



Mrs. Marie Zizzi
Clerk to the Council
Cheswick Green Village Hall
Cheswick Way, Cheswick Green
Solihull B90 4JA

Tel: 01564 700168
clerk@cheswickgreen-pc.gov.uk
www.cheswickgreen-pc.gov.uk

CHESWICK GREEN PARISH COUNCIL
Wednesday 5th August 2020 7:30pm via Zoom

Present: Cheswick Green Parish Councillors: Cllr. Len Cresswell, Cllr. Margaret Gosling (Chair), Cllr. Sam Sedgley (Vice Chair), Cllr. Michelle Smith, Cllr. Mick Swain and Cllr. Peter Townsend.

Clerk: Marie Zizzi

0 members of the public

333. Apologies for Absence and to approve, if thought fit, the reasons if any given, for absence from the meeting.

333.1 All councillors signed onto Zoom, however despite Cllr. Cresswell having his microphone or video on most of the time, he was not able to make a connection and therefore could not take part in the meeting.

334. Declarations of Interest.

334.1 There were none.

335. Dispensations.

335.1 There were none.

336. Public participation (15 minutes).

336.1 A member of the public was due to attend the meeting to discuss the goal posts, however she was unable to join the meeting and had sent an email, which had been circulated to all members of the Parish Council prior to the meeting commencing. Cllr. Gosling confirmed all members had received and read this.

336.1.1 It was stated a lot of people were playing football without the goal posts. It was noted that plans had now been received from Warwickshire Wildlife Trust for work on the Recreation Ground, subject to these being accepted, there could at some point be heavy machinery on the Recreation Ground and it would be dangerous having people playing football near to this.

336.1.2 It was pointed out that it was not the football season at present and that the grass should be allowed time to recover. It was suggested the goal posts could be put back in September.

336.1.3 Part of the email received was read out.

336.1.4 It was stated that the Recreation Ground was being used and there were people on bikes.

336.1.5 It was also noted that the goal posts needed to be removed from the Village Hall, as they were in the way and redecorating was due to commence.

336.1.6 It was agreed that the goal posts could go back on to the Recreation Ground, however they may need to be taken down again, as and when necessary.

Action item: Clerk to contact grounds maintenance contractor to see when he would be able to put the goal posts back on the Recreation Ground. Cllr. Sedgley to inform residents via social media.

337. To resolve to accept the Minutes of the previous meeting held on Wednesday 8th July 2020 (issued to Parish Cllrs. with the agenda).

Resolved: proposed Cllr. Sedgley, seconded Cllr. Swain – the minutes were accepted.

338. To receive a report on the finances of the Council and to approve any payments made since the last meeting and any payments to be made (*issued to Parish Cllrs. with the agenda*).

Chgs/Electronic payment transactions to be approved August 2020 PC meeting

Payee	Reason	Total
Stonecraft Solihull	12 x planters	£ 300.00
Sam Sedgley	Reimbursement for purchasing laptop etc.	£ 989.98
Sam Sedgley	Insurance cover for laptop	£ 45.00
Chris Bishop	Removal of bush etc. Recreation Ground	£ 330.00
Heartlands FM	High level disinfectant and sanitation clean of play area and equipment	£ 690.00
Midland Forestry	Work on tree by the Dingle	£ 336.00
Sam Sedgley	Reimbursement for plants	£ 137.82
UTB to Co-op acc	Spread funds	£35,000.00
More in confidential section.		
Petty cash £77.79		

Resolved: proposed Cllr. Smith, seconded Cllr. Swain – the payments were approved.

339. To discuss quote for decorating Parish Council office and handrail.

339.1 A quote had been obtained of £800 to redecorate the Parish Council office, for new signage, to paint the handrail and the lines on the steps, lines to the steps and no parking area in yellow paint.

339.2 It was noted the Village Hall Management Committee (VHMC), was having the hall redecorated, this quote was from the company doing this work. It was stated everything outside the Village Hall was the Parish Councils responsibility. It was stated the office would look odd if the rest of the Village Hall was redecorated and that it needed to be done, there were no objections to this going ahead.

340. To discuss policy and code for CCTV and agree who will monitor the footage and how it will be controlled.

340.1 Cllr. Sedgley said that since people had realised the Parish Council had CCTV, they had been contacting her about this. It was noted there had been two emails sent to the Clerk which she had not yet replied to, as since receiving these it had been discovered that the Parish Council needed a policy and code regarding the CCTV.

340.2 The Clerk had obtained policies/codes from two other Solihull Parish Councils and looked at the information available on the government website (Home Office Surveillance Camera Code of Practice) and the Information Commissioners Office (CCTV Code of Practice).

340.3 It was stated the cameras had been installed to protect the Parish Councils property and land, therefore no licence was required.

340.4 It was noted that people had a right to request to see footage of themselves, however there were General Data Protection Regulation issues.

340.5 It was agreed that the Parish Council needed a proper and appropriate code/policy tailored specifically for Cheswick Green Parish Council, until this was in place requests could not be progressed.

