

# COLESHILL PARISH COUNCIL

## MINUTES

of the Parish Council meeting held on Monday 15<sup>th</sup> June 2015, in the Village Hall,  
Colehill

- Parish Councillors: Terence Prideaux (TPx) Chairman Carol Hallchurch (CH)  
Elaine West (EW) Dave McGhee (DM)  
Lynn Woodgate (LW)
- Bucks County Council: Cllr. Tim Butcher
- Chiltern District Council: Cllr. Julie Burton
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 2

**1. Apologies for Absence :** Cllr. Mary Pollock

**2. Declaration of Interest :** None

**3. Appointments of Members to Specific Responsibilities:**

It was resolved that the following nominations be confirmed.

Organisation/Responsibility	Councillor
Local Area Forum	Cllr. Terence Prideaux (Cllr Dave McGhee will attend in TPx absence)
S.A.G	Cllr. Terence Prideaux
Parish Liaison Meetings	T.B.A when meetings are notified
Common Committee	Cllr. Dave McGhee
Planning	Cllr. Carol Hallchurch
Open Spaces	Cllr. Mary Pollock
Website	Cllr. Dave McGhee
School	Cllr. Lynn Woodgate
Cricket Club	Cllr. Mary Pollock
Village Hall	Cllr. Terence Prideaux
Tennis Club	Cllr. Carol Hallchurch
Play Area	Cllr. Lynn Woodgate
Newsletter	Cllr. Terence Prideaux
Highways	Cllr. Mary Pollock
Finance	Cllr. Elaine West - RFO

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4. **Minutes of previous meetings:** It was moved by TPx and resolved unanimously that the minutes of the Council meeting held on Monday 18<sup>th</sup> May 2015 be signed as a true record of the meeting along with Appendix 1. Receipts and Payments.

8:10 pm Meeting Closed.

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## DEMOCRATIC PERIOD

Nick Phillips- Community Impact Bucks gave a presentation regarding his organisation and how it supports communities.

Tony Barber – regarding the appearance of the Village, how it is looking shabby due to neglect, especially the verges and overhanging trees.

8.35 pm Meeting Re-opened.

5. **Chiltern District Council (CDC):** Cllr Julie Burton gave an update to the Council regarding CDC. She advised that Bob Smith is now the acting CEO for the next 6-18 months, that the vacancies in the Planning Dept. have now nearly all been filled. JB advised she had 2 emails from Paul Nanji regarding grant applications one for the Youth Club which she would strongly be supporting and another from CPC for relocation of the Playground with a grant request for £400. TPx explained the application was for a second playground by the Cricket Club and that the amount stated was incorrect. The clerk would send a copy of the actual application to JB so that she could go back to Paul Nanji with the correct information. JB informed the Council that she was very concerned about the lack of co-operation by residents in ensuring items listed by CDC as recyclable are being put into the correct units rather than everything going in the general waste bin. She asked if an article on recycling could be put in the next newsletter.

- The previously circulated letter from the CDC Monitoring Officer was noted.
- The previously circulated letter from the Ian Snudden- Environmental Health Officer was noted.

6. **Buckinghamshire County Council (BCC):** Cllr Tim Butcher gave an update to the Council regarding Bucks CC. He advised there had been a reshuffle in the Cabinet at Bucks after a challenge to the current leadership which was not successful. At the Annual Council meeting it was agreed to take £3m out of reserves to put into unclassified roads. It was felt that to fix the county's roads it would need £50-60m. TB advised that due to the pressure on budgets it was difficult to say how much funding he would be able to secure for Coleshill. TB advised that the only way to raise money and get things done would be to increase the precept and Council should consider this. TB also informed the meeting that the HS2 visit of the House of Commons Select Committee was taking place on Monday 22<sup>nd</sup> June and would start in Little Chalfont and follow the proposed route ending in Great Missenden. The long tunnel as an alternative was being looked at.

Regarding Barrack Hill triangle, TB advised that he had still not had a true cost for the first phase which would need to be agreed before the second phase could be completed. DM explained that the financial history of the project was that Coleshill were originally awarded up to a maximum of £10k from LAF with the stipulation that it must be project managed by CPC. DM went on to explain for reasons not divulged to CPC, BCC took over the project and phase 1 was completed using the LAF grant award plus

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monies from TB's budget. EW confirmed to TB that no monies had been received from LAF for the Barrack Hill triangle project.

