

# Cofton Hackett Parish Council

## Minutes of the Meeting of the Parish Council held on Monday 17<sup>th</sup> February 2020

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### PRESENT:

#### Councillors:

Cllr Mr R Westbury (Chair)  
Cllr Mr M Pattison  
Cllr Mr R Deeming  
Cllr Mrs J Fay  
Cllr Mr G Cook

#### Clerk to the Parish Council:

Andrew Billau

### APOLOGIES:

Cllr Mr J Slack  
Cllr Ms C Fryer

Cllr Mrs J Webb did not attend.

Agenda Item	Discussion and Decisions	Action
016/20	<b>Apologies</b> Apologies were received from Cllr Slack (family commitments) and Cllr Fryer (agreed absence) these were accepted. Cllr Webb did not attend.	
017/20	<b>Declaration of Interests</b> Register of Interests: <ul style="list-style-type: none"><li>• Councillors are reminded of the need to update their register of interests.</li><li>• To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.</li><li>• To declare any Other Disclosable Interests in items on the agenda and their nature.</li><li>• 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.</li><li>• 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.</li><li>• Interests were recorded in the Register</li></ul>	
018/20	<b>Dispensations</b> There were no applications for dispensations received.	
019/20 109.1/20	<b>Public Forum</b> There were no members of the public in attendance. However, Cllr Pattison, on behalf of a resident, raised the issue of the soak-away near the pelican crossing at Cofton Park which appears to be blocked and is causing flooding. The responsibility for this may lie with Birmingham City Council or possibly Worcestershire Highways. Clerk to contact	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
	both authorities and copy St Modwen.	<b>Clerk</b>
<b>020/20</b>  020.1/20  020.2/20	<b>Reports from Outside Bodies / County Councillor</b>  Cllr Fay attended the recent meeting of Cofton Village Hall management committee, on behalf of the Parish Council. She reported that the Village Hall is on track with its expenditure. A fire risk assessment has been carried out and assembly points agreed. A complaints log has been established and future hirers will have permits and insurance checked using a form they will need to fill in, an induction pack for all new users has been prepared. Trustees are looking at purchasing additional tables and considering running film nights, a music license application will be submitted soon.  Cllr Deeming reported that the ‘call for sites’ from Bromsgrove District Council planning department had been completed. There are several sites identified in Cofton Hackett that may have potential for development, many of them are owned by St Modwen. Cllr Deeming stressed that this is a call for sites only and does not mean that all sites are likely to be developed, each will be assessed for suitability.	
<b>021/20</b>	<b>Previous Minutes</b>  The minutes of the meeting of the Parish Council dated 20 <sup>th</sup> January 2020 were agreed as a correct record of the meeting and signed by the Chairman.	
<b>022/20</b>  022.1/20  022.2/20	<b>Chairman’s Report</b>  Cllr Westbury reminded Councillors that the Parish Council still has a vacancy for a Councillor and asked everyone to think about people who may be interested and suitable candidates.  The date for the Annual Parish Assembly was agreed as Tuesday 5 <sup>th</sup> May. Councillors discussed a possible guest speaker – Clerk to make enquiries.	<b>All</b>  <b>Clerk</b>
<b>023/20</b>  023.1/20  023.2/20  023.3/20  023.4/20  023.5/20	<b>Finance and General Purposes</b>  The Clerk reported that a draft agreement had been forwarded by Truslove Estate Agents for the new tenancy at the Mission Hall. This has since been updated to reflect current addresses. A 2-month rent-free period has been requested, Councillors agreed that this should be reduced to 6 weeks, but that the Council will continue to cover the costs of buildings insurance. Lease will be for a period of 6 years but a rental review will be carried out after 3 years. Clerk to advise Trusloves.  Cllr Deeming and the Clerk reported that they had not received any further update from Bromsgrove District Council regarding the sum of £42,700 which is due to the PC for open spaces. Cllr Deeming agreed to follow up for the current position, Clerk to chase BDC as well.  A draft Training and Development policy had been prepared and circulated by the Clerk. Councillors agreed that the policy should be adopted. Clerk to publish.  The Clerk asked that consideration of a complaints policy be deferred to the next meeting. This was agreed. Clerk to also advise next policies to be considered.  The Clerk reported that he had prepared the documentation to allow additional Councillors to be able to approve payments on the bank account, this now needs to be	<b>Clerk</b>  <b>Cllr Deeming</b> <b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>

