

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 15th February 2021

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 Mrs J Fay
Cllr Mr M Pattison
Cllr Mrs J Webb
Cllr Mr G Cook
Cllr Mr L McGarry
Cllr Mr N Banyard

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mr R Deeming

Also in Attendance:

1 member of the public

Agenda Item	Discussion and Decisions	Action
016/21	Apologies Apologies were received from Cllr Deeming (meeting clash), these were accepted.	
017/21	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	
018/21	Dispensations There were no applications for dispensations received.	

Agenda Item	Discussion and Decisions	Action									
019/21	<p>Public Forum</p> <p>There was 1 member of the public in attendance, no questions were asked.</p>										
020/21	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>										
021/21	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 18th January 2021 were agreed as a correct record and will be signed by the Chairman at the next opportunity.</p>										
022/21 022.1/21	<p>Chairman's Report</p> <p>Cllr Westbury advised that temporary regulations which allow Parish Council meetings to be held on-line expire on May 7th. If this deadline is not extended we will be obliged to hold meetings face-to-face after that date. He suggested that it would be very difficult to hold the Annual Parish Meeting as a physical meeting whilst maintaining social distancing and adhering to all other Covid restrictions. Cllr Westbury proposed that the Annual Parish Meeting be held as an on-line meeting on the 26th April. Councillors agreed this would be an acceptable solution. It was noted that flyers will need to be delivered to households advertising the meeting, or depending on timing, it could be advertised in The Village magazine. Clerk to monitor and advise on CALC and NALC guidelines.</p>	Clerk									
023/21 023.1/21 023.2/21 023.3/21 023.4/21 023.5/21	<p>Finance and General Purposes</p> <p>023.1/21 The Clerk suggested that Cllrs McGarry and Banyard be setup as signatories for the Unity Trust Bank account, this was agreed. Clerk to action.</p> <p>023.2/21 Cllr Cook reported that he had met with a structural engineer to survey the condition of the soil bank at the rear of the Mission Hall. He said that access to the site is very difficult to carry out any works and there may be an additional problem with erosion of the bank adjoining the inclined access road at the adjacent social club. He suggested the Social Club should be informed, Councillors were unsure whether the club is still operating. Cllr Webb offered to try to contact the club. Cllr Cook will bring fee proposal and potential costs back to the next meeting. Clerk to look for architect's drawings of the Mission Hall.</p> <p>023.3/21 The Clerk reported that the overdue Section 106 monies amounting to £50,486 had now been received. He advised that S106 income will be shown as a separate income stream in the accounts and that any spend allocated against S106 will also be accounted for separately.</p> <p>023.4/21 The Clerk reported on current budget vs expenditure status, pointing out items of overspend against budget and items which are underspent.</p> <p>023.5/21 A list of bills for payment was presented and agreed.</p> <table border="1" data-bbox="300 1921 1249 2038"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>St Michael's Church</td> <td>Grant for Churchyard Upkeep</td> <td>£500.00</td> </tr> <tr> <td>The Village Magazine</td> <td>News Item One Page Dec / Jan</td> <td>£180.00</td> </tr> </tbody> </table>	Supplier	Services	Payment	St Michael's Church	Grant for Churchyard Upkeep	£500.00	The Village Magazine	News Item One Page Dec / Jan	£180.00	Clerk Cllr Webb Cllr Cook Clerk Clerk
Supplier	Services	Payment									
St Michael's Church	Grant for Churchyard Upkeep	£500.00									
The Village Magazine	News Item One Page Dec / Jan	£180.00									

