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

**Wednesday 10<sup>th</sup> May 2017 7:30pm Cheswick Green Village Hall**

**Present:**

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

Clerk: Marie Zizzi

3 members of the Public

Cllr. Brown welcomed everyone to the Annual Meeting of the Council.

**1. To Elect a Chairman.**

**Resolved;** Cllr. Hall proposed Cllr. Gosling and Cllr. Swain 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. Brown and Cllr. Bruce seconded this. Cllr Brown accepted.

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

4.1. It was noted the Cllr. Phillips and Cllr. Cresswell were not 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 Mr. Martin Williams said the CG junior Boys Brigade would be celebrating 100 years of the Boys Brigade nationally, by carrying out 100 challenges, this included planting 100 bulbs and a tree. He asked if the Parish Council had any suggestions about where they could do the planting and if the Parish Council was prepared to fund buying the tree or the bulbs.

7.1.2 There were comments about what type of bulbs/tree and where to plant them. It was noted that two trees had been removed/lost on the Village Green.

7.1.3 It was stated that it was possible, that SMBC may be able to donate some bulbs and or a tree, it was noted that SMBC via Mr. Matthew Gardner, Local Neighbourhood Area Co-ordinator, had recently donated 100 bulbs to the Parish Council and these had been planted by Cllr. Swain and Cllr. Brown. Borough Cllr. Ken Hawkins said he would make enquires with Officers at SMBC.

7.1.4 It was suggested that the Parish Councils Grounds Maintenance Contractor could be asked, where the best place to plant the bulbs and the tree would be. It was also felt

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that the best place for these to be seen would be on the Village Green. It was also suggested to use the area in front of the Village Surgery, but pointed out that the Parish Council did not owe this land.

7.1.5 It was felt that the tree could be planted to replace one of the trees that had been lost. Timescales for when this planting needed to be done was unknown now, but it was suggested that autumn would be best – October/November time.

7.1.6 It was agreed that this would be progressed.

7.2 Cllr. Gosling thanked Mr. Martin Williams for organising a recent litter pick. It was noted that this had involved children, to educate them about litter, not to drop it and that someone had to pick it up.

7.2.1 It was stated that something could be put on the Parish Councils website and twitter account about this.

7.3 There were comments about the recent CGRA Annual General Meeting and the Chairman stating he no longer wanted anything to do with the Village Hall. It was queried whether this meant there was no Village Hall Management Committee.

7.3.1 A local resident said CGRA represented the community and if the other members of the association did not take responsibility for the Village Hall, the association was denying its own purpose, unless the Parish Council wanted to micro manage.

7.3.2 There were comments about setting up a new Village Hall Management Committee (VHMC) and felt that some members of CGRA were still interested in being involved with the Village Hall.

7.3.3 Cllr. Brown referred to a small group previously being responsible for the Village Hall and about the VHMC changing. He gave some historical background about who was on this group and who wasn't, he said there had been two separate entities.

7.3.4 Cllr. Swain commented that it seemed it had all got mingled together.

7.3.5 A local resident said that 40 years ago, it was not run by CGRA, he said the former HHPC was the residual trustee, it was very badly run and that a group had been established under the trust to look after the hall, the members of this group were good people but as a group but they were not interested in running the Village Hall. He said HHPC had pursued getting the rules changed, so that CGRA could manage the hall, with separate accounts for the RA and the Village Hall and it had been up to the RA how it ran the hall.

7.3.6 Cllr. Swain said it needed to be resolved.

7.3.7 Cllr. Bruce said there was an obscure path and no audit trail from HHPC to CGPC, the Parish Council could not be directly involved in the management, it could appoint trustees, the building was held by charity by law.

7.3.8 It was stated that who the trustees were was important.

7.3.9 Cllr. Gosling said members of the Parish Council had been working on something and she referred to the hall needing some refurbishment, such as the toilets. It was noted that money had been included in the precept for this purpose.

7.3.10 Cllr. Swain said there needed to be a broader arrangement, because the Parish Council wanted to spend some money on the hall.

7.3.11 There were comments about CGRA Chairman walking away from this, that it was just him as there were members of the CGRA that wanted to be involved, for the residents and stated that both CGRA and the Parish Council wanted certain people already involved with the running of the hall to continue to do so.

7.4 Cllr. Hawkins congratulated Cllr. Gosling on being elected as Chairman and Cllr. Brown for being elected as Vice Chairman.

It was agreed - all in favour - to deal with agenda item 28 at this point.

**8. To receive any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan and other planning matters.**

8.1 Cllr. Gosling said at the last Planning Committee meeting, they had spent most of the time working on a draft document for the Neighbourhood Plan to go to residents, they needed to get this out as soon as possible to move forward with this.

