

# Cofton Hackett Parish Council

## Minutes of the Meeting of the Parish Council held on Monday 18<sup>th</sup> September 2017

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**PRESENT:**

**Councillors:**

Cllr Mr R Deeming (Chair)  
 Cllr Mrs J Fay (Vice Chair)  
 Cllr Mrs J Webb  
 Cllr Mr R Westbury  
 Cllr Mr K Duncan  
 Cllr Ms W Birch  
 Cllr Ms C Fryer  
 Cllr Mr M Pattison

**Apologies:**

Cllr Mr J Slack

**Clerk to the Parish Council:**

Andrew Billau (AB)

Agenda Item	Discussion and Decisions	Action
114/17	<p><b>Apologies</b></p> <p>Apologies were received from Cllr Slack (holiday), these were accepted.</p>	
115/17	<p><b>Declaration of Interests</b></p> <p>Register of Interests:</p> <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>	
116/17	<p><b>Dispensations</b></p> <p>There were no applications for dispensations received.</p>	
117/17	<p><b>Public Forum</b></p> <p>Mr and Mrs Green were in attendance, Mrs Green spoke about the ongoing discussions regarding the crossing point on Groveley Lane. She reported that a meeting had been held on site with Maurice Carless and Paul Cooper from Worcestershire Highways Department. Also attending were Mr Green (totally blind), Ms Sargeant (totally blind), a representative from Sight Concern and a disabled mobility scooter user.</p>	

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	<p>The main points from the meeting were:-</p> <ul style="list-style-type: none"> <li>- The crossing will remain unchanged but with some modifications including extending the crossing point in a straight line to meet the original path, together with a galvanised gate across the main path for vehicle access if required. Extra tactile paving will be installed to guide blind people accessing and leaving the main path.</li> <li>- Extra signage around the crossing point to highlight it.</li> <li>- The possibility of application of an enforcement area with cameras and the imposing of fines if the speed limit is exceeded.</li> <li>- No parking signage at the crossing point on the park side.</li> <li>- 20mph vehicle speed limit zone.</li> </ul> <p>Mrs Green has requested written confirmation of what is actually agreed by the Highways Department.</p> <p>Mrs Green has requested the 20mph limit zone via Cllr Peter McDonald and asked the Parish Council to support that request. She has also written to Sajid Javid MP who has passed the concerns to the acting CEO at WCC and has promised to respond.</p> <p>She suggested that general consensus is that traffic speed has increased rather than slowed due to the new road surface, she also pointed out that the cost of this (£70k) was borne by the Highways Dept and was not part of the £115k section 106 monies. The cost of a new pedestrian controlled crossing is in the region of £200k and is unlikely to be considered.</p> <p>Mrs Green expressed disappointment at the lack of comments or action from the Parish Council since her last email.</p> <p>Councillors discussed the report, it was noted that another speed check exercise is due at the end of September and the results of this would be important. The possibility of coverage in the media was discussed and it was agreed that an article will be included in the next Parish Newsletter together with a loose-leaf form for residents to send back their views. Cllr Westbury to agree wording with Mrs Green.</p> <p>Councillors thanked Mr and Mrs Green, who left the meeting at 8.15pm.</p>	<b>Cllr Westbury</b>
<b>118/17</b>	<p><b>Reports from Outside Bodies / County Councillor</b></p> <p>There were no outside bodies in attendance.</p>	
<b>119/17</b>	<p><b>Previous Minutes</b></p> <p>The minutes of the Meeting of the Council dated 17<sup>th</sup> July 2017 were agreed as a correct record, proposed by Cllr Westbury seconded by Cllr Duncan with all in favour.</p>	
<b>120/17</b> 120.1/17	<p><b>Chairman's Report</b></p> <p>Cllr Deeming reported that he had received 2 replies from Councillors regarding their preferred areas of responsibility. It was agreed that the following responsibilities would operate going forward:-</p> <ul style="list-style-type: none"> <li>- <b>Communications</b> – Chair Cllr Westbury, Vice-Chair Cllr Fryer with assistance from Cllr Pattison</li> <li>- <b>Environment and Community Services (merged)</b> – Chair Cllr Birch, Vice-Chair Cllr Duncan</li> <li>- <b>Finance</b> – Chair Cllr Webb, Vice-Chair Cllr Slack</li> <li>- <b>Planning</b> – Chair Cllr Duncan, Vice-Chair Cllr Fryer</li> <li>- <b>Highways and Bridges</b> – Chair Cllr Fay, Vice-Chair Cllr Pattison</li> </ul>	

