

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 18th April 2016 at 7.45 pm, in the Village Hall, Barracks Hill, Coleshill

Parish Councillors: Terence Prideaux (TPx) Chairman Carol Hallchurch (CH) from 7.55pm
Elaine West (EW) Lynn Woodgate (LW)
Mary Pollock (MP) Jonathan Herbert (JH)

Parish Clerk: Lynda Jackson (LJ)

BCC: Councillor Tim Butcher (TB)

CDC: Councillor Julie Burton (JB)

Members of Public: 2

1. **Apologies for Absence** : None
2. **Declaration of Interest**: None
3. **Minutes of previous meetings**: It was moved by TPx and **resolved** unanimously that the minutes of the Council meeting held on Monday 21st March 2016 be signed as a true record of the meeting along with Appendix 1. Receipts and Payments.
4. **Matters Arising**: TPx gave an update on previous items that needed to be pursued.
 - i) EW had previously requested that the start time revert back to 8.00 pm due to personal commitments. TPx advised he had checked start time of local parishes which were varied between 7.30 pm & 8.00 pm. To keep the start time at 7.45 pm it was suggested that the meeting be moved to another date to accommodate EW`s request. TPx asked all Councillors who feel strongly about changing the time or day to contact him separately with their suggestions.
 - ii) There had been delayed responses from Paradigm regarding the parking problem at Hill Meadow but communication was ongoing. TPx had spoken with PC Nicky Upton-Thames Valley Police to request that parking notices not be issued.
 - iii) Fly-tipping is not the responsibility of the police. TPx had spoken to BCC who had since put up surveillance notices. BCC had referred the matter to CDC who have since advised that as the problem is on private land then it is the land-owners responsibility to clear. The Clerk was asked to contact Penn Estate to arrange clearance. CDC Waste Team had also been contacted regarding the litter being left after weekly bin collections. The response from CDC was that operatives would be spoken to about taking more care. JB had also contacted the waste team to support CPC`s complaint. It was agreed that TPx & JB would write an article for the next newsletter regarding waste collections and avoiding litter in the village.
 - iv) CH arranged 2 very successful Village clean-up days and there are more dates to come.CH confirmed that New Road had the most litter.

Meeting Closed 19:56 pm.

DEMOCRATIC PERIOD

Dick Ware- regarding the request to relocate the current dog bin on the common to an area nearer the pond. Dick advised that the current location of the bin was being used by many dog-

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owners on a regular basis and requested that it remain where it was. There is a rubbish bin by the bus stop that can be used for putting dog waste which would be sufficient.

Cllr. Tim Butcher- gave an update on BCC topics. A new CEO had been appointed. TB informed the meeting he had been given funding to repair 3 roads in his area, one of which he had achieved to be chosen was to be New Road. New Road would be completely resurfaced from the A404 to the junction with Village Road. The work would be completed sometime between June and October. The financial restraints that BCC were working under would continue and only work that had to be done because of statutory duty would proceed. BCC are investigating the merits of becoming a Unitary Authority. TB advised the meeting that he is still following up when Barrack Hill Triangle would be completed.

Cllr. Julie Burton- gave an update on CDC matters and her involvement in the Joint Local Plan. There had been over 6000 responses to the consultation.

8.14 pm Meeting Re-opened.

5. Clerk's Report:

Annual Insurance- LJ advised that the annual insurance will shortly be up for renewal and that a number of companies had contacted CPC to give quotes. It was agreed that although Council were happy with Came & Co it would be prudent to get alternative quotes.

National Citizenships Scheme- The previously circulated email from CDC was noted and it was **agreed** that it would be published to the community via the website and village mailing list.

6. Report from Planning:

i) Planning Applications for consideration:

CH/2016/0406/FA- Littlelands, Barracks Hill, Colehill – **No Objection**

CH/2016/0407/HB- Littlelands, Barracks Hill, Colehill – **No Objection**

CH/2016/0487/FA- Meadowcot, Meadowcot Lane, Colehill – CH had not had sufficient time to review this application and would contact Councillors outside of the meeting for comments before sending a response to CDC.

CH/2016/0554/FA- Westlands, Village Road, Colehill – **No Objection**

CH/2016/0616/FA- 7 Manor Way, Colehill – CH advised more time was needed to review this application due to the timing of receipt.

The website would also be updated with outstanding applications progress.

ii) HS2 Summit – CH gave an overview of the Summit she had attended hosted by BCC. CPC were also in receipt of a pack from HS2 Ltd that included full maps of the route. CH advised the meeting that she would arrange times over a 2 week period when residents can come along and view them. They are also available to download online.

iii) Iver Parish Council application to be a Neighbourhood Area- This previously circulated document was noted.

CH advised the meeting that in her opinion there should be an agenda item at a future meeting to discuss the Local Plan in more detail and ensure that everything in the village is listed.

7. Report from Open Spaces:

i) Monthly Play inspection return – The April routine play inspection had been completed with no issues.

ii) Annual Asset Inspection- TPx agreed to complete the inspection.

