

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 20th May 2024 at 7.07 pm,
held at the Village Hall, Barrack Hill, Coleshill

Parish Councillors: Tony Treacy (AT) Chair
Ben Morgan (BM)

Jonathan Herbert (JH)
Louise Templeton (LT)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: 0

Members of Public: 1

- 1. Election of Chairman:** It was **proposed** by JH and **seconded** by LT and **agreed** unanimously that Councillor Treacy is elected as Chair for Coleshill Parish Council. AT **accepted** the position and signed the Acceptance of Office.
- 2. Apologies for Absence:** Cllrs. Jackson, Rowse & Butcher (Bucks C), Nigel Suttie, Gemma Clifford-Newman (CPC)
- 3. Minutes of previous meetings:** It was moved by AT and **resolved** that the minutes of the Parish Council meeting held on Monday 15th April 2024 be signed as a true record of the meeting. It was also moved by AT and **resolved** that the minutes of the Common Management Committee meeting held on Monday 9th April 2024 be signed as a true record of the meeting.
- 4. Councillor vacancy –** There is currently a vacancy for a Councillor. Someone who attended the recent newcomers party has shown an interest, AT has arranged an informal chat with them next week.
- 5. Declaration of Interest:** None
- 6. Appointments of Members to Specific Responsibilities:** It was **resolved** that the following nominations be confirmed:

Organisation/Responsibility	Councillor
Finance, GDPR & HR	Cllr. Tony Treacy
Parish Liaison Meetings & Amersham Community Board	To be filled
Common Committee Chair	Cllr. Nigel Suttie
Common Committee Member	Gemma Clifford-Newman
Planning	ALL
Play areas & Public Rights of Way (PROW)	Cllr. Louise Templeton
Village School - PTA	Cllr. Gemma Clifford-Newman
Cricket Club	Cllr. Tony Treacy
Village Hall	Gemma Clifford-Newman
Tennis Club	Cllr. Tony Treacy
Transport- Roads & Highways	Cllr. Jon Herbert

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 20th May 2024 at 7.07 pm,
held at the Village Hall, Barrack Hill, Coleshill

Open Spaces inc. village grass & verge cutting.	Cllr. Jon Herbert
Parish Council website	Cllr. Tony Treacy
Parish Resilience plan	Cllr. Ben Morgan
Parish Broadband improvement project	Cllr. Ben Morgan

7. Matters arising: Letter from Park End Cottage update – An email had been received from Bucks advising that their Legal team had been instructed for advice on the potential willow’s incursion. A letter had been sent to the owner of the property on 26th April regarding the escalation of his complaint to Buckinghamshire Council.

Meeting Closed: 19:10

DEMOCRATIC PERIOD

Meeting re-opened: 19:10

8. Clerk’s Report: - Clerks vacancy advert update. LJ advised an application for the position had been received. There had also been an offer of an interim Clerk if no-one is appointed before LJ leaves.
New website update & progress – AT & LJ had attended a zoom meeting with Aubergine to discuss the site map for the new website. AT & LJ will meet next week to discuss what extra content needs to be transferred over from the old website. AT suggested he designs a `CPC` logo for the home page. AT suggested that Derek Higgins, be contacted regarding the History group section of the current site.

9. Report from Planning, BC updates:

i) Ref. No: PL/24/1190/CONDA | Red Cottage, Tower Rd, Coleshill **Noted**
Ref. No: PL/24/1157/HB | Lawyers Cottage, Magpie Lane Coleshill **NO OBJECTION**

ii) Buckinghamshire Council updates – No Councillors in attendance

iii) ES/24/00153/BOC Cherry tree farm, New Road, Coleshill Enforcement decision- the decision was **noted** as no breach of planning control. It was **agreed** that the Bucks representative members be contacted regarding the list of further suspected breaches of planning conditions to ascertain from a planning officer whether enforcement should be contacted again.

iv) Transport report – JH had circulated his report prior to the meeting. JH & AT have been invited to meet Sarah Green MP after her visit to the village school. It was **agreed** that the following questions be asked:

Can she influence Bucks Highways in getting a date set for the resurfacing of the village roads that were damaged after the last works? It was **agreed** that she be advised of the poor communication between Highways and Town & Parish’s. It was also **agreed** that the problems the village has had with drainage should also be discussed. It was felt that Hill Meadow play area should be on the meeting agenda along with Village Broadband speeds and issues with the planning department.

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 20th May 2024 at 7.07 pm, held at the Village Hall, Barrack Hill, Coleshill

v) **Updated quote for traffic island contingency grass-cuts-** The revised quote from RNC was **approved** and used if needed.

