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## CHESWICK GREEN PARISH COUNCIL

Wednesday 14<sup>th</sup> February 2018 7:30pm Cheswick Green Village Hall

### **Present:**

Cheswick Green Parish Councillors: Brian Brown, Ian Bruce, Margaret Gosling (Chairman), and Sam Sedgley.

Clerk: Marie Zizzi

3 members of the public

Cllr. Gosling welcomed the members of the public and thanked them for attending.

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

190.1 An apology was given for Cllr. Mick Swain – this was accepted.

### **191. Declarations of Interest.**

191.1 None.

### **192. Dispensations.**

192.1 None.

### **193. Public Participation (15 Minutes).**

193.1 The members of the public present were Lesley Jay (Charlie Jay's mother), Sharon Owen (Lesley's sister) and Jayne Brown (a family friend). They attended to discuss proposals for the repair of the Youth Shelter, details of which had been sent to the Parish Council by email on Monday 12th February. The Jay family wanted to use some of the money collected in Charlie's memory for this purpose, as he was a regular user of the shelter.

193.1.1 Cllr. Gosling said that members Parish Council wanted to do what they could to support the family, as much as possible. Members were happy with the plans that had been sent through.

193.1.2 Jayne Brown said she had tried but had been unable to obtain 3 quotes. A couple of builders she had contacted already had work scheduled. She had found a local builder/carpenter, who was able to work on the Youth Shelter. She said they wanted the work done by April, for Charlie's birthday.

193.1.3 Jayne Brown said the builder/carpenter had explained lots of things to her, this had given her confidence in him, as he seemed to know exactly what needed repairing and what needed replacing. He had also pointed out that in relation to the joins on the roof, it was possible to install some felt and to reattach these, as this would make the shelter much more waterproof.

193.1.4 Jayne Brown spoke about the nature of wood and the way it moved during the seasons and cost implications.

193.1.5 Members agreed that the order should be placed, so that work could start as soon as possible. The family were asked to ensure that the invoice was addressed to the Parish Council. Members appreciated the gesture that had been made by the Jay family to support the young people of the parish.

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193.1.6 It was stated the besides repairing the Youth Shelter, the family wanted to place a bench in the park and plant a rose in memory of Charlie. It was stated that there wasn't really anywhere to sit, other than inside the shelter or on the double bench outside the children's play area. It was suggested that a bench could be placed near to the shelter, but away from the football area, near the path. It was felt that this would need to be set into the ground and to possibly have slabs in front of it. It was queried who could install this and lay the slabs, it was suggested that possibly the Parish Councils Grounds Maintenance contractor could do this. Members of the Jay family agreed to ask the builder/carpenter that was to work on the shelter, about the bench.

193.1.7 In relation to the bench, it was stated that the family wanted something that would not rot, there were comments about using metal spikes that went into the ground, it was suggested that the builder/carpenter could be consulted about this. The idea for the bench was to provide somewhere other than the Youth Shelter for people to sit, possibly for older people. It was stated the family would like a plaque on the bench.

193.1.8 It was noted that a rose had already been purchased before Christmas and this was being looked after by Lesley Jay. It was stated that the family needed to decide on a location for this to be planted, that is could possibly go on the Village Green or the Recreation Ground. It was pointed out that the Recreation Ground was very prone to flooding, right up to the children's play area.

193.1.9 Sharon Owen said they wanted their rose to be separate from the War Memorial flowerbed. She suggested that they could visit the site. Cllr. Sedgley recommended that they took some photographs of the possible locations and thought about where they would like to see things.

193.1.10 It was pointed out that the War Memorial flowerbed and the Jubilee Garden were two separate areas, and that the Jubilee Garden area was meant to look a bit wild.

193.1.11 It was suggested that the rose could be put in a wooden planter, it was felt that then it could be moved, but it would be heavy to move.

193.1.12 Cllr. Gosling said they did not want to see anything get destroyed.

193.1.13 Lesley Jay spoke about the family visiting Cornwall and grey slate that was cut out of the cliffs, she referred to possibly having some of this to stand outside the Youth Shelter, with an inscription carved into it.

193.1.14 It was stated that there would be an inscription on the bench and that there was already a plaque on the Youth Shelter, that had been put there by one of Charlie's friends.

193.1.15 It was stated that the family needed to think about this a bit more and suggested that they arranged to get the shelter sorted out first. To then have a think about the bench and the rose and to come back to the Parish Council.

193.1.16 The family referred to a small Christmas tree that had been inside the shelter over Christmas, it was stated that this had been donated by Notcutts and that it was very beautiful. The family asked if this could be put amongst other trees, possibly where the family could see it from their house. It was stated that it could be placed near Chris Noble's tree and the Silver Birches/shrubs on the path. It was queried if it would be okay there and noted that one rotten tree had been taken down and another tree had blown down.

