

# COLESHILL PARISH COUNCIL

## MINUTES

### Of the Parish Council meeting held on Monday 19<sup>th</sup> May 2017 at 7.45 pm, in the Village School, Village Road, Coleshill

- Parish Councillors: Carol Hallchurch (CH) Acting Chairman Lynn Woodgate (LW)  
Jonathan Herbert (JH) Craig Saunders (CS)  
Mary Pollock (MP)
- Parish Clerk: Lynda Jackson (LJ)
- Members of Public: 5 +2 members of Thames Valley Police

1. **Apologies for Absence :** Cllr. Terence Prideaux, Cllr. Mary Pollock, Cllr Tim Burton (BCC)
2. **Minutes of previous meetings:** It was moved by CH and **resolved** that the minutes of the Parish Council meeting held on Monday 15<sup>th</sup> May 2017 be signed as a true record of the meeting.
3. **Declaration of Interest:** None
4. **Matters Arising:** CH confirmed that another 20 tonnes of earth, which was supplied free of charge, had been placed on the earth bund on New Road.

**Meeting Closed:** 7.48 pm

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#### DEMOCRATIC PERIOD-

- Dave McGhee- regarding the letters and email sent to UKPN regarding the power supply to residents in Barrack Hill. Mr McGhee thanked the clerk for her help in this matter which had made a difference. Some work has started on replacing the transformer and although Council had been told there would be a disruption to supply for residents Mr McGhee had been told by contractors, recently on site, that they may be able to complete the works under `live` conditions.
- Dave McGhee- regarding water leaks on Barrack Hill. Mr Ghee informed Council that Affinity Water had not followed procedure when they closed the road to dig 3 holes to find the latest leak. The dustbin men had not been informed of the closure. The gap given for vehicles was not wide enough to allow vehicles through safely. Affinity Water must adopt the same standards in a rural environment as they would in an urban environment. The holes once dug were just left with the road closed for a week and no contractors on site.

Meeting re-opened: 7.55 pm

#### 7. Clerk's Report:

- i) The clerk had received a reminder that the subscription to SLCC was due. As part of her contract this is paid for by CPC.
- ii) LJ confirmed that an application has been submitted for Tesco Bags of Help scheme for a grant towards an Activity trail at the Jack Adams Field and alteration to the entrance.
- iii) LJ had received confirmation that contracts were now in place for the work required on Barrack Hill by UKPN. They were waiting for a start date so that letters could be sent to residents giving them 15 days' notice as there may be disruption of supply.

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#### 6. Report from Planning:

##### Planning Applications for consideration:

- Ref. No: CH/2017/0729/FA** Part single part two storey front extension, single storey rear extension. Penridge Village Road Coleshill HP7 0LQ **-NO OBJECTION**
- Ref. No: CH/2017/0896/FA** Single storey rear extension. Stockings House Bottrells Lane Coleshill HP7 0JX **- NO OBJECTION**
- Ref. No: CH/2017/0897/HB** Single storey rear extension. Stockings House Bottrells Lane Coleshill HP7 0JX **- NO OBJECTION**

#### 7. Report from Open Spaces:

- i) **Monthly Play inspection return** – The June routine play inspection had been completed. LW advised that the gate was still an issue with it not always closing within the correct time period. CH advised the meeting that she will shortly be doing some maintenance work on the equipment which will require it to be closed for 48 hours. All necessary safety signage will be placed at the entrance.
- ii) **Annual Play inspection-** LW advised that the Annual Play inspection was due in August. A quote from the Play Inspection Company had been received that was **agreed** unanimously.
- iii) **Hill Meadow parking-** CH gave an update on the poll of residents that had been conducted by Richard Brown. The response was that residents would like the opportunity to talk to the various agencies regarding the current parking issues at Hill Meadow to find a solution for all to ensure that safety was not compromised. It was also noted that the residents did not want to see the current play area closed or moved. It was **agreed** that CPC would facilitate a meeting and that the clerk should contact the relevant parties for availability in July. Once received the clerk was instructed to book the village hall.
- iv) **LAF Grant application procedure for 2018-19**– Applications for TFB projects need to be submitted by the end of August. It was **agreed** that an application for a mirror or alternative be submitted for the junction at Fagnall Lane as all agreed that the visibility of cars approaching from the right was very difficult. Councillors **agreed** to bring ideas to the next meeting for other projects they wished to put forward.
- v) **Land owned by CPC-land registry requirement-** A recommendation from the recent internal audit was to ensure all parish owned land is registered with the Land Registry. It was **agreed** that CS would investigate the cost and process for getting all 3 pieces of land registered at the earliest opportunity. CS will update Council at the next meeting. It was also **agreed** that all relevant legal documents should be taken from their current holding place and kept in a fire-proof box, to be purchased, by the clerk.
- vi) **Reporting pot-holes around the village-** CH explained the number of pot-holes are increasing across the village and that although a number have been marked on Village Road no such marking appears on Magpie Lane which is considered in a worst state. It is thought that possibly Magpie Lane has been left as it is due for resurfacing work by TFB this year. All **agreed** that pot-holes must be reported as they are seen preferably via the clerk so that a record is kept. LJ was asked to look into the application for a drive to BCC by 2 and 3 Crosspath Cottages which had recently refused.
- vii) **Bucks & MK Sport Awards 2017-** It was **agreed** that Coleshill Cricket Club juniors should be nominated for this years` awards as the number of children attending Sunday morning coaching sessions had risen from 19 to 80. LJ was asked to resend the original email so that Councillors could look for additional nominees.
- viii) **Affinity Water response to complaint-** The previously circulated letter from Affinity Water was discussed and it was agreed that their offer of a meeting with Councillors should be accepted with key members of the community also being invited to attend. Council welcomed the news that the

