MINUTES

Of the Parish Council meeting held on Monday 20th April 2020 at 7.30 pm, via Video due to Coronavirus outbreak

Parish Councillors:	Terence Prideaux (TPx) Chairman
	Jonathan Herbert (JH)
	Neil Cadman (NC)

Lynn Woodgate (LW) Nigel Suttie (NS) Tony Treacy (AT)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: Cllrs Tim Butcher (TB) Jonathan Waters (JW) Julie Burton (JB)

Members of Public: 1

- 1. Apologies for Absence: None
- Minutes of previous meetings: It was moved by TPx and resolved that the minutes of the Parish Council meeting held on Monday 16th March 2020 be signed as a true record of the meeting. This will be done once social distancing restrictions are lifted.
- 3. Councillor Vacancy: 1
- 4. Declaration of Interest: Cllr Cadman item 7i)

5. Matters Arising: i) TPx advised the meeting that since the Coronavirus outbreak Council has been informed by government that it cannot hold physical meetings this has resulted in this first `virtual` meeting being held. Council will need to adjust to different ways of working until social distancing restrictions are lifted and it is instructed on how it should operate in the future. There would be no annual Parish or Parish Council meetings, the May meeting would be a standard monthly meeting. TPx advised he had intended to step down as Chairman but it was **agreed** that he would continue until things return to some sort of normality. TPx asked that others consider who should be his successor as Chairman. The Play Areas at Hill Meadow & Jack Adams Field will remain closed until instructed by government that they can re-open. It was **agreed** that play area monthly inspections would still need to be completed but that LW should hold onto them until the Clerk was able to collect. It was **agreed** that cheques and copies of invoices should be sent to TPx for signature and then a second signature obtained before returning to LJ by post. NS **agreed** to be the second signature this month.

ii) TPx advised that since the last meeting trees had been removed that were growing through power lines on part of the Common. The Common management committee had agreed to contribute £300 towards the cost. The Clerk was asked to submit an invoice to the Common committee.

Meeting Closed: 7.36 pm

DEMOCRATIC PERIOD-

• Andrew Davis regarding the Parish Councillor vacancy. Andrew informed the meeting that he had lived in the village over the years a number of times and had attended the village school. Andrew is an active member of the village History group and volunteers on the Common. It was agreed that discussion regarding Andrews's application would be held outside the meeting.

Meeting re-opened: 7.39 pm

6. Clerk's Report: i) LJ advised the meeting that Sovereign had confirmed that they would be returning to put right the faults with the swings at the Jack Adams Field as reported by the recent play inspection.

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7. Report from Planning, BCC & CDC updates:

i) Ref. No: PL/20/0783/CONDA Application for approval of details reserved by condition 2 on planning permission PL/19/2602/FA (Construction of a hard surfaced tennis court with surround fencing) Oak Tree Cottage Tower Road Coleshill - Council had seen copies of 2 objections to this application that felt the conditions were not being met. JB expressed an opinion that the owners had not contravened any conditions. JW advised that some work had been done but that levels were an issue. JB suggested that she contact Planning again and ask for another inspection. AT advised that after looking at the drawings there appeared to be some differences and that the recent drawing submitted extends the boundary and the levelling of the area is much larger. It was agreed to defer a letter to planning regarding the matter allowing JB to contact them separately. Ref. No: PL/20/1000/FA Installation of security cameras and lights, an oak open porch and Driveway Gate (Retrospective) Hertfordshire Lodge Coleshill Lane Coleshill **NO OBJECTION** Ref. No: PL/20/1001/HB |Listed Building Consent for: Installation of security cameras and lights, an oak open porch and Driveway Gate (Retrospective) Hertfordshire Lodge Coleshill Lane Coleshill NO OBJECTION

ii) BCC & CDC updates- TB advised the meeting that due to the Coronavirus outbreak resulting in the cancellation of elections Coleshill would be covered by 8 Councillors from 1.4.20. He explained how the County was working hard during this current crisis to support communities and business. TB informed the meeting that a Crisis Fund had been set up to support local parishes if they need help with funding for support, transport etc. Applications should be sent through County Councillors. It was **agreed** that LJ would find out what other parishes were doing so that a decision could be made as to whether an application should be made that would extend the help the volunteer group offering.

TPx thanked TB on behalf of CPC for the grant for the Hill Meadow multi-play which had been refurbished. Other works are still to be carried out at site.

