

COLESHILL PARISH COUNCIL

MINUTES

Of the Annual Parish Council meeting held on Monday 17th June 2024 at 7.00 pm,
held at the Village Hall, Barrack Hill, Coleshill

Parish Councillors: Tony Treacy (AT) Chair
Ben Morgan (BM)
Gemma Clifford-Newman (GCN)
Nigel Suttie (NS)
Louise Templeton (LT)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: 1

Members of Public: 5

- 1. Apologies for Absence:** Cllrs. Butcher (Bucks C), Jon Herbert (CPC)
- 2. Minutes of previous meetings:** It was moved by AT and **resolved** that the minutes of the Annual Parish Council meeting held on Monday 20th May 2024 be signed as a true record of the meeting.
- 3. Declaration of Interest:** None
- 4. Matters Arising:** Clerk vacancy – AT had provided Councillors with details of the interviews that took place on 13th June. There were two strong candidates both of which were existing parish clerks. The interview panel proposed to Council that Paul Messenger, currently clerk to Chenies parish council, be appointed. This was **agreed** unanimously. LJ was asked to write to Paul offering the position with a start date of July to ensure a good handover.
- 5. Councillor vacancy: 1**

Meeting Closed: 19:04

DEMOCRATIC PERIOD

Derek Higgins regarding the new website. Mr Higgins was concerned that the Coleshill history section would go. He was also concerned about the village hall which is currently a sub domain.

LJ explained the reasons behind having to move to a gov.uk website and that the plan was to transfer Coleshill history information onto the new site. AT advised that the village hall had been contacted about the change and they saw it as a great opportunity for a re-vamp.

An email had been received from Len Tridgell regarding several planning matters which included concerns about the views from the PROW along the east of the site of Cherry tree farm. Mr Tridgell was concerned about the short notice given of the demolition of Red Cottage; Tower Rd. Mr Tridgell also commented on the short notice regarding the recent road patching along Tower Rd and Village Rd.

Meeting re-opened: 19:11

- 6. Clerk's Report: - Insurance cover for Wildlife Explorer Day.** Five councillors out of 6 had responded to the question regarding the Syrian Food stall attending without public liability insurance. Three out of 5 agreed to attendance. The Mammal society and Rough around the Hedges will be covered by the Councils volunteer insurance, they will not be bringing any tools.

Update on pond willows trespass – Buckinghamshire Councils property lawyer has now taken on responsibility for dealing with Park End Cottage complaint and threat of legal action. The parish council have been asked not to enter into any further correspondence on the matter with the owner but if contacted then to direct them to Buckinghamshire Council.

- 7. Report from Planning, BC updates:**

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i) Ref. No: PL/24/1675/FA | Westwood House, Meadowcot Lane, Coleshill **NO OBJECTION**

ii) **Buckinghamshire Council updates** – CJ advised that there is currently a purdah period not much is happening. The Licensing trading consultation has now closed. A draft will come out to Town and Parishes for any comments. CJ asked about the recent road resurfacing and standard of workmanship, AT advised it was poor and that the school are now in the situation where the recent raising of setts at the entrance has been undermined as the surface laid has lowered the level of the entrance and with the drain outside not working and awaiting repair there is a new threat of flooding if there is heavy rain. CJ agreed to go back to Bucks as there is also the question of the drain opposite the school now being higher which already results in large puddles that run down towards the school. The drains are now full of grit after the resurfacing despite the road sweeper being sent out twice. There have been cones left in front of the pond and opposite for weeks. We have been advised they are for the drain repair, but Council has had no notification of the work or when it is scheduled. The LAT is also unaware. GCN informed CJ that the sharp bend on Tower Rd is also a problem after resurfacing. The ironworks have not been done nor line painting.

iii) **Transport report** – JH had circulated his report prior to the meeting. JH & AT had met Sarah Green after her pre-arranged visit to the village school. She informed them that MPs have access to a directory of funding which would be helpful when CPC are looking for funding for Hill Meadow play area refurbishment. The delay of improvements to village broadband was also discussed. CJ said City Fibre have awarded a contract so he will check where they are up to and if Coleshill is included. CJ will also check on the results of the Magpie Lane speed restriction consultation.

