

Cofton Hackett Parish Council

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

PRESENT:

Councillors:

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

APOLOGIES:

Cllr Mr R Westbury
 Cllr Mrs J Webb

Clerk to the Parish Council:

Andrew Billau

There was 1 member of the public in attendance.

Agenda Item	Discussion and Decisions	Action
235/18	<p>Apologies</p> <p>Apologies were received from Cllr Westbury (holiday) and Cllr Webb, these were accepted.</p>	
236/18	<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 	
237/18	<p>Dispensations</p> <p>There were no applications for dispensations received.</p>	
238/18	<p>Public Forum</p> <p>There was 1 member of the public in attendance.</p>	
238.1/18	<p>A resident of Ashmead Drive asked about the X20 bus terminus in Groveley Lane and</p>	

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	expressed concerns that buses are often 'stacking up' at the terminus and asked why the terminus is not further down the road near the shops. Councillors explained that there is an ongoing consultation process regarding bus services in the area, which the Parish Council has contributed to. Cllr Pattison agreed he would write a letter expressing the Parish Council's concerns about the terminus, which the Clerk would then forward to National Express.	Cllr Pattison / Clerk
239/18	Reports from Outside Bodies / County Councillor There were no outside bodies in attendance.	
240/18	Lengthsman Position Mr Gary Haynes attended the meeting, Mr Haynes had expressed an interest in the vacant lengthsman position. The Clerk explained that Mr Haynes had been made aware of the duties of the lengthsman, the expected hours and hourly rate. Mr Haynes introduced himself and gave a summary of current duties, experience and availability of equipment. Cllr Pattison asked if Mr Haynes held the necessary Public Liability Insurance, Mr Haynes confirmed he held £5 million worth of cover. After Mr Haynes left the meeting, Councillors discussed and agreed to offer the post to Mr Haynes. Clerk to arrange contract, timesheets, tour of the area etc.	Clerk
241/18	Previous Minutes The minutes of the meeting of the Parish Council dated 22 nd October 2018 were agreed as a correct record of the meetings.	
242/18 242.1/18 242.2/18	Chairman's Report Cllr Pattison, Chair for this meeting, reported that Cllr Westbury had submitted the Chairman's piece for the newsletter. He also reported that fund raising events had been held for the New Village Hall, a curry night at Goa Goa raising £300 and a football match raising £250. Cllr Pattison reminded Councillors that Council elections are to be held in May next year, anyone planning to stand down to let Cllr Westbury know asap.	All
243/18 243.1/18 243.2/18 243.3/18 243.4/18	Community Services Cllr Slack reported he had received a number of communications from Horton's Solicitors regarding the New Village Hall, which he had circulated to Councillors for information. Discussions have been held with Horton's to resolve outstanding issues. The contract is being changed to reflect the Parish Council as the purchaser. Cllr Slack reported that the Trustees had agreed not to pursue a Title Investigation due to the cost involved and had decided to absorb the risk. Cllr Slack suggested that for due diligence the Parish Council should ensure that insurance is purchased for the Title, the cost would be £500 solicitors costs plus £200 for the insurance. Similarly, the Trustees had agreed not to carry out searches due to the cost and would absorb the risk. Cllr Slack again suggested that the Parish Council should ensure searches are completed, the cost being £390 - £400. Cllr Slack proposed that a sum of £700 be allocated to ensuring insurance is put in place against the Title to the New Village Hall, this was seconded by Cllr Deeming with all in favour, the proposal was therefore approved.	

