

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 18th March 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

There were 2 members of the public in attendance.

Agenda Item	Discussion and Decisions	Action
029/19	Apologies There were no apologies, all Councillors were in attendance.	
030/19	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	
031/19	Dispensations There were no applications for dispensations received.	
032/19	Public Forum There were two members of the public in attendance. The following issues were raised:	

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032.1/19	<ul style="list-style-type: none"> - Anti-social behaviour by young people gathering in the car park at Howden's, climbing walls and entering gardens to retrieve footballs. The police have been informed and have attended, they have suggested no crime is being committed by people entering gardens. The Parish Council was asked if it could assist with Community Policing numbers. Cllr Fryer indicated she had also had some issues with anti-social behaviour and had been dealing with this as a resident of Cofton Hackett rather than in a Councillor capacity, she agreed to speak with the member of the public outside of the meeting. Cllr Pattison mentioned that the Parish Council had written to Howden's to ask if they could improve security at the car park but they had responded that there was nothing else they could do. Cllr Duncan reported that the Neighbourhood Watch group had been discussing the situation, Community Policing levels are relatively high in the area for the level of crime being experienced, the group has been assured of regular patrols. A new Police Constable has been appointed, members of the public may wish to contact him directly. 	
032.2/19	<ul style="list-style-type: none"> - Dog waste on pavements on the new estate. Councillors appreciated this is an issue but said that a particular challenge is the unadopted nature of the estate, the responsibility lies with St Modwen. The Management Company has not yet been properly constituted. It was agreed that the Clerk will approach St Modwen to ask if dog bins and notices can be supplied. 	Clerk
032.3/19	<ul style="list-style-type: none"> - The X20 bus service is a good addition to services but is unreliable. The reduction of the 47 service leaves Cofton Hackett cut off from Kings Norton, Stirchley and Cotteridge. It was suggested that the 45 service could be rerouted to loop round to Groveley Lane. Cllr Deeming responded that the bus services are reviewed every 6 months and with additional houses being built in the area there may be additions and changes due to services. It was agreed to contact West Midlands travel to arrange a meeting with them. 	Cllr Deeming
032.4/19	<ul style="list-style-type: none"> - Flooding in Barnt Green Road. Councillors said that this has been reported to WCC on numerous occasions but has never been resolved. Clerk to report again and copy Cllr McDonald. 	Clerk
032.5/19	<ul style="list-style-type: none"> - Also reported was flooding at a land drain on Kendal End Road just past Cofton Church Lane. Clerk to report to WCC. <p>Councillors thanked the members of the public for attending and indicated they could stay for the rest of the meeting if they wished.</p>	Clerk
033/19	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>	
034/19	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 18th February 2019 were agreed as a correct record of the meetings, proposed by Cllr Slack, seconded by Cllr Pattison with all in favour.</p>	
035/19	<p>Chairman's Report</p> <p>Cllr Westbury reported that the library consultation process had now closed. There have meetings regarding Alvechurch library and Cllr McDonald is active on behalf of</p>	

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035.2/19	<p>Rubery library. Alvechurch library is unlikely to close but may have to reduce its staff numbers.</p> <p>Cllr Westbury reminded Councillors that elections are on 2nd May, notices of elections are due 26th March. Clerk to follow up on process.</p>	Clerk
035.3/19	Cllr Duncan has indicated he will be standing down at these elections.	
036/19	Finance and General Purposes	
036.1/19	Cllr Slack reported that the Asset Review working party had met and had agreed in principal the documentation required for each of the Parish Council's assets. Prioritisation was considered and it was agreed that the Mission Hall and the current Village Hall should be considered first. Councillors were in agreement with this approach.	
036.2/19	Cllr Slack reported that he had updated and circulated the Financial Regulations. An amendment has been made to accommodate the approval of financial transactions, if deemed necessary, during the break between July and September meetings. Cllr Slack proposed this amendment be approved, Cllr Webb seconded with all in favour. The emended Financial regulations were therefore approved. Clerk to publish.	Clerk
036.3/19	The Clerk reported he had produced a new Standing Orders Document and circulated to Councillors for approval. These are based on the NALC template and amended to suit Cofton Hackett PC. Cllr Pattison asked that the term 'Chairman' be replaced with 'Chair' and 'he' be replaced with 'he/she' throughout. Cllr Slack proposed that, these changes aside, the Standing Orders be approved, this was seconded by Cllr Pattison with all in favour. The Standing Orders were therefore approved. Clerk to make changes and publish.	Clerk
036.4/19	Cllr Slack reported that he and Cllr Pattison had met with Hortons Solicitors regarding the purchase and transfer of the new village hall. This is progressing smoothly expect there is some ambiguity around stamp duty which will hopefully be resolved soon. The completion date for the Hall is now mid-June.	
036.5/19	Cllr Pattison reported that the lease for the new village hall is being prepared and there are no issues at this point.	
036.6/19	Cllr Slack reported that there is an opportunity to install infrastructure into the new village hall, to include WiFi, security, cabling for the hall, CCTV etc. He suggested that the trustees should take responsibility for the installation and the Parish Council make a grant to the village hall. A sum of £10,000 was suggested. Cllr Deeming pointed out that further funding would be required for tables, chairs, kitchen equipment etc. It was noted that fund raising activities are ongoing. After some discussion, Cllr Slack proposed that a sum of up to £10,000 be granted for infrastructure installation at the new village hall. Cllr Fryer seconded. There were 5 votes in favour, 1 against and 2 abstentions. The proposal was therefore carried.	
036.7/19	The Clerk reported that the Co-Op Bank Account had now been cleared with all monies transferred to Unity Trust Bank. He suggested that Co-Op account remain open for one more month to ensure nothing has been missed. He asked if Cllr Webb could close the Co-Op 'Business Select Instant Access Account' which contains £3.99.	Cllr Webb
036.8/19	The Clerk reported that savings account interest rates vary from 0.2% to 0.8% (for notice accounts), and asked for further time to investigate.	Clerk

