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

Thursday 18th May 2023 7pm Cheswick Green Village Hall

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

Clerk: Marie Zizzi

3 members of the public

1. To Elect a Chairman.

1.1 Cllr. Swain was not present; however, he had formally informed the Clerk he wanted to take on the role of Chairman and had signed the Declaration of Acceptance. Due to his absence the 2022/23 Vice Chair (Cllr. Margaret Gosling), had agreed to Chair the Annual Meeting of the Council.

Resolved: Cllr. Gosling proposed Cllr. Swain as CGPC Chairman, Cllr. Smith seconded this, there were no objections.

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

2.1 This had been signed and dated by Cllr. Swain and the Clerk.

3. To Elect a Vice Chairman.

Resolved: Cllr. Moloney proposed Cllr. Gosling, Cllr. Coles 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 An apology was received from Cllr. Swain, this was accepted.

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. Smith, seconded Cllr. Moloney.

7. Dispensation forms in relation to setting the precept and commenting on SMBCs Local Plan/planning applications, to be completed by all members and approved until 2027 elections.

7.1 All members had completed these forms.

8. Public Participation (15 Minutes).

8.1 No matters were raised.

9. To resolve to accept the Minutes of the previous meeting held on Thursday 13th April 2023 (circulated to Parish Cllrs. with the agenda).

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

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 It was noted Thursday 28th March 2024; which was on the list for the Annual Statutory Parish Assembly, was during the first week of the school Easter holidays. It was noted this meeting had to be held between 1st March and 1st June every year. It was agreed to alter this date to Thursday 25th April 2024. All the other dates were agreed.

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 25th April 2024 at 7pm.

12. To resolve that CGPC meets the criteria to use the General Power of Competence (details of criteria sent to Cllrs by email 9/05/23).

Resolved; proposed Cllr. Smith, seconded Cllr. Moloney.

13. To appoint members to the Staffing Panel; CG Events Group Working Party and CG Recreation Group Working Party; to agree who will carry out monthly site audits, on which CGPC owned land; to establish any other Committees/Working Parties the Parish Council wants.

13.1 It was agreed Cllr. Moloney and Cllr. Swain would be the Staffing Panel.

13.2 It was agreed all Cllrs would be on the Working Parties.

13.3 Monthly site audits to continue with Cllr. Coles – Village Green; Cllr. Gosling – Saxon Wood Road; Cllr. Smith – the Mount and Cllr. Swain the Recreation Ground and the Boer War memorial.

14. To delegate authority for the Clerk to deal with any issues on behalf of the Parish Council in relation to planning applications, orders/purchases/payments, as necessary between meetings, provided matters are communicated with the Chair and Vice Chair.

14.1 This was agreed.

15. To resolve to accept the 'statement of internal controls and annual review of effectiveness of internal controls' (2 documents sent with the agenda), the 'risk assessment document' and the 'asset register' for year ended 31st March 2023 (issued to Parish Cllrs. with the agenda).

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

16. To receive and if appropriate accept the Internal Auditors report (circulated by email to Parish Cllr).

16.1 There were no comments.

17. To resolve Section 1 – of the Annual Governance and Accountability Return (AGAR) for year ended 31st March 2023 (AGAR emailed to Parish Cllrs).

Resolved; proposed Cllr. Gosling, seconded Cllr. Coles.

Clerk and Chair signed/dated.

18. To resolve Section 2 – of the Annual Governance and Accountability Return (AGAR) for year ended 31st March 2023 (AGAR emailed to Parish Cllrs).

Resolved; proposed Cllr. Moloney, seconded Cllr. Coles.

Chair signed and dated.

19. 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).

Payee	Reason	Total
Sydney Mitchell Solicitors	Solicitors fee in relation to registering CG Village Green	£420.00
Michelle Smith	Reimbursement for plants for planters	£41.99
Marie Zizzi	Reimbursement for reimbursing CF (Coronation event)	£99.09
HAGS	Mirage seat/chains/carriage	£838.80
Countrywide GM	Grounds maintenance April 2023	£786.89
M. Zizzi	Reimbursement for Instant ink 25/03-25/04	£16.49

Countrywide GM	Removal of bagged waste and television from VH	£72.00
Marie Zizzi	Reimbursement for yellow ink/toner cartridge	£22.06
Bill Robinson	Internal audit	£199.00
SMBC	Rotation of speed sign Feb, March, April 2023	£664.25
More in confidential section.		
Petty cash £60.65		

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

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

20.1 It was agreed Cllr. Swain should do this.

21. To resolve that all members will be authorised signatories on CGPC bank accounts. To agree level of access members have for the Unity Trust Bank (UTB) account (VA/VSA). 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.

Resolved; proposed Cllr. Smith, seconded Cllr. Moloney.

21.1 It was noted Cllr. Gosling, Cllr. Swain and the Clerk were View, Submit, Authorise (VSA) on the UTB account; this meant they could set up payments, however anyone who did this could not authorise these payments, the system prevented this. Cllrs. Coles, Moloney and Smith, could View/Authorise (VA) payments.

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

Resolved; proposed Cllr. Coles, seconded Cllr. Gosling.

