

**COFTON HACKETT PARISH COUNCIL.**

Minutes of the Meeting of the Parish Council held on Monday 20<sup>th</sup> July 2015

<b><u>PRESENT:</u></b> Councillors	Mr R Deeming Mr K Duncan Mrs J Webb Mrs J Fay Mr J McQuaid Mrs Startin Mr R Westbury
Clerk	Becky Howes

**181/15 APOLOGIES**

None

**182/15 DECLARATIONS OF INTEREST**

- Register of Interests: Councillors are reminded of the need to update their register of interests.
- To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- To declare any Other Disclosable Interests in items on the agenda and their nature.
- 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.
- 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.
- Interests were recorded in the Register
- Reports by outside bodies:- none
- Public Attendance:- Local resident Malcolm Shine addressed the Council regarding concerns of Network Rails recent temporary footpath closure notice. Mr Shine stated that the closure proposed for three weeks had now been extended to approximately six months. Mr Shine was disappointed with regards to the closure but also by the way Network Rail had proceeded. He confirmed that Worcestershire County Council had enforced the notice due to reasons of public safety. Mr Shine then went on to explain that according to Network Rail users are not taking care crossing the track and that children have been throwing stones. Mr Shine stated that he had applied to Network Rail under the Freedom of Information Act for data, which when received he will forward to the Parish Council. Following an in-depth conversation and Mr Shines request for support a number of actions were agreed, including: Cllr Duncan to raise the issue at the next CPRE meeting and to establish contact with the Ramblers Association, following these actions to draft a letter to Network Rail raising concerns and establishing intentions. Cllr Fay to speak to Barnt Green Parish Council to establish history of events. Item to be addressed at the next meeting.

### **183/15 MINUTES**

- 183/15.1 Minutes of the Meeting of Council dated June 15th 2015 were proposed by Cllr McQuaid and seconded by Cllr Duncan and were unanimously approved as a correct record, signed by Chair Cllr Deeming.

### **184/15 COMMUNITY SERVICES**

- 184/15.1 Cllr Startin confirmed that the Parish Council had received a cheque from the late John Dale's estate. Cllr Startin requested that some of the donation could be used to fund the Christmas Party, for example purchasing refreshments which could then be dedicated to him. Cllr Webb also stated that some of the donation could be used to purchase and erect a historically dedicated monument or plaque within the Parish. Cllr Duncan requested that consideration be given to the location, in terms of grass cutting and vandalism. After a discussion it was agreed that Cllr Webb would research costs. Cllr Startin agreed to contact local resident for copies of John Dales articles previously used in The Cofton News to possibly create a booklet in his name. Item to be discussed at next meeting.
- 184/15.2 A discussion took place regarding combining Christmas Carol services within the Parish. Following a discussion it was agreed that Cllr Duncan would consult with Revd. Rob Fieldson regarding the proposal and resident John Sadler regarding the electrical supply. Cllr Startin to contact residents who organise the Chestnut Drive service.
- 184/15.3 A discussion took place regarding future event suggestions, Cllr McQuaid handed out a list of ideas (attached to original minutes), which were individually assessed. Cllr Deeming suggested Cllr McQuaid choose a couple of items to research and return with update at the next meeting. Cllr Deeming expressed his wish to hold surgeries at the Village Hall which Cllr Webb stated was in hand and would be discussed as part of the Clerks working arrangements.

### **185/15 COMMUNICATIONS**

- 185/15.1 Cllr Westbury stated that the next Cofton News publication was due shortly, he was awaiting Chairman's piece, list of events in the Parish from the Chair and Vice Chair, and an update regards the Neighbourhood Plan. Cllr Westbury confirmed that details of the forthcoming Shindig event will be included, the event is taking place on November 7<sup>th</sup> in Lickey Village Hall.
- 185/15.2 Cllr Westbury confirmed the website was up and running which the Clerk is updating and that he would insert Councillor photographs, and requested a few sentences from each giving a brief overview of themselves.

