

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 17th July 2017

PRESENT:

Councillors:

Cllr Mr R Deeming (Chair)
Cllr Mrs J Webb
Cllr Mr R Westbury
Cllr Mr K Duncan
Cllr Ms W Birch
Cllr Mr M Pattison
Cllr Mr J Slack

Apologies:

Cllr Mrs J Fay (Vice Chair)
Cllr Ms C Fryer

Clerk to the Parish Council:

Andrew Billau (AB)

Agenda Item	Discussion and Decisions	Action
099/17	Apologies Apologies were received from Cllr Fryer (meeting clash) and Cllr Fay (holiday), these were accepted.	
100/17	Declaration of Interests Register of Interests: <ul style="list-style-type: none">• 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	
101/17	Dispensations There were no applications for dispensations received.	
102/17	Public Forum There were no members of the public in attendance.	

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103/17	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>	
104/17	<p>Previous Minutes</p> <p>The minutes of the Meeting of the Council dated 26th June 2017 were agreed as a correct record, proposed by Cllr Westbury seconded by Cllr Duncan with all in favour.</p>	
<p>105/17</p> <p>105.1/17</p> <p>105.2/17</p>	<p>Chairman's Report</p> <p>Cllr Deeming reported that now all Councillor positions had been filled he intended to appoint a chair and vice-chair for each area of responsibility and asked Councillors to consider which areas they would be prepared to undertake, to be finalised at the September meeting. Cllr Duncan is taking Cllrs Slack, Pattison and Fryer on a tour of the Parish later this week.</p> <p>Cllr Deeming indicated that he will be stepping down as Chair in 2018.</p>	<p>All</p>
<p>106/17</p> <p>106.1/17</p> <p>106.2/17</p>	<p>Community Services</p> <p>Cllr Duncan reported that West Mercia Police are keen for every Parish to become a Smartwater protected area. The Parish Council can purchase kits at approximately £8 each and distribute to residents, if purchased individually these can cost approximately £70. Councillors were asked to consider the suggestion, to be fully discussed at the September meeting, Cllr Duncan will send any further information via email.</p> <p>Cllr Westbury enquired about progress on preparations for the annual pensioners' Christmas Party. Cllr Birch reported she had been discussing menus and pricing with a potential supplier and would be comparing these to last year's supplier. Councillors agreed the date of the party will be Sunday 3rd December. Cllr Duncan to inform Cllr Birch of potential numbers attending.</p>	<p>Cllr Duncan</p> <p>Cllr Duncan</p>
<p>107/17</p> <p>107.1/17</p> <p>107.2/17</p>	<p>Communications</p> <p>Cllr Westbury reported that all the Summer newsletter had been printed and was being delivered around the Parish. He asked that Councillors respect the deadlines for submission of articles for future issues.</p> <p>Cllr Westbury reported that the Facebook group is attracting more 'likes' and is working well. The website is also up to date. Cllr Slack reported that the link from the website to BDC Declarations of Interest page doesn't work. Clerk to investigate.</p>	<p>All</p> <p>Clerk</p>
<p>108/17</p> <p>108.1/17</p> <p>108.2/17</p>	<p>Highways and Bridges</p> <p>In her absence, Cllr Fay had submitted a written report which the Clerk read out.</p> <p>Residents in Lickey Coppice have had problems with a tree and branches falling off, this has been reported to WCC and Cllr Fay has informed residents.</p> <p>The street signs which have been ordered for Oakfield Drive and Parsonage Drive are due soon.</p>	

