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**CHESWICK GREEN PARISH COUNCIL  
 ANNUAL MEETING OF THE COUNCIL**

**Thursday 19<sup>th</sup> May 2022 7pm Cheswick Green Village Hall**

**Present:** Cheswick Green Parish Councillors: Simon Coles, Margaret Gosling, Aimee Moloney, Michelle Smith and Mick Swain.

Clerk: Marie Zizzi

0 members of the public

**1. To Elect a Chairman.**

**Resolved:** Cllr. Gosling proposed Cllr. Swain, Cllr. Smith seconded this, there were no objections.

Cllr. Swain accepted.

**2. To Receive the Chairman's Declaration of Acceptance of Office.**

2.1 This was signed and dated by Cllr. Swain and the Clerk.

**3. To Elect a Vice Chairman.**

**Resolved:** Cllr. Coles proposed Cllr. Gosling, Cllr. Swain seconded this, there were no objections.

Cllr. Gosling accepted.

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

4.1 Not applicable all Parish Councillors present. Note: Borough Councillor Ken Hawkins had sent his apologies.

**5. Declarations of Interest.**

5.1 There were none.

**6. To resolve to delegate authority to the Clerk to grant any necessary Dispensations.**

**Resolved:** proposed Cllr. Gosling, seconded Cllr. Swain.

6.1 Dispensation forms in relation to setting the precept and commenting on SMBCs Local Plan/planning applications, have been completed by all members and are approved until 2023 elections.

**7. Public Participation (15 Minutes).**

7.1 No members of the public present.

**8. To resolve to accept the Minutes of the previous meeting held on Thursday 13<sup>th</sup> April 2022 (circulated to Parish Cllrs. with the agenda).**

**Resolved:** proposed Cllr. Swain, seconded Cllr. Coles – the minutes were accepted as a true and accurate record.

**9. To approve in principle the draft minutes from the 2022 Annual Statutory Parish meeting (circulated to Parish Cllrs. with the agenda).**

**Resolved:** proposed Cllr. Swain, seconded Cllr. Coles – the minutes were approved in principle.

**10. To fix the date/time of the next meeting, if thought appropriate to fix dates and times for subsequent meetings, or a regular cycle (circulated to Parish Cllrs. with the agenda).**

10.1 Cllr. Swain said the second Thursday of the month would be best for obtaining the Village Hall, due to other bookings. He added that if the Parish Council held its meetings on different Thursdays each month, the VHMCC would consider this to be a casual user/booking instead of a regular user.

10.1.1 It was agreed to hold meetings on the second Thursday of the month commencing at 7pm, except for in May 2023, when this would not be possible due to elections.

**Action item: Clerk to check Village Hall availability.**

**11. To agree date and time for 2023 Annual Statutory Parish Assembly (suggested date included in list of meeting dates).**

11.1 It was agreed to hold this meeting on Thursday 30<sup>th</sup> March 2023.

**12. To appoint members to the Staffing Panel.**

12.1 Cllr. Swain and Cllr. Moloney.

**13. To appoint members to the Recreation Committee.**

13.1 All members to join the Recreation Committee, however it was noted Cllr. Moloney could not attend meetings held during the day due to work commitments. It was agreed Cllr. Moloney could attend if she was able to.

13.2 It was agreed to hold the next Recreation Committee meeting on Friday 17<sup>th</sup> June 2022 at 10am, providing the hall was available.

**14. To receive and if appropriate accept the Internal Auditors report (circulated by email to Parish Cllrs. on 11/05/2022).**

**Resolved;** proposed Cllr. Swain, seconded Cllr. Gosling - this was accepted.

**15. To resolve to accept the 'review of internal controls', the 'risk assessment' and the 'asset register' for year ended 31<sup>st</sup> March 2022 (emailed to Parish Cllrs. 28/04/2022).**

**Resolved;** proposed Cllr. Swain, seconded Cllr. Coles – these documents were accepted.

**16. To resolve Section 1 - Annual Governance statement 2021/22 of the Annual Return for year ended 31<sup>st</sup> March 2022 (AGAR emailed to Parish Cllrs. 11/05/2022) Clerk and Chairman to sign.**

