

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 9th December 2019

PRESENT:

Councillors:

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

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mrs J Webb
Cllr Mr G Cook

Agenda Item	Discussion and Decisions	Action
152/19	Apologies Apologies were received from Cllr Cook (work commitments) and Cllr Webb. These were accepted.	
153/19	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	
154/19	Dispensations There were no applications for dispensations received.	
155/19	Public Forum There was 1 member of the public in attendance. A question was asked about which areas of the new development are due to be adopted by Bromsgrove District Council and how that will be reflected in the Council Tax. Cllr Pattison advised that a working group has been formed which is trying to establish which	

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	areas will be adopted. He added that he and Cllr Deeming will be re-visiting the plans for adoption and will be able to report back in February. Cllr Slack explained how the precept is calculated for Cofton Hackett.	
156/19	Reports from Outside Bodies / County Councillor There were no outside bodies in attendance.	
157/19	Previous Minutes The minutes of the meeting of the Parish Council dated 18 th November 2019 were agreed as a correct record of the meeting and signed by the Chairman.	
158/19 158.1/19	Chairman's Report Cllr Westbury referred to the referendum for the Neighbourhood Plan, to be held on December 12 th and said he hoped there will be a good turnout.	
159/19 159.1/19 159.2/19 159.3/19 159.4/19 159.5/19	Highways and Environment The Clerk reported on work undertaken by the lengthsman since the last meeting. He added that items raised by Councillors at the previous meeting had been passed on to the lengthsman, together with some items identified by the Clerk and many of these had been attended to. Councillors requested that the white entrance gates on Groveley Lane be cleaned. The Clerk reported that there were currently two lighting faults in the Parish which have been reported to the contractor. Cllr Pattison reported that there had been no further representations from residents regarding the issue of the water run-off from the new footpath onto Cofton Church Lane. This will be monitored. Cllr Pattison reported that he had carried out the monthly inspection of the Myhill Field play area, there are no serious issues but attention is needed on a slightly loose bolt. The Clerk reported that one of the Myhill Field allotment holders has indicated he will be giving up his plot at the end of the year. Councillors agreed to rent the plot to the next person on the waiting list.	Clerk
160/19 160.1/19 160.2/19 160.3/19	Finance and General Purposes The Clerk reported that Truslove Estate agents have advertised the Mission Hall for rental, but there has been no reported interest as yet. Clerk to chase and also arrange meeting with current tenant to discuss handover. The Clerk reported that confirmation had been received from Bromsgrove District Council that a sum of £42,700 is due to the PC for open spaces. Cllr Deeming agreed to follow up for the current position. Cllr Slack presented in detail a revised draft budget for 2020/21 and took Councillors through the suggested budget for each item. He also suggested that there should be some contingency built into the budget for possible take-on of items on the new	Clerk Cllr Deeming

