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## CHESWICK GREEN PARISH COUNCIL

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

### **Present:**

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

Clerk: Marie Zizzi

1 member of the public

Cllr. Gosling welcomed everyone to the meeting.

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

216.1 An apology had been sent from Cllr. Brian Brown.

### **217. Declarations of Interest.**

217.1 None.

### **218. Dispensations.**

218.1 None.

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

219.1 The member of the public present was Jayne Brown (a friend of the Jay family).

219.1.1 It was noted that Jayne had sent an email, updating members of the Parish Council about the situation. It was noted that unfortunately Jayne had been let down by the builder/carpenter that was meant to carry out the work on the Youth Shelter. She said it was very disappointing, she appreciated that they had work schedules, but she had been chasing and chasing, it had been a nightmare.

219.1.2 Jayne said the via a family friend, she had made contact with a person that had their own carpentry business. He had been to see the Youth Shelter and informed that the family would like the work carried out in 3½ weeks. He knew what needed to be done and he had told her, to tell the family he would reschedule other work and he would get it done by 6<sup>th</sup> April.

219.1.3 Jayne said three posts were rotten from the ground down, therefore these needed to be replaced. Cllr. Swain said they would need metal post holders, or ground spikes for wood above the ground, because of the weather.

219.1.4 Jayne said it was a Solihull based company, that wanted to do something for the community, considering what had happened and how the community had come together.

219.1.5 Jayne said she would produce a statement about this for social media. Jayne was asked to send this to Cllr. Sedgley, for the Parish Council to approve before publishing it.

219.1.6 Jayne spoke about the costs involved, she said that the person concerned was a member of the Solihull Lions Club, he was going to speak to the President and she had been advised to write to the club, as it was possible the club would consider providing some funding. She said the person organised the Lions club event in the park each year, he was very much community focussed.

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219.1.7 Jayne said that he had also offered to make a bench for the family as well, everything was in hand. It was pointed out that the location for the bench still needed to be decided.

219.1.8 Jayne said the carpenter wanted the slabs to be cleaned, so with Lesley (Jay) and the help of some young people, she had been to the shelter to scrub the slabs. She said work could start at the end of this week or the beginning of next week. It was stated that this would depend on the weather.

219.1.9 Jayne said she had produced notices, to inform people that the shelter would be cordoned off while work was being carried out.

219.1.10 Jayne spoke about contacting the Solihull News, to see if it would send someone to take a photograph, explain what had happened and to use this as a platform to inform young people where they could go if they needed help.

219.1.11 Jayne referred to results from a survey about a youth café, she said 94% would like it to be for Year 6 upwards, for children that were leaving Junior school and moving to Secondary school in September.

219.1.12 Jayne spoke about Engage, she said they were providing support, such as safeguarding training and sorting out DBS checks for everyone involved. She added that they were undergoing workshop training with Engage and there would be dates for mental help awareness training; Engage would provide two places for this. She said Engage would also sort out First Aid training.

219.1.13 Jayne said people involved with the youth café included a mental health worker, a nurse and two teachers.

219.1.14 It was noted that the name for the café was CGM, which stood for Cheswick Green Mandem – which was slang for a group of young boys or men.

219.1.15 Jayne said they hoped to start the café in the middle to the end of April, all the necessary training was in-hand. She said that before they opened the café, they wanted to hold a Q&A session for any parents who had children that would like to attend and for any other residents that wanted to know about it or had any concerns.

219.1.16 Jayne said that it was not for children outside the community and she would be asking the police for advice about this. She said that she would possibly involve the police in the Q&A session.

219.1.17 Cllr. Sedgley said they had a new PCSO now, as the area came under Shirley and not Blythe. She provided Jayne with contact details.

219.1.18 Jayne spoke about the café having a open door policy and there being a small charge. She referred to the need to attract children that were quite isolated. She said they had a few men volunteers, one was a Cub Leader. She said they hoped the opening would go smoothly and that children would take ownership.

