

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 15th July 2019

PRESENT:

Councillors:

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

County Councillor:

Cllr Mr P McDonald

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mrs J Webb

Agenda Item	Discussion and Decisions	Action
085/19	Apologies Apologies were received from Cllr Webb (holiday), these were accepted.	
086/19	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	
087/19	Dispensations There were no applications for dispensations received.	
088/19	Public Forum There were no members of the public in attendance.	

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089/19	<p>Reports from Outside Bodies / County Councillor</p> <p>County Councillor Peter McDonald was in attendance.</p> <p>Cllr McDonald spoke about continuing austerity measures and cut backs. Child social care is failing under Worcestershire County Council and a wholly owned company is being contacted to run the service. He advised that he had lost a motion regarding climate change, with County Council believing it is operating effectively. He has also proposed that contractors operating on behalf of Bromsgrove Council should receive a minimum of £9 per hour, this was also rejected. He advised he will be making the same proposal to Worcester Council.</p> <p>Cllr Westbury asked for an update on the libraries consultation, Cllr McDonald responded that more will be known in October, Rubery Library has been moved to the top of the list and Bromsgrove towards the bottom. He said he could not see how any further cutbacks could be made.</p> <p>Cllr Fryer asked about the Worcestershire Passenger Transport Strategy, Cllr McDonald that there will be planned events held with the Cofton Hackett area. Diamond are likely to pull out. Cllr Cook mentioned that the fare on the 145 service has risen from £3.50 to £7.80 and is likely to price itself out. Cllr McDonald said he will speak to the transport officer and respond directly to Cllr Cook.</p> <p>Cllr Fay asked about responsibilities for maintaining grass verges in the Parish. Cllr McDonald confirmed that this is a County responsibility but that the legislation allows contractors to do the absolute minimum when reinstating verges. He advised Councillors to complain to central government regarding this legislation. He said he will send an officer back to look at verges in Oakfield Drive.</p> <p>Cllr Pattison asked if the speed monitoring wires had been put down in Barnt Green Road. Cllr McDonald said this had been done but that recorded speeds were not significantly high. Police will possibly take action when average speeds are more than 36mph but this does not appear to be the case in Barnt Green Road.</p> <p>Cllr Westbury thanked Cllr McDonald for attending, Cllr McDonald left the meeting at 8.05pm.</p>	
090/19 090.1/19 090.2/19	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 17th June 2019 were agreed as a correct record of the meeting, proposed by Cllr Slack, seconded by Cllr Pattison with all in favour.</p> <p>Cllr Westbury checked actions arising from the previous minutes, which were not covered on the agenda:</p> <ul style="list-style-type: none"> - The Clerk has written regarding the flagpole issues and is awaiting a response, Councillors asked for clarification on which flags are flown and when. - Cllr Webb is still working on ownership and covenants relating to Cofton Gardens - Gas safety check and electrical condition report still to be done at Mission Hall 	<p>Clerk Cllr Webb Clerk</p>
091/19 091.1/19	<p>Chairman's Report</p> <p>Cllr Westbury reported that he and Cllr Pattison had attended Chairmanships training,</p>	

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091.2/19	which had proved useful. Cllr Webb still needs to submit Declarations of Interest.	Cllr Webb
092/19	Highways and Environment	
092.1/19	The Clerk reported on work undertaken by the lengthsman. He advised that it had been confirmed that the lengthsman had already undertaken the necessary training and this does not need to be pursued. He expressed a concern that some tasks allocated to the lengthsman more than a month ago had still not been completed. Clerk to speak with lengthsman.	Clerk
093.2/19	Cllrs Slack and Fay asked that the lengthsman attend to overhanging vegetation on Kendal End Road	Clerk
093.3/19	The Clerk advised that the replacement street light post at Cofton Church Lane was due for installation on 16 th July and would be reconnected on 1 st August. Replacement and reconnection of the post at Ashmead Drive is scheduled for 8 th August.	
093.4/19	Cllr Fay said she would follow up on the status of cleaning of Groveley Lane bus shelter by BDC.	Cllr Fay
093.5/19	Cllr Pattison reported that is unclear who is responsible for maintenance of the grass verges at the entrance to East Works Drive. This area has not been adopted by WCC so it remains the responsibility of either St Modwen or Mainstay. St Modwen have now agreed to attend to the areas.	
093.6/19	The Clerk reported he had now received an email from Mainstay outlining their responsibilities. Clerk to circulate to Councillors.	Clerk
093.7/19	Cllr Cook raised an issue regarding rotten trees not being replaced and asked if St Modwen planned to do anything about them. Cllr Cook will provide contact for Persimmon homes, Cllr Pattison will investigate.	Cllrs Cook / Pattison
093.8/19	Cllr Pattison reported he is still awaiting a response from St Modwen regarding access to the Old Sewage Works site.	
093.9/19	Ownership of Cofton Gardens access point and covenants – carried forward.	Cllr Webb
093.10/19	Cllr Pattison reported that 3 estate agents' signs have been erected in front of the new village hall contrary to regulations. Clerk to write to estate agents responsible and ask them to remove them. If not done, then ask the lengthsman to remove them.	Clerk
093.11/19	Cllr Pattison reported that Horton's continue to make progress on identifying land in the PC's ownership.	
093.12/19	Cllr Pattison reported he had carried out the monthly play area inspection and that there are no safety issues. He advised that he had spoken to Kompan about the possibility of relaying the soft surface, Kompan have said they don't provide that service. Cllr Slack suggested that Bennimans could probably provide a quote. Cllr Slack to investigate.	Cllr Slack
094/19	Finance and General Purposes	
094.1/19	Cllr Deeming provided two quotes for refurb of Cofton Hackett Village Hall for Cllr Slack to review.	Cllr Slack