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108.3/17	Cllr Fay will be preparing a leaflet containing all the timetables as lots of people (especially those new to the area) do not have this information.	
108.4/17	There is no news regarding a new lengthsman yet although there is still one person to speak to. Cllr Fay suggested perhaps we should employ an odd-job man, Councillors discussed and agreed to advertise with a view to creating a list of tradesmen to be called on as necessary. Cllr Webb pointed out that any tradesmen must carry appropriate insurance. Cllr Webb to supply wording for an advert to the Clerk.	Cllr Webb
108.5/17	The signs which were knocked down near the Cantonese Restaurant need to be taken away or re-erected. Clerk to progress.	Clerk
108.6/17	Cllr Deeming reported that a meeting had been held with Mr and Mrs Green and members of WCC traffic team to discuss Mr Green's difficulties crossing Groveley Lane. It was shown that Mr Green's guide dog is confused due to the revised layout. WCC are to review the issue and may propose moving the crossing point back to where it was. Cllr Deeming reported there will be another speed check carried out once motorists have become familiar with the new layout.	
108.7/17	The Clerk reported that Phil Jones Associates had declined to assist with an independent traffic survey due to their close ties with St Modwen. A second company had also declined to quote with no reason given. A third response is awaited.	
109/17	Environment	
109.1/17	Cllr Westbury reported that he planned to plant more bulbs around the Parish in the Autumn and asked that a sum of £156 be released to purchase the bulbs, this was agreed. Clerk to place the order directly with the supplier.	Clerk
109.2/17	Cllr Westbury reported that 3 quotes had now been received for the Myhill Field Play Area equipment. He presented one of the proposed schemes which Councillors were pleased with. Cllr Westbury will also contact the suppliers of the equipment at Tardebigge First School which appear to be of good quality. Next step is to discuss the proposals with the working party group. Cllr Deeming advised that 106 monies earmarked for this scheme may not be available for some time, Cllr Webb advised that the scheme can go ahead as Parish Council funds have been ringfenced for the play area. Clerk to contact BDC for an explanation of timing of release of 106 monies.	Clerk
109.3/17	The Clerk reported that all street lighting faults had been dealt with but still outstanding is the replacement lamp post at the rear of the Oak Tree pub, this is still waiting for the supplier. Cllr Duncan reported that light 140 on Groveley Lane is faulty, Clerk to report to WCC.	Clerk
109.4/17	The Clerk reported that a quote had been received to paint the two new lamp posts and was in the region of £400. Councillors agreed this can go ahead.	Clerk
109.5/17	Cllr Webb suggested that trees and bushes on the island at the bottom of Rose Hill should be trimmed back on a frequent basis. Councillors suggested every quarter. Clerk to obtain 3 quotes for this work.	Clerk
109.6/17	The Clerk reported he had spoken to Kelly Communications regarding the state of pavements and grass verges following the Virgin cable laying work. Cllr Webb reported that tidying up work seems to be ongoing and no further action need be taken at this stage.	
109.7/17	The Clerk reported that he was awaiting quotes to clear the entrance area to the Myhill field allotments.	

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109/8/17	Cllr Deeming reported that a sewage leak had been reported which was contaminating the ground on the Old Sewage Works allotments site. He and the Clerk had met with Severn Trent, the Environment Agency and St Modwen. Severn Trent have advised they will be repairing the leak without needing access to the Old Sewage Works site. The Environment Agency advised that no further action is necessary. The Clerk advised that Mr Harrington says he is no longer prepared to cut the grass in the area behind his house.																												
110/17 110.1/17	Planning Cllr Duncan reported that application 17/00772 had been received for a 2 storey side extension at 412 Groveley Lane. Councillors agreed they have no objection to this application.																												
111/17 111.1/17 111.2/17 111.3/17	<p>Finance and General Purposes</p> <p>The Clerk presented the completed Annual Governance Statement for 2016/17 which needs to be submitted to the external auditors. Councillors approved the statement and this was signed by the Chair.</p> <p>The Clerk presented the completed Accounting Statement for 2016/17 which needs to be submitted to the external auditors. Councillors approved the statement and this was signed by the Chair</p> <p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="300 1115 1093 1485"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Bill Robinson</td> <td>Internal Audit 2016 - 17</td> <td>£119.60</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£172.20</td> </tr> <tr> <td>S J Hopkins</td> <td>Replacement Lamp Post</td> <td>£1,758.82</td> </tr> <tr> <td>John Truslove</td> <td>Mission Hall Valuation</td> <td>£330.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary June / July (by SO)</td> <td>£417.41</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment June / July</td> <td>£104.36</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Expenses June / July 2017</td> <td>£43.10</td> </tr> <tr> <td>Proper Agency</td> <td>Website June 2017</td> <td>£30.00</td> </tr> </tbody> </table>	Supplier	Services	Total	Bill Robinson	Internal Audit 2016 - 17	£119.60	Cofton Spark	Street Lighting	£172.20	S J Hopkins	Replacement Lamp Post	£1,758.82	John Truslove	Mission Hall Valuation	£330.00	Andrew Billau (Clerk)	Salary June / July (by SO)	£417.41	HMRC	Tax Payment June / July	£104.36	Andrew Billau (Clerk)	Expenses June / July 2017	£43.10	Proper Agency	Website June 2017	£30.00	
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112/17 112.1/17 112.2/17 112.3/17	<p>Correspondence Received</p> <p>The Clerk reported that he had received a complaint regarding the bus shelter in Groveley Lane which is being used as a toilet and smells badly. Councillors suggested this is due to bus drivers, Clerk to contact the bus companies and the District Council.</p> <p>The Clerk reported he had received a freedom of information request regarding the Council's Land Ownership court case at the Old Sewage Works in 2008. The Clerk has copied all relevant documents. Councillors advised that the documents should be made available for viewing at the Village Hall. Clerk to advise requestor.</p> <p>The Clerk advised he had received a quote for the 4 new benches at a total of £3,762. This is a slight increase on the cost of benches bought last year. One of these benches will be funded by the money donated in memory of John Dales and will be fitted with a suitable plaque. Councillors agreed to order the 4 new benches.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																											

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112.417	The Clerk reported he had been contacted by West Mercia Police regarding the adoption of the phone box on Groveley Lane. Councillors agreed they would like to see a defibrillator installed in the box, Clerk to advise West Mercia police.	Clerk
113/17	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 18th September at 7.30pm.</p> <p>The meeting ended at 9.35pm</p>	

DRAFT