

Cofton Hackett Parish Council

Minutes of the Annual Meeting of the Parish Council held on Monday 16th May 2022

Held at Cofton Village Hall, Cofton Hackett

PRESENT:

Councillors:

Cllr Mr R Westbury (Chair)
Cllr Mr M Pattison
Cllr Mr R Deeming
Cllr Mr L McGarry
Cllr Mr J Slack
Cllr Mrs J Fay

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mrs J Webb
Cllr Mr G Cook
Cllr Mr N Banyard

Agenda Item	Discussion and Decisions	Action
060/22 060.1/22 060.2/22 060.3/22	Election of Chair and Vice-Chair Cllr Westbury asked if there were any nominations for Chair for the next twelve months. Cllr Slack proposed Cllr Westbury as Chair, Cllr Pattison seconded. Resolved: To elect Cllr Westbury as Chair of Cofton Hackett Parish Council for the next twelve months. Cllr Westbury duly signed the Agreement of Acceptance of Office. Cllr Westbury asked if there were any nominations for Vice-Chair. Cllr Fay proposed Cllr Pattison with Cllr Deeming seconding. Resolved: That Cllr Pattison be elected Vice-Chair of Cofton Hackett Parish Council for the next twelve months. It was agreed to retain the existing arrangements for leads for Highways, Planning and Communication.	
061/22	Apologies Apologies were received from Cllr Banyard (holiday), Cllr Cook (work commitment) and Cllr Webb (illness), these were accepted.	
062/22	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	

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	<p>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.</p> <ul style="list-style-type: none"> 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 noted to be recorded in the Register 																			
063/22	<p>Dispensations</p> <p>There were no applications for dispensations received.</p>																			
064/22	<p>Public Forum</p> <p>There were no members of the public in attendance.</p>																			
065/22	<p>Reports from Outside Bodies / County Councillor</p> <p>There were no outside bodies in attendance.</p>																			
066/22	<p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 11th April 2022 were agreed as a correct record and signed by the Chairman.</p>																			
067/22	<p>Chairman's Report</p> <p>067.1/22 Format and speakers for the Parish Assembly on Wednesday 18th May were agreed.</p> <p>067.2/22 It was agreed to hold the December meeting on Monday December 19th, as scheduled.</p>																			
068/22	<p>Finance and General Purposes</p> <p>068.1/22 The Clerk advised that he was seeking alternative quotes for stabilisation of the bank behind the Mission Hall but this was proving difficult. Clerk and Cllr McGarry to investigate further.</p> <p>068.2/22 The Clerk reported that only one company is prepared to quote for the supply of the Council's electricity and is awaiting their costings. Clerk to proceed with placing order.</p> <p>068.3/22 The Clerk presented the current budget vs expenditure status and pointed out potential areas of overspend / underspend.</p> <p>068.4/22 A list of bills for payment, circulated before the meeting, was presented and agreed.</p> <table border="1" data-bbox="316 1787 1273 2029"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Drax (Haven Power)</td> <td>Street Lighting Electricity *</td> <td>£292.19</td> </tr> <tr> <td>Drax (Haven Power)</td> <td>Street Lighting Electricity Sensor *</td> <td>£10.25</td> </tr> <tr> <td>ROSPA</td> <td>Play Area Inspection</td> <td>£92.40</td> </tr> <tr> <td>Exuma</td> <td>Website Design *</td> <td>£1,500.00</td> </tr> <tr> <td>Acer Trees</td> <td>Emergency Tree Felling - Allotments</td> <td>£295.00</td> </tr> </tbody> </table>	Supplier	Services	Payment	Drax (Haven Power)	Street Lighting Electricity *	£292.19	Drax (Haven Power)	Street Lighting Electricity Sensor *	£10.25	ROSPA	Play Area Inspection	£92.40	Exuma	Website Design *	£1,500.00	Acer Trees	Emergency Tree Felling - Allotments	£295.00	<p>Clerk / Cllr McGarry</p> <p>Clerk</p>
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	Acer Trees	Tree Pruning - Play Area	£1,450.00	
	Acer Trees	Tree Felling - Mission Hall	£3,200.00	
	Acer Trees	Tree Pruning - Rose Hill Island	£450.00	
	Andrew Billau (Clerk)	Microsoft Office 365 Subscription	£59.99	
	Proper Agency	Website Maintenance	£30.00	
	Gary Haynes	Lengthsman Services	£240.00	
	Gary Haynes	Grass Cutting	£260.00	
	Andrew Billau (Clerk)	Office Costs April - May 2022	£29.60	
	Andrew Billau (Clerk)	Salary April - May 2022 (by S/O)	£697.15	
	HMRC	Tax & NI April - May 2022 (by S/O)	£202.42	
	Cllr Roger Westbury	Picture Framing for Gift to New Vicar	£33.87	
	* Approved and Paid During Month			
<p>069/22</p> <p>069.1/22</p> <p>069.2/22</p> <p>069.3/22</p> <p>069.4/22</p> <p>069.5/22</p> <p>069.6/22</p>	<p>Highways, Environment and Open Spaces</p> <p>Cllr Pattison reported that the annual ROSPA inspection of the play area had been completed. Any issues reported are low risk. Clerk to ask lengthsman to tighten bolts on junior swing crossbar.</p> <p>The Clerk reported he was still investigating hire of mini-digger and driver for the drainage work at the Old Sewage Works site. The letter from Cofton Gardens Trustees has not yet been received.</p> <p>The Clerk advised he was still waiting on solicitors to finalise access to the Old Sewage Works allotment site. Clerk to pursue. Cllr Pattison asked that the agreement include a covenant to prevent access to the site for building works.</p> <p>The Clerk reported all outstanding street light faults have been attended to. There were no new faults raised this month.</p> <p>The lengthsman's report was not available in time for the meeting, delegated to Clerk for payment.</p> <p>Cllr Pattison reported he had carried out the monthly play area inspection, no issues noted but there had been reports of smashed bottles and glass fragments, which have now been cleared.</p>			<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>070/22</p> <p>070.1/22</p>	<p>Community Services</p> <p>There was nothing new to report regarding the Bilberry Centre building.</p>			
<p>071/22</p> <p>071.1/22</p> <p>071.2/22</p>	<p>Planning</p> <p>22/00445/FUL – Conversion of outbuilding to dwelling, Kendal End Farm – Cllr Slack advised that all Councillors had been circulated on this proposal and all had agreed to object on the grounds of inappropriate development in the green belt. Clerk has posted a response.</p> <p>22/00487/FUL – Addition of second storey over existing to side and loft extension, 11 Reservoir Road. Councillors felt this appears to be a large extension over an existing extension and asked the BDC carefully consider whether the total extension exceeds permitted size. Clerk to post response.</p>			<p>Clerk</p>

Agenda Item	Discussion and Decisions	Action
071.3/22	22/00640/FUL – Biodiversity enhancements including construction of 3 ponds, Upper Bittell Reservoir. Councillors agreed that this would not be visible from any of the surrounding footpaths and have no objections. Clerk to post response.	Clerk
072/22 072.1/22 072.2/22	Communications No progress reported on the new website. A meeting between the developer, Cllr Banyard and Clerk is proving difficult to arrange, Clerk and Cllr Banyard to progress. Councillors reported further problems with the email system. Clerk to ask Proper Agency to look again at what the problem is.	 Clerk / Cllr Banyard Clerk
073.22	Correspondence Received None received.	
074/22	Items for Next Meeting None requested.	
075/22	Date of Next Meeting The next Parish Council meeting is scheduled for Monday 20th June at 7.30pm. The meeting ended at 8.15pm.	