

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 21st September 2020

This Meeting was held On-Line and via Dial-In due to Covid-19 Restrictions

PRESENT:

Councillors:

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

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mr M Pattison
Cllr Mrs J Fay

Agenda Item	Discussion and Decisions	Action
110/20	Apologies Apologies were received from Cllr Pattison (holiday) and Cllr Fay (family illness), these were accepted.	
111/20	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	
112/20	Dispensations There were no applications for dispensations received.	
113/20 113.1/20	Public Forum A representative from FLX Fit, new tenants at the Mission Hall was in attendance. The Chairman agreed to bring forward agenda item 9.2.	

Agenda Item	Discussion and Decisions	Action
	<p>It was explained that the new tenants are settling into the building and are carrying out renovation and decoration in preparation for opening of the fitness centre. When attempting to start the heating system, the boiler would not start up. Contractors working on site are of the opinion that the mother board has failed and a new boiler is needed. It was also noted that there is red tape on control panel and the word 'kaput' written on it by the previous tenants. The Clerk reported that a full gas safety inspection was carried out in September 2019 and the boiler was functioning then. Clerk to arrange heating engineer to visit and inspect the boiler.</p> <p>Cllr Slack asked if the new tenants had commissioned a survey of the building before signing the lease, this had not been done. He pointed out that general responsibility for repair of the building lies with the new tenants.</p> <p>The build up of leaves and debris has been cleared from behind the building by the new tenants and the Council's lengthsmen has attended to the remaining blockages in the guttering. At the rear of the building, part of the retaining wall, which was constructed of railway sleepers has rotted away and needs replacing. Clerk to seek advice and quotes to replace the wall.</p> <p>The Clerk also reported that a new soak away was needed to disperse water from the toilet overflow, Councillors agreed to fund this work to a maximum of £300. Clerk to arrange.</p> <p>It was confirmed by the new tenants that the leaking roof has been successfully repaired.</p> <p>The representative from FLZ Fit left the meeting at 19:42.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
114/20	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance,</p>	
115/20	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 20th July 2020, and of the extraordinary meeting dated 24th August 2020 were agreed as a correct record and will be signed by the Chairman at the next opportunity.</p>	
116/20 116.1/20	<p>Chairman's Report</p> <p>Cllr Westbury reported that NALC advice is to continue to hold Council meetings on-line, particularly considering the age profile of the Council's members.</p>	
117/20	<p>Conflicts of Interest and Dispensation Requests</p> <p>Cllr Westbury reported that he and the Clerk had met with the head of legal services at Bromsgrove District Council and sought advice on ensuring conflicts of interest and dispensation requests are properly processed and are lawful. He advised that Councillors who are also trustees of either Cofton Village Hall, or Cofton Hackett Village Hall, need to apply for written dispensations to exempt them from the consequences of Section 31(4) of the Localism Act in relation to participating in discussions and/or voting on any items where they have a disclosable pecuniary interest. The Clerk explained that he would send request forms to Councillors which they will need to complete and return. Council can then consider and vote on each of the dispensation requests at the October</p>	