219.1.19 Cllr. Swain referred to the defibrillator outside the Village Hall. He said there had been a training session, about 70 people had attended. He said the person who provided the training was very good, upbeat and funny. He was trying to arrange another one or two sessions, once these were arranged he would inform Jayne.

219.1.20 Jayne said Engage had set up a five-way café in Dickens Heath on 1<sup>st</sup> March, held on Wednesday evenings and a couple of people from Cheswick Green were going to attend a session and speak with children.

219.1.21 Jayne said equipment was needed. She referred to arts and crafts items and Hobby Craft donating things.

219.1.22 It was noted that there was the concrete table tennis table and the Parish Council had some bats and balls for this.

219.1.23 Jayne said when they had nice summer evenings, they would like to have football training, to use the table tennis table and the hoop.

219.1.24 Jayne spoke about a problem with fold up pool tables and there being no storage space in the Village Hall.

219.1.25 Cllr. Swain said the VHMC was aware of this and had discussed, it all the storage rooms were very full. He said he ran a badminton club and there was a table tennis club in Dickens Heath that was moving to here. But there was no room. He said they wanted the store cupboards emptied and cleared out.

219.1.26 Jayne suggested possibly having a storage container on the car park. It was queried where this could be located. Jayne enquired who owned the car park. It was explained to her that some parts belonged to the pub/brewery, some to the land owner of the shops, some to the Village Surgery and some the Parish Council. It was also pointed out that the car park was often very busy and full.

219.1.27 Jayne spoke about having portable equipment and possibly keeping it in people's garages for the time being.

219.1.28 Cllr. Bruce said Jayne should be thanked for all her efforts and what she had achieved, it was fantastic, she should be congratulated, members of the Parish Council agreed.

At 8pm Jayne left the meeting.

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

220.1 No-one had come forward. Cllr. Gosling said they needed to keep trying and there were comments about trying to get younger people and how to do this.

220.2 Cllr. Sedgley said she would redo the statement on Facebook.

## **221. To resolve to accept the Minutes of the meeting held on Wednesday 14<sup>th</sup> February 2018 (issued to Parish Cllrs. with the agenda).**

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

221.1 Cllr. Swain said in relation to the defibrillator and regular checks, the VHMC did not feel that this was the VHMCs responsibility.

221.1.2 It was noted that Cllr. Brown had agreed to carry out the checks for the time being.

221.2 Cllr. Swain referred to the Staffing Update and said things had moved on since the last meeting.

## **222. 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 Account Exercise Class March 2018**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount</b>
100133	Exercise instructor Feb 2018	£108.00

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

<b>Payee</b>	<b>Reason</b>	<b>Total</b>	<b>VAT</b>	<b>Net</b>
DM payroll	Final quarterly PAYE payroll services	£ 36.00		
SLCC	Clerk's annual subscription due 1 <sup>st</sup> April 2018	£ 147.00		
Avon Planning Services	Work undertaken for CGPC on Neighbourhood Plan	£ 216.00	£ 36.00	£ 180.00
Meadowfields GM	Remove old steps on small slide and replace	£ 360.00	£ 60.00	£ 300.00
DM payroll	DATA Protection audit	£ 600.00		
Stratford on Avon DC	Work on NP survey	£2577.00	£515.40	£3092.40

More in confidential section.

Petty cash as at 7<sup>th</sup> March 2018 = £61.18 breakdown provided for Cllrs. with the agenda.

222.1 It was noted that last month a payment of £27.50, was approved for the Warwickshire and WM Training Partnership, for Cllr. Brown to attend the WALC Annual Briefing Day, due to poor attendance this was later reduced to a half day event and the price was reduced to £20.00, then the event was cancelled, so a £20 refund had now been made.

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

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**223. To receive the Minutes from the Recreation Committee meeting held on Monday 15<sup>th</sup> January 2018 and any reports or recommendations from the Recreation Committee and to resolve any action to be taken (issued to Parish Cllrs. with the agenda).**

223.1 The Minutes were received.

223.2 Cllr. Swain said there was nothing to report, everything was okay and there were no issues.

**224. To receive the Minutes from the Planning Committee meeting held on Wednesday 17<sup>th</sup> January 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).**

224.1 The Minutes were received.

224.2 Cllr. Bruce said they had managed to get the survey out on time. He said he was disappointed, that one member had not carried out the distribution of their round. He said a lot of work had been put into this and they had met the timetable despite the weather.