**Resolved;** proposed Cllr. Swain, seconded Cllr. Gosling.

**17. To resolve Section 2 – Accounting Statements 2021/22 of the Annual Return for year ended 31<sup>st</sup> March 2022 (AGAR emailed to Parish Cllrs. 11/05/2022) Chairman to sign.**

**Resolved;** proposed Cllr. Swain, seconded Cllr. Gosling.

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

| <b>Payee</b>       | <b>Reason</b>   | <b>Total</b> |
|--------------------|---|--------------|
| WM Security & Fire | Call out on CCTV system   | £ 45.00      |
| Stonecraft         | 6 small trough planters   | £1 50.00     |
| Danielle Norris    | Craft materials purchased to make handmade bunting by CG Primary School for CGPC <b>Q</b> ueen's <b>P</b> latinum <b>J</b> ubilee | £ 118.98     |
| 3's A Crowd        | Live entertainment QPJ  | £ 200.00     |
| Simon Coles        | Reimbursement for toys for QPJ event includes delivery  | £ 175.92     |
| Countrywide GM     | Grounds maintenance April 2022  | £ 786.89     |
| Bill Robinson      | 2021-22 internal audit  | £ 199.00     |
| M D Harmer         | Work on Village Green   | £1210.00     |
| Marie Zizzi        | reimbursement for instant ink   | £ 45.99      |
| Countrywide GM     | removal of chair from the Mount and disposal  | £ 48.00      |
|                    | Reduce conifer hedge, face off & trim back from garages   | £2106.00     |
|                    | Tree survey   | £ 939.60     |
|                    | Supply & install football goal sockets  | £ 425.76     |
| Julies Colours     | All day face painting at QPJ event  | £ 225.00     |

Simon Coles Petty cash for QPJ event £ 100.00  
 More in confidential section.  
 Petty cash £62.61

**Resolved;** proposed Cllr. Swain, seconded Cllr. Coles; that all payments were approved.

**19. To appoint a Councillor to verify/check and sign the bank reconciliation as prepared by the Clerk at the end of each month/quarter of the financial year.**

19. It was agreed Cllr. Swain should do this.

20. To resolve that all members are authorised signatories on CGPC bank accounts; to confirm level of access members have for the Unity Trust Bank (UTB) account; to resolve to continue with the system that 3 signatories sign cheque payments and one signatory sets up electronic payments for two other signatories to authorise.

21.1 The Clerk had sorted out all the signatories on the bank accounts and confirmed Councillors level of access for the UTB account by email.

**21. To resolve bank direct debits with BT and the Information Commissioners Office continue.**

21.1 Agreed.

**22. To note CGPCs insurance policy with Zurich had been approved until 2025 on a 5-year agreement (see October/November 2020 minutes).**

22.1 Noted.

**23. To resolve to annually renew membership to WALC and SLCC. To resolve that the clerk may pre-order Charles Arnold-Baker edition 13 from WALC to obtain 20% discount.**

23.1 Agreed.

**24. To resolve that elected members shall, if they wish, receive Members Allowances based on the current rates as set by Solihull MBC.**

**Resolved;** proposed Cllr. Coles, seconded Cllr. Smith.

**25. To review the Parish Councils Standing Orders\*, Financial Regulations, procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, and all other procedures and policies including the website links notice (Councillors were advised to find these documents on CGPC website under statutory requirements).**

25.1 \*It was noted on the agenda, NALC had updated Model Standing Order 18 to bring it in line with the procurement position post-Brexit, and also taken out references to the EU. Clerk to amend/update CGPC Standing Orders and other policies asap.

**26. To receive any reports or recommendations from the Recreation Committee and to resolve any action to be taken.**

26.1 Cllr. Smith said she had spoken to someone at Earlswood Garden Centre, about purchasing some plants for the Village Green, it was possible they would get a discount.

**Resolved;** proposed Cllr. Coles, seconded Cllr. Moloney that a budget of £500 is set to purchase plants.

26.2 There were comments about the location for the bench on Saxon Wood Road, there was a space by the garages, which provided a better view than the previously agreed location. It was stated all the bases apart from this one had been installed.