193.1.17 It was suggested that the family could mark out a spot where they would like to put the tree.

193.1.18 Cllr. Gosling said the Boys Brigade had planted a tree and bulbs on the Village Green, on the other side of the path. It was suggested that the Boys Brigade could be contacted, to see if they would like to plant another tree.

193.1.19 There were comments about a small table that was inside the Youth Shelter, it was stated that this would be removed.

193.1.20 Jayne Brown asked if once the quote had been obtained, it was okay to start work. She said she would chase this tomorrow and find out about timescales for it to be finished. There were no objections to this.

193.1.21 At 8pm the members and representatives of the Jay family left.

193.2 Note: Cllr. Ken Hawkins had sent an apology for not being able to attend the Parish Council meeting.

**194. To discuss the Youth Shelter.**

194.1 Discussed during public participation.

**195. To discuss co-option of members on to the Parish Council.**

195.1 It was noted that Cllr. Sedgley had advertised the vacancies on CGPC Facebook page, the only way is Cheswick's Facebook page and also on Cheswick Place's Facebook page.

195.2 Cllr. Sedgley said there was a Neighbourhood Watch meeting on Thursday 15<sup>th</sup> February and she would promote the vacancies at this.

**196. To resolve to accept the Minutes of the meeting held on Wednesday 10<sup>th</sup> January 2018 (issued to Parish Cllrs. with the agenda).**

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

**197. To resolve the agenda for the Annual Statutory Parish Assembly.**

**Resolved:** proposed Cllr. Brown, seconded Cllr. Bruce; that the agenda was accepted.

**198. 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). To resolve how much to transfer from the UTB account into the CCLA investment account.****Payment to be agreed from Co-op Account Exercise Class February 2018**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount</b>
<b>100132</b>	<b>Allison Stretton-Byrne for Jan 2018</b>	<b>£108.00</b>

**Chqs/Electronic payment transactions to be approved February 2018 PC meeting**

<b>Payee</b>	<b>Reason</b>	<b>Total</b>	<b>VAT</b>	<b>Net</b>
SMBC	Christmas tree lights	£1182.60	£197.10	£985.50
Vision ICT	Provide computer backup	£ 204.00	£ 34.00	£170.00
Warwickshire & WM	Clerk & Cllr. Brown	£ 60.00		
Training partnership	GDPR training			
	Cllr. Brown to attend	£ 27.50		
	WALC Annual Briefing Day			
Kingfisher	balance due for VH roof	£1047.91	£174.65	£873.26
	<i>(invoice not yet received)</i>			
M. Zizzi	Petty cash	£ 90.00		
DM Services	To provided Data Protection	£ 600.00		
	Officer service 2018/19			
Marie Zizzi	Reimbursement for	£ 59.99		
	Annual Office 365 fee			

More in confidential section.

Petty cash as at 2<sup>nd</sup> February 2018 = £8.69 breakdown provided for Cllrs. with the agenda.

198.1 In relation to the exercise class, it was noted that the Clerk had received notification, which she would circulate, that the VHM would be charging the Parish Council for the use of the Village Hall from 1<sup>st</sup> April 2018.

198.1.1 Cllr. Gosling said the VHM would also be charging the Parish Council, for use of the Hall for its meetings.

198.2 It was noted that the Kingfisher invoice had not yet been received, however a final certificate had been received from the Structural Engineer, R J Evans Knowles & Partners Ltd. with an email stating that the 'Defect Liability Period' for the works undertaken by Kingfisher had come to an end and the balance of retention was now due for release. The balance of £1,047.91 (inclusive of VAT) should be paid to Kingfisher on receipt of Kingfisher's VAT invoice.

198.3 The Clerk said the £50 cheque for Shirley Round Table had not yet been banked. Cllr. Gosling agreed to speak to Mr. Steve Hall about this.

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198.4 It was agreed that £20,000 should be transferred from the Unity Trust Bank account to the CCLA investment account.

**Resolved;** proposed Cllr. Bruce, seconded, Cllr. Sedgley; that all payments were approved.

**199. To resolve to appoint Mr. Bill Robinson to carry out 2017/18 internal audit.**

**Resolved;** proposed Cllr. Brown, seconded Cllr. Sedgley; that Mr. Bill Robinson should be appointed to carry out the 2017/18 internal audit for CGPC.

**200. To receive the Minutes from the Recreation Committee meeting held on Monday 27<sup>th</sup> November 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).**

200.1 The Minutes were received.

200.2 The Clerk said the Grounds Maintenance contractor had informed her that he had fitted the slats on the slide and he was now just awaiting the new steps for the larger frame.

