

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 16th March 2020

PRESENT:

Councillors:

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

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Ms C Fryer
Cllr Mrs J Fay

Agenda Item	Discussion and Decisions	Action
031/20	Apologies Apologies were received from Cllr Fryer (agreed absence) and Cllr Fay (hospital appointment) these were accepted.	
032/20	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	
033/20	Dispensations There were no applications for dispensations received.	
034/20 034.1/20	Public Forum There were 8 members of the public in attendance. A group of residents explained that they have formed a support group to assist people in the Parish who have had to self-isolate because of the Covid-19 virus. The group have delivered leaflets to all homes in the Parish outlining the services they can offer - picking up shopping, a friendly phone call,	

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	<p>sending post, urgent supplies or emergency childcare. They asked Councillors how the Parish Council could support the group. The Clerk explained that the Parish Council can only operate within powers assigned to it but that some financial assistance may be available under section 137 legislation. There was a lengthy discussion about how the Parish Council might be able to help, Cllr Webb warned that there may be insurance implications if people are offered lifts or childcare services. Councillors agreed to include an item in the Spring newsletter and on its website. Clerk to arrange.</p> <p>After the group left, Councillors had further lengthy discussions and agreed that financial support could be made available if it was clear what was being requested. Clerk to write the group and ask for an indication of likely spend and an outline of how it would be spent.</p>	<p>Clerk</p> <p>Clerk</p>
035/20	<p>Reports from Outside Bodies / County Councillor</p> <p>The County Councillor has sent apologies and there was nothing additional to report.</p>	
036/20	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 17th February 2020 were agreed as a correct record of the meeting and signed by the Chairman.</p>	
037/20	<p>Chairman's Report</p>	
037.1/20	<p>Cllr Westbury advised that the Annual Parish Meeting should be held in May but that with the Covid-19 situation this is now unlikely to be held. We await instructions from NALC, Clerk will advise when further information is available.</p>	Clerk
037.2/20	<p>Cllr Westbury thanked everyone for their contributions to the newsletter, this will be collated and published in the next few days.</p>	Clerk
038/20	<p>Finance and General Purposes</p>	
038.1/20	<p>The Clerk reported significant progress on the new tenancy for the Mission Hall. Arrangements have been made for completion of the electrical certificate and Hortons have been instructed to prepare the lease. The Clerk added that a quote of £450 had been obtained to make repairs to the windows and asked that Councillors approve this spend. This was agreed, Clerk to instruct contractor.</p>	Clerk
038.2/20	<p>However, the Clerk reported that, due to the Covid-19 situation, the new tenants had asked if the start of the lease could be delayed. Councillors expressed concern that this may lead to the new tenants pulling out of the agreement completely at a later date. After some discussion, it was agreed that the new tenants should be asked to pay 2 months' rent up-front but no further rental payments would be required until 1st August. Clerk to write to Hortons with this proposal.</p>	Clerk
038.3/20	<p>Cllr Webb advised that Cofton Hackett Village Hall trustees had agreed to pruning of trees around the Mission Hall but asked that the Parish Council write to CHVH to agree liability for any damage. Clerk to write to CHVH and obtain quotes for pruning.</p>	Clerk
038.4/20	<p>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.</p>	Clerk

