Minutes of previous meetings

It was moved by TPx and resolved unanimously that the minutes of the Full Council meeting held on Monday 17th February 2014 be signed as a true record of the meeting.

4. County Council

- **Barracks Hill Triangle.** TPx reported that :
 - On Thursday 13th March Transport for Buckinghamshire (TfB) performed a safety audit on Barracks Hill Triangle.
 - The safety audit report (received earlier that afternoon) recommended replacing the grass splitter Island with paving blocks edged to improve visibility.
 - County Councillor Tim Butcher had arranged for £2,300 from his Community Funds to be transferred to Coleshill Parish Council to contribute towards the cost of the repairs.

It was agreed that additional funding would still be required and to apply for a LAF (Local Area Forum) Grant. Action: LC to liaise with TfB and the Local Area Forum and submit the grant application form.¹

Members thanked Councillor Tim Butcher for his support on this project. Action TPx.²
DM to decide preferred material to be used to repair the triangle.

- **Pot Holes.** TPx reported that a letter had been received regarding the pot holes and general condition of the roads in Coleshill. It was agreed to defer this subject to the end of the meeting.

¹ Done 19th March 2014

² Done

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- **Meeting with Local Area Technicians (LATs).** It was agreed to arrange a meeting with the new LATs at 7:30pm on Monday 28th April 2014, prior to the Full Council meeting. Members of the public should be invited to this informal meeting and the event should be advertised on the website, via the village email and on posters on the village notice boards. Members of the public should be encouraged to send their questions in advance to the Clerk, who would forward to the LATs. Action LC.
LC/DM to ask the LATs to bring samples of the proposed materials for repairing Barracks Triangle.

5. District Councillor:

- **A355 road congestion.** GH reported that the Buckinghamshire Thames Valley Local Enterprise Partnership are considering two proposals to improve congestion on the A355 for approval in 2015/16:
 - At the junction of London road and the A355 in Beaconsfield
A new link road from the A355 near the railway bridge over the Beaconsfield line through to London Road at the roundabout on the A40 is being considered.
 - At Gore Hill on the entrance/exit to Amersham
This should reduce Coleshill being used as a rat-run.
- **Delivery Development Plan (DDP).** GH reported that the DDP is available for public consultation until 5pm on Friday 4th April 2014. The DDP still includes maintaining Waggoner's Bit on Whielden Lane as a gypsy/travellers' site, as the proposed gypsy/travellers' site in Chalfont St Peter (The Orchards) has not yet been purchased.

6. Play Area

It was unanimously agreed to accept the quote from Amersham Town Council for £713.10 to complete the final repairs detailed on the Play Area Inspection carried out on 8th August 2013 as follows:

1. To reset the gate post - make vertical - page 4 on the Inspection Report
2. To repair the gate handle.- page 4
3. Place rubber buffer on gate - page 4
4. Secure bin to ground.- page 6
5. Remove algae from Flat swing - page 7
6. Treat rust on football goal - page 9
7. To remove old cradle seats and chains, to supply 2 new cradle seats with chains and install. -page 8

Action LC. Respond to arrange with Amersham Town Council.

TPx explained that by the end of the current financial year almost £3,000 will have been spent on the play area. It was noted that the majority of the spend was for repairs made in response to the Annual Inspection carried out on 8th August 2013 and that this was not a typical year cost for maintaining the play area.

TPx reported that at the Jack Adams' Field working party meetings it had been suggested that the village play area is relocated to the Jack Adams' field. After a lengthy discussion members were asked to consider whether the play area should remain at the Hill Meadows site or be relocated, suggesting the possibility of a working group to consider the options.

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7. Calendar of Events.

- **Risk Assessment.** The following updates were agreed:
 - Risk 8 – Measures changed to read “Council employs an independent company to calculate wages, NI, PAYE etc.”
 - Risk 9 – Measure 3 changed to read “The internal auditor inspects the accounts once a year.”
 - Risk 20 – Measure 3 to be expanded with specific details for all Assets owned by the Council.

