

Cofton Hackett Parish Council

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

PRESENT:

Councillors:

Cllr Mr M Pattison (Chair in Cllr Westbury's absence)
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 R Westbury
Cllr Mr G Cook

There was 1 member of the public in attendance.

Agenda Item	Discussion and Decisions	Action
123/19	Apologies Apologies were received from Cllrs Westbury and Cook (illness and work commitments), these were accepted.	
124/19	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	
125/19	Dispensations There were no applications for dispensations received.	
126/19	Public Forum There was 1 member of the public in attendance, a Myhill field allotment holder.	
126.1/19	A question was asked as to whether the Parish Council was willing to contribute to the	

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126.2/19 126.3/19 126.4/19	<p>cost of servicing and repairing the allotment lawnmower. Councillors advised that there had been considerable expenditure in the past year obtaining the new lawnmower and the metal storage shed. Councillors felt that the upkeep of the lawnmower should be the collective responsibility of the allotment holders.</p> <p>Cllr Pattison advised, however, that there was funding in the current budget to prune the large trees at the allotments and this was planned to occur over the winter period. The Clerk will be arranging quotes for the work.</p> <p>The problem with water run-off from the new footpath into Cofton Church Lane was highlighted. Councillors advised they were well aware of the issue; Cllr Deeming has been speaking to County Councillor McDonald and St Modwen have been contacted. The flooding seems to have lessened recently and it would appear some actions have been taken.</p> <p>The Clerk asked if all the allotment plots at Myhill field are being properly cultivated and was advised that there are 3 plots which require attention. Clerk to visit and confirm.</p>	Clerk Clerk
127/19	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>	
128/19	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 16th September 2019 were agreed as a correct record of the meeting and signed by the Chairman.</p>	
129/19 129.1/19	<p>Chairman's Report</p> <p>Cllr Pattison reported that he and Cllr Slack had attended a presentation at Bromsgrove District Council which covered the district plan review. Cllrs Pattison and Slack explained the methodology being used and advised that the target for new housing in Bromsgrove is now up to 6,433 houses with the timeframe moving out to 2040 and possibly beyond. Currently ongoing is the 'call for sites' where landowners can put forward a case for development on their land. It was noted that St Modwen own considerable amounts of land in and around Cofton Hackett.</p>	
13019 130.1/19 130.2/19 130.3/19	<p>Community Services</p> <p>Cllr Webb reported she had passed a copy of the accounts for Cofton Hackett Village Hall to the Clerk, and that the other actions to achieve compliance with the lease are in hand. Cllr Webb to arrange for minutes of trustees' meetings to be sent to the Clerk.</p> <p>Cllr Slack suggested that the Parish Council should assist Cofton Hackett Village Hall with funding for clearance of the grounds around the car park. The land is owned by the Parish Council and there are a number of trees which could fall and cause damage. Cllr Slack proposed that a sum of £1,500 be granted to the trustees of Cofton Hackett Village Hall for this work to be carried out. This was seconded by Cllr Fay with all in favour. Cllr Webb did not vote due to a conflict of interest. Clerk to write to CHVH secretary and arrange payment.</p> <p>Cllr Pattison reported that residents on the new development have expressed serious concerns about the fees being charged by the Mainstay management company. A meeting</p>	Cllr Webb Clerk

