

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 17th September 2018

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 Mrs J Fay

APOLOGIES:

Cllr Ms C Fryer

Clerk to the Parish Council:

Andrew Billau (AB)

Agenda Item	Discussion and Decisions	Action
201/18	Apologies Apologies were received from Cllr Fryer, these were accepted.	
202/18	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 	
203/18	Dispensations There were no applications for dispensations received.	
204/18	Public Forum There were 2 members of the public in attendance.	
204.1/18	Councillors were questioned about the Public Open Space works being carried out by St Modwen Homes at the East Works Development. Councillors clarified that they have visited the site and met with St Modwen. The works are in accordance with approved planning permissions and Councillors are satisfied that land surrounding the site will be	

Agenda Item	Discussion and Decisions	Action
204.2/18	<p>made secure by the erection of a perimeter metal fence. Councillors and attendees discussed the route of the footpaths passing through the site.</p> <p>Councillors were also questioned about the Parish Council's attitude towards development on the green belt. Councillors responded that they are generally opposed to development of the green belt and that members of the Parish Council have been heavily involved in the development of the neighbourhood plan which will promote the Parish Council's view. They also advised that a green belt review is currently underway by Bromsgrove District Council, the publication of this is awaited. Cllr Duncan spoke about an application to build on green belt land which was opposed by the Parish Council and subsequently rejected, this has since gone to appeal.</p> <p>Both members of the public left the meeting at 7.50pm.</p>	
205/18	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>	
205.1/18	<p>Cllr Deeming reported he had received correspondence from the bus company in response to his letter to them regarding the lack of communication of changes in service. Cllr Deeming summarised the letter, the bus company stating that there had been communication with employers and customers travelling on the buses, they added that the changes in service reflected the desires of the public. However, they will continue to monitor the situation. Councillors discussed the lack of service to West Heath and Longbridge. It was agreed to include an item in the Autumn newsletter.</p>	
205.2/18	<p>Cllr Deeming reported that unauthorised advertising signs had appeared on Rose Hill Island, it was agreed that these should be removed.</p>	
206/18	<p>Previous Minutes</p> <p>The minutes of the meeting of the Council dated 16th July 2018 were agreed as a correct record, proposed by Cllr Slack, seconded by Cllr Pattison with all in favour.</p>	
207/18	<p>Chairman's Report</p> <p>Cllr Westbury reported that there had been no expressions of interest in the Councillor vacancy. He reminded Councillors that elections will be held in May next year.</p>	
208/18	<p>Finance and General Purposes</p> <p>Cllr Webb remarked that she was surprised that several bills had been paid during the August break and that all bills should be approved by full council. The Clerk explained that there were a number of bills which had been presented shortly after the July meeting and he had felt that it was unfair to expect suppliers to wait 2 months for payment. Cllr Slack pointed out that the approved Financial Regulations allowed for payments to be made between meetings and that the conditions of the regulations had been adhered to. The Clerk added that all Councillors had been informed by email of the bills which were to be paid and given the opportunity to make representations. Cllr Slack added that the Financial Regulations will be reviewed in April and this issue can be readdressed.</p> <p>The Clerk reported that the new Unity Trust Bank account had now been opened and the initial £500 deposit transferred from the Co-Op Bank account. He added that at present only Cllrs Duncan and Westbury are authorised signatories and other Councillors would need to complete the application forms. Clerk to supply forms. Cllr</p>	Clerk

