

# Cofton Hackett Parish Council

## Minutes of the Meeting of the Parish Council held on Monday 12<sup>th</sup> December 2016

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### PRESENT:

#### Councillors:

Cllr Mr R Deeming (Chair)  
Cllr Mrs J Fay (Vice Chair)  
Cllr Mr R Westbury  
Cllr Mr K Duncan  
Cllr Ms W Birch  
Cllr Ms Claire Fryer

#### Clerk to the Parish Council:

Andrew Billau (AB)

#### Apologies:

Cllr Mrs J Webb

| Agenda Item | Discussion and Decisions  | Action |
|-------------|---|--------|
| 116/16      | <b>Apologies</b><br>Apologies were received from Cllr Webb and were accepted.   |        |
| 117/16      | <b>Declaration of Interests</b><br>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> |        |
| 118/16      | <b>Dispensations</b><br>There were no applications for dispensations received.  |        |
| 119/16      | <b>Public Forum</b><br>There were no members of the public in attendance.   |        |
| 120/16      | <b>Reports from Outside Bodies / County Councillor</b><br>There were no outside bodies in attendance.   |        |

| Agenda Item  | Discussion and Decisions  | Action                         |
|--|---|--------------------------------|
| 121/16   | <p><b>Co-option of Parish Councillor</b></p> <p>Ms Claire Fryer had expressed an interest in becoming a Parish Councillor and had completed the relevant application. Cllr Duncan proposed that Ms Fryer be co-opted to the Parish Council, Cllr Westbury seconded and all were in favour. <b>Ms Claire Fryer was therefore co-opted as Councillor to Cofton Hackett Parish Council.</b> Ms Fryer signed the Declaration of Acceptance of Office and took her seat at the table.</p> <p>Councillors welcomed Cllr Fryer to the Parish Council.</p>  |                                |
| 122/16   | <p><b>Previous Minutes</b></p> <p>Cllr Duncan requested an amendment to item 105.2/16 to show that the request was <u>not</u> to extend the double yellow lines. This change aside, the minutes of the Meeting of the Council dated 21<sup>st</sup> November 2016 were agreed as a correct record, proposed by Cllr Westbury seconded by Cllr Duncan with all in favour.</p>  |                                |
| 123/16   | <p><b>Chairman's Report</b></p> <p>Cllr Deeming reported he is discussing a number of issues with WCC, there was nothing further to report.</p>   |                                |
| 124/16<br>124.1/16                                     | <p><b>Community Services</b></p> <p>The Xmas party was a success with a record number of people attending (68). Councillors discussed possible changes to the layout for next year, whether the cost should be increased and whether different caterers and entertainer should be considered. Cllr Birch to approach a local catering company to gauge interest for next year.</p>  | Cllr Birch                     |
| 125/16<br>125.1/16<br>125.2/16                         | <p><b>Communications</b></p> <p>Cllr Westbury reported that the Autumn newsletter had been delivered to households, the next newsletter to be published in February, Councillors to consider what should be included. Additional deliverers are required, Cllr Birch and the Clerk volunteered to assist.</p> <p>Cllr Fryer offered to look at rewriting the Parish Council website and interfacing with social media.</p>  |                                |
| 126/16<br>126.1/16<br>126.2/16<br>126.3/16<br>126.4/16 | <p><b>Highways and Bridges</b></p> <p>Cllr Fay reported that the Bilberry Centre was being decorated externally and appearance was improving.</p> <p>The lengthsman has continued with the programme of repainting the cast street signs, Cllr Deeming has requested that the yellow St Modwen signs be removed. Cllr Fay asked if drains on Rose Hill could be cleared.</p> <p>The Clerk reported difficulty in sourcing a suitable replacement for the damaged lamp post outside 54 Ashmead Drive. Cllr Fay to telephone the supplier to clarify what they supplied in the past.</p> <p>Street Light #139 on Groveley Lane has not yet been repaired, Clerk to chase.</p> <p>Lamp post outside 28 Cofton Lake Road awaits repair.</p> <p>Councillors discussed the email received enquiring about the level of lighting on Cofton Lake Road and agreed this was satisfactory.</p> <p>Cllr Duncan reported that Barnt Green Waters had informed him that a number of lights in Cofton Church Lane were not working, Cllr Fay to check and report to Clerk.</p> | Clerk<br><br>Cllr Fay<br>Clerk |

