

# COLESHILL PARISH COUNCIL

## MINUTES

Of the Parish Council meeting held on Monday 12<sup>th</sup> December 2016 at 7.45 pm, in the Village Hall, Barrack Hill, Coleshil

Parish Councillors: Terence Prideaux (TPx) Chairman Mary Pollock (MP)  
Lynn Woodgate (LW) Jonathan Herbert (JH)  
Carol Hallchurch (CH) from 7.50 pm. Craig Saunders (CS)

Parish Clerk: Lynda Jackson (LJ)

Members of Public: 3

1. **Apologies for Absence :** Cllr. Tim Butcher (BCC) Cllr. Julie Burton (CDC)
2. **Minutes of previous meetings:** It was moved by TPx and **resolved** that the minutes of the Parish Council meeting held on Monday 17<sup>th</sup> October 2016 be signed as a true record of the meeting.
3. **Councillor Vacancies:** 1.
4. **Declaration of Interest:** MP regarding item 7ix)
5. **Matters Arising:** TPx advised the meeting he had visited the Greatmoor Waste Facility. He recommended the visit to all stating that 900 tons of non-recycable waste per day is converted into 10 tons of ash and around 30 tons of metal. The rest is used to fire the furnace to heat the water to create steam to drive the turbines.

**Meeting Closed 19:47 pm.**

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### DEMOCRATIC PERIOD

Guy Cornelius regarding the vacancy for a Parish Councillor. Guy had sent details of his application prior to the meeting which had been circulated to Councillors. After discussion, the Council **agreed** unanimously to co-opt Guy. After signing the Acceptance of Office Cllr Cornelius (GC) then joined the meeting.

Dave McGhee regarding the power failure on Barrack Hill on 4<sup>th</sup> December. This had been a serious fault resulting in UKPN cutting the cables from the transformer and re-routing them to another power source. This had caused low power to residents affected. Mr McGee had contacted the clerk who in turn had contacted UKPN. Residents were advised to contact UKPN direct if they were experiencing low power in their properties.

**19.55 pm Meeting Re-opened.**

#### 6. Clerk's Report:

- LJ informed the meeting that she had attended a Town & Parish clerks liaison meeting at CDC on 31<sup>st</sup> October. The main topic on the agenda was a presentation by Cllr Isobel Darby on Modernising Local Government. There was also a presentation on the Chiltern Pools public consultation, this had been put onto the website and circulated to the village mailing list.
- 1and1 website and email provider- LJ informed Council that since the last meeting there had been problems with email storage and that the extra storage agreed was not the correct solution to the problem. 1and 1 had been contacted who had offered a separate package at £6.99 per month. This worked out cheaper than the basic package with the extra storage bolt on. After discussing with Derek Higgins and TPx it was **agreed** that LJ should change the contract. This has resulted in a

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change to how the subscription fee is charged. LJ currently has her personal details linked to payment and is claiming back each month through expenses. CH felt that if possible a direct debit should be set up. TPx agreed to investigate through the bank.

#### 7. Report from Planning:

**i) Planning Applications for consideration:**

**Ref. No: CH/2016/2190/RM-** Off Gore Road, Coleshill – **NO OBJECTION**

**Ref. No: CH/2016/1976/SA** – Hunters Moon, Tower Rd, Coleshill - **NO OBJECTION**

**Ref. No: CH/2016/1839/FA-** Thatch Cottage, Magpie Lane, Coleshill- **NO OBJECTION**

- ii) CH/2016/0831/FA-** Bowers Mill Farm – Amended application- CH had attended and spoken at the Planning Committee in reference to this application. The application was approved.
- iii) 2 Church path Cottages-** Complaints had been received regarding the erection of a high building at the rear of this property. This had been forwarded to Planning enforcement at CDC who inspected the work. The result has been that the owners have been asked to reduce the height to a maximum 2.5 metres. CDC will re-inspect to ensure that the works comply with regulations.
- iv) Oaktree Cottage-** A complaint had been received that a large area of the agricultural land behind the property had been converted into a garden without planning permission. It was **agreed** that CS would complete a legal investigation first and report back to the next meeting before a decision is made as to whether a letter should be sent to CDC Planning.
- v) Bucks CC & CDC proposals for Unitary Councils-** TPx had attended a conference regarding Bucks CC's plans to move to a unitary council. The plans would result in the removal of District Councils but Town & Parish Councils would remain intact. CDC, South Bucks & Aylesbury Vale District councils are commissioning reports for alternatives. All purport to achieving savings. Consultations are on-going.
- vi) CDC Joint Local Plan:** Potential introduction of C.I.L- the response from CDC regarding CPC's views was **noted**.
- vii) Chiltern Pools consultation-** The previously circulated document was **noted**.
- viii) Asset of Community Value application process update** – The previously circulated letter from CDC acknowledging the application and support documents was noted. The process is expected to be completed by 27<sup>th</sup> January 2017.
- ix) Chalfont St Peter neighbourhood plan, Iver neighbourhood area-** The previously circulated email was **noted**.
- x) Local Plan briefing 26.10.16-** TPx had attended a briefing and gave an overview of the presentation. The Council have reviewed areas of the green belt which could be allocated for building to relieve the pressure on local authorities to build more homes. The areas nearest to the Parish identified are to the left and right of the roundabout at the bottom of Gore Hill. The site of the Language school at Beaconsfield has also been identified with the possibility of building between 1500 and 1700 homes.
- xi) Winter Preparedness-** The letter from Andrew Percy MP was **noted**. Council did not feel they needed a plan or help with preparing one.