### **186/15 HIGHWAYS AND BRIDGES:**

- 186/15.1 Cllr Fay stated that she and the Clerk were having difficulty in contacting the Lengthsman, Cllr Deeming requested the Clerk obtain a list of County Council approved contractors to consider a change for future use of the scheme.
- 186/15.2 Cllr Fay stated that the hedge along Barnt Green Road, after Cofton Church Lane towards Barnt Green was overhanging the footpath and needed urgent attention. Following a brief discussion it was agreed Cllr Fay would forward a

- list of Parish wide hedge growth problems to Cllr Deeming, who would consult with the District Council for action.
- 186/15.3 Cllr Fay confirmed that she had not received a response from Persimmon Homes regarding the missing post and sign in Oakfield/Parsonage Drive. It was agreed that Cllr Fay would write a complaint letter to Mike Murray at St Modwens regarding the lack of response.
- 186/15.4 Cllr Duncan confirmed that following a conversation with Ian Connolly Cofton Hackett Parish Council were not able to receive Community Speedwatch training in the near future. He stated an interim option would be for gully box equipment to be used which checks vehicles speed and times etc. which could be downloaded to a computer, but does not record registrations. Cllr Duncan agreed to investigate costs involved. Item for next meeting.
- 186/15.5 Cllr Deeming confirmed he would chase the relevant officer regards the replacement bin for The Stocken and report back at the next meeting.
- 186/15.6 Cllr Fay to chase The Land Registry for confirmation of ownership and responsibility of The Stocken.
- 186/15.7 The Clerk stated no further progress regards the Howdens site due to the Managers absence, the Clerk instructed to continue to chase a response.
- 186/15.8 Following recent complaint received regarding overgrown hedges along footpath off Cofton Church Lane, Clerk stated that the Lengthsman was aware and would be strimming the hedges as a priority. Cllr Fay stated that she had attempted to make contact with the resident to no avail.
- 186/15.9 Cllr Deeming stated that he would contact Adrian Hardman, Leader of the County Council to confirm the prohibition of waiting on Groveley Lane and when it will take place.
- 186/15.10 A letter was distributed to Councillors which had been received by some residents of Groveley Lane from County Cllr McDonald regarding delays in traffic calming implementation, the removal of obsolete no waiting lines/signs and creation of parking bays. Following a lengthy discussion it was agreed that Cllr Deeming would contact Adrian Hardman and Highways regards the above and Cllr Duncan to draft a letter for the Clerk, to County Cllr McDonald regards the lack of consultation with the Parish Council.

### **187/15 ENVIRONMENT**

- 187/15.1 Following a brief discussion it was agreed that all Councillors would consider alternative options via brochure/website of Sutcliffe Play to formulate ideas of what equipment could be instated in the play area. It was agreed that Cllr Fay would speak to local residents regards the proposal being placed on hold and that Cllr Westbury would place an article in The Cofton News informing residents of the proposal to update the area.
- 187/15.2 It was agreed that the Clerk would obtain an official quote to address the play area including a breakdown and to include rehangng the gate from Hoskings Ground Maintenance and then to obtain two further quotes.
- 187/15.3 Cllr McQuaid distributed Allotment reports for both sites following a site visit on July 7<sup>th</sup> (attached to original minutes). Following the reports it was agreed that Cllr McQuaid would write to St Modwens to request clearing of the bottom gully.

- 187/15.4 Cllr Duncan stated he had not received an update from St Modwens and will continue to chase a response regarding the new site.
- 187/15.5 Following receipt of the Internal Auditors report which highlighted the need for regular play area inspections, the report was later discussed under Finance, it was agreed that Cllr's Deeming, McQuaid, Duncan and Startin would draw up a rota and list of checks to be carried out at the play area. It was agreed that any issues arising from the checks would be raised at the next meeting or via the Clerk.
- 187/15.6 The Clerk confirmed that she was waiting for the delivery of a litter picker to forward to the resident volunteer and was awaiting a response from the Parish Councils insurance provider to confirm cover for the role.
- 187/15.7 Following a brief discussion it was agreed that Cllr McQuaid the Clerk would arrange for three quotes to remove the hazardous tree, to be agreed at the next meeting.

