

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 17th February 2014, in the Village Hall

Present

Parish Councillors:	Terence Prideaux (TPx) (Chairman)	Dick Ware (DW)
	Carol Hallchurch (CH)	Elaine West (EW)
	Dave McGhee (DM)	Lynn Woodgate (LW)
Parish Clerk:	Linda Collison (LC) (Clerk)	
Members of Public:	8	

Open Forum

Members of the public raise their concern at the condition of the roads and footpaths, in particular at the top of Magpie Lane, in the village, asking the Parish Council for help in putting pressure on Buckinghamshire County Council (BCC).

1. Apologies for Absence

Apologies were received prior to the meeting from County Councillor Tim Butcher and District Councillor Alan Hardie.

2. Declaration of Interest: None

3. Minutes of previous meetings

It was moved by TPx and resolved unanimously that the minutes of the Full Council meeting held on Wednesday 22nd January 2014 be signed as a true record of the meeting.

4. County Council

- **Barracks Hill Triangle.** TPx reported that confirmation of the £600 grant to pay for the Road Safety Audit was still pending.¹
It was noted that CPC would know after the Road Safety Audit whether the work needed would be made (and paid for) by BCC Highways or whether CPC would need to apply for a LAF grant. LC to check deadline for requesting an LAF grant.
- **Sampson Hill.** TPx reported that Sampson Hill repairs had been made.
- **BCC land.** LC confirmed that Councillor Butcher had not yet been able to obtain copies of the maps showing BCC land.²

5. District Councillor: None

6. HS2 Update

TPx confirmed that the response to the Environment Statement (ES) was drafted and will be submitted before the deadline of 27th February 2014.³

7. Correspondence

Tree Preservation. TPx reported that there had been no response from Keith Musgrave, CDC Planning Tree Officer, in response to the letter sent on 6th January 2014 regarding the large willow at the pond (TPO reference TPO/2005007 – Tree 2). Action LC. [any request to be

¹ £600 was paid into bank account on 7th February 2014.

² Maps received on 20th February 2014

³ Sent on 20th February 2014

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couched with reservation as to the certain increased workload resulting from recent bad weather]

8. Chairman's Remarks

- **Best Kept Village.** TPx reported that no invitation to enter had been received yet.
- **Robert Shaw Land.** TPx explained that there was some uncertainty as to who would restore the broken fence along the front of the land generally believed to be owned by the Robert Shaw Trust. It was agreed that the Clerk should identify the owners of the fence (using Land Registry) and advise them that the fence needs repairing.

9. Calendar of Events.

It was agreed to add Best Kept Village to the Calendar of Events.⁴

It was noted that there were three actions for March:

- Risk Assessment and Risk Management
- Hedge Cutting 1 of Jack Adams Field
- Review PAYE payment (2013-14)

10. Finance

- EW presented the **2013-14 accounts** as at 31st January 2014:
 - Cashbook Balance at 31st January 2014 = £14,016.85
 - Spend 1st Apr - 31st January 2014 = £ 8,208.84
 - Receipts 1st Apr – 31st January 2014 = £13,703.59
- TPx pointed out that some expenditure for the Common was recorded as Pond and vice versa. (Action EW)
- EW explained that there was no Bank Reconciliation for the end of January as no bank statement had arrived.⁵
- It was agreed to accept the Review of Internal Controls previously circulated to members, subject to one addition to section 1, Procedural and Statutory. The requirement for members and clerk to attend training courses and to keep up to date with current legislation and knowledge. EW to update and circulate.⁶

It was noted that in 2014-15 the internal controls would include the monthly monitoring of income and expenditure against budget and the monthly consultation of the calendar of events. Action LC.
- It was agreed to accept the new terms from HASE Payroll Services previously circulated to members. Annual fee £232.00 – no change to current year. LC to action.
- EW explained that in 2013 a payslip for the previous Clerk had been raised by HASE Payroll Services and processed with HMRC, but at the time the Clerk was ill and the Council were unaware that the payslip had been raised nor the payment being reported to HMRC.

As a result the 2013-14 CPC has a £53 liability to HMRC and the previous Clerks PAYE details need correcting.

⁴ Done 20th February 2014

⁵ Bank Reconciliation issued on 19th February 2014

⁶ Done 18th February 2014

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It was proposed and unanimously agreed to reverse the entry in the payroll records that gave rise to the £53.00 liability to HMRC; to issue a new P45, with full explanation, to the previous clerk.

It was noted that the Clerk was paid in full when she resigned as Clerk from the Parish Council.

11. Approval of items for payment

It was proposed by EW and agreed unanimously to approve the following items for payment:

Description	Payee	Power	(£)
Clerk's Wages January (5 weeks)*	L Collison	LGA 1972 S112	confidential
Clerk's Expenses (Phone + Paper)	L Collison	LGA 1972 S111	£13.98
Chairman's Expenses	T Prideaux	LGA 1972 S111	£49.46
Clerk's Finance Training	BALC	LGA 1972 S111	£46.78
Reference Book (Local Council Explained)	BALC	LGA 1972 S111	£49.99
Safety Audit (payment refunded from BCC)	BCC	Highways Act 1980	£600.00

*33 hours @ £11.29 + £7.50 home working + £22.50 mileage

12. Clerk's Contract

- TPx advised that the Clerk's 6 month contract was due for renewal. TPx proposed, and it was unanimously agreed, that LC should continue in the role as Clerk detailed in the temporary contract of employment dated 9th September 2013 save for the limit of the term but subject to the same notice period as contained therein until further notice.
- It was agreed to pay Clerk's office allowance £7.50/month.
- LC reported that her telephone line currently used for CPC (01491 629024) is also to make calls for a local film club, and therefore does not claim the rental charge from CPC. However, from the end of March the line will no longer be used for the film club. LC requested that CPC consider either paying the whole bill (calls and rental) or look at other options.
It was agreed that LC would ask Rotherfield Peppard Parish Council⁷ whether they would share their line (and cost) with Coleshill. Action LC.

