

# Cofton Hackett Parish Council

## Minutes of the Meeting of the Parish Council held on Monday 18<sup>th</sup> June 2018

---

### PRESENT:

#### Councillors:

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

### APOLOGIES:

None

### NOT IN ATTENDANCE:

Cllr Ms C Fryer

### Clerk to the Parish Council:

Andrew Billau (AB)

Agenda Item	Discussion and Decisions	Action
175/18	<b>Apologies</b> There were no apologies. Cllr Fryer was not in attendance	
176/18	<b>Declaration of Interests</b> 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>	
177/18	<b>Dispensations</b> There were no applications for dispensations received.	
178/18	<b>Public Forum</b> There were no members of the public in attendance.	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
179/18	<p><b>Reports from Outside Bodies / County Councillor</b></p> <p>There were no outside bodies in attendance.</p>	
180/18	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting of the Council and AGM, dated 21<sup>st</sup> May 2018 were agreed as a correct record, proposed by Cllr Duncan, seconded by Cllr Slack with all in favour.</p>	
<p>181/18</p> <p>181.1/18</p> <p>181.2/18</p> <p>181.3/18</p>	<p><b>Chairman's Report</b></p> <p>Cllr Westbury thanked Cllr Webb and Cllr Fay for their hard work during their times as heads of Finance and Highways, and said he was pleased they were both remaining on the Parish Council. Organisation changes will be communicated in the forthcoming newsletter.</p> <p>Cllrs Westbury and Pattison attended the recent training for General Data Protection Regulations and found it interesting. Councillors were advised that they should have dedicated email addresses for Parish Council business and should not use personal email accounts. Clerk to investigate.</p> <p>The Parish Council should register with the Information Commissioner's ICO the cost will be approx. £40. Clerk to action. The data protection policy will also need to be amended and ratified.</p>	<p>Clerk</p> <p>Clerk</p>
<p>182/18</p> <p>182.1/18</p> <p>182.2/18</p> <p>182.3/18</p> <p>182.4/18</p> <p>182.5/18</p>	<p><b>Finance and General Purposes</b></p> <p>The Clerk requested that the Council's Annual Governance Statement and Accounting Statements, which had been circulated to Councillors, be approved. This was agreed by all and signed by the Chairman, Clerk to submit for audit.</p> <p>The Clerk reported that he had received a request for a donation toward maintenance of the ride-on mower which is used to maintain an area on the Old Sewage Works Allotment Site. Councillors discussed ownership and demarcation of the allotment areas. Councillor Duncan proposed that a sum of £90 be donated towards the maintenance of the mower, this was seconded by Cllr Slack with all in favour. Clerk to send cheque with accompanying letter.</p> <p>Cllrs Slack, Pattison and Duncan will visit the Old Sewage Works allotment site.</p> <p>Cllr Westbury reported that a request had been received for a payment of £225 to Lickey and Blackwell PC being for a half share of promotional items for the Neighbourhood plan, draft plan public consultations. The payment was proposed by Cllr Slack and seconded by Cllr Pattison with all in favour (Cllr Duncan declared an interest and did not vote). Clerk to action.</p> <p>Cllr Slack presented the invoice for installation of the metal shed at the allotments, which was approved for payment. Councillors discussed emails received from allotment holders regarding its installation and it was noted that installation had not been fully completed when the emails were sent. Two high security keys have been provided for the shed, to be retained by the Parish Council, Clerk to arrange for a third to be cut for allotment holders.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs Slack / Pattison / Duncan</p> <p>Clerk</p> <p>Clerk</p>

