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## CHESWICK GREEN PARISH COUNCIL MEETING

**Wednesday 18<sup>th</sup> January 2017 7:30pm Cheswick Green Village Hall**

**Present:**

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

Clerk: Marie Zizzi

0 members of the public

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

245.1. Apologies had been sent from Ian Bruce, Len Cresswell and Penny Phillips. The reasons given for each member were accepted.

**246. Declarations of Interest.**

246.1 None.

**247. Dispensations.**

247.1 None.

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

248.1 Not applicable no members of the public present.

**249. To resolve to accept the Minutes of the meeting held on Wednesday 14<sup>th</sup> December 2016.**

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

**250. 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 Cllrs. with the agenda).**

**Payment to be agreed from Co-op acc Exercise Class Jan 2017 PC meeting**

100119	Exercise class instructor Dec 2016	£ 54.00
100120	Exercise class instructor Jan 2017	£108.00

**Payment to be agreed from Co-op acc for litter pick Jan 2017 PC meeting**

100259	Meadowfields Grounds Maintenance Dec 2016	£248.92
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**Chgs/Electronic payment transactions to be ratified/approved Jan 2017 PC meeting**

<b>Payee</b>	<b>Reason</b>	<b>Total</b>	<b>VAT</b>	<b>Net</b>
Meadowfields	3 bags rotted manure for Memorial garden	£ 26.40	£ 4.40	£ 22.00
Meadowfields	Gate and fence posts for the Mount	£300.00	£50.00	£250.00
Meadowfields	Emptying new dog bin Rec. Dec	£ 33.60	£ 5.60	£ 28.00
Meadowfields	Extra litter pick by shops Dec	£ 96.00	£16.00	£ 80.00
RJ Evans Knowles	Structural engineer - Dec	£405.00	£67.50	£337.50

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Payee	Reason	Total	VAT	Net
Diane Malley Playforce	Quarterly payroll To supply and install	£ 32.50 £988.27		
	4 swing seats and chains			
Marie Zizzi CGPC co-op acc	Top up petty cash VAT paid on invoices for work outside shops	£ 84.42 £350.40	£164.71	£823.56

It was noted that payment of £17.73 had been received from Western Power Distribution for annual wayleave payment.

**Resolved;** proposed Cllr. Swain, seconded Cllr. Hall; that payments as listed were approved and the finance report was accepted.

**251. To receive expenditure sheets for the third quarter of the financial year and third quarterly comparison – budget set to actual expenditure. To receive third quarter bank reconciliation (supplementary pages issued to Cllrs. with the agenda).**

**Resolved;** proposed Cllr. Gosling, seconded Cllr. Hall; that these documents were accepted and there were no queries.

**252. To discuss members allowances in relation to new rates set by SMBC.**

252.1 It was noted that this was the first time since member's allowances had been introduced in 2009/10 that there had been any increase.

252.2 It was noted that SMBC had backdated its members allowances to May 2016, as the new amounts were for 2016/17 and this was when Councillors responsibilities had commenced.

252.3 It was stated that it was for the Parish Council to decide whether to adopt these new suggested amounts and if so, from when.

**Resolved;** proposed Cllr. Swain, seconded Cllr. Hall; that the new amounts set by SMBC should be accepted and that these amounts would be used from 1<sup>st</sup> April 2017.

**253. To resolve to set 2017/18 precept and to delegate authority to the Clerk to send the precept form to SMBC.**

253.1 It was noted that the Clerk had circulated information for Councillors to read before they set the precept, in relation to Council Tax arrears, members confirmed they had read this.

253.2 It was noted that members had met to look at a possible 2017/18 budget and that over £45,000 had been spent on the Village Hall roof.

253.3 It was noted that members had agreed it was now necessary to increase the reserves and therefore it would be necessary to increase the precept this time.

**Resolved;** proposed Cllr. Hall, seconded Cllr. Gosling, all in favour; that CGPC 2017/18 precept would be set at £70,000 less the indicative SMBC support grant of £544 (once the figures were confirmed by SMBC) and the Clerk was authorised to submit the form to SMBC by the deadline date.

**254. To discuss 2017/18 budget for setting precept and newsletter for residents.**

254.1 It was noted that a draft newsletter had been circulated, but it appeared that not everyone had seen this.

254.2 It was agreed that a Working Party would look at this on Monday 23<sup>rd</sup> January 2017 at 10am and a final draft would then be circulated to all members.

**255. To discuss communication with SMBC.**

255.1 It was stated that the recent response received from Anne Brereton, Director of Managed Growth & Communities at SMBC, to the Parish Councils third letter about Bloor Homes and the development at Mount Dairy Farm, had been a reasonable reply this time. It was agreed that further to comments made in this letter, to now wait and see what happened in relation to communication between SMBC and the Parish Council.

