

# Cofton Hackett Parish Council

## Minutes of the Meeting of the Parish Council held on Monday 16<sup>th</sup> July 2018

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### PRESENT:

#### Councillors:

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

### APOLOGIES:

Cllr Mrs J Fay

### Clerk to the Parish Council:

Andrew Billau (AB)

Agenda Item	Discussion and Decisions	Action
189/18	<b>Apologies</b> Apologies were received from Cllr Fay, these were accepted.	
189/18	<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>	
190/18	<b>Dispensations</b> There were no applications for dispensations received.	
191/18	<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>
192/18	<p><b>Reports from Outside Bodies / County Councillor</b></p> <p>There were no outside bodies in attendance.</p>	
193/18	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting of the Council 18<sup>th</sup> June 2018 were agreed as a correct record, proposed by Cllr Duncan, seconded by Cllr Slack with all in favour.</p>	
194/18 194.1/18	<p><b>Chairman's Report</b></p> <p>Cllr Westbury reported that the Councillor vacancy had been advertised for the appropriate time period, which expired on July 4<sup>th</sup>. No residents have requested an election, therefore the position can be filled by co-option. The position will be advertised in the forthcoming newsletter. Councillors discussed the ideal characteristics of the new Councillor. The Clerk was asked to investigate if an additional Councillor could be recruited given the increase in the population of the Parish.</p>	<b>Clerk</b>
195/18 195.1/18 195.2/18 195.3/18 195.4/18 195.5/18	<p><b>Finance and General Purposes</b></p> <p>Cllr Slack reported that the recent internal audit had recommend that the Council moves towards electronic banking. He added that Unity Trust Bank has been shown to have the necessary security and ease of double authority for payments and has been adopted by neighbouring Parish Councils. Cllr Slack proposed that the Parish Council set up a new bank account with electronic banking capability, with Unity Trust. This was seconded by Cllr Fryer, all were in favour except Cllr Webb who abstained. The proposal was therefore approved. Clerk to pursue setting up the account.</p> <p>Cllr Slack recommended that the Parish Council consider putting aside additional reserves for the purposes of making grants to the Village Hall and other organisations. It was also noted that significant spend may be necessary for improvement of the aging street lighting in the Parish. Cllr Westbury pointed out that reserves can be amended at any time. Cllr Slack requested that Councillors consider this issue in time for the next meeting. Councillors also discussed allocation of the expected 106 monies.</p> <p>Cllr Duncan reported that the Neighbourhood Plan Character Appraisal document had been published by Arch Media, he requested that the Parish Council approve a sum of £413 to pay for its preparation and publication. Councillors discussed potential for building on green belt land, it was noted that the Character Appraisal will be a useful document should any future challenge be required. Councillors agreed the payment of £413 to Arch Media.</p> <p>Cllr Pattison reported that repairs had been made to the lawnmower at the Myhill Field allotments, mostly under warranty, but a bill of £36.20 had been sent directly to the Parish Council for replacement of the drive belt, which was not under warranty. Councillors agreed that the Parish Council was under no obligation to pay this bill and that it should not have been sent to the Parish Council for payment. However, it was agreed that on this occasion the bill could be paid (Cllr Slack proposing, Cllr Pattison seconding with all in favour). Clerk to write to all allotment holders that no payments will be made in future unless specifically agreed beforehand.</p> <p>Cllr Pattison suggested that the standard allotment tenancy agreement should be reviewed and amended. He added that he will investigate agreements other PCs have with their allotment holders. Clerk to make contact with Romsley, Alvechurch etc.</p>	<b>Clerk</b>  <b>All</b>    <b>Clerk</b>  <b>Cllr Pattison / Clerk</b>

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195.6/18	<p>A list of bills for payment was circulated and agreed:</p> <table border="1" data-bbox="300 338 1251 958"> <thead> <tr> <th colspan="3">Cheques Raised Since Last Meeting</th> </tr> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>M Harrington</td> <td>Lawnmower Maintenance</td> <td>£90.00</td> </tr> <tr> <td>Lickey and Blackwell PC</td> <td>Neighbourhood Plan Promotional</td> <td>£225.00</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <th colspan="3">Bills to Pay July 2018</th> </tr> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> <tr> <td>W J Robinson</td> <td>Internal Audit 2017-18</td> <td>£134.60</td> </tr> <tr> <td>SIMS Garden Machinery</td> <td>Lawnmower Repair</td> <td>£36.20</td> </tr> <tr> <td>Arch Media</td> <td>N'hood Plan Character Appraisal</td> <td>£413.00</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting and Strimming</td> <td>£145.00</td> </tr> <tr> <td>Cofton Hackett Village Hall</td> <td>Premises Hire</td> <td>£70.22</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary June / July (by SO)</td> <td>£421.58</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment June / July</td> <td>£105.40</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Reimbursements June / July</td> <td>£109.23</td> </tr> </tbody> </table>	Cheques Raised Since Last Meeting			Supplier	Services	Total	M Harrington	Lawnmower Maintenance	£90.00	Lickey and Blackwell PC	Neighbourhood Plan Promotional	£225.00				Bills to Pay July 2018			Supplier	Services	Total	W J Robinson	Internal Audit 2017-18	£134.60	SIMS Garden Machinery	Lawnmower Repair	£36.20	Arch Media	N'hood Plan Character Appraisal	£413.00	GR Mowing	Grass Cutting and Strimming	£145.00	Cofton Hackett Village Hall	Premises Hire	£70.22	Andrew Billau (Clerk)	Salary June / July (by SO)	£421.58	HMRC	Tax Payment June / July	£105.40	Andrew Billau (Clerk)	Office Reimbursements June / July	£109.23	
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196/18	<p><b>Community Services</b></p> <p>196.1/18 Cllr Webb provided a tender document for refurbishing the kitchen at the existing Village Hall, which Cllr Westbury read out. It was noted that the walls contain asbestos and care must be taken with any works carried out. Clerk to circulate the tender to Councillors, Cllr Webb to forward to Clerk.</p> <p>196.2/18 Cllr Duncan reported that he, Cllr Fay and Cllr Pattison had met to discuss possible alternative events to the Seniors' Xmas Party. He said that the group had concluded that the most appropriate event would be something similar to that held in the past and that there was an expectation from elderly residents. It was suggested however that the price should be increased to possibly £7.50 and the event should again be by invitation only. It was also agreed that the event should be bring-your-own drinks, with the exception of a welcome drink. The date is agreed as 9<sup>th</sup> December, Clerk to contact the caterers used last year. It was suggested and agreed that other members of the Parish should be considered for an event to be next year.</p> <p>196.3/18 The Clerk reported he is contact with the 'We Don't Buy Crime' project regarding Smartwater.</p> <p>196.4/18 Cllr Westbury reported he had visited Hopwood Vets to discuss their plans to install a community defibrillator. He added that the Vets are raising funds with a target of £1,000 although a higher figure may be needed. £400 has been raised so far. There are 2 fund raising events, a comedy evening on the 25<sup>th</sup> July and a sponsored dog walk on the 29<sup>th</sup> July. 2 of the staff have been trained in how to use the defibrillator. Councillors agreed they would like to support the project but asked that the situation be reviewed at the end of July and a decision be deferred to the September meeting.</p>	<p><b>Cllr Webb / Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Westbury</b></p>																																													