340.6 It was stated that in relation to the two emails received, to inform them about the situation. It was pointed out that only a weeks' worth of footage was available, due to issues with the Wi-Fi losing its connection the footage jumped.

340.7 It was agreed to temporarily adopt the Home Office Surveillance Camera Code of Practice including the 12 guiding principles until an appropriate document was adopted.

340.8 It was noted that one of the 12 principles included '*regular reports should be published*'; it was therefore agreed that CCTV should be an item on every agenda to cover this.

341. To consider any planning applications received (*circulated by email*) **and local development including progress regarding Cheswick Place/Mount Dairy Farm and Blythe Valley Park/IM.**

PL/2020/00447/ADV - Unit 1 Connexion Central Boulevard Shirley Solihull B90 8AW; Erect 4 No. non-illuminated fascia signs to the front and rear of building and 2 No. post mounted modular signs.

PL/2020/01491/TPO - St Patrick's Church Salter Street Earlswood Solihull; Six limes trees to be pollarded.

341.1 Concerns had been raised in relation to Unit 1 application as to whether this was close to any housing development. Cllr. Smith said she had looked on Google Earth/maps and it did not appear to be. There were no comments to be submitted for these applications.

341.2 Cllr. Sedgley said they needed to move forward with their Neighbourhood Development Plan.

341.3 In relation to Cheswick Place; it was stated Bloor Homes was trying to get up to scratch to get the roads adopted by SMBC. There were comments about the mess created when the compound had been moved. There were comments about the paths Archer Drive, Noble Way and Kingfisher Drive, it was stated that due to these paths being gravel, someone had pointed out that you could hear if people were walking on these paths at night.

341.4 In relation to Blythe Valley; it was stated people were moving into houses and there were rumblings about the £40 payment these residents had to pay to maintain the development park.

342. To discuss proposals for Recreation Ground, including skateboard park, signage and plan from Warwickshire Wildlife Trust, as well as work at Saxon Wood Road.

342.1 It was stated Mr. Martin Williams had been asked to come back to the Parish Council with figures for the cost of a skateboard park, some idea of the size and where it could be sited, nothing further had been received. Members unanimously agreed that this was not appropriate for the Recreation Ground.

342.2 The proposal from Warwickshire Wildlife Trust had been circulated to all members of the Parish Council. Members unanimously agreed to accept this.

342.3 Cllr. Sedgley said the Jubilee Garden sign was rotting and it needed replacing.

342.4 Cllr. Sedgley said the WW1 Memorial garden needed to be dug over and something needed to be planted there, she said they could not plant roses again. It was suggested to ask people that had been in the forces what they would like to see there; Geraniums were suggested and a red and white theme.

342.5 It was stated there were other works that needed to take place on the Recreation Ground once Warwickshire Wildlife Trust had completed its work.

342.5 Cllr. Gosling said all round the village, all areas grass and shrubs were overgrown. She said a lot needed doing on Saxon Wood Road. She said the weed killer had not been applied nor the bark and no work had been carried out under trees or on hedges, she said this needed urgent attention.

342.6 It was stated a schedule of work was needed and that the grounds maintenance contractor carried out work when he considered it to be the right time to do it. Cllr. Swain said this had been raised 12-18 months ago, there had been concerns, he referred to extracting parts from the grounds maintenance specification of work that needed doing over the next 12 months. There were comments about paying an amount valued on work done. It was noted that the current agreement had been extended until 31st March 2022. Cllr. Swain said they needed to start work on the specification and that a third of the Parish Councils expenditure was on grounds maintenance.

342.7 It was reiterated that everywhere was overgrown and that work was not being done when it should be.

342.8 There were comments about rubbish on Saxon Wood Road that needed to be removed and about the trees at the back needing work; one tree by the end house had

branches hanging over the residents garden, it needed topping and tailing; another tree at the back of Snowhill appeared to be dying as there were hardly any leaves on it.

Action item: Cllr. Gosling and Cllr. Smith to meet with a representative from Midland Forestry to discuss what needed doing.

342.9 There were comments about trees near to Cllr. Townsends property, which were the responsibility of SMBC growing on the banks of the stream which needed attention.

342.10 Cllr. Swain spoke about the path side on Watery Lane, he said the grass was halfway across the pavement and the trees by the stream were overhanging and breaking they needed attention.

342.11 A quote for signage for the Recreation Ground was discussed, it was agreed to order 2 green banners and 4 of the blue notices.

Action item: Clerk to order the banners and notices.

342.12 It was suggested that something was added to the Parish Councils social media asking parents to remind their children to put litter in the bins.

342.13 There were comments about having to walk in the road due to people's shrubs/bushes being overgrown over the pathways, it was suggested this was reported to SMBC. It was also suggested to possibly mention something on the Parish Councils social media asking people to keep their vegetation cut back to enable people to use the footpaths.

