

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 16th September 2019

PRESENT:

Councillors:

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

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mr M Pattison
Cllr Mr G Cook
County Cllr Mr P McDonald

There were 4 members of the public in attendance.

Agenda Item	Discussion and Decisions	Action
102/19	Apologies Apologies were received from Cllrs Pattison and Cook (holiday and work commitments), these were accepted.	
103/19	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	
104/19	Dispensations There were no applications for dispensations received.	
105/19	Public Forum There were 4 members of the public in attendance, 3 from the new development and 1 from Barnt Green Road.	

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	<p>Cllr Westbury welcomed all to the meeting and to the new Cofton Village Hall. He then asked if there were any questions from the floor.</p> <p>A resident from Barnt Green Road raised the issue of speeding traffic along the road. He stated that since he moved to Cofton Hackett 12 months ago there had been 2 serious accidents, several door mirrors broken and a cat run over. He has spoken to neighbours who are willing help with any initiative to reduce speed of traffic.</p> <p>Cllr Westbury said that this is a County Council matter and that residents should contact their County Councillor with their concerns. Cllr Fay said that the Parish Council had been campaigning for several years on the issue of speeding traffic and that a 30mph limit had been enforced on part of Barnt Green Road. The Parish Council had asked that the 30mph limit be applied to the full length of the road but this had not been actioned. Members of the public and Councillors discussed various traffic calming measures which could potentially be installed. Councillors again urged members of the public to raise the issue with Cllr McDonald.</p> <p>A question was asked regarding possible development of green belt land within the village. Cllr Deeming advised that the green belt review was due to be completed at the end of October.</p>	
106/19	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>	
107/19	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 15th July 2019, and those of the extraordinary meeting held on 19th August 2019, were agreed as a correct record of the meeting, proposed by Cllr Slack, seconded by Cllr Deeming with all in favour.</p>	
108/19	<p>Chairman's Report</p> <p>108.1/19 Cllr Westbury reported that he is due to undergo a hip replacement operation on Friday 27th September so may be out of action for a while following that. Cllr Pattison will be back from holiday before then.</p> <p>108.2/19 Cllr Westbury reported that a meeting had been held with the Clerk to discuss actions from his assessment and the Parish Council's desire for him to undertake the formal CiLCA training and qualification. The Clerk has agreed that he will undertake the training, commencing with attendance at a training session towards the end of October and registration for the course in November. Following registration, the course needs to be completed in 12 months.</p> <p>108.3/19 Cllr Westbury reported that he intended to set up a working group to review the Council's Code of Conduct documentation, to ensure it is robust and gives Councillors an appropriate level of guidance, particularly when communicating with outside bodies. He has asked Cllr Pattison to lead the group, Cllrs Deeming and Slack, and the Clerk, volunteered to assist.</p>	Cllr Pattison

