



Cheswick Green Parish Council

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CHESWICK GREEN PARISH COUNCIL

Wednesday 13th September 2017 7:30pm Cheswick Green Village Hall

Present:

Cheswick Green Parish Councillors: Brian Brown, Ian Bruce, Margaret Gosling (Chairman), Steve Hall and Mick Swain.

Clerk: Marie Zizzi

1 member of the public (Sam Sedgley)

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

91.1 None.

92. Declarations of Interest.

92.1 Cllr. Hall and Cllr. Swain declared an interest in agenda item 15. *To formally appoint members to the Village Hall Management Committee as Trustees;* as they were both members of this committee.

93. Dispensations.

93.1 None.

94. Public Participation (15 Minutes).

94.1 There were no matters raised.

95. To discuss co-option of members on to the Parish Council and the Recreation Committee.

95.1 It was noted that there had been one application from Mrs. Sandra (Sam) Sedgley, to be co-opted on to the Parish Council.

Resolved; proposed Cllr. Hall, seconded Cllr. Bruce, that Sam Sedgely should be co-opted on to the Parish Council.

95.2 Sam Sedgely signed the Code of Conduct and the Declaration of Acceptance of Office, she joined the Councillors and was welcomed.

Action item: Clerk to send the form to be completed for SMBC in relation to Declaration of Pecuniary Interests.

96. To resolve to accept the Minutes of the meeting held on Wednesday 12th July 2017 (issued to Parish Cllrs. with the agenda).

Resolved; proposed Cllr. Brown, seconded Cllr. Hall; that these were accepted as a true and accurate record.

97. 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 (issued to Parish Cllrs. with the agenda).

Payment to be agreed from Co-op acc Exercise Class July/Aug 2017

<u>Chq No.</u>	<u>Payee</u>	<u>Amount</u>
100126	Exercise class instructor for July 2017	£135.00
100127	Exercise class instructor for August 2017	£ 81.00

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Chgs/Electronic payment transactions to be approved Sep 2017 PC meeting

Payee	Reason	Total	VAT	Net
Diane Malley	PAYE Admin	£ 36.00		
Meadowfields GM	Various additional work	£378.00	£63.00	£315.00
Marie Zizzi	Petty cash top up	£ 90.00		
Steve Hall	Reimbursement for Perspex for notice board Including shipping/handling	£ 35.47	£ 5.91	£ 29.56
WALC	2 x copies Neighbourhood Planning booklet	£ 10.00		
Grant Thornton	2017 Annual Return	£450.00	£90.00	£540.00

More in confidential section.

It was noted that there had been £88.20 petty cash when the report was issued with the agenda, however since then the Clerk had purchased ink cartridges and this left £49.12

Resolved; proposed Cllr. Hall, seconded Cllr. Brown; that all payments were approved.

97.1 It was noted that an invoice had been received from Chris Bishop, for work carried out on trees dated November 2015. It was agreed that this needed to be queried and investigated further.

98. To resolve to have names removed from all CGPC bank accounts for people that are no longer on the Parish Council.

Resolved; proposed Cllr. Bruce, seconded Cllr. Brown: that two names were to be removed and that Cllr. Sedgely now needed to be added to the Parish Councils bank accounts.

98.1 It was noted that there were specific forms for the CCLA, HSBC and Co-operative bank accounts. The Clerk to sort this out as soon as possible.

99. To resolve to convert to BT 'go paper free bills', as invoices are emailed to the Clerk when payments are due, as this will save the PC £8 on each one.

Resolved; proposed Cllr. Brown, seconded Cllr. Hall; that CGPC should convert to 'go paper free' for BT.

100. To review the Parish Councils Financial Regulations, draft complaints procedure, draft grievance policy, procedures for handling requests made under the Freedom of Information Act 2000 and policy for dealing with the press/media.

