

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 13th May 2019

PRESENT:

Councillors:

Cllr Mr R Westbury (Chair)
Cllr Mr M Pattison
Cllr Mr G Cook
Cllr Mr J Slack
Cllr Mrs J Webb
Cllr Ms C Fryer

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mr R Deeming
Cllr Mrs J Fay

| Agenda Item | Discussion and Decisions | Action |
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| 071/19 | Apologies Apologies were received from Cllr Deeming and Cllr Fay, these were accepted. | |
| 072/19 | 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 | |
| 073/19 | Dispensations There were no applications for dispensations received. | |
| 074/19 | Public Forum There were no members of the public in attendance. | |

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| 075/19 | <p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p> | |
| 076/19 | <p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 13th May 2019 were agreed as a correct record of the meeting, proposed by Cllr Slack, seconded by Cllr Pattison with all in favour.</p> | |
| <p>077/19</p> <p>077.1/19</p> <p>077.2/19</p> <p>077.3/19</p> | <p>Chairman's Report</p> <p>Ms Claire Fryer indicated that she wished to continue as a Councillor, stating she has unfortunately missed the deadline for submission of re-election papers. Cllr Pattison proposed that Ms Claire Fryer be co-opted as Councillor on the Parish Council, this was seconded by Cllr Cook with all in favour. Cllr Fryer signed the Declaration of Acceptance of Office and took her place at the table.</p> <p>Cllr Westbury checked progress on the actions arising from the last meeting:</p> <ul style="list-style-type: none"> - Cllr Webb is still working on ownership and covenants relating to Cofton Gardens - Cllr Pattison asked for a contact from Kompan to discuss repair of the play area surface. Clerk to supply. - Cllr Pattison will be working with the neighbourhood watch team regarding Smartwater rollout. - Clerk still to follow up on issues with the flagpole <p>Cllrs Fay and Webb still need to submit Declarations of Interest.</p> | <p>Cllr Webb</p> <p>Clerk</p> <p>Cllr Fay / Cllr Webb</p> |
| <p>078/19</p> <p>078.1/19</p> <p>078.2/19</p> <p>078.3/19</p> <p>078.4/29</p> <p>078.5/19</p> | <p>Finance and General Purposes</p> <p>The Clerk requested that Councillors approve the Annual Governance Statement for 2018/19 which he had prepared and circulated during the previous week, so that this could be issued to the external auditors. Cllr Slack proposed that the statement be approved, Cllr Pattison seconded with all in favour. Cllr Westbury signed the Annual Governance Statement.</p> <p>The Clerk requested that Councillors approve the Accounting Statement for 2018/19 which he had prepared and circulated during the previous week, so that this could be issued to the external auditors. Cllr Slack proposed that the statement be approved, Cllr Cook seconded with all in favour. Cllr Westbury signed the Annual Governance Statement.</p> <p>The Clerk suggested that a full Gas Safety check be carried out at the Mission Hall at a cost of £90. This was agreed, Clerk to arrange.</p> <p>The Clerk reported that a preliminary electrical inspection had been carried out at the Mission Hall and there has been a recommendation to carry out a full Electrical Condition Report at a cost of £250. The Clerk asked for approval for this spend, this was agreed. Clerk to arrange.</p> <p>Quotes for refurb of Cofton Hackett Village Hall carried forward.</p> | <p>Clerk</p> <p>Clerk</p> <p>Cllr Deeming</p> |

