

## **COFTON HACKETT PARISH COUNCIL.**

Minutes of the Meeting of the Parish Council held on Monday 20<sup>th</sup> April 2015

**PRESENT:** Councillors                      Mr K Duncan  
   Mrs J Webb  
   Mrs J Fay  
   Mr J McQuaid  
   Mrs Startin  
   Mr Brannan  
   Clerk                      Becky Howes

### **139/15 APOLOGIES**

Apologies from County Cllr MacDonald.

Apologies for lateness to attend the meeting from Cllr Deeming, who arrived at 7.40pm.

### **140/15 DECLARATIONS OF INTEREST**

- Register of Interests: 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
- Public Attendance:- none
- Reports by outside bodies:-

### **141/15 MINUTES**

- 141/15.1            It was agreed that Vice Chairperson Cllr Brannan would Chair the meeting. Minutes of the Meeting of Council dated March 16<sup>th</sup> 2015 were proposed by Cllr McQuaid and seconded by Cllr Duncan and were unanimously approved as a correct record, signed by Cllr Deeming.
- 141/15.2            Minutes of the Meeting of Council dated February 16<sup>th</sup> 2015 were proposed by Cllr McQuaid and seconded by Cllr Duncan and were unanimously approved as a correct record, signed by Cllr Brannan.
- 141/15.3            The draft agenda of the Annual Parish Assembly was approved and apologies from Cllr's Deeming and Brannan were accepted. It was agreed that Cllr Duncan would Chair the Annual Parish Assembly.

### **142/15 SOCIAL SERVICES**

- 142/15.1            Cllr Startin agreed to forward her report regarding the Christmas Party to the Clerk for insertion on to the website, Clerk to action.

- 142/15.2 Cllr Startin requested thank you letters are produced for those who donated raffle prizes to the Christmas Party, Cllr Fay agreed to assist in delivering the letters, Clerk to produce and disseminate accordingly.

### **143/15 COMMUNICATIONS**

- 143/15.1 Cllr Westbury stated that the Cofton News publication had been distributed over the last three weeks and that distribution had increased due to new occupied properties and that volunteers continued to offer their support in distribution.
- 143/15.2 Cllr Westbury confirmed the website was up and running which the Clerk is updating. Cllr Westbury stated that during the meeting in May photographs would be taken of Councillors for the site and he requested a short piece from each to be included.

### **144/15 HIGHWAYS AND BRIDGES:**

- 144/15.1 Cllr Fay stated that she had spoken to the builders and site manager of the Charles Church site and St Modwens regarding the missing lamp post and sign. It was agreed that if the original post and sign are not recovered, replacements would be installed. Clerk to draft a letter for Cllr Fay.
- 144/15.2 Cllr Fay stated that she had not received recent contact from the Lengthsman and requested the Clerk to chase him. It was agreed that the Lengthsmans contract would be renewed for another year, Clerk to action.
- 144/15.3 Cllr Startin confirmed that following a discussion with the blind resident regarding the poorly placed lamp post in Chestnut Drive, who stated that the post is not a problem, no further action was agreed.
- 144/15.4 After a discussion Cllr Fay agreed to contact John Frazer at the County Council regarding the railings, details obtained from Cllr Westbury.
- 144/15.5 Cllr Fay stated there had been no update received regarding the Community Speedwatch Project, Clerk to chase.
- 144/15.6 Following email received from County Council Highways regarding updating speed limit orders along the Old Birmingham Road, it was agreed no response to the consultation was required.
- 144/15.7 Following receipt of email regarding a Fun Run to be held in Cofton Park in May and a Cross Country Run in December, Cllr Duncan agreed to continue to raise concerns regarding parking issues during events in the park. It was also noted that the Clerk would place both items and future park event details on the website.
- 144/15.8 Clerk instructed to report No Waiting Sign replacement request at junction of Chestnut and Parsonage Drives.
- 144/15.9 Cllr Deeming confirmed that signs attached to the railings along the island had been removed.
- 144/15.10 Cllr Fay confirmed that the Police had actioned complaints received from residents regarding tampered signs on the Parsonage Drive island.
- 144/15.11 After discussion it was agreed that the Clerk would write to local business Howdens and County Council Highways requesting a rebuild of the wall on the Parsonage island due to its dangerous state.
- 144/15.12 Cllr Deeming stated that a complaint had been received regarding a light out on the new estate, Cllr McQuaid to investigate and report.

