

# Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 18<sup>th</sup> January 2021

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

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**PRESENT:**

**Councillors:**

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

**Clerk to the Parish Council:**

Andrew Billau

**APOLOGIES:**

Cllr Mr R Deeming

**Also in Attendance:**

Mr Richard Peace (The Village Magazine)

Agenda Item	Discussion and Decisions	Action
001/21	<b>Apologies</b> Apologies were received from Cllr Deeming (meeting clash), these were accepted.	
002/21	<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>	
003/21	<b>Dispensations</b> There were no applications for dispensations received.	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
<p><b>004/21</b></p> <p>004.1/21</p>	<p><b>Public Forum</b></p> <p>There were 3 members of the public in attendance.</p> <p>Two members of the public, who had expressed an interest in the Parish Council vacancies, had now submitted co-option applications and attended the meeting as observers. A third member of the public, who expressed an interest in joining the Parish Council, briefly introduced himself, Cllr Westbury gave a brief introduction to the workings of the Parish Council.</p>	
<p><b>005/21</b></p>	<p><b>Reports from Outside Bodies / County Councillor</b></p> <p>There were no outside bodies in attendance.</p>	
<p><b>006/21</b></p>	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting of the Parish Council dated 14<sup>th</sup> December 2020 were agreed as a correct record and will be signed by the Chairman at the next opportunity.</p>	
<p><b>007/21</b></p> <p>007.1/21</p> <p>007.2/21</p> <p>007.3/21</p> <p>007.4/21</p>	<p><b>Chairman's Report</b></p> <p>Cllr Westbury reported that NALC advice is to continue to hold Council meetings on-line.</p> <p>Cllr Westbury confirmed that Cllr Fryer had tendered her resignation on 24<sup>th</sup> December and has now left the Council, Councillors expressed thanks for all her efforts during her time as a Councillor.</p> <p>Members of the public left the meeting (were placed in the 'waiting room') whilst the next 2 confidential items were discussed.</p> <p>Councillors discussed the application from Mr Leigh McGarry for co-option to the Parish Council. Cllr Westbury advised that members of the Council and the Clerk had met with Mr McGarry and considered him a more than suitable candidate for co-option. <b>Resolved</b> that, subject to there being no call for an election before the advertised date of 22<sup>nd</sup> January, Mr Leigh McGarry be co-opted as a member of Cofton Hackett Parish Council.</p> <p>Councillors discussed the application from Mr Nick Banyard for co-option to the Parish Council. Cllr Westbury advised that members of the Council and the Clerk had met with Mr Banyard and considered him a more than suitable candidate for co-option. <b>Resolved</b> that, subject to there being no call for an election before the advertised date of 22<sup>nd</sup> January, Mr Nick Banyard be co-opted as a member of Cofton Hackett Parish Council.</p> <p>Members of the public re-joined the meeting. Mr McGarry and Mr Banyard were informed of the Council's decision and welcomed as new members of the Council, subject to there being no call for an election. Clerk to process all paperwork, email addresses etc.</p>	<p><b>Clerk</b></p>
<p><b>008/21</b></p> <p>008.1/21</p>	<p><b>Finance and General Purposes</b></p> <p>Cllr Cook reported that he had visited the Mission Hall to survey the condition of the</p>	

