

COLESHILL PARISH COUNCIL

DRAFT - MINUTES

of the meeting held on Monday 19th January 2015, in the Village Hall, Coleshill

Present

- Parish Councillors: Terence Prideaux (TPx) Chairman Mary Pollock (MP)
Carol Hallchurch (CH) Elaine West (EW)
Dave McGhee (DM) Lynn Woodgate (LW)
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 2

1. Apologies for Absence :

- Apologies were received prior to the meeting from Parish Councillor Ware.
- TPx welcomed LJ as new clerk. Contract & agreement has been signed on a 3 month trial. LJ is also the asst.clerk at Great Missenden Parish Council.

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 15th December 2014 be signed as a true record of the meeting.

8:05 pm Meeting Closed.

DEMOCRATIC PERIOD

None.

8.10 pm Meeting Re-opened.

4. **Chiltern District Council (CDC):** There has been no communication from CDC prior to the meeting. Graham Harris had offered at the November meeting to enquire whether there might be some further financial help for the costs of the Common and the Pond from CDC, no response as yet. TPx wrote at the end of the year to remind him of his offer.

5. **Buckinghamshire County Council (BCC):** No communication from BCC prior to the meeting. The £10k pot of money has been queried with BCC for repair to the Triangle at the bottom of Barrack Hill to ensure it is still available. The response back was that yes the amount had been ring-fenced. EW had previously believed that funds would not be available if not spent by end of financial year.

6. Chairman's Report

- **Clerks replacement -**

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TPx confirmed LJ had taken up role from start of meeting.

- **David Stowe - CDC**

- TPx informed the Council of the meeting he had had with David Stowe to discuss various village topics:
 - Changing the postcode for the Parish Council, this will cost £75. TPx pointed out that the postman knows the address so to carry on for time being.
 - TPx pointed out that the PC was acting as steward for the common on behalf of CDC and so could it have a contribution towards pollarding. David said he would look into the prospect of funding.
 - David was thanked by TPx for the help he had given over the dog bins.
 - Maintenance of trees that needed attention and were not our responsibility. David explained that in the past he had used people on a training purpose to carry out these tasks. He said he would look into the possibility; as yet no response has been received.

- **LAF meeting**

- TPx reported that he had been in contact with Jackie Wesley – of BCC as Coleshill does not appear on the devolved services maps. He explained to JW how was the council expected to take on responsibilities when BCC could not show what they were.
- `Flailing` maintenance has been considered for the village but there is no guarantee it will be carried out.
- Re-painting of white lines is not going to be reviewed until the new financial year.
- **War Memorial** - TPx has had notification that the grant for the War Memorial will be received soon.
- **Bollards** - TPx raised the issue of whether the council wanted bollards at the December meeting, he asked councillors to consider and respond with their views, and as yet he had no responses. Peter Smyth (TFB) was going to contact their supplier to send photos of examples for consideration. TPx asked again for responses as to whether to pursue.

7. The Village

- **The Common and Pond**

- Pond Committee Terms of Reference were formally approved
- Graham Thorne (Pond Committee) explained that he had contacted D`Ayala to look at the Pond and give advice and a quote for removal of fish & plants and replanting but had no response. He will contact Thames Valley Aquatics to give an alternative quote.
- **Willow Pollarding** – as per Chairman`s report awaiting response from David Stowe.
- **Trees on Tower Road** – it was noted that one in particular was leaning over the road and that others were likely in need of culling. No decision was made but councillors needed to be aware of the PC`s responsibilities.

- **Chalk Pit House.**

There has been a new email from Mr Woof re. the trees next to his property being a danger to the structure. DM and Graham Thorne have met with the resident, agreed a

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boundary as to which trees can be removed. The trees are on what is referred to as 'scrubland' and so removal would improve that area. The resident has rebuilt the wall by the trees but if the trees are not dealt with he believes that it will need doing again in the future. Resident has confirmed he will pay all costs.

- **Barrack Hill**

DM reported that the repeated water leak has now been found and repaired. He explained that there are 3 water mains on Barrack Hill road and this leak was from a high pressure main.

