

# Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 21<sup>st</sup> November 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 J Slack  
Cllr Mrs J Fay  
Cllr Mrs J Webb  
Cllr Mr R Deeming

### Clerk to the Parish Council:

Andrew Billau

### APOLOGIES:

Cllr Mr N Banyard  
Cllr Mr G Cook  
Cllr Mr L McGarry

Agenda Item	Discussion and Decisions	Action
135/22	<b>Apologies</b> Apologies were received from Cllr Banyard (illness), Cllr Cook (work commitment) and Cllr McGarry (work commitment), these were accepted.	
136/22	<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>	
137/22	<b>Dispensations</b> There were no applications for dispensations received.	

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
138/22	<p><b>Public Forum</b></p> <p>There were no members of the public in attendance.</p>	
139/22 139.1/22	<p><b>Reports from Outside Bodies / County Councillor</b></p> <p>County Cllr Adrian Kriss was unable to attend but sent an update via email which the Clerk summarised:</p> <ul style="list-style-type: none"> <li>- No update on a pedestrian crossing for Groveley Lane. Current data indicates a traffic light controlled pedestrian crossing but there are no funds available for one presently.</li> <li>- From January 2023 the government will be capping all one-way single bus fares to £2.00 to try and help stimulate demand.</li> <li>- Blocking off Ten Ashes Lane – according to the Council, blocking off the road will cause more inconvenience to the residents, Council bounce enforcement back to the Police, which they won't.</li> <li>- Estate maintenance charges – Council leader Karen May has confirmed that retrospectively we cannot take on historic estates. She is very happy to attend any future meeting.</li> <li>- Drains, gutters and pavements in general - the WCC website now incorporates a gully locator. This will tell you when it was last cleared and when the next cyclic cleansing is supposedly due. Clerk to check this.</li> </ul>	Clerk
140/22	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting of the Parish Council dated 17<sup>th</sup> October 2022 were agreed as a correct record and signed by the Chairman.</p>	
141/22	<p><b>Chairman's Report</b></p> <p>Cllr Westbury reminded Councillors that elections will be held in May 2023.</p>	
142/22 142.1/22  142.2/22  142.3/22	<p><b>Highways, Environment and Open Spaces</b></p> <p>Councillors discussed the proposed public meeting to discuss traffic safety, to be held on Monday January 9<sup>th</sup> at the Village Hall. Cllr Kriss will be attending together with highways officers and police representatives. The Clerk was asked to prepare a draft agenda and a draft flyer for delivery to all households. Several Councillors agreed to assist with delivery with a view to delivering over the Christmas period. Councillors discussed installation of speed activated signs funded by the Parish Council, Clerk to investigate alternatives and costs.</p> <p>The Clerk reported that the new railings for Rose Hill Island, following the two traffic incidents, were being made by the supplier. Cllr Webb suggested that installation had started. Clerk to check and monitor.</p> <p>The Clerk reported that the Council's insurance company have agreed to reimburse the cost of rebuilding the demolished bus shelter at Groveley Lane and had paid a sum of £8,745 into the Council's bank account. However, the Clerk reported that he had been advised by Transport for West Midlands that the stop is now used for alighting only, as the next stop is the terminus. Therefore, it is not considered that a shelter is necessary. The damaged bus stop post has already been replaced by TfWM. Cllr Fay argued that</p>	Clerk Clerk  Clerk