#### 7. Chairman's Report:

- i) **CDC Community Grant application** - TPx informed the Council that the grant application had been submitted to CDC.
- ii) **NALC – LTN 16 Control of litter** - This previously circulated document was noted.
- iii) **NALC – L03-15 Religious etc. Observance** – This previously circulated document was noted.
- iv) **BALC membership** – After an investigation, explained by EW, into the merits of being a member of BALC, Council decided not to renew their membership of BALC.
- v) **LAF meeting 3.6.15** – TPx confirmed that he and DM had attended the meeting and confirmed that £8400 had been allocated to CPC for completion of the Barrack Hill triangle and a traffic calming feasibility study/ or other traffic calming measures.
- vi) **2015 Commons Day 14<sup>th</sup> July** – Councillors were asked to let the Clerk know if they wished to attend.
- vii) **Graham Harris – CDC** – TPx wanted to thank Graham for his contribution and support given to Coleshill over the last 10 years. He was always available to give advice and kept CPC up to date with CDC matters.

#### 8. Clerks Report:

- i) **Casual Vacancy**- LJ advised that the statutory notice had been put up on the Council's noticeboard and that CDC had been advised of the Casual Vacancy. CDC would advise the Clerk after 14 working days if an election was required.
- ii) **Gulley: opposite Finlay Lodge** – Despite escalating the outstanding issue of the broken gulley and damaged verge no update had been received from Wayne Fabian or Highways. The matter had been further escalated to John Lowe and Mike Raven at Highways. TB asked LJ to forward a copy of the email to him.
- iii) **P.L.I requests to License holders**- LJ advised that she had contacted all the license holders for copies of their current P.L.I. certificates. The Tennis Club had supplied a current copy, the Cricket Clubs certificate had expired and they were awaiting a new certificate, the Village Hall was due for renewal in August.
- iv) **Meeting with Jackie Wesley - LAF** – LJ gave an overview of the meeting which explained about the differences between the two funding streams. The transport application was due in August so Council would have to submit in July what projects they wanted to apply for. Priority would be given to projects around road and footpath safety. The non-transport application is usually submitted by community groups. LJ asked if there was a list of the various community groups in Coleshill, CH agreed to send LJ the group's main co-ordinators' contact details.

#### 9. The Village:

- **Common Lottery Fund project confirmation** – LJ advised that Chris Wege had confirmed that all works had been completed. LJ advised she would send the relevant paperwork back to Chilterns Conservation Board.
- **Air Ambulance request for a recycling bin** – LW advised she had discussed the request for a recycling bin in Coleshill with the Head Teacher of the school who felt that the bin was too large for the school to accommodate. MP had sent an email informing Council that the landlord at the Hart and Magpies did not want a bin. The Village Hall have informed the Clerk that they will discuss at their next meeting.

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- **Grass cutting schedule and proposal** – LW informed the Council of the areas around the village that were currently either not being cut or being done by volunteers. The area around the Pond was also discussed. Paul Evans, Steve Edwards or Ian Dover were all candidates she felt could be approached to cut the areas required on a more formal basis. TPx agreed to contact the 3 candidates. The Clerk was asked to check the Councils` insurance policy to ensure volunteers were covered. EW suggested that setting up a schedule of areas to be cut, by whom and how much it would cost could be a project to ensure all avenues were looked at.
- **Coleshill War Memorial** – The previously circulated letter from Historic England was noted.
- **July 11<sup>th</sup> Village Day** – TPx informed the meeting that Village Day was taking place this year and that the committee had their own public liability insurance. EW suggested having a CPC table so that any suggestions or comments for the Council could be taken and asked for volunteers.

#### 10. Calendar of Events:

- i) Review Standing Orders/ Code of Conduct/Freedom of Information policy/Policy for dealing with the Press/Publication Scheme/Complaints Handling procedures/Financial Regulations** - EW had recently read through and reviewed the whole of the documents and advised that no amendments were required other than the contact details for the Clerk on Publication Scheme and Complaints Handling. LJ advised these had now been done. EW recommended that Council accept the documents. This was approved unanimously.
- ii) Play Area inspection** – The Annual Play inspection is due in August. LJ was asked to arrange.
- iii) Monthly Play inspection return** – The June routine play inspections had been completed, no issues had been recorded.
- iv) Pay Insurance premium for Common** – EW advised Council that the Commons committee had been asked last year to submit their invoices direct to CDC as they were responsible for payment.
- v) Finance review** – see finance section 11 iii).
- vi) Annual review of Calendar of events-** Councillors had been asked to review the Calendar of events prior to the meeting. There were no suggested changes.
- vii) Fixed Asset Review-** The Financial Regulations require an annual inspection of the assets. TPx advised that all the assets had been located and inspected with no amendments other than one extra bench which was located at the foot of Chase Close and would be added to the register.

