

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 21st January 2019 at 7.45 pm, in the Village Hall, Barrack Hill, Coleshill

- Parish Councillors: Terence Prideaux (TPx) Chairman, Carol Hallchurch (CH)
Jonathan Herbert (JH) Mary Pollock (MP)
Lynn Woodgate (LW) Craig Saunders (CS) -from 8.00
- Parish Clerk: Lynda Jackson (LJ)
- District Councillor: Jonathan Waters (JW)
- Bucks CC: 0
- Members of Public: 5

1. **Apologies for Absence :** Cllrs Nigel Suttie, Julia Burton (CDC), Tim Butcher (BCC)

2. **Minutes of previous meetings:** It was moved by TPX and **resolved** that the minutes of the Parish Council meeting held on Monday 17th December 2018 be signed as a true record of the meeting.

3. **Declaration of Interest:** None

4. **Matters Arising:**

TPx gave an update on the work he was undertaking to find costs and contractors who may be able to install dropped kerbs at properties in Hill Meadow.

Meeting Closed: 7.47 pm

DEMOCRATIC PERIOD-

- Rosalind Pearce- regarding the overgrown hedge on New Road that is the responsibility of the owner of Cherry Tree Farm.
- Rosalind Pearce- regarding the burning of builders waste at the Cherry Tree Farm site.
- Penny Ware- regarding the village website. It would appear the home page has items that are not being supported e.g. the weather and items that are not being updated e.g. the village newsletter
- Jonathan Waters- JW gave an update on how the move from District Council to Unitary Council was progressing.

Meeting re-opened: 8.06 pm

5. **Clerk's Report:**

- Play Area backdating of waste collection charges-** CDC are still looking into the matter after Cllr Burton challenged the decision on behalf of CPC.
- Marrods Bottom flooding update-** Confirmation has been received that the ditches will be cleared out. The job has been scheduled but a firm date cannot be given at present.
- Hertfordshire House road closures update-** BCC have confirmed that previous road closures were due to emergency work required. CPC have now been put onto an alert list so that they are informed of any closures in the parish in the future.

6. **Report from Planning and Updates from BCC & CDC:**

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Planning Applications for consideration:

i) Ref. No: PL/19/0141/TP | Pond willows application- CH advised that an application had been submitted to complete maintenance on the willows at the pond.

ii) Ref. No: PL/19/0120/UA to erect two in-line supporting terminal poles. Lucking's Farm Magpie Lane Coleshill HP7 0LS – It was **agreed** that the Clerk should query with planning the height of the poles.

Ref. No: PL/19/0048/SA | Certificate of lawfulness for: Part garage conversion to habitable space and associated internal and external alterations. 1 Crosspath Cottages Magpie Lane Coleshill HP7 0LT

NO OBJECTION

CH then gave an update on recent planning decisions.

iii) Community Emergency planning- The previously circulated document was **noted**.

iv) Chalfont St Giles Neighbourhood Plan- The previously circulated document was **noted**.

v) Chiltern Parish Councils Forum Group –TPx advised this item was deferred from the last meeting. Currently there is no one Councillor who can commit to attending meetings of this group.

vi) Heathrow Airspace consultation- TPx advised the meeting that he had received a document informing him of the consultation and that there would be a meeting at Gerrards Cross if anyone wished to attend.

vii) CDC Complaints against Councillors and How to Complain – The previously circulated document was **noted**.

viii) CDC Multiple Road Closure order 2019-20 -The previously circulated documents were noted.

ix) Creating pocket parks - The previously circulated document was **noted**. JH suggested that Paradigm should be contacted to find out if they would be interested in taking the Hill Meadow Play Area off the Councils hands due to its high maintenance cost. TPx **agreed** to look into this. It was also suggested that CPC should find out the cost of clearing large scale fly-tipping. It was **agreed** that Seer Green PC should be contacted as they have had recent experience of such an incident.

x) Response from BCC re.land opposite Coldharbour Farm- The previously circulated document response was **noted**. TPx advised Councillors to have a look at the site but the cost of making it an alternative entrance to the Jack Adams Field would be costly.

xi) CDC Community Youth Awards- The previously circulated document was **noted**.

7. Report from Open Spaces:

i) Monthly Play inspection returns – The January routine play inspections had been completed, this also included the Jack Adams Field Trail. LW had noted on the JAF inspection the areas from the Post Installation inspection that required attention.

ii) Jack Adams Field project- Post Installation Inspection- TPx confirmed that Pete Whipp had returned to the site and with the help of Jack Haubner had made adjustments to the Activity Trail gate as required. Sovereign had been sent a copy of the report and were in the process of arranging a date to come back to attend to the points raised. CDC had confirmed that they had instructed the bin installer to return and secure the bin.

- **Extra Signage requirement-** The wording of the signage for the Adult Fitness Area was **approved** and once the Play Inspection Company had agreed it satisfied the safety requirement a sign would be ordered.