| <b>Agenda Item</b>  | <b>Discussion and Decisions</b>   | <b>Action</b>   |
|---|---|---|
|   |   | <b>Cllr Fay</b>   |
| <b>127/16</b><br>127.1/16<br><br>127.2/16<br><br>127.3/16<br>127.4/16<br><br>127.5/16<br><br>127.6/16<br>127.7/16 | <b>Environment</b><br><br>Cllr Westbury reported that the item in the Cofton News had resulted in one additional volunteer to join the Myhill Field working party. Councillors discussed the approach to the working group, Clerk to check any if there were any additional volunteers.<br><br>The Clerk reported that the 5 planters were due for delivery on the 14 <sup>th</sup> December, Clerk to ensure access to the Village Hall car park and to follow up quotes for placement around the Parish and filling with compost.<br><br>Cllr Birch reported that a local resident has offered to purchase a bench with a plaque to commemorate a relative, Cllr Birch to update at the next meeting<br><br>The Clerk reported that the Tesco Bags of Help grant application is still being prepared and will be submitted soon.<br><br>The Clerk reported that the bid for a New Homes Grant had been unsuccessful. Councillors agreed that for future bids someone should attend to present the Council's case at the decision meeting.<br><br>The Clerk reported no update on the litter bin for Cofton Fields play area.<br><br>Repair to gate at the allotments deferred until Cllr Webb is in attendance. | <br><br><br><b>Clerk</b><br><br><b>Clerk</b><br><b>Cllr Birch</b><br><b>Clerk</b>   |
| <b>128/16</b><br>128.1/16<br><br><br><br><br><br><br><br><br>128.2/16   | <b>Planning</b><br><br>Cllr Deeming had declared an interest in this item and took no part in the discussions.<br><br>Cllr Duncan reported that the applications for the new housing developments were now lodged with BDC, a full planning application for 185 houses and an outline application for up to 150 houses plus the full planning application for the new Village Hall. The developments will include 30% affordable housing. Cllr Duncan reported insufficient security on the new homes already built, the Parish Council should ensure St Modwen are aware of these concerns. Councillors discussed access, parking spaces and the siting of the Village Hall. Cllr Duncan to prepare a response, Clerk to issue to BDC.<br><br>Cllr Duncan reported that application 16/1162, 51 Fairey Street, for a single storey rear extension had been received, this appears to be a duplicate of an earlier application which had been granted. Cllr Duncan to make further enquiries.   | <br><br><br><br><br><br><br><br><br><br><br><b>Cllr Duncan/ Clerk</b><br><br><br><br><br><br><br><br><br><br><br><b>Cllr Duncan</b> |

