

COLESHILL PARISH COUNCIL

MINUTES

of the Annual Parish Council meeting held on Monday 18th May 2015, in the Village Hall, Colehill

- Parish Councillors: Terence Prideaux (TPx) Chairman Carol Hallchurch (CH)
Elaine West (EW) Dave McGhee (DM)
Lynn Woodgate (LW) Mary Pollock (MP)
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 7

1. **Election of Chairman:** It was proposed by EW and seconded by DM and agreed unanimously that Councillor Prideaux is elected as Chairman for Colehill Parish Council. TPx accepted the position and signed the Declaration of acceptance of Office.
2. **Apologies for Absence :** None
3. **Councillor vacancies:** TPx advised that the Council now has a vacancy for a Councillor which allows a candidate to be co-opted within 35 days of 7th May. If there is still a vacancy after this date then a Casual Vacancy will be advertised.
4. **Declaration of Interest :** None
5. **Appointments of Members to Specific Responsibilities:** TPx asked for this item to be held over to the next meeting to allow more discussion.
6. **Minutes of previous meetings:** It was moved by TPx and resolved unanimously that the minutes of the Council meeting held on Monday 20th April 2015 be signed as a true record of the meeting along with Appendix 1. Receipts and Payments.
8:30 pm Meeting Closed.

DEMOCRATIC PERIOD

None.

8.30 pm Meeting Re-opened.

7. **Chiltern District Council (CDC):** Apologies were received from Julie Burton.
8. **Buckinghamshire County Council (BCC):** Apologies were received from Tim Butcher.

Wheelie Bin stickers – An email, which had been previously circulated, regarding speed awareness stickers for wheelie bins was discussed. Council agreed that such stickers were not appropriate for households in Colehill.

9. Chairman's Report:

i) Election update - TPx advised the Council that Julie Burton had been elected as CDC councillor for Colehill and Penn alongside Alan Hardie. Tim Butcher remained as BCC councillor representative for the Parish.

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ii) **NALC – Local Audit Accountability Act 2014** - TPx advised the Council that this previously circulated document would absolve some of the Council's responsibilities. EW added that it did not come into effect until 2017.

iii) **Office Procedures** – Tpx asked the councillors views on the previously circulated draft Office Procedures document which would ensure procedures were in place for the Council to step in if they were in a position where they had no clerk. Thanks were given to Derek Higgins for his support in putting together the IT section of the procedures. Council were unanimous in adopting these new procedures.

10. Clerks Report:

i) **Dog Bin Update**- LJ advised that CDC emptied the bins twice per week and that there could be no change in frequency. The Dog Bin agreement was in the process of being updated by CDC to include the three bins in the parish.

ii) **Good Councillor Guide** – Councillors were asked if they all had a copy of the Good Councillor Guide. Further copies could be obtained at a price of £2 each. It was agreed that anyone wanting a copy should email the Clerk.

iii) **Affinity Water/ Barrack Hill** – Since the last parish council meeting LJ informed the meeting that further communication had been received from Affinity Water still denying any responsibility for the damage to verge in Barrack Hill, however, they have agreed to meet with BCC and a representative from CPC. DM agreed to be the representative but also informed the meeting that the previous week he came upon officials actually inspecting the verge damage. They informed DM they were from BCC and had been asked by their contracts division, who sanction works to Affinity Water, to inspect the verges after a complaint had been escalated through Affinity Water. After a detailed account with DM they were in agreement that although there was evidence of damage prior to the recent works further damaged had occurred that was in need of significant repair.

iv) **Gulley: opposite Finlay Lodge** – LJ advised despite escalating the outstanding issue of gulley repair and cleaning no response had been received from Wayne Fabian (LAT) or TFB.

11. The Village:

- **Pond request for fish barriers** – TPx explained that he had received a request from Graham Thorne for fish barriers that would be woven from willow.
- **Common Maintenance request for funds** – TPx advised the meeting that an email had been received asking whether the £800 requested by the Common Committee had been agreed in the budget. TPx asked that the Clerk check with CDC as the request had been made to them not CPC and to respond back to Chris Wege.
- **Air Ambulance request for a recycling bin** – The previously circulated request from Air Ambulance was discussed with the Council supporting the idea of a bin in the Village. The Village Hall committee will discuss the request at their next meeting as the suggested siting of the bin was in the Village Hall car park. LW agreed to discuss the request with the School as a potential site and MP agreed to contact the Hart and Magpies PH as another alternative.

