

# Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 20<sup>th</sup> June 2022

Held at Cofton Village Hall, Cofton Hackett

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## PRESENT:

### Councillors:

Cllr Mr R Westbury (Chair)

Cllr Mr M Pattison

Cllr Mr R Deeming

Cllr Mr J Slack

Cllr Mrs J Fay

Cllr Mr G Cook

Cllr Mr N Banyard

County Cllr Adrian Kriss

### Clerk to the Parish Council:

Andrew Billau

## APOLOGIES:

Cllr Mrs J Webb

Cllr Mr L McGarry

Agenda Item	Discussion and Decisions	Action
076/22	<b>Apologies</b> Apologies were received from Cllr Webb (domestic emergency) and Cllr McGarry (work commitment), these were accepted.	
077/22	<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 noted to be recorded in the Register</li></ul>	
078/22	<b>Dispensations</b> There were no applications for dispensations received.	

Agenda Item	Discussion and Decisions	Action
079/22	<p><b>Public Forum</b></p> <p>There were no members of the public in attendance.</p>	
<p>080/22</p> <p>080.1/22</p> <p>080.2/22</p> <p>080.3/22</p> <p>080.4/22</p> <p>080.5/22</p>	<p><b>Reports from Outside Bodies / County Councillor</b></p> <p>County Cllr Adrian Kriss was in attendance.</p> <p>He asked about the High Street safari exercise which was organised as part of the Jubilee celebrations. Parish Councils were invited to suggest 7 locations in the Parish where children could search for QR codes, each code providing a link to information about the Queen's 70 years of service. Unfortunately, Cofton Hackett Parish Council did not take part. He asked if the Council would take part in a similar 'Treasure Hunt' event during the summer, Cllr Kriss to donate £500 towards the event, this was agreed. Cllr Kriss to forward information to Clerk.</p> <p>He asked if residents might welcome a regular surgery at the Village Hall, where they could speak directly with him, Councillors agreed this would be useful.</p> <p>He reported that there are to be some new trees planted on Oakfield Drive.</p> <p>He spoke about issues with buses and degradation of services, he is encouraging residents to use public transport and Worcestershire bus services. There was some discussion about frequency and loss of services, particularly the 144 service.</p> <p>He also spoke about the Adult Social Care funding white paper and a campaign to push for 20mph speed limits in residential areas.</p> <p>There being no further questions, Cllr Kriss left the meeting.</p>	
081/22	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting of the Parish Council dated 16<sup>th</sup> May 2022, and of the Parish Assembly meeting dated 18<sup>th</sup> May were agreed as a correct record and signed by the Chairman.</p>	
<p>082/22</p> <p>082.1/22</p> <p>082.2/22</p> <p>082.3/22</p>	<p><b>Chairman's Report</b></p> <p>Cllr Westbury reported on a letter of thanks from an allotment holder for the new gates which the Council installed at the allotments entrance.</p> <p>He also reported on a letter of thanks from the Village Hall events team for the Council's financial contribution to the Jubilee events, the event was seen to be a great success and well received by residents. Clerk to add request for grant towards Christmas events to a future agenda.</p> <p>Cllr Westbury asked that particular attention be paid to 3 long standing agenda items, to ensure these are resolved as soon as possible:</p> <ul style="list-style-type: none"> <li>- Creation of new allotments at the Old Sewage Works site</li> <li>- Commissioning of the new website</li> <li>- Resolution of the Mission Hall retaining wall issue</li> </ul>	<p><b>Clerk</b></p>

