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

**Wednesday 9<sup>th</sup> May 2018 7:30pm Cheswick Green Village Hall**

**Present:**

Cheswick Green Parish Councillors: Brian Brown, Ian Bruce, Margaret Gosling, Sam Sedgley and Mick Swain.

Clerk: Marie Zizzi

2 members of the Public

Cllr. Gosling opened the meeting at 7:30pm.

**1. To Elect a Chairman.**

**Resolved:** Cllr. Bruce proposed Cllr. Gosling and Cllr. Sedgley seconded this. Cllr. Gosling accepted.

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

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

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

**Resolved:** Cllr. Swain proposed Cllr. Sedgley and Cllr. Gosling seconded this. Cllr. Sedgley 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.

**5. Declarations of Interest.**

5.1 There were none.

**6. Dispensations.**

Note this was dealt with at the Annual Meeting of the Council in 2015 after Parish Council elections and is on the agenda for all Parish Council meetings.

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

7.1 One member of the public spoke about Cheswick Green school doubling in size, saying this was a foregone conclusion and referred to concerns about parking, as there were no plans for any additional parking spaces.

7.1.1 The member of the public referred to access at the rear of the school being a possible option, saying the school could have to pay for a new road, but the school could not afford this.

7.1.2 The member of the public said there were already 6-8 vehicles parked in the road already, but by their calculation there could be an additional 12 members of staff.

7.1.3 The member of the public went on to say that parking was already awful from about 8:55am and that when the school increased in size it would be worse.

7.1.4 The member of the public suggested that the Parish Council should invite SMBCs School Officers to have a conversation with members of the Parish Council, to discuss the option of the rear area. Stating it was a good idea and it could be paid for by 6-12 houses.

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- 7.1.5 The resident asked what the Parish Council was going to do with all the money coming in from development, suggesting one option could be using it on infrastructure.
- 7.1.6 Cllr. Gosling said the Parish Council would be fighting any development proposals for land at Dog Kennel Lane.
- 7.1.7 Cllr. Sedgley referred to rumours about Cheswick Way and only being able to park on one side.
- 7.1.8 Cllr. Swain said parking had always been a problem. The resident reiterated that it would get worse when the school doubled in size.
- 7.1.9 Cllr. Gosling said that at present during school coming and going times, there were children that lived outside the area.
- 7.1.10 The resident said there were not a lot from outside and that those that were would be replaced by the new residents of Cheswick Place. The resident said Hockley Heath school was an Academy and it was not taking any more pupils than the current capacity.
- 7.1.11 Cllr. Swain said there was nowhere for any further traffic to go.
- 7.1.12 The resident said that the Mount had even been considered as an access point. It was noted that this could not be used.
- 7.1.13 It was stated that the public were not aware that the school was to double, but when that did, they would be looking at the Parish Council for help.
- 7.1.14 Cllr. Swain referred to the recent survey and he said the results were inconclusive.
- 7.1.15 The other resident present pointed out, that previously when the Parish Council had suggested possibly building behind the school, members had almost been lynched.
- 7.1.16 There were comments about not knowing when this would happen, that it could possibly be in the next 2 years due to development. It was stated that the Neighbourhood Plan would not go through for at least 18 months and that there was no CIL money yet.
- 7.1.17 It was suggested, by the local resident, that the Borough Council was asked for some commitment, if money was available, for a road behind the school.
- 7.1.18 There were more comments about this issue, including the effects on wildlife etc.
- 7.2 One member of the public asked the Parish Council when parishioners were going to get their Youth Shelter back. Stating they were fed-up with people asking about this and asking why it was a memorial. The resident said it was not a shack and it did not belong to the people that had very sadly and tragically lost a child. The resident said they had sympathy for this. It was stated that the Youth Shelter was for everyone.
- 7.2.1 Cllr. Swain said members of the Parish Council had met with a couple of people about this on Monday evening, but this had not been discussed yet.
- 7.2.2 Cllr. Gosling said members of the Parish Council were more than aware of how some people felt about the Youth Shelter.
- 7.2.3 The resident asked members of the public to let him know when there was some news. It was stated that some people were getting angry with all the stuff that had been/was in there.
- 7.3 The resident asked members of the Parish Council if they were aware a meeting taking place about buses, the S2 and S3 next week. Members confirmed that they were aware of this.