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

23.1 Noted.

24. To resolve to annually renew membership to WALC and SLCC.

Resolved; proposed Cllr. Smith, seconded Cllr. Moloney.

24.1 Members of the public were told what WALC was and the benefits of membership.

25. 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.

Action item: Clerk to inform PCs payroll provider; set up payments.

26. 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).

26.1 Noted.

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

PL/2023/00771/MINFHO - 11 Saxon Wood Road Cheswick Green Solihull B90 4JN; Two storey front/side extension, new canopy roof to front and resiting of boundary fence.

27.1 There were no comments to be submitted to SMBC.

PL/2023/00897/MINFHO - 47 Willow Drive Cheswick Green Solihull B90 4HW; Single storey side extension and garage conversion, conservatory to the rear of the property, changes to the front elevation of the garage.

27.1.1 It was stated the work had already been completed, as the residents had assumed this could be done under permitted development. However, that was not the case. It was stated the residents had not co-operated with their neighbours in relation to this. It was suggested to comment to SMBC, that it would have been helpful if the application had been applied for, before work had been completed. There were comments about the resident or the company carrying out the work checking whether planning permission was needed before work had commenced. A member of the PC said they did not realise planning permission was

required for a conservatory. It was felt that in some cases planning permission was required but in other cases it was not.

PL/2023/00606/PPOL - 52 Creynolds Lane Cheswick Green Solihull B90 4ER; Outline Planning Permission regarding Access, Layout, Scale and Appearance for demolition of existing bungalow and construction of two replacement dwellings on existing footprint (Landscape reserved).

27.1.1 There were various comments about this application; some members felt that if it was approved, it could lead to further back garden development. It was stated it backed on to greenbelt land. There were comments/concerns about access. It was suggested to find out how the neighbouring properties felt about this. Some members had no issue with this application. It was agreed to wait until Cllr. Swain had an opportunity to circulate his views on this, before deciding whether to object or not.

PL/2023/01026/PPFL - Virgin Active Blythe Gate Shirley Solihull; Reconfiguration and enhancement of car parking facilities, new motorcycle parking and enhanced pedestrian access with associated infrastructure and ancillary facilities.

27.1.2 There were no comments to be submitted.

27.2 In relation the Cheswick Place; It was noted the site was still not adopted by SMBC, no further work/improvements had been made/carried out on the paths, a lock was missing from a gate.

27.3 In relation to Blythe Valley (BV); It was stated there were comments on Facebook about BV wanting a Residents Association, complaints about parking issues, that the paths were terrible and about a big dog from Winterton Farm running around. It was pointed out residents of BV were aware a Solihull Borough Councillor lived amongst them.

28. To discuss regular checks on the defibrillator and who should/will do this.

28.1 It was agreed Cllr. Coles would do this.

29. To confirm who is responsible for which CGPC notice boards.

29.1 It was noted Cllr. Coles did the notice board on the Village Green and at Illshaw Heath. He was not sure where the BV notice board was located. Cllr. Gosling looked after the notice boards on Cheswick Place and Saxon Wood Road. Cllr. Swain was meant to do the one outside the Village Hall and outside the Post Office. Cllr. Coles said he had keys and was happy to do most of the notice boards, including the one on the Recreation Ground.

29.2 It was stated the glass/Perspex needed to be replaced on the notice board on Saxon Wood Road and outside the Post Office. Cllr. Smith said if she had the dimensions, she could obtain a quote.

30. To discuss progress with Cheswick Green School extension.

30.1 It was stated there were still school places for September 2023, there were no problems getting a place. Cllr. Gosling referred to the meeting when planning permission had been granted, she said they had commented about this, they had said the number of pupils in classes, were not enough. It was pointed out a Borough Cllr. had referred to there being 240 spaces and that there were 242 pupils, this had been in relation to Y6 pupils, who were due to leave. This Cllr. had then abstained from voting.

30.2 There were comments about a BV group and people asking what school people sent their children to, as well as how did people get to CG Primary school.

30.3 Cllr. Coles said work was moving at a steady pace, the side extension was done, they were not doing the back until the front was finished.

30.4 A member of the public said the site needed cleaning.

30.5 Cllr. Coles said work would go into the next school term and they were working on the roof.

30.6 There were comments about access to the new field at the back, being the last thing to be done. It was stated the prediction was 2026. It was pointed out some teachers who parked by the school, lived in CG.

31. Report on Kings Coronation event.

31.1 The Clerk said the form to request using the Recreation Ground, a Risk Assessment and Food Hygiene certificate had been submitted prior to the event taking place. These had been circulated to all Parish Councillors, there had been no objections.

31.2 It was stated 90% of people had a good time, 10% had behaved badly. There were comments about the behaviour of one group of people, which had been very bad. There were comments about another family, whose children had behaved really well and always said please and thank you.

31.3 It was noted the duck race had gone very well. It was felt 99% of those attending enjoyed the event.

31.4 It was stated the ice-cream van, that had been on the Recreation Ground for the Queen's Platinum Jubilee, had been on site again, but outside the Recreation Ground. Cllr. Smith said they needed some 'rules' for the next event, for things like this.