8.2 It was stated that the final draft for the Neighbourhood Plan needed to represent the ideas and views of residents and after various amendments, it now appeared ready to be sent to the printers.

**Resolved:** proposed Cllr. Hall, seconded Cllr. Brown; that the final version of the draft newsletter about the Neighbourhood Plan should now be finalised and sent to the printers.

8.3 There were comments about dates for the public consultation meetings.

8.3.1 It was stated that there was a need to check the availability of the hall and noted that it was already booked on Monday and Wednesday mornings for the Parish Council.

8.3.2 It was stated that there needed to also be an evening session and noted that the next Planning Committee meeting was on Wednesday 21<sup>st</sup> June 2017, it was suggested to hold a consultation meeting on 28<sup>th</sup> June 2017. There were comments about whether to hold a session in Illshaw Heath, or at Blythe Valley. It was agreed to hold 2 sessions in Cheswick Green Village Hall, one during the day and one during the evening. Cllr.

Swain agreed to find out about the availability of the hall.

At 8:05pm Cllr. Hawkins and one resident left the meeting.

**9. To resolve to accept the Minutes of the previous meeting held on Wednesday 12<sup>th</sup> April 2017. (Copy issued to Parish Cllrs. with the agenda).**

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

**10. 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).**

10.1 The list as circulated was accepted.

**11. To agree date and time for 2018 Annual Statutory Parish Assembly (issued to Parish Cllrs with the agenda).**

11.1 As above.

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

12.1 Cllr. Bruce, Cllr. Hall and Cllr. Swain.

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

13.1 All members present to be on the Planning Committee and to retain Mr. Cockroft and Mr. Davidson.

**14. To appoint members to the Recreation Committee.**

14.1 Cllr. Brown, Cllr. Hall and Cllr. Swain.

14.2 It was noted that there were plans to try and co-opt more members on to this committee.

**15. To appoint representatives for outside bodies: SAC; Partnership Forum;**

15.1 SAC – Cllr. Brown and Cllr. Hall.

15.2 Partnership Forum – no volunteers.

15.3 It was agreed that Cllr. Gosling would deal with the website.

15.4 In relation to flooding, Cllr. Brown, Cllr. Bruce and Cllr. Swain volunteered.

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15.5 There were comments about installing the flood barriers and noted that Cllr. Brown knew how to do this. Cllr. Bruce, Cllr. Swain and Mr. Williams all agreed to learn how to do this.

15.6 It was stated that the Christmas tree lights would be dealt with by the Recreation Committee and to defer the bus representative and Village Hall.

**16. To resolve to accept the 'review of internal controls', the 'risk register' and the 'asset register' for year ended 31<sup>st</sup> March 2017** (circulated to Parish Cllrs. by email 26/4/17).

**Resolved:** proposed Cllr. Swain, seconded Cllr. Brown that the review of internal controls, the risk register and the asset register were all accepted.

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

17.1 It was noted that this was due for renewal in November 2017 and agreed to review it prior to then.

**Action item: the defibrillator is to be added.**

**18. To resolve Section 1 Annual Governance statement 2016/17 of the Annual Return for year ended 31<sup>st</sup> March 2017** (circulated to Parish Cllrs. by email 3/5/17).

18.1 Each of the statements on Section 1 were read out and it was agreed that the answer was yes to each of these apart from the last one which was not applicable.

**Resolved:** all in favour that this was approved, it was then signed and dated by the Chairman and the Clerk.

**19. To resolve Section 2 – Accounting Statements 2016/17 of the Annual Return for year ended 31<sup>st</sup> March 2017** (circulated to Parish Cllrs. by email 3/5/17).

**Resolved:** all in favour that this was approved, it was then signed and dated by the Chairman and the Clerk.

**20. To resolve to hold an extraordinary meeting to receive the internal auditors report, in order that the 2017 Annual Return can be submitted to Grant Thornton Ltd. as requested by Friday 9<sup>th</sup> June 2017** (date and time to be agreed).

20.1 It was stated that the internal auditor would complete his section of the Annual Return on Monday 22<sup>nd</sup> May 2017, when he carried out the internal audit.

20.2 It was noted that sometime after the 22<sup>nd</sup> May the Parish Council would also receive the internal auditors report, it was agreed that this could be considered at the next meeting.

**21. 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 2017 PC meeting**

<u>Chq No.</u>	<u>Payee</u>	<u>Amount</u>
100123	Exercise class instructor April 2017	£ 81.00

**Chqs/Electronic payment transactions to be approved May 2017 PC meeting**

<u>Payee</u>	<u>Reason</u>	<u>Total</u>	<u>VAT</u>	<u>Net</u>
Bill Boyce	Painting equipment on Recreation Ground/bench	£2868.00	£478.00	£2390.00
WALC	Annual Membership	£596.31		
M. Zizzi	Petty cash	£100.00		

More in confidential section.