| Agenda Item  | Discussion and Decisions   | Action    |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
|--|--|-----------|----------|---------|--------------------|------------------------|---------|------------------|---------------------|-----------|---------------------|--------------|---------|-------------|------------------------|---------|-------------------------|------------------|---------|---------------|--------------------------------------|--------|-----------------------------|-------------------------|---------|-----------------------|---------------------------------|---------|------|---------------------------------|--------|-----------------------|-----------------------------------|---------|------------------|-------------------|---------|-------------------|----------------|--------|---------------|----------------|--------|---------------------------|
| <p><b>I29/16</b></p> <p>129.1/16</p> <p>129.2/16</p> <p>129.3/16</p> | <p><b>Finance and General Purposes</b></p> <p>Request for financial assistance for garden machinery deferred to next meeting. Cllr Duncan agreed to meet with the resident involved to discuss.</p> <p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="288 465 1198 994"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Stephen Whitehouse</td> <td>Entertainer Xmas Party</td> <td>£120.00</td> </tr> <tr> <td>Ridgway Caterers</td> <td>Catering Xmas Party</td> <td>£1,105.50</td> </tr> <tr> <td>Da Costa Wine Store</td> <td>Party Drinks</td> <td>£180.77</td> </tr> <tr> <td>Heron Press</td> <td>Newsletter Autumn 2016</td> <td>£245.00</td> </tr> <tr> <td>GJH Electrical Services</td> <td>Xmas Tree Lights</td> <td>£300.00</td> </tr> <tr> <td>Jennifer Webb</td> <td>Mobile Phone Rental 3 Months Oct-Dec</td> <td>£51.63</td> </tr> <tr> <td>Cofton Hackett Village Hall</td> <td>Premises Hire Oct - Dec</td> <td>£190.96</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary November / December 2016</td> <td>£385.31</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment November / December</td> <td>£96.33</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Expenses November / December 2016</td> <td>£113.76</td> </tr> <tr> <td>Nigel Williamson</td> <td>Lengthsman Duties</td> <td>£280.75</td> </tr> <tr> <td>Cllr Keith Duncan</td> <td>Party Supplies</td> <td>£10.00</td> </tr> <tr> <td>Cllr Joan Fay</td> <td>Party Supplies</td> <td>£68.55</td> </tr> </tbody> </table> <p>The Clerk reported that the lawnmower at the allotments required a repair (to be completed under warranty) and an annual service, Councillors agreed to fund the cost of servicing.</p> | Supplier  | Services | Payment | Stephen Whitehouse | Entertainer Xmas Party | £120.00 | Ridgway Caterers | Catering Xmas Party | £1,105.50 | Da Costa Wine Store | Party Drinks | £180.77 | Heron Press | Newsletter Autumn 2016 | £245.00 | GJH Electrical Services | Xmas Tree Lights | £300.00 | Jennifer Webb | Mobile Phone Rental 3 Months Oct-Dec | £51.63 | Cofton Hackett Village Hall | Premises Hire Oct - Dec | £190.96 | Andrew Billau (Clerk) | Salary November / December 2016 | £385.31 | HMRC | Tax Payment November / December | £96.33 | Andrew Billau (Clerk) | Expenses November / December 2016 | £113.76 | Nigel Williamson | Lengthsman Duties | £280.75 | Cllr Keith Duncan | Party Supplies | £10.00 | Cllr Joan Fay | Party Supplies | £68.55 | <p><b>Cllr Duncan</b></p> |
| Supplier   | Services   | Payment   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Stephen Whitehouse   | Entertainer Xmas Party   | £120.00   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Ridgway Caterers   | Catering Xmas Party  | £1,105.50 |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Da Costa Wine Store  | Party Drinks   | £180.77   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Heron Press  | Newsletter Autumn 2016   | £245.00   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| GJH Electrical Services  | Xmas Tree Lights   | £300.00   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Jennifer Webb  | Mobile Phone Rental 3 Months Oct-Dec   | £51.63    |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Cofton Hackett Village Hall  | Premises Hire Oct - Dec  | £190.96   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Andrew Billau (Clerk)  | Salary November / December 2016  | £385.31   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| HMRC   | Tax Payment November / December  | £96.33    |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Andrew Billau (Clerk)  | Expenses November / December 2016  | £113.76   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Nigel Williamson   | Lengthsman Duties  | £280.75   |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Cllr Keith Duncan  | Party Supplies   | £10.00    |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| Cllr Joan Fay  | Party Supplies   | £68.55    |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| <p><b>I30/16</b></p> <p>130.1/16</p> <p>130.2/16</p>                 | <p><b>Correspondence Received</b></p> <p>The Clerk reported he had received notification of a kite flying event to be held at Cofton Park on the 3<sup>rd</sup> January, Councillors agreed they have no issues with this event.</p> <p>Cllr Duncan reported that the planned Cross Country run is now not taking place.</p>   |           |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| <p><b>I31/16</b></p>   | <p><b>AOB</b></p> <p>There was no AOB.</p>   |           |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |
| <p><b>I32/16</b></p>   | <p><b>Date of Next Meeting</b></p> <p>The meeting ended at 9.15pm</p> <p>Next Parish Council meeting was agreed as <b>Monday 16<sup>th</sup> January at 7.30pm.</b></p>  |           |          |         |                    |                        |         |                  |                     |           |                     |              |         |             |                        |         |                         |                  |         |               |                                      |        |                             |                         |         |                       |                                 |         |      |                                 |        |                       |                                   |         |                  |                   |         |                   |                |        |               |                |        |                           |