### **188/15 PLANNING**

- 188/15.1 Application number 15/0534 153 Barnt Green Road – following a discussion it was agreed that Cllr Deeming would request the application be heard at a Planning Committee meeting due to the overdevelopment.
- 188/15.2 Cllr Duncan stated that Planning permission had been granted with conditions to planning application ref 15/0234 27 Oakfield Drive for a single storey extension.
- 188/15.3 Cllr Duncan confirmed that following the recent enforcement report of an outbuilding in the rear of no.3 Chestnut Drive, the Officer found that this was under permitted development and no further action would be taken.
- 188/15.4 Cllr Duncan confirmed that he and Cllr Westbury had met with the Village Hall Consultant, Mr Richard Timney, who had suggested similar venues to visit and supplied a number of articles for ideas of Village Hall specifications. It was discussed that as well as a New Village Hall Committee being set up the group needs to be a limited company which will report to the Charity Commission. Cllr Westbury confirmed that a questionnaire would be distributed with the Cofton News to obtain residents feedback for their suggestions, the results of which would be given to St Modwens for planning the building.
- 188/15.5 Cllr Duncan reconfirmed that the estimated attendance over the weekend of the Fusion Festival could reach 35000 per day. He stated that to alleviate noise the stage would not be facing properties however he was still concerned regards low frequencies travelling and causing disturbance. He confirmed that the usual roads would be closed and that Birmingham City Council were allowing large area of the park as a car park. He also confirmed that Bromsgrove District Council were appointing a representative to allocate residents passes.

### **189/15 FINANCE & GENERAL PURPOSES**

- 189/15.1 It was discussed and agreed that the website contract would be reviewed in 12 months.  
The Clerk stated that following some confusion regarding balancing the previous end of year accounts and the monthly standing order, this had now been rectified and balanced. Cllr Webb agreed and signed the Bank Reconciliations.

It was proposed by Cllr Webb, seconded by Cllr Westbury, all agreed to pay the following bills:

Clerks Salary standing order £308.70 (+ 11 hrs £79.38)	<b>388.08</b>
Clerks expenses	<b>65.31</b>
Proper Agency (website) inv 809	<b>30.00</b>
WCC (salt supply and delivery)	<b>108.00</b>
Hoskings	<b>52.80</b>
Proper Agency (website) inv 816	<b>30.00</b>
<b>TOTAL £674.19</b> (£ 36.80 VAT to be reclaimed)	

- 189/15.2 Cllr Deeming stated that the New Homes Bonus Grant Board were meeting next Monday and three representatives were required to attend to discuss the application for new planters, new benches and chairs for the Village Hall. Following a discussion it was agreed that Cllr's Deeming, Webb and Fay would attend.
- 189/15.3 The item to discuss a memorial for John Dale was discussed under Community Services.
- 189/15.4 The Clerk confirmed that she not had not made contact with Mr Mooney, Cllr Deeming stated he would contact him and visit the Dojo to obtain the signed, updated lease.
- 189/15.5 To agree a sign for The Stocken – item deferred to next meeting.
- 189/15.6 To agree Budget – item deferred to next meeting.
- 189/15.7 Following discussion and prior receipt of the new documents it was proposed by Cllr Webb, seconded by Cllr Deeming, all agreed to adopt the following policies:-  
 Standing Orders  
 Complaints Procedure  
 Health and Safety  
 Equal Opportunities  
 Community Engagement  
 Data Protection  
 Council Grant Award  
 Financial Risk  
 Clerk to attach links to the website.
- 189/15.8 Clerks Annual Leave request was agreed, Clerk to email all with dates of her absence and Cllr Webb to arrange access to the Emails and to respond and disseminate accordingly.
- 189/15.9 Clerks contract and proposal would be discussed following the closure of the meeting.