#### 11. Finance:

- i) Bank balance and Cash book balance as at 29.05.15**– 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 Report FINAL**– The Internal Auditor issued a Report on the Audit that was circulated prior to the meeting. EW was pleased to report that no further actions were required to be taken. According to Financial Regulations the Council is required to conduct a Review of the Effectiveness of Internal Audit annually. EW advised the Council, that in her opinion, the process worked well. EW suggested that Council should carry on using his services subject to reviewing his terms of engagement and charges.
- iii) Annual Finance review**
- **Banking arrangements** – One bank account is held with TSB at the branch in Amersham. Two signatures are required on each payment and the RFO and Clerk have no authority to sign cheques or make contact with the bank. Bank statements are sent directly to the Chairman. No problems have been encountered with the bank in 2014/15. The Chairman has made contact several times on routine matters. EW recommended no amendments to the banking arrangements. This was agreed by Council.

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- **Financial Regulations** – EW explained that the Council reviewed and adopted new Financial Regulations in December 2013 (with minor amendment September 2014). Guidance suggests that there should be a full review at least within 2 years and that CPCs` Standing Orders require that they are reviewed at least annually for fitness of purpose. EW recommended no amendments to the Financial Regulations. This was agreed by Council. It was also noted that it is no longer a legal requirement that two Councillors are required to sign each cheque and that councils are now allowed to make electronic payments.
- **Fixed Assets** – EW explained that the Fixed Asset Register is updated and circulated as required. New assets will be added as purchased.
- **Internal Controls** - The 2015 Review of Internal Controls was circulated prior to, and discussed at the May meeting.
- **Internal Auditor** – see item 11ii)
- **Review of Effectiveness of Internal Audit- see item 11iii)**
- **Fees and Charges** – EW explained that Council Income comes from a small number of areas. The Council has very little scope for variation of the amounts due on an annual basis.  
Precept: request discussed in Council January 15  
Tennis Club, Cricket Club, Village hall: Rental according to contract.  
UK Power Networks: wayleave payments received periodically  
Christmas greetings for newsletter: donations  
VAT: Refund request made annually after end of financial year.

#### 12. Items for Payment - The following payments for June were approved for payment:

No:	Description	Payee	Power	(£)
14	Clerk's wages May(+ Alws)	L Jackson	LGA 1972 S112	£342.05
15	PAYE May	HMRC	LGA 1972 S112	£78.20
16	Expenses – Parking & Stamps	L Jackson	LGA 1972 S111	£8.76
17	Newsletter	ABS	LGA 1972 S111	£186.52
18	Diesel for J Adams field	Tony Barber	LGA (misc. prov)1976 s19	£47.56
	Total			£663.09

#### 13. Planning

##### Planning applications for consideration:

**Ref.No: CH/2015/0823/FA** Thornbury Cottage, Chalk Hill Coleshill Buckinghamshire HP7 0LU

Two storey rear extension, replacement roof with two dormer windows to the North West elevation – Objection on the grounds the owners have submitted this third application with only minor alterations to the width of the rear extension by .2m and the depth by 1.12m. The building still remains a

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materially large extension, not subordinate to the original dwelling, and which will intrude and have a detrimental impact on the visual openness of the land to the rear which is designated green belt and AONB. It will also impact the adjoining property causing an overbearing appearance for neighbours. (Policies GB13, H14, DGB7) `

**Planning Appeal: CH/2015/0224/FA – Thatch Cottage, Magpie Lane, Coleshill HP7 0LU**

There has been an appeal by the owners of Thatch Cottage, appeal number APP/x0415/D/15/3030398. CDC refused planning on the grounds that the extension was not subordinate to the size and scale of the original dwelling. In CDC's opinion, the new building would be seen as sprawling and visually intrusive within the green belt, thereby harmful to the green belt and the current planning proposal is contrary to policies GC1, GB2, GB13 and LSQ1 of the Adopted Chiltern District Local Plan 1997.

**CDC Decisions** – CH reported that there were no new planning applications and decisions had not been made to date by Chiltern District Council on the applications:

Village House (CH/2015/0697/FA), Larkin`s Green (CH/2015/0658/HB).

CDC has refused permission on Cherry Tree Barn (CH/2015/0537/FA)

**16. Meetings** – None

**17. Councillors` Reports -**

**Open Spaces – Nothing to report**

**Website -** Nothing to report

**Cricket Club-** Nothing to report

**Tennis Club -** Nothing to report.

**Village Hall –** Nothing to report

**School -** Nothing to report.

**Play Area -** Nothing to report.

**Newsletter -** Nothing to report

- 10:00 pm Meeting Closed.

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- Signed ..... Date .....