

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

Present

Parish Councillors: Terence Prideaux (TPx) Chairman
Carol Hallchurch (CH) Dick Ware (DW)
Dave McGhee (DM) Elaine West (EW))
Mary Pollock (MP) from item 4 Lynn Woodgate (LW)

Parish Clerk: Linda Collison (LC) (Clerk)

Members of Public: 4

Open Forum/Meeting: None

1. Apologies for Absence :

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

2. Declaration of Interest: None

3. Minutes of previous meetings:

It was moved by DW and resolved unanimously that the minutes of the Full Council meeting held on Monday 16th June 2014 be signed as a true record of the meeting.

4. Co-option of New Member

Mary Pollock introduced herself and explained her reasons for wanting to become a member of the Parish Council.

TPx proposed, DW seconded and it was unanimously agreed that Mary Pollock should be co-opted onto the Council.

The meeting was paused while MP signed her Declaration of Acceptance of Office and then joined the Council.

5. County Council:

• Barrack Hill Triangle.

TPx reported that Councillor Butcher was continuing to work with Si Khan to provide an acceptable proposal from BCC to repair Barrack Hill Triangle. Prior to the meeting Councillor Butcher had confirmed that he would have more information in time for the next Parish Council meeting. DM reminded members that at the LAF meeting on Wednesday 21st May 2014 he had been told by the Chairman (Martin Philips) that Coleshill Parish Council could arrange for the work to be done themselves and that Local Area Technician (LAT) Wayne Fabian had offered his assistance in securing approved contractors to quote for the work.

It was agreed to wait for Councillor Butcher's update before taking any further action

• Flooding near the War Memorial.

TPx reported that a three man team with digger had visited the site, replaced a length of the pipe with a wider one, inserted an inspection chamber in the hole dug and repaired the

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

cause of the flooding. TPx added that he is optimistic that the problem is now resolved, but that we will know for certain when it rains heavily again.

- **Village Verges**

LC confirmed that the verges opposite Finlay Lodge on Village Road which have been damaged by flooding had been reported. As no action appears to have been taken, LC was asked to escalate the matter again.

- **White lines (and pot holes) in the village**

CH and MP agreed to audit the village making a list (with photographs) of all white lines that need re-painting and pot holes that need repairing. LC to report all items to BCC.

6. BCC Devolution of Services

- TPx reported that, to obtain more information regarding the devolution of services and the opportunities available for Coleshill, he had met with Mark Richardson (Amersham Town Council DEPOT) and Penn Parish Council. TPx added that he, DW, DM and EW, had also met with Jackie Weslie (BCC - TFB).

Key points from the meetings were:

- 23 parishes across Buckinghamshire had already taken on one or more of the services being devolved. The proposal is that BCC devolves responsibility to clusters for:
 - Urban grass cuts (within the 30mph boundary).
 - weed spraying, including noxious and injurious types
 - Siding out of overgrown footways to reinstate full width
 - Hedge cutting
 - Public rights of way clearance to the parish boundary
 - Maintenance works such as:
 - Cleaning of traffic signs
 - Minor traffic sign repairs
 - Trimming vegetation obstructing pavements and footpaths
 - Checking for obstructions to pavements & footpaths
 - Serving of hedge cutting notices
 - Verge maintenance including clearance, soiling and seeding
 - Reporting potholes
 - In the past there had been very little hedge trimming in Coleshill performed by BCC.
 - Coleshill had a total of 868m of Rights-of-Way that BCC had maintained in the past. (This is a very small proportion of the Parish total)
 - The Parish of Penn were in favour accepting the proposal but were anticipating the need for an increase in Parish Council precept and, therefore, an increase on residents Parish Council tax.
 - One possibility was to 'cluster with Amersham Town Council – but £693 (the amount of funding Coleshill would receive in its first year) equates to approximately 11 work hours (per year) of Amersham Town Council Depot's time.
- TPx added that in September all parishes are to indicate what their intentions are, especially those planning on a 2015 April start.

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

- Members raised concern that there was still a lot of unanswered questions and that an April 2015 start was unlikely. However this raised further concern whether there would be opportunities in 2016 to join a cluster set up in 2015.
- CH suggested that it may be beneficial to cluster with small parishes similar to Coleshill rather than with a large town Council where a small parishes needs may be side-lined.
- The following actions were agreed:
 - Contact should be made with as many other Parishes as possible before September. For example from CDC: Penn, Seer Green, Latimer and Ley Hill and Great Missenden; and from South Bucks District Council: Fulmer and Gerrards Cross.
 - A member of CPC should attend the meeting proposed by Mark Richardson, Amersham Town Council. Possible dates for this meeting are 6 or 7 or 8th August.¹
 - A working party meeting of members of the Parish Council should be arranged during August (after 12th) to consider all the information.
- Members reluctantly agreed that there was probably very little choice and that they are minded to accept the grant from BCC and take on the devolved services – but that no firm decision should be made until the above actions were made.
- TPx also reported that in a BCC press release entitled “Grass cutting – how it’s done in Stewkley,” dated 17th July 2014, it says
“In the south of the county, a similar agreement has been made with Amersham Town Council for parishes in the area to arrange for services to be carried out on their behalf. Gerrards Cross, Chenies, Little Missenden, Stoke Mandeville and Coleshill Parish Councils benefit from grass cutting, vegetation clearance, tree maintenance and graffiti removal as part of this arrangement.”
It was agreed that TPx should ask that this was corrected as no decision had yet been made.²

