

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 28th April 2014, in the Village Hall

Present

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

County Councillor: Tim Butcher (TB)

Parish Clerk: Linda Collison (LC) (Clerk)

Members of Public: 9

Open Forum/Meeting with Local Area Technicians

Buckinghamshire County Council (BCC) Local Area Technicians (LATs) Wayne Fabian and Michael Raven joined County Councillor Tim Butcher and the Parish Council to discuss the maintenance and condition of the roads in Coleshill with members of the public. (See item 4 below).

Wayne Fabian, Michael Raven, County Councillor Butcher and 8 members of the public left the meeting.

1. **Apologies for Absence :** None

2. **Declaration of Interest:**

TPx declared an interest in planning application CH/2014/0426/LA (agenda item 10). However it was noted this was an update - no decisions regarding this application were to be made.

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 March 2014 be signed as a true record of the meeting.

4. **County Council:**

It was agreed to defer this item until Councillor Butcher returned to the meeting.

5. **District Councillor:** None

6. **Calendar of Events:**

- **Risk Assessment:** It was unanimously agreed to approve Risk Assessment dated 28th March 2014 circulated prior to the meeting.
- **Detailed Assessment of Assets:**
 - TPx reported that he and DM had located and inspected all assets on the Asset Register – a formal report to be issued. (Action TPx/EW)
 - It was agreed to defer 'Detailed Risk Assessment for Assets' and 'Asset Inspection Logs' until June 2014, to synchronise with the start of the next insurance year.
- **Annual Parish Meeting (APM):**
 - It was agreed that TPx would source refreshments for the Annual Parish Meeting to be held on Monday 19th May 2014.
 - It was agreed that the APM should be publicized on the notice boards, on the parish website and on the village email.

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7. Finance

- **2013-14 Final Accounts:** It was unanimously agreed to approve the un-audited final accounts for 2013-14 (appendix 1)

○ 2013-14 Receipts	=	£16,603.59
○ 2013-14 Spend	=	£11,144.46
○ Cashbook Balance at 31st March 2014	=	£13,981.23

EW reminded members that the following have been committed out of the £13,981.23:

- Play area repairs (£713.10)
- Cleaning the war memorial (£1,342.80 less grant tbc)
- Repairs to Barracks Hill Triangle (£ tbc)
- Repair of low hanging Christmas light electric cable (£ tbc).

DM added that the electrics box at the entrance to Jack Adam's field (used by the Cricket Club) needed to be repaired. TPx had spoken with U.K. Power Networks to arrange a site visit.

- **Annual Return:** EW proposed, and it was unanimously agreed to approve sections 1 and 2 of the Annual Return for year ended 31 March 2014 circulated prior to the meeting and presented by EW during the meeting.
- The following **Year End Timeline** was approved:
 - April meeting : Council approves final (un-audited) accounts for 2013-14
: Council agrees to timeline.
: Summary Accounts and Timeline made available on web.
 - By May meeting : Internal Audit completed on Annual Return form and signed by internal auditor
 - May meeting : Council completes/approves the Annual Return.
 - 9th June : Display the "Notice of Appointment"
 - 23rd June to 18th July : Un-audited accounts available for public to review
 - 4th July : Deadline for submission.
- TPx proposed and it was unanimously agreed to accept the quotation from Came and Company for insurance for one year starting 1st June 2014 for a premium of £370.94, subject to the requirement for play area inspections to be made monthly not weekly. LW confirmed that she would make monthly inspections.

Councillor Butcher returned to the meeting. It was agreed to consider agenda item 4 (County Council) at this time.

4 County Council

- County Councillors Report : TB reported that:
 - Buckinghamshire County Council Leader, Martin Tett, has been lobbying the Government for additional funds to address the significant **deterioration of roads** in Buckinghamshire.
 - Two rural areas in Buckinghamshire are to get superfast **broadband** following a successful County Council bid for extra Government funding. (£775,000)
 - The second reading of the **HS2 Bill** was being held on 28th April 2014. This is where MPs debate the principle of the Bill. If the Bill passes the second reading, the principle

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will no longer be open for debate. TB added that Cheryl Gillan MP would be voting against the Bill.

The end of the second reading marks the start of the petitioning process, which is expected to begin on 30 April. This will provide the opportunity for individuals and groups to set out their issues and proposed remedies, and potentially have the Bill amended.

