

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 19th March 2018

PRESENT:

Councillors:

Cllr Mr R Deeming (Chair)
 Cllr Mrs J Fay (Vice Chair)
 Cllr Mr R Westbury
 Cllr Mr K Duncan
 Cllr Mr M Pattison
 Cllr Mr J Slack

APOLOGIES:

Cllr Ms C Fryer
 Cllr Ms W Birch
 Cllr Mrs J Webb

Clerk to the Parish Council:

Andrew Billau (AB)

Members of the Public

1 member of the public was in attendance.

Agenda Item	Discussion and Decisions	Action
130/18	<p>Apologies</p> <p>Apologies were received from Cllr Fryer, Cllr Birch and Cllr Webb, these were all accepted.</p> <p>Cllr Deeming reported that Cllr Fryer had requested a break from Parish Council duties due to her illness but had asked that she be kept up to date with Parish Council activities. Councillors agreed that they would continue to accept Cllr Fryer's apologies and wished her well for a speedy recovery. It was agreed to arrange delivery of flowers to her home address to the value of £30. Clerk to arrange.</p>	Clerk
131/18	<p>Declaration of Interests</p> <p>Register of Interests:</p> <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 	

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132/18	<p>Dispensations</p> <p>There were no applications for dispensations received.</p>	
133/18 133.1/18	<p>Public Forum</p> <p>A resident of Ashmead Drive was in attendance. She reported that following an attempted burglary at her home, she had been very pleased with the response from the Police who have given advice and supplied a shed alarm and a Smartwater kit. Councillors were pleased that the Police had responded in this manner.</p>	
134/18 134.1/18	<p>Reports from Outside Bodies / County Councillor</p> <p>County Councillor Peter McDonald was unable to attend but sent the following report:</p> <p><i>I would request the Parish to follow the County Council in embarking on a programme to change over all the lamps on your lamp posts to Led. The cost of the lamps have dropped remarkable and now more cost effective than ever.</i></p> <p><i>On the other subject of 'Smartwater' I have raised £4,000 towards their purchase and with the PCC's contribution is now £5,000. Having spoken to the PCC it is our ambition to have the whole of the Division I represent to become a 'Smartwater Area'. However, this is only achievable with all the three Parishes contributing as well. I shall be raising more money in this coming financial year and hopefully then raise enough money for at least a thousand properties.</i></p> <p>Cllr Duncan said that the Parish Council will gratefully accept any assistance with funding for Smartwater kits, Cllrs Slack and Westbury asked that the Clerk acknowledge Cllr McDonald's offer and ask how much money might be contributed.</p>	Clerk
135/18	<p>Previous Minutes</p> <p>The minutes of the Meeting of the Council dated 19th February 2018 were agreed as a correct record, proposed by Cllr Westbury seconded by Cllr Duncan with all in favour.</p>	
136/18	<p>Chairman's Report</p> <p>There was nothing additional to report which was not included on the agenda.</p>	
137/18 137.1/18 137.2/18	<p>Finance and General Purposes</p> <p>Cllr Slack confirmed that all Councillors had seen and considered the revised Financial Regulations Policy document. He explained that the revisions include ratification of bookkeeping and that a minimum of one 'supporter' should examine the bank reconciliation with the Clerk at least quarterly, this 'supporter' must not be a signatory of a member of the Finance Committee. All were in favour of this change. Cllr Westbury provided examples of a bank reconciliation format for the Clerk to consider adopting.</p> <p>Cllr Slack proposed that the revised Financial Regulations be ratified and adopted by the Parish Council, this was seconded by Cllr Pattison and all were in favour. The Clerk will hold master versions of all policies in Word format, with published policies in PDF format.</p> <p>The Clerk reported he had received a further letter from the bank requesting details of signatories and a copy of the Financial Regulations, it was agreed the Clerk will handle the response to the bank.</p>	Clerk Clerk

