



# Minutes

## Extra Ordinary Meeting of Chadwick End Parish Council

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**Held on:** Tuesday 11<sup>th</sup> December 2018 at 2.30pm

**Place:** Chadwick End Village Hall

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**Present:** Cllrs Rob Horsfield (Chair), Jeff Davies, Marjorie Walsh and Pat

**In attendance:** Kerry Finlayson (Parish Clerk), Mark Rice (PCSO)

**Members of the public:** 1

**86/18 WELCOME and APOLOGIES**

There were **no apologies** to receive.

**87/18 DECLARATION OF INTEREST**

There were no interests declared in any item of business on the agenda.

**88/18 CONFIRMATION OF MINUTES**

The minutes of the Ordinary Parish Council meeting held on 1<sup>st</sup> November 2018 were **confirmed** and **signed**.

**89/18 INFORMAL PUBLIC PARTICIPATION SESSION**

A member of the public asked if the proposed bus route changes would be discussed at the next coffee morning. Cllr Walsh reported that this wasn't planned but the Chair **reported** that tenders had gone out at the end of November, they would then be reviewed by Transport West Midlands for tenders and would then go out for bids. It was hoped to keep the existing service as this was up for re-tender and new services must be in place by 23<sup>rd</sup> February 2019.

**90/18 COMMUNITY STREET WATCH with MARK RICE**

Councillors received a presentation from Mark Rice, PCSO within the Rural team which covered Chadwick End and noted:

- Street Watch had already been started in Balsall Common and Dorridge and was due to start soon in Meriden, Knowle and Hockley Heath.
- Street Watch had superceded Neighbourhood Watch
- Involvement would require two people to walk around the village and to upload reports of anything of interest/suspicious to a portal.
- Information could be shared with other local areas.
- All volunteers would work for around 1-2 hours per months, would be insured by the police and would be provided with all necessary equipment
- The PCSO would attend one walk each month
- Participants would become part of the Active Citizens Scheme, which used proceeds of crime funds and provided grants/match funding to help with other things within the village such as ANPR or CCTV. - comes from proceeds of crime funding so can apply other things to help out in the village
- Volunteers would need to provide two forms of ID, along with confirmation of their address and date of birth
- There were three police officers, one sergeant and five PCSO's currently on the team
- With regards to the boundary between Warwickshire and Solihull within Chadwick End, Mark Rice assured Councillors that all enquiries would still get dealt with

- Information on what was happening within the area could be obtained via the wmnw website
- Training would take around one hour and could include Speed Watch training at the same time
- Mark Rice would attend a coffee morning and bring along some timers to give out to residents
- Mark Rice would provide the Chair with a breakdown of crime figures within Chadwick End

Councillors **asked** if an independent Speed Watch could be arranged and Mark Rice advised that there were only four vans within the West Midlands so they were hard to get hold of but agreed to put to put in a request.

Councillors **thanked** Mark for his time in coming to visit, especially as it was his day off.

#### 91/18 CRIME & SAFETY

- Neighbourhood Watch, Street Watch and Community Speed Watch had been covered under agenda item 90/18
- Winter Gritter - The Chair had applied for a winter gritter from Ashley Prior, Head of Highways department at SMBC
- Pedestrian crossing - Chair to write to Ashley
- Independent Advisory Group - The Chair attended the bi-monthly meetings along with 13 other members of the public from around the borough. The group acted as a liaison group with the police to help with ideas and spreading the word etc.

#### 92/18 FINANCIAL MATTERS

##### i. Payments & Receipts

<u>Payee</u>	<u>Details</u>	<u>Cheque No</u>	<u>VAT £</u>	<u>Total £</u>
WALC	Finance Training	218	0.00	30.00
EON	Electricity 6/10 to 6/11	DD	3.94	82.71
R Horsfield	Xmas Tree Lights	219	35.00	210.00
Fortress	Waste 1/11 to 30/11	DD	9.36	56.16
Fairways	Grounds Mtce & Dog Bins 1/11	220	50.92	305.50
Look Local Publications	Carol Concert Printing	221	15.00	145.00
WALC	Training - Audit Prep	222	0.00	15.00
K Finlayson	Stationery/Shredder	223	8.77	52.62
K Finlayson	Salary, Expenses & Mileage Nov/Dec	224	0.00	368.27
E Thompson	Booking Deposit Refund	227	0.00	50.00
R Horsfield	Supplies for Village Hall	225	11.78	70.69
K Finlayson	Stationery	226	1.98	13.33
M Walsh	Christmas Decorations	228	0.00	119.00
M Walsh	Coffee & Glasses	229	0.00	15.01