Agenda Item	Discussion and Decisions	Action
<p>10919</p> <p>109.1/19</p> <p>109.2/19</p> <p>109.3/19</p> <p>109.4/19</p> <p>109.5/19</p>	<p>Community Services</p> <p>Cllr Deeming reported that he no longer had any involvement with Cofton Hackett Village Hall. Mr Bob Ward (who was in attendance) has been appointed chairman. Cllr Slack asked what actions were being taken to ensure the trustees comply with the terms of the lease as was discussed at July's meeting. Mr Ward indicated this would be resolved within the next two weeks. Cllr Webb to report back at the October meeting.</p> <p>Cllr Slack reported he had received two quotes for refurbishment of Cofton Hackett Village Hall from Cllr Deeming. However, he reported that he was not prepared to accept only 2 quotes, particularly as one of the quotes was from a family member of one of the trustees. He asked that 3 independent quotes be supplied. He added that any consideration of a refurbishment grant should be delayed until the trustees are in compliance with the terms of the lease. It was noted that Cofton Hackett Village Hall had been awarded a grant of £7,500 from the New Homes Bonus. Cllr Deeming suggested this item be referred back to the trustees and their decision reported back at the October meeting.</p> <p>Cllr Webb spoke about the condition of the car park at Cofton Hackett Village Hall, the side areas are badly overgrown and out of control, trees and shrubs are overhanging the car park and obscuring lighting. Cllr Webb has obtained a quote from Blue Sky Arboriculture to clear and tidy up of £1,300. She asked if the Parish Council could obtain additional quotes. The areas in question are on land owned by the Parish Council. It was agreed this would be further discussed at the Cofton Hackett Village Hall Committee, to report back at the PC's October meeting.</p> <p>Cllr Slack reported that Cofton Village Hall (the new hall) trustees had applied for a new homes bonus grant to equip the hall with furniture, curtains and a number of additional items. A grant of £15,000 was applied for, £2,500 has been awarded. Cllr Deeming suggested that the reason the full amount was not granted was that the request was not specific enough. Cllr Slack expressed surprise as the trustees had gone into great detail to itemise and cost exactly what was being requested.</p> <p>Cllr Slack went on to say that the Parish Council's budget included a sum of £25,000 for grants for community assists and proposed that a sum of £12,500 be granted to the trustees of Cofton Village Hall for the purchase of these items. He pointed out that residents of the new development receive relatively little benefit from their share of the Council's precept and so furnishing of Cofton Village Hall will bring benefits to the community. Cllr Fryer added that staffing of the hall had been made up of volunteers during the 5 years of its inception and trustees could not continue to rely on volunteers.</p> <p>Following some discussion, the proposal was seconded by Cllr Fryer and a vote was held. Cllrs Deeming and Webb abstained, all others were in favour. Resolved that the Parish Council grant a sum of £12,500 to the trustees of Cofton Village Hall.</p> <p>Cllr Westbury asked that the Warranty document for Cofton Village Hall, from Faithful and Gould (designers), which had been circulated to all, be approved by the Parish Council. This was agreed and the document was signed by Cllrs Westbury and Deeming, witnessed by the Clerk. Document to be returned to Horton's solicitors.</p>	<p>Cllr Webb</p> <p>Cllr Webb</p> <p>Cllr Webb</p> <p>Cllr Westbury</p>
<p>110/19</p> <p>110.1/19</p>	<p>Highways and Environment</p> <p>The Clerk reported on work undertaken by the lengthsman since the last meeting. He has been busy with vegetation clearance, sign cleaning and repairs to fencing. The Clerk read out a note from the lengthsman and some actions were agreed:</p> <ul style="list-style-type: none"> - Clerk to pursue quote for tidying up of trees and shrubs on Rose Hill island. It 	