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
	passengers could still board the bus at that stop and that a shelter may still be required. Cllr Fay and Clerk to check and report back.	<b>Clerk / Cllr Fay</b>
142.4/22	The Clerk advised that he had now received the draft transfer document for Old Sewage Works access, the Council's solicitors have advised there is nothing contentious in the document and the Clerk is working on finalising the transfer ready for signing.	<b>Clerk</b>
142.5/22	The Clerk advised that the first meeting of a working party to formulate the Council's approach to creating the new allotments at the Old Sewage Works site, had been held and a site meeting is to be held on Thursday 24 <sup>th</sup> November. The Clerk has been in touch with Bromsgrove District Council, and the National Allotments Association to ask for advice on the creation of a new allotment site. Clerk to follow this up.	<b>Clerk</b>
142.6/22	The Clerk advised that Rose Hill Island vegetation will receive a 'hard' cut-back on 25 <sup>th</sup> November.	
142.7/22	The Clerk reported he had received some items for the 'lengthsman jobs' list from Cllrs Fay and Webb and asked to Councillors to send any further items they wish to be looked at directly to him.	<b>All</b>
142.8/22	The Clerk advised there are two new reported street light faults, in Cofton Church Lane and Reservoir Road, which will be attended to as soon as possible.	
142.9/22	The Clerk advised he had received the lengthsman's report for the month which included: <ul style="list-style-type: none"> <li>- Clearing of leaves</li> <li>- Drain unblocking</li> <li>- Sign cleaning</li> <li>- Play area graffiti</li> </ul>	
142.10/22	Cllr Pattison reported that he had carried out the monthly play area inspection, with no issues noted.	
<b>143/22</b>	<b>Finance and General Purposes</b>	
143.1/22	In Cllr Banyard's absence, investigation of potential grants for which the Council may be eligible, was deferred to the next meeting.	<b>Cllr Banyard</b>
143.2/22	The Clerk reported that he had received a revised valuation for the Mission Hall, should Councillors decide to dispose of it. Councillors discussed whether it should be readvertised for rental, current problems with the building and legalities of disposal. Cllr Slack suggested that an indicative vote be taken on whether to sell or retain, this was agreed. The result of the vote was 3 in favour of disposal, 1 abstention and 1 in favour of retaining the building (Cllr Webb, who asked for her vote to be minuted). The Clerk was asked to further investigate the legalities, should the Council decide to sell.	<b>Clerk</b>
143.3/22	The Clerk presented the current budget vs expenditure status and pointed out potential areas of overspend / underspend.	
143.4/22	The Clerk asked if Councillors wished to have new Parish Council email addresses, of the form 'councillor@coftonhackettparishcouncil.gov.uk', adding that setting up these new addresses is straightforward and will cost £3 per address per month. Alternatively, the Clerk will continue to use Councillors' personal email addresses, but he pointed out that should there be some sort of legal challenge against the Parish Council, Councillors may have to make their personal email systems available for inspection, he said this is unlikely, but is possible. Clerk to write to Councillors to confirm choices.	<b>Clerk</b>