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036.9/19 036.10/19	<p>Cllr Pattison reported that he, Cllr Westbury and Cllr Slack had met with the tenant at the Mission Hall. The hall is in good decorative order and the tenants had spent money on improving the kitchen and replacing the boiler. There are some outstanding issues with insulation of the roof and concern about electrical wiring. Tenants are to provide a list of issues and send to the Clerk. There is no current signed lease but this appears to be no more than an oversight, Clerk to copy and circulate old lease and draft new lease. Cllr Webb added that the Parish Council owns a large area of land at the rear of the building and consideration should be given to ensuring the building is adequately protected from landslip.</p> <p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 645 1257 1093"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cofton Spark</td> <td>Street Lighting - Ten Ashes Lane</td> <td>£527.50</td> </tr> <tr> <td>Thomas Horton LLP</td> <td>New Village Hall Acquisition Costs</td> <td>£5,150.40</td> </tr> <tr> <td>Thomas Horton LLP</td> <td>New Village Hall Lease Costs</td> <td>£954.60</td> </tr> <tr> <td>Jennie Webb</td> <td>Mobile Phone Bill</td> <td>£91.75</td> </tr> <tr> <td>Proper Agency</td> <td>Website February 2019</td> <td>£30.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Duties Feb / March</td> <td>£241.80</td> </tr> <tr> <td>Smartwater</td> <td>178 x Smartwater Kits @ £8.90 + VAT</td> <td>£1,901.04</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary February / March (by SO)</td> <td>£430.00</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment February / March</td> <td>£107.50</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies February / March</td> <td>£86.58</td> </tr> </tbody> </table>	Supplier	Services	Total	Cofton Spark	Street Lighting - Ten Ashes Lane	£527.50	Thomas Horton LLP	New Village Hall Acquisition Costs	£5,150.40	Thomas Horton LLP	New Village Hall Lease Costs	£954.60	Jennie Webb	Mobile Phone Bill	£91.75	Proper Agency	Website February 2019	£30.00	Gary Haynes	Lengthsman Duties Feb / March	£241.80	Smartwater	178 x Smartwater Kits @ £8.90 + VAT	£1,901.04	Andrew Billau (Clerk)	Salary February / March (by SO)	£430.00	HMRC	Tax Payment February / March	£107.50	Andrew Billau (Clerk)	Office Supplies February / March	£86.58	Clerk
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037/19 037.1/19 037.2/19 037.3/19 037.4/19	<p>Highways and Environment</p> <p>The Clerk reported on work undertaken by the lengthsman, including digging out the drainage channel at the allotments, clearance of a fallen tree at the Stocken, clearance of vegetation and sign cleaning.</p> <p>The Clerk asked if Councillors were happy with the performance of the lengthsman during his 3 month's employment. It was agreed that he had performed well and that the Clerk should prepare a new contract for 12 months from April 1st, however the contract should stipulate that the lengthsman must complete the required training within 3 months.</p> <p>The Clerk reported that work on the new lamppost in Ten Ashes Lane was now complete and he would process the associated insurance claim. Western Power are still to reconnect and disconnect lights in Oakfield Drive. The faulty post outside 54 Ashmead Drive has been reported to the supplier who have promised to visit and inspect. The street lighting contractor can go ahead and attend to the faulty bulb. All other Street lighting faults are all completed with the exception of the Village Hall light.</p> <p>Cllr Pattison reported on the status of access to the Old Sewage Works site. St Modwen continue to insist that all adjacent residents should sign a letter agreeing to the proposal. A meeting has been held with St Modwen who persisted with this stance and have changed the proposal for accessing the site. Councillors agreed that this revised proposal was unacceptable. It was suggested that St Modwen be approached to ask if they would be prepared to sell an area of land to the Parish Council to allow the original scheme to proceed. Cllr Pattison to draft letter and forward to Clerk to send to St Modwen.</p>	Clerk Clerk Cllr Pattison / Clerk																																	