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038.5/20	The Clerk reported that the Financial Regulations had been amended to include provision for making payments when there are extended periods between Council meetings (such as in August). The revised regulations had been circulated to Councillors and it was agreed to adopt them as revised. Clerk to publish.	Clerk																																	
038.6/20	The Clerk asked that the draft complaints policy, which had been circulated to Councillors, be approved. This was agreed. Clerk to publish	Clerk																																	
038.7/20	The Clerk advised that the Council needs to have a published Publication Scheme and currently does not. He circulated a copy of the Publication Scheme for information which he will now be adding to the Council's website.	Clerk																																	
038.8/20	<p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="296 707 1238 1149"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>SLCC</td> <td>CiLCA Qualification Registration</td> <td>£350.00</td> </tr> <tr> <td>Thomas Horton Solicitors</td> <td>Land Registry Services</td> <td>£756.00</td> </tr> <tr> <td>Opus Energy</td> <td>Mission Hall Electricity Supply</td> <td>£93.87</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Light Maintenance</td> <td>£412.15</td> </tr> <tr> <td>MD Group Environmental</td> <td>Asbestos Report - Mission Hall</td> <td>£420.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services</td> <td>£240.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Grass Cutting</td> <td>£125.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary Feb / March 2020 (by S/O)</td> <td>£580.91</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment Feb / March (by SO)</td> <td>£145.23</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Supplies Feb / Mar</td> <td>£101.80</td> </tr> </tbody> </table>	Supplier	Services	Payment	SLCC	CiLCA Qualification Registration	£350.00	Thomas Horton Solicitors	Land Registry Services	£756.00	Opus Energy	Mission Hall Electricity Supply	£93.87	Cofton Spark	Street Light Maintenance	£412.15	MD Group Environmental	Asbestos Report - Mission Hall	£420.00	Gary Haynes	Lengthsman Services	£240.00	Gary Haynes	Grass Cutting	£125.00	Andrew Billau (Clerk)	Salary Feb / March 2020 (by S/O)	£580.91	HMRC	Tax Payment Feb / March (by SO)	£145.23	Andrew Billau (Clerk)	Office Supplies Feb / Mar	£101.80	
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039/20 039.1/20 039.2/20 039.3/20 039.4/20 039.5/20 039.6/20	Highways and Environment The Clerk advised that he is still talking with Openreach about repairs at Cofton Hackett Village Hall. Openreach Infrastructure Solutions department are planning to move the pole and make the repairs. Clerk to monitor. The Clerk reported on work undertaken by the lengthsman since the last meeting. The Clerk reported that the street light at Reservoir is still awaiting parts to complete the repair. Clerk to monitor. The Clerk reported that only 1 payment for renewal of allotment rentals remains outstanding. He advised that this particular allotment holder is consistently late with payments. Clerk to write again to request payment. Cllr Pattison reported that a quote had been received to repair the soft play area surface at the play area. The quote was just over £2,000. He added that he is meeting another contractor on the following Friday to obtain an alternative quote. Cllr Pattison reported that he had carried out the monthly inspection of the Myhill Field play area, there are no major issues.	Clerk Cllr Pattison																																	
040/20 040.1/20	Community Services Cllr Pattison reported that he and Cllr Slack met with Hortons solicitors to agree Heads																																		

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040.2/20 040.3/20	<p>of Terms for the proposed access to the Old Sewage Works allotment site. This has now been sent to St Modwen and a response is awaited. Cllr Pattison to forward a copy of the Heads of Terms to Cllr Webb.</p> <p>Cllr Deeming reported that the flagpole is damaged and needs replacing. Clerk to obtain indicative costs for a replacement.</p> <p>Proposals for Christmas lighting carried forward.</p>	<p>Cllr Pattison</p> <p>Clerk</p>
<p>041/20</p> <p>041.1/20</p> <p>041.2/20</p> <p>041.3/20</p>	<p>Planning</p> <p>Ref 20/00203, First floor extension over existing ground floor garage and kitchen to form new bedroom and en-suite. 60 Ashmead Drive. Cllr Fay had sent a written report which the Clerk read out. There are concerns that the extension will have an over-bearing effect on neighbours due to its close proximity and that it does not conform to the 45 degree rule. Clerk to respond to BDC.</p> <p>Ref 20/0160, Single storey rear extension and raised patio area to 600-750mm above the lawned area. 5 Private Way. Cllr Webb expressed concerns about overlooking of neighbouring properties.</p> <p>Ref 20/0235, Replacement kitchen extension and porch alterations. 171 Barnt Green Road. Councillors had no objection to this application.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>042/20</p> <p>042.1/20</p>	<p>Communications</p> <p>The Spring newsletter will be published and distributed in March</p>	
<p>043/20</p>	<p>Correspondence Received</p> <p>Nothing to report.</p>	
<p>044/20</p>	<p>Items for Next Meeting</p> <p>No additional items advised.</p>	
<p>045/20</p>	<p>Date of Next Meeting</p> <p>The next Parish Council meeting is scheduled for Monday 20th April 2020 at 7.30pm, at Cofton Village Hall. This is subject to the Covid-19 virus situation. Clerk to advise any changes.</p> <p>The meeting ended at 9.05pm.</p>	<p>Clerk</p>