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243.4/18	Cllr Slack proposed that a sum of £400 be allocated to ensuring Local Authority searches are carried out for the New Village Hall, this was seconded by Cllr Duncan with all in favour, the proposal was therefore approved.	
243.5/18	There will be three official addresses associated with the New Village Hall, these will be the addresses of the Clerk, the Chairman and the New Village Hall itself.	
243.6/18	<p>Cllr Slack reported that there had been discussions with St Modwen regarding installation of Electric Vehicle Charging points at the New Village Hall. There are 3 options, all of which will require funding from the Parish Council:</p> <ol style="list-style-type: none"> 1. St Modwen to install 2 x charging points which would be metered for motorists, at a cost of £4k each. 2. St Modwen to install 2 x charging points, free to use but controlled from within the hall, at a cost of £2k each. 3. St Modwen to install connections at the consumer unit for charging points to be added retrospectively at a later date, no charge for this option. <p>Councillors discussed each of the options and rejected option 1, Cllr Deeming preferred option 3. Cllr Pattison proposed that option 2 be selected and that 1 point be installed, this was seconded by Cllr Fryer, with all in favour (Cllr Deeming abstained). The proposal was therefore approved.</p>	
243.7/18	Cllr Slack reported that there will need to be a lease drawn up between the Parish Council as owners and the trustees as lessors.	
243.8/18	Cllr Duncan reported that invitations to the Seniors' Xmas Party had been issued, there have been 21-22 responses so far. He added that he would wait until the weekend to see how many more responses are received, if there are not enough the party will need to be cancelled. Clerk to advertise on Facebook.	Clerk
243.9/18	There had been no progress on producing an estimate for refurbishment of the Old Village Hall, Cllr Deeming offered to progress this.	Cllr Deeming
243.10/18	The Clerk reported he had received paperwork for ordering of Smartwarter kits and would place the order.	Clerk
243.11/18	Cllr Pattison proposed that a sum of £100 be allocated to each of the two Carol Service events, as per the previous year, this was agreed by all. Clerk to notify arranger of Chestnut Drive service.	Clerk
244/18	Communications	
244.1/18	The Clerk asked if all Councillors could now use their new email addresses, Cllrs Duncan and Deeming need assistance. Clerk to arrange and also remind Proper Agency about the error being received.	Clerk
244.2/18	Cllr Fryer reported that all items for the newsletter had now been received, Clerk to collate, create newsletter and send for printing.	Clerk
245/18	Highways and Environment	
245.1/18	Councillors discussed the possible purchase of the Mini 300 speed signs and agreed not to pursue purchase at this time. It was noted that there are signs already in place on Barnt Green Road and Groveley Lane. Clerk to inform TWMM Traffic Systems.	Clerk

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245.2/18	The Clerk reported that the three Parish Council owned (green) grit bins had now been filled ready for the winter. Cllr Pattison reported he is still working with St Modwen to arrange filling of the bins on the new development.	
245.3/18	The Clerk reported that the new lamp post for Ten Ashes Lane had been delivered and was awaiting installation and reconnection.	
245.4/18	The Clerk reported that the faulty swan neck on the post at Oakfield Drive had been repaired by the contractor and refitted, this saved considerable costs as against replacement of the post with a new one (traditional or modern design). Councillors were pleased with the result. A second post in Oakfield Drive is awaiting disconnection so that a similar repair can be made. The Clerk added that a swan neck had also been repaired at a post in Chestnut Drive.	
245.5/18	Cllr Pattison reported that the new positions had been agreed for the two planters which had been targeted by thieves. Clerk to arrange moves.	Clerk
245.6/18	Cllr Pattison reported that a working party had been arranged to carry out repairs to the Stocken footpath. Clerk to arrange delivery of hardcore.	Clerk
245.7/18	Cllr Pattison reported that following the meeting with St Modwen, Cllr Webb's suggestion for enabling access to the Old Sewage Works site had been agreed. Cllr Pattison has provided land registry details to St Modwen. Cllr Pattison pointed out that security of the existing gardens would need to be carefully considered and suggested that a meeting with affected residents should be arranged, but this would need to be after Christmas. Deferred to next meeting.	
245.8/18	The Clerk reported he was having difficulty establishing ownership of land in the Parish, so that Council owned trees could be identified. Cllr Fay offered to check land registry details.	Cllr Fay
245.9/18	Cllr Webb has asked that two additional dog bins be purchased, in her absence Councillors were unsure of their proposed locations. Deferred to next meeting.	Cllr Webb
245.10/18	Cllr Pattison reported he had carried out the monthly inspection of the play area, there are no issues. Cllr Slack will perform the next inspection.	Cllr Slack
245.11/18	Cllr Slack reported that the recent bonfire on Kendal End Road had resulted in very difficult and inconsiderate car parking. Clerk to investigate who the organisers were and also speak to Barnt Green PC.	Clerk
246/18	Planning	
246.1/18	Cllr Duncan reported that the Neighbourhood Development Plan was now with Bromsgrove District Council for substance and error checking and is due to be returned in the next 2-3 weeks.	
246.2/18	Cllr Duncan reported that a second application, number 00899/18, had been received for 526 Groveley Lane, for 2 apartments instead of 3. Cllr Duncan to send PC response the following day.	Clerk
246.3/18	Application 00959/18, at 9 Cofton Lake Road has been granted but a second application, number 01389/18, has been received for a single storey extension and rear extension. Councillors agreed they have no objection to this application.	
246.4/18	Councillors heard that the application for a new property on Cofton Church Lane, which	