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137.3/18	Cllr Slack reported that he and Cllr Webb had produced a revised Risk Assessment document but that there were still some missing items, examples being that it lacked a plan for business continuity, and references to the Myhill Field and the mission hall. Councillors discussed the number of items included and agreed that it needs to be an exhaustive document. Cllr Slack added that the revised risk assessment is an improvement on the previous version and proposed that the document be adopted as a temporary measure, it will be continually to reviewed and presented to Council for adoption again at the September meeting. This was agreed by all. Clerk to retain master.	Clerk																								
137.4/18	The Clerk reported that new Data Protection Regulations require the Parish Council to demonstrate compliance by May 25 th 2018. He reported he had received some information and assistance on this from Worcestershire CALC and was expecting more over the coming weeks. He informed Councillors that the Parish Council must appoint a Data Protection Office, who cannot be the Clerk, he said he expected this will be available as a paid service from a company recommended by CALC. Clerk to monitor and report back at next meeting.	Clerk																								
137.5/18	<p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="300 864 1201 1196"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£470.70</td> </tr> <tr> <td>Heron Press</td> <td>Newsletter</td> <td>£385.00</td> </tr> <tr> <td>Worcestershire CALC</td> <td>Training, Cllr Slack</td> <td>£30.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website February 2018</td> <td>£30.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary February / March (by SO)</td> <td>£421.58</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment February / March</td> <td>£105.40</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Expenses February / March</td> <td>£67.34</td> </tr> </tbody> </table>	Supplier	Services	Payment	Cofton Spark	Street Lighting	£470.70	Heron Press	Newsletter	£385.00	Worcestershire CALC	Training, Cllr Slack	£30.00	Proper Agency	Website February 2018	£30.00	Andrew Billau (Clerk)	Salary February / March (by SO)	£421.58	HMRC	Tax Payment February / March	£105.40	Andrew Billau (Clerk)	Expenses February / March	£67.34	
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138/18	Community Services																									
138.1/18	Status on Smartwater initiative covered by item 134.1/18																									
138.2/18	There was no update on the specification for Village Hall refurb in Cllr Webb's absence – deferred to next meeting.	Cllr Webb																								
139/18	Communications																									
139.1/18	Cllr Westbury reported that the newsletter had been successfully distributed around the Parish and thanked deliverers for their help.																									
139.2/18	Cllr Westbury reminded Councillors that a date for the annual Parish Assembly needs to be set, this was agreed as Monday May 14 th 2018. Clerk to enquire in availability of Chris Newsome from St Modwen to speak about the new development and the new village hall, then to produce a flyer for distribution.	Clerk																								
140/18	Highways and Bridges																									
140.1/18	Cllr Fay reported that she had visited the areas affected by gas pipe laying works and had spoken with the site foreman and subsequently the supervisor by telephone. She reported to them how people had been left without gas at very short notice and asked if																									