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>																											
182.6/18	<p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="300 338 1241 723"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£130.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting &amp; Climbing Frame</td> <td>£490.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website May 2018</td> <td>£30.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary May / June (by SO)</td> <td>£421.58</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment May / June</td> <td>£105.40</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Reimbursements May / June</td> <td>£165.00</td> </tr> <tr> <td>Shelagh O'Loughlin</td> <td>Bulbs for Planters</td> <td>£44.00</td> </tr> <tr> <td>M Webb Developments</td> <td>Metal Shed at Allotments</td> <td>£2,539.93</td> </tr> </tbody> </table>	Supplier	Services	Payment	GR Mowing	Grass Cutting	£130.00	Cofton Spark	Street Lighting & Climbing Frame	£490.00	Proper Agency	Website May 2018	£30.00	Andrew Billau (Clerk)	Salary May / June (by SO)	£421.58	HMRC	Tax Payment May / June	£105.40	Andrew Billau (Clerk)	Office Reimbursements May / June	£165.00	Shelagh O'Loughlin	Bulbs for Planters	£44.00	M Webb Developments	Metal Shed at Allotments	£2,539.93	
Supplier	Services	Payment																											
GR Mowing	Grass Cutting	£130.00																											
Cofton Spark	Street Lighting & Climbing Frame	£490.00																											
Proper Agency	Website May 2018	£30.00																											
Andrew Billau (Clerk)	Salary May / June (by SO)	£421.58																											
HMRC	Tax Payment May / June	£105.40																											
Andrew Billau (Clerk)	Office Reimbursements May / June	£165.00																											
Shelagh O'Loughlin	Bulbs for Planters	£44.00																											
M Webb Developments	Metal Shed at Allotments	£2,539.93																											
<p><b>183/18</b></p> <p>183.1/18</p> <p>183.2/18</p> <p>183.3/18</p> <p>183.4/18</p> <p>183.5/18</p>	<p><b>Community Services</b></p> <p>Cllr Deeming reported that the Community Safety Officer at Bromsgrove is now responsible for Smartwater and a number of other neighbourhood initiatives. Clerk to contact her regarding Smartwater.</p> <p>Cllr Deeming reported he had spoken to Worcestershire Regulated Services regarding the large mound of earth at the East Works development site, they will be visiting the site to inspect.</p> <p>Cllr Deeming reported that staff at Hopwood Vets have been trained in the use of a defibrillator and are seeking sponsorship to site a defibrillator at their premises, the nearest other is over a mile away. Cllr Westbury to discuss with Vets.</p> <p>Cllr Webb provided an estimate of suggested works required at the existing Village Hall to refurbish the kitchen and toilets. A sum of approximately £10,000 is suggested. Councillors discussed possible conflict with the building of the new Village Hall, Cllr Deeming suggested there is scope to have 2 Village Halls in the Parish, as the number of residents has doubled in recent years. Cllr Westbury suggested that a proper costed proposal is needed, Cllr Webb to provide a detailed spec to be submitted for tender.</p> <p>Councillors discussed the proposal for the annual senior's Christmas party, Cllr Slack argued that it could be seen as unfair that the Council is subsidising the event for a limited number of residents and suggested a significant increase in the cost of a ticket. It was agreed that a small working group be formed to consider alternatives, to cover a broader audience. Cllrs Duncan, Fay and Pattison to meet to discuss. It was agreed that the event should be held on Sunday 9<sup>th</sup> December.</p>	<p><b>Clerk</b></p> <p><b>Cllr Westbury</b></p> <p><b>Cllr Webb</b></p> <p><b>Cllr Duncan / Cllr Fay / Cllr Pattison</b></p>																											
<p><b>184/18</b></p> <p>184.1/18</p> <p>184.2/18</p>	<p><b>Communications</b></p> <p>In Cllr Fryer's absence Cllr Westbury agreed to chase items for the Summer Newsletter.</p> <p>Cllr Westbury confirmed that the Post Office will be closing on Friday 29<sup>th</sup> June, an alternative location is being sought but it is thought unlikely one will be found.</p>	<p><b>Cllr Westbury</b></p>																											