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023.6/20	<p>signed by Cllrs Westbury and Pattison and forwarded to the bank. Clerk to arrange.</p> <p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 371 1281 853"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Warwickshire and West Mids ALC</td> <td>CiLCA Training - Legal Powers</td> <td>£15.00</td> </tr> <tr> <td>Warwickshire and West Mids ALC</td> <td>CiLCA Training - Meetings Admin</td> <td>£15.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies - Viking</td> <td>£76.09</td> </tr> <tr> <td>Noticeboards Online</td> <td>Noticeboard for Cofton Village Hall</td> <td>£2,366.40</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Laminator - Viking</td> <td>£36.70</td> </tr> <tr> <td>Bromsgrove District Council</td> <td>Uncontested Election Charge</td> <td>£124.76</td> </tr> <tr> <td>Proper Agency</td> <td>Website Maintenance January</td> <td>£30.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services</td> <td>£240.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary Jan / Feb2020 (by S/O)</td> <td>£580.91</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment Jan / Feb (by SO)</td> <td>£145.23</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies Dec / Jan</td> <td>£102.53</td> </tr> </tbody> </table>	Supplier	Services	Payment	Warwickshire and West Mids ALC	CiLCA Training - Legal Powers	£15.00	Warwickshire and West Mids ALC	CiLCA Training - Meetings Admin	£15.00	Andrew Billau (Clerk)	Office Supplies - Viking	£76.09	Noticeboards Online	Noticeboard for Cofton Village Hall	£2,366.40	Andrew Billau (Clerk)	Laminator - Viking	£36.70	Bromsgrove District Council	Uncontested Election Charge	£124.76	Proper Agency	Website Maintenance January	£30.00	Gary Haynes	Lengthsman Services	£240.00	Andrew Billau (Clerk)	Salary Jan / Feb2020 (by S/O)	£580.91	HMRC	Tax Payment Jan / Feb (by SO)	£145.23	Andrew Billau (Clerk)	Office Supplies Dec / Jan	£102.53	Clerk
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024/20	<p><b>Highways and Environment</b></p> <p>024.1/20 The Clerk advised that Openreach had visited the Cofton Hackett Village Hall site to inspect the damage to the sewage pipes, possibly caused by a BT pole. The Openreach inspector is to recommend that the pole be moved, and it would appear that BT will be responsible for covering the cost of repairs to the drainage system. Clerk to monitor.</p> <p>024.2/20 The Clerk reported on work undertaken by the lengthsman since the last meeting. Councillors agreed to proceed with required repairs identified during the month and that grass cutting can recommence as soon as there is an appropriate dry spell. Clerk to advise lengthsman.</p> <p>024.3/20 The Clerk reported that the street light at Reservoir Road had been straightened. However, the control gear assembly needs replacement and spares are becoming increasingly difficult to source. Spares would need to be bought in bulk at a cost of just under £2,000. An alternative solution is to convert the assembly to LED, the cost for individual lights being similar to repair of the old control gear. Councillors agreed that the LED solution be pursued. <b>Resolved</b> that the light at Reservoir Road be converted to LED and that any subsequent control gear failures be similarly converted. Simple failures of bulb only will continue to be replaced with sodium bulbs. Clerk to advise contractor.</p> <p>024.4/20 The Clerk reported that there were 3 outstanding payments for renewal or allotment rentals. Clerk to remind those outstanding.</p> <p>024.5/20 Cllr Pattison reported he had prepared photos of the soft play area surface which requires repair. Clerk to forward photos to a specialist company for a quote.</p> <p>024.6/20 Cllr Pattison reported that he had carried out the monthly inspection of the Myhill Field play area, there are no major issues although a potentially loose bolt on the rolling logs needs attention. Clerk to ask lengthsman to investigate.</p> <p>024.7/20 Councillors discussed the proposed communications tower at Groveley Lane and agreed a more suitable location would be nearer to the EH Smith site. Clerk to respond to proposal.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Pattison</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																				

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<p><b>026/20</b></p>	<p><b>Planning</b></p> <p>There were no new applications received during the month.</p>	
<p><b>027/20</b></p> <p>027.1/20</p>	<p><b>Communications</b></p> <p>Cllr Westbury will assume Chair of communications during Cllr Fryer's absence. The Spring newsletter will be due in March. All Councillors to consider items to be included.</p>	<p><b>All</b></p>
<p><b>028/20</b></p> <p>028.1/20</p>	<p><b>Correspondence Received</b></p> <p>The Clerk advised that the Council's electricity supply contract is due for renewal shortly and he will look at alternative suppliers. Cllr Cook asked that the Council consider ethical suppliers.</p>	<p><b>Clerk</b></p>
<p><b>029/20</b></p>	<p><b>Items for Next Meeting</b></p> <p>No additional items advised.</p>	
<p><b>030/20</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting was agreed as <b>Monday 16<sup>th</sup> March 2020 at 7.30pm, at Cofton Village Hall.</b></p> <p><b>The meeting ended at 9.00pm.</b></p>	