8. 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. PROW COL/10/01 the gate is broken/damaged and keeps getting stuck. The issue has been reported to PROW team.

ii) **Sovereign inspection & maintenance contract update** – A 5 yr. fixed price contract quote was approved.

iii) **Hill Meadow refurbishment questionnaire responses** –LJ had circulated an analysis of the responses received so far. A fantastic response had been received with the majority in favour of keeping and refurbishing the site for under 7s. There were lots of clever ideas for what equipment should be installed. Sadly, the Community Ownership fund application has been suspended due to the election and it will be up to the next government to decide whether to re-open the grant process. In the meantime, a plan for the site will be completed and funding streams investigated. Up to date detailed quotes will be required from three providers.

iv) **CMC report** – AT advised that an email had been received from Bucks stating that their legal department will take over the Wayleave application and reinstatement by UKPN. LJ has been asked to forward all relevant paperwork. NS reported that there had been two committee resignations, one of which was a councillor. NS felt that the committee had been beset by too much bureaucracy which was extremely time-consuming. NS advised council that the committee had decided to discontinue the two open meetings held in the village hall as no-one turns up other than Jon Herbert. The CMC felt that they must do certain things so from now on will prepare an annual report for the parish meeting and prepare a budget. AT asked NS what administrative tasks the CMC felt they had to do. NS advised that the intention was to run it as before the relaunch of the Articles of Administration. AT questioned the transparency of such a decision remembering that in 2022 up to fifty people came to a parish council meeting to vent their dissatisfaction as to how the Common was run and the lack of transparency in decision making. It is important people have a voice and returning as `to how it was before` would mean you were a closed group. BM asked if there was a way people can engage with the committee. AT advised the meeting that at present

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there has only been two open meetings of the CMC. One was to plan the work for the following year and the second to plan a budget according to Buckinghamshire Council rules. NS reiterated that from now on he was not going to have any more open meetings. AT informed the meeting and those present that if you are putting in initiatives and you don't cost them and put into the budget then Bucks will not release funding. LJ suggested that Councillors think about Nigel's decision and the CMC agreement and email their thoughts to her. The item will be placed onto the next meeting agenda. BM felt that the CMC need to be more pro-active.

v) Wildlife Explorer Day risk assessment for approval – AT thanked Wild Amersham for producing the risk assessment. It was **agreed** for sign off with Rough around the Hedges and the Mammal Society added to CMC volunteers. The Syrian Food stall will operate without public liability insurance as agreed by three councillors.

vi) Xmas lights clean and repair plan- It was **agreed** that JH be asked to arrange for a platform and work team to clean and repair the Xmas lights ready for testing.

9. 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 01.06.24– the previously circulated documents were **approved and signed**. A new bank mandate will be required when a new clerk is appointed.

ii) Annual Finance review - The RFO had completed a thorough Finance review and provided a detailed report on Banking arrangements, Financial Regulations, Fixed Assets and Internal Controls. In addition, the effectiveness of the Internal Auditor was also included.

iii) Review of Internal Controls - the RFO went through the previously circulated document which contained a review of procedures and financial controls. The conclusion was that the Council are taking appropriate steps to ensure that an adequate Control of Risk is maintained. The Financial Regulations review needs some final adjustments but will be circulated when ready via. Google forms and then adoption at the next meeting.

iv) Quote for compliant email provision and new website update – 2 quotes will be available for comparison at the next meeting. Work is progressing on the new website. The Village Hall will set up a new website for themselves they see it as an opportunity for a complete revamp. The History group will no longer have a sub domain or access to the new site. It is hoped that all the current Coleshill history pages on the site can be moved over. As there will be a new Clerk shortly the plan is to go-live with new emails and new website when everything is in place and the Hall site is also up and running.

11. Items for payment:

The payments CB24-26-through to CB24-35 for June totalling £1490.71 (Inc. VAT) were **approved**.

PAYMENT OF ACCOUNTS FOR JUNE 2024

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB24-26	L Jackson	May pay	597.44	0.00	597.44
CB24-27	HMRC	1st qtr tax & ni	385.60	0.00	385.60
CB24-28	L Jackson	IONOS & O2 reimbursement	26.80	2.80	24.00
CB24-29	IKON	365 subs	10.30	0.00	10.30
CB24-30	Village Hall	hire for interviews	24.00	0.00	24.00

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CB24-31	A Davis	editor software subs	19.97	3.33	16.64
CB24-32	L Templeton	questionnaire delivery fee	20.00	0.00	20.00
CB24-33	Graham Thorne	CMC aggregate	21.60	3.60	18.00
Cb24-34	Buckinghamshire Council	hire of car park for WED	25.00	0.00	25.00
CB24-35	R Amarasinghe	may/June grass cuts	360.00	0.00	360.00
	TOTAL		1490.71	9.73	1480.98

12. Councillors reports for areas of responsibility:

12. **Next Meeting date:** Monday 15th July 2024 7.00 pm at Coleshill Village Hall

19:57pm. Meeting Closed.

Signed Date