

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 21st January 2019

PRESENT:

Councillors:

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

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

None

Agenda Item	Discussion and Decisions	Action
001/19	Apologies There were no apologies, all Councillors were in attendance.	
002/19	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	
003/19	Dispensations There were no applications for dispensations received.	
004/19	Public Forum There were no members of the public in attendance.	

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005/19	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>	
006/19 006.1/19	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 10th December 2018 were agreed as a correct record of the meetings.</p>	
007/19 007.1/19 007.2/19	<p>Chairman's Report</p> <p>007.1/19 Cllr Westbury reported that the library consultation process is ongoing, approximately 70% of costs are staff costs. There are 3 staff based at Alvechurch. Libraries are considering 'open access' arrangements where premises are unmanned and customers gain access using their membership cards. Cllr Westbury added that another meeting is planned but this had been delayed.</p> <p>007.2/19 Cllr Westbury informed Councillors that due to the elections on 2nd May, the Parish Council Meeting has been moved to Monday 13th May with the Parish Assembly being held on 20th May.</p>	
008/19 008.1/19 008.2/19 008.3/19	<p>Finance and General Purposes</p> <p>008.1/19 Cllr Slack reported that there had been no further feedback from Councillors regarding the draft budget. He reported that there will be a 14.5% increase in the precept, increasing from £35,534 last year to £40,680 in 2019. He added that this equates to an 11.3% tax base increase for a Band D property, meaning that Band D households contribution increases from £36.27 to £40.35 per annum. It was noted that Barnt Green precept in 2018 was £62,000 with Band D tax base at £62.58 per household. Section 106 monies of approximately £47,000 are expected to be received during the year.</p> <p>Cllr Westbury said that he felt this was a realistic budget. Cllr Duncan asked if similar percentage increases can be expected in future years, Cllr Slack replied that this would depend on the number of new houses in the Parish.</p> <p>Cllr Duncan proposed that the budget as submitted and the precept demand be approved, Cllr Pattison seconded and all were in favour. The budget and precept demand was therefore approved. Clerk to submit precept demand. Cllr Westbury thanked Cllr Slack for all his hard work on the budget.</p> <p>008.2/19 Cllr Slack reminded Councillors that a review of Parish Council Assets was overdue and that a working party was to be formed with all Councillors invited to produce a comprehensive revised Asset register with liabilities and long term plans. The first meeting should be to agree the list of assets and to prioritise them. Cllr Webb was asked to provide a copy of the signed lease for the current Village Hall. Clerk to circulate Councillors to ascertain availability, meeting to be held before the end of February.</p> <p>008.3/19 Cllr Slack proposed that all the Council's bank accounts now be consolidated into the Unity Trust Bank Account and that the Clerk investigate savings accounts and interest rates. This was seconded by Cllr Pattison with all in favour (Cllr Webb abstained). The proposal was therefore approved. Clerk to proceed with moving standing orders to new account and consolidation of bank accounts.</p>	<p>Clerk</p> <p>Cllr Webb</p> <p>Clerk</p> <p>Clerk</p>