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246.5/18 246.6/18	<p>had been refused, had gone to appeal. The appeal has been turned down, Councillors were pleased that development in the green belt is being successfully opposed. Cllr Slack asked that thanks be passed to the planning officer who dealt with the case.</p> <p>Cllr Duncan reported that application 01365/18 had been received, to replace a building at 101 Barnt Green Road and that he would consider the application in the next few days.</p> <p>Application 01220/18, for creation of a room in roof space at 63 East Works Drive, has been granted.</p>	Cllr Deeming																																				
247/18 247.1/18 247.2/18 247.3/18 247.4/18 247.5/18 247.6/18	<p>Finance and General Purposes</p> <p>Cllr Slack reported that proposals for the 2019-20 budget had been circulated to Councillors but no responses received to date. He added that the budget must be agreed in January and urged Councillors to submit suggestions to him before the next meeting.</p> <p>Cllr Slack had previously circulated the revised risk assessment with the two additions requested at the last meeting and proposed that this now be ratified. This was seconded by Cllr Pattison with all in agreement. The Risk Assessment was therefore ratified. Clerk to publish on website.</p> <p>Cllr Slack noted that the Council's Standing Orders now need to be reviewed and ratified before March next year. Clerk to produce draft.</p> <p>The Clerk reported that a cheques for £50,000 was to be presented at this meeting to effect the transfer of that sum from the Co-Op bank account to the new Unity Trust Bank Account.</p> <p>The Clerk reported that he did not feel purchase of Adobe PDF convertor software was necessary at this point as Microsoft Word appeared to have sufficient capability built in.</p> <p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 1361 1249 1966"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Western Power Distribution</td> <td>Works at Ten Ashes Lane Jan 2018</td> <td>£1,412.77</td> </tr> <tr> <td>LexisNexis</td> <td>Local Council Administration Guide</td> <td>£110.99</td> </tr> <tr> <td>Singletons Nurseries</td> <td>Grit Bin Filling</td> <td>£155.40</td> </tr> <tr> <td>Bromsgrove District Council</td> <td>Bus Shelter Roof Repair</td> <td>£1,500.00</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£130.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website October 2018</td> <td>£30.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting & Swan Neck Repairs</td> <td>£1,284.50</td> </tr> <tr> <td>Cofton Hackett PC</td> <td>Unity Trust Bank Deposit</td> <td>£50,000.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary October / November (by SO)</td> <td>£430.00</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment October / November</td> <td>£107.50</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies October / November</td> <td>£102.94</td> </tr> </tbody> </table>	Supplier	Services	Total	Western Power Distribution	Works at Ten Ashes Lane Jan 2018	£1,412.77	LexisNexis	Local Council Administration Guide	£110.99	Singletons Nurseries	Grit Bin Filling	£155.40	Bromsgrove District Council	Bus Shelter Roof Repair	£1,500.00	GR Mowing	Grass Cutting	£130.00	Proper Agency	Website October 2018	£30.00	Cofton Spark	Street Lighting & Swan Neck Repairs	£1,284.50	Cofton Hackett PC	Unity Trust Bank Deposit	£50,000.00	Andrew Billau (Clerk)	Salary October / November (by SO)	£430.00	HMRC	Tax Payment October / November	£107.50	Andrew Billau (Clerk)	Office Supplies October / November	£102.94	All Clerk Clerk
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<p>248/18</p> <p>248.1/18</p> <p>248.2/18</p>	<p>Correspondence Received</p> <p>The Clerk reported he had received an email expressing concern regarding changes to Parish Council owned land at the rear of the Grove. Cllr Duncan to investigate.</p> <p>The Clerk also reported he had received an email regarding fouling of land by a dog at the rear of the Grove. Clerk to send polite letter to owners.</p>	<p>Cllr Duncan</p> <p>Clerk</p>
<p>249/18</p>	<p>Confidential Item</p> <p>The Clerk left the meeting at 10.00pm to allow a confidential item to be discussed.</p>	
<p>250/18</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 10th December 2018 at 7.30pm.</p> <p>The meeting ended at 10.10pm</p>	