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008.2/21	<p>solli bank at the rear of the hall. He said the bank is not failing presently but needs attention asap. Access is difficult for bringing in building materials and equipment. He has requested costs for repair work and these are expected soon.</p>	<b>Cllr Cook</b>																																																			
008.3/21	<p>The Clerk reported that the request for payment of Section 106 monies amounting to £50,4486 has now been submitted to the Finance Department at Bromsgrove District Council. Clerk to monitor and follow up.</p>	<b>Clerk</b>																																																			
008.4/21	<p>Cllr Westbury reported that he had received a request from St Michael's Church for grant assistance for upkeep of the churchyard. He advised that the Council had provided grants in previous years, the last time in 2018. Councillors generally felt this was a worthy cause. <b>Resolved</b> to award a grant of £500 to St Michael's Church towards upkeep of the churchyard. Cllr Slack <b>abstained</b> from the vote for the proposal. Clerk to issue grant.</p>	<b>Clerk</b>																																																			
008.5/21	<p>The Clerk reported on current budget vs expenditure status, pointing out items of overspend against budget and items which are underspent.</p>																																																				
008.6/21	<p>The Clerk presented the final draft budget for 2021/22, with an anticipated precept demand figure of £49,059, which represents a 9.53% increase against the 2020/21 precept. However, the Council Tax Base for 2021/22 has increased to 1117 dwellings, which means that the equivalent Band D household increase is 2.97% and held below the 3% as requested by Council. <b>Resolved</b> that the precept demand for 2021/22 is £49,059. Clerk to issue request to BDC.</p>	<b>Clerk</b>																																																			
008.6/21	<p>A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 1048 1220 1724"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Don Julian</td> <td>Santa Claus and Sleigh Donation</td> <td>£50.00</td> </tr> <tr> <td>B&amp;S Chains</td> <td>Chains for Swings at Myhill Play Area</td> <td>£206.40</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Zoom Subscription</td> <td>£14.39</td> </tr> <tr> <td>Proper Agency</td> <td>Website Maintenance November</td> <td>£30.00</td> </tr> <tr> <td>Haven Power</td> <td>Street Lighting Electricity December 2020</td> <td>£234.85</td> </tr> <tr> <td>Haven Power</td> <td>Street Lighting Sensor Electricity Dec 2020</td> <td>£7.23</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Bank Charges</td> <td>£27.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Light Maintenance</td> <td>£1,130.00</td> </tr> <tr> <td>Worcestershire CALC</td> <td>Councillor Training</td> <td>£60.00</td> </tr> <tr> <td>Worcestershire CALC</td> <td>Councillor Training</td> <td>£30.00</td> </tr> <tr> <td>Cofton Village Hall</td> <td>Grant Towards Defibrillator Cost</td> <td>£1,500.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Earth Bonding at Mission Hall</td> <td>£434.77</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services</td> <td>£356.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Costs</td> <td>£39.95</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary Dec 2020 / Jan 2021 (by S/O)</td> <td>£619.22</td> </tr> <tr> <td>HMRC</td> <td>Tax Payment Dec 2020 / Jan 2021 (by S/O)</td> <td>£154.80</td> </tr> </tbody> </table>	Supplier	Services	Payment	Don Julian	Santa Claus and Sleigh Donation	£50.00	B&S Chains	Chains for Swings at Myhill Play Area	£206.40	Andrew Billau (Clerk)	Zoom Subscription	£14.39	Proper Agency	Website Maintenance November	£30.00	Haven Power	Street Lighting Electricity December 2020	£234.85	Haven Power	Street Lighting Sensor Electricity Dec 2020	£7.23	Unity Trust Bank	Bank Charges	£27.00	Cofton Spark	Street Light Maintenance	£1,130.00	Worcestershire CALC	Councillor Training	£60.00	Worcestershire CALC	Councillor Training	£30.00	Cofton Village Hall	Grant Towards Defibrillator Cost	£1,500.00	Cofton Spark	Earth Bonding at Mission Hall	£434.77	Gary Haynes	Lengthsman Services	£356.00	Andrew Billau (Clerk)	Office Costs	£39.95	Andrew Billau (Clerk)	Salary Dec 2020 / Jan 2021 (by S/O)	£619.22	HMRC	Tax Payment Dec 2020 / Jan 2021 (by S/O)	£154.80	
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009/21	<p><b>Highways and Environment</b></p>																																																				
009.1/21	<p>Cllr Pattison reported that he had met with a new contact for St Modwen to discuss access to the Old Sewage Works Site and had written to him explaining the situation. Cllr Pattison is hopeful that there may be some progress on this issue in the near future but is awaiting a written response. Additionally, a resident on Oakfield Drive has indicated that he would allow digging machinery to access the site via his property, when necessary. Councillors were keen to translate this into a formal offer, Clerk to write to resident.</p>	<b>Cllr Pattison / Clerk</b>																																																			

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
009.2/21	Cllr Pattison reported that there is concern that the balancing pond, adjacent to the Old Sewage Works, is silted up and there is no planned maintenance. This could be causing the flooding on the Cofton Gardens area. Cllr Pattison has raised the issue with St Modwen and awaits a response.	<b>Cllr Pattison</b>
009.3/21	The Clerk reported that he has received clearance from the Council's insurance company to for replacement of the lamp post on the embankment near the flagpole. Clerk to obtain updated quotes and order the replacement.	<b>Clerk</b>
009.4/21	The Clerk reported on the status of street lighting faults, there are none outstanding at this point.	
009.5/21	The Clerk reported on work undertaken by the lengthsman during the month. Cllr Slack asked that a dead tree on Cofton Church Lane be attended to. He also asked that the problem with flooding on Kendal End Road footway be reported. Cllr Fay mentioned the state of footpaths on Barnt Green Road and elsewhere due to fallen leaves. Cllr Pattison asked if the Estate Agent sign on the island at the end of Cofton Church Lane could be removed.	<b>Clerk</b>
009.6/21	Cllr Pattison had sent his report for the monthly check on the play area at Myhill Field, there are no major issues and the play area is being well used by local children,	
009.7/21	The Clerk reported he had sent out 18 rental demands for allotment plots for 2021, so far, 12 payments have been received.	
009.8/21	Cllr Webb suggested that a survey of allotment plot boundaries on the Old Sewage Works site should be carried out. Cllr Pattison agreed to conduct a survey when the area is drier.	<b>Cllr Pattison</b>
<b>010/21</b>	<b>Community Services</b>  Nothing to report.	
<b>011/21</b>	<b>Planning</b>	
011.1/21	Councillors noted that application 19/01153 - residential development consisting of 146 dwellings together with access parking, landscaping and associated works has been withdrawn. The applicant will re-look at the site afresh with a view to re-designing a scheme which would seek to more closely match the local aspirations for the site, the thoughts of Planning Committee and other stakeholders. Councillors were pleased that the views of the Parish Council and local residents had been considered.	
011.2/21	Application 20/01517. Single storey side and rear extension, 29 Oakfield Drive has been approved.	
011.3/21	Application 20/01510/FUL, first floor side extension and front dormer window, 35 Reservoir Road. Cllr Webb reported that the dormer window appears quite large and may cause an issue with the privacy of neighbours and suggested planning agents should visit the site. Clerk to post comment on BDC portal.	<b>Clerk</b>
<b>012/21</b>	<b>Communications</b>	
012.1/21	Cllr Westbury reported that the Parish Council's page in the Village Magazine had been effective and recommended that a page be inserted in the coming issue. Clerk to advise	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
	The Village Magazine.	<b>Clerk</b>
<b>013/21</b>	<b>Correspondence Received</b> Nothing to report.	
<b>014/21</b>	<b>Items for Next Meeting</b> None requested.	
<b>015/21</b>	<b>Date of Next Meeting</b> The next Parish Council meeting is scheduled for <b>Monday 15<sup>th</sup> February at 7.30pm,</b> <b>Clerk will advise meeting details.</b> <b>The meeting ended at 8.40pm.</b>	