

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Coleshill

### Present

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

Parish Clerk: Linda Collison (LC)

Members of Public: 3

Open Forum/Meeting: None

### 1. Apologies for Absence :

Apologies were received prior to the meeting from Parish Councillor West, District Councillor Harris and County Councillor Tim Butcher.

### 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 21<sup>st</sup> July 2014 be signed as a true record of the meeting.

### 4. Chiltern District Council:

TPx reported that District Councilor Harris had provided an update regarding permitted development as follows:

'The DCLG<sup>1</sup> has issued a consultation document to widen permitted development. The changes proposed are:-

- The permitted right for conversion of offices to be permanent.
- Permitting industrial buildings, warehouses and nightclubs to be converted to residential.
- Allowing all A2 users (that is professional offices) with the exception payday lenders and bookmakers to freely change to A1<sup>2</sup>.
- Allowing all A1 users to change to A3 restaurants without consent

The consultation ends on 26th September.'

Councillor Harris had also provided a short report regarding the DDPD – see section 9.

### 5. County Council:

#### • Barrack Hill Triangle.

TPx reported that there was no update from County Councillor Butcher regarding Barrack Hill Triangle, but understood him to be reviewing the pricing and quoting process for highway repairs with a view to obtain a better quote for the work.

DM warned that the cheapest solution is not (necessarily) the best solution, which would be like the mini-roundabouts in Beaconsfield New Town.

It was agreed that TPx should contact Councillor Butcher for an update.

---

<sup>1</sup> DCLG : Department for Communities and Local Government

<sup>2</sup> A1 : Shops

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Coleshill

- **Flooding near the War Memorial.**

The Council thanked Councillor Butcher for helping to resolve the problem of flooding on the road by the War Memorial.

### 6. Calendar of Events

LW reported that she was inspecting the Play Area on a monthly basis and submitted completed inspection sheets to the Clerk.

It was proposed by TPx, seconded by CH and agreed unanimously that the following documents (dated 15<sup>th</sup> September 2014) be adopted by the Council:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Complaints procedure
- Grievance Policy
- Freedom of Information Policy

It was agreed that item 5 on the proposed Policy for dealing with the press should be amended to clarify who would provide the training and that the Complaints procedure should be added to the Publication scheme. Action: LC to amend, circulate and add to the next agenda.

TPx thanked Councillor West and the Clerk for their hard work producing these documents.

### 7. Finance

- **Accounts as at 26<sup>th</sup> August 2014**

LC presented the 2014-15 Accounts and bank reconciliation as at 26<sup>th</sup> August 2014 (prepared by Councillor West)

- Cashbook Balance at 1<sup>st</sup> April 2014 = £ 13,981.23
- Receipts 1<sup>st</sup> Apr – 26<sup>th</sup> August 2014 = £ 4,731.73
- Spend 1<sup>st</sup> Apr – 26<sup>th</sup> August 2014 = £ 4,233.37
- Cashbook Balance at 26<sup>th</sup> August 2014 = £ 14,479.59

- Annual Return 2013-14

TPx reported that Mazars LLP (external auditors) had completed their audit of the year end accounts for 2013-14 and certified the Annual Return with no matters arising. It was unanimously agreed to adopt the Audited Annual Return 2013-14.

It was also agreed that Councillor West would arrange to display the 'Notice of Conclusion of the audit and the right to inspect the Annual Return' according to the Regulation 13 of the Accounts and Audit (England) Regulations 2011.

The Council thanks Councillor West for her hard work and achieving a clean audit.

### 8. Payments :

**Dog bin emptying.** LC confirmed that there had been no update from Mr Snudden at CDC. It was noted that the dog bins were still being emptied. Action: TPx to ask for an update.

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Coleshill

The following payments were approved for payment:

Description	Payee	Power	(£)
Clerk's Wages August (incl Alws)	L Collison	LGA 1972 S112	£140.16
PAYE	HMRC	LGA 1972 S112	
Clerks Expenses	L Collison	LGA 1972 S111	£26.32
Grass Cutting - Jack Adams field	Red Barn	OSA 1906 S14	£180.00
Play Area Inspection	Pi	OSA 1906 S14	£71.94
Jul-Aug Payroll Services	HASE	LGA 1972 S111	£58.00
Hedge Cutting - Jack Adams field	To be advised	OSA 1906 S14	To £200.00
Audit	Mazars	LGA 1972 S111	£120.00
Inspect Christmas Lights	G Alder	OSA 1906 S9-10	100.00

It was agreed that payment to Creative Memorials should also be paid, provided the work is completed satisfactorily and smart-water applied.