Agenda Item	Discussion and Decisions	Action																																	
208.3/18	<p>Slack suggested that a sum of £50,000 now be transferred to the new account. This was agreed.</p> <p>Cllr Slack reported that the budget for 2019/20 needs to be agreed by the December meeting and suggested that an in-depth discussion be held at the October meeting. Councillors discussed funding for the new Village Hall and whether a contribution should be sought via an increase in the precept, advice to be sought on this issue from Bromsgrove District Council. Clerk to circulate current budget position before next meeting.</p>	Clerk																																	
208.4/18	Cllr Slack reported that the Parish Council's risk assessment document had been revised to incorporate findings from the internal audit report. He added that a continuity plan needs to be developed. He asked for any comments from Councillors via the Clerk.	All																																	
208.5/18	The Clerk reported that he had submitted the VAT claim for 2017/18 and a sum of £8,921 had been received.																																		
208.6/18	The Clerk reported that the Parish Council's insurance policy is due for renewal on 1 st October. Quotes have been received from the existing supplier (Zurich) and from 3 other suppliers. Zurich's quote for renewal was £1,268. Of the other 3 quotes, the lowest quote was from Inspire at £1,147. The Clerk pointed out that Inspire's cover includes 'key person' cover for illness or injury, this will be important when considering the Council's continuity plan. Cllr Webb asked that Zurich be given the opportunity to match the lowest quote. Clerk to compare levels of cover and make the decision between Zurich and Inspire.	Clerk																																	
208.7/18	The Clerk reported that Ridgway Caterers had again been booked to provide the meal at the Annual Seniors' Christmas party and that they required a deposit of £100. It was agreed this would be paid. Cllr Duncan advised that the Poppy Sisters had also been booked to provide entertainment at a cost of £160, this was agreed by all.																																		
208.8/18	The Clerk advised Councillors that he was investigating the most economical solution for a 'PDF to Word' converter, Cllr Webb had provided details of a suitable product, Clerk to investigate.	Clerk																																	
208.9/18	The Clerk left the room while Councillors discussed an increase in his hourly rate to match the recommended NALC salary scales. On his return to the room he was advised that the increase had been approved. Cllr Webb to amend standing order for monthly payment.	Cllr Webb																																	
208.10/18	<p>A list of bills for payment, including those approved for payment during August, was circulated and agreed:</p> <table border="1" data-bbox="300 1570 1241 2031"> <thead> <tr> <th colspan="3">Bills Paid During August - Ref Finance Meeting</th> </tr> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Proper Agency</td> <td>Website June 2018</td> <td>£30.00</td> </tr> <tr> <td>Worcestershire CALC</td> <td>GDPR Event x 2</td> <td>£20.00</td> </tr> <tr> <td>The Sign Shed</td> <td>Play Area Signs</td> <td>£160.08</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£130.00</td> </tr> <tr> <td>Heron Press</td> <td>Newsletter Summer 2018</td> <td>£265.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£148.20</td> </tr> <tr> <td>Thomas Horton</td> <td>Professional Services Village Hall</td> <td>£1,440.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website July 2018</td> <td>£30.00</td> </tr> <tr> <td>Unity Trust Bank To</td> <td>Initial Bank Deposit</td> <td>£500.00</td> </tr> </tbody> </table>	Bills Paid During August - Ref Finance Meeting			Supplier	Services	Total	Proper Agency	Website June 2018	£30.00	Worcestershire CALC	GDPR Event x 2	£20.00	The Sign Shed	Play Area Signs	£160.08	GR Mowing	Grass Cutting	£130.00	Heron Press	Newsletter Summer 2018	£265.00	Cofton Spark	Street Lighting	£148.20	Thomas Horton	Professional Services Village Hall	£1,440.00	Proper Agency	Website July 2018	£30.00	Unity Trust Bank To	Initial Bank Deposit	£500.00	
Bills Paid During August - Ref Finance Meeting																																			
Supplier	Services	Total																																	
Proper Agency	Website June 2018	£30.00																																	
Worcestershire CALC	GDPR Event x 2	£20.00																																	
The Sign Shed	Play Area Signs	£160.08																																	
GR Mowing	Grass Cutting	£130.00																																	
Heron Press	Newsletter Summer 2018	£265.00																																	
Cofton Spark	Street Lighting	£148.20																																	
Thomas Horton	Professional Services Village Hall	£1,440.00																																	
Proper Agency	Website July 2018	£30.00																																	
Unity Trust Bank To	Initial Bank Deposit	£500.00																																	

Agenda Item	Discussion and Decisions			Action
	CHPC			
	Andrew Billau (Clerk)	Salary July / August (by SO)	£421.58	
	HMRC	Tax Payment July / August	£105.40	
	Andrew Billau (Clerk)	Office Supplies July / August	£74.08	
	Peter Nyssen Ltd	Bulbs for Planters	£244.00	
	Bills to Pay September 2018			
	Supplier	Services	Total	
	Ridgway Caterers	Deposit for Xmas Party	£100.00	
	GR Mowing	Grass Cutting	£130.00	
	The LED Store	Replacement Lamp Post Ten Ashes	£550.97	
	Andrew Billau (Clerk)	Salary August / September (by SO)	£421.58	
	HMRC	Tax Payment August / September	£105.40	
	Andrew Billau (Clerk)	Office Supplies Aug / Sept	£46.70	
	Proper Agency	Website August 2018	£30.00	
	Mr M Harrington	Lawnmower Repair (see 211.2/18)	£100.00	
209/18	Community Services			
209.1/18	Cllr Slack reported that a meeting with St Modwen, regarding the new Village Hall, was to be held on the following day where it was expected there will be an update on timings for building, maybe April next year.			
209.2/18	Councillors discussed possible refurbishment of the kitchen and toilets at the old Village Hall. Cllr Webb suggested a sum of £5,000 was required for the kitchen and approximately £5,000 for the toilets. It was agreed a definite figure is needed, to be included on agenda for next meeting.			Cllr Webb / Clerk
209.3/18	Cllr Duncan reported that he and the Clerk had met with Mick Simpson and two PCOs from the 'We Don't Buy Crime' project to discuss purchase of Smartwater kits. The cost of each kit is £8.90 plus VAT. Councillors agreed that Smartwater should be deployed in a phased approach, starting with the new development, which is considered to be the most vulnerable. Cllr Duncan proposed that a spend of up to £3,000 (approx. 340 kits) be allocated for the first phase, to achieve 70% coverage on Cofton Fields, this was seconded by Cllr Pattison with all in favour. Clerk to follow up.			Clerk
209.4/18	Cllr Westbury reported that the community defibrillator at Hopwood Vets had been installed. All the funding required had been raised and there is no requirement for the Parish Council to contribute.			
210/18	Communications			
210.1/18	The Clerk reported that all the new email addresses have now been set up, Clerk to distribute instructions for activating.			Clerk
201.2/18	Cllr Westbury asked Councillors to begin thinking about items for the Autumn Newsletter.			All