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130.4/19	<p>has been held which was well attended, Mainstay and St Modwen were unable to attend. A list of questions has been put together in preparation for a further meeting with St Modwen and Mainstay on the 11th November.</p> <p>Cllr Pattison reported that St Modwen have now agreed the consultative process for providing access to the Old Sewage works allotment site and have agreed in principal to open up a secure access route. There will be a meeting held on site with affected residents to explain the proposals. The meeting is planned for 23rd November at 10.00am, Cllr Webb agreed to attend. Cllr Pattison to arrange access to the site through resident's garden and then provide wording of a letter which the Clerk will send to affected residents.</p>	Cllr Webb / Pattison / Clerk
130.5/19	<p>The Clerk reported that he and Cllr Pattison had met with suppliers of festive lighting with a view to obtaining a quote for Christmas lights in the village. It was suggested there was insufficient time to provide anything for 2019 but a budget figure for 2020 might be obtained. A very rough estimate of £5,000 was suggested, Councillors felt this would be excessive spend and asked the Clerk to enquire what neighbouring Parish Councils budget for this. It was agreed that the tree near the flag pole should be hung with lights as usual, Councillors also agreed that no pruning work should be carried out on the tree (as was suggested by the lighting installers). Clerk to advise lighting installers.</p>	Clerk Clerk
130.6/19	<p>Cllr Pattison reported that some bulb planting of around 500 bulbs had taken place alongside the new Village Hall with 4 volunteers assisting. Further planting will take place over the coming weekend.</p>	
130.7/19	<p>Cllr Slack advised that the terms of the lease for Cofton Village Hall require that a Parish Councillor, who is not directly involved with the Village Hall, attend meetings of the trustees to represent the Parish Council, and asked for a volunteer. Cllr Fay agreed to attend meetings.</p>	Cllr Fay
130.8/19	<p>Cllr Pattison reported that the village walk had taken place on 28th September together with Barnt Green, 3 different walks took place and there was a good turnout of 15 people.</p>	
130.9/19	<p>Councillors discussed options for a community event for the Christmas period and referred to the cancellation of last year's seniors' lunch due to lack of numbers. It was agreed that there should be an event for all the community, to be held at the new hall. Cllr Fryer advised she had reserved the 21st December for such an event. It was suggested that the carol service could be incorporated.</p>	
130.10/19	<p>The Clerk reported that the Lickey and Blackwell and Cofton Hackett neighbourhood plan had now been approved and will go to public referendum on 12th December. There was discussion on how the referendum should be advertised, Clerk to confer with Cllr Westbury.</p>	Clerk
131/19	Highways and Environment	
131.1/19	<p>The Clerk reported on work undertaken by the lengthsman since the last meeting. He also advised that the County Council has reimbursed the Parish Council for the work undertaken by the lengthsman in 2018/19.</p>	
131.2/19	<p>The Clerk reported that the two insurance claims for new posts at Ashmead Drive and Cofton Church Lane had now been paid by the insurance company. There are no known outstanding street light faults at present.</p>	
131.3/19	<p>Cllr Fay advised that the cleaning of the bus shelter on Groveley Lane had been completed, there will be no charge to the Parish Council.</p>	

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131.4/19	Cllr Deeming reported that he had spoken to Worcestershire County Council regarding the water run-off problem from the new footpath onto Cofton Church Lane and has been advised that this is 'under control'. There does seem to have been some improvement in recent days.	
131.5/19	Cllr Pattison advised that the soft surface areas on the play area needed some attention although it is not a serious issue. He added that he was awaiting receipt of S106 monies to fund repairs.	
131.6/19	Cllr Pattison reported that he had carried out monthly inspections of the Myhill Field play area, there are no serious issues. An electronic version of the checklist is being worked on.	
132/19	Finance and General Purposes	
132.1/19	The Clerk advised that the new NALC salary scales for Clerks had been published and asked that the Council approve payment of the new rate for his pay scale, back-date to April 2019. This was proposed by Cllr Slack and seconded by Cllr Webb with all in favour. Clerk to action.	Clerk
132.2/19	The Clerk reported that he had now moved all the Parish Council paper files from Cofton Hackett Village Hall into the new Cofton Village Hall. He suggested that he spends some time working through the files and retaining and filing, or destroying appropriately, in accordance with the PC's approved document retention policy. This was agreed.	Clerk
132.3/19	Cllr Deeming advised on section 106 monies due and which projects these had been allocated to. There was some confusion about the amount allocated to Cofton Hackett. Clerk to investigate as a matter of urgency.	Clerk
132.4/29	Cllr Slack requested that Councillors review the expected spend for this year, circulated by the Clerk, and consider budgetary figures for 2020/21. Please advise Clerk before next meeting.	All
132.5/19	The Clerk reported that an additional invoice for examination of the Neighbourhood Plan, from Kirkwells, had been received. Cofton Hackett's share of this invoice is £336. He asked for approval of the spend. This was agreed by all.	
132.6/19	The Clerk reported he had received a request for a grant towards the 'Cradle to Crayon' play-group being set up in Cofton Village Hall. Councillors agreed that as this is potentially a commercial venture it did not comply with the Council's grants policy. The request was therefore reluctantly declined. Clerk to advise requestor.	Clerk
132.7/19	Deferred to next meeting - The Risk Assessment is due for review in November, Clerk to recirculate for comment and review, with a view to approval at the November meeting.	Clerk
132.8/19	Cllr Pattison reported that a small working group had met to consider the Council's Code of Conduct document and had issued a draft. The Clerk suggested that 'Part 2 – Declarations of Interest' should be included, as per other local Parish Councils. Clerk to amend and recirculate.	Clerk
132.9/19	Cllr Deeming and Cook still need to set up the new PC email addresses and Cllr Fay reported issues with the new email. The Clerk advised that the situation cannot continue and Councillors must start using their official PC email addresses. Clerk to ask Proper Agency for further assistance. Cllr Cook to advise on status.	Clerk / Cllr Cook