Agenda Item	Discussion and Decisions	Action
<b>083/22</b>	<b>Highways, Environment and Open Spaces</b>	
083.1/22	The Clerk reported he had met with a mini-digger driver to discuss the drainage work at the Old Sewage Works site, and a plan of action agreed. The work requires one day at a cost of £300. <b>Resolved</b> to commit funding of £300 for the hire of mini-digger and driver. The letter from Cofton Gardens Trustees has not yet been received, Clerk to contact Cofton Gardens trustees to agree access through their land.	<b>Clerk</b>
083.2/22	Cllr Pattison advised that a meeting had been held between Mainstay and North Worcs Water regarding the balancing pond, a report from the meeting is awaited.	<b>Cllr Pattison</b>
083.3/22	The Clerk advised that he had contacted the Council's solicitors to check on progress of Old Sewage Works allotment site access. He was advised that the matter is with St Modwen's solicitors. Clerk has asked for the matter to be pursued urgently and also spoken with senior management at St Modwen. Clerk to monitor.	<b>Clerk</b>
083.4/22	Cllr Pattison reported he had been asked if the Council would be prepared to fund replacement of tyres on the ride-on mower which is used to maintain land at the Old Sewage Works site. <b>Resolved:</b> To allocate funds of £130 for replacement tyres. Clerk to arrange purchase.	<b>Clerk</b>
083.5/22	The Clerk advised he had been approached by the allotment holder at no. 7, The Grove, asking if the large tree on their plot could be removed, as it prevents proper cultivation of the plot. After some discussion regarding the future layout and management of the proposed new allotment site, it was agreed that the felling of the tree, and also of the large willow tree on the Council's site, should be carried out in the Autumn. Clerk to arrange quotes.	<b>Clerk</b>
083.6/22	The Clerk reported one new street light fault raised during the month, which has been attended to. Cllr Fay reported a light on during daytime on Cofton Church Lane, Clerk to report.	<b>Clerk</b>
083.7/22	The Clerk reported on work undertaken by the lengthsman during the month.	
083.8/22	Cllr Pattison reported that Cllr McGarry had carried out the monthly play area inspection, with no issues noted.	
<b>084/22</b>	<b>Finance and General Purposes</b>	
084.1/22	Councillors had received copies of the report of the internal auditor for financial year 2021-22. Cllr Westbury congratulated the Clerk on an excellent result with several references to good practice. The report showed no issues with finance or governance and that the Council is operating in line with the Governance and Accountability Practitioner's guide.	
084.2/22	<b>Resolved:</b> To approve the Annual Governance Statement for financial year 2021-22 as presented by the Clerk.	
084.3/22	<b>Resolved:</b> To approve the Accounting Statements for financial year 2021-22 as presented by the Clerk.	
084.4/22	Clerk to publish documentation on websites and noticeboards, including the Notice of Public Rights and to submit audit documentation the external auditor.	<b>Clerk</b>
084.5/22	The Clerk had circulated the new, revised Code of Conduct for review during the month. <b>Resolved:</b> To approve the revised Code of Conduct. Councillors present at the	