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	<p>the company would provide compensation. She said a sum of £20 for each household affected had been offered but she felt this was insufficient. The company said that following completion of the works an assessment team will visit to inspect, she has asked that she and Cllr Pattison be allowed to meet with this team to discuss what remedial works are required. Cllr Slack agreed that the condition of the area during these works has been unacceptable. Cllr Fay also agreed to speak with Cllr McDonald.</p>	Cllr Fay / Cllr Pattison
140.2/18	<p>The Clerk reported he had received responses from both the Police and Highways authorities regarding the traffic violations in Ten Ashes Lane. Both responses stated that this is a police issue but the 'no access' order is effectively unenforceable. It was pointed out that the order was out in place in the 1970s when the Rover Car plant was in operation and now that is gone maybe the order should be revoked. Cllr Westbury noted that satnav systems will take vehicles along this road. Councillors discussed the possibility of blocking off one end of this road, it was felt this may be impractical. Cllr Fay said she will try to get a meeting with Richard Clewer (WCC) or Cllr McDonald.</p>	Cllr Fay
140.3/18	<p>Cllr Deeming reported he had received a call regarding the bus shelter on Groveley Lane during the snow fall, the roof of the shelter has collapsed. Cllr Fay has ensured this has been cordoned off. Councillors discussed repair of the roof or possibly replacement by a modern, perspex shelter. Councillors also discussed the condition of the bus shelters on Groveley Lane, bus drives using them as toilets and possible solutions to this problem. Clerk to obtain quotes for both repair of existing and supply of new modern shelters.</p> <p>Cllr Duncan to inform Clerk of Bus Company names so that he can write to them regarding these issues.</p>	Clerk Cllr Duncan
140.4/18	<p>Clerk to pursue insurance claim for replacement lamp post in Ten Ashes Lane, will ask the insurance company if they will accept just the one quote.</p>	Clerk
140.5/18	<p>The Clerk reported he had received emails from a resident and also from Cllr McDonald requesting that the Parish Council consider replacing all street lights with LED lamps. The Clerk has obtained a rough estimate for this work of £12,000 - £15,000. Councillors were generally in agreement that this should be considered and asked the Clerk to contact the electricity supply company to ascertain an estimate of potential savings. To be discussed again at the next meeting.</p>	Clerk
141/18	Environment	
141.1/18	<p>The Clerk reported he had received a quote for supply and erection of a steel shed at the allotment site, including making good the existing base, of approx. £1,800 - £2,300. Councillors agreed that a metal shed should be supplied but asked that quotes be obtained to build a permanent concrete base, to be discussed at the next meeting.</p>	Clerk
141.2/18	<p>In Cllr Birch's absence, Cllr Pattison reported on the initial inspection of the play area at Myhill field, a number of issues have been noticed, none are high risk. The most serious issue is a pot hole which needs remedial work, Clerk to investigate. Clerk to also contact Kompan regarding a split in one of the stepping stones, and obtain a quote for repainting of the climbing frame.</p>	Clerk
141.3/18	<p>Clerk to investigate Barnt Green PC's appointment of an 'outdoor caretaker' to see if his role could be extended to Cofton Hackett.</p>	Clerk
141.4/18	<p>Councillors confirmed they had received the report on the condition of the wall at the Play Area and agreed no further action was necessary.</p>	
141.5/18	<p>The Clerk informed Councillors of the three quotes received for grass cutting services in 2018. Councillor Slack proposed that the quote from GR Mowing be accepted, this was</p>	

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141.6/18	<p>seconded by Cllr Pattison with all in favour. Clerk to place the order.</p> <p>The Clerk read out a response he had received regarding a potential TPO on land at The Grove, Councillors discussed and agreed to pursue an application for a TPO, it was suggested CPRE may be able to assist.</p>	<p>Clerk</p> <p>Clerk</p>
<p>142/18</p> <p>142.1/18</p> <p>142.2/18</p> <p>142.3/18</p>	<p>Planning</p> <p>Cllr Duncan reported that application 18/00130 had been received, for an extension at 185 Barnt Green Rd, he had discussed this with Cllr Fryer and agreed they had no objections.</p> <p>Application 18/00254 for a single and 2 storey extension was discussed, Councillors agreed they had no objections.</p> <p>Cllr Duncan reported that application 18/00270 had been received, this is for change of use from A1 (shop and residence) to B1 (offices). He informed Councillors that this related to the Post Office on Groveley Lane. Councillors were surprised that it seemed the Post Office is likely to close and discussed the implications. The Clerk was asked to write to the Post Office to ask what is likely to happen. Subsequent to the meeting Cllr Westbury reported that the Post Office is operated as a franchise so the owners would be free to sell the property.</p>	<p>Clerk</p>
<p>143/17</p> <p>143.1/18</p> <p>143.2/18</p>	<p>Correspondence Received</p> <p>Cllr Deeming reported that he had received a letter from developers wishing to build on land at the end of Cofton Lake Road, to which he has responded negatively as the land is green belt.</p> <p>The Clerk reported he had received a letter from Npower informing the PC that its electricity contract ends in April. An increase from 16.7p to 22.6p per kwh is proposed. Clerk to pursue alternative suppliers.</p>	<p>Clerk</p>
<p>144/17</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 16th April 2018 at 7.30pm.</p> <p>The meeting ended at 9.20pm</p>	