12. Calendar of Events:

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i) **Review Standing Orders/ Code of Conduct** - EW suggested that this agenda item be deferred until next month so that updates to the Good Councillor Guide be incorporated into the documents. Council agreed to defer.

ii) **Notice showing the dates when the public can review Annual Accounts** – see finance section 13.v)

iii) **2016 Meeting dates** – TPx asked the meeting on their views for the 2016 meeting dates, previously circulated. EW asked if the December meeting could be brought forward to 12th December this was agreed and the dates confirmed.

iv) **Approve Annual Return** – see finance section 13 iii)

v) **Display unaudited accounts for 20 days** – see finance section 13 iii).

vi) **Monthly Play inspection**- The May routine play inspections had been completed, no issues had been recorded.

13. Finance:

i) **Bank balance and Cash book balance as at 30.04.15**– EW asked the meeting if there were any questions relating to the information that had been circulated prior to the meeting. Council were satisfied with the information provided. (See Appendix 1.)

ii) **Internal Audit** – EW advised the meeting that she and TPx had met with the Internal Auditor on 11th May. The Internal Auditor signed a `clean` audit report, and signed his page of the Annual Return. The Internal Auditor has issued his report for the year ended 31.03.15 and EW will circulate this for discussion at the next meeting.

iii) 2014/15 Accounts

- **Annual Return** – The previously circulated Review of Internal Controls was discussed prior to Council approving the Annual Return. EW confirmed she will complete the Return, obtain the appropriate signatures and dispatch to the External Auditors before the deadline of 03.07.15.
- **Annual Accounts** – EW explained there is a statutory requirement for all Councils to provide local electors and other interested parties with the opportunity to inspect the Annual Return and supporting documents. The External Auditors have set the date of announcement of the rights as 17th June 2015. Council authorised the RFO to ensure that appropriate documentation is displayed.
- **VAT** – EW confirmed that the outstanding refund of £863.69 had been received.
- **PAYE submissions and amounts due from HMRC**- EW advised that the expected contact from HMRC has not as yet been made.

iv) **BALC membership** – EW informed the meeting that last month she had committed to making further enquiries regarding BALC membership. Due to circumstances she was unable to complete this but will have a recommendation by the June meeting. In addition EW explained she will also have an update on the office phone, Derek Higgins has since sourced an application for the office laptop which will now allow more than one page to be scanned on the Clerk's home printer so it is no longer necessary to purchase one.

v) **Annual Asset Inspection** – This was discussed at the last meeting, EW asked for it to be carried over to the next meeting. Council agreed this request.

14. Items for Payment - The following payments for May were approved for payment:

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No:	Description	Payee	Power	(£)
7	Clerk's wages April(+ Alws)	L Jackson	LGA 1972 S112	£283.65
8	PAYE April	HMRC	LGA 1972 S112	£69.00
9	Expenses – E Top Up	E West	LGA 1972 S111	£20.00
10	Expenses – 1:1 Website Registration	E West	LGA 1972 S111	£9.99
11	Village Hall Hire fee	Coleshill Village Hall	LGA 1972 S111	£59.00
12	Chairman's Expenses	T Prideaux	Various	£62.88
13	Annual Insurance	Broker Network Ltd	LGA 1972 S111	£381.11
	Total			£885.63

15. Planning

Planning applications for consideration:

- **Ref.No: CH/2015/0658/HB** Larkins Green, Magpie Lane Coleshill Buckinghamshire HP7 0LU
Replacement windows – No Objection
- **Ref. No: CH/2015/0697/FA** Village House, Village Road Coleshill Buckinghamshire HP7 0LQ
Single storey side garage infill extension, additional chimney stack – No Objection |

CDC Decisions – CH had no updates to report.

16. Meetings – None

17. Councillors` Reports -

Open Spaces – TPx asked when the timber steps had been installed at Sampson Hill COL/11(F)/7 on the footpath as would have liked the opportunity to thank the group. MP informed there was a fallen tree that needed reporting on a public footpath but was unsure of the name of the wood. TPx agreed to check maps and pass on the details. MP brought up the issue of visibility around the road triangle at the junction of Tower road and New road due to the vegetation. The clerk would report the problem to BCC but it was felt that the vegetation needed cutting now and couldn't wait. TPx asked LW & MP to consider a fall-back position for this sort of problem and the other areas in the village which relied on volunteers. LW & MP were asked to draft a list of areas that at present rely on volunteers so that a future consideration can be made by Council.

Website - Nothing to report

Cricket Club- TPx reported that the season had started and that there was now a junior coaching session on Sunday mornings. The previous week 30 children had been involved which was great news.

Tennis Club - Nothing to report.

Village Hall – It was reported at the AGM that the Village Hall is financially secure and has regular bookings. The toilets will be refurbished in August.

School - Nothing to report.

Play Area - Nothing to report.

Newsletter - The meeting were advised that the deadline for submission of articles was Friday 29th May.

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- 09:18 pm Meeting Closed.

- Signed Date