- **Pot-Holes**

MP explained that a history of pot-hole reporting was required i.e. pot-holes being reported correctly through the TFB website. It was suggested a log be set up by the clerk and any pot-holes reported by councillors or the public are forwarded to the clerk with details and reference no. CH suggested that an item should be posted onto the PC website on how to report pot-holes with a link to TFB website. Action LJ

- **Building Works at Dew Pond**

EW raised the issue of contractors' cars being parked outside the site causing a hazard. Contractors have been challenged.

- **New telephone number & Address -**

The Parish Council has a new telephone number: 07517 794647. It has been proposed that the Council's postal address will become the Village Hall and a post box be supplied. Bank statements will continue to be addressed to TPx.

8. Calendar of Events

- **Monthly inspection of Play areas –**

The January routine play inspection had been completed, no issues had been recorded.

- **Negotiate 1 and 1 contract renewal -**

The contract was in the old clerk's name and has been transferred into EW's. The contract expires at the end of March. Further consolidation of arrangements will be made prior to renewal.

- **Precept-** See item 9

9. Finance

- **Accounts as at 31st December 2014**

- EW presented the 2014-15 Accounts and bank reconciliation as at 31st December 2014.

○ Cashbook Balance at 1 st April 2014	=	£ 13,981.23
○ Receipts 1 st Apr – 31st December 2014	=	£ 9,706.54
○ Spend 1 st Apr – 31st December 2014	=	£ 9,110.13
○ Cashbook Balance at 31st December 2014	=	£ 14,577.64

- EW presented the Bank reconciliation as at 31st December 2014

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○ Bank balance	= £15,157.92
○ Less un-presented cheques	= £ 580.28
○ Cashbook Balance	= £ 14,577.64

- **Review bank balances & reserves -**

EW explained that the PC has a healthy bank balance and that £14.5k was available in the bank.

- **2014-15 Budget against Actuals and 2015-16 Budget**

- EW presented budget for 2015-16 along with the Forecast for 2014-15. The document also includes actual results for the period April 2014 to November 2014, along with comparison to budget. The document was circulated prior to the meeting and reflected comments received from councillors since the November meeting. The document assumed that there is no-change in precept (£8000), pending the council decision. No amendment has been made for the recent appointment of the Clerk, the impact of which was not expected to materially affect the result.
- Councillors confirmed that they had no further questions regarding the 2014-15 actual results or budget progress (the figures were also presented at the November meeting)
- Reserves have been maintained in the same manner as last year. At the end of the Forecast period, desired closing reserves are projected to be in excess of the closing bank balance by £734.56. At the end of the budget period the desired reserves are projected to be greater than the bank account by £680.19 (i.e. potential shortfall). However it should be noted that the figures include 100% cover for the emptying of the dog bins and repair to the Christmas lights.
- It was noted that no funds have been earmarked in the budget or forecast for expenses arising from the potential non-performance of Bucks County Council.
- The Village Hall & Tennis Club rents were queried by CH as to why they were so little. It was explained by TPx that the rents had been agreed when the contracts were renewed and so nothing could be done. In the Cricket Club and Village hall leases there is provision for rent escalation in line with inflation indices. CH asked that the agreements should be checked to see if there are any clauses that are included to increase the small rent. TPx agreed to review the contracts and bring details to the next meeting. [Details of leases forwarded to councillors on 23/1](#)
- 2015-16 Precept -
TPx read out an email from DW presenting his views on what an increase would buy. The Council after discussion decided not to increase the Precept and would send in a request for £8k.
- **Internal Control Checklist -**
EW referred to a note that was distributed prior to the meeting. EW confirmed that the data requested by the Internal Auditor had been submitted by the 31.12.14 deadline. The checklist completion has highlighted two areas where further questions may be raised by the IA.1. The Council minutes have not previously explicitly recorded that the Council is reviewing budget progress. Accounts showing budget progress have been circulated to councillors but not minuted. The quarterly discussion of budget progress must be minuted in future. 2. Cheque stubs have not been initialled by the cheque **signatories**.