7. District Council:

None

8. Calendar of Events

- LC to arrange for the **Christmas lights** to be tested by an electrician.
- LC to arrange the cutting of the **hedge at Jack Adams Field**. Tony Barber will advise when the time is right and will provide the contractors (D.Hall) details.
- CH will meet with LC to conduct the **Clerk’s Review**.
- LW confirmed that she had made the monthly play area inspection and reported no issues.
- **TPx and EW to meet and finalise** the Code of Conduct, Standing Orders, Policy for dealing with the Press, Policy for Freedom of information and the Publication scheme. These will be proposed for adoption at the September meeting.

¹ The meeting date has subsequently been confirmed as 6th August and TPx to attend.

² TPx sent email to County Councillor Ruth Vigor Hedderly on 22nd July 2014, who has replied with her apologies explaining that her press officers will be responding.

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

9. Finance

- EW presented the **2014-15 Accounts** as at 30th June 2014
 - Cashbook Balance at 1st April 2014 = £ 13,981.23
 - Receipts 1st Apr – 30th June 2014* = £ 4,686.73
 - Spend 1st Apr – 30th June 2014 = £ 2,176.68
 - Cashbook Balance at 30th June 2014 = £ 16,491.28

During June the 2013-14 VAT reclaim of £632.37 was received
- **Dog bin emptying.** EW reported a letter has been sent to Ian Snudden, Environmental Health Manager at CDC, explaining that at the time of purchase, CPC were not aware that there was any on-going maintenance costs for emptying the dog bins. Mr Snudden had subsequently written to the Clerk explaining that the dog bins were still being emptied, and asked whether that should continue. It was agreed that LC should respond saying the decision regarding the on-going emptying of bins would be made after he had replied to the letter.
- **Internal Audit.**
 - **Internal Audit Report 2013-14** (previously circulated). EW reported that the only finding was that no budget had been prepared for 2013-14. EW added that a budget was in place for the current year. The Internal Audit Report concludes with:
"Over-all the Council has sound arrangements in place to satisfy itself that its systems of internal financial controls and governance are both adequate and effective. There are financial approval and authorisation controls and there is a clear audit and management trail for financial transactions."
 - **Review of Internal Audit 2013-14** EW presented her review of the Internal Audit 2013-14 which had been performed by Arrow Computing at a cost of £359.08. EW proposed, and it was unanimously agreed that Arrow Computing are appointed for a third year (depending on terms of engagement and cost) because :
 - The process has worked well
 - Recommendations made in 2013/14 were implemented and the Internal Auditor was happy with the implementation
 - The Internal Auditor provided some relevant advice regarding Internal Controls and the Annual Return
 - The Clerk was able to ask the Internal Auditor for advice during the year

10. Payments :

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

Description	Payee	Power	(£)
Clerk's Wages June (incl Allowances)	L Collison	LGA 1972 S112	£302.82
PAYE	HMRC	LGA 1972 S112	
Play Area Repairs (includes VAT)	ATC	OSA 1906 S14	£999.04
Clerks Expenses	L Collison	Various	£64.06
Newsletter printing	CDC	LGA 1972 S111	£95.70
			Continued. /

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

Description	Payee	Power	(£)
Elaine's Expenses	E West	LGA 1972 S111	£22.19
Grass Cutting - Jack Adams field	tbc	OSA 1906 S14	£150.00
Apr-Jun Payroll Services	HASE	LGA 1972 S111	£58.00

- The following payments were approved for August as there is no planned parish Council meeting:

Description	Payee	Power	(£)
Play Area Inspection	Safe & Sound	OSA 1906 S14	£71.94+vat
Cleaning of the War Memorial	Creative Memorials	War Memorials 1923 s1 & LGA 1948 s133	£1,369 + VAT
Hedge Cutting - Jack Adams field	tbc	OSA 1906 S14	Up to £200
Clerk's Wages July (incl Allowances)	L Collison	LGA 1972 S112	Up to £275
PAYE	HMRC	LGA 1972 S112	Up to £40