255.2 It was noted that Anne Brereton had asked James Carpenter, Head of Service - Development and Regulatory Management Managed Growth & Communities Directorate

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SMBC, to liaise with the Parish Council and suggested that any meeting should take place in Cheswick Green, with a visit to the site.

255.3 It was pointed out that in the letter from Anne Brereton, there was some information and explanation about the overhead cables. It was felt that it would have been useful, if the Parish Council had been informed about this and about what was happening about the flood alleviation work.

**256. To receive any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan.**

256.1 Cllr. Gosling said at the last Planning Committee meeting, the draft response to the planning application for 66b Salter Street had been agreed.

256.2 Cllr. Gosling said in relation to Blythe Valley, disappointment had been expressed at the passing of this application and that any further action had been delayed until the Parish Council received a reply from its Planning Consultant, Mr. Neal Kennedy.

256.3 Cllr. Gosling said part of the problem with this, was the feeling that SMBC was ignoring the Parish Council and this could be a result of a lack of consensus by various parties involved. She said there was a need to work closely with neighbouring organisations, if they were going to get any further in the future.

256.4 Cllr. Gosling said in relation to Mount Dairy Farm, problems still existed with this site and there were frustrations that SMBC seemed to be doing very little to ensure conditions were being adhered to and not responding to the Parish Councils concerns.

256.5 Cllr. Gosling said that at the Planning Committee meeting the draft letter to be sent to Anna Brereton had been approved, with copies to be sent to Nick Page (CEO SMBC), James Carpenter (Head of Service - Development and Regulatory Management Managed Growth & Communities Directorate SMBC), Jim Harte, (Assistant Director Stronger Communities SMBC) and the Borough Councillors.

256.6 Cllr. Gosling said it had also been agreed at the Planning Committee, that further communication should be made with the Considerate Construction Scheme, regarding concerns with the Bloor Homes development with the photographs of the site that had been taken and circulated before Christmas.

256.7 Cllr. Gosling said a draft response had been circulated for members to consider to be submitted in relation to the Local Plan Review.

**Resolved;** all in favour that this response could now be sent to Gary Palmer, with a request that it is acknowledged it has been received and a hard copy to also be taken to SMBC.

256.8 Cllr. Gosling said in relation to the Neighbourhood Plan, the concerns were about the lack of interest from residents, which it was felt had hampered progress. She said it had been agreed to look at everything that had been produced so far and to put together an outline document, to circulate to residents for their comments and suggestions about how this should go forward. She said since the Planning Committee meeting she had located and circulated all the documents to members of the committee.

256.8.1 It was noted that HHPC had managed to get a Steering Group set up for its Neighbourhood Plan and that they had held a consultation. It was pointed out that HHPC and HHRA worked together.

**257. To resolve the Planning Committees terms of reference.**

**Resolved;** proposed Cllr. Hall, seconded Cllr. Gosling; that the Planning Committee terms of reference were accepted.

**258. To consider planning applications.**

258.1 There were none.

**259. To discuss local development including progress regarding Mount Dairy Farm and Blythe Valley Park/IM.**

259.1 Covered.

**260. To resolve CGPC response to SMBC Local Plan review.**

260.1 Covered.

**261. To receive any reports or recommendations from the Recreation Committee meeting and to resolve any action(s) to be taken.**

261.1 In the absence of the Recreation Committee Chairman, Cllr. Penny Phillips, it was noted that the Recreation Committee would be reviewing the quotes submitted for the Parish Councils Grounds Maintenance work, for the next 3 years, prior to the next Parish Council meeting, when a recommendation would be made. It was noted that only one quote had been received so far.

261.2 It was noted that unfortunately co-opted member Mr. Ken Wareham, who had been on this committee since it had been established had resigned. There was a discussion about what to do to thank him for his time and efforts.

261.3 Cllr. Brown spoke about a tree by the Village Green, near the bus stop that had been cut but had a lot of ivy growing on it. It was agreed to ask the Parish Councils Grounds Maintenance Contractor to look at this.

261.4 Cllr. Gosling spoke about a lot of debris and mess and a tree that had been pushed over by the path near Saxon Wood Road, she said the tree had been felled and there had been a lot cut back along the footpath. It was stated that this was where the Japanese Knotweed was. It was pointed out that at this corner, from the field, to the garages the land belonged to the Parish Council, but the rest was owned by SMBC, but it was not being maintained.

**262. To discuss the 'Guide to the Mount'.**

262.1 The Clerk she had not heard anything further about this and no samples had been sent. She said she would have to chase this up.