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143.5/22	The Clerk presented the first draft budget document for the year 2023/24 and explained that the current calculation was showing a potential 5% increase in the precept demand, this would likely reduce when the tax base numbers are known. Councillors discussed and asked that any increase be kept to a maximum of 3.5%. Clerk to revise budget to suit and bring to next meeting.	<b>Clerk</b>																																																																							
143.6/22	<p>A list of bills for payment, circulated before the meeting, was presented and agreed.</p> <table border="1" data-bbox="319 526 1273 1503"> <thead> <tr> <th data-bbox="319 526 667 571">Supplier</th> <th data-bbox="675 526 1141 571">Services</th> <th data-bbox="1149 526 1273 571">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="319 577 667 611">Cofton Spark</td> <td data-bbox="675 577 1141 611">Street Lighting Maintenance</td> <td data-bbox="1149 577 1273 611">£670.00</td> </tr> <tr> <td data-bbox="319 618 667 651">Shelagh O'Loughlin</td> <td data-bbox="675 618 1141 651">Plants for Planters</td> <td data-bbox="1149 618 1273 651">£22.00</td> </tr> <tr> <td data-bbox="319 658 667 692">SLCC</td> <td data-bbox="675 658 1141 692">Membership Subscription</td> <td data-bbox="1149 658 1273 692">£171.00</td> </tr> <tr> <td data-bbox="319 698 667 732">Cofton Spark</td> <td data-bbox="675 698 1141 732">Street Lighting Maintenance</td> <td data-bbox="1149 698 1273 732">£300.00</td> </tr> <tr> <td data-bbox="319 739 667 772">Sam Chatterley (Village Hall)</td> <td data-bbox="675 739 1141 772">Gazebo for Christmas Event</td> <td data-bbox="1149 739 1273 772">£419.99</td> </tr> <tr> <td data-bbox="319 779 667 813">Sam Chatterley (Village Hall)</td> <td data-bbox="675 779 1141 813">Tables for Christmas Event</td> <td data-bbox="1149 779 1273 813">£383.94</td> </tr> <tr> <td data-bbox="319 819 667 853">Andrew Billau (Clerk)</td> <td data-bbox="675 819 1141 853">Stationery from Viking</td> <td data-bbox="1149 819 1273 853">£119.96</td> </tr> <tr> <td data-bbox="319 860 667 893">Andrew Billau (Clerk)</td> <td data-bbox="675 860 1141 893">Microsoft Exchange On-line Subscription</td> <td data-bbox="1149 860 1273 893">£3.60</td> </tr> <tr> <td data-bbox="319 900 667 934">Cllr Webb</td> <td data-bbox="675 900 1141 934">PC Mobile Phone May-Nov 2022</td> <td data-bbox="1149 900 1273 934">£170.32</td> </tr> <tr> <td data-bbox="319 940 667 974">The Village Magazine</td> <td data-bbox="675 940 1141 974">Newsletter Page</td> <td data-bbox="1149 940 1273 974">£180.00</td> </tr> <tr> <td data-bbox="319 981 667 1014">Yu Energy</td> <td data-bbox="675 981 1141 1014">Street Lighting Electricity *</td> <td data-bbox="1149 981 1273 1014">£380.99</td> </tr> <tr> <td data-bbox="319 1021 667 1055">Yu Energy</td> <td data-bbox="675 1021 1141 1055">Street Lighting Sensor Electricity *</td> <td data-bbox="1149 1021 1273 1055">£31.20</td> </tr> <tr> <td data-bbox="319 1061 667 1095">Proper Agency</td> <td data-bbox="675 1061 1141 1095">Website Maintenance</td> <td data-bbox="1149 1061 1273 1095">£30.00</td> </tr> <tr> <td data-bbox="319 1102 667 1135">Gary Haynes</td> <td data-bbox="675 1102 1141 1135">Lengthsman Services</td> <td data-bbox="1149 1102 1273 1135">£300.00</td> </tr> <tr> <td data-bbox="319 1142 667 1176">Gary Haynes</td> <td data-bbox="675 1142 1141 1176">Grass Cutting</td> <td data-bbox="1149 1142 1273 1176">£260.00</td> </tr> <tr> <td data-bbox="319 1182 667 1216">Andrew Billau (Clerk)</td> <td data-bbox="675 1182 1141 1216">Office Costs October - November 2022</td> <td data-bbox="1149 1182 1273 1216">£46.90</td> </tr> <tr> <td data-bbox="319 1223 667 1256">Andrew Billau (Clerk)</td> <td data-bbox="675 1223 1141 1256">Salary October - November 2022 (by S/O)</td> <td data-bbox="1149 1223 1273 1256">£749.91</td> </tr> <tr> <td data-bbox="319 1263 667 1296">HMRC</td> <td data-bbox="675 1263 1141 1296">Tax &amp; 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144/22 144.1/22 144.2/22	<p><b>Community Services</b></p> <p>The Clerk advised that the Christmas Tree lights, at Rose Hill Island, are to be installed on 28<sup>th</sup> November.</p> <p>The Clerk reported he had received a request for a grant towards the planting of a permanent Christmas Tree at the Village Hall, at a cost of £400. Cllr Slack advised that it had not been possible to source a suitable tree and suggested the request be brought back to Council when one is found. This was agreed. Clerk to inform Village Hall manager.</p>	<b>Clerk</b>																																																																							
145/22 145.1/22	<p><b>Planning</b></p> <p>22/01320/FUL – Proposed extension to existing garage to create annex – 28 Cofton Church Lane. Councillors were concerned that the proposed annex could, at a later</p>																																																																								

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
<p>I45.2/22</p> <p>I45.3/22</p>	<p>date, be converted into a house, the planning officer has advised that this would not be allowed without further planning permission. On that basis, Councillors could see no real reason to raise an objection. Cllr Fay suggested that a covenant exists on the property to prevent this from occurring, Clerk to check with planning officer.</p> <p>22/01421/FUL – Single storey side and rear extension with detached garage – 74 Ashmead Drive. Councillors agreed they have no objection to this application.</p> <p>The Clerk reported that application 21/01730/FUL – First floor extension at 15 Cofton Lake Road, to which the Parish Council had no objections, had been refused on appearance grounds, and has since gone to appeal.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>I46/22</b></p> <p>I46.1/22</p> <p>I46.2/22</p>	<p><b>Communications</b></p> <p>The Clerk reported that the new website is ready for ‘go-live’. Clerk to make some additions and then contact existing provider for access for data transfer.</p> <p>Cllr Westbury asked that Councillors be generally more responsive to emails from the Clerk. Only a small group of Councillors regularly respond to requests for information.</p>	<p><b>Clerk</b></p> <p><b>All</b></p>
<p><b>I47.22</b></p>	<p><b>Correspondence Received</b></p> <p>Nothing additional to report.</p>	
<p><b>I48/22</b></p>	<p><b>Items for Next Meeting</b></p> <p>Nothing requested.</p>	
<p><b>I49/22</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting is scheduled for <b>Monday 12<sup>th</sup> December at 7.30pm (Please note change of date).</b></p> <p><b>The meeting ended at 9.15pm.</b></p>	