Action LC. To updated the Risk Assessment document and circulate to members for approval at the next meeting.

- **Internal Audit:** EW reported that documents requested by the Internal Auditor (Philip R Hood) had been sent, adding that the internal audit would conclude after the end of the financial year.

8. Annual Parish Meeting and Annual Meeting of the Parish Council

It was unanimously agreed to:

- Hold the Annual Meeting of the Parish Council at 7:30pm on Monday 19th May 2014
- Hold the May Parish Council Meeting at 7:45pm on Monday 19th May 2014
- Hold the Annual Parish Meeting (APM) at 8:30pm on Monday 19th May 2014. The theme of the evening should be the Village Pond with a guest speaker. It was agreed that up to £100 could be spent on expenses for the guest speaker. TPx to design and issue posters for the APM and to arrange refreshments for the meeting.

LC to book the large Village Hall room for the entire evening, if available.³

9. Finance

- EW presented the **2013-14 accounts** and bank reconciliation as at 28th February 2014:
 - Cashbook Balance at 28th February 2014 = £13,366.47
 - Spend 1st Apr - 28th February 2014 = £ 9,459.22
 - Receipts 1st Apr – 28th February 2014 = £14,303.59
- It was unanimously agreed to change the Clerk’s telephone line to 01491 629676. This would be shared with Rotherfield Peppard Parish Council, the land line cost shared equally and calls charged to the respective Council. LC to arrange.
- DM raised concern that the cable from the Church to the Christmas lights was hanging too low and should be checked in good time before they are used at Christmas.
Action LC: To arrange for the Chesham company ‘Lamps and Tubes’ to inspect the lights in the second half of September 2014 and to add to calendar of events.
- TPx reported that the insurance broker ‘Came and Company’ had quoted a premium of £370.94 for the year 2014-15, compared with the current year premium with AON of £659. DW explained that there were some differences between the two policies which should be investigated. Action TPx to compare the two insurance policies for review at the next meeting, including how often the Council need to inspect the Play Area.

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10. Approval of items for payment

It was proposed by EW and agreed unanimously to approve the following items for payment:

Description	Payee	Power	(£)
Clerk's Wages February (4 weeks)*	L Collison	LGA 1972 S112	confidential
Clerk's Expenses (Phone)	L Collison	LGA 1972 S111	£14.80
EW Expenses (stationery & postage)	E West	LGA 1972 S111	£16.20
Play Area repairs	AMT	LG (MP) Act 1976	£709.44
Internal Audit	Phil Hood	LGA 1972 S111	£359.08
Commons and Pond Booklet	Doxdirect	OSA 1906 S14	£191.91

*29.25 hours @ £11.29 + £7.50 home working + £47.88 mileage = £385.61 (gross)

11. Conservation Area Review

DW reported that 5 conservation areas are to be reviewed this year:

- Little Missenden
- Cholesbury and Hawridge
- Chalfont St Giles
- Chesham
- Penn and Tylers Green

The remaining 15 conservation areas (including Coleshill) will be reviewed in the following year.

12. Village Verges

LC reported that Councillor Tim Butcher had provided maps of the village showing land maintained by Buckinghamshire County Council Highways and it suggested that most of the village verges were probably owned by Buckinghamshire County Council. Action LC to forward maps to members for consideration at next meeting.

13. Planning

- **CH/2013/2149 – Coleshill Church of England Infant School (BCC ref CC/05/14)**

DW reported this application had been withdrawn

- **CH/2014/0293/FA Thatch Cottage**

DW reported that a response of no objections had been made.

- **CH/2014/0189/FA and CH/2014/0211/FA Windmill Farm**

DW reported that a combined response had been made to these two applications:

CH/2014/0189/FA. The Parish Council made no specific comment on this application.

CH/2014/0211/FA. The Parish Council requested that if CH/2014/0211/FA is approved a condition is imposed retaining the current height of the screening laurel or at least the 2 metre requirement. The application seeks to add a first floor to the permitted single-storey southern extension, which will be visible to the public from the highway and there are no guarantees that the existing laurel hedge will remain to screen this new extension.

