

Cofton Hackett Parish Council

Minutes of the Meeting of the Parish Council held on Monday 12th December 2022

Held at Cofton Village Hall, Cofton Hackett

PRESENT:

Councillors:

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

Clerk to the Parish Council:

Andrew Billau

APOLOGIES:

Cllr Mrs J Webb
Cllr Mr R Deeming

| Agenda Item | Discussion and Decisions | Action |
|-------------|---|--------|
| 150/22 | Apologies Apologies were received from Cllr Webb (illness) and Cllr Deeming (prior arrangement), these were accepted. Cllr McGarry did not attend. | |
| 151/22 | 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 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 noted to be recorded in the Register | |
| 152/22 | Dispensations There were no applications for dispensations received. | |
| 153/22 | Public Forum There were no members of the public in attendance. | |

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| <p>154/22</p> <p>155.1/22</p> <p>155.2/22</p> <p>155.3/22</p> <p>155.4/22</p> | <p>Reports from Outside Bodies / County Councillor</p> <p>PCSO Stuart Taylor was in attendance. He reported that during the previous month, in Cofton Hackett, there had been</p> <ul style="list-style-type: none"> - 2 attempted burglaries - 0 criminal damage - 0 vehicle theft <p>He advised that during the cold period it is important that cars are not left unattended with engines running to warm up on driveways, as they are susceptible to theft. A recent Police survey showed that this is a common occurrence. He also advised that a planned speeding survey had not been possible due to the icy road conditions but would be done when conditions improve. He suggested Councillors and members of the public should sign up to 'Neighbourhood Matters' for information and alerts from West Mercia Police. Clerk to publicise on new website.</p> <p>Cllr Slack asked about recent anti-social behaviour on Cofton Church Lane, PCSO Taylor said that Police cannot deal with noise complaints and any parking infringements cannot be enforced, there are no traffic regulation orders on Cofton Church Lane. He did, however, urge for all crime to be reported via 101 or on-line.</p> <p>Cllr Fay asked about vehicles parking close to road junctions, preventing clear line of sight when emerging from the junction. PCSO Taylor advised that vehicles should not park within 10m of a junction, but this is a 'should not' and not a 'must not' so is often unenforceable. However, if irresponsible parking is an issue, it should be reported on 101.</p> <p>PCSO Taylor was asked if there would be police attendance at the public meeting on 9th January, he said he was unsure but would try to attend himself. Councillors agreed that if there will be no police attendance then the meeting should be rescheduled. Clerk to check with Cllr Kriss.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>156/22</p> | <p>Previous Minutes</p> <p>The minutes of the meeting of the Parish Council dated 21st November 2022 were agreed as a correct record and signed by the Chairman.</p> | |
| <p>157/22</p> | <p>Chairman's Report</p> <p>Cllr Westbury reported that he, Cllr Slack and Cllr Pattison had attended an online meeting with Bromsgrove District Council planning department regarding a review of the District Plan. It was suggested at the meeting that although it is unlikely there will be more significant building in Cofton Hackett this had yet to be finalised. The final plan may be published within the next 12 months.</p> | |
| <p>158/22</p> <p>158.1/22</p> | <p>Highways, Environment and Open Spaces</p> <p>Councillors discussed the proposed public meeting on road traffic safety, to be held on Monday January 9th at the Village Hall. The draft agenda and flyer layout were agreed. It was agreed that confirmation of attendance from the police is needed, Clerk to follow up with Cllr Kriss. Once confirmed, Clerk to arrange printing of 1200 flyers which can be delivered between Christmas and New Year.</p> | <p>Clerk</p> |