224.2.1 Cllr. Bruce said some had been returned already. Mr. Simon Purfield had said this was not as good as he had expected, but he would know more by the end of the week.

224.2.2 It was noted that there could possibly be a delay with the ones that were sent by second class post.

224.2.3 Cllr. Bruce said now they had to wait for the results and he added that Mr. Neil Pearce was attending the next Planning Committee meeting.

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

**PL/2018/00706/TPO;** 94 Cheswick Way, Cheswick Green, Solihull B90 4HG - Crown lift a protected oak to 6 metres, remove dead wood and reduce crown to last pruning which was a 3.5 metre crown reduction.

225.1 It was noted that previously there had been an application to fell this tree and the Parish Council had objected to this. This application was to trim the tree. There were no comments or observations to be submitted.

**225.2 Mount Dairy Farm (MDF);** It was stated that 103 surveys had been distributed on Cheswick Place and this could possibly increase to 120.

225.2.1 It was pointed out that it didn't look like Coppice Walk had been used for a while.

**225.3 Blythe Valley;** Cllr. Bruce said work had started on the Kineton Lane access today.

**226. Update/report from VHMC.**

226.1 Cllr. Gosling said she was happy to sign the constitution and she assumed the Chairman of the VHMC was also happy to sign it, then both groups could keep a copy.

226.1.1 Cllr. Swain said he did not see the need for any legal advice, it was a constitution. He said constitutions had first been drawn up in the USA and they were not legally binding.

226.1.2 Cllr. Gosling said the constitution had been discussed at the previous Parish Council meeting, it had been accepted and agreed that no legal advice was necessary.

226.1.3 Cllr. Swain commented that it was more a gentleman's agreement.

226.1.4 Cllr. Bruce said he didn't even think it needed to be signed, but it may be worth writing a history of how it had come about. Stating that CGPC had appointed 7 Trustees and they were doing a very good job.

226.1.5 Cllr. Bruce pointed out that legal advice had been sought about this in the past, they had seen this, it had been provided and there was no need to get any more advice. They had the WALC Legal Topic, which stated what the Parish Council needed to do and what it didn't need to do. Therefore, there was no need to sign anything.

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226.1.6 Cllr. Bruce referred to a Management Agreement, he said they had seen the VHMC constitution, the VHMC was doing a very good job and he could not see any legal obligations.

226.1.7 It was stated that if both groups were happy with the constitution that was what was important, it was not a legal document.

226.1.8 Cllr. Gosling reiterated that she was happy to sign it.

226.2 Cllr. Swain said the VHMC had met on Monday and it was in the process of drawing up a schedule of works, which would include the ladies' toilets and the heating.

226.2.1 Cllr. Swain said one group had messed with the heating and this had resulted in there being no heating in the Parish Council office. They had been bleeding the radiators and looking at the heating system.

226.2.2 Cllr. Swain said they were looking for a way of controlling it, without anyone else being able to mess with it.

226.3 Cllr. Swain said as members could see, the lights in the small hall had been done. Cllr. Bruce said they were excellent. Cllr. Swain said they had saved some to use in the large hall and they would progress this, they were really happy with them and the cost.

226.4 Cllr. Swain said the fridge needed to be replaced in the kitchen, it was noted that some milk had been frozen.

226.5 Cllr. Swain said they were also looking at installing an instant hot water system, rather than having to use a boiler or big flasks/pots, which were a bit of a hazard. It was suggested to look at a point of use device, with a tap below surface height.

226.6 Cllr. Swain said they would possibly replace the work tops in the kitchen.

226.7 Cllr. Swain said the VHMC was not asking the Parish Council for any funding for this. He said once there were plans, these would be sent to the Parish Council for approval.