- 144/15.13 A brief discussion took place regarding the New Homes Bonus, available till the end of May. It was agreed that replacement street lights was not a feasible option due to potential future costs. Councillors to inform Cllr Deeming of suggestions.
- 144/15.14 Following a complaint received Cllr Fay agreed to conduct a site visit of Middle Drive to assess verge damage, to report back at the next meeting.

### **145/15 ENVIRONMENT**

- 145/15.1 The Clerk read response email from the District Council regarding bus drivers using the park/bus shelter as a toilet, stating that it would be Birmingham City Councils responsibility to supply toilet facilities in the park. If the Parish Council considered installing facilities there are additional responsibilities and costs involved. They recommended suggesting drivers use local toilets or request developers in the area to supply a facility. It was agreed that the Police would continue to be informed, no further action at this time was agreed.
- 145/15.2 Cllr McQuaid confirmed that he is researching a replacement chestnut tree for The Stocken and would report back at the next meeting.
- 145/15.3 Cllr McQuaid noted the Play Safety Inspection report had been received and confirmed there were no above low risk items, those highlighted would be covered by the new improvements due to the park.
- 145/15.4 A discussion ensued regarding the installation of the new play area equipment following local resident concerns. It was agreed that Cllr Westbury, together with Cllr's Duncan and McQuaid, would arrange a meeting for residents to discuss the improvements and siting of the new equipment. Cllr Deeming confirmed that the supplier instructed had been put on hold and that residents should have been consulted prior to giving the go ahead, which had been an error.
- 145/15.5 Cllr Webb confirmed that the tree on the allotment site had been safely removed.
- 145/15.6 Clerk confirmed date of the Model Aircraft Flying Event as 31<sup>st</sup> May 2015, to be inserted on to webpage, Cllr Duncan to raise parking concerns at Fusion meeting.

### **146/15 PLANNING**

- 146/15.1 Cllr Duncan gave an overview of planning application for 177 Barnt Green Road, after a brief discussion, a no objection response was agreed, Clerk to action.
- 146/15.2 Cllr Duncan stated that he would continue talks with St Modwens re the Old Sewage Works allotment site. Cllr Webb suggested offering financial assistance to fence/gateway the area, and to allow pedestrian access only.
- 146/15.3 Cllr Duncan stated that he had received a positive response to the article for New Village Hall Working Party volunteers in the Cofton News and that he would be shortly setting up a meeting.
- 146/15.4 Cllr Duncan stated that the traffic calming planning application had been passed but that St Modwens were still involved in negotiations with the County Council.

## **147/15 FINANCE & GENERAL PURPOSES**

147/15.1 Proposed and agreed to pay the following bills proposed by Cllr Webb, seconded by Cllr Westbury. Due to a discrepancy on the invoice from Singletons, it was agreed that the Clerk would hold payment until a replacement had been received. The CALC subscription and training course for Clerk was briefly discussed and payment agreed. It was also agreed that the Deposit Loan Account from the County Council, with a balance of £13,111.86 would remain as an emergency fund.

Clerks Salary standing order £308.70	<b>308.70</b>
Clerks expenses	<b>62.77</b>
Cofton Spark	<b>80.98</b>
Singletons	<b>219.00</b>
Lengthsman Simon Skeys	<b>525.00</b>
CALC subs	<b>760.60</b>
Playsafety Ltd	<b>78.00</b>
CALC Clerks workshop	<b>10.00</b>
Cofton Collections	<b>300.00</b>
<b>TOTAL £ 2,345.05</b>	<b>(£ 212.02 VAT to be reclaimed)</b>

147/15.2 The Clerk requested further details required from the bank to update cheque signatories, Cllr Fay to email requested details to the Clerk.

147/15.3 It was agreed that the Clerk would obtain the NALC Model of Standing Orders to be considered and adopted at a future meeting.