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<p>085.6/22</p> <p>085.7/22</p> <p>085.8/22</p> <p>085.9/22</p>	<p>meeting signed their acceptance of the revised Code of Conduct, countersigned by the Clerk. Clerk to publish on website.</p> <p>The Clerk advised that he had met with a contractor to discuss rebuilding of the retaining wall behind the Mission Hall, a quote for the work is due this week. Clerk to report back.</p> <p>The Clerk reported that he had now agreed a three-year fixed contract with Yu Energy for the supply of the Council's street lights electricity.</p> <p>The Clerk presented the current budget vs expenditure status and pointed out potential areas of overspend / underspend.</p> <p>A list of bills for payment, circulated before the meeting, was presented and agreed.</p> <table border="1" data-bbox="312 678 1273 1339"> <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>£282.78</td> </tr> <tr> <td>Drax (Haven Power)</td> <td>Street Lighting Sensor Electricity *</td> <td>£9.92</td> </tr> <tr> <td>Worcestershire CALC</td> <td>Subscription 2022 / 23</td> <td>£1,090.63</td> </tr> <tr> <td>Sam Chatterley, CVH Manager</td> <td>Items for Jubilee Celebrations *</td> <td>£679.50</td> </tr> <tr> <td>Bill Robinson</td> <td>Internal Audit 2021-22</td> <td>£204.60</td> </tr> <tr> <td>Sam Chatterley, CVH Manager</td> <td>Additional Items for Jubilee Celebrations *</td> <td>£335.18</td> </tr> <tr> <td>Shelagh O'Loughlin</td> <td>Plants for Planters</td> <td>£68.95</td> </tr> <tr> <td>Acer Trees</td> <td>Tree Felling at Allotments</td> <td>£1,250.00</td> </tr> <tr> <td>Proper Agency</td> <td>Website Maintenance</td> <td>£30.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Lighting Maintenance</td> <td>£300.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services</td> <td>£360.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Grass Cutting</td> <td>£390.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Costs May - June 2022</td> <td>£46.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary May - June 2022 (by S/O)</td> <td>£697.15</td> </tr> <tr> <td>HMRC</td> <td>Tax &amp; NI May - June 2022 (by S/O)</td> <td>£202.42</td> </tr> </tbody> </table> <p>* Approved and paid during month</p>	Supplier	Services	Payment	Drax (Haven Power)	Street Lighting Electricity *	£282.78	Drax (Haven Power)	Street Lighting Sensor Electricity *	£9.92	Worcestershire CALC	Subscription 2022 / 23	£1,090.63	Sam Chatterley, CVH Manager	Items for Jubilee Celebrations *	£679.50	Bill Robinson	Internal Audit 2021-22	£204.60	Sam Chatterley, CVH Manager	Additional Items for Jubilee Celebrations *	£335.18	Shelagh O'Loughlin	Plants for Planters	£68.95	Acer Trees	Tree Felling at Allotments	£1,250.00	Proper Agency	Website Maintenance	£30.00	Cofton Spark	Street Lighting Maintenance	£300.00	Gary Haynes	Lengthsman Services	£360.00	Gary Haynes	Grass Cutting	£390.00	Andrew Billau (Clerk)	Office Costs May - June 2022	£46.00	Andrew Billau (Clerk)	Salary May - June 2022 (by S/O)	£697.15	HMRC	Tax & NI May - June 2022 (by S/O)	£202.42	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
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<p><b>086/22</b></p> <p>086.1/22</p> <p>086.2/22</p>	<p><b>Community Services</b></p> <p>Item to discuss attendance at Parish Assembly deferred to next month.</p> <p>There was nothing new to report regarding the Bilberry Centre building.</p>	<p><b>Clerk</b></p>																																																
<p><b>087/22</b></p> <p>087.1/22</p> <p>087.2/22</p> <p>087.3/22</p>	<p><b>Planning</b></p> <p>22/00702/FUL – Side and two storey extension, internal alterations and new lower ground floor extension – 109 Barnt Green Road – Cllr Fay advised she will visit neighbours for their views and report back to Clerk.</p> <p>The Clerk reported that application 22/00100/FUL – Detached bubgalow at 478 Groveley Lane, which the Council objected to and has been refused by BDC, has now gone to appeal. Clerk to advise outcome of appeal.</p> <p>Clerk to check if an application for Eachway Lane is in his inbox for attention.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>																																																

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<p><b>088/22</b></p> <p>088.1/22</p>	<p><b>Communications</b></p> <p>Cllr Banyard reported that he, Cllr Westbury and the Clerk had met with the developer of the new website and this is now close to completion. Councillors agreed to the use of a new domain name 'coftonhackett.gov.uk' and associated email addresses. Costs for this would be £120 for 2 years for the domain, and £3 per month per email address. This was agreed. Cllr Slack suggested that there should be some form of formal support put in place. Clerk to follow up.</p>	<p><b>Clerk / Cllr Banyard</b></p>
<p><b>089.22</b></p> <p>089.1/22</p> <p>089.2/22</p>	<p><b>Correspondence Received</b></p> <p>The Clerk advised he had received a report from a resident about construction of a holiday 'Yurt' type building in a neighbouring property. The Clerk has referred this to BDC for their attention and awaits a response.</p> <p>Cllr Cook agreed to complete the Police Commissioner's Parish Council survey on behalf of the Council, Clerk to forward link.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>090/22</b></p>	<p><b>Items for Next Meeting</b></p> <p>None requested.</p>	
<p><b>091/22</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting is scheduled for <b>Monday 18<sup>th</sup> July at 7.30pm.</b></p> <p><b>The meeting ended at 9.15pm.</b></p>	