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094.2/19	The Clerk reported that the internal audit report for 2018/19 had been received, there were no major issues and the auditor was pleased with progress made against actions from his previous year's report.																												
094.3/19	Cllr Slack asked that Councillors agree to a Finance Committee meeting being held during the August break, to approve any payments felt necessary by the Clerk. Councillors agreed, Clerk will ensure the meeting is properly minuted.																												
094.4/29	<p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 589 1145 969"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Worcestershire CALC</td> <td>Training</td> <td>£30.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Grass Cutting (1)</td> <td>£250.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Grass Cutting (2)</td> <td>£250.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services (1)</td> <td>£302.25</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services (2)</td> <td>£242.25</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary June / July (by SO)</td> <td>£430.00</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment June / July</td> <td>£107.50</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies June / July</td> <td>£43.52</td> </tr> </tbody> </table>	Supplier	Services	Payment	Worcestershire CALC	Training	£30.00	Gary Haynes	Grass Cutting (1)	£250.00	Gary Haynes	Grass Cutting (2)	£250.00	Gary Haynes	Lengthsman Services (1)	£302.25	Gary Haynes	Lengthsman Services (2)	£242.25	Andrew Billau (Clerk)	Salary June / July (by SO)	£430.00	HMRC	Tax Payment June / July	£107.50	Andrew Billau (Clerk)	Office Supplies June / July	£43.52	
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095/19	Community Services																												
095.1/19	Cllr Pattison reported that he had circulated the lease for the new Village Hall to all Councillors and had received no comments. He therefore assumed that Councillors were in agreement with lease and proposed that it be approved. Cllr Cook seconded the proposal. Councillors voted but Cllrs Deeming and Fay abstained as they have not seen a copy of the lease due to not yet having their coftonhackettpc email addresses setup. Clerk to send copy of lease to their personal email addresses, and arrange hardcopy in the post if necessary. Cllrs Deeming and Fay to feedback comments to Cllr Slack asap and before 26 th July.	Clerk Cllrs Deeming / Fay																											
095.2/19	Clerk will again request that Proper Agency contact Cllrs Deeming and Fay to assist with email setup.	Clerk																											
095.3/19	Cllr Slack advised that there was an outstanding issue with the new Village Hall in that broadband had still not been installed. He explained that options were to accept the new hall without broadband or refuse to accept until it is installed. Councillors agreed to wait until the end of August and review the situation then.																												
095.4/19	Cllr Slack proposed that the Parish Council should move towards ensuring that all the Council's documents which are in the public domain are published on the Council's website with a target for the end of the year. Cllr Cook seconded the proposal and all were in favour (Cllr Deeming abstained as he is not receiving Council communications due to the email situation).																												
095.5/19	<p>Cllr Slack reported that he had read through the lease agreement for Cofton Hackett Village Hall and is concerned that the trustees are not in compliance with some of the terms of the lease.</p> <ul style="list-style-type: none"> - There is only 1 trustee currently and there should be more - There should be representatives of the Parish Council and other bodies amongst the trustees - There should be an annual report and a public meeting 																												

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	<p>He added that the trustees have been in compliance in the past but not in recent years.</p> <p>Cllr Slack suggested that the situation needs to be remedied, and that this be discussed at the September meeting. Councillors agreed. Cllrs Webb and Deeming to consider.</p>	Cllrs Webb / Deeming
<p>096/19</p> <p>096.1/19</p> <p>096.2/19</p>	<p>Planning</p> <p>Cllr Deeming reported that the planning application for a care home on the Clark's site had been sent back. The public meeting planned for July has been postponed.</p> <p>The Clerk reported that no new planning applications had been received during the month.</p>	
<p>097/19</p> <p>097.1/19</p>	<p>Communications</p> <p>Cllr Fryer reminded Councillors that items for the next newsletter were due at the end of June and only one had been received. It was agreed that items should be sent to her by 22nd July.</p>	All
<p>098/19</p> <p>098.1/19</p>	<p>Correspondence Received</p> <p>The Clerk reported he had received a thank you letter from the volunteer litter picker for his gift. He read out the letter to Councillors.</p>	
<p>099/19</p> <p>099.1/19</p> <p>099.2/19</p> <p>099.3/19</p>	<p>Items for Next Meeting</p> <p>Cllr Pattison asked that the risk assessment be reviewed in time for approval at the next meeting.</p> <p>Cllr Pattison advised that Christmas Lighting proposals still need to be pursued.</p> <p>Cllr Fryer asked if there should be a co-ordinated response to Anti-Social behaviour problems in the parish. Cllr Pattison advised that he sometimes attends the neighbourhood watch meetings and would try to attend the next one to raise the issue.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Pattison</p>
<p>100/19</p>	<p>Closed Session</p> <p>The Clerk left the meeting at 9.15pm in order for Councillors to discuss the results of his recent appraisal.</p>	
<p>101/19</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 16th September 2019 at 7.30pm.</p> <p>All being well, this will be held at the new Cofton Village Hall</p> <p>The meeting ended at 9.30pm.</p>	