

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 20th November 2017

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 C Fryer
Cllr Mr M Pattison
Cllr Mr J Slack

Apologies:

Cllr Ms W Birch

Clerk to the Parish Council:

Andrew Billau (AB)

Agenda Item	Discussion and Decisions	Action
144/17	Apologies Apologies were received from Cllr Birch (holiday), these were accepted.	
145/17	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	
146/17	Dispensations Cllr Slack had submitted a written request to the Clerk for dispensation to speak and vote on the planning application at 16, Cofton Church Lane. Councillors agreed to grant the dispensation.	
147/17	Public Forum There were no members of the public in attendance,	

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148/17	Reports from Outside Bodies / County Councillor There were no outside bodies in attendance.	
149/17	Previous Minutes The minutes of the Meeting of the Council dated 16 th October 2017 were agreed as a correct record, proposed by Cllr Westbury seconded by Cllr Duncan with all in favour.	
150/17	Chairman's Report	
150.1/17	Cllr Deeming reported on the recent theft of gardening equipment from the shed on the Myhill field allotments. He said he was hoping 106 monies would be available to fund replacement equipment but this was not yet available. Clerk to enquire whether the Parish Council is covered for this theft by its insurance policy and to advise of any excess. Councillors discussed storage facilities and security at the allotment site, Cllr Webb to discuss with John Sadler and Martin Linford. Cllr Slack requested that the budget for security be kept realistic to reflect the relatively low income from the allotments.	Clerk Cllr Webb
150.2/17	Cllr Deeming noted that the new Village Hall is unlikely to be built before 2020 and suggested that funds be allocated to improve the condition of the existing Village Hall. Councillors discussed refurbishment of the kitchen and toilets. Cllr Webb to arrange for a specification of improvements to be drawn up which can then be taken to contractors to provide quotes.	Cllr Webb
151/17	Community Services	
151.1/17	Cllr Birch had circulated tasks to be completed in preparation for the seniors' Christmas Party. Councillors agreed which tasks they would undertake. The Clerk confirmed that the caterers were booked in for the event and their deposit would be posted the following day. Cllr Fryer to contact the entertainer to discuss arrangements.	Cllr Fryer
151.2/17	Cllr Duncan reported that he had asked PC Tim Burling how the Parish Council could implement Smartwater. Tim Burling has written to the Clerk, Clerk to check for this communication. Councillors agreed that the total sum must be included in the budget for next year.	Clerk
151.3/17	Councillors discussed the Christmas tree lights, Clerk to contact electrician for costs.	Clerk
152/17	Communications	
152.1/17	Cllr Westbury reported that the Autumn Newsletter had been distributed and that the Facebook page was being well used.	
152.2/17	Cllr Slack asked if the correct Parish Boundary plan could be published on the website, Clerk to arrange.	Clerk
152.3/17	Councillors requested that the Newsletters be posted on the website and on Facebook, Clerk to implement.	Clerk
153/17	Highways and Bridges	
153.1/17	Cllr Fay reported there has been no progress on a replacement Lengthsman, Cllr Fryer	

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	suggested she may know someone who would be interested, Cllr Fryer to investigate.	Cllr Fryer
153.2/17	The replacement street signs have not yet been made, BDC prepare these in batches and we will need to wait for these. However, a street sign for Middle Drive has been replaced. Cllr Fay to chase.	Cllr Fay
153.3/17	Cllr Fay reported that the replacement lamp post for post 40 on Groveley Lane was planned for installation tomorrow (22 nd November). Western Power will be installing new connections	
153.4/17	Cllr Fay reported on a request from Cllr Birch to install additional lighting in the cul-de-sac behind the Oak Tree pub. Councillors agreed this would not be cost effective.	
153.5/17	Clerk to report faulty street lights outside 54 Ashmead Drive and on the Village Hall Car Park	Clerk
153.6/17	Cllr Fay and Cllr Pattison have investigated the state of the grass verges following the Virgin Media cable laying works and at the corner of Ten Ashes. These are still in a poor state. Councillors agreed this is the responsibility of Kelly Communications, Clerk to write to them again.	Clerk
153.7/17	Referring to Groveley Lane and the traffic calming measures, Cllr Fay expressed disappointment that the Parish Council had been unable to help resolve the issues raised by Mr and Mrs Green at recent meetings. She read out a letter she proposed to send to various agencies in the hope that some assistance could be received. Councillors discussed at some length and agreed that the letter could be sent. Cllr Fay to provide wording and contact details, Clerk to arrange sending of the letters.	Cllr Fay / Clerk
153.8/17	Cllr Fay reported she had received a call regarding the state of the area where the burnt-out caravan had been, with glass etc. left over the road. Councillors and the Clerk did not believe there was an issue but Cllr Fay will check.	Cllr Fay
153.9.17	Cllr Slack asked that the vegetation overhanging the pavement on Kendal End Road be reported to highways, Clerk to report.	Clerk
154/17	Environment	
154.1/17	Cllr Westbury reported that the installation of the play equipment at the Myhill Field play area was commencing on Wednesday 22 nd November, Clerk will meet contractors to ensure all is in hand.	Clerk
154.2/17	The Clerk reported that an allotment plot will become available in January 2018, he has contacted the first person on the waiting list who has declined the offer due to the distance from his home. Clerk to offer the plot to the next person on the list.	Clerk
154.3/17	Councillors discussed the condition of the kissing gate on the North Worcestershire path, Clerk to report to WCC.	Clerk
154.4/17	Cllr Pattison asked if there had been any responses to the requests to remove Estate Agents' signs on Parish Land. The Clerk reported no response. Clerk to write again if no progress within the week.	Clerk
154.5/17	Cllr Pattison asked if there had been any progress on re-opening the public footpath under the railway, the Clerk reported he had received 2 acknowledgements from St Modwen but no positive response yet. Clerk to supply email address to Cllr Pattison.	Clerk