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| 158.2/22 | The Clerk reported that the new railings for Rose Hill Island, following the two traffic incidents, had now been installed. | |
| 158.3/22 | The Clerk advised he had confirmed that the bus stop on Groveley Lane was an 'alight only' stop for the number 20 service. Resolved: The Council will not provide a replacement bus shelter at this stop. The £8,745 received from the insurance company will be held in earmarked reserves for a bus shelter should one be required in future. | Clerk |
| 158.4/22 | The Clerk advised that he had now returned the draft transfer document for Old Sewage Works access to the Council's solicitors for finalising before signature. Clerk to enquire if St Modwen would be prepared to contribute to preparation of the site, access and fencing etc. | Clerk |
| 158.5/22 | The Clerk advised that a further 2 meetings of the Old Sewage works allotments working party had been held, one of these was on-site. Cllr Slack has prepared a draft project plan outlining tasks to be undertaken. He said it is important that we secure professional assistance to advise on the suitability of the site for allotments. The Clerk advised that Bromsgrove District Council are unable to help and he had not yet received a response from the National Allotments Society. | |
| 158.6/22 | Resolved: to join the National Allotments Society as a corporate member, at a cost of £55 + VAT per annum. Clerk to arrange. | Clerk |
| 158.7/22 | Councillors discussed allotment rental rates for 2023. Resolved: to increase rentals by £1 per plot for 2023. Clerk to send out rental demands. | Clerk |
| 158.8/22 | The Clerk advised that Rose Hill Island vegetation had now been cut back and pruned, Councillors were pleased with the result. | |
| 159.9/22 | The Clerk advised that all outstanding street light faults have been attended to. | |
| 159.10/22 | The Clerk advised he had received the lengthsman's report for the month which included: <ul style="list-style-type: none"> - Clearing of leaves - Drain unblocking - Sign cleaning | |
| 159.11/22 | Cllr Pattison reported that he had carried out the monthly play area inspection, with no issues noted. | |
| 160/22 | Finance and General Purposes | |
| 160.1/22 | Cllr Banyard reported he had spoken with a grants specialist who has suggested there may be significant grants available to the Council but that we would need to be specific about what sort of projects were planned. For a fee of £205 + VAT the specialist would search for appropriate grants for which the Council may be eligible. A fee of 10% of any grant awarded would be payable. Resolved: to commit funds of £205 for a grants search for a period of 3 months. Cllr Banyard to arrange contact with the Clerk. | Cllr Banyard |
| 160.2/22 | The Clerk reported that there is no legal reason why the Council cannot dispose of the Mission Hall building, should it wish to do so, providing the Council receives fair market value for it. Resolved: to instruct estate agent to market the building for sale, to be actioned following formal approval of these minutes in January 2023. The Clerk advised that all adjacent and opposite neighbours will need to be informed of the Council's intentions. | Clerk |