100.1 The Financial Regulations had been circulated and further to a couple of minor amendments were **approved**.

100.2 The draft complaints procedure had been circulated and this was **approved**.

100.3 The Freedom of Information Publication Scheme had been circulated and this was **approved**.

100.4 The grievance policy and the policy for dealing with the press/media were deferred.

100.5 It was noted that the website needed to be updated with the approved documents.

101. To receive the Minutes from the Recreation Committee meeting held on Monday 24th April 2017 and any reports or recommendations from the Recreation Committee and to resolve any action to be taken (issued to Parish Cllrs with the agenda).

102.1 In relation to the Minutes, it was noted that Cllr. Brown and Cllr. Swain were the only existing members of the committee that had been at the meeting on Monday 24th April 2017.

102.2 Cllr. Swain said there had been a Recreation Committee meeting on Monday 11th September 2017. He said at this meeting it had been agreed to request a quote from the Grounds Maintenance contractor to cut the pyracantha around the Village Hall to one even

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height. He said they had also discussed the Jubilee Garden and over hanging trees on the Village Green by Greenside.

102.3 It was noted that Cllr. Hall had agreed to prune the roses in the WW1 flowerbed.

102.4 It was noted that a quote still needed to be obtained to repaint the goal posts, as this was to be compared with the cost for new ones.

102.4.1 There were comments about the goal posts and stated that they were in the correct position. It was stated that the goal posts had needed to be moved when work had taken place on the roof and that they had then been put back. It was noted that as the grass was worn by the goal posts, this indicated that they were being used.

102.4.2 It was stated that the goal posts were due to be moved soon and the Grounds Maintenance specification stated that they were to be moved twice a year.

104.5 It was stated that the concrete table tennis table was being used and members were pleased about this.

104.6 It was noted that Cllr. Brown and Cllr. Swain were meeting Mr. Matthew Gardner, SMBCs Neighbourhood Co-Ordinator for Blythe, on Monday 18th September 2017, to discuss the possibility of having a handrail installed by Greenside and other matters.

102. To receive the Minutes from the Planning Committee meeting held on Wednesday 3rd May 2017 and any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan and other planning matters/issues (*Minutes available on CGPC website*).

102.1 The Minutes were accepted.

102.2 It was stated that the Neighbourhood Plan was moving forward and there was a Planning Committee meeting on Wednesday 20th September 2017.

102.3 Cllr. Gosling said the results from the questionnaire should be put on the website and shared with SMBC and the Borough Councillors. It was suggested that this information also went to Dame Caroline Spelman.

102.4 Cllr. Swain referred to information on traffic, he said he had done some work on this from data he had received and sent some information to Cllr. Bruce regarding busy roads/lanes and rural roads/lanes. He spoke about meeting with Mr. David Lechmere about traffic.

103. To consider planning applications (*these had been issued to Councillors by email and with the agenda*) **and local development including progress regarding Mount Dairy Farm and Blythe Valley Park/IM.**

PL/2017/02141/TPO; 55 Foxland Close - 3 metre reduction and removal of dead wood on protected tree (T4).

103.1 It was noted that the deadline for comments for this application was 5th September 2017, however the Clerk had emailed the Officer requesting an extension until after the Parish Council meeting had taken place, but there had been no reply.

103.1.1 It was agreed that there were no comments to be made.

PL/2017/02151/PPRM; Blythe Valley Park - Reserved Matters application for 604 surface level car park with associated landscaping and associated works, as well as part-discharge of conditions 11, 14, 16, 19, 22, 25 pursuant to planning permission reference PL/2016/00863/MAOOT.

103.2 There were no comments to be submitted.

PL/2017/02227/TPO; 68-80 Creynolds Lane - Oak 4534 located at 80 Creynolds Lane - crown lift to a height of 5.2 m and remove dead wood. Oak 4535 located at 68 Creynolds Lane - crown lift to a height of 5.2 m and remove dead wood, damaged and hung up branches.