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037.5/19	Cllr Pattison reported that the footpaths warden had asked if a laminated sign could be acquired to inform walkers that footpath CH521 is closed at the gate. Councillors argued this is the responsibility of Worcestershire County Council. Clerk to contact WCC.	Clerk
037.6/19	Cllr Slack reported he had looked through the file regarding Muriel's Marsh. The request from Nick Sandy to obtain copies of correspondence that the Council had with his uncle, or his uncle's representatives, be provided to him was discussed and agreed. The Clerk agreed to forward this to Nick Sandy.	Clerk
037.6/19	The Clerk advised he had received quotes for grass cutting at Myhill Field and Rose Island for 2019/20. Councillors discussed and selected the preferred contractor, to be reviewed after 3 months. Clerk to inform contractor.	Clerk
037.7/19	Cllr Pattison reported that, following a meeting with Hortons Solicitors, it has been agreed to prepare a file showing all the land which the Parish Council believes it owns. This will then be presented to WCC for their comments, on the understanding that if WCC are unable to identify any additional land owned by the Parish Council, this will become the de-facto position. Clerk to prepare file.	Clerk
037.8/19	Cllr Pattison reported that he had written to Cllr McDonald to suggest that chicanes should be installed on Barnt Green Road to aid traffic calming. Cllr McDonald had responded to say that this was unaffordable, and that there needed to be more evidence of traffic accidents to warrant any action. He did, however, promise to lay wires to record traffic speeds. Cllr Duncan reported that there may be some progress on obtaining community speedwatch equipment and training.	
037.9/19	Cllr Pattison informed Councillors that the Neighbourhood Watch group had expressed concerns about traffic speed on the new estate and had asked if the Parish Council would consider supplying some '20 is plenty' notices and wheelie bin stickers. The Clerk demonstrated some products, these must not show a red roundel. Cllr Pattison proposed purchasing 5 x rigid notices to be fixed to railings etc, and 50 x wheelie bin stickers at a total cost of £400. This was seconded by Cllr Slack with all in favour. Clerk to place the order.	Clerk
037.10/19	Cllr Pattison reported he had carried out the monthly play area inspection and that there are no safety issues.	
038/19	Community Services	
038.1/19	Cllr Deeming reported he had requested quotes for refurb of the kitchen and toilets at the old Village Hall, one has been received. He will provide further estimates for the work at the next meeting.	Cllr Deeming
038.2/19	Cllr Duncan reported on the work of the Parish litter picker, now in his mid-80s, who has voluntarily cleared litter around the Ten Ashes Area for many years without pay. He suggested the Parish Council should award some form of recognition for his services. All agreed and were asked to consider what form of recognition could be awarded.	All
038.3/19	The Clerk advised Councillors on the cost of the first batch of smartwater kits, this was included in bills for payment and agreed. Clerk to place order.	Clerk
038.4/19	Draft Memorials Policy carried forward to next meeting.	Clerk
038.5/19	Investigation into future Christmas decorations carried forward, Cllr Pattison offered to assist with meeting potential suppliers.	

Agenda Item	Discussion and Decisions	Action
<p>039/19</p> <p>039.1/19</p>	<p>Planning</p> <p>Cllr Duncan reported on 3 planning applications received during the month. After some discussion, Councillors agreed they had no objections to any of the applications. Cllr Duncan to forward to Clerk for submission to BDC.</p>	<p>Cllr Duncan / Clerk</p>
<p>040/19</p> <p>040.1/19</p>	<p>Communications</p> <p>Cllr Fryer reported that most articles for the newsletter had now been received and she would forward these to the Clerk to prepare the newsletter and send to print.</p>	<p>Cllr Fryer</p>
<p>041/19</p> <p>041.1/19</p>	<p>Correspondence Received</p> <p>The Clerk reported he had received an email concerning inconsiderate parking, clean air policy and garden bonfires, to which he would send a reply.</p>	<p>Clerk</p>
<p>042/19</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 15th April 2019 at 7.30pm.</p> <p>The meeting ended at 9.50pm</p>	