11. Planning

- New planning applications:**
 - CH/2014/1000/HB, Coleshill Church Of England Infant School: Insertion of doors to northern elevation with associated creation of ramp from classroom to rear garden area.
DW explained that planning consent is needed because the school is a listed building. The CDC decision will be made at the end of this month.
- CDC planning decisions:**
 - CH/2013/1857 Cherry Tree Farm - Succeeded on appeal.
 - CH/2014/0692 Thornbury Cottage - Refused
 - CH/2014/0777 Oakways - Approved
 - CH/2014/0874 Thatch Cottage - Refused
 - CH/2014/0887 Dewpond - withdrawn
 - CH/2014/0778 Church Cottages - approved
- Appeals:**
 - CH/2014/0211, Windmill Farm, refused by CDC, has been taken to appeal.
- Enforcement:**
 - CH/2013/1589, Oak Tree Cottage, Tower Road.
DW reported that this application had been approved by CDC with 8 separate conditions including condition 8: *"for the avoidance of any doubt prior to the substantial completion of the replacement dwelling hereby permitted or occupation, whichever is the sooner, that part of the original dwelling [identified for demolition in permission CH/2012/0902] shall be demolished and all resultant debris removed from the site"*. However the owners have moved into the property thereby breaching the condition. This matter was raised with Planning Enforcement on 26th June 2014. CDC have graded the infringement as medium priority, which means that they are obliged to respond to us within 28 days. Action : If no update received within the timescale, LC to chase it up.

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

- **Planning notifications:**

A complaint had been received from a member of the public that although he lived near to one of the properties where a planning application had been made, he had not received a notification from CDC. He requested that the Parish Council should notify the village better regarding planning applications.

DW explained that an up-to-date planning list was maintained on the village website and that a weekly list of planning applications was circulated to all residents on the village-email-service. DW promised that something would appear in the next Newsletter explaining current arrangements and suggesting ways in which villagers could keep themselves better informed.

12. The Village

- **Village Day**

TPx reported that the village day had been a great success and the Council expressed their thanks to the Village Day committee for arranging the event

- **The Common and Pond**

Graham Thorn (GT) was invited to speak regarding the Pond.

GT reported that he had spoken with Keith Wesley, who would be sending in a quote for liming the pond – which he could do when he removed the rest of the fish. Liming was being recommended as it helps raise the PH of the water which encourages plankton (and various bacteria) to reproduce which in turn feeds the fish and reduces the silt. Using straw barley (in nets) was also being considered as a method of controlling the algae – this will be relatively in-expensive (about £21 for the straw-barley) and would need to be submerged twice a year, for several months at a time. It was suggested that GT submits an article in the Village Newsletter explaining the plans for the pond.

GT kindly agreed to take on the role as Pond Manager.

- **The War Memorial**

TPx confirmed that a grant for £684 had been awarded by the War Memorial Trust for cleaning the memorial provided SmartWater is applied to the metal chains and that specific cleaning methods are used.³

TPx thanked the WI who have planted a bee friendly garden next to the War Memorial and asked LC to ensure that this is not damaged during the cleaning process. LC to notify Eileen Gershon and Kim Teal when the cleaning dates are known.

13. Heritage Strategy

It was agreed to defer this item until September.

14. Meetings/Training

See item 6 above.

15. Councillors' Reports

³ 27th July 2014: War Memorial Cleaning confirmed for 26th-29th 2014. SmartWater ordered and dispatched to LC.

COLESHILL PARISH COUNCIL

MINUTES

of meeting held on Monday 21st July 2014, in the Cricket Pavilion, Coleshill

- **Open Spaces.** DM reported that the footpath that runs past the Church was over grown. MP added that that further along the path there was also a fallen tree across the path. Action LC.
- **Website.** Nothing to report.
- **Cricket Club.** TPx reported that the Cricket Club were doing well this season with the 1st XI 3rd in their league and the 2nd XI top of theirs. A Pimm's Tent at the village day had been a great success.
- **Play Area.** LW reported that the 'Dogs not allowed' sign had been purchased – GT had kindly offered to post it the play area. LW also reminded members that the next play area inspection was scheduled for August and that we should have the report in time for the September meeting.
- **Tennis.** The Annual Club dinner will be held on Saturday 27th September 2014 at the Lambourne Golf Club.
- **Village Hall.** Nothing to report.
- **School.** LW reported that in September the school will be introducing School lunches.
- **Newsletter.** Deadline for entries for the next Newsletter is 12th September 2014.

10:15 pm Meeting Closed.

DEMOCRATIC PERIOD

- A member of the public suggested that Barracks Hill Triangle should simply be concreted over rather than spending a great deal on money on it. TPx confirmed that grants up to £12,300⁴ from BCC have been awarded to CPC to cover the cost of the repairs.
- A request had been made that the weekly CDC planning updates forwarded on the village email service should just include the Coleshill applications, saving the recipients from scrolling through all the applications each week.
- A member of the public suggested that Coleshill should be notified when grass verges are mowed by BCC so that someone from the village (or a group) could verify that the work has been done properly. There should be the ability for redress if not.
- It was reported that the hedge at Cedar Tree (Robert Shaw's Land) needs cutting back.
- Jack Haubner has offered his large lawn mower to the cricket club, this should reduce the cost of mowing the field to about £30 (petrol cost) each time.

⁴ £2,300 from County Councillor's Community Funds and up to £10,000 from the BCC Local Priorities Budget

COLESHILL PARISH COUNCIL

MINUTES

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Signed

Date