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| 078.6/19 | The Clerk advised on availability of savings accounts, interest rates and terms. It was agreed to open a 95-day notice account with Cambridge and Counties Bank, the interest rate is 1.55%. Cllr Slack proposed an initial deposit of £25,000 and closure of the WCC deposit account currently holding £13,000, this to be transferred to the current account. This was seconded by Cllr Fryer with all in favour. Clerk to action. | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 078.7/19 | Cllr Westbury reported he had received a request for a donation from Bluwave Community Transport, a service which takes clients to Doctors, Hospital etc, using volunteer drivers. Councillors discussed the request and whether anyone from Cofton Hackett had used or will use the service. Cllr Pattison proposed a donation of £250 which was seconded by Cllr Slack with all in favour. Clerk to action and to ensure that Bluwave advise how many people from Cofton Hackett use the service over the next 12 months, and how they promote the service. | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 078.8/19 | <p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 770 1236 1330"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Goa Goa Restaurant</td> <td>Councillor Leaving Event</td> <td>£190.00</td> </tr> <tr> <td>The Ledstore</td> <td>2 x Street Light Posts *</td> <td>£1,057.10</td> </tr> <tr> <td>Proper Agency</td> <td>Website April</td> <td>£30.00</td> </tr> <tr> <td>CPRE</td> <td>Membership Fee</td> <td>£36.00</td> </tr> <tr> <td>Planning Prospects</td> <td>Planning Application, Signs at New VH</td> <td>£86.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£132.65</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting</td> <td>£67.00</td> </tr> <tr> <td>Npower</td> <td>Electricity Supply (from 2017)</td> <td>£203.18</td> </tr> <tr> <td>Shelagh O'Loughlin</td> <td>Plants and Compost for Planters</td> <td>£67.45</td> </tr> <tr> <td>Proper Agency</td> <td>Website May</td> <td>£30.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary May / June (by SO)</td> <td>£430.00</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment May / June</td> <td>£107.50</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies May / June</td> <td>£105.26</td> </tr> </tbody> </table> <p style="text-align: center;">* Paid for during month as agreed</p> | Supplier | Services | Payment | Goa Goa Restaurant | Councillor Leaving Event | £190.00 | The Ledstore | 2 x Street Light Posts * | £1,057.10 | Proper Agency | Website April | £30.00 | CPRE | Membership Fee | £36.00 | Planning Prospects | Planning Application, Signs at New VH | £86.00 | Cofton Spark | Street Lighting | £132.65 | Cofton Spark | Street Lighting | £67.00 | Npower | Electricity Supply (from 2017) | £203.18 | Shelagh O'Loughlin | Plants and Compost for Planters | £67.45 | Proper Agency | Website May | £30.00 | Andrew Billau (Clerk) | Salary May / June (by SO) | £430.00 | HMRC | Tax Payment May / June | £107.50 | Andrew Billau (Clerk) | Office Supplies May / June | £105.26 | |
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| 079/19 | <p>Highways and Environment</p> <p>079.1/19 The Clerk reported on work undertaken by the lengthsman. Training for the lengthsman still needs to be arranged.</p> <p>079.2/19 The Clerk advised that replacements for street lighting post 44 Ashmead Drive and post 5, Cofton Church Lane are being pursued as insurance claims. The new posts and lighting assemblies are due for delivery this week. Clerk to progress installations and insurance claims.</p> <p>079.3/19 Status of cleaning of Groveley Lane bus shelter carried forward.</p> <p>079.4/19 Cllr Pattison reported that it appears that a section of East Works Drive has now been adopted by WCC. Bromsgrove District Council should now be cutting the grass verges but this is not happening currently. Clerk to contact BDC and Cllr McDonald.</p> <p>079.5/19 Cllr Pattison reported that Mainstay Property Management have now been appointed as</p> | <p>Clerk</p> <p>Clerk</p> <p>Cllr Fay</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 079.5/19 | <p>managing agents of parts of the new development, including Arrow Park. A resident has reported a missing bolt on one of the swings, Cllr Pattison has reported this to Mainstay. Clerk to check St Modwen / Mainstay responsibilities.</p> <p>Cllr Pattison reported a further meeting had been held with St Modwen regarding access to the Old Sewage Works site. Cllr Webb advised that the pond is silted up and needs to be cleared by St Modwen. Cllr Pattison is submitting a proposal to St Modwen for gaining access and a suggestion for the public consultation process.</p> | Clerk |
| 079.6/19 | Ownership of Cofton Gardens access point and covenants – carried forward. | Cllr Pattison |
| 079.7/19 | Cllr Pattison reported that Horton’s continue to make progress on identifying land in the PC’s ownership. | Cllr Webb |
| 079.8/19 | Cllr Pattison reported he had carried out the monthly play area inspection and that there are no safety issues. | |
| 080/19 | Community Services | |
| 080.1/19 | Cllr Slack reported that the completion of new Village Hall has been delayed to the end of July due to bad weather. The outstanding issue regarding stamp duty has been resolved. Broadband still needs to be installed and should be done within the next 2 – 3 weeks. Cllr Pattison reported that the lease is ready with a final version due soon. | |
| 081/19 | Planning | |
| 081.1/19 | <p>Cllr Webb reported that the 3 planning applications within the Cofton Hackett settlement had been reviewed by herself and Cllr Fay. There are no issues with these from a CHPC viewpoint:</p> <ul style="list-style-type: none"> - 19/00625, single storey extension at 7 Oakfield Drive - 19/00661, single and 2-storey extension at 406 Groveley Lane - 19/00704, single storey extension, 48 Oakfield Drive | |
| 081.2/19 | Cllr Slack reported the application for Doggy Day Care facility at Cofton Church Lane had been refused. The applicant intends to appeal and has written to the PC asking for its support. Councillors felt that they fully supported the reasons for the refusal and would be unable to support the applicant with the appeal. Cllr Slack to contact applicant. | Cllr Slack |
| 082/19 | Communications | |
| 082.1/19 | Cllr Fryer will resume as Chair of Communications. The next newsletter will be published in July and asked Councillors to submit items by the end of June. | All |
| 082.2/19 | Clerk to advise Cllr Fryer of contact details for Proper Agency (website maintenance). | Clerk |
| 083/19 | Correspondence Received | |
| | Nothing to report. | |
| 084/19 | Date of Next Meeting | |

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| | The next Parish Council meeting was agreed as Monday 15th July 2019 at 7.30pm. The meeting ended at 8.55pm. | |