

# Cofton Hackett Parish Council

## Minutes of the Meeting of the Parish Council and AGM held on Monday 21<sup>st</sup> May 2018

### PRESENT:

#### Councillors:

Cllr Mr R Deeming  
 Cllr Mr R Westbury  
 Cllr Mr K Duncan  
 Cllr Mr M Pattison  
 Cllr Mr J Slack  
 Cllr Ms C Fryer

#### APOLOGIES:

Cllr Mrs J Fay  
 Cllr Mrs J Webb

#### Clerk to the Parish Council:

Andrew Billau (AB)

#### Members of the Public

2 members of the public were in attendance.

Agenda Item	Discussion and Decisions	Action
159/18	<b>Election of Chair and Vice-Chair</b>	
159.1/18	The Clerk reported that Cllr Deeming had indicated he was stepping down as Chair but wished to remain on the Parish Council. He thanked all Councillors for their help and support during his time as Chair. Cllr Duncan proposed a vote of thanks for Cllr Deeming's service to the Parish Council over the past decade. Cllr Slack also offered his thanks, as a relatively new member of the Council for the support offered to him and other new members by Cllr Deeming.	
159.2/18	The Clerk asked if there were any nominations for Chair. Cllr Slack proposed that Cllr Westbury be elected as the new Chair, this was seconded by Cllr Pattison. There were no other nominations. All were in favour of the proposal and therefore <b>Cllr Westbury was duly elected Chair of Cofton Hackett Parish Council</b> . Cllr Westbury took his place at the table.	
159.3/18	Cllr Westbury asked for nominations for Vice-Chair. Cllr Duncan proposed Cllr Pattison as Vice-Chair, this was seconded by Cllr Slack with all in favour. <b>Cllr Pattison was therefore elected as Vice-Chair of Cofton Hackett Parish Council</b> .	
159.4/18	Cllr Westbury asked for nominations for Chairs and Vice-Chairs of groups, the following were agreed with all in favour – <ul style="list-style-type: none"> <li>- Finance - Cllr Slack (Chair), Cllr Webb (Vice-Chair). It was confirmed that Cllr Webb had resigned as Chair of Finance, Cllr Slack offered his thanks to Cllr Webb for her services as Chair of Finance.</li> <li>- Community Services – to be left vacant for now.</li> <li>- Highways and Environment (now merged) – Cllr Pattison (Chair), Cllr Fay (Vice-</li> </ul>	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
159.5/18 159.6/18 159.7/18	Chair) - Planning – Cllr Duncan to continue as Chair, Cllr Fryer Vice-Chair - Communications – Cllr Fryer (Chair), Cllr Westbury (Vice-Chair) Clerk to notify Electoral Services of vacancy due to Cllr Birch’s resignation. Cllr Duncan requested a copy of the Electoral Role – Clerk to arrange.	Clerk Clerk
160/18	<b>Apologies</b> Apologies were received from Cllrs Webb and Fay, these were accepted.	
161/18	<b>Declaration of Interests</b> Register of Interests: <ul style="list-style-type: none"> <li>• Councillors are reminded of the need to update their register of interests.</li> <li>• To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.</li> <li>• To declare any Other Disclosable Interests in items on the agenda and their nature.</li> <li>• Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.</li> <li>• To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.</li> <li>• Interests were recorded in the Register</li> </ul>	
162/18	<b>Dispensations</b> There were no applications for dispensations received.	
163/18 163.1/18 163.2/18 163.3/18	<b>Public Forum</b> There were 2 members of the public in attendance, who reported they had moved in to a property on Barnt Green Road in August 2017. They asked about reports that bus services 47 and 98 are due to be stopped, Councillors were unaware of these proposals. The residents said they had overheard drivers talking about potential stoppages. Cllr Duncan suggested this may be largely hearsay. Councillors agreed they would seek clarification, Clerk to write to bus companies. The residents also expressed concern about speed of traffic along Barnt Green Road. Councillors explained that the Parish Council have been campaigning for some time to have occasional speed cameras on the main roads. The residents also asked if the Parish Council had considered holding a garden party to celebrate the recent Royal Wedding. Cllr Westbury explained that demographics are changing in the Parish and that a summer fete may be held. He added that the annual Seniors’ Xmas Party is a success and well attended, but events for younger people are needed. He also referred to the 2 Xmas Carol events which were held last year and the building of the new Village Hall, expected this year, which will possibly facilitate future events to be held. Councillors thanked the residents for attending.	Clerk