31.5 Cllr. Coles said they had run out of soft drinks. He said the RA funds had been used for the event and they were used up now. He said with Cllr. Gosling, he had paid £1555.00 cash into the PC Co-op bank account, £392.30 had been taken in card payments; totalling £1947.30. He added that he was owed £144.89 for a Booker invoice, £100 of this is what the VHMC owed to the RA. He assumed the balance could come from what was banked. The Clerk confirmed the VHMC had paid £100 into the UTB account, which had belonged to the RA; she would set up a payment to reimburse Cllr. Coles £100; a cheque for £44.89 was written for Cllr. Coles from the Co-op account, from the takings from the Coronation event.

31.6 Cllr. Coles referred to having a time limit in relation to wrist band activities; possibly having one colour for 0-5-year-olds and another colour for 5-10-year-olds. He said they should not allow 12-year-olds on bouncy castles.

31.7 It was agreed more volunteer helpers were needed.

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

32.1 It was agreed to display Co-option notices.

32.2 Cllr. Smith spoke about the Village Green; she said previously they had arranged for the borders to be dug out and planted. But the plants had died, she said it was concrete underneath. She suggested asking Countrywide Grounds Maintenance for a quote to turf this.

32.2.1 Cllr. Coles suggested to leave it was a wild area, he said the grass would grow.

32.2.2 Cllr. Smith said it might look a bit nicer, if they just got the back area turfed, from the smaller boarder to the trees, behind the trees.

32.2.3 Cllr. Smith referred to the possibility of the PC receiving an invoice, in relation to a tidy up of the Village Green for the Coronation.

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

33.1 Cllr. Swain was not present, there was no report.

33.2 Cllr. Moloney referred to the need for a new dustpan and brush for hirers.

33.3 The Booking Clerk for the VH was present, she said the VHMC had last met in February and the next meeting was in June.

33.4 There were comments about whether it was time to review the VHMC; that the PC owned the VH; it was stated the PC had used to receive a report from the Chairman of the VHMC. It was agreed this should be discussed at the next meeting.

34. To discuss issues raised with SMBC.

34.1 It was noted there was an ongoing issue in relation to bins.

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

35.1 The letter/agreement and cost for SMBC to install the Christmas tree lights was discussed. It was suggested residents were informed of the cost via Facebook and notice boards, to ask them if there was something else the PC could do.

35.1.1 There were comments about the cost for the lights increasing last year and it being very expensive.

35.1.2 Cllr. Moloney said they had discussed having a tree by the Boer War memorial.

35.1.3 Cllr. Coles said the PC could hire a Marquee for the whole weekend for the price of the Christmas tree lights. There were many comments about this, it was suggested to do something different. It was agreed to postpone this until the next PC meeting.

35.2 Emails from Vision ICT regarding Google Analytics were noted.

35.3 There was a discussion about Broadband and correspondence between the PC and Saqib Bhatti MP; Cllr. Moloney queried how many houses this impacted; Cllr. Gosling said this issue would affect the elderly; she referred to the history behind this, when the PC had agreed to spend some CIL on this.

35.3.1 There were comments about landlines, 3G being turned off and BT having to provide a universal service.

35.3.2 Cllr. Moloney spoke about having no mobile phone signal and providers having to deliver a 999 service, in relation to her situation.

35.3.3 Cllr. Gosling asked whether sending what she had circulated to everyone, should be sent to Saqib. Cllr. Moloney said it needed to be formatted into a letter, as it was just technical bullet points.

35.3.4 There were comments about CG being a rural location, that this was fighting a losing battle. It was pointed out fibre had been put in at Cheswick Place and on Creynolds Lane.

35.3.5 It was stated CG was on a very old exchange; Cllr. Gosling said at one point it had been the most modern. It was reiterated how many houses did this affect? There were comments about asking residents and how to do this, by knocking on doors, if information was put through to houses, it would not be looked at by most people.

35.3.6 Cllr. Gosling said she would reformat the email and circulate something.

35.4 A request for a donation from Arrive Alive was noted. It was felt that if the PC agreed, this would set a precedent.

35.5 An email from Cllr. Coles in relation a Christmas party was noted; it was agreed to discuss this at the next meeting, as something needed to be mapped out. It was noted an invoice had been submitted from the DJ the RA usually used.

35.6 An email and notice from Citizens Advise Bureau was noted.

35.7 A resident who had previously looked after a planter, had been in contact about doing this again. It was stated this particular planter was falling apart. It was suggested it was replaced. A resident who was present agreed to build a planter to replace this one, if they were provided with a pallet and the dimensions.

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

36.1 Cllr. Smith and Cllr. Swain had attended the recent Solihull Area Meeting. There were comments about Planning and there being too many empty buildings.

37. Agenda items for next meeting.

37.1 Cllr. Coles requested a discussion about a donation to a homeless charity.

38. 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.

38.1 There was nothing further to discuss – the meeting was closed.

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

39.1 There was nothing further to discuss.

40. PAYE, payroll and Pension Scheme.

Meeting closed 20:45

40.1 Details in confidential section.

Signed

Dated