343. To discuss having a Parish Council plan.

343.1 Cllr. Smith said she had been working on this, she would have a look at it over the weekend and circulate something, she referred to having a plan for what the Parish Council would do from this September to next September.

343.2 Cllr. Swain said they should not only have something for what the Parish Council is expected to do, but also something about what the Parish Council expects SMBC to do.

344. To discuss relationship with CG RA.

344.1 It was suggested that people may be interested in joining the RA if something was put on Facebook. It was pointed out that the RA constitution said there needed to be 6 members to be quorate, currently there were only 5 people.

344.2 It was noted that the RA put a lot of things the Parish Council had done on its Facebook page.

344.3 Cllr. Sedgley said the Parish Councils Instagram had been successful, lots of people were following.

344.4 Cllr. Townsend referred to looking to see if the Parish Council could forge better and close links with the RA.

344.5 Cllr. Swain queried if there was something they could get the RA involved with, to possibly ask for their thoughts on the Recreation Ground.

344.6 There were comments about having a Zoom meeting with members of the RA, it was agreed to leave this for now, to wait until the Village Hall reopened to have a face to face meeting, or they could attend a Parish Council meeting or Councillors could attend a RA meeting. It was considered that an informal meeting would be better.

345. To discuss Parish Guardians.

345.1 Cllr. Swain spoke about a different way of dealing with issues, he read about a Community Volunteer scheme and things that had happened since the Coronavirus outbreak; one parish had created a local library, phone boxes were used, he said they could advertise about this via social media, he said he would look into this in more detail for the next meeting.

346. To receive any reports from Councillors and/or the Clerk.

346.1 Cllr. Gosling said she was still trying with Openreach, she was going back to the CEO of Openreach.

346.2 It was pointed out that the Broadband was affecting the CCTV footage.

346.3 Cllr. Swain said a Village Hall user had asked about the Wi-Fi recently, he commented about going back to Openreach and pointing out they were getting nowhere with this, there was a lack of progress.

346.4 Cllr. Gosling updated members on the situation, she said she was going to give them one last chance, it was suggested a deadline date for progress on this was included. If this was not successful to go to the press and MPs that nothing was being done as well as technical journals.

346.5 Cllr. Sedgley said they had the planters now, with Cllr. Smith two had been installed today. She said they needed some more help with these as they were very heavy. Cllr. Swain and Cllr. Townsend offered to assist.

346.5.1 Cllr. Sedgley said someone on Snowhill Drive had wanted one but the street sign was too low and for someone in The Pines a very small planter was required.

346.5.2 Cllr. Sedgley said a number of residents had commented saying they looked lovely.

Resolved: proposed Cllr. Sedgley, seconded Cllr. Swain – that the Parish Council purchases more planters of the appropriate size/shape to fit under signs for people that want to have these.

346.6 It was stated Cllr. Swain had obtained a good result in relation to Winterton Farm.

346.7 It was agreed that if/when decisions needed to be made between meetings, that the Chairman, Vice Chairman and one other Councillor needed to be in agreement and a report made at the next Parish Council meeting (*if 3 out of 6 members are in agreement, even if the other 3 did not agree the Chair has a casting vote, therefore this complies with legislation*).

347. Update/report from Village Hall Management Committee (VHMC).

347.1 Cllr. Swain said the floors had been done, they looked brilliant, they had done a fantastic job.

347.2 Cllr. Swain said redecorating had started today.

347.3 Cllr. Swain said forms for restarting events in the Village Hall had been issued to users, it was possible the hall would reopen from the 1st Monday in September. He said they had lost two groups; one was Slimming World. He said they could only have 25 people in the large hall, 12 in the small hall or a maximum of 37 in both halls. He said if things remained as they were, the Parish Council would not be able to hold the usual turning on of the Christmas lights event, the U3A could not have its do, there would be no New Years eve party. He said they could still have the Christmas lights turned on but no gatherings.

348. Any matters related to the Covid-19 virus.

348.1 It was noted the play equipment had been cleaned and sanitized, therefore the play area had been reopened.

348.2 It was noted the clerk had circulated information about hand sanitizers, it was suggested the Parish Council could purchase one for the play area, it cost £200; there were concerns about who would refill this and agreed it was parents responsibility to ensure a duty of care.

348.3 Cllr. Swain said in relation to the use of the hall, the onus was on the person hiring the hall, if it was a one hour session and the user needed to wipe down before they started and when they finished, there was no extra charge for this time.

349. Agenda items for next meeting.

349.1 To discuss the land in front of the shops.

349.2 To discuss the car park.

350. Ongoing actions list.

350.1 Cllr. Swain said there should be something regarding things that were outstanding from SMBC, for example some road works looked imminent as areas had been marked up, SMBC were meant to be coming back to the Parish Council to provide an update, there needed to be a list of what the Parish Council had asked SMBC to do, when it was done or not done, so they could probe them.

351. PAYE, payroll and pension scheme.

351.1 In confidential section.

Meeting ended 9:15pm.

Minutes of the Parish Council meeting held on Wednesday 5th August 2020

Signed

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