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132.10/19	<p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 338 1262 1429"> <thead> <tr> <th colspan="3" data-bbox="300 338 1262 383">Payments for Oct 2019</th> </tr> <tr> <th data-bbox="300 383 628 421">Supplier</th> <th data-bbox="628 383 1094 421">Services</th> <th data-bbox="1094 383 1262 421">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 421 628 459">Cofton Village Hall</td> <td data-bbox="628 421 1094 459">Grant for Furniture & Equipment</td> <td data-bbox="1094 421 1262 459">£12,500.00</td> </tr> <tr> <td data-bbox="300 459 628 533">Thomas Horton Solicitors</td> <td data-bbox="628 459 1094 533">Professional Services VH Lease</td> <td data-bbox="1094 459 1262 533">£1,800.00</td> </tr> <tr> <td data-bbox="300 533 628 607">Thomas Horton Solicitors</td> <td data-bbox="628 533 1094 607">Professional Services VH Purchase</td> <td data-bbox="1094 533 1262 607">£2,200.00</td> </tr> <tr> <td data-bbox="300 607 628 645">Proper Agency</td> <td data-bbox="628 607 1094 645">Website August</td> <td data-bbox="1094 607 1262 645">£30.00</td> </tr> <tr> <td data-bbox="300 645 628 683">Warks and W Mids ALC</td> <td data-bbox="628 645 1094 683">Clerk's Toolkit Training 8th October</td> <td data-bbox="1094 645 1262 683">£15.00</td> </tr> <tr> <td data-bbox="300 683 628 721">Warks and W Mids ALC</td> <td data-bbox="628 683 1094 721">CiLCA Training Unit 2 - 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133/19	<p>Planning</p> <p>133.1/19 The Clerk advised that application 19/01087 for 3 new dwellings at 119 Barnt Green Road, which the Council had objected to, has been refused.</p> <p>133.2/19 There were no new applications which require the Councils' attention this period.</p>																																																																									
134/19	<p>Communications</p> <p>134.1/19 Cllr Fryer advised that she had received only a few items for the next newsletter and asked that the date for submission of items be put back to the second week in November. This was agreed.</p>	All																																																																								

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<p>I34/19</p> <p>I34.1/19</p>	<p>Correspondence Received</p> <p>The Clerk reported he had received a communication from BT, via Bromsgrove District Council, advising that the public telephone box on Groveley Lane is due to be removed. Only 2 calls were made from there in the past 12 months. Local communities are being given the opportunity to 'adopt' the phone box for £1, closing date for submissions is November 26th. The Clerk asked Councillors to consider any potential uses for the phone box and report back at the next meeting</p>	<p>All</p>
<p>I35/19</p>	<p>Items for Next Meeting</p> <p>No additional items advised.</p>	
<p>I36/19</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 18th November 2019 at 7.30pm, at Cofton Village Hall.</p> <p>The meeting ended at 9.30pm.</p>	