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	meeting. Councillors agreed this was the correct course of action. Clerk to send out forms.	Clerk																																				
118/20	Finance and General Purposes																																					
118.1/20	Cllr Westbury advised that he had prepared a draft response to the letter in the Village Magazine regarding the independence of Councillors and Trustees of Cofton Village Hall. He read out the response, Councillors agreed this should be sent to the editor for publication.	Cllr Westbury																																				
118.2/20	The Clerk reported that he had received quotes for renewal of the Council's insurance policy which expires on 1 st October. He advised that the level of cover offered is sufficient for the Council's needs. Resolved: to accept the quote from Ecclesiastical Insurance, at £3,976.52, plus a £50 admin fee. Clerk to advise insurance company.	Clerk																																				
118.3/20	The Clerk reported that he had submitted an invoice to Bromsgrove District Council for the overdue section 106 monies but no response has been received so far. Cllr Deeming will continue to chase this issue.	Cllr Deeming																																				
118.4/20	The Clerk reported he had received a request from Citizen's Advice Bureau for the Council to provide a grant. Councillors felt that under the current circumstance the CAB will be providing an effective service to people affected by the Covid-19 situation, Resolved: to award a grant of £500 to the Citizen's Advice Bureau. Clerk to arrange payment.	Clerk																																				
118.5/20	The Clerk advised that Cllrs Cook and Deeming should shortly receive log-on details for the Council's bank account, he asked that Councillors act promptly to ensure they are registered correctly.	Cllrs Cook / Deeming																																				
118.6/20	The Clerk reported on current budget vs expenditure status, Clerk to distribute a copy.	Clerk																																				
118.7/20	The Clerk advised that he will shortly be preparing the draft budget for 2021/22 and asked Councillors to submit any additional required items before the next meeting.	All																																				
118.8/20	Cllr Westbury reported that he, Cllr Slack and Cllr Pattison had met with the Clerk to complete his appraisal, the Clerk has distributed notes of the meeting. A further meeting is to be held to consider salary scales and spinal points.																																					
118.9/20	A list of bills for payment was presented and agreed.																																					
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	HMRC	Tax Payment August / Sept 2020 (by S/O)	£148.83	
	Andrew Billau (Clerk)	Backpay April 1st - August 23rd	£83.20	
	HMRC	Tax Payment on Above	£20.80	
	Andrew Billau (Clerk)	Office Costs August / September	£38.60	
119/20	Highways and Environment			
119.1/20	Cllr Westbury reported that a detailed explanation of tree clearance work at the Lickey Hills had appeared in the Village Magazine, in response to residents' queries. Cllr Westbury to provide a copy of the article to Cllr Fay. Councillors asked that the Clerk write to Birmingham City Parks department to request additional signage on the piles of logs left after felling.			Cllr Westbury Clerk
119.2/20	The Clerk advised there was nothing additional to report regarding the new telegraph poles on Ashmead Rise.			
119.3/20	The Clerk reported that the damaged sewer at Cofton Hackett Village Hall had now been repaired and Openreach claims department have covered the costs of repair and the investigative work by Dynorod. Councillors discussed additional invoices for investigative work carried out, the Clerk pointed out that these invoices were forwarded to him after the claim had been submitted, Cllrs Slack and Westbury suggested that this work should be funded by CHVH. After some discussion it was agreed that the Clerk would forward details of Openreach's claims team to CHVH trustees so they could pursue payment themselves.			Clerk
119.4/20	The Clerk advised on quotes received for replacement of swing chains and the rocker toy at the Myhill Field play area and suggested that the costs were considerably higher than would have been expected. He asked if Councillors wished to continue with just the repair of the soft play surface. Resolved: to instruct contractors to repair soft play surface at a cost of £2,072 and to purchase replacement swing chains at a cost of £172.			Clerk
119.5/20	The Clerk reported that he had been unable to get a response from the company responsible for the damage to the lamp post on the embankment near the flagpole, regarding its repair. He advised that he had sent details and costs to the Council's insurance company so that they can take up the claim on the Council's behalf. Clerk to monitor.			Clerk
119.6/20	Cllr Westbury reported that an LED light had now been fitted to the failed lamp post in Reservoir Road and that the result was very effective. The Clerk advised that the old head assembly has been retained and a replacement LED fitted inside, retaining the character of the traditional streetlight. The contractor has stated that this type of LED replacement could be done in future at a cost of £300 per lamp. Councillors felt that this is a reasonable cost and asked if the cost of a complete replacement programme be calculated for possible inclusion in next year's budget.			Clerk
119.7/20	The Clerk advised he had received a quote to trim hedges and trees at Rose Hill Island at £480 (same figure as last year). Resolved: to instruct contractor to carry out this work.			Clerk
119.8/20	The Clerk reported on work carried out by the lengthsman, Cllr Deeming requested cleaning of bus stop seats and signs on Rose Hill.			Clerk
119.9/20	The Clerk reported that there are 2 street lighting faults in hand with the contractor.			

Agenda Item	Discussion and Decisions	Action
I 19.10/20	The Clerk reported that Cllr Pattison had carried out the monthly inspection at the Myhill Field pay area, no major issues were found.	
I 20/20	Community Services Nothing to report.	
I 21/20 I 21.1/20 I 21.2/20	Planning Planning Reference 20/00964/FUL, Front and rear extension at 15 Ten Ashes Lane – Cllr Webb advised she had viewed the application and had no objections, Clerk to post response. Cllr Deeming reported that the application for residential development at Longbridge East and River Arrow development site had been deferred, to be resubmitted by the applicant with amendments suggested by the planning committee.	Clerk
I 22/20 I 22.1/20	Communications Cllr Westbury advised that some items for inclusion in the Autumn newsletter had been received, Councillors to send any articles for inclusion to the Clerk.	All
I 23/20 I 23.1/20 I 23.2/20	Correspondence Received The Clerk reported he had received an email regarding parking on pavements in the East Works / Russell Drive area, Councillors felt this may be St Modwen workers, Clerk to write to St Modwen. The Clerk reported that he had received an email regarding the width of the footpath between Barnt Green Road and the Stocken, Councillors felt this is not an issue, Clerk to respond.	Clerk Clerk
I 24/20	Items for Next Meeting None requested.	
I 25/20	Date of Next Meeting The next Parish Council meeting is scheduled for Monday 19th October at 7.30pm, Clerk will advise meeting details. The meeting ended at 9.10pm.	