226.8 Cllr. Swain said he had been in the Hall for 2 hours, when the fire alarms were checked. It had been noticed that the fuse board should be checked every 5 years and it had not been checked since 2008.

226.8.1 It was stated that the fire alarm break glass box in the large hall had not worked for years, therefore this had been removed and replaced.

226.8.2 It was stated that by law, there needed to be a backup alarm system, and this had been installed today.

226.8.3 It was stated the by law, the Hall did not comply with fire alarm rooms and regulations, as there was no plan showing escape points etc. A plan had been produced now, once this had been completed, it would be displayed in the Village Hall.

226.8.4 It was noted that an operative of Monument the Fire Alarm Company who maintain the fire alarm system had been asked to come to the Village Hall some years ago, to look at the fire procedures, but was not asked to undertake any works at the Village Hall.

226.8.5 Cllr. Swain said he had been shown how all the testing worked and there were two points that may be changed, one could not be checked anyway, therefore they did not know if it was working.

226.9 Cllr. Gosling asked that thanks were passed on to the VHMC, for all the work it was doing, bringing the Hall into the 21<sup>st</sup> Century and in relation to all the safety requirements.

### **227. To receive any reports from Councillors and the Clerk.**

227.1 Cllr. Sedgley said there had been a couple of surgeries for the survey. She said they could have the Hall from 2:30 onwards on Saturday and/or until 12 noon on Sunday.

227.1.1 It was agreed to hold a surgery on Sunday from 10-12; Cllr. Swain and Cllr. Bruce to attend; Cllr Sedgley to advertise this.

227.2 Cllr. Sedgley said she had already informed members about the new PCSO.

### **228. Update/feedback/report from General Data Protection Regulations data audit.**

228.1 It was noted that the Clerk had provided information from the audit.

228.2 It was noted that the Clerk was attending the WALC training session about this on Saturday 17<sup>th</sup> March.

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228.3 It was noted that the lock on the door to the cupboard in the Parish Council office needed replacing, so that it could be locked.

228.3.1 It was stated that all the paperwork needed to be sorted out.

228.4 It was noted that AVAST had now been installed on the PC laptop.

228.5 It was agreed that after the Clerk had attended the training, a date and time should be arranged to meet and discuss this further.

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

229.1 Deferred.

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

230.1 An email from SMBC with the Meriden constituency Ward Action Plan update was noted.

230.2 A letter from the Canal & River Trust regarding Neighbourhood Plans was noted.

230.3 An email regarding a link to 'Job Centres' was noted. However, it was felt that people would not go to the Parish Council website to look for this.

230.4 It was noted that the Clerk had been contacted by Street Works. This organisation had carried out work for the Parish Council sometime ago, relining the markings on the car park and filling pot holes. They had done a good job at a good price.

230.4.1 Street Works were expecting to have surplus materials, after carrying out work on the main road by the Beefeater on the Stratford Road. There had been an offer to repair pot holes on car park by Village Hall, with no charge for labour or use of machinery and the material would cost £20 per metre instead of £60 per metre.

230.4.2 Members felt that they should take advantage of this offer, on the Parish Council owned parts of the car park.

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

231.1 There were comments about looking into installing height restriction barriers and a letter to go to the brewery/pub, the land owner of the shops and the Village Surgery.

231.1.1 Cllr. Swain said he did not want to waste time obtaining three quotes, if this was not going to go ahead.

231.1.2 Cllr. Swain said all that was needed, was an idea of how much it could cost. He had obtained some information and one barrier could be about £1400; since one would need to be mobile and it was not known what type of locks would be needed, the letter could state it would be about £4000 plus VAT.

231.1.3 It was noted that SMBC had secured an injunction against a family, in relation to unauthorised encampments.

231.1.4 It was felt that the car park was not really at risk, as there were always cars park on it, but that this needed to be looked at.

**232. Agenda items for next meeting.**

232. There were none.

**233. 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.**

233.1 Not applicable no members of the public present.

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

234.1 There were none.

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

**Meeting ended at 8:50pm**

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