Agenda Item	Discussion and Decisions	Action
211/18	Highways and Environment	
211.1/18	Cllr Pattison agreed to produce a brief report on the recent visit to the Old Sewage Works allotment area.	Cllr Pattison
211.2/18	Councillors discussed the recent meeting between St Modwen, Cllrs Webb, Deeming and Duncan at the Old Sewage Works site. At that meeting a potential solution to obtaining access to the site was suggested. St Modwen have agreed to give this consideration and report back with potential costs and legal implications. Subsequent to the meeting, Cllr Webb produced a written report which has been circulated to Councillors.	
211.3/18	Councillors discussed an email from Mr Harrington regarding a breakdown of the ride-on mower which is used to maintain the grassed area on the Old Sewage Works allotment site. Councillors agreed to grant a sum of £100 to Mr Harrington to effect repairs to the mower. Clerk to send cheque.	Clerk
211.4/18	Cllr Pattison reported that he has produced a revised Allotment Holders' Tenancy Agreement and incorporated some suggestions from Councillors. Further suggestions were made regarding the wording for control of bonfires. These minor changes aside the new agreement was approved. Clerk to send out the new agreement with rental demands in January.	Clerk
211.5/18	Cllr Fay reported that repairs to the bus shelter on Groveley Lane were expected to take place this week.	
211.6/18	The Clerk reported on the replacement lamp post in Ten Ashes Lane. The insurance claim has been agreed and an order placed for a modern lamp post with LED lantern. Cllr Fay expressed some concerns regarding a modern replacement, to be discussed with Cllr Pattison and the Clerk.	Cllr Fay / Cllr Pattison / Clerk
211.7/18	Cllr Fay asked that the new lamp post behind the Generous George pub be painted, Clerk to instruct contractor.	Clerk
211.8/18	Cllr Pattison reported that it has been ascertained that maintenance of grass verges is the responsibility of the County Council, Cllr McDonald is dealing with this issue.	
211.9/18	The Clerk reported that WCC have filled all yellow grit bins with rock salt. He suggested that additional green grit bins be purchased before winter and placed at appropriate points around the Parish. The cost of each bin is approx. £85. Councillors agreed to purchase one bin only, to be situated at the entrance to the Grove. Clerk to progress order and the filling of all 3 green bins before winter.	Clerk
211.10/18	Cllr Pattison reported on the continuing theft of plants from the planters on Rose Hill and Groveley Lane. He suggested moving the planter on Rose Hill to a position overlooking the island. Clerk to instruct contractor. It was agreed to leave the planter on Groveley Lane until completion of the new housing development.	Clerk
211.11/18	Cllr Pattison reported that he had carried out the monthly inspection of the play area and there were no issues found.	
211.12/18	Councillors discussed cutting back of the trees on Rose Hill Island, Clerk to obtain quotes for this work.	Clerk
212/18	Planning	
212.1/18	Councillors discussed a request from Spitfire Homes to meet with the Council to discuss proposals for development of land at Cofton Lake Road. Councillors agreed that as this	

Agenda Item	Discussion and Decisions	Action
<p>212.2/18</p> <p>212.3/18</p> <p>212.4/18</p>	<p>is green belt land and a green belt review is currently taking place, they did not wish to meet with Spitfire Homes at present. Cllr Westbury to respond.</p> <p>Cllr Duncan reported that application, 18/00787, for a side extension at 101 Barnt Green Road, has been approved. Application 18/00959 for a side and rear extension at 9 Cofton Lake Road, has also been approved.</p> <p>Cllr Duncan reported that application 18/00899, for conversion of residential property to form 3 Luxury apartments at 526 Groveley Lane, is under consideration but is likely to be refused.</p> <p>The application at 16 Cofton Church Lane, for a single detached dwelling, has been refused but is now the subject of an appeal. Councillors agreed they had nothing to add on this case.</p>	<p>Cllr Westbury</p>
<p>213/18</p> <p>213.1/18</p> <p>213.2/18</p>	<p>Correspondence Received</p> <p>The Clerk reported he had received a request for a grant from the Citizen's Advice Bureau. Councillors agreed they did not wish to offer a grant.</p> <p>The Clerk reported he had received an email regarding a request for a change to a headstone in the Churchyard, which had been agreed by Reverend Fieldson. Councillors agreed that the Parish Council held no view or jurisdiction on such issues. Clerk to respond.</p>	<p>Clerk</p>
<p>214/18</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 22nd October 2018 at 7.30pm.</p> <p>The meeting ended at 10.20pm</p>	