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<p>155/17</p> <p>155.1/17</p> <p>155.2/17</p> <p>155.3/17</p> <p>155.4/17</p>	<p>Planning</p> <p>Cllr Duncan reported on the application for listed building consent at the Archers, for installation for a lift. Councillors agreed they have no objection to this application.</p> <p>Councillors discussed application 17/01085, outline application for a detached dwelling at 16, Cofton Church Lane. Cllr Slack has visited neighbouring properties adjacent and opposite to ascertain their views, the reaction has been mixed. Cllr Slack gave his own opinion on the application, suggestion it was in contravention of the District Plan and that splitting of garden plots should be discouraged. Cllrs Slack and Duncan to discuss and prepare a response for Bromsgrove District Council.</p> <p>Cllr Duncan reported that the application for a large extension at 38 Ashmead Drive had been withdrawn.</p> <p>Discussion on Kathy's Corner and the old sorting office deferred to next meeting.</p>	<p>Cllr Duncan / Cllr Slack</p>																																																
<p>156/17</p> <p>156.1/17</p> <p>156.2/17</p> <p>156.3/17</p> <p>156.4/17</p> <p>156.5/17</p>	<p>Finance and General Purposes</p> <p>Cllr Webb reported that the Parish Council is currently overspent against budget by £1,500 and that next year's precept demand need to be calculated. She asked all Councillors to submit their ideas for spend next year in time for the next meeting.</p> <p>Clerk to enquire on last date for submission of precept application.</p> <p>The Clerk had circulated a draft Document Retention Policy which he asked Councillors to approve, Councillors were all in agreement with the proposal, Clerk to publish and implement.</p> <p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="300 1265 1233 1803"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>Proper Agency</td> <td>Website September</td> <td>£30.00</td> <td>£5.00</td> </tr> <tr> <td>Worcestershire CALC</td> <td>Training, Cllr Pattison, Cllr Slack</td> <td>£60.00</td> <td>£10.00</td> </tr> <tr> <td>Worcestershire CALC</td> <td>Training, Cllr Pattison</td> <td>£30.00</td> <td>£5.00</td> </tr> <tr> <td>Heron Press</td> <td>Newsletter Autumn 2017</td> <td>£265.00</td> <td></td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£100.70</td> <td></td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£132.00</td> <td>£22.00</td> </tr> <tr> <td>Grant Thornton</td> <td>External Audit 2017</td> <td>£360.00</td> <td>£60.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website October</td> <td>£30.00</td> <td>£5.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary October / November (by SO)</td> <td>£421.58</td> <td></td> </tr> <tr> <td>HMRC</td> <td>Tax Payment October / November</td> <td>£105.40</td> <td></td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Expenses September / October</td> <td>£55.00</td> <td></td> </tr> </tbody> </table> <p>It was agreed that Cllr Webb would look at the state of the trees surrounding the Village Hall and obtain estimates for required works.</p> <p>Clerk to forward quotes for Rose Hill Island pruning to Cllr Duncan.</p>	Supplier	Services	Payment	VAT	Proper Agency	Website September	£30.00	£5.00	Worcestershire CALC	Training, Cllr Pattison, Cllr Slack	£60.00	£10.00	Worcestershire CALC	Training, Cllr Pattison	£30.00	£5.00	Heron Press	Newsletter Autumn 2017	£265.00		Cofton Spark	Street Lighting	£100.70		GR Mowing	Grass Cutting	£132.00	£22.00	Grant Thornton	External Audit 2017	£360.00	£60.00	Proper Agency	Website October	£30.00	£5.00	Andrew Billau (Clerk)	Salary October / November (by SO)	£421.58		HMRC	Tax Payment October / November	£105.40		Andrew Billau (Clerk)	Expenses September / October	£55.00		<p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Webb</p> <p>Clerk</p>
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<p>157/17</p> <p>157.1/17</p>	<p>Correspondence Received</p> <p>The Clerk reported that he had received a letter from Cofton Church requesting a donation for the upkeep of the churchyard, Councillors agreed, as in previous years, to donate the sum of £500. Clerk to present cheque for signing at next meeting</p>	<p>Clerk</p>
<p>158/17</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 18th December at 7.30pm.</p> <p>The meeting ended at 9.45pm</p>	

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