147/15.4 It was agreed that the Clerk would review the Risk Assessment form to be discussed at a future meeting.

147/15.5 After a brief discussion it was agreed that the Parish Council would not house a clothing bank within the Parish, Clerk to inform enquirer.

147/15.6 It was agreed that the Clerk should write to the tenant of The Mission Hall, enclosing the lease for signature, recorded delivery for immediate return to continue the agreement.

147/15.7 Cllr Webb made a verbal request on behalf of The Village Hall Committee requesting a donation towards the upkeep of the hall. Following a discussion it was agreed that the Parish Council would make a donation of £400, cheque written at the meeting, proposed by Cllr Deeming, seconded by Cllr Westbury, all agreed. Cllr Webb confirmed that a written request would be sent to the Clerk.

## **148/15 Councillors reports and items for Future agenda's:**

148/15.1 Cllr Deeming stated that the New Homes Bonus fund was available until the end of May and requested Councillors contact him with any funding requirements.

148/15.2 Cllr Westbury stated that progress had been made regarding holding a Shindig event and would soon be raising funds.

- No new items raised, all deferred items to be included on next agenda

## **149/15 CORRESPONDENCE RECEIVED**

The correspondence was noted:

- 149/15.1 Adopt a Kiosk scheme from BT – following a brief discussion it was agreed not to pursue this item.
- 149/15.2 James Gibbons – request for allotment holder details, agreed, Clerk to action.
- 149/15.3 Allotment holder enquiry re plot size and rent amount – it was agreed that Cllr McQuaid would conduct a site visit and report back at the next meeting.
- 149/15.4 Diane Malley, Internal Auditor re cease of service – it was agreed that the Clerk would confirm that the Parish Council no longer required her services and believed it was time for a change.
- 149/15.5 Resident email re volunteer litter picker request – it was agreed to consider making a payment for the service, Clerk to investigate, to be discussed at the next meeting.

### **150/15 DATE OF NEXT MEETING**

It was resolved to hold the next Parish Council Meeting on Monday May 18th 2015 at 7.30pm.

The meeting closed at 9.30 p.m.

<u>Minute Ref</u>	<u>Action Required</u>	<u>Who</u>
142/15.1	Christmas Party article for website	Cllr Startin
142/15.2	Thank you letters for donations for Cllr's Startin/Fay	Clerk
143/15.2	Short article about self for Cllr Westbury	All Cllr's
144/15.1	Draft letter for Cllr Fay re missing post/sign	Clerk
144/15.2	Contact Lengthsman for Cllr Fay	Clerk
144/15.4	Contact John Frazer WCC re railings	Cllr Fay
144/15.5	Chase Community Speedwatch Project	Clerk
144/15.7	Raise parking issues of all events at Fusion mtg	Cllr Duncan
144/15.7	Insert all event details on to website	Clerk
144/15.8	Report No Waiting Sign	Clerk
144/15.11	Letter to Howdens and WCC re wall	Clerk
144/15.12	Investigate and report light out on new estate	Cllr McQuaid
144/15.13	Raise funding ideas with Cllr Deeming	All Cllr's
144/15.14	Site visit of verges on Middle Drive	Cllr Fay
145/15.2	Research replacement Chestnut tree	Cllr McQuaid
145/15.4	Arrange residents meeting re new play equipment	Cllr Westbury
146/15.1	Submit planning comments	Clerk
146/15.2	Continue talks re Old Sewerage Site	Cllr Duncan
146/15.3	Set up Working Party meeting re.new Village Hall	Cllr Duncan
147/15.2	Details for bank mandate to Clerk	Cllr Fay
147/15.3	Obtain NALC Model Standing Orders	Clerk
147/15.4	Review Risk Assessment	Clerk
147/15.5	Inform enquirer re clothing bank	Clerk
147/15.6	Send letter and lease to tenant of Mission Hall	Clerk
147/15.7	Forward written request for donation from Village Hall	Cllr Webb
149/15.2	Forward allotment holder details	Clerk
149/15.3	Allotment site visit re size of plots	Cllr McQuaid
149/15.4	Write to Diane Malley	Clerk
149/15.5	Investigate Litter Picker requirements	Clerk