26.3 Cllr. Swain said with Cllr. Smith, he had been with the person that had carried out the tree survey, they had been impressed with him.

26.4 Cllr. Swain said the bin in front of the shops was not being emptied again, it had been full this afternoon.

**Action item: Clerk to notify SMBC about this.**

26.5 Cllr. Swain said a drain on Creynolds Lane was silted to the top, outside number 300, the one outside 266 was the same; he said they had been inspected in December 2020, when it had been noted they were 100% silted, the next visit was May 2021; he assumed nothing had been done.

26.6 There was a discussion about a recent report on fires in a local garden. It was stated Fire Engines had been out to the location almost all of the previous night, as well as the

police. It was stated animal waste (hay/straw) was being burnt, this was against the law, as it was toxic. It was suggested to wait and see what happened and to keep an eye on this.

**27. To discuss having an Electric Charging Point.**

27.1 Cllr. Smith said no further progress had been made; it was stated members of the VHMC needed to meet with representatives from Solihull MBC to discuss this. Cllr. Swain said members of the VHMC were split on this, some thought it was a good idea and others did not.

**28. To consider planning applications (*sent separately by email*) and local development including Cheswick Place and Blythe Valley.**

**PL/2022/00939/MINFHO** - 68 Saxon Wood Road Cheswick Green Solihull B90 4JN; Single storey front, side and rear extension.

28.1 There were no comments to be submitted to SMBC. Cllr. Gosling said this may affect residents in Snowhill, however it was noted this was only a single storey extension.

28.2 In relation the Cheswick Place; It was noted an email had been received from a resident of Cheswick Place in relation to dangerous driving. It was stated that the cars that were there, and that used Cheswick Place, were the residents of Cheswick Place; while members had sympathy with the residents' concerns, they did not see what they could do in relation to this; it was stated it would be the residents' neighbours and people coming to Cheswick Place; that it was no good as a cut through, there was always double parking there. In relation to sending a reply, it was suggested to included that as the resident was undoubtedly aware, if Solihull MBC could not do anything, the Parish Council was even more powerless to do anything.

28.2.1 Within the trail of emails the resident had sent, Solihull MBC had pointed out that Bloor Homes had met with the planning requirements. It was stated to also point out that the Parish Council had tried repeatedly to get the paths and the link bridge improved to no avail. It was felt nothing could be done until Solihull MBC adopted the site.

28.2.2 It was stated dogs had been injured on the paths in Cheswick Place and that the swales were becoming full of trees.

28.2.3 Cllr. Moloney had been to visit another resident, who had contacted the Parish Council with concerns. She said the land belonged to Bloor Homes, someone had been out twice to remove branches, it was behind the residents back garden and the back of Crossroads Garage. It was pointed out that the Crossroads Garage had the area cleared every year.

28.2.4 Cllr. Moloney said the area was full of trees, this caused flooding, this area would very easily flood.

28.2.5 Cllr. Swain referred to a verge which Solihull MBC had not realised it was responsible for maintaining.

28.2.6 There were comments about a piece of land with unknown ownership; and piles of logs in the Brook causing blockage.

28.2.7 Cllr. Swain said at the last SAC meeting, he had given Alison McGrory of SMBC information about problems; there were comments about some barriers being installed by some rotten fencing and about trees on the crossroad at Illshaw Heath not being cut back.

28.2.8 It was stated a new lamp column that had been installed did not work, as the power was still running to the old one.

28.3 In relation to Blythe Valley (BV); it was noted the BMX park was not yet finished; however the bricking was in place now. It was stated that a BV resident living in a 5-bedroomed house paid an annual management fee of £285.

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

29.1 There were comments about surveying equipment being installed by the school, it was possible these were for the Traffic Regulation Orders (TROs).

29.2 It was stated four Baton Bearers would be coming through Cheswick Green on Tuesday 26<sup>th</sup> July at approximately 16:26, for the opening of the Commonwealth Games. Solihull MBC had only been liaising with Parish/Town Councils.