**190/15 Councillors reports and items for Future agenda's:**

- 190/15.1 Cllr Duncan confirmed he had attended the Code of Conduct workshop run by Bromsgrove District Council, stating there was nothing to report.
- all outstanding and deferred items to be included on next agenda
  - update re grit bins
  - discuss insurance policy

- discuss risk assessment
- agree purchase of Chestnut tree on The Stocken

### **191/15 CORRESPONDENCE RECEIVED**

- Thank you letter received from John Sadler following the recent purchase of new allotment equipment.

### **192/15 DATE OF NEXT MEETING**

It was resolved to hold the next Parish Council Meeting on  
Monday September 21st 2015 at 7.30pm

The meeting closed at 10.25 p.m.

<u>Minute Ref</u>	<u>Action Required</u>	<u>Who</u>
	..... Chairman	
182/15	Raise issue at CPRE meeting and draft letter to Network Rail	Cllr Duncan
182/15	Contact Barnt Green PC re history of events	Cllr Fay
184/15.1	Research costs of monument/plaque	Cllr Webb
184/15.1	Contact residents re past John Dale articles	Cllr Startin
184/15.2	Speak to Revd.Fieldson and John Sadler re Christmas Carol Services	Cllr Duncan
184/15.2	Speak to Chestnut Drive Carol Service organisers	Cllr Startin
184/15.3	Select event/s and research costs	Cllr McQuaid
185/15.2	Insert Councillor photographs onto web page	Cllr Westbury
185/15.2	Forward brief for website to Cllr Westbury	All Cllr's
186/15.1	Obtain list of Lengthsman from WCC	Clerk
186/15.2	Forward list of overhanging in Parish to Cllr Deeming	Cllr Fay
186/15.2	Report above	Cllr Deeming
186/15.3	Write letter to St Modwens re lack of response re missing post/sign	Cllr Fay
186/15.4	Research costs of speedcheck equipment	Cllr Duncan
186/15.5	Chase replacement bin for The Stocken	Cllr Deeming
186/15.6	Chase Land Registry re ownership/responsibility of The Stocken	Cllr Fay
186/15.7	Chase response from Howdens re site	Clerk
186/15.9	Contact Adrian Hardman re prohibition of waiting on Groveley Lane	Cllr Deeming
186/15.10	Contact Adrian Hardman re traffic calming and lack of consultation	Cllr Deeming
186/15.10	Draft letter for Clerk to Cllr McDonald re lack of consultation	Cllr Duncan
187/15.1	Consider new equipment for play area via website	All Cllr's
187/15.1	Speak to local residents re plan put on hold for play area	Cllr Fay
187/15.1	Include article in the Cofton News re play area	Cllr Westbury
187/15.2	Obtain breakdown of quote and two alternative quotes for play area	Clerk
187/15.3	Write to St Modwens re clearing bottom gully at allotment site	Cllr McQuaid
187/15.4	Continue to chase St Modwens re new allotment site	Cllr Duncan
187/15.5	Produce rota and check list for regular play area inspections	Cllr's Deeming/McQuaid/Duncan and Startin
187/15.7	Obtain three quotes to remove tree	Cllr McQuaid/Clerk
188/15.1	Request planning application to be heard by Committee	Cllr Deeming
188/15.4	Questionnaire in Cofton News re new Village Hall requirements	Cllr Westbury
189/15.2	Attend New Homes Bonus Grant Board meeting	Cllr's Deeming/Fay/Webb
189/15.4	Contact and obtain amended/signed lease from Mr Mooney	Cllr Deeming
189/15.7	Attach adopted policies to website	Clerk
189/15.8	Email all Cllr's with annual leave	Clerk
189/15.8	Access and respond to emails in Clerks absence	Cllr Webb