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<b>196/18</b>	<b>Communications</b>	
196.1/18	Cllr Fryer reported that all items for the Summer Newsletter had now been submitted, Clerk to format the newsletter and send for printing.	<b>Clerk</b>
196.2/18	Cllr Fryer reported on the new X20 Bus Service and the route it will be taking.	
196.3/18	The Clerk reported that the cost of setting up new email accounts for everyone was £150, which is thought to be reasonable and was agreed. Consensus is that email addresses will be of the form 'first initial, surname' – so e.g. <a href="mailto:rwestbury@coftonhackettpc.org">rwestbury@coftonhackettpc.org</a> . Clerk to progress with the supplier.	<b>Clerk</b>
<b>197/18</b>	<b>Highways and Environment</b>	
197.1/18	Cllr Pattison reported that he and 3 other Councillors had visited the Old Sewage Works allotment site to look at boundaries and its usage. He reported that the area is well tended but underutilised, it would make an excellent public amenity area but is locked in by St Modwen land. It was suggested that St Modwen be approached again about allowing access but this was not expected to be successful. Clerk to write to St Modwen requesting a meeting to discuss access to the land.	<b>Clerk</b>
197.2/18	Cllr Pattison reported that a quote had been received for replacement street lighting in Groveley Lane and Ten Ashes Lane, which was approximately 50% lower than previous quotes. It was agreed to pursue the quote from Metcraft Lighting, Clerk to obtain details.	<b>Clerk</b>
197.3/18	Cllr Pattison reported he had distributed the example letter regarding the grass verges, which residents could send to Cllr McDonald if they wished. There has been no feedback as yet,	
197.4/18	The Clerk reported that the potential cost to replace the signs at the Myhill field play area was approximately £150, Councillors agreed this could proceed.	<b>Clerk</b>
197.5/18	Cllr Pattison reported that his check on the equipment on the Play Area had been completed and there were no items of concern.	
197.6/18	Cllr Deeming reported that a speed limit of 30mph is to be introduced along Lickey Road between the Hare and Hounds and Longbridge.	
<b>198/18</b>	<b>Planning</b>	
198.1/18	Cllr Duncan reported that application 18/00567 at 20 Ashmead Drive for a single story extension had been granted.	
198.2/18	Cllr Duncan reported on 2 applications, 18/00653 and 18/00654 for removal of conservatory and erection of a garden room at Plymouth House (listed building). Cllr Duncan suggested the Parish Council should not raise any objections to these proposals.	
198.3/18	Application 18/00788 for a rear and side extension at 12 Cofton Lake Road does not appear to present any issues.	
198.4/18	Application 18/00787, for a front and side two storey extension at 101 Barn Green Road has been received. Cllrs Duncan and Fryer will visit the site and speak to neighbours before deciding on the PC's response.	<b>Cllr Duncan / Fryer</b>

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
198.5/18	There has been no meeting regarding the new Village Hall since 4 <sup>th</sup> June despite reminders sent to St Modwen. There are some concerns about the data being presented and there are still many issues to resolve.	
198.6/18	Cllr Duncan reported that the final draft of the Neighbourhood Plan has been produced and consultation has now finished.	
198.7/18	Plans have been submitted for new bedrooms at Lickey Hills Nursing home but have not yet been announced.	
198.8/18	Cllr Deeming reported that the Post Office has now closed, an alternative location is being sought.	
187/17	<p><b>Correspondence Received</b></p> <p>None received not covered by agenda.</p>	
158/17	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting was agreed as <b>Monday 17<sup>th</sup> September 2018 at 7.30pm.</b></p> <p>It was agreed to move the date of the October meeting to <b>Monday 22<sup>nd</sup> October 2018.</b></p> <p><b>The meeting ended at 9.50pm</b></p>	