**201. To receive the Minutes from the Planning Committee meeting held on Wednesday 20<sup>th</sup> November 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).**

201.1. The Clerk apologised, she said in relation to the Minutes, it should have been Wednesday 20<sup>th</sup> December 2017 and not Wednesday 20<sup>th</sup> November, as stated on the agenda.

201.2 Cllr. Bruce said the Planning Committee had met twice with the consultant that would provide the survey. He said today they had received the draft copy, he needed comments on this asap, to keep ahead of the timetable.

201.3 It was stated that the delivery rounds needed to be sorted out and that thought needed to be given, to how to get the printed surveys here, for distribution. It was agreed that they could not be sent to the Village Hall, as there could be no-one here to receive them. Cllr. Bruce and Cllr. Brown both offered to have them delivered to their addresses.

201.4 Cllr. Bruce said they needed to know the dates that needed to be included in the survey. He added that the Neighbourhood Plan was getting into stride now.

**202. To consider planning applications and local development including progress regarding Mount Dairy Farm and Blythe Valley Park/IM.**

**PL/2018/00368/ADV;** Tri-Gen House Central Boulevard Shirley Solihull - Erect 1 No. new 2.6m high colour LED illuminated sign to east elevation, mounted externally onto glass/transom.

202.1 There were no comments or observations to be submitted.

**Mount Dairy Farm (MDF);**

202.2 Cllr. Gosling said in relation to Mount Dairy Farm (Cheswick Place); she had sent some emails to Mr. Nick Rawlings of Bloor Homes. She said the screening had been reattached, but nothing had been done about the blocks that were impeding the footpath. She had also provided specific dates when there had been noise prior to 8am and copies her messages had been sent to the Considerate Construction Scheme and Mr. James Carpenter of SMBC.

**Blythe Valley;**

202.3 In relation to Blythe Valley, there was no update/report.

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**203. To discuss request from Village Hall Management Committee in relation to replacing the Village Hall exterior doors.**

203.1 A revised quote had been received dated 5<sup>th</sup> February 2018 for £6939.00 plus VAT; this had been circulated to all members of the Parish Council.

203.2 Cllr. Brown said he was not happy with this, due to the width of the doors.

203.3 Cllr. Bruce said the legal position was that the doors were wide enough.

203.4 Cllr. Bruce, Cllr. Gosling and Cllr. Sedgley agreed to accept the quote. The Clerk was instructed to inform UK Security Doors Ltd. that the Parish Council accepted the quote and to arrange for the work to go ahead.

**204. Update/report from VHMC.**

204.1 It was noted that a report had been received from the Chairman of the VHMC, providing the Parish Council with details of what it had achieved so far and listing the VHMC responsibilities and what future plans were.

204.2 Members of the Parish Council were very impressed with the report and what had taken place so far.

204.3 It was queried whether an item should be added to the list of the VHMC responsibilities, in relation to making sure the sockets for the flood protection barriers were kept clear and if necessary vacuumed.

204.4 It was queried who on the VHMC knew how to install the flood protection barriers. Cllr. Brown said he had shown Mr. Hall and Mr. Swain how to do this.

**205. To discuss proposed Village Hall Management Committee constitution.**

205.1 It was noted that Cllr. Brown had suggested a couple of minor changes and that there were still a few inconsistencies, in relation to capital letters and lower-case letters for the words constitution and hall.

**Resolved;** proposed Cllr. Bruce, seconded Cllr. Brown; that subject to the minor alterations being made, this constitution was accepted.

205.2 Cllr. Brown said there now needed to be an agreement between the Parish Council and the VHMC. Cllr. Bruce said this was not necessary now there was a constitution.

205.3 Cllr. Brown referred to the VHMC managing the Village Hall on behalf of the Parish Councils as Trustees.

205.4 Cllr. Bruce said there were two responsibilities for the Parish Council, firstly to hand the operational responsibility over to the governing body and secondly to appoint Trustees, which had already been done (September 2017), now the VHMC just needed to get on with it.

205.5 Cllr. Bruce spoke about being unable to rekindle what had happened in the past and there being no other legal way of doing this.

205.6 Cllr. Bruce said all the Parish Council could do was appoint the members of the VHMC to manage the Village Hall on behalf of the Parish Council, this had been done. The constitution that had been put together was good.

205.7 Cllr. Bruce said the Village Hall was a statutory charity by law, because of what it was and the members of the VHMC had to appoint themselves as Trustees.

205.8 Cllr. Bruce said the Parish Council had no need or right to tell the VHMC what to do or how to do it, if the Parish Council accepted the constitution.

205.9 It was suggested that there could be a single paragraph signed by both bodies. Cllr. Bruce said he did not see the need for this and it could mean the Parish Council was taking on responsibility for things.

205.10 There were comments about previously seeking legal advice about this and that the solicitor had said it was very complex and to leave things as they were, otherwise it could be opening a can of worms, that would lead to very costly implications.