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
<p><b>185/18</b></p> <p>185.1/18</p> <p>185.2/18</p> <p>185.3/18</p> <p>185.4/18</p> <p>185.5/18</p> <p>185.6/18</p> <p>185.7/18</p> <p>185.8/18</p>	<p><b>Highways and Environment</b></p> <p>Cllr Fay has been in touch with BDC regarding the bus shelter repair and this is expected to commence soon.</p> <p>The Clerk reported he had still not received an official quote from the supplier for a replacement lamp post for Ten Ashes Lane. He added that he had received a quote from an alternative supplier, at a considerably lower cost. Clerk to forward details and drawings to Cllr Pattison and Cllr Fay. The Clerk reported that there are 2 lamp posts in Oakfield Drive which have been identified as needing replacement.</p> <p>Cllr Fay reported she had spoken with Cllr McDonald regarding the grass verges in the Parish, Cllr McDonald has said that these are not the responsibility of the Parish Council and that WCC should rectify them. It was suggested that residents should contact Cllr McDonald directly with their concerns. Cllr Pattison to draft a template letter for residents to use.</p> <p>There has been no further correspondence regarding the potential TPO at the Grove, Clerk to chase.</p> <p>Cllr Pattison read out a response from Howden's regarding security at their car park, it would appear that there is little which could be done to improve the situation. It was noted that St Modwen's had cut down large trees on the boundary when building adjacent properties. Cllr Pattison to advise residents.</p> <p>The Clerk reported he had received a request from a resident wishing to purchase land at the rear of property on the Old Sewage Works site. Councillors discussed and agreed that they had no interest in disposing of land at this stage. Clerk to inform enquirer.</p> <p>Cllr Pattison reported that the signs at the Myhill play area are badly faded and need renewing, it was agreed to replace these, Clerk to obtain quotes.</p> <p>Cllr Pattison reported he had carried out the monthly inspection of the play area and all is in order. Councillors were pleased with the painting of the climbing frame.</p>	<p><b>Clerk</b></p> <p><b>Cllr Pattison</b></p> <p><b>Clerk</b></p> <p><b>Cllr Pattison</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>186/18</b></p> <p>186.1/18</p> <p>186.2/18</p> <p>186.3/18</p> <p>186.4/18</p> <p>186.5/18</p>	<p><b>Planning</b></p> <p>Cllr Duncan reported that tenders for building of the new Village Hall had been received by St Modwen and that costs were higher than expected. St Modwen have been suggesting a reduction in specification but this is being resisted. St Modwen are to report back in 10 days' time. It is likely that the completion date will slip into next year.</p> <p>The Neighbourhood Plan is progressing well with the draft plan now prepared. Public consultation events will be held between the 4<sup>th</sup> June and 19<sup>th</sup> July.</p> <p>Cllr Duncan reported that Lickey Hills Nursing home closed in January, this is owned by the Priory Group. Plans are for it to become an adult mental health care facility, with residents expected to stay between 1 and 3 months. Councillors discussed the proposal and expressed some concerns. Clerk to contact Priory Group to request representation from the Parish Council.</p> <p>Cllr Duncan reported that application 18/00456 at Mallow Close had been granted, despite an objection from the Parish Council.</p> <p>The development at 1 Chestnut Drive has been determined not to require prior approval.</p>	<p><b>Clerk</b></p>

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
186.6/18	Application 18/00493 for a 2 storey extension at 448 Groveley Lane has been granted, despite an objection from the Parish Council and from a neighbour. Cllr Duncan reported he was particularly disappointed with this decision.	
186.7/18	Application 18/00567 at 20 Ashmead Drive, to demolish garage and build a single storey extension is pending.	
<b>187/17</b>	<p><b>Correspondence Received</b></p> <p>None received not covered by agenda.</p>	
<b>158/17</b>	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting was agreed as <b>Monday 16<sup>th</sup> July 2018 at 7.30pm.</b></p> <p><b>The meeting ended at 9.50pm</b></p>	