**Proposed** Cllr Davies      **Seconded** Cllr Horsfield      **All in favour**

##### ii. Bank reconciliation

- Jeff Davies **reported** that at future meetings the account statements would be reconciled by the Clerk who had now taken over as RFO and would then be signed off by another Councillor.
- As of 30<sup>th</sup> November the bank statements were reconciled with a balance of £ 23,577.19

- iii. Online Banking  
 Jeff Davies **reported** that he had spoken to the internal auditor who advised in order for the Parish Council to change to online banking there would need to be a system in place that allowed the RFO to input payments but these would then have to be authorised on the system by another Councillor otherwise the accounts would be left open to fraud. Therefore the Vice Chair was now looking to transfer the Parish accounts to Unity Bank as they offered this service at a cost of £6pcm whereas the current account with Nat West would charge £20pcm. The RFO had now been added to the current account as a signatory and future bank statements would be sent directly to her.  
 The Chair **thanked** Jeff for managing the finances since the last Clerk had left.
- iv. Baby Ballet  
 There had been a query made over billing as the hirer had now advised that she used the room for two hours per session not three, which she had been charged for. The Clerk confirmed that the original contract showed three hours as did every invoice until the one for eight sessions from September, so Councillors **agreed** that a credit of £96 should be added to the account.

**N.B Mark Rice left the meeting at 3.30pm**

**93/18 PREVIOUS ACTION POINTS**

- o **AP1NOV** To arrange for a Neighbourhood Watch clinic with the local PCSO's and to try and get someone from each road in the village to attend. Cllr Walsh would raise this at the next coffee morning. **COMPLETED**
- o **AP2NOV** Clerk to check spending limits **COMPLETED**  
 This was £350 and was deemed enough for an emergency
- o **AP3NOV** Clerk to update the website re: hall bookings **COMPLETED**
- o **AP4NOV** Clerk to look at grants for the website and get quotes for the work to be done **COMPLETED** - no longer required for this purpose

**94/18 PLANNING**

- i. PL/2018/03009/DIS Wayside Oldwich Lane West Chadwick End Solihull B93 OBQ Discharge condition Nos. 3, 5 and 7 and planning approval PL/2017/03417/MINFDW  
**No comment**
- ii. Update on previous applications - **received** and **noted** by Councillors

**95/18 ACCOUNTING SYSTEM - SCRIBE**

This item was postponed.

**96/18 CORRESPONDENCE**

Having reviewed the correspondence, Councillors **agreed** that grants would not be given to national charities but they would be asked to advise the Clerk if they were aware of people within the Parish who may be in need of help, particularly at this time of year.

**97/18 WEBSITE**

- o To review quotations received  
 Councillors reviewed the quotes and **agreed** to award the contract to Mark Emms  
**Proposed Cllr Horsfield Seconded Cllr Davies All in favour**

## 98/18 SOCIAL EVENTS

- Update on Christmas concert  
Cllr Walsh had bought the decorations and still needed to purchase mulled wine and mince pies nearer the time.
- Christmas lights - about 25-30 people had attended the switch on

## 99/18 VILLAGE HALL

- Decorating interior/exterior - deferred
- CCTV - deferred until the Parish Council could apply for funding from the Active Citizens Scheme
- Ceiling tiles - deferred
- Guttering - Chair to look into sizes and purchase the required end caps [AP1 DEC](#)
- Garden bulbs - lots of volunteers would be needed to get the bulbs planted as soon as possible and they would all be allowed to take some home to plant out the front of their homes. Chair to arrange a date and advise the Clerk [AP2 DEC](#)

## 100/18 DATES OF FUTURE MEETINGS

Councillors **agreed** to change the meeting schedule - the Clerk would look into this and feedback proposals [AP3 DEC](#)

## 101/18 CLOSURE OF THE MEETING TO THE PUBLIC & PRESS

The meeting was closed at 16.14

## 102/18 PERSONNEL MATTERS

- i. Clerk's Contract  
Clerk to review changes and send back to Chair
- ii. Clerk's Pension  
Councillors **approved** the pension provision and fees of £5pcm
- iii. Hard-Drive  
Cllrs **agreed** that the Clerk should purchase a hard drive to back up all files

**Signed**

**Date**            **8 January 2019**