JW advised he was now part of the Standards & General purposes committee as well as Planning. JB advised she was sitting on the Planning Committee.

iii) Road Safety Fund application- TPx advised the meeting that work was still to start on the application.

iv) Website compliance – AT informed the meeting that he was working with Derek Higgins on compliance for the website. Derek believed he could make some small changes to the website without incurring cost so would report back to AT once that was done. It was **noted** that although access to the Village Hall is through the website it does sit on a different platform.

v) L01-20 Legal Briefing Note and paper on holding effective remote meetings - Notedvi) L02-20 Employment Law Changes 2020- Noted.

8. Report from Open Spaces:

i) Monthly Play inspection return – The April routine play inspections had been completed. LW reported that since the multi-play had been repaired there were some terracotta bricks showing along the now smaller perimeter retaining boards that were a trip hazard. Andrew Davis agreed to remove them on the Councils behalf. LW also advised that the mirror opposite the Cricket Club entrance was still an issue. JH advised that Jack Haubner would do a permanent fix.
ii) Swings & goalpost repainting & bench refurbishment quote for Hill Meadow – The quote submitted by the Handyman Service was approved. LJ advised that work would, weather

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permitting, start 6th May. **iii) TCV project delay** – Noted

iv) Trees over power lines removal on Common quote – the quote from Gabris was approved via. Email previously and the work had now taken place. A second quote had been submitted for removal of sycamore trees on the Common and Barrack Hill that had grown through power lines. Due to the size of the trees and cost further quotes would be required and also David Stowe's involvement. It was agreed to put on hold until the end of the summer as this was preventative work for the future. It was also important to involve the Common Management Committee.

v) Highways and road repairs communication – NC advised that he planned to walk a 1 mile radius of the village to identify and photograph all the pot-holes that require repair. He advised that Coleshill Lane and Fagnall Lane are particularly bad and not safe for cyclists to use. JH asked that the 3 County Councillors present put pressure on County to get something done about these rural roads.

9. Finance:

i) Cashbook, Bank balances and reconciliation as at 28.03.20– the previously circulated documents were approved.

ii) **Finance review** – The RFO had prepared a report that confirmed the VAT return had been submitted for 2019-20, the Council insurance renewal is due and once received will be forwarded to Councillors. The external audit timescales had also been extended due to Covid-19.

iii) **Internal Audit report 2019-20** – The report had been circulated prior to the meeting and once again had been given a clean audit thanks to LJ. The report summarises:

Overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions.

The Council agreed unanimously to approve the Internal Audit report for 2019-20.

iv) End of Year 2019-20 Budget vs Actual review – the previously circulated documents were discussed.

The required overspends were reviewed but overall Council had underspent against budget.

v) Fixed Asset register annual check – JH agreed to complete the Annual check

vi) **Risk Assessment amendments for Covid-19 outbreak** – The RFO had reviewed the Council's risk assessment and made a number of amendments to take account of the current Covid-19 crisis. All amendments were **approved** plus one other small correction.

10. Items for payment:

The payments CB19-97 through to CB19-98 for March Final totalling £2206.13 (Inc. VAT) and CB20-01 through to CB20-04 for April totalling £1428.69 (Inc. VAT) were approved.

COLESHILL PARISH	
COUNCIL	
PAYMENT OF ACCOUNTS FOR MARCH 2020 - FINAL	

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB19-					
97	Kiwi Building Services	Hill Meadow multi-play refurb	1980.00	330.00	1650.00
CB19-					
98	Amersham Business Svces	newsletter & flyer printing	226.13	37.69	188.44
	TOTAL		2206.13	367.69	1838.44

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COLESHILL PARISH

COUNCIL

PAYMENT OF ACCOUNTS FOR APRIL 2020

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB20-					
01	L Jackson	March wages	426.26	0.00	426.26
CB20-					
02	L Jackson	phone top-up,1&1fee	21.99	2.00	19.99
CB20-					
03	BALC	annual subscription	90.35	0.00	90.35
CB20-					
04	Sona Gabris	Common tree-work	890.00	0.00	890.00
	TOTAL		1428.60	2.00	1426.60

11. Councillors reports for areas of responsibility:

12. Next Meeting date: Monday 18th May 2020 7.30 pm. Virtual meeting via. Zoom.

20:27pm.Meeting Closed.

Signed Date