103.3 There were no comments to be submitted.

PL/2017/02300/TPO; 561 Tanworth Lane - Reduce lateral limbs by 1-2m on 6 No. alder trees (T1 - T6) overhanging gardens of 18, 20, 22 and 24 Archer Drive,

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crown raise to 4m, remove 1-2 lowest limbs, crown reduce by 1-2m in height; reduce lateral limbs by 1-2m and crown raise to 3-4 m 1 No. oak tree (T7).

103.4 Members discussed this and Cllr. Hall and Cllr. Gosling both believed that the wrong trees have been identified, based on the TPO information that they had. It was stated that the trees identified are not in this location and that on this basis, this application should be refused. It was reiterated that the wrong tree numbers had been quoted, therefore these are not the correct trees.

103.5 Mount Dairy Farm (MDF); It was noted that an email had been sent from the Considerate Construction Scheme (CCS), stating that due to the lack of response from this site, the matter had now been escalated to their Head Office, requesting an urgent update, and their Site Manager had been briefed accordingly.

103.5.1 It was stated that this development was still a mess, that the blocks were still in the stream, the fencing was damaged and had possibly been vandalised, that some turf had been installed and the sprinkler that was watering this was spraying water into the road, there was recently a crane blocking the road and it was suggested that all these issues should be taken up with the Health & Safety Executive.

103.5.2 There were also concerns about the foundations to houses being built, that they did not look very deep and that they were being installed on clay and that they were very wet.

103.6 Blythe Valley; Cllr. Bruce said he understood that SMBC had been persuaded to gather traffic information and data before work started. He said there had been a lot of criticism, regarding the base comparative traffic measurements that had been used, as this information was not sufficient enough.

103.6.1 Cllr. Bruce said he understood that there was to be a proper survey and a proper table top at the junction by Wedges Bakery. He said he had seen men measuring there and Ashley Prior, SMBCs Head of Highway Services had said they were working on a design.

103.6.2 Members queried what was happening about the table top that was meant to be installed for the Mount Dairy Farm development and it was stated that this was a very dangerous junction.

103.6.3 There were comments about two fairly major accidents recently, with one involving a car on its side. It was stated that the driver had been 6 months pregnant, but they had managed to get her out of the car.

103.6.4 There were comments about one car driving up School Road and about sat nav's diverting cars to the cross roads on Illshaw Heath Road.

103.6.5 It was stated that there had used to be a 'stop' sign on School Road, but this had been changed to a 'give way' sign.

103.6.6 It was stated that trucks were still going along Creynolds Lane.

104. To discuss the War Memorial.

104.1 Cllr. Hall said he had not really moved any further forward with this yet, there had not been any progress, as he needed to find an expert.

104.2 Cllr. Hall said because the project would cost more than £10k, there was a requirement to have an expert, to look at the work and confirm whether it was competent or not, to make sure that stone used matched etc.

104.3 Cllr. Hall said CGPC would need to pay before the grant was received and he needed to contact Bloor Homes about this.

104.4 Cllr. Brown referred to the updated information about the War Memorial and its history, he said he had spoken with someone at Paper & Print about this and they could provide a scanning and email service for this.

104.5 Cllr. Hall said he needed to sort this out and that the document was 84 megabytes.

105. To formally appoint members to the Village Hall Management Committee (VHMC) as Trustees.

105.1 Cllr. Hall and Cllr. Swain had both declared an interest, as they are both members of the VHMC.

Resolved; proposed Cllr. Gosling, seconded Cllr. Bruce; that David Clifford, Peter Davidson, Steve Hall, Denise Swain, Mick Swain, Martin Williams and Mark Woodman are named as the appointed members for the VHMC as Trustees.

106. To resolve whether to invite Cllr. Bill Lowe, WALC Chairman to the October CGPC meeting.

106.1 Members agreed that Cllr. Lowe would be welcome to attend any CGPC meeting and that the Clerk should send him the meeting dates.

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

107.1 Information sent from SMBC about a Big funding opportunity, that had been circulated to all Cllrs. was noted. The Clerk had looked at this and it appeared that the Parish Council could apply for this. It was agreed that it was worth thinking about this.