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008.4/19	<p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 338 1249 1106"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Unity Trust Bank</td> <td>Bank Fees</td> <td>£18.00</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£130.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website November 2018</td> <td>£30.00</td> </tr> <tr> <td>Martin Linford</td> <td>Allotment Key Deposit Repayment</td> <td>£5.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Duties Nov / Dec 2018</td> <td>£121.80</td> </tr> <tr> <td>Lucy Toogood</td> <td>Carol Service Refreshments</td> <td>£100.50</td> </tr> <tr> <td>GR Mowing</td> <td>Grass Cutting</td> <td>£130.00</td> </tr> <tr> <td>GJH Electrical Services</td> <td>Xmas Tree Lights Take Down</td> <td>£123.60</td> </tr> <tr> <td>Arch Media</td> <td>Neighbourhood Plan Printing</td> <td>£357.00</td> </tr> <tr> <td>Cllr Pattison</td> <td>Carol Service Refreshments</td> <td>£57.50</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Duties Dec / Jan 2018</td> <td>£362.25</td> </tr> <tr> <td>Jennie Webb</td> <td>Premises Hire</td> <td>£139.72</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£388.20</td> </tr> <tr> <td>Proper Agency</td> <td>Website December 2018</td> <td>£30.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary December / January (by SO)</td> <td>£430.00</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment December / January</td> <td>£107.50</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies December / January</td> <td>£191.36</td> </tr> </tbody> </table> <p>Cllr Duncan explained the services of Arch Media relating to the neighbourhood plan.</p>	Supplier	Services	Payment	Unity Trust Bank	Bank Fees	£18.00	GR Mowing	Grass Cutting	£130.00	Proper Agency	Website November 2018	£30.00	Martin Linford	Allotment Key Deposit Repayment	£5.00	Gary Haynes	Lengthsman Duties Nov / Dec 2018	£121.80	Lucy Toogood	Carol Service Refreshments	£100.50	GR Mowing	Grass Cutting	£130.00	GJH Electrical Services	Xmas Tree Lights Take Down	£123.60	Arch Media	Neighbourhood Plan Printing	£357.00	Cllr Pattison	Carol Service Refreshments	£57.50	Gary Haynes	Lengthsman Duties Dec / Jan 2018	£362.25	Jennie Webb	Premises Hire	£139.72	Cofton Spark	Street Lighting	£388.20	Proper Agency	Website December 2018	£30.00	Andrew Billau (Clerk)	Salary December / January (by SO)	£430.00	HMRC	Tax Payment December / January	£107.50	Andrew Billau (Clerk)	Office Supplies December / January	£191.36	
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<p>009/19</p> <p>009.1/19</p> <p>009.2/19</p>	<p>Communications</p> <p>The Clerk reported that there will still some Councillors needing to set up the new email addresses and advised that Proper Agency were willing to assist if Councillors needed. The Clerk reported that he will be starting to use only the new email addresses soon.</p> <p>Cllr Fryer reported that the next newsletter was to be produced in March and asked Councillors to think about items they wanted to include. Cllr Slack suggested that the footpaths warden could include an item on cycling on footpaths, Cllr Pattison to ask footpaths warden. Cllr Duncan to request an item from the Neighbourhood Watch group.</p>	<p>All</p> <p>All</p> <p>Cllr Pattison Cllr Duncan</p>																																																						
<p>010/19</p> <p>010.1/19</p> <p>010.2/19</p>	<p>Highways and Environment</p> <p>The Clerk reported on work undertaken by the lengthsman, including filling in holes on the Stocken and repair of fencing at Myhill Field. It was agreed that another bag of planings should be acquired to complete the filling in of holes. Cllr Duncan asked that more of the street signs be cleaned.</p> <p>The Clerk reported there were further issues with the connection of the new street light in Ten Ashes Lane, this now requires Cofton Spark and Western Power to resolve, Clerk to pursue. Street lights in Oakfield Drive are awaiting reconnection and disconnection by Western Power, Clerk is monitoring. Cllr Webb asked that the light on the Village Hall car park be attended to.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																						