### 9. Planning

- **Planning applications since last meeting**
  - CH/2014/1345 Ash Cottage (amendment to CH/2014/0139)  
DW reported that CPC had no objections to this application.
  - CH/2014/1278 Forge Cottage (1<sup>st</sup> floor and single story rear extension)  
DW reported t that CPC had no objections to this application.
  - CH/2014/1265 Dewpond House. (minor technical amendment to CH/2013/1835)  
DW reported that CPC were not given the opportunity to respond to this minor application.
- **CDC planning decisions:**
  - CH/2014/1000 Coleshill School (Insertion of doors and creation of ramp)  
CDC were consulted for listed building consent – they had reported no objections
  - CH/2014/1265 Dewpond (Minor technical amendment to CH/2013/1835.)  
Approved by CDC
- **Appeals:**
  - CH/2014/0211, Windmill Farm, refused by CDC, has been taken to appeal. No decision has been made yet.
- **Enforcement:**
  - CH/2013/1589, Oak Tree Cottage, Tower Road.  
DW reported that CDC had not responded within 28 days as they were obliged to do (see minutes July 21<sup>st</sup> 2014). CH reported that roof tiles had been removed from the original dwelling.  
It was agreed that this matter should be revisited at the next meeting if the planning conditions are still not met. Action LC.

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Coleshill

### 10. Delivery Development Plan Document (DDPD)

District Councillor Harris submitted the following report prior to the meeting:

‘The DDPD has been submitted to the planning inspectorate. The examination is to take place in November. Following a recent High Court decision in respect of the local plan in Solihull and planning inspector decisions in respect of plans in Harrogate, Three Rivers and Dacorum, Chiltern has committed itself to a review of the entire local plan within the next 3/4 years. As part of that review, housing need will be reassessed and a review of the green belt will be undertaken. We are consulting with other Councils in Buckinghamshire to agree a common method of research as part of our duty to cooperate.’

With regard to the travellers’ site at Waggoner’s Bit on Whielden Lane (A404), Councillor Harris had explained that the proposal is for a total of 2 pitches (i.e. an increase of 1) and added that CDC can recommend any changes regarding the DDPD to the inspector at any time up to the examination. TPx raised concern that the area at Waggoner’s Bit for the travellers’ site looked bigger than it currently was.

DW confirmed that he had reviewed the latest DDPD and saw no need for further action at this time.

### 11. BCC Devolution of Services

*(Also refer July minutes)*

TPx reported that the some members of the Council had met for a working party meeting on 5<sup>th</sup> September 2014 to discuss what additional information was needed to enable the Council to make the decision as to whether to take on the responsibility of the highway services that BCC is proposing to devolve to the Parish and Town Councils.

TPx added that if CPC were to go ahead it would most likely in be in a cluster with the Amersham Town Council (ATC) depot providing the services. At this time ATC Depot had not been able to give a quote for the work as ATC had not yet approved the depot taking on this additional ‘cluster’ responsibility. However some estimates for the work had been provided:

- Grass cutting – six cuts per year £390
- Siding out £1.30 per meter
- Clearing footpaths £1,247 per year for surface vegetation
- Hedge cutting £1.30 a meter
- Minor maintenance (sign clearing) £100

Note: BCC would be providing £693<sup>3</sup> per annum to CPC for taking on these services.

Concern was raised that the payment to ATC depot for doing these activities would exceed the money received from BCC and this would result in an increase in the parish tax for Coleshill residents.

Concern was also raised at the lack of information being provided by BCC – there were no detailed reports of when and how these services were currently being performed, nor any maps showing areas covered by BCC for these tasks. The questions around insurance were also outstanding.

---

<sup>3</sup> Amount reducing over time

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Coleshill

Further concern was raised that if CPC did not take on the devolved services at this time, BCC will not have the funds to provide these services and CPC would have to fund them completely (without the help of the £693.

There is also the risk that ATC depot may not accept CPC joining their cluster at a later date. The impact on the Clerk's time (and cost to the Council) also needs to be considered.

TPx added that he and CH are talking to other Parish Councils to ask their position. Feedback from other Clerks across the company had been sought via the SLCC<sup>4</sup> Clerks' forum.

It was agreed that:

- CPC should sound out Coleshill residents for their opinion - An article covering the issues should be included in the next Newsletter.
- CPC should ask for greater funding from BCC - £693 per annum is not sufficient
- CPC should continue to collect information from other Councils
- Members should consider the subject over the next few days and email TPx of their thoughts and what other information is needed.
- TPx to provide feedback to Jackie Wesley (CPC's devolution contact) and ask for the 'missing' information
- CPC should consider the matter again at the next Council meeting.