107.2 SMBCs consultation about its Localised Council tax support scheme 2018/19 was noted.

107.3 Information from the Clerk to the West Midlands Lieutenancy, regarding nominations to be made by 15th September 2017, for Honours and Queen's Awards 2017 was noted.

107.4 Information from Locality regarding funding for Neighbourhood Plans was noted. It was agreed that this could be looked at during the Planning Committee meeting, being held on Wednesday 20th September.

107.5 Information circulated about an Authority that had been slapped with a £70k fine in relation to Data Protection was noted.

107.5.1 In relation to this, it was stated that the only information CGPC held was the Electoral Register and information received from surveys and this was kept safe and locked away.

107.5.2 In relation to proposed changes to data protection, which would become the Data Protection Act 2018; Cllr. Hall said he had been looking at the information about this and it would possibly not apply to CGPC, as there was not much data to keep secure, it was about the amount of data held, how it was used and how it was kept safe, as well as how this could be proved, there could not be any general distribution of information.

107.5.3 Cllr. Hall said that he could possibly attend the Sustain training about the changes to Data Protection, it was felt that this was a good idea.

107.6 Information from WALC about the Big Lottery - Awards for All funding was noted, it was felt that this was also worth looking at.

107.7 It was noted that Mr. George Burdett had sent an email about the goal posts, it was reiterated that they were due to be moved soon.

107.8 An email from Mrs. Pat Carr about a 2017 Christmas show for Cheswick Green with a request for a donation was noted, it stated that a statement of the accounts would be provided by the groups accountant, as last year, as to how the donation was spent. It was also noted that the group did not charge for the tickets, but asked for donations at the end of the performance and that any profit made after expenses was donated to charity.

Resolved; all in favour that CGPC will donate £100 to Mrs. Pat Carr for this using the General Power of Competence.

107.9 An email from Mr. George Burdett regarding litter outside the shops was noted. It was stated the Parish Council had put information on its notice boards and website about the situation and clearly explained matters in relation to this. It was stated that the Parish Council did not own this land and was not responsible for it. It was agreed that the Clerk should reply to Mr. Burdett accordingly. There were comments about the Parish Council not having insurance to carry out any work on this land.

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107.10 An email from Mr. Greg Allport was noted; it was pointed out that previously it had been agreed, at a meeting when Cllr. Brown had been the Chairman of the Parish Council, with Mr. George Burdett (Chairman of CG RA) and Borough Councillor Ken Hawkins, on 11th September 2016, that correspondence would be between the respective Chairmen of these organisations and the Clerk.

107.10.1 There were various comments and suggestions about this and it was felt that all the matters referred to had already been addressed.

107.10.2 There were comments about dealing with issues and communicating with residents via newsletters and to ask residents whether they wanted the Village Hall to be refurbished or not, to see if CG RA had any suggestions about the litter outside the shops and what could be done. It was stated that newsletters involved time and costs.

107.10.3 It was noted that there had been complaints about verges and gutters, these had been reported to SMBC but no-one appeared to be taking any notice.

Resolved; proposed Cllr. Brown; that a response that had been drafted should be sent to Mr. Allport and to point out to him, that while the Parish Council Clerk will reply to him on this occasion, any future communication should be from the Chairman of CG RA.

107.11 Emails from Mr. Ian Russell were noted, it was agreed that he should be informed that there is a vacancy on the Parish Council and also on the Recreation Committee, if he was interested in being co-opted.

107.11.1 It was noted that Mr. Russell had offered to carry out some work on the flower tub referred to in his email. It had been suggested at the Recreation Committee meeting, that he could be informed that if he would like to purchase plants/bulbs etc. up to the value of £50 and to send the Clerk a receipt, for auditing purposes, the Parish Council would reimburse him – there were no objections and everyone was in favour.

107.11.2 In relation to Mr. Russell's comments about the speed of vehicles in the Village, it was suggested that he was informed that the Parish Council had approached SMBC about this in 2010/11, enquiring if the village could become a 20-mph zone, but had been informed that the Parish Council would have to pay any costs involved in doing this and also that there was no way of enforcing this.