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010.3/19	Cllr Pattison reported that he planned to hold a meeting with residents affected by the Old Sewage Works access proposals. This will be held on site in daylight hours and would explain the proposal to residents. It was agreed this meeting will be held on February 10 th at 10.00am, Cllrs Pattison, Westbury and Webb will attend. Clerk to draft letter to residents, Cllr Pattison will distribute.	Clerk / Cllr Pattison
010.4/19	Cllr Slack reported he had met with a representative from Cofton Lake to discuss the land known as 'Muriel's Marsh' and residents gaining adverse possession of areas of the site. Councillors recalled that there was an intention to licence the land to the Parish Council as an area of natural environment but this was never completed and plans abandoned in the year 2000. Councillors agreed that the Parish Council no longer has any interest in this site, Cllr Slack to inform enquirer, and ask if the 'Parish Council' signs there can be removed.	Cllr Slack
010.5/19	Cllr Deeming reported that he had spoken with the footpaths warden regarding the new electrified fence adjoin a footpath near the Stocken. It was noted that the farmer has now put warning signs on the fence.	
010.6/19	The Clerk reported that most of the revised allotment rental agreements had now been signed by tenants and returned with payments. There are 2 agreements which have not been signed due to tenants requesting amendments. It was agreed that the tenancy agreement will not be amended for individual tenants but the Clerk will write to those tenants explaining the Council's position. Cllr Pattison to visit the new occupiers at the Grove to view the 'potting shed' erected there and report back to next meeting.	Clerk Cllr Pattison
010.7/19	Cllr Fay reported that she had spoken with Hortons solicitors about assisting with identification of land in the Parish Council's ownership, she reported this may prove an expensive exercise. Cllrs Pattison and Slack to discuss with Hortons at their next meeting.	Cllr Slack / Pattison
010.8/19	Councillors agreed to ask the lengthsman to remove the damaged grit bin in Kendal Drive, which appears to be not needed. If residents subsequently request its replacement this will be considered.	Clerk
010.9/19	Cllr Slack reported he had carried out the monthly inspection of the play area, there are no major issues. The Clerk reported that the annual ROSPA inspection will take place in March.	
011/19	Community Services	
011.1/19	Councillors discussed possible refurbishment of the existing Village Hall, the number of years remaining on the lease needs to be determined, Cllr Webb is providing a copy of the lease.	
011.2/19	The Clerk reported that the first batch of Smartwater kits could now be ordered. As these are for the new development, he asked if Councillors would prefer to wait until the New Village Hall is completed in June, and use that for the rollout. Councillors agreed they would prefer to issue these now on a door to door basis. Clerk to place order.	Clerk
011.3/19	Cllr Pattison distributed the draft lease for the New Village Hall and explained this to Councillors. He added that the solicitor's costs for this piece of work would be £1,600. Cllr Deeming asked that an up to date summary of solicitor's costs to date be provided to Councillors. Cllr Pattison proposed that a sum of £1,600 be approved to cover costs for drawing up the lease, this was seconded by Cllr Fryer with all in favour. The proposal was therefore approved.	Cllr Pattison

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011.4/19	Councillors discussed a further request for a memorial plaque on a bench at the Stocken to commemorate the death of a runner there recently. This request had been denied at a previous meeting but a subsequent email explaining the deceased's charity work had been received. Councillors discussed the issue at some length and it was agreed that the Parish Council should have a formal policy on requests for memorials, and then re-examine this request against the agreed policy. Clerk to investigate policies of other Parish Councils as a starting point.	Clerk
011.5/19	The Clerk reported that he had written to the contractor regarding the Christmas tree lights and had received a reply from them suggesting that the existing tree is no longer suitable for lights and should be pruned to shape or replaced. The contractor has now removed the lights and agreed to take no further action until instructed by the Council. This will be considered alongside the wider investigation into future Christmas decorations.	Clerk
011.6/19	Cllr Pattison reported that the two Carol Services had been successful, although the Cofton Fields event was affected by poor weather and had to move to the Church. A sum of £160 was raised for the New Village Hall and items for the B30 food bank received.	
012/19	Planning	
012.1/19	Cllr Duncan reported that the application to convert 526 Groveley Lane into 2 luxury apartments had been granted.	
012.2/19	Cllr Duncan reported that an increasing number of 'permitted developments' were now being received, these are for loft conversions, rear dormers etc, and the Parish Council has no say on these issues.	
013/19	Correspondence Received No additional correspondence received.	
014/19	Date of Next Meeting The next Parish Council meeting was agreed as Monday 18th February 2019 at 7.30pm. The meeting ended at 9.50pm	