- Public consultations on proposals to achieve savings on **home-to-school transport** took place between February and March 14. To date, the BCC has been able to subsidise the cost of school transport beyond its statutory duty but can no longer afford to do so. In order to reduce costs, the BCC has proposed some changes to the delivery of the service, such as increased use of public bus services, as well as proposing increases to the prices charged to pupils who are not eligible for free transport.
- Many schools were over-subscribed for the 2014 intake – however 85% of all reception children in Buckinghamshire were placed in their 1st choice of school, compared with 87% in the previous year.
- It was noted that at the earlier **meeting with Local Area Technicians (LATs)**:
 - During the meeting with the LTAs it was agreed that they would again deal with the road flooding at the war memorial. DM reminded those present that this problem had existed for well over 12 months and that although BCC had visited the location on a number of occasions (including one recent) no action had been taken by them. An attempt by residents to clear the blockage had identified that tree roots at the road edge was the main cause of the blockage. It was agreed that BCC would deal with this problem. The LATs indicated that road drains are cleaned by BCC on a routine basis but it was felt that no drain cleaning had been undertaken in recent memory.
 - Residents should report pot holes and other road issues to the Clerk who would in turn report them to BCC via the BCC Highways website tool, and notify the LATs. The Clerk should only report each issue once. This would save the LATs who have to investigate every CRN (Customer Reference Number) that is reported.
EW raised concern that this would add additional work load to the Clerk.
 - A category 1 pot hole will be filled in as a priority. A category 1 pot hole is 300mm in length, 40mm deep with sharp edges.
- TB expressed disappointment at the £18,000 estimate from BCC for dealing with the **Barracks Hill Triangle** and for the lateness in them providing this information only a few hours prior to our meeting. He confirmed that he would deal with these matters.
- TPx asked TB to verify which verges in the villages are owned by BCC and to confirm whether they can be identified on the maps provided by TB last month.

8. 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 April (incl Allowances)	L Collison	LGA 1972 S112	£392.05
PAYE	HMRC	LGA 1972 S112	
Travel reimbursement (meeting)	D McGee	LGA 1972 S111	£10.00
Printing Newsletter	CDC	LGA 1972 S111	£108.90
Web Master	D Higgins	LGA 1972 S111	£35.93

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It was agreed to defer payment of the BALC annual subscription (£90.72) and the invoice for dog bin emptying (£606.59) until May. Action: LC to ask SLCC Clerks Forum for advice regarding the benefits of being a member of the Association of Local Councils and EW to ask CDC for information regarding payment of dog bin emptying.

9. Penn Festival

DM reported the Penn Festival will be held on the 18th, 19th and 20th July 2014. The original information from CDC indicated that the beer festival would be held on the same dates. But DM has subsequently been informed that dates for the beer festival have not yet been set. DM has asked CDC to invite CPC to take part in the SAG meeting (if one is held) for this festival.

10. Planning

- **New planning applications:**

DW and CH confirmed that the following comments had been submitted to CDC:

CH/2014/0409/FA Orchard House : The Council has considered this planning application and does not object to the development as it is set back and screened from neighbours and does not interfere unduly with the setting of the surrounding area of green belt. However the Council would like to request that the comment made in the applicant's statement that-'the building is used for the purposes ancillary to the enjoyment of the main building' remains so and that a condition be placed to that effect so that it may not be classed as a separate dwelling. The Council would strongly recommend that this restriction be applied. (GB5 and GB7)

CH/2014/0426/FA Longfield: No objections

CH/2014/0666 Crack Willows by pond: Requested by CPC/ No comment.

- **Recent CDC decisions:**

CH/2014/0211/FA Windmill Farm Refused

CH/2014/0189/FA Windmill Farm Approved

CH/2014/0018/FA Windmill Farm Deferred

CH/2014/0139 Ash Cottage Approved

- **Tree Preservation Orders:**

TPO-2005-07: Willows by the pond: Application to perform work on the willows.

TPO-2013-16: Chalk Pit House: One Scots Pine and one Copper Beech: TPO Approved.

It was reported that one of the oak trees protected by a TPO at **Cherry Tree Farm** had been felled – LC to report this possible TPO infringement to CDC.

11. The Village

- **Common and Pond.**

Meeting closed temporarily while Chris Wege addressed the Council requesting approval for a new Common Notice board to be sited at the entrance beside Wheatsheaf Cottage.

Members unanimously agreed to approve the notice board and wording.

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TPx reported that some residents who live near the Common have been working on the Common independently from the Commons Committee. It was agreed that a letter should be sent to these residents asking them to contact the Committee before doing any further work on the Common. Chris Wege kindly offered to draft a letter for Council to review.