### 12. The Village

- **The Pond -**

*The meeting paused while Mr G Thorne addressed the Council*

Mr Thorne explained that the pond is in need of from some remedial work – clearing the remainder of the fish, liming the pond, submerging bales of barley straw and then planting of indigenous plants in the water. Mr Thorne estimated that this will cost approximately £700.

TPx thanked Mr Thorne and suggested that this subject is discussed again at the next meeting.

- **The War Memorial**

TPx reported that the cleaning of the War Memorial was still not complete adding that concern had been raised by members of the Women's Institute that the plants in the bee garden had suffered and some may have been killed by the cleaning process. It was suggested that the Council pay a modest sum towards some replacement plants.

- **Verges**

DM reported that there was no response to CPC's complaint about the damaged verges on Village Road which, because the drain in Village Road is blocked, causes a deep puddle to form when it rains. Action TPx to raise at the LAF meeting.

- **Christmas lights**

An initial inspection of the Christmas lights has been performed by an electrician and a report of the needed work had been received. It was agreed to request a quote for the work recommended and also one additional quote from another electrician. Action LC.

---

<sup>4</sup> Society for Local Council Clerks

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Coleshill

### 13. Play Area

LW reported that the annual play area inspection had been completed – with just three actions identified:

- The gate is closing too quickly – corrective action is needed to ensure that the gate closes with-in 4-8 seconds.
- The timber ladder rungs on the multi-play area have severe rot – corrective action is to remove and replace all affected timber.
- One of the rope end connections is loose on the multi-play area – corrective action is to ensure that all loose fixings are tightened.

LC to ask ATC depot for a quote to address these issues.

### 14. Penn Festival

DM reported that he had attended the Penn Festival de-briefing meeting at the CDC offices and confirmed that:

- CPC had received no complaints of noise from residents regarding the festival even though the noise level was higher than previous years. However this was partly down to wind direction.
- The ‘dedicated noise complaint telephone number’ was not provided to CPC in time to allow proper circulation to residents.
- CDC Environmental Health Department had confirmed before the event started that the sound system had been checked by them, and complied with CPC’s negotiated agreement with them.
- Any increase in the level of sound spill into Coleshill village from future events risks becoming a noise nuisance.

### 15. Meetings/Training

The next LAF meeting will be held on Wednesday 17<sup>th</sup> September 2014 at Coleshill Village Hall. The LAF technicians Wayne Fabian and Michael Raven are expected to be there at 6pm.

### 16. Councillors’ Reports

- **Open Spaces.**

DM reported that ATC had cut the grass on the Common on time and that the machine worked well (cows had been used in previous years) and the footpath near Amber Cottage had been cleared. However the metal pole outside the tennis club still needs to be removed.

DM suggested that, as the pond was looking so nice now, a new bench is sited beside the pond.

TPx proposed and it was unanimously agreed that MP take over the responsibility for Open Spaces.

- **Cricket Club.**

TPx reported that the Cricket Club had a very successful season seeing the 2<sup>nd</sup> X1 being promoted. There were now more players from Coleshill playing for the club.

# COLESHILL PARISH COUNCIL

## MINUTES

of the meeting held on Monday 15<sup>th</sup> September 2014, in the Village Hall, Colehill

- **Tennis.**

The Annual Club dinner will be held on Saturday 27<sup>th</sup> September 2014 at the Lambourne Golf Club.

- **Village Hall.**

The village hall meeting will be held on Monday 22<sup>nd</sup> September 2014 at 8:00pm – in the village hall.

- **School.**

LW reported that the school has welcomed 21 new children to the school – giving 59 in total. Unfortunately hot school lunches are not currently available as the new hub that will provide the meals has not yet been built.

- **Newsletter.**

The next Newsletter goes to print on 22<sup>nd</sup> September 2014 and distribution will be the following weekend.

- **Website.**

Nothing to report.

- **Play Area.**

See above

9:53 pm Meeting Closed.

---

### DEMOCRATIC PERIOD

- A member of the public suggested that the article in the Newsletter regarding devolution should also encourage villagers to take pride in the village and help with the village up-keep.
  - A member of the public reported that the damage caused by BCC on the triangle to the north of the village had been repaired by a resident.
  - It was reported (again) that the hedge at Cedar Tree (Robert Shaw's Land) needs cutting back.
- 

Signed .....

Date .....