It was noted that petty cash as at 3<sup>rd</sup> May 2017 had been £20.33 and due to other payments, this had been topped to £100.

**Resolved:** proposed Cllr. Brown, seconded Cllr. Hall; that all payments as listed were approved.

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**22. 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. Hall.

**23. To resolve to renew 2017/18 membership to WALC (£596.31 due before 31<sup>st</sup> May 2017), SLCC (£139 for current year paid March 2017) and Open Spaces (£45 paid Dec 2016).**

23.1 Members were in favour of renewing the WALC membership.

23.2 Members were in favour of renewing the SLCC membership.

23.3 Some back-ground information was provided by Cllr. Brown, regarding the Open Spaces Society membership, in relation to the possibility of registering the Village Green. It was agreed to consider this when the membership was due for renewal.

**24. 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. Hall.

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

25.1 There were no comments in relation to this.

**26. To receive year end update in relation to scheme for outside the shops and current situation** (*issued to Parish Cllrs with the agenda*).

26.1 It was noted that there were a few outstanding payments and that these would be pursued with the relevant people by Cllr. Brown and the Clerk.

**27. 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.**

**\*Motions put forward in relation to CGPC Standing Orders by Cllr. Hall for the May 2017 meeting.**

To consider a proposal to amend Section 3w of the Standard Orders from

**"A meeting shall not exceed a period of 2 hours and 30 mins."**

To read

**"A meeting shall not exceed a period of 2 hours."**

To add to Section 25

**'When meeting with outside organisations/groups/bodies, or individuals, in connection with Parish Council business, there must be at least two members of the Parish Council present before discussions can take place'.**

27.1 It was felt that the Code of Conduct was fine.

27.2 There were some comments about the two proposals put forward by Cllr. Hall, to alter the CGPC Standing Orders. Cllr. Hall said that he had read that if meetings were longer than 2 hours, there was a legal requirement to have a break. There were some other comments about the reason for this.

27.2.1 There were comments about the suggested wording to add to Section 25; members felt this should be used with discretion, that is gave greater credibility and noted that some members would state, when speaking to people that they were giving their opinion and not necessarily the opinion of the Parish Council, that this could be used where practicable and possible.

**Resolved;** proposed Cllr. Bruce, seconded Cllr. Swain; that both motions as put forward by Cllr. Hall to amend CGPC Standing Orders were accepted.

27.3 Financial Regulations were deferred.

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27.4 A draft Complaints procedure had been circulated for consideration – this was also deferred.

27.5 It was noted that the Freedom of Information scheme needed to be reviewed and this was deferred.

27.6 A policy for dealing with the press/media was also deferred.

**28. To receive any reports or recommendations from the Recreation Committee and to resolve any action to be taken.**

28.1 It was noted that at the recent Recreation Committee meeting, there had been a discussion about heavy delivery trucks/refuse lorries/vehicles etc. using the access road by the Village Surgery, despite there being a sign stating they should not use this road, if their vehicle weighted over 7.5 tonnes. It was felt that over time this would damage the road and the speed hump. The Recreation Committee recommendation was that the Parish Council should consider having a height/weight restriction barrier installed.

28.1.1 The Clerk said she had seen one of these installed in Marston Green recently. It was agreed the Clerk should contact Bickenhill and Marston Green PC, to obtain contact details of who it had used to do this, to try and obtain a quote.

28.1.2 It was also agreed to ask SMBC for a contact to also obtain a quote for this.

28.1.3 It was felt that the damage that could be done to the road and hump could cost more than installing a barrier in the long term.

28.2 It was stated that at the Recreation Committee meeting, the goal posts had also been discussed. The recommendation was to see how much it would cost to have the existing goal posts, repainted and how much it would cost to purchase 2 new ones, to see whether there was much difference. It was stated that the cost was £450 + the cost of nets for two new goal posts.

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

**PL/2017/01088/PPFL** - 339 Tanworth Lane Shirley Solihull B90 4DU; Demolition and replacement of existing detached dwelling house.

29.1 There were no comment to be submitted.

**PL/2017/00934/PPOL** - 38 Creynolds Lane Cheswick Green Solihull B90 4ER; Outline permission for the erection of 3 No. new dwellings and associated works to land rear of 38 Creynolds Lane, with all matters reserved.

29.2 It was agreed that CGPC would object to this planning application, several reasons were stated and it was agreed that Cllr. Hall would put some suggested wording together to be sent to SMBC.