**8. To resolve to accept the Minutes of the previous meeting held on Wednesday 11<sup>th</sup> April 2018.** *(Copy issued to Parish Cllrs. with the agenda).*

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

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

9.1 The list as circulated was accepted.

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**10. To agree date and time for 2019 Annual Statutory Parish Assembly** (*issued to Parish Cllrs with the agenda*).

10.1 As above.

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

11.1 Cllr. Gosling thanked Cllr. Bruce and Cllr. Swain for holding the fort this year. She asked if they were happy to continue. Both Cllrs. agreed. Cllr. Gosling said while there were only 5 of them to keep this panel at 2 members.

**12. To appoint members to the Planning Committee including to retain Mr. Cockroft and Mr. Davidson as co-opted members.**

12.1 Cllr. Gosling said at present all members were currently on the Planning Committee, she said they all needed to carry on, there were no objections. It was stated that the Planning Committee also needed to retain Mr. Cockroft and Mr. Davidson, as they had been invaluable.

**13. To appoint members to the Recreation Committee including to retain Mr. Hall as a co-opted member. To resolve that the Recreation Committee will maintain authority to spend up to £250 on any work deemed to be essential or emergency.**

13.1 It was noted that Cllr. Brown, Cllr. Sedgley and Cllr. Swain were currently on the Recreation Committee. Cllr. Gosling asked if they were all happy to carry on. Members agreed. Cllr. Gosling said they hoped Mr. Hall would remain as a co-opted member, he agreed.

13.2 Cllr. Swain said it had been agreed that due to the Neighbourhood Plan and planning applications, the Recreation Committee would reduce the number of meetings to 4 per year.

13.3 It was agreed that the Recreation Committee should retain the authority to spend up to £250 on any work deemed essential or emergency.

**14. To appoint representatives for outside bodies: SAC.**

14.1 Cllr. Gosling asked if there were any volunteers? Cllr. Sedgley said she was unable to take on any more. Cllr. Brown said he was willing to remain on this committee for the time being. Cllr. Swain said he would do this. Cllr. Gosling said she had too much on. Cllr. Brown pointed out that whichever member was available could attend a meeting.

**15. To resolve to accept the 'review of internal controls', the 'risk register' and the 'asset register' for year ended 31<sup>st</sup> March 2018** (*circulated to Parish Cllrs. by email*).

15.1 Members were happy with all the documents.

15.2 There was a discussion about the boiler and whether this should be on the asset register. It was stated it was part of the building, as were the radiators, they were part of the Village Hall.

**16. To review the Parish Council insurance.**

16.1 It was noted that this had been due for renewal in November 2017 and members had agreed to a three-year term long option, so this was sorted until 2020.

**17. To resolve Section 2 of the Annual Governance and Accountability Return (AGAR) 2017/18 for year ended 31<sup>st</sup> March 2018** (*circulated by email 18/04/2018*).

**Resolved;** proposed Cllr. Brown, seconded Cllr. Sedgley – all in favour.

17.1 Section 2 of the AGAR was signed by the Chairman and the Clerk.

**18. To resolve to hold an extraordinary meeting – on Wednesday 6<sup>th</sup> June 2018 at 10:30am, to receive the internal auditors report, for the year-end 2018 Annual Return, to be submitted to PKF Littlejohn LLP, as requested by Monday 11<sup>th</sup> June 2018 and to enable the Council to resolve Section 1 of the Annual Governance and Accountability Return (AGAR) 2017/18.**

**Resolved;** proposed Cllr. Bruce, seconded Cllr. Brown.

**19. To receive a report on the finances of the Council and to approve any payments made (issued to Parish Cllrs. with the agenda).**

**Payment to be agreed from Co-op acc Exercise Class May 2018 PC meeting**

<u>Chq No.</u>	<u>Payee</u>	<u>Amount</u>
100135	Exercise class instructor for April 2018	£108.00

**Chgs/Electronic payment transactions to be approved May 2018 PC meeting**

<u>Payee</u>	<u>Reason</u>	<u>Total</u>	<u>VAT</u>	<u>Net</u>
Groundwork UK	Unspent funding that had to be spent by 31/03/2018	£2,111.59		
UK Security Doors	New doors for Village Hall	£8,326.80	£1387.80	£6939.00
Highways Safety	Resurfacing car park	£3,525.00		
M. Zizzi	Petty cash top up	£ 40.00		
More in confidential section.				