205.11 It was reiterated that if the Parish Council accepted the VHMC constitution, this outlined how the VHMC would managed the Village Hall.

205.12 It was stated that when the VHMC was part of Cheswick Green RA, they should have become Trustees.

205.13 It was stated that the Parish Council owned the Village Hall as Trustees and that as long as the Parish Council existed, the Hall would belong to the Parish Council.

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205.14 Cllr. Brown queried what would happen if all the people on the VHMC changed and if it didn't act properly.

205.15 It was stated this should not happen if the constitution was accepted, the VHMC would operate according to the constitution.

205.16 It was stated that if the VHMC did not operate according to the constitution, it would be acting fraudulently and would be in breach of the law, if it did not follow its constitution it would be operating illegally.

**206. To discuss the defibrillator and regular checks.**

206.1 It was noted that Cllr. Brown had been doing this every few weeks and he agreed to continue to do this for the time being.

**207. To receive any reports from Councillors and the Clerk.**

207.1 Cllr. Sedgley said there was a Neighbourhood Watch meeting in the Village Hall tomorrow, Thursday 15<sup>th</sup> February.

207.2 Cllr. Sedgley said further to an email from David Cuthbert from Hampton-in-Arden Parish Council, she had now spoken with him about what CGPC was doing in relation to social media.

207.3 Cllr. Bruce referred to a programme on the BBC, called 'the planners are coming', which had been about a huge development, he said it was a very good unbiased commentary.

207.4 It was noted that Cllr. Brown had circulated information from the recent SAC meeting.

**208. To discuss request from Mr. John Pettinger regarding his draft of the 'First Forty Years' of Cheswick Green.**

208.1 Cllr. Brown said there had been no progress on this, as he had been very busy with other matters.

**209. To discuss how to recognise Mr. Len Cresswell's service to the community.**

209.1 Further to some information being received from Mr. Cresswell, this had been condensed this and circulated to members of the Parish Council. It read:

*'The Parish Council would like to acknowledge the service that Len Cresswell has given to the local community over many years. Len served as a Parish Councillor for 27 years, firstly on Hockley Heath Parish Council and then after this Parish Council was dissolved and four new Parish Councils were created, on Cheswick Green Parish Council until he resigned in May 2017. He also served on Solihull Metropolitan Borough Council for 7 years.*

*Len has lived in Cheswick Green since 1970. In the past he also helped to run the local Youth Club, served on the Village Hall Management Committee and on the Cheswick Green Residents Association. Currently he is still involved with the Canal and River Trust and he has served as an Appropriate Adult for West Midlands Police for 26 years. On 28th November 2017 Len was presented with a certificate, from the Head of Criminal Justice, in recognition of the work he has done as an Appropriate Adult. This entails being available to support young people being interviewed whilst in police custody if a parent is not available.'*

209.2 It was agreed that this should be included in the Parish Council minutes and put on the CGPC website.

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

210.1 It was noted that a local resident had contacted the Parish Council, initially regarding noise on the Cheswick Place development before 8am. Cllr. Gosling had replied to this.

The resident had then come back asking about security and been informed that security was the responsibility of the property owner.

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210.2 It was noted that a second quote was due for the pot hole on the car park. It was stated that this had now been filled in with some tar, it was not known who had done this. It was noted that Cllr. Swain had temporarily filled it with some stones.

210.3 It was noted that two messages had been sent to Cllr. Gosling from Mr. Greg Allport. A draft reply had been circulated, this was discussed, it was agreed that Mr. Allport should be directed to the relevant information on SMBCs website and informed that there would be no further correspondence in relation to the junction.

210.3.1 It was noted that one message had been copied to Mr. George Burdett and Mr. Ian Sill, members of the Parish Council noted that Mr. Allport had not signed his emails as coming from CG RA. However, it was suggested that any reply sent should be copied to Mr. Burdett and Mr. Sill.

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

211.1 It was noted that the PAT testing had now been carried out in the Parish Council office.

211.2 Cllr. Gosling said she had not managed to do anything in relation to the BT yet, as she was waiting to speak to someone about this.

**212. Agenda items for next meeting.**

212.1 It was noted that Cllr. Brown had suggested discussing the PCs Standing Orders, in relation to amending the word Chairman to Chairperson.

212.1.1 Cllr. Gosling said that at the WALC Chairmanship training, which she and Cllr. Brown had both attended, they had been informed that it should state Chairman regardless of whether the person was male or female. She said that she was quite happy to be called the Chairman and that they should leave this for now.

**213. 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.**

213.1 Not applicable no members of the public present.

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

214.1 There were none.

**215. PAYE, payroll and Pension Scheme. To receive a report from Staffing Panel.**

**Meeting ended at 8:55pm**