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	Cllr Fay suggested a breakdown of items within each area of responsibility. Clerk to write this up and also research standard templates for this.	<b>Clerk</b>
<b>I21/17</b>	<b>Community Services</b>	
I21.1/17	There was no update on the Smartwater initiative, this was deferred to the October meeting, Cllr Duncan will send any further information via email.	<b>Cllr Duncan</b>
I21.2/17	Cllr Birch reported she had been discussing menus and pricing with a potential alternative supplier and suggested that last year's supplier, Ridgway catering, still offered the best value for money. Councillors agreed that Ridgway should be employed for this year's party, Cllr Birch to contact them to confirm.  Councillors discussed entertainment for the party, Cllr Birch to research and report back.	<b>Cllr Birch</b>  <b>Cllr Birch</b>
<b>I22/17</b>	<b>Communications</b>	
I22.1/17	Cllr Westbury reported that he will soon be requesting articles for the Autumn newsletter and asked Councillors to respect the deadline for submission of articles.	<b>All</b>
I22.2/17	The Facebook group continues to attract readers, the bulb planting exercise was reported with a number of photographs and received 30 'Likes'.	
<b>I23/17</b>	<b>Highways and Bridges</b>	
I23.1/17	Cllr Fay reported there has been no progress on a replacement Lengthsman, this will again be advertised in Cofton News. Clerk to ask WCC if they are able to suggest anyone.	<b>Clerk</b>
I23.2/17	The replacement street signs have not yet been made, BDC prepare these in batches and we will need to wait for these.	
I23.3/17	The Clerk reported the replacement lamp post for post 40 on Groveley Lane was still not available from the supplier having been ordered in July. Cllr Fay to contact supplier.	<b>Cllr Fay</b>
I23.4/17	The Clerk advised that all outstanding street light faults have been resolved. Cllr Westbury reported an all-day burner on Barnt Green Rd, Cllr Duncan reported a fault in Ashmead Rise, Cllr Duncan to advise Clerk of precise location.  Cllr Webb suggested setting up a contract with a supplier to regularly review and maintain lamp post condition (painting, broken covers etc).	<b>Clerk</b> <b>Cllr Duncan</b>
I23.5/17	Cllr Fay reported that 2 quotes had been received for the installation of the 4 new benches, the third company suggested by Cllr Westbury had failed to respond. Councillors agreed that M Webb developments, who provided the lowest quote, should be employed to carry out this work. This was proposed by Cllr Fay and seconded by Cllr Birch with all in favour. Cllr Webb had previously declared her interest in this company. Clerk to provide works order, Cllr Fay to agree location of benches.	<b>Clerk</b> <b>Cllr Fay</b>
<b>I24/17</b>	<b>Environment</b>	
I24.1/17	The Clerk reported that BDC have agreed that of the three bins in the Parish, only one is	

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	on Private land and will therefore attract a charge for emptying. However BDC have re-presented to original bill for 2 bins, the Clerk has again requested this is discounted.	<b>Clerk</b>
124.2/17	Cllr Westbury reported that the bulb planting event had been very successful with crocus bulbs being planted in the Aero Way area. 30 people attended and tea, coffee and cakes were provided. Residents said they enjoyed the event and it enabled them to meet other residents. Cllr Westbury requested a further £100 to restock the planters, Councillors agreed this should be provided.	
124.3/17	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. The chosen proposal has now been discussed with the Working Party, the young moms were in favour but there were some concerns from other members. Cllr Westbury has now met with the crime prevention officer who reported no objections to the proposal. Following discussions one item will be taken out of the plan and replaced with an item more suitable for younger children. The total cost is now approx. £20,000 and Councillors agreed to proceed on this basis. The Clerk reported that the Tesco Bags of Help Grant first payment of £3,750 towards this had been received and a further £1,250 will be paid on completion.	
124.4/17	Two cradle swing seats had been supplied to replace broken seats on the play area, Cllr Westbury now requested that 2 Flat Seats be ordered to replace the old ones at a cost of £74, this was agreed, Clerk to place order.	<b>Clerk</b>
124.5/17	Cllr Fay reported that the damaged grass verges had been mown but BDC but remained bumpy, Kelly Communications have visited the site but have not carried out any remedial work as promised. Clerk to contact Kelly Communications.	<b>Clerk</b>
124.6/17	Cllr Fay reported that the work on the Ash tree at Lickey Coppice had been completed.	
124.7/17	The Clerk requested Councillor involvement in obtaining some sort of response from the tree officer at BDC regarding the Chestnut Tree on the Stocken. Cllr Fay to contact BDC.	<b>Cllr Fay</b>
124.8/17	The Clerk reported difficulties in obtaining quotes for carrying out work on the allotment entrance and Rose Hill Island, despite contacting several companies. It was agreed that no action should be taken on the allotment entrance and to reconsider Rose Hill Island at the next meeting.	
124.9/17	Cllr Pattison reported he had received a request from Steve Bach, footpaths warden, regarding footpath 521. The path used to run underneath the railway but this has been closed since 1939. Reopening it would allow residents on the new development to more easily access the footpath network. Councillors agreed to raise the issue with St Modwen, Clerk to contact them.	<b>Clerk</b>
<b>125/17</b>	<b>Planning</b>	
125.1/17	Cllr Duncan reported on a Tree Preservation Order on the Ash Tree at 528 Groveley Lane.	
125.2/17	The application for a large extension at 412 Groveley Lane has been refused and a new application for a smaller extension now approved.	
125.3/17	Cllr Duncan reported that a new footbridge for the public footpath at Cofton Level Crossing has finally been agreed and approved.	