It was noted that petty cash as at 2<sup>nd</sup> May 2018 had been £53.23.

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

19.1 The Clerk said £20,000 had now been put into the CCLA bank account. The HSBC bank accounts had been closed and the funds had been paid into the Unity Trust Bank account and the Co-operative bank account that had been used for the shops had been closed and this money had also been paid into the Unity Trust Bank account.

19.2 The Clerk said she had posted a VAT refund claim today.

**20. To resolve that the existing Standing Order payment to Meadowfields paid monthly in arrears should continue. To resolve that direct debits with BT and the Information Commission continue.**

**Resolved;** proposed Cllr. Brown, seconded Cllr. Sedgley.

**21. To resolve to renew 2018/19 membership to WALC (£673 due before 31<sup>st</sup> May 2018) and the SLCC (£139 for current year paid March 2018).**

21.1 Members agreed to renew these memberships - there were no objections.

21.2 Cllr. Brown said in relation to WALC, there was additional match funding to be provided, up to a certain level and this was being trialled for 12 months.

**22. To resolve that elected members shall receive Members Allowances based on the current rates as set by Solihull MBC.**

**Resolved;** proposed Cllr. Bruce, seconded Cllr. Sedgley.

**23. To receive year end update in relation to exercise class and current situation (issued to Parish Cllrs with the agenda).**

23.1 It was noted that some weeks the class took a lot of money and other weeks not very much. It was noted that from April the Parish Council was required to pay for use of the hall. It was stated that this would be monitored monthly.

23.2 There were no comments about the end of year and noted that everything balanced.

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**24. To review the Parish Councils Code of Conduct, Standing Orders, Financial Regulations, Complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and policy for dealing with the press/media.**

24.1 There were no changes to the current Code of Conduct or Standing Orders.

24.2 The Clerk had circulated the Financial Regulations with an amendment to 6.14 she had altered this from; '*Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site*', to '*Back-up of the records on the Parish Council laptop shall be made and this service will be provided by the Parish Councils internet provider Vision ICT from January 2018*'. Members accepted this.

24.3 The Clerk had circulated the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 with some minor amendments. Member accepted these.

24.4 Cllr. Sedgley agreed to look at the policy for dealing with the press/media, but there were no changes to be made, it just needed the formatting to be altered.

**25. To resolve to accept/adopt Vision ICTs information on cookies/website operation and privacy policy (forwarded by email 24/4/18).**

25.1 Members accepted Vision ICTs cookies/website and privacy policy.

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

26.1 It was felt that the Parish Council was on track with GDPR compliance.

**27. To receive the Recreation Committee Minutes from the meeting held on Monday 5<sup>th</sup> March 2018. To receive any reports or recommendations from the Recreation Committee and to resolve any action to be taken.**

27.1 The Minutes were received.

27.2 Cllr. Swain said the road markings had been done and he referred to the letter sent to the brewery, he said this may have had some affect as some tidying up had been carried out. He pointed out that when a reply to the first letter sent had been chased, the letter that had come back stated that the first letter had not been received, so it was possible this was not the case. He added that he hoped they would get some good news about the height restriction barriers.

27.3 Cllr. Brown suggested pointing out to the brewery and the company that managed the shops, that the Parish Council had arranged for repairs and repainting of the car park, as a gesture of goodwill.

27.4 Cllr. Swain said the dwarf wall that the Parish Council had paid to have rebuilt had been completely knocked down now. He said it was possibly due to large vehicles backing into it. He said he did not know what they could do.

27.4.1 There were comments about installing a metal barrier and needing permission for this. It was noted that this matter had been discussed before and that lorries would always knock it down.

27.4.2 One local resident present said that the AMEY refuse trucks came on to the car park at the pub end and then left the Village Surgery end, he said the Parish Council should write to AMEY.

27.4.3 It was stated that if height restriction barriers were installed, it would put an end to this.

27.4.4 There were comments about the possibility of the car park getting an unauthorised encampment. It was noted that there were less areas for travellers to access in Solihull now. It was noted that there had recently been an unauthorised encampment in Castle Bromwich.