29.2.1 Cllr. Hall also agreed to send this to Mr. Martin Williams to assist CGRA with its response to this application.

29.3 In relation to Mount Dairy Farm, it was noted that flood alleviation work had been taking place at the back of Saxon Wood Road. There were comments about a hole that had been filled in when the wires had been put underground.

29.3.1 It was stated that more and more houses were becoming occupied, there were currently about 30.

29.3.2 In relation to the complaint about the pole, it was noted that the resident had written to Anne Brereton (*Director of Managed Growth & Communities*) and Bob Sleigh (*Leader of the Council*) at SMBC and stated that its CEO, Nick Page was also involved with this.

29.3.3 It was stated that Borough Cllr. Richard Holt had also become involved and he was looking into this.

29.3.4 It was stated that the resident was no longer receiving any replies from Bloor Homes or Western Power Distribution and that this person may go to the press/media.

29.3.5 It was queried whether SMBC had been informed about this before it had been done and whether SMBC should have been informed or not. It was stated that insufficient information had been provided.

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29.3.6 There were comments about meeting with Anne Brereton to ask these types of questions.

29.4 In relation to Blythe Valley it was stated that there was nothing to discuss and noted that a document - Development Update Newsletter in relation to the ongoing development(s) at Blythe Valley Park - had been sent through today from Turley.

**30. To discuss PR and how to communicate besides Newsletters.**

30.1 Cllr. Bruce referred to a Berkswell Parish magazine.

30.1.1 There were comments about this Parish Council reducing its precept. It was stated that Castle Bromwich PC had reduced its precept last year and it was now looking at putting it up again.

30.1.2 There were comments about the possible 2% cap being introduced.

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

31.1 Cllr. Gosling said there were some things to update and they could add more news items, such as the CGRA litter pick.

**32. To discuss the War Memorial.**

32.1 It was noted that an application for funding had been made to the War Graves Commission and the Parish Council was still waiting for a reply on this.

32.2 In relation to the WW 100-year commemoration, it was stated this needed to be progressed with HHPC.

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

33.1 An email from Cllr. Gosling regarding complaints in relation to the recycling collection company was noted. It was stated that there had been a number of complaints and that it was possible to obtain a free replacement bin. There were comments about bins being thrown around everywhere and rubbish being dropped. It was stated that it was not the refuse or the green bins, just the recycling brown bins.

**Action item: Clerk to contact Mr. Matthew Gardner of SMBC, to ascertain who to contact at SMBC about this.**

33.2 An invitation to the Investiture of the Mayor was noted, it was agreed that Cllr. Brown would attend.

33.3 An email from Tyler Parks regarding the Neighbourhood Plan was noted, it was stated to reply that CGPC was in the early stages with this.

33.4 Three emails from WALC were noted, it was stated these needed to be looked at.

33.5 In relation to the document - Development Update Newsletter in relation to the ongoing development(s) at Blythe Valley Park- received today from Turley. Cllr. Bruce said this was about road layouts and plot surfaces.

33.5.1 There were comments about the possibility of plots being sold for housing development, that there was only outline planning permission at present and about IM possibly selling part of the site.

Note: At 9:15pm Mr. Martin Williams left the meeting.

33.6 It was noted that Cllr. Phillips had decided to resign from the Parish Council.

33.7 It was noted that a note had been received, just prior to the meeting starting, addressed to Cllr. Brown, informing him that Cllr. Cresswell was resigning as of today.

33.8 It was stated that both vacancies needed to be advertised.

33.9 A draft response to a letter from a local resident Mr. Graham Roberts was noted, it was agreed further to a slight amendment this could be sent.

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

34.1 Noted.

**35. Agenda items for next meeting.**

35.1 None.

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**36. 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.**

36.1 There were no members of the public present.

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

**38. To discuss the way forward in relation to the Village Hall / Village Hall Management Committee.**

**39. To discuss PAYE, payroll and Pension Scheme.**

**Meeting ended at 9:30pm**

**Note:**

Comments submitted in relation to PL/2017/00934/PPOL - 38 Creynolds Lane Cheswick Green Solihull B90 4ER; Outline permission for the erection of 3 No. new dwellings and associated works to land rear of 38 Creynolds Lane, with all matters reserved.

*'The Parish Council objects to this application as it is too intense for the site, with little garden remaining. The three additional dwellings to the rear which apparently include 2 x 3-bed semi's, and 1 x 4-bed detached, will have an adverse impact on the adjacent properties on both sides. The additional dwellings are very cramped and out of keeping with the surroundings. The access from Creynolds Lane up to the proposed dwellings is too narrow, and could cause problems for egress onto Creynolds Lane at a point where the lane is quite narrow'.*