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160.4/19	<p>development, which are as yet unknown. After some discussion, Councillors agreed to include a sum of £5,000 for this contingency, to be included annually and to rise to a total of £25,000. Clerk to circulate spreadsheet. Councillors then discussed a potential budget for Christmas lighting in the Parish. It was felt that a budget should be included year-on-year so that a supply of lighting could be built up over time. Clerk to investigate potential costs.</p> <p>A draft Co-Option policy, and a draft Grant Awarding policy had been prepared and circulated by the Clerk. He advised that these policies were based on standard NALC policies or those of other Parish Councils, with some amendments to suit the needs of Cofton Hackett. He added that the Grant awarding policy is identical to the one used by two neighbouring Parish Councils. Cllr Pattison proposed that both these policies be ratified and approved, this was seconded by Cllr Slack with all in favour. The policies were therefore adopted. Clerk to publish.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																				
160.5/19	It was agreed that the next policies to be addressed will be Social Media and Communications.	Clerk																																				
160.6/19	Cllrs Deeming, Cook and Fay have not yet tested accessing PC email addresses using the web interface. The Clerk advised he will now send all emails to both their personal and PC email addresses until they advise otherwise. He again stressed the potential issues with using personal email addresses.																																					
160.7/19	<p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 1019 1236 1534"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Blue Sky Arboriculture</td> <td>Tree Pruning Rose Hill Island</td> <td>£600.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting Maintenance</td> <td>£107.90</td> </tr> <tr> <td>Cofton Spark</td> <td>Mission Hall Electrical Inspection</td> <td>£240.00</td> </tr> <tr> <td>SLCC</td> <td>Membership Subscription - Clerk</td> <td>£146.00</td> </tr> <tr> <td>Cllr Jennifer Webb</td> <td>Mobile Phone Bill and Cabinet Removal</td> <td>£116.52</td> </tr> <tr> <td>GJH Electrical Services</td> <td>Christmas Tree Lights Install</td> <td>£300.00</td> </tr> <tr> <td>Kendal End Heating</td> <td>Mission Hall Gas Inspection</td> <td>£90.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Duties</td> <td>£240.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary November / December (by SO)</td> <td>£580.91</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment Nov / Dec (by SO)</td> <td>£145.23</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Reimbursements Nov / Dec</td> <td>£93.08</td> </tr> </tbody> </table>	Supplier	Services	Payment	Blue Sky Arboriculture	Tree Pruning Rose Hill Island	£600.00	Cofton Spark	Street Lighting Maintenance	£107.90	Cofton Spark	Mission Hall Electrical Inspection	£240.00	SLCC	Membership Subscription - Clerk	£146.00	Cllr Jennifer Webb	Mobile Phone Bill and Cabinet Removal	£116.52	GJH Electrical Services	Christmas Tree Lights Install	£300.00	Kendal End Heating	Mission Hall Gas Inspection	£90.00	Gary Haynes	Lengthsman Duties	£240.00	Andrew Billau (Clerk)	Salary November / December (by SO)	£580.91	HMRC	Tax Payment Nov / Dec (by SO)	£145.23	Andrew Billau (Clerk)	Office Reimbursements Nov / Dec	£93.08	
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160.8/19	Cllr Fryer also presented a number of items purchased for the Christmas event on 21 st December, in accordance with Council's decision to allocate £1,300 for this purpose (Minute 146.5/19). Clerk to add these to payments.	Clerk																																				
161/19	<p>Community Services</p> <p>161.1/19 Cllr Pattison reported that a meeting had been held on site with residents, regarding access to the Old Sewage works allotment site. This was not well attended but all attendees indicated that they agree in principle to the proposal. The Clerk had written to all residents asking that they sign to say they are happy (or not happy) with the proposal in principle. There have been 4 individual responses so far, 3 happy and 1 not happy, plus a further collective response on behalf of 5 residents requesting further information. Cllr Pattison advised he had answered those queries and now expected a positive response from those 5 residents. Clerk to write again to non-respondents advising that no response will be considered a positive response.</p>	Clerk																																				

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161.2/19 161.3/19	<p>The Clerk reported that two quotes had been received for pruning of trees at the Myhill field allotments. Quotes were £1,650 and £1,600. The Clerk advised the third company approached had not been back in contact to arrange a time to visit. He asked if Councillors required a third quote. Councillors considered that the scope of work was similar to that carried out at Cofton Hackett Village Hall and that the quotes were reasonable. It was noted that there still needs to be agreement for the work to be carried out from Cofton Gardens, Cllr Webb was asked to follow up in this before the contract is awarded.</p> <p>The Clerk asked that a budgetary figure be agreed for installation of a new noticeboard at Cofton Village Hall. A sum of up to £3,000 was suggested. Clerk to obtain firm quotes and specifications.</p>	<p>Cllr Webb</p> <p>Clerk</p>
162/19 162.1/19	<p>Planning</p> <p>Cllr Fay reported that she had attended BDC planning committee and voiced concerns regarding the application for a care home at the Clarkes Showroom site. She advised that the application has been approved.</p>	
163/19 163.1/19	<p>Communications</p> <p>The winter newsletter has been printed and will be delivered to residents before 12th December.</p>	
164/19	<p>Correspondence Received</p> <p>No additional correspondence received.</p>	
165/19	<p>Items for Next Meeting</p> <p>No additional items advised.</p>	
166/19	<p>Date of Next Meeting</p> <p>The next Parish Council meeting was agreed as Monday 20th January 2020 at 7.30pm, at Cofton Village Hall.</p> <p>The meeting ended at 9.00pm.</p>	