10. Report from Open Spaces: LT & NS had provided reports that were circulated to Councillors prior to the meeting.

i) **Monthly Play report & PROW report** –LT had completed inspections at both sites. A fallen tree had been reported on one PROW.

ii) **Maintenance quote for Play Trail & fitness equipment JAF** – A 5 yr. fixed price contract quote had been received from Sovereign playgrounds that would give two inspections per year and if applicable small maintenance repairs on the day e.g. missing caps. If any follow-up work was required, then a quote would be sent. Council **agreed** that this would be a good way of keeping the equipment in good order by the company who supplied the equipment. It was **agreed** that before signing the contract that detailed terms and conditions should be requested and what was exactly covered as part of the agreement. The quote for small works from 50+ was put on hold until a decision was made on Sovereign.

iii) **Hill Meadow questionnaire responses so far**–LJ had circulated an analysis of the responses received so far. The majority were in favour of keeping the play area open and had given many suggestions of what equipment they would like to see installed. Responses agreed that it should be kept for the use of under 7s. Responses had given many examples of what they loved about the space past and present, but it should be brought up to date to secure it for the future. The next steps will be to look for funding opportunities.

iv) **CMC report** – NS reported that the Wildlife Explorer Day is planned for 7th July. Wild Amersham will complete a risk assessment for sign off by CPC.

10. Finance: The RFO had provided a report, along with associated documents, which were circulated to Councillors prior to the meeting.

i) **Cashbook, Bank balances and reconciliation as at 01.05.24**– the previously circulated documents were **approved**. A new bank mandate will be required when a new clerk is appointed.

ii) **Internal Audit report 2023-24** - The report had been circulated prior to the meeting and once again the Council had been given a clean audit. The audit was **approved**, and the Clerk asked to publish on the website.

iii) **Annual Return year ending 31.3.24 Section 1 Annual Governance Statement** - The previously circulated statement was **agreed** and **approved** unanimously.

iv) **Annual Return year ending 31.3.24 Section 2 Accounting Statements** - The previously circulated statement was **agreed** and **approved** unanimously.

v) **Annual Return year ending 31.3.24 Explanation of significant differences** - The previously circulated document was **agreed** and **approved** unanimously.

vi) **Annual Insurance review** – AT & NS had both reviewed the insurance policy and **agreed** there were no changes. This is the third year of the 3-year contract.

vii) **Review of Standing Orders, Code of Conduct, Health & Safety policy** – Councillors had completed a review of all the policies listed, it was **agreed** there were no changes required at this time as there had been no further updates from SLCC or NALC.

viii) **Review of Financial Regulations** – This item was deferred until the June meeting as NALC had recently issued an updated model set of regulations which the RFO will check and edit for CPC needs.

ix) **Fixed Asset register annual check** – BM had completed a full check and reformatted the spreadsheet to make it easier for checking next year.

11. Items for payment:

The payments CB24-10-through to CB24-23 for May totalling £6427.56 (Inc. VAT) were **approved**.

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 20th May 2024 at 7.07 pm,
held at the Village Hall, Barrack Hill, Coleshill

PAYMENT OF ACCOUNTS FOR MAY 2024

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB24-10	Printed Easy	questionnaire printing	45.00	0.00	45.00
CB24-11	L Jackson	April pay	607.60	0.00	607.60
CB24-12	L Jackson	Ionos fee, top up & IONOS domain renewal	46.12	6.02	40.10
CB24-13	IKON	365 subs	10.30	0.00	10.30
CB24-14	Bridget Knight	internal audit fee	120.00	0.00	120.00
CB24-15	Aubergine	new website fee	598.80	99.80	499.00
CB24-16	Coleshill Village Hall	CMC meeting -Wildlife explorer prep	24.00	0.00	24.00
CB24-17	Clear Councils	annual insurance premium	619.77	0.00	619.77
CB24-18	BMKALC	course re. domain names	10.00	0.00	10.00
CB24-19	A Davis	editor software subs	19.97	3.33	16.64
CB24-20	Aubergine	coleshill.org transfer	36.00	6.00	30.00
CB24-21	Cholesbury Tree Fellers	CMC treeworks at Pond Hill Meadow, JAF trail, Pond	3000.00	500.00	2500.00
CB24-22	R Amarasinghe	grasscuts Mar/Apl	360.00	0.00	360.00
CB24-23	R B Tree & Landscape Svces Ltd	JAF treework	930.00	155.00	775.00
	TOTAL		6427.56	770.15	5657.41

12. Councillors reports for areas of responsibility: Cricket Club entrance – It was agreed that a long-term look should be made at the site to possibly relocate the gate.

12. Next Meeting date: Monday 17th June 2024 7.00 pm at Coleshill Village Hall

20:05pm. Meeting Closed.

Signed Date