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167.3/18	Councillors agreed to allocate a sum of up to £100 to cover the cost of summer planting for the five existing tubs at the four gateway signs and on East Works Drive, proposed by Cllr Slack and seconded by Cllr Duncan with all in favour.																																											
167.4/18	<p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="280 465 1217 1088"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Worcestershire CALC</td> <td>Membership</td> <td>£1,011.51</td> </tr> <tr> <td>Proper Agency</td> <td>Website March 2018</td> <td>£30.00</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£260.00</td> </tr> <tr> <td>Sims Garden Machinery</td> <td>Allotments Lawnmower</td> <td>£469.25</td> </tr> <tr> <td>Cofton Hackett Village Hall</td> <td>Premises Hire</td> <td>£256.51</td> </tr> <tr> <td>Jennifer Webb</td> <td>Mobile Phone Rental</td> <td>£163.98</td> </tr> <tr> <td>Npower</td> <td>Electricity UMS Parish Lighting</td> <td>£3,667.80</td> </tr> <tr> <td>Npower</td> <td>Electricity UMS Parish Lighting Sensor</td> <td>£203.57</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£130.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website April 2018</td> <td>£30.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary April / May (by SO)</td> <td>£421.58</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment April /May</td> <td>£105.40</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Expenses April / May</td> <td>£72.48</td> </tr> </tbody> </table>	Supplier	Services	Total	Worcestershire CALC	Membership	£1,011.51	Proper Agency	Website March 2018	£30.00	GR Mowing	Grass Cutting	£260.00	Sims Garden Machinery	Allotments Lawnmower	£469.25	Cofton Hackett Village Hall	Premises Hire	£256.51	Jennifer Webb	Mobile Phone Rental	£163.98	Npower	Electricity UMS Parish Lighting	£3,667.80	Npower	Electricity UMS Parish Lighting Sensor	£203.57	GR Mowing	Grass Cutting	£130.00	Proper Agency	Website April 2018	£30.00	Andrew Billau (Clerk)	Salary April / May (by SO)	£421.58	HMRC	Tax Payment April /May	£105.40	Andrew Billau (Clerk)	Expenses April / May	£72.48	
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167.5/18	Cllr Slack reported that new homes grants are now available for community projects and suggested that the Parish Council should make an application for funding towards kitchen equipment for the New Village Hall and suggested a sum of £5,900 be applied for. Cllr Deeming urged that a larger sum, maybe to include chairs and table should be sought. Clerk to investigate submission of application.	<b>Clerk</b>																																										
167.8/18	The Clerk reported he had received a renewal form for membership of Campaign for Protection of Rural England, Councillors agreed to pay £36 for membership fee. The Clerk raised a cheque.																																											
<b>168/18</b>	<b>Community Services</b>																																											
168.1/18	The Clerk reported that Cllr McDonald is unable to offer financial assistance towards Smartwater purchase, Clerk to contact John Campion for advice.	<b>Clerk</b>																																										
168.2/18	There was no update on the specification for Village Hall refurb, deferred to next meeting.	<b>Cllr Webb</b>																																										
<b>169/18</b>	<b>Communications</b>																																											
	Cllr Westbury reported that the Summer edition of Cofton news is due soon, Cllr Fryer will co-ordinate, all Councillors to send their reports to Cllr Fryer by the end of May please.	<b>Cllr Fryer / All</b>																																										
<b>170/18</b>	<b>Highways and Bridges</b>																																											
170.1/18	Councillors agreed to go ahead with the repair of the bus shelter on Groveley Lane by BDC, at the quoted price of £1,500. Clerk to inform BDC.	<b>Clerk</b>																																										

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
170.2/18	The Clerk reported he had still not received an official quote from Steve Hopkins for a replacement lamp post in Ten Ashes Lane. Clerk will now seek alternative suppliers.	<b>Clerk</b>
170.3/18	Councillors discussed the state of grass verges following gas pipe laying works, and a rumour that Severn Trent may need to lay new pipes soon. Cllr Pattison suggested deferring remedial works on verges until next spring when the position is clearer.	<b>Cllr Pattison / Clerk</b>
170.4/18	Councillors discussed various outstanding issues on the new development including issues raised by residents at the Parish Assembly. Cllr Pattison agreed to draft a letter to send to St Modwen's summarising the issues and to ask that they be attended to. Clerk to send letter to St Modwen's.	
<b>171/18</b>	<b>Environment</b>	
171.1/18	The Clerk reported that work on the new metal shed at the allotments is due to start soon, a definite delivery date is awaited.	
171.2/18	The Clerk reported that BDC have agreed to consider raising a TPO at the Grove, Clerk to monitor.	
172.3/18	The Clerk reported that a reply had been received from Fletcher's Amusements regarding the buildings at Kathy's Corner, which promised to carry out remedial work in the coming months. Clerk to monitor.	
172.4/18	Cllr Pattison reported that he had carried out the monthly check on the play area at Myhill Field, Clerk to obtain quote for repainting the climbing frame, otherwise all is OK.	
172.5/18	Cllr Westbury asked that for future meetings, Highways and Environment are to be combined.	
<b>172/18</b>	<b>Planning</b>	
172.1/18	Cllr Duncan reported that the application for an extension at Mallow Close has been approved, despite objections from the Parish Council.	
172.2/18	Application 18/00494, a single storey extension at 1 Chestnut Drive does not require prior approval.	
172.3/18	Cllr Duncan reported on Application 18/00493 for a 2 storey extension at 448 Groveley Lane, this would be very close to the neighbouring property, he suggested that a hip roof may be preferable but he would be making further investigations.	
172.4/18	Cllr Duncan reported on application 18/00567 at 20 Ashmead Drive, to demolish garage and build a single storey extension, he said he felt there should be no objections, a response to BDC is due 4 <sup>th</sup> June.	
172.5/18	Cllr Westbury reported that the final draft of the Neighbourhood Plan has been issued. There will be public meetings on 7 <sup>th</sup> July. He asked that Councillors approve the plan, approval was proposed by Cllr Slack and seconded by Cllr Pattison, all were in favour (Cllr Deeming and Duncan declared an interest and did not vote).	
<b>173/18</b>	<b>Correspondence Received</b>  Nothing to report.	

Agenda Item	Discussion and Decisions	Action
174/17	<b>Date of Next Meeting</b> The next Parish Council meeting was agreed as <b>Monday 18<sup>th</sup> June 2018 at 7.30pm</b> <b>The meeting ended at 9.15pm</b>	

DRAFT