- **The War memorial**

EW reported that the Coleshill WI had offered to plant and maintain a bee friendly garden around the war memorial. Members agreed that this was a good initiative, suggesting that the work should wait until after the war memorial was cleaned in June.

- **Robert Shaw's Fence**

TPx reported that he and the Clerk had been unable to locate the owner of the 'Robert Shaw's/Mary Ure Trust' land and therefore, the damaged fence. TPx added that he had obtained two quotes for repairing the fence. It was unanimously agreed that the Council should bear the cost of repairs and to accept the quote from the CDC depot for £343 to repair the fence. Action TPx to arrange.

- **Village Verges** – it was agreed to defer this subject to the next meeting.

- **Best Kept Village competition** – it was agreed that Coleshill would not enter the Best Kept Village competition this year.

12. Meetings/Training attended

- TPx and EW reported from the South Buckinghamshire TfB Forum meeting that they attended on 3rd April 2014
- DM reported from the BALC Parish Liaison meeting on he had attended on 16th April 2014.

13. Councillors' Reports

- **Open Spaces.** Nothing to report.
- **Website.** LC reported that in order for the Parish Council to own and pay directly for the parish website, a new account and hosting server needed to be set up. Derek Higgins has moved the website and the clerk's email to the new server, adding that this was a large amount of work and that there had been no interruption to the availability of the site – nor to the clerk's email through- out the process. Derek Higgins was thanked for his hard work. It was unanimously agreed that LC could update the new web account with the CPC bank details.
- **Cricket Club.** Nothing to report
- **Tennis.** Nothing to report.
- **Village Hall.** Nothing to report.
- **School.** Nothing to report.
- **Newsletter.** Nothing to report.

14. HS2 Update

- It was confirmed that all HS2 information received is available for viewing upon request and all HS2 updates are reported on the Village email service.
- 10:15 pm Meeting Closed.

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DEMOCRATIC PERIOD

None.

Signed Date

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Appendix 1 2013-14 Summary of Accounts

	Accounts 2011/12	Accounts 2012/13	Accounts 2013/14
Receipts			
Precept	6,500.00	6,500.00	8,000.00
Vat receipts	0.00	0.00	4,402.56
Grants (inc LEAF Grant £7454 2011/12 & 2012/13)	6,170.00	3,284.00	2,900.00
Rental	350.96	467.28	439.96
Other	461.39	519.22	861.07
Total Receipts	13,482.35	10,770.50	16,603.59
Expenditure (detailed below)	6,691.92	19,313.90	11,144.46
INCOME LESS EXPENDITURE	6,790.43	(8,543.40)	5,459.13
Opening Bank Position	10,275.07	17,065.50	8,522.10
Closing Bank Position	17,065.50	8,522.10	13,981.23
Payments			
Clerks Salary	1,425.09	2,005.44	3,099.87
Administration	2,172.30	2,625.12	2,712.91
Office Supplies/postage	292.84	353.88	131.58
Insurance	679.70	691.15	659.71
Lawyer/Auditor/Accounting Services	204.00	546.00	1,035.88
Newsletter	472.98	461.27	470.17
Webmaster	52.32	93.85	83.85
Filing Cabinet	99.91	0.00	0.00
Hall Booking Fee + meeting costs	0.00	218.50	122.30
Subscriptions	269.15	187.42	162.64
Training	31.40	73.05	46.78
Election costs	70.00	0.00	0.00
Village:	1,439.65	2,842.60	2,775.18
Play area	970.60	550.60	1,773.18
Cricket field/Jack Adams Field	219.05	2,064.00	402.00
Tennis Club Tree work	0.00	228.00	0.00
Village tidying and tree pruning	250.00	0.00	0.00
H&S Audit Barracks Hill	0.00	0.00	600.00
Commons and Pond:	1,487.88	1,098.51	1,659.90
Common	948.81	899.97	402.18
Pond	177.49	198.54	1,257.72
New Pond Signs	361.58	0.00	0.00

Continued..

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Miscellaneous	167.00	10,742.23	896.60
Other	167.00	95.10	61.94
Jubilee	0.00	1,083.00	0.00
Donation	0.00	300.00	0.00
Xmas Lights	0.00	1,768.80	0.00
Local Energy Assessment Fund (LEAF) Project expenditure	0.00	7,495.33	0.00
New Green Bins	0.00	0.00	834.66
TOTAL	6,691.92	19,313.90	11,144.46

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