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<p><b>126/17</b></p> <p>126.1/17</p> <p>126.2/17</p>	<p><b>Finance and General Purposes</b></p> <p>The Clerk circulated the current budget position for 2017/18, to be discussed at next meeting.</p> <p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="300 495 1235 1301"> <thead> <tr> <th colspan="3"><b>Bills Paid During August (No PC Meetings)</b></th> </tr> </thead> <tbody> <tr> <td>GR Mowing</td> <td>Grass Cutting July</td> <td>£132.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£680.90</td> </tr> <tr> <td>Jennifer Webb</td> <td>Mobile Phone</td> <td>£53.73</td> </tr> <tr> <td>Cofton Hackett Village Hall</td> <td>Premises Hire</td> <td>£225.22</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary July / August (by S/O)</td> <td>£417.41</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <th colspan="3"><b>Bills to Pay September 2017</b></th> </tr> <tr> <th><b>Supplier</b></th> <th><b>Services</b></th> <th><b>Total</b></th> </tr> <tr> <td>HMRC</td> <td>Tax Payment July / August</td> <td>£104.36</td> </tr> <tr> <td>Proper Agency</td> <td>Website July 2017</td> <td>£30.00</td> </tr> <tr> <td>Ogilvie Engineering</td> <td>Benches x 4</td> <td>£3,762.00</td> </tr> <tr> <td>Hopwood Tree Services</td> <td>Tree Pruning Lickey Coppice</td> <td>£215.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website August 2017</td> <td>£30.00</td> </tr> <tr> <td>B&amp;S Chains</td> <td>Play Area Seats</td> <td>£153.60</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary August / September (by SO)</td> <td>£417.41</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment August / September</td> <td>£104.36</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Expenses July - Sept 2017</td> <td>£107.90</td> </tr> </tbody> </table>	<b>Bills Paid During August (No PC Meetings)</b>			GR Mowing	Grass Cutting July	£132.00	Cofton Spark	Street Lighting	£680.90	Jennifer Webb	Mobile Phone	£53.73	Cofton Hackett Village Hall	Premises Hire	£225.22	Andrew Billau (Clerk)	Salary July / August (by S/O)	£417.41				<b>Bills to Pay September 2017</b>			<b>Supplier</b>	<b>Services</b>	<b>Total</b>	HMRC	Tax Payment July / August	£104.36	Proper Agency	Website July 2017	£30.00	Ogilvie Engineering	Benches x 4	£3,762.00	Hopwood Tree Services	Tree Pruning Lickey Coppice	£215.00	Proper Agency	Website August 2017	£30.00	B&S Chains	Play Area Seats	£153.60	Andrew Billau (Clerk)	Salary August / September (by SO)	£417.41	HMRC	Tax Payment August / September	£104.36	Andrew Billau (Clerk)	Expenses July - Sept 2017	£107.90	
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<p><b>127/17</b></p> <p>127.1/17</p> <p>127.2/17</p>	<p><b>Correspondence Received</b></p> <p>The Clerk reported that he had received an email regarding supply of Wheelie Bin Speed awareness stickers and asked Councillors if they wished to purchase a batch. Councillors agreed to purchase 500 stickers for distribution with the Parish Newsletter, at a cost of £220. Clerk to place order.</p> <p>The Clerk reported he had received a telephone call from a resident in Parsonage Drive complaining about the state of the pavements there and continuing St Modwen's construction traffic passing through. Clerk to contact Cllr McDonald and St Modwen's about these issues.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>																																																						
<p><b>128/17</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting was agreed as <b>Monday 16<sup>th</sup> October at 7.30pm.</b></p> <p><b>The meeting ended at 10.05pm</b></p>																																																							