27.4.5 Cllr. Brown said even though Solihull MBC had obtained an injunction against one family, if members of the family did set up an encampment, Solihull MBC would still need to go to court. It was stated that by then damage could already have been done.

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27.5 Cllr. Swain said various costs had been obtained for different jobs, from the Parish Council Grounds Maintenance contractor and these needed to be considered by the Recreation Committee.

27.6 Cllr. Swain suggested approaching all concerned with the car park, for a contribution towards the costs for a regular clear up.

27.8 Cllr. Gosling said there was a tree on the field at the back of Saxon Wood Road with a dead branch, that needed removing. It was agreed that Cllr. Gosling should make enquires about this.

27.9 It was noted that an email had been received about a tree on Cheswick Place and this was to be investigated. There were various comments about what people could/could not do in relation to cutting back trees.

**28. To receive the Planning Committee Minutes from the meeting held on Wednesday 7<sup>th</sup> March 2018 (available on CGPC website). To receive any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan and other planning matters.**

28.1 The Minutes were received.

28.2 Cllr. Bruce said they were all working through the summary of the survey results and it was on the Parish Councils website.

28.3 There were various comments about rubbish bins and pot holes.

28.4 Cllr. Bruce said that there were a lot of questions within the literal comments to obtain residents feelings that were not planning related.

28.5 Cllr. Bruce said work had started on Illshaw Heath Road already, but it was very, very slow.

**29. To consider planning applications (list issued with the agenda to Parish Cllrs.) and local development including progress regarding Mount Dairy Farm/Cheswick Place and Blythe Valley Park/IM.**

**PL/2018/01057/PPRM** - Blythe Valley Park Blythe Gate Shirley Solihull; Erection of 170 residential dwellings with parking, internal access roads, landscaping and all other retails required by condition No. 3 relating to the reserved matters of layout, scale, appearance and landscaping pursuant to planning permission reference PL/2016/00863/MAOOT.

29.1 There were comments about the unsuitability of the whole site, that the roads were too narrow and that there was not enough adequate parking included.

29.1.1 There were comments about what had gone wrong with the Cheswick Place development and needing some guarantee.

29.1.2 It was stated that if any changes were made to the agreed planning consent, the Parish Council should be consulted.

29.1.3 There were comments about the need for a risk assessment and this being the law.

29.1.4 It was stated that Planners needed to consult with Highways Officers.

29.1.5 Cllr. Bruce said a lot of correspondence had been submitted to SMBC by residents of Illshaw Heath.

29.1.6 Cllr. Brown queried about public open spaces. Cllr. Swain said there were meant to be play areas in the Cheswick Place development, but these had gone.

29.1.7 It was stated that the plans for Blythe Valley showed houses, but the outline consent for the development included public open spaces. Cllr. Bruce said this was covered by the Section 106 Agreement, it included football pitches etc. He said a maintenance company was to be set up and financed by IMP. He said there were millions of pounds for buses and cycle routes but much less for medical facilities and roads.

29.1.8 One resident present said the Section 106 funding could be used anywhere in the Borough, it did not have to be used here.

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**Action item: Clerk to recirculate the latest draft response to SMBC on this application and a final version to be agreed by email to be submitted by Friday 11<sup>th</sup> May 2018.**

**PL/2018/01163/PPRM** - Parcel H Blythe Gate Shirley Solihull; Reserved Matters for Parcel H: 125 dwellings (comprised of houses and apartments), internal estate roads, car parking, landscaping, SuDS and associated ancillary infrastructure.

29.2 It was stated that something similar to the final version agreed for the previous application would need to be written to be submitted for this application.

**PL/2018/01126/MINFHO** - 2 Glenwood Drive Cheswick Green Solihull B90 4HJ; Ground floor rear extension.

29.3 There were no comments or observations to be submitted.

**PL/2018/01133/MINFHO** - 32 Creynolds Lane Cheswick Green Solihull B90 4ER; Rear and front single storey extensions.

29.4 There were no comments or observations to be submitted.

**PL/2018/01171/MINFHO** - Cherry Cottage 19 Limekiln Lane Earlswood Solihull; Single story rear extension and internal alterations.