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replacement of the mains had been brought forward to the end of 2017 with a review of the other 2 mains also taking place.

- ix) **Parish Charter**- The previously circulated letter from the 4 district councils was discussed and as there is no news at present what decision has been made about the possibility of a unitary council for Bucks it was agreed that there was nothing to concern Council at present. It was **agreed** that a third party individual acting as a single access point for queries on behalf of Parish Councils was not necessary if a comprehensive directory of contacts was issued to the Clerk.

#### 8. Finance:

i) **Cashbook, Bank balances and reconciliation as at 31<sup>st</sup> May 2017** – LJ had circulated this information to Councillors prior to the meeting. There were no questions.

ii) **Internal Audit 2016-17** – The previously agreed Internal Audit for 2016-17 was **approved** unanimously.

iii) **Annual Return year ending 31<sup>st</sup> March 2017 Section 1 Annual Governance statement**- The previously circulated statement was **agreed** and **approved** unanimously.

iv) **Annual Return year ending 31<sup>st</sup> March 2017 Section 2 Accounting Statements** - The previously circulated statement was **agreed** and **approved** unanimously. The clerk was **authorised** to ensure that the appropriate documentation was returned to the External auditors by the deadline stated.

v) **Annual Return ending 31<sup>st</sup> March 2017 Explanation of Significant differences**- The previously circulated statement was **agreed** and **approved** unanimously.

vi) **Annual Finance Review**- CH asked LJ to talk through the previously circulated Annual Finance review as R.F.O. It was **agreed** to continue with all the current controls as no changes or amendments were required.

vii) **Pension Auto-enrolment**- CH **confirmed** that the auto-enrolment compliance was now complete and that a pension scheme was in place for the future if required.

viii) **Fixed Assets register amendment**- The Asset Register had been circulated prior to the meeting as amendments had been made which were the addition of the new office printer and the assignment of asset numbers to the equipment held by the clerk. The amendments were **approved** unanimously.

#### 9. Items for payment:

The payments CB17-10 through to CB 17-17 totalling £1919.02 (Inc. VAT) for June invoices were **approved**.

<b>COLESHILL PARISH COUNCIL</b>					
<b>PAYMENT OF ACCOUNTS FOR JUNE 2017</b>					

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB17-10	Came & Co	Annual Insurance premium	468.82	0.00	468.82
CB17-11	L Jackson	May wages	425.86	0.00	425.86
CB17-12	L Jackson	Parish phone top up & 1&1 monthly fee	18.39	1.40	16.99
CB17-13	HMRC	quarterly tax & Nat ins	222.40	0.00	222.40
CB17-14	R Amarasinghe	April & May grass-cutting	200.00	0.00	200.00
CB17-15	Amersham Business Services	Printer/scanner	119.99	20.00	99.99

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CB17-16	Arrow Accounting	Annual internal audit fee for 2016-17	370.56	0.00	370.56
CB17-17	SLCC	Annual membership	93.00	0.00	93.00
	<b>TOTAL</b>		1919.02	21.40	1897.62

### 10. Councillors reports for areas of responsibility:

**Village School-** LW advised the meeting that the Head Teacher was intending to retire in October this year.

**Cricket Club-** CS updated Council that the Club were struggling to get players.

**11. Next Meeting date:** Monday 17<sup>th</sup> July 2017 7.45 pm. at Coleshill Cricket Club pavilion.

- 21:05pm.Meeting Closed.

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Signed ..... Date .....