Agenda Item	Discussion and Decisions			Action
	Andrew Billau (Clerk)	Zoom Subscription	£14.39	*
	Worcestershire CALC	Councillor Training	£60.00	
	SLCC	Training Refund (Duplicate Payment)	-£36.00	*
	Western Power Distribution	Disconnect, Reconnect, 62 Lickey Road	£1,215.89	*
	HMRC	National Insurance Contributions	£54.85	*
	Haven Power	Street Lighting Electricity December 2020	£234.85	
	Haven Power	Street Lighting Sensor Electricity Dec 2020	£7.23	
	Cofton Spark	Street Light Maintenance	£411.90	
	The LED Store	New Post and Light Assembly, 62 Lickey Rd	£585.01	*
	Proper Agency	Website Maintenance	£30.00	
	The Village Magazine	News Item One Page Feb / March	£180.00	
	Gary Haynes	Lengthsman Services	£240.00	
	Andrew Billau (Clerk)	Office Costs	£40.85	
	Andrew Billau (Clerk)	Salary Jan / Feb 2021 (by S/O)	£619.22	
	HMRC	Tax Payment Dec Jan / Feb 2021 (by S/O)	£154.80	
	Andrew Billau (Clerk)	NI Contribution from Employee	-£18.64	*
	* Pre-Approved and Paid During Month			
<p>024/21</p> <p>024.1/21</p> <p>024.2/21</p> <p>024.3/21</p> <p>024.4/21</p> <p>024.5/21</p> <p>024.6/21</p> <p>024.7/21</p>	<p>Highways and Environment</p> <p>Cllr Pattison reported that meetings which were due to be held with St Modwen have now been postponed and consequently there is no progress on either access to the Old Sewage Works Site nor with the balancing pond silting problem.</p> <p>Cllr Cook reported that Cllr McDonald had contacted him regarding the balancing pond and whether this may cause flooding on the roadways, Worcestershire County Council is considering adoption of the roadways. Cllr McDonald is seeking views from residents. Cllr Pattison offered to write to Cllr McDonald to give his view as a resident.</p> <p>The Clerk was reminded to write to the resident in Oakfield Drive regarding possible access to the Old Sewage Works site,</p> <p>The Clerk reported that he had placed orders for replacement of the damaged lamp post on the embankment near the flagpole and will be submitting copy invoices to the insurance company. The work to replace the post is scheduled for 31st March.</p> <p>The Clerk reported on the status of street lighting faults, there is one new fault on Middle Drive, which is being attended to.</p> <p>The Clerk reported on work undertaken by the lengthsman during the month. Cllr Fay mentioned that blockage of drains was particularly bad on Rose Hill, she agreed to check and report back offending drains to Clerk.</p> <p>Resolved that the existing lengthsman should be retained for 2021/22 and the grass cutting contract be renewed at the same rates as last year. Clerk to process paperwork.</p> <p>Cllr Westbury and Cllr McGarry reported on problems with dog waste in Reservoir Road and Cofton Lake Road. Councillors discussed the possibility of erecting signs to encourage people to pick up after their dog. Clerk to obtain costs.</p>			<p>Cllr Pattison</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Fay</p> <p>Clerk</p> <p>Clerk</p>

Agenda Item	Discussion and Decisions	Action
024.8/21 024.9/21 024.10/21	<p>The Clerk asked whether Council would be prepared to purchase a small stock of rock salt so that the lengthsman can refill grit bins when the highways department cannot do so quickly enough. The Clerk pointed out that this would effectively mean that the Parish Council will be paying twice for some refills. It was agreed the Clerk should obtain costs and report back to the next meeting.</p> <p>Cllr Pattison reported that he had carried out the monthly inspection of the play area at Myhill Field, there are no major issues and the play area is being well used by local children. There are, inevitably, some areas which have become muddy and a number of mole hills present. The ROSPA inspection is due in March. Cllr Slack advised that the hedgerow adjoining the Council's land near the Myhill allotments had been pruned, it is unclear who carried out this work. Clerk to investigate.</p> <p>The Clerk reported there are 3 outstanding rental payments for allotment plots. One of the late payers has been last to pay for the past 5 years. Clerk to send follow-up demands.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
025/21 025.1/21	<p>Community Services</p> <p>Councillors discussed at length the request from a resident to place a plaque on The Stocken as a memorial to her late husband. After some discussion it was agreed that the request and justification did not meet the terms of the Council's approved memorials policy. Clerk to advise requester. Councillors also discussed an existing plaque which has been placed on The Stocken, despite the Council having turned down a request for it in December 2018. Clerk to write to ask that it be removed.</p>	<p>Clerk</p>
026/21 026.1/21 026.2/21 026.3/21	<p>Planning</p> <p>21/00060/FUL - Proposed two storey side extension, garage and first floor bedroom and ensuite, 17 Cofton Lake Road – Councillors agreed they have no objection to this application.</p> <p>21/00042/FUL - Extend and modify existing conservatory, 5 Chestnut Drive – Councillors agreed they have no objection to this application.</p> <p>21/00055/FUL - Removal of existing conservatory. Addition of rear and side single storey extension – 21 Cofton Lake Road - Councillors agreed they have no objection to this application.</p> <p>Clerk to post Council's remarks on BDC portal.</p>	<p>Clerk</p>
027/21 027.1/21	<p>Communications</p> <p>Cllr Westbury suggested that the Council continues to take a page in The Village magazine at least until Covid restrictions are lifted. All agreed.</p>	
028/21	<p>Correspondence Received</p> <p>Nothing to report.</p>	
029/21	<p>Items for Next Meeting</p>	

Agenda Item	Discussion and Decisions	Action
	None requested.	
030/21	<p>Date of Next Meeting</p> <p>The next Parish Council meeting is scheduled for Monday 15th March 2021 at 7.30pm, Clerk will advise meeting details.</p> <p>The meeting ended at 8.57pm.</p>	