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| 160.3/22 160.4/22 160.5/22 | <p>The Clerk presented the current budget vs expenditure status and pointed out potential areas of overspend / underspend.</p> <p>The Clerk reported there is no change to the draft budget for the year 2023/24 and he is awaiting Tax Base numbers to finalise the budget. This will be presented to the January meeting for approval.</p> <p>A list of bills for payment, circulated before the meeting, was presented and agreed.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="316 528 624 566">Supplier</th> <th data-bbox="632 528 1158 566">Services</th> <th data-bbox="1166 528 1297 566">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 577 624 607">RPS Construction</td> <td data-bbox="632 577 1158 607">Barrier Hire - Bus Stop *</td> <td data-bbox="1166 577 1297 607">£270.00</td> </tr> <tr> <td data-bbox="316 618 624 647">Hopwood Tree Services</td> <td data-bbox="632 618 1158 647">Rose Hill Island Pruning</td> <td data-bbox="1166 618 1297 647">£600.00</td> </tr> <tr> <td data-bbox="316 658 624 687">Yu Energy</td> <td data-bbox="632 658 1158 687">Street Lighting Electricity *</td> <td data-bbox="1166 658 1297 687">£496.12</td> </tr> <tr> <td data-bbox="316 698 624 728">Yu Energy</td> <td data-bbox="632 698 1158 728">Street Lighting Sensor Electricity *</td> <td data-bbox="1166 698 1297 728">£31.66</td> </tr> <tr> <td data-bbox="316 739 624 768">Cofton Spark</td> <td data-bbox="632 739 1158 768">Street Lighting Maintenance</td> <td data-bbox="1166 739 1297 768">£699.50</td> </tr> <tr> <td data-bbox="316 779 624 808">Cofton Spark</td> <td data-bbox="632 779 1158 808">Christmas Tree Lights Installation</td> <td data-bbox="1166 779 1297 808">£340.00</td> </tr> <tr> <td data-bbox="316 819 624 848">Sam Chatterley (Village Hall)</td> <td data-bbox="632 819 1158 848">Food for Christmas Event</td> <td data-bbox="1166 819 1297 848">£155.77</td> </tr> <tr> <td data-bbox="316 860 624 889">Sam Chatterley (Village Hall)</td> <td data-bbox="632 860 1158 889">Gifts for Christmas Event</td> <td data-bbox="1166 860 1297 889">£46.00</td> </tr> <tr> <td data-bbox="316 900 624 929">Proper Agency</td> <td data-bbox="632 900 1158 929">Website Maintenance</td> <td data-bbox="1166 900 1297 929">£30.00</td> </tr> <tr> <td data-bbox="316 940 624 969">Boundary Services</td> <td data-bbox="632 940 1158 969">Replacement Railings at Rose Hill</td> <td data-bbox="1166 940 1297 969">£3,076.33</td> </tr> <tr> <td data-bbox="316 981 624 1010">Gary Haynes</td> <td data-bbox="632 981 1158 1010">Lengthsman Services</td> <td data-bbox="1166 981 1297 1010">£240.00</td> </tr> <tr> <td data-bbox="316 1021 624 1050">Gary Haynes</td> <td data-bbox="632 1021 1158 1050">Grass Cutting</td> <td data-bbox="1166 1021 1297 1050">£150.00</td> </tr> <tr> <td data-bbox="316 1061 624 1090">Andrew Billau (Clerk)</td> <td data-bbox="632 1061 1158 1090">Office Costs November - December 2022</td> <td data-bbox="1166 1061 1297 1090">£38.60</td> </tr> <tr> <td data-bbox="316 1102 624 1131">Andrew Billau (Clerk)</td> <td data-bbox="632 1102 1158 1131">Salary November - December 2022 (by S/O)</td> <td data-bbox="1166 1102 1297 1131">£749.91</td> </tr> <tr> <td data-bbox="316 1142 624 1171">HMRC</td> <td data-bbox="632 1142 1158 1171">Tax & NI November - December 2022 (by S/O)</td> <td data-bbox="1166 1142 1297 1171">£212.23</td> </tr> <tr> <td data-bbox="316 1182 624 1211"></td> <td data-bbox="632 1182 1158 1211"></td> <td data-bbox="1166 1182 1297 1211"></td> </tr> <tr> <td data-bbox="316 1223 624 1252"></td> <td data-bbox="632 1223 1158 1252"></td> <td data-bbox="1166 1223 1297 1252"></td> </tr> <tr> <td data-bbox="316 1263 624 1339"></td> <td data-bbox="632 1263 1158 1339">* Approved and paid during the month</td> <td data-bbox="1166 1263 1297 1339"></td> </tr> </tbody> </table> | | | Supplier | Services | Payment | RPS Construction | Barrier Hire - Bus Stop * | £270.00 | Hopwood Tree Services | Rose Hill Island Pruning | £600.00 | Yu Energy | Street Lighting Electricity * | £496.12 | Yu Energy | Street Lighting Sensor Electricity * | £31.66 | Cofton Spark | Street Lighting Maintenance | £699.50 | Cofton Spark | Christmas Tree Lights Installation | £340.00 | Sam Chatterley (Village Hall) | Food for Christmas Event | £155.77 | Sam Chatterley (Village Hall) | Gifts for Christmas Event | £46.00 | Proper Agency | Website Maintenance | £30.00 | Boundary Services | Replacement Railings at Rose Hill | £3,076.33 | Gary Haynes | Lengthsman Services | £240.00 | Gary Haynes | Grass Cutting | £150.00 | Andrew Billau (Clerk) | Office Costs November - December 2022 | £38.60 | Andrew Billau (Clerk) | Salary November - December 2022 (by S/O) | £749.91 | HMRC | Tax & NI November - December 2022 (by S/O) | £212.23 | | | | | | | | * Approved and paid during the month | |
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| Sam Chatterley (Village Hall) | Food for Christmas Event | | £155.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Boundary Services | Replacement Railings at Rose Hill | | £3,076.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gary Haynes | Lengthsman Services | | £240.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gary Haynes | Grass Cutting | | £150.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andrew Billau (Clerk) | Office Costs November - December 2022 | | £38.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andrew Billau (Clerk) | Salary November - December 2022 (by S/O) | | £749.91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 161/22 161.1/22 | <p>Community Services</p> <p>Councillors were pleased with the appearance of the Christmas Tree lights at Rose Hill Island.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 162/22 162.1/22 | <p>Planning</p> <p>22/01339/FUL – Side extension and roof remodel – 149 Barnt Green Road. Cllr Fay advised she was looking at this application, but suggested it is in Cllr Slack’s area. Clerk to advise.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 163/22 163.1/22 | <p>Communications</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> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 164.22 | <p>Correspondence Received</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 164.1/22 | The Clerk reported he had received a B13 notice from the Land Registry, via a lady who last served as Clerk in 1987. The document appears to suggest that Cofton Gardens Limited are seeking right of way across the Council's Myhill Field allotment site. The purpose of this action, without first reference to the Parish Council, is unclear. The Clerk was asked to refer the issue to the Council's solicitors, as a matter of urgency, in the first instance. | Clerk |
| 165/22 | <p>Items for Next Meeting</p> <p>Cllr Banyard asked if an outstanding items list for Cllr Kriss could be included, and the Lengthsman's task list also be included.</p> | Clerk |
| 165/22 | <p>Date of Next Meeting</p> <p>The next Parish Council meeting is scheduled for Monday 16th January 2023 at 7.30pm.</p> <p>The meeting ended at 8.50pm.</p> | |