**Action item: Clerk to inform Illshaw Heath RA that the Baton was coming through Illshaw Heath.**

**30. To receive a report/update from the Queen's Platinum Jubilee celebrations organising group; to resolved that the Parish Council will provide petty cash of £100 for this event; to review the budget and to agree arrangements for cash taken on the day.**

30.1 It was noted there was a timetable for the events taking place, the TENs had been granted and St. John's Ambulance had been sorted out now.

**Action item: Cllr. Moloney to send timetable to Clerk for her to circulate to Parish Councillors.**

30.2 It was stated additional toilet paper maybe required, that someone from the Village Hall Management Committee (VHMC) would need to help out with the toilets and to clear up.

30.3 There were comments about who would put the bunting up, it was suggested to ask the Parish Councils grounds maintenance contractor. It was stated the bunting should be around the Village Hall, the Village Green and possibly the shops. It was noted that once the bunting was in place for the Jubilee celebrations, it would stay in place for the Commonwealth Games Baton Bearer event.

30.4 There were comments about obtaining a card reader.

**Action item: Clerk to make enquires with Unity Trust Bank (UTB) in relation to having a card reader to pay funds into the Parish Councils account.**

**Resolved:** subject to the outcome from UTB; Cllr. Coles proposed, Cllr. Swain seconded, that two card readers are purchased.

30.5 It was agreed Cllr. Coles would receive £100 from the Parish Council, to use as petty cash. An email from Cllr. Coles detailing how cash would be managed had been circulated to all members by email, use of a cash box, with a different person holding the key was noted, there were no objections to this process being used.

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

31.1 It was agreed Cllr. Swain should ask the person installing the Parish Councils benches, to change the lock on the Parish Councils office door.

31.2 Cllr. Swain said the accounts had been completed, these now needed to be audited and the Chairman's report was also due.

31.3 Cllr. Swain said there had been a few issues with the recent outside work, this was sorted out now. It was stated the Parish Council would pay for this.

31.3.1 Cllr. Swain spoke about the key for the new external box. It was agreed this should be kept by the Parish Council, since the Parish Council would need to agree for the use of the land.

**32. To receive a report/update from Cheswick RA.**

32.1 Cllr. Coles said the police had attended the last RA meeting, there had also been discussions about Street Watch and Neighbourhood Watch.

32.2 Cllr. Coles said there were a number of things on both the Parish Councils and the RAs Facebook.

32.3 Cllr. Coles said they had made £600 at the Easter event, this would be used for the Halloween party etc.

32.4 Cllr. Moloney said the police had also attended Brownies, they had taken details of the Youth Club to get involved with this, the police had also checked/patrolled the Recreation Ground and the car park.

**33. To discuss issues raised with SMBC.**

33.1 It was felt this had been covered.

**34. To consider and resolve any action(s) in relation to items of correspondence received (circulated to Parish Cllrs. with the agenda).**

34.1 An email from WALC asking for Parish Councils achievements had been responded to.

34.2 An email from SMBC to consider having a Foodbank Donation Station was noted.

34.3 A letter from Arrive Alive Appeal was noted; it was stated if the Parish Council donated to one charity, it would have to donate to every charity.

34.4 An email from SMBC in relation to the PC registering the Village Green was noted; it was agreed Cllr. Swain should contact the solicitors in relation to this.

34.5 In relation to correspondence received from a Fireworks company; Cllr. Moloney said there was land on BV that could possibly be used for a professional fireworks display, in the future, it was suggested this was discussed at the next meeting.

**35. To discuss and resolve any actions in relation to the ongoing CGPC action list**  
*(circulated to Parish Cllrs. with the agenda).*

35.1 Noted.

**36. Agenda items for next meeting.**

36.1 Fireworks.

36.2 Electric Charging Point.

**37. To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.**

37.1 There were no members of the public present.

**38. To discuss and resolve any actions regarding any items of correspondence or matters considered confidential.**

38.1 There was nothing further to discuss.

**39. PAYE, payroll and Pension Scheme.**

**Meeting closed 21:15pm**

Signed .....

Dated .....