- **Jack Haubner thanks-** TPx informed the Council of the huge contribution Jack Haubner had made to the JAF project including the recent help he gave to Pete Whipp. The Council **agreed** unanimously a vote of thanks and suggested a gift of appreciation should be made. TPx **agreed** to find out what would be suitable from Tony Barber.

iii) Annual Play inspections quote- the quote supplied by The Play Inspection Company to inspect

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both play areas was **approved**.

iv) Condition of Coleshill Roads and a letter to Martin Tett- The previously circulated document was **approved after** a couple of alterations. It was **agreed** that the letter should be sent to all the Chiltern parishes. TPx suggested a pot-hole squad should be started and asked MP to start logging all the pot-holes in the village in order that they can be reported.

v) Hedge maintenance- It was **agreed** that a letter be sent to the owner of Cherry Tree Farm as a matter of urgency to point out the requirement of cutting back the hedge on their property that borders New Road. MP **agreed** to obtain the owners current address.

vi) Common Management Committee budget request update- TPx advised the meeting that he had met with David Stowe from CDC Estates along with Chris Wege from the Common Management Committee as there were concerns regarding the agreement with CDC that minor items in the move to Unitary could get lost. David agreed to speak to CDC's legal team and a copy of the suggested changes would be sent to Councillors for their approval. Once received Councillors were asked to confirm they approved the changes to TPx or suggest any further changes. At the meeting with David the Common Management budget was also discussed and it was **agreed** that an updated version be sent that would include the tree work that is required and provision for new replacement machinery.

vii) Village Hall Land Registration: It was **agreed** that TPx would calculate a value using the same method as for the Jack Adams Field registration. Once done the application will be submitted to the Land Registry.

viii) Christmas lights- It was agreed that the Christmas lights should be replaced this year. Before that can take place it was **agreed** that a quote for any tree work required should be obtained which will also need a planning application. It was agreed that the work should be discussed again at the Annual Parish Council meeting in May.

8. Finance:

i) Cashbook, Bank balances and reconciliation as at 31.12.18 – the previously circulated document was signed and **agreed**. Another letter had been prepared for TSB as they had completed the transfer from Business to Deposit account for earmarked funds for the Christmas lights the wrong way round.

ii) 3rd Quarter review Actual vs. Budget 2018-19- The RFO had prepared a summary that had been circulated prior to the meeting. There were no questions.

iii) Finance review- The previously circulated finance review was discussed. This year there had been additional grass-cutting at the Jack Adams Field incurring extra cost. It was **agreed** that CPC should apply for a HS2 CEF grant to purchase a grass-cutter. CS **agreed** to complete the application form on behalf of CPC. The Clerk was asked to send CS the website links. JH **agreed** to be an additional bank signatory, the Clerk was asked to obtain the correct forms from TSB for completion.

iv) NALC Annual Salary review 2019-20- Council **approved** the new salary rates applicable from 1st April 2019 and would inform the payroll provider.

v) Fixed Asset Register amendment- The register had been updated with the Activity Trail fencing and gate, the height barrier at the Jack Adams Field and the new fencing at the entrance to the Jack Adams Field. Councillors **approved** the amendments and TPx signed off the register.

vi) Risk Assessment review- The RFO had reviewed the risk assessment and made a small number of amendments. The document had been circulated before the meeting. Councillors **approved** the changes. TPx signed off the document.

vii) NALC updates-

- LT - 11 - 18 Section 137 Expenditure Liit for 2019 – 2020 - **Noted**
- 38 - Data Protection amended Nov 2018 - **Noted**
- 9E - Handling Complaints (England) - December 2018 - **Noted**

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- E02-18 2019 - 2020 National Salary Award

- Noted

9. Items for payment:

The payments CB18-90 through to CB18-95 for January totalling £6323.41 (Inc. VAT) were **approved**.

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PAYMENT OF ACCOUNTS FOR JANUARY 2019					
CB No.	NAME	ITEM	TOTAL	VAT	NET
CB18-90	L Jackson	December wages	443.50	0	443.50
CB18-91	L Jackson	parish phone top up, 1&1 monthly fee	21.99	2.00	19.99
CB18-92	Ridgeway Woodlands	JAF project fencing works	5460.00	0.00	5460.00
CB18-93	R Ware	newsletter postage	13.92	0.00	13.92
CB18-94	Land Registry	First Registration Village Hall land	30.00	0.00	30.00
CB18-95	The Play Inspection Co Ltd	JAF project post installation inspection	354.00	59.00	295.00
	TOTAL		6323.41	61.00	6262.41

10. Councillors reports for areas of responsibility:

i) Meeting with CDC re. Common 7.1.19- This item was discussed earlier in the meeting in Item 7vi)

11. Next Meeting date: Monday 18th March 2019 7.45 pm. at Coleshill Village Hall.

- 21:15pm. Meeting Closed.

- Signed Date