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110.2/19	<p>was agreed to use the same contractor as last year, provided his quote was no higher than last year, allowing for inflation.</p> <ul style="list-style-type: none"> - At Cllr Deeming's suggestion, Clerk to supply copies of a standard letter to the lengthsman, which the lengthsman can use to advise residents if vegetation from their properties is overhanging walkways etc. The letter will be on Parish Council headed paper, signed by the Clerk. <p>The Clerk reported that the two new street light installations at Cofton Church Lane and Ashmead Drive had been completed. These are modern style posts with LED lighting assemblies, no negative comments have been received regarding these installations. Cllr Fry advised that street lighting on Skylark Street had not yet been switched on, Clerk to contact Mainstay.</p>	Clerk Clerk Clerk																					
110.3/19	Cllr Fay advised she has spoken to BDC regarding the bus shelter on Groveley Lane and this is due to be cleaned shortly. BDC will not charge the PC for cleaning.																						
110.4/19	Cllr Webb advised that despite paying the necessary fee to Land Registry, she had been unable to obtain any conclusive information regarding ownership of the access point into Cofton Gardens. It was agreed to defer this item pending Cllr Pattison's report on discussions with St Modwen at the next meeting. Cllr Webb advised that there may be major issues with silted up areas on the proposed allotment site.																						
110.5/19	The Clerk reported that Cllr Pattison had carried out monthly inspections of the Myhill Field play area, there are no serious issues.																						
111/19	<p>Finance and General Purposes</p> <p>111.1/19 The Clerk advised that the external audit of the Parish Council's accounts for 2018-19 had now been completed with no issues reported.</p> <p>111.2/19 The Clerk reported that he is awaiting quotes for the Parish Council's insurance policy, due for renewal in October. Once quotes are received he will email all Councillors and if necessary obtain approval for the renewal.</p> <p>111.3/19 Cllr Westbury requested that expenditure for a sum of £212.50 be approved, being the Parish Council's share of the cost of printing hard copies of the final Lickey and Blackwell and Cofton Hackett neighbourhood plan. Proposed by Cllr Slack, seconded by Cllr Webb with all in favour.</p> <p>111.4/29 The Risk Assessment is due for review in November, Clerk to circulate for comment and review, with a view to approval at the October meeting.</p> <p>111.5/19 Cllr Deeming and Cook still need to set up the new PC email addresses, Cllr Pattison has offered to assist Cllr Deeming, Cllr Fay advised she is not receiving any mails to the new address, Clerk to ask Proper Agency for assistance. Cllr Cook to advise on status.</p> <p>111.6/19 A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 1760 1254 2033"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Councillor Westbury</td> <td>Mileage for Village Hall Transfer Signing</td> <td>£101.70</td> </tr> <tr> <td>Heron Press</td> <td>Newsletter Summer 2019 Printing</td> <td>£385.00</td> </tr> <tr> <td>Shelagh O'Loughlin</td> <td>Spring Bulbs Order</td> <td>£172.00</td> </tr> <tr> <td>PKF Ltlejohn</td> <td>External Audit 2018-19</td> <td>£360.00</td> </tr> <tr> <td>Gary James</td> <td>Grass Cutting x 4</td> <td>£500.00</td> </tr> <tr> <td>Gary James</td> <td>Grass Cutting x 1</td> <td>£125.00</td> </tr> </tbody> </table>	Supplier	Services	Payment	Councillor Westbury	Mileage for Village Hall Transfer Signing	£101.70	Heron Press	Newsletter Summer 2019 Printing	£385.00	Shelagh O'Loughlin	Spring Bulbs Order	£172.00	PKF Ltlejohn	External Audit 2018-19	£360.00	Gary James	Grass Cutting x 4	£500.00	Gary James	Grass Cutting x 1	£125.00	Clerk Clerk / Cllr Pattison / Cllr Deeming / Cllr Cook
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116.10/19	Gary James	Lengthsman July August	£429.00	Clerk
	Gary James	Lengthsman September	£122.25	
	Andrew Billau (Clerk)	Salary August / September (by SO)	£430.00	
	HMRC	Tax Payment August / September	£107.50	
	Andrew Billau (Clerk)	Office Reimbursements Aug / Sept	£160.10	
Cllr Slack advised that the budget for 2020/21 now needs to be considered. Clerk to circulate current budget status, all to consider.				
117/19	Planning			Clerk Cllrs Fay / Webb Cllrs Pattison / Fryer Clerk
117.1/19	Councillors discussed the proposed care home development at Clark's site. Councillors expressed concerns regarding the design, positioning, car parking and potential issues with infrastructure. This can be considered further when the application is referred to the Parish Council.			
117.2/19	Application 19/00990, single storey side and rear extension at 31, Kendal End Road was discussed. It was agreed the Parish Council has no objection to this application. Clerk to advise BDC.			
117.3/19	Application 19/01087, demolition of bungalow and erection of 3 dwelling at 119 Barnt Green Road. Cllr Fay advised she felt this was overdevelopment of the site. It was agreed that she and Cllr Webb will visit the site to meet neighbours and report back in October.			
117.4/19	Application 19/01152, 24 dwellings at Longbridge East. Cllrs Pattison and Fryer advised that they had no real concerns about the development but will report further at the October meeting.			
117.5/19	Cllr Webb asked if the Parish Council had been consulted on an application at 39 Ashmead Drive. Clerk to investigate and advise.			
118/19	Communications			All
118.1/19	Cllr Fryer advised that the next newsletter will be published in November or December. Items for the newsletter to Cllr Fryer by 15 th October please.			
119/19	Correspondence Received			Clerk
119.1/19	The Clerk reported he had received notification of road closure on Barnt Green road for flood alleviation works. Closure from 21 st October, anticipated duration 5 days. Clerk to publish on website and Facebook.			
120/19	Items for Next Meeting			
099.1/19	No additional items advised.			
121/19	Date of December Meeting			
It was agreed that the date of the December meeting will be Monday 9th December 2019.				

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122/19	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 21st October 2019 at 7.30pm.</p> <p>The meeting ended at 9.10pm.</p>	