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- iii) **Speed Tubes data review & MVAS funding (LAF)** - TPx had prior to the meeting circulated the data from the recent Speed tubes installation. 1531 vehicles were recorded over a week with an average speed of 28 mph. The previously circulated email from LAF regarding funding for MVAS units and CPC's required minimum contribution was discussed at great length and it was **agreed** unanimously not to go ahead in purchasing these units as the Speed tube data had not identified a speeding issue in the village in the locations where they were sited. EW suggested that negotiations with LAF could be arranged for alternative use of the grant for road safety. TPx asked that members send their suggestions for road safety measures to him by April 25th. A response is required to be sent to LAF.
- iv) **Ridgeway Woodlands quote for remaining tree work on Tower Road**- Council **agreed** to go ahead with the previously circulated quote.
- v) **Footpath clearance**- email from Richard Boas- Noted
- vi) **Weekly waste collection creating litter**- email from Rosalind Pearce- see item 4iii)
- vii) **Request to move Common Dog Bin to pond area**- email from Tony Barber- It was **agreed** unanimously that the bin should remain in its current position.
- viii) **Play area gate quote**- The £1200 gate replacement quote deferred from last meeting was discussed and it was agreed that a separate meeting of members should be held at the playground to discuss other options available. LW was asked to arrange that meeting.
- ix) **Marketing signs on verges in the village**- After an verbal complaint received by TPx Council **agreed** that the Clerk should check whether the `Mina Gallery` signs in 2 locations on Magpie Lane had permission from BCC, if not then it was **agreed** that they should be reported for removal.
- x) **CDC Community Grant Aid Scheme**- Noted
- xi) **A355 Relief Road Plans**- TPx advised the meeting that he will attend the exhibition which is being held on 22.4.16 between 3 & 6 pm.

8. Finance:

i) Bank balances and reconciliation as at 31st March 2016– EW had circulated this information prior to the meeting there were no questions. The closing balance for the year is £13327.81

ii) Accounts for year ending 31.3.16 & Comparison to budget & previous year– EW gave an overview of the previously circulated documents. Income for the year was slightly greater than budget due to an underestimation of proceeds from Christmas greetings for the newsletter. The budget did not include the Grant for Pond management work (£187.50). Expenditure was underspent on:

- No expenditure replacing Christmas Lights cable (£650) (Work completed but no invoice yet received £264)
- No expenditure for crowning of the willows: £1,188
- Trees in Tower Road lower than budget: (£328) (Work committed £576)
- At Jack Adams field grass cutting less than budget as undertaken by volunteers
- Commons Insurance now covered by main policy (£240)
- Internal Audit fee for 15/16 not paid before the year end (£364.20)
- Administration costs (website, training, professional subs, postage, stationery, meeting costs) lower than budget by approx. £250
- Newsletter printing costs less than budget by £121.96 because only 3 editions paid for. Costs are in fact rising per edition.
- No repairs to Play Area Equipment (£200)

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- Village appearance expenditure less than budget (£237). NB grass cutting included in separate headings

Expenditure was greater than budget on:

- Additional hours worked by clerk with associated expenses (£637.15)
- Dog bin costs £634 greater than budget due to retention of third bin and 18 months costs appearing in 2015/16
- Play area maintenance expenditure greater than budget: £221. (Grass cutting £202) ☐ No budget for Chainsaw refresher course (£264) ☐
- No budget for JA Field gate following vandalism (£275.05)
- Common and Pond expenditure £52 greater than budget, including grass cutting £117.

EW explained that the excess of the Bank position over desired reserves is significantly reduced by committed expenditures. The accounts were approved by Councillors.

iii) Annual Return year ending 31.3.16: The previously circulated Review of Internal Controls was discussed and adopted. EW had previously circulated a draft copy of the Annual Return, along with the updated Governance and Accountability for Smaller Authorities in England. Council **approved** unanimously the Annual Governance Statement and Accounting Statements (Sections 1 & 2) of the Annual return.

iv) Internal Audit- EW advised that she would be submitting the appropriate papers, on CPC behalf, to the internal auditor. There were no questions.

v) External Audit – EW advised the meeting that no paperwork is required to be sent to the External Auditors until after the Internal Audit review. This year CPC have been selected, in a random sample, to have additional Audit work undertaken by Mazars. Mazars must be made aware of any potential conflicts of interest. EW asked members to contact her, outside of the meeting, if they were aware of any conflict,

vi) VAT return year ending 31.3.16 and amounts due from HMRC- EW confirmed that the VAT return had been submitted for year ending 31.3.16 with a rebate due of £439.36. EW also advised that she had successfully secured a refund from HMRC of £113 from the tax year 2013/14 and that a cheque would be received by 9th May.

vii) New Payroll provider- Ladywell now in place.

viii) Financial Regulations- It was noted that a full review of the Financial Regulations is needed to reflect the recent changes in Legislation and Guidance. The requirement to obtain quotations for work, goods and services was discussed (Paragraph 10.5). At present, for expenditure in excess of £1,000, a minimum of three suppliers quotes are required. It was **resolved**, by majority, to increase the limit to £1,500 before 3 quotes are required. All other parts of the Financial Regulations remain unchanged. Councillors also confirmed the removal of ex. Cllr. D McGhee from the bank mandate.

ix) Local Council Award Scheme- Noted

x) Village Hall Rent review- After a full discussion on the letter forwarded to Council from Peter Lawrence, Hall Trustee it was **agreed** unanimously that the Hall rent increase should be pursued. Dick Ware agreed to forward a copy of the Village Hall Trust deed to CPC. It was **agreed** that a formal request be sent to the Village Hall Committee advising that the new rent would be £26.43 per annum payable from the June 2016 payment.

9. Items for Payment – The payments detailed on Appendix 1 for April were **approved**.

10. Councillors reports for areas of responsibility: None

11. Next Meeting date Monday 16th May 2016 7.45 pm.

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10:24 pm. Meeting Closed.



Signed Date