107.11.3 It was also suggested that Mr. Russell was informed about the possible Speed Watch schemes that were being looked into for the Village and for Illshaw Heath.

107.11.3.1 Cllr. Sedgely said there was funding available from the police, for speed guns and that they needed volunteers to do this. It was noted that the CG Neighbourhood Watch group was dealing with this.

107.11.3.2 Cllr. Bruce said in relation to the Speed Watch for Illshaw Heath, there was a meeting taking place on 1st October 2017, to choose places to stand and that the locations needed to be approved by the police. He said it was possible, the scheme could start on 1st December.

107.11.3.3. There were comments about the Neighbourhood Plan survey/newsletter and that many people had commented about cars and the speed they drove.

107.12 It was noted that Cllr. Ken Hawkins had sent his apologies, as he was unable to attend the Parish Council meeting. He had also referred to the CIL money from the Bloor Homes development and asked the Parish Council to think about what this should be spent on.

107.12.1 Cllr. Gosling explained about Section 106 funding and CIL to Cllr. Sedgely.

107.12.2 It was thought that there may be a time limit for the CIL money to be spent and that the Parish Council would not get this until SMBC received it, with no Neighbourhood Plan it would be 15%, it would be paid in instalments, possibly in April and September.

107.12.3 There were comments about any recreation areas that would be created on the Bloor Homes site and that the Parish Council may have to take on the responsibility for these.

107.12.3 It was also noted that there would be the War Memorial and that residents needed to be consulted about what the CIL should be spent on, as it was for the benefit of the community.

107.12.4 It was suggested that some could be spent on the Village Hall and to possibly include questions about this in the next newsletter.

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107.13 It was noted that a possible draft 'constitution' for the new VHMC had been circulated. Cllr. Hall and Cllr. Bruce had both made some suggested amendments.

107.13.1 There were comments about whether this should be called a 'constitution' or an 'agreement'.

107.13.2 It was stated that as there appeared to be no proper arrangement in place, the Parish Council had decided that this needed to be sorted out.

107.13.3 It was agreed that Cllr. Hall and Cllr. Swain would take a back seat, in relation to this matter.

107.13.4 It was suggested to put the draft to the VHMC and see what its members thought.

107.13.5 There were various comments and it was agreed that there needed to be something between the Parish Council and the VHMC, because the Parish Council was the Custodian Trustee.

107.13.6 It was suggested that the draft was sent to WALC/NALC for comments and to ask whether it should be called a 'constitution' or an 'agreement'.

107.13.7 Cllr. Bruce said the document needed to be approved/agreed by the Charity Commission.

107.13.8 Cllr. Swain suggested that both versions were given to the VHMC and after this committee had looked at it, it came back to the Parish Council, before being sent to WALC.

107.13.9 It was noted that the VHMC was meeting on Monday 18th September 2017.

107.13.10 Cllr. Brown said he had not had chance to read the document yet.

107.13.11 It was pointed out that the draft documents had been put together, from various other documents that existed and previous comments that had been made.

108. To resolve CGPCs response to SMBCs Localised Council tax support scheme consultation 2018/19 ending 8th October 2017.

108.1 Members discussed this and there were comments about the need to have a fair system that applied to everyone. It was stated that what was being proposed appeared to be fair and that there was not much CGPC could contribute to this consultation as it carried no weight in relation to matters like this.

108.2 It was noted that all residents could respond to this on an individual basis and therefore it was not felt that it was necessary for CGPC to reply.

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

109.1 It was noted that the Parish Council office equipment needed to be PAT tested and stated that this could be included when the VHMC arranged for the equipment in the Village Hall to be PAT tested.

109.2 Cllr. Brown suggested that all the VHMC members could be shown how to install the flood barriers.

110. Agenda items for next meeting.

110.1 None.

111. 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.

111.1 Not applicable no members of the public present.

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

112.1 There were none.

113. PAYE, payroll and Pension Scheme

Meeting ended at 9:20pm

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