29.5 There were no comments or observations to be submitted.

29.6 In relation to Mount Dairy Farm/Cheswick Place; Cllr. Gosling said it was plodding on. She had seen Borough Cllr. Ken Hawkins and he had received complaints from residents of Willow Drive and Coppice Walk about work starting far too early. He was trying to obtain details from the residents. It was stated that it was a waste of time, as the conditions in relation to this were advisory and not compulsory.

29.6.1 Members agreed that for all new development sites, conditions should be mandatory.

29.6.2 Cllr. Gosling said there were complaints about parking and there was still an issue with the rubbish, a notice had been put up, but residents were not complying with what it stated. It was stated that they should not be complaining, if they were not doing what they had been asked to do.

29.7 In relation to BV; It was noted road works had already started. Cllr. Bruce referred to a meeting Mr. Vernon (*Chairman of Illshaw Heath RA*), was meant to have with Anne Brereton (*SMBCs Director for Places*), he said she had been off sick and the meeting had been with someone else from SMBC.

### **30. Update/report from the VHMC.**

30.1 Cllr. Swain said there was nothing to report as the VHMC had not met.

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

31.1 Cllr. Sedgley said she had a meeting with the police soon, in relation to Neighbourhood Watch.

31.2 Cllr. Brown said there had been a SAC meeting on 19<sup>th</sup> April and the Minutes were a work in progress. He said the notes from the meeting with Nick Page (*CEO SMBC*), had been circulated and the next SAC meeting was in July.

31.3 It was noted that the Clerk had circulated a suggested draft short policy on requests to add links to the Parish Councils website and it was agreed that this should be used.

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

32.1 An email circulated by Cllr. Swain in relation to a Question Time session being held by the police on Wednesday 23<sup>rd</sup> May at 7pm was noted. Cllr. Sedgley said she would attend this.

32.2 An email from Kath Hemmings (*Neighbourhood Manager, SMBC*), regarding setting up a meeting with members of the Parish Council was noted. It was suggested to try to arrange this on Wednesday 6<sup>th</sup> June after the extraordinary meeting at 11am.

32.2.1 One of the resident's present said this would be in relation to changes in policing for Cheswick Green, which would now come under Shirley and due to the Neighbourhood Co-ordinator now only dealing with Hockley Heath.

32.3 An invitation from Sustain to attend the Solihull Voluntary Conference on 24<sup>th</sup> May was noted.

32.4 An email from Newgate Communications, on behalf of Taylor Wimpey with respect to their emerging proposals at Light Hall Farm and arranging a workshop was noted. It was suggested that depending on how long Kath Hemmings need, this could also take place on Wednesday 6<sup>th</sup> June.

32.5 A letter from Mr. Peter Tonks was noted. It was stated that there were lots and lots of potholes everywhere, that were very dangerous.

32.5.1 It was stated that lots of temporary repair work had been carried out.

32.5.2 It was suggested to inform Mr Tonks that these could be reported via 'fix my street' or reported directly to Solihull MBC, as this was not the Parish Councils jurisdiction and to provide him with an address to write to.

32.5.3 There were comments about Solihull Connect and people not getting answers to things they reported, such as grass verges not being cut. It was stated that it could be Officers at Solihull Connect were passing comments on to Officers at SMBC, but then the Officers were not responding to the people at Solihull Connect, to enable them to get back to residents.

32.5.4 Cllr. Brown said Nick Page had requested specific examples, so that he could investigate this.

32.6 It was noted that a letter had been received from SDL Property Management – Bigwood – in response to the letter sent about the car park and it stated that this had been forwarded to the clients who own properties at the Cheswick Way parade, a reply was awaited.

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

33.1 Cllr. Gosling said in relation to the BT item, this needed to be looked at as it had come out in the survey.

33.1.1 Cllr. Swain spoke about recently talking with a Virgin Engineer working on a local cable box. It was stated that it was Birmingham cable, it was an old box and it was over crowded. He said he had told the Engineer, that he had been informed, that the closer to the bottom of the box your cable was, the better reception and the Engineer had said this was true in some cases. But that the box was out of date and it needed updating.

33.1.2 It was pointed out that there was some fibre on Creynolds Lane.

**34. Agenda items for next meeting.**

34.1 None were put forward.

**35. 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.**

35.1 At 8:55pm the 2 members of the public left the meeting.

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

**37. Members Allowances, Clerks salary, PAYE, payroll and Pension Scheme Meeting ended at 9pm**

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