#### 8. Report from Open Spaces:

- i) Monthly Play inspection return** – The November and December routine play inspections had been completed. LW confirmed that all small issues raised had been addressed.
- ii) Play area posts enquiry with insurers-** LW had contacted the Play Inspection Company regarding their comments on the boundary fence concrete posts. They confirmed by email, which was **noted**, that the only action required was to monitor them on a regular basis.

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- iii) **BT plan to remove the village phone-box** – The Council all **agreed** they had no objections to the removal of the phone-box.
- iv) **Duck Crossing signage quote**- The previously circulated quote and design was **agreed** unanimously.
- v) **Play Area Gate Quote**- A second quote had been received from Amersham Town Council to replace the gate at Hill Meadow play area. ATC had suggested that as the gate was generally sound then a solution would be to repair the areas on the gate raised by the inspector which could be more cost efficient. TPx proposed that the first option to repair the gate be agreed this was seconded by CH. It was then **agreed** unanimously to accept the quote from ATC to repair the gate.
- vi) **BCC Highway Safety Consultation**- The previously circulated document was noted. It was **agreed** no response was required.

#### 9. Finance:

- i) **Cashbook, Bank balances and reconciliation as at 31<sup>st</sup> October & 30<sup>th</sup> November 2016**– LJ had circulated this information to Councillors prior to the meeting. There were no questions.
- ii) **2017-18 Budget proposal**- The amendments had been made as discussed at the last meeting and an updated document circulated along with details of the expected closing bank balances for the end of 2016-17 and 2017-18. TPx advised Council that in the past reserves were set as per CPALC best practice and these had been included in the 2017-18 calculations. After much discussion and an amendment allowing for the removal of an allowance for a new gate for the play area the Budget for 2017-18 was **agreed** unanimously. TPx advised that at the January meeting they would need to agree on the Precept for 2017-18.
- iii) **CDC Tax Grant 2017-18 & Council Tax Base & Precept 2017-18**- The previously circulated document from CDC was **noted**.
- iv) **BCC Budget consultation 2017-18**- The previously circulated document was **noted**. Information of the consultation had been put into the winter newsletter.
- v) **Tennis Club rent update**- The Tennis Club had identified that they had not been paying the correct rent for the last 5 years as per the terms of their lease. They have since paid all arrears and the new rent due on 1<sup>st</sup> October.
- vi) **Review of Cricket Club rent due 1<sup>st</sup> November**- TPx advised the meeting that he had met with Ian Hodgson on behalf of the Cricket Club. Ian had asked if Council would accept a rent increase to £250 for this year rather than £300 due to the tightness of the Cricket Club funds. The Cricket Club would then move to the correct amount of £300 next year. Councillors felt that the Cricket Club should be supported and **agreed** to the request. The clerk was asked to send an invoice for £250 to the Cricket Club.
- vii) **Internal Audit checklist**- The first stage of the internal audit checklist must be submitted by 31<sup>st</sup> December. The clerk has started compiling the information and confirmed that all information should be ready by the deadline. Council **agreed** unanimously that once complete the clerk may send the information required.
- viii) **Annual Poppy wreath request**- TPx advised the meeting that the supplying of a poppy wreath for Remembrance Sunday, on behalf of the Parish Council, has been an annual event although there does not appear to be a record in the Minutes that confirm the agreement of the cost. TPx asked the meeting whether Councillors wanted to continue with the annual laying of a wreath on behalf of CPC. Councillors **agreed** unanimously to supply a wreath.
- ix) **Transparency Code Fund application for a printer/scanner**- It was **agreed** unanimously that the clerk should complete the application process for a new printer/scanner to be funded out of the Transparency Code Fund. Derek Higgins views had been sought on a suitable machine that would cost less than £100.
- x) **Training course for RFOs**- Council **agreed** to the cost for the clerk to attend an 'Accounts & Finance' workshop run by BALC to support her in her new role as R.F.O for CPC.

**10. Items for Payment** – The payment detailed CB 16-60 totalling £436.70 was **ratified** and payments CB16-64 through to CB 16-72 totalling £1268.07 (Inc. VAT) for December were **approved**.

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### PAYMENT OF ACCOUNTS FOR DECEMBER 2016

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB16-60	L Jackson	Wages- October	436.70	0.00	436.70
CB16-64	L Jackson	Wages- November	331.79	0.00	331.79
CB16-65	HMRC	3rd quarter tax & Nat ins	253.20	0.00	253.20
CB16-66	Sparkx Ltd	Christmas lights PAT test	90.00	15.00	75.00
CB16-67	R Amarasinghe	Grass cutting October	100.00	0.00	100.00
CB16-68	Amersham Business Svces	Printer ink, stamps & diary	51.74	6.24	45.50
CB16-69	Royal British Legion Poppy appeal	Wreath for Remembrance Service	17.00	0.00	17.00
CB16-70	L Jackson	Oct & Nov phone top-up, 1and1 Pro monthly fee	28.39	0.00	28.39
CB16-71	D J Hall	Hedge cutting J Adams Field & Perimeter of Common	312	52	260.00
CB16-72	BALC	Finance workshop for clerk	83.95	0	83.95
	<b>TOTAL</b>		<b>1704.77</b>	<b>73.24</b>	<b>1631.53</b>

#### 11. Councillors reports for areas of responsibility:

**Tennis Club-** CH informed the meeting that the annual pantomime had been a great success and had raised approximately £2400, the final total is still to be confirmed, for tennis club funds that will be used for much needed court repairs.

**12. Next Meeting date Monday 16<sup>th</sup> January 2017 7.45 pm.** Coleshill Village Hall.

**21:40 pm. Meeting Closed.**

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Signed ..... Date .....