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The IA informs that this is now an external audit requirement. EW will follow up on these matters.

- **Payroll Costs -**

EW explained that payroll costs were £58 per quarter. EW advised that she would look into alternatives to try and reduce these costs. The contract with the current expires at the end of March, with provision for one months' notice. Therefore any action must be taken before the end of February. Council was happy that a suitable change to the arrangements could be made.

- **New Clerk`s pay -**

CH informed the council that the new clerk`s pay had been set at LCI point 25 (NALC). The Council approved this rate.

10. Items for Payment

- The following payments were approved for payment:

Description	Payee	Power	(£)
Clerk's wages Dec (+ Alws)	L Collison	LGA 1972 S112	£394.10
PAYE	HMRC	LGA 1972 S112	
Clerks Expenses	L Collison	LGA 1972 S111	£28.21
PC telephone & top-up	E West		£20.99
Car Park & Refreshments- L Collinson handover	T Prideaux		£8.05
Car Park & Refreshments – L Jackson interview	T Prideaux		£14.70
Plants War Memorial	Kim Teal		25.00

- **Dog bin emptying -**

CH asked if the clerk would follow-up with Ian Snudden the letter sent by Council on 31st December 2014. **Action LJ**

11. Planning

- **Planning applications for consideration:**

- **CH/2014/2136/FA** Hertfordshire House, Coleshill Lane. Refurbishment of building to include works to conservatory, barn and ancillary buildings, to include landscaping and alterations to vehicle access.

CH advised that the following response would be submitted for this application:

The council are impressed with this application; it is in keeping with the style and history of the building and does not impinge on the natural beauty of the surrounding countryside which is designated AONB.

However the Council would like to comment on the Yew hedge which was planted in 1960. This has become a feature of the property and the plan mentions there will be a need to lower the height, which the Council is happy with, but also that parts of the hedge will have to be removed to open out the carriage way. The Council would hope that as little of the hedge is removed as is necessary so that this attractive feature is maintained.

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- **CH/2014/2137/HB** Hertfordshire House, Coleshill Lane Refurbishment of Grade 11 listed building.
CH advised there were no objections to this application.
- **CH/2014/2250/FA Chalk Pit House Barrack Hill**
CH advised there were no objections to this application.
- **CDC Decisions:**
 - None since last meeting.

12. Meetings/Training

- LAF 14th January
- DM reported on the meeting he had attended explaining that a number of Coleshill issues were discussed. The Triangle at the foot of Barrack Hill will be completed but in 2 halves. It was confirmed that funding was available.
- Devolution was discussed and that Coleshill does not appear it was promised that this will be corrected and information sent.
- Regarding the repeated water leaks, Affinity water has responded that there are not enough per year to justify the cost of replacing the Mains. DM advised he had made a formal complaint about how the verge had been left in such an unacceptable condition after the last repairs. Affinity water has confirmed they will come out and assess any damage.
- Speeding cars were discussed, DM advised that Chesham Bois are purchasing Speed watch equipment and that it may be available for use in other parishes. EW asked where in Coleshill were the concerns about speeding and was advised by the pond. DM advised that Amersham Police have access to excess equipment they may use, if approached, to train up residents.
- DM advised it was planned that the gully's in Village Road will be inspected and cleaned out.
- TPx suggested that LAF meetings are very productive and a representative from CPC should attend each one.

13. Councillors' Reports

- **Open Spaces.**
 - Nothing to report.
- **Cricket Club.**
 - Nothing to report.
- **Tennis.**
 - Nothing to report.
- **Village Hall.**
 - Nothing to report.
- **School.**
 - Nothing to report.

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- **Play Area.**
 - A completed inspection sheet was submitted to LJ.
 - LJ to investigate quotes for finger sign post.
 - **Newsletter.**
 - Nothing to report.
 - **Website.**
 - DM asked for contributions to `blogs` on the website.
 - 10:17 pm Meeting Closed.
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• Signed Date