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

263.1 The Clerk had met with Mr. Jim Harte, Assistant Director Stronger Communities SMBC, regarding Stronger Communities and had discussed the letter that CGPC had sent to Anne Brereton and the Parish Councils concerns.

263.2 The Clerk and Cllr. Hall had been to Wolverhampton to discuss the Clerk's pension and this would be shared later.

263.3 Cllr. Brown spoke about the recent SAC meeting, he said Mr. Jim Harte had been the guest speaker and he had given a presentation followed, by a Q&A session, about Stronger Communities. He said at the SAC meeting reference had been made about the lack of attendance by Borough Councillors at Parish Council meetings.

**264. To discuss progress in relation to a Defibrillator.**

264.1 Cllr. Brown had chased about the cabinet and he hoped they would have something positive on this soon.

**265. To discuss Flood Protection procedures.**

265.1 The Clerk referred to an SMBC document she had seen, reporting that SMBC had obtained funding for flooding issues, she had spoken to Mr. Jim Harte about this and he had informed her that SMBC was working with the EA on some flood plans, but these were for 2020. The Clerk had asked Mr. Harte if this information could be shared with the Parish Council.

265.2 It was suggested to possibly put a team together, involving other local groups and Parish Councils to look at flooding and having a plan.

265.3 It was noted that there was a template for a parish action plan available from CSW.

**266. To discuss the Parish Council website.**

266.1 Cllr. Gosling said there were some areas that needed to be ironed out, she had listed these in an email and was waiting for responses.

266.2 The Clerk informed members that Tanworth-in-Arden PC had been in contact, asking which company had setup CGPCs website.

**267. Update on the area in front of the shops in Cheswick Green.**

267.1 It was noted that no instalments had been paid by CPBigwood for November or December according to the bank statements. The Clerk said she had received a remittance and these payments had apparently been made on 6<sup>th</sup> January 2017.

267.2 The reply from Enterprise Inns was noted and permission had been granted for the Parish Council to arrange, for a one off clear up of the piece of land at the side of the Saxon Pub, next to the Hair and Beauty shop, it was agreed to ask the Parish Councils Grounds Maintenance contractor to carry out this work.

**268. To resolve CGPC nomination for attendance at the Royal Garden Party, Buckingham Palace – Tuesday 16 May 2017.**

268.1 It was agreed that Cllr. Brown could submit this form.

**269. To consider and resolve any action(s) in relation to items of correspondence received (issued to Parish Cllrs, with the agenda), including WALC training events.**

269.1 SMBC had sent a copy of the updated Meriden Constituency Ward Action Plan, with a reminder that the Action Plan spans over three years and welcoming new project ideas at any time, from all partners to help deliver the Plans priorities.

269.1.1 It was noted that there was only one mention of CGPC. A couple of suggestions were put forward 1) for CGPC and other local Parish Councils such as DHPC/TGPC to work with SMBC on Flooding issues and a Flood Plan 2) to include something in the Ward Action Plan about relationships between SMBC/Officers and Parish Councils and working together.

**Action item: Clerk to send these suggestions through to SMBC.**

269.2 It was noted that the WALC Annual Briefing Day was taking place on Saturday 4<sup>th</sup> March 2017; Cllr. Brown and Cllr. Hall agreed to attend. The Clerk said she may also attend this.

269.2.1 Other WALC training events were noted and members were asked to inform the Clerk if they wanted to attend any of these sessions.

269.2.2 Information from WALC about proposed commemorations of the ending of the First World War in 2018 was noted.

269.3 Cllr. Brown referred to the Reverend Vicki Atkinson and information circulated regarding 'Advent Windows' for Christmas 2017; it was noted that the idea was that each day a different house had a window dressed. It was thought that this was a nice idea and to see if the Parish Council could help in any way.

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

270.1 Cllr. Hall referred to the item about office equipment, he said neither of the printers in the office were working, they were not comparable with Windows 10 updates, he had been looking and found one on Staples website, which appeared to be suitable, it printed A4 and A3 and it was about £229.

270.1.1 Cllr. Brown asked about cartridge costs. Cllr. Hall said he needed to research this.

270.1.2 It was noted that when a new printer was purchased, the contract/agreement with Canon needed to be cancelled.

**Resolved;** proposed Cllr. Gosling, seconded Cllr. Swain; that Cllr. Hall should go ahead and sort out a printer.

**271. Agenda items for next meeting.**

271.1 None.

**272. 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.**

272.1 Not applicable no members of the public present.

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

273.1 There were none.

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**274. To discuss arranging a meeting with representatives from the Village Hall Management Committee and who from the Parish Council should attend this meeting. To discuss Parish Council representative for the Village Hall Management Committee.**

**275. PAYE, payroll and the Pension Scheme.**

**Meeting ended at 21:25 pm**