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The Parish Council also reiterated their continued strong opposition to any further moves to extend the northern façade.

- **CH/2013/1857 Cherry Tree Farm**

DW reported that the decision by Chiltern District Council on 19th December 2013 to refuse this application is being appealed. Deadline for response is Wednesday 2nd April 2014

- **Chalfont St Peter Neighbourhood Plan**

DW reported that the draft Neighbourhood Plan for Chalfont St Peter has been adopted by the Parish Council and has been submitted to Chiltern District Council.

- **Draft Delivery Plan Document (continued from agenda item 5)**

In addition to the points discussed in agenda 5 regarding the gypsy/travellers' sites, DW reported that two areas of Coleshill originally identified as areas where infill development would be permitted, have now been removed:

- Area on the North East side of Tower Road, opposite the Cricket pitch, near the water tower.
- Area on South East/Top of Magpie Road, opposite The Spinney.

Reference pages 60 and 61 of the Rows of building in the green belt booklet.

DW also explained that the document recommends that the more developed area of Winchmore Hill is removed from the Green Belt. Reference page 37 of the Green Belt Boundary changes document.

14. The Village

- **Common and Pond.**

Willows around the Pond: TPx reported that a reply had been received from Keith Musgrave confirming that the Council can make a representation to bring the larger willow beside the village pond to a smaller size. Action LC. To complete form 31.

- **Jack Adams' Field.**

TPx reported that 2 meetings had been held by the Jack Adams' Field Working Group with a positive result. The generosity of Mr Charles Desoutter, who has agreed to pay for a new boundary fence, and Mr Henry Amar, who will match all donations to the cricket club (up to £5000), is expected to put the club into a more sustainable financial condition.

- **War Memorial.**

LC confirmed that the grant for the cleaning of the War Memorial would be submitted as soon as possible⁴. It was agreed that Creative Memorials should be asked to clean the memorial in June. Action LC.⁵

- **Village Day.**

TPx reported that the date for the Village Day was confirmed for Saturday 12th July 2014 and plans were on track.

- **Robert Shaw's Fence**

⁴ Done 19th March 2014

⁵ Done 21st March 2014

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LC reported that she was still unable to identify the current owner of 'Robert Shaw's Land', with no reply yet from The Land Registry. DW suggested that LC contact The Robert Shaw Trust. Action LC

15. Meetings/Training attended

- DW and CH attended the Planning Enforcement Briefing Session on Tuesday 11th March 2014 and LC had attended the CDC Town and Parish Clerks Liaison meeting on Monday 24th February 2014 and a Finance training course on Wednesday 5th March 2014.

16. Councillors' Reports

- **Open Spaces.** DM reported that the working party had now cleared the area around 'Jamie's seat' which has opened up the views from Windmill Hill across the Common.
- **Website.** DM reported that Derek Higgins and Gordon Moar will shortly be updating the website to reflect the recent Parish Newsletter and installing a new security patch. TPx asked all Councillors to review the website and inform Derek and Gordon of any out-dated information that should be removed.
- **Cricket Club.** Nothing to report (see agenda item 14 Jack Adams' Field)
- **Tennis.** Nothing to report.
- **Village Hall.** Nothing to report.
- **School.** LW reported that the school will be visiting the Open Air Museum on Tuesday 18th March 2014.
- **Newsletter.** Nothing to report.

9:48 pm Meeting Closed.

DEMOCRATIC PERIOD

- It was reported that some of the pot holes in the village had now been filled in but that the roads in Coleshill were still very bad and worse than those in neighbouring villages. It was suggested that the Parish Council should contact Janet Blake⁶ (Cabinet member for Planning and Transportation) regarding the condition of the roads.

Signed Date

⁶ 4th April 2014 Janet Blake was replaced by Ruth Vigor-Hedderly as Cabinet member for Transportation.