13. Planning

- **CH/2013/2149 – Coleshill Church of England Infant School (BCC ref CC/05/14) - New ramp and door to the north side of the building.**

DW reported that the following response had been made regarding this application:

'If the proposal is allowed, it seems clear to CPC that the occupant of "Cotswold", the school's immediate neighbour, will be adversely affected. The worsening of her amenity would come partly in the form of the greater proximity of the school to her southern boundary but also – and more importantly – in the form of considerable additional noise as children go in and out of the new entrance and whenever the doors are left open while teaching is taking place.

⁷ LC is also the Clerk for Rotherfield Peppard Parish Council

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These adverse effects would be avoided if, rather than going to the considerable expense of making a completely new exit, the existing rear exit to the school were adapted instead. While the steps from the school down to ground level are probably too steep to be used by young children in their current condition, we feel that serious consideration should be given to modifying them so that they can be used by the junior class for the needed purpose. Until it is demonstrated that this is not a realistic possibility, we do not feel that we can support this application.'

- **CH/2014/0139/FA - Ash Cottage, New Rd. Single storey rear extension, detached garage and demolition of existing garage**

CH proposed, and it was agreed, that CPC had no objections to this application. LC to action.⁸

14. The Village

- **Village Day.**

TPx reported that Ian and Serena Hodgson had taken on the responsibility of managing the second Coleshill Village Day on Saturday 12th July 2014. The next Village Day meeting will be held on Thursday 13th March at The Red Lion – everyone interested in helping are welcome to join the meeting.

- **Common and Pond.**

Fish in Pond: TPx reminded Council that on Friday 21st February 2014, the fish would be removed from the Pond.

Common and Pond Booklets: It was agreed that CPC would pay for the printing of 10 Commons and 10 Pond Booklets, at a cost of approximately £188 in total. 5 copies of each were needed by the Commons Committee members, two for the Council (one held by the Chairman and one by the Clerk), and one at the Village Hall - with two of each surplus. The payment was a grant to the Commons Committee. Action LC.

- **Jack Adams' Field.**

TPx reported that 26 residents had attended the first Jack Adams' Field Working Group meeting, which had provided some good ideas for the field. Several ideas were suggested for wider use of the cricket pitch and the pavilion. The question of the value of the continued use of the Field by the Cricket Club to individual villagers and the village collectively was touched on with reference to the importance of donations. The next meeting will be held on Tuesday 11th March 2014 in The Red Lion at 8 p.m.

CH reported that the Tennis Club are reviewing the possibility of teaming up with the Cricket Club to share the facilities.

DM suggested that one person (company) could be used for mowing both the Common and Jack Adams' Field.

- **War Memorial.**

LC reported that two of the quotes received to clean the war memorial use acceptable methods to qualify for a grant from the War Memorial Trust. TPx raised concern that this could delay the cleaning of the memorial.

⁸ Done 18th February 2014

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It was agreed to apply for the grant and if possible to obtain timescales for receiving the grant. Action LC and DW (with Memorial details).

15. Meetings/Training

- It was agreed that DW and CH (and TPx if possible) should attend the Enforcement training. LC to confirm preferred dates to CDC (Tuesday 11th March 2014, followed by Wednesday 12th March and then Wednesday 19th March).⁹
- The Clerk confirmed that she will be attending the next quarterly CDC Town and Parish Clerks Liaison meetings on Monday 24th February 2014 and the BALC Finance Course on Wednesday 5th March 2014.

16. Councillors' Reports

- **Open Spaces.** DM reported that work on the Commons continues with fallen trees being cleared at the weekend. DM thanked Chris Wege and Graham Thorne for their continued hard work on the Common which is now looking very good.
- **Website.** DM thanked Gordon Moar (present at the meeting) for becoming the new deputy web-master.
- **Play Area.** LW reported that the rotten posts and ladder on the Multi-Play slide have been repaired by Amersham Town Council Depot.
- LC added that the other risk items identified on the play area inspection needed to be addressed to comply with the insurance requirements. It was agreed that LC should ask Amersham Town Council Depot if these come under their remit and to provide a quote. Alternatively a local handyman should be asked to make the repairs. However, concerns were raised that replacing the swing seats and chains was un-necessary at this time. LC to verify with the inspection company.
- **Cricket Club.** Nothing to report.
- **Tennis.** Nothing to report.
- **Village Hall.** Nothing to report.
- **School.** LW reported that the school had achieved the Quality Mark status for literature and numeracy.
- **Newsletter.** DW reminded members that deadline for inclusion in the next newsletter is 28th February 2014.

9:33 pm Meeting Closed.

DEMOCRATIC PERIOD

- It was reported that residents were leaving their outside night lights on all night which was having a detrimental effect on the wild-life, asking that residents turn their outside lights off at night.
- It was reported that dog fouling was becoming an issue around the pond, asking that dog owners act more responsibly by clearing-up after the dogs.

⁹ Done 18th February 2014

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Signed Date