



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 9th July 2019 at 6.30pm
Place: Chadwick End Village Hall

Present: Cllrs Rob Horsfield (Chair), Jeff Davies, Marjorie Walsh, Pat Burrows and Mike Playdon
In attendance: Kerry Finlayson (Parish Clerk),
Members of the public: 1

92/19 WELCOME and APOLOGIES

There were none to receive.

93/19 DECLARATION OF INTEREST

98/19: Cllr Davies non-pecuniary

94/19 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 11th June 2019 were **confirmed** and **signed**.

Proposed Cllr Horsfield Seconded Cllr Walsh All in favour

95/19 OPEN FORUM

A member of the public (MOP) requested funding for the following items to re-invigorate the litter picking group:

- Bin hoops
- Trolley to wheel the rubbish bags

The Clerk would send out an application form for grant funding.

96/19 FINANCIAL MATTERS

i. Payments & Receipts - **APPENDICES A&B**

It was further **agreed** to make an immediate payment of £60 to Thistlewood Maintenance as a hedge had been cut as a matter of H&S as it was forcing pedestrians to walk in the road.

Proposed Cllr Davies Seconded Cllr Horsfield All in favour

ii. Bank reconciliation

Bank accounts had been verified and reconciled with a closing bank balance on 30th June 2019 of £20,532.26

iii. Budget Position

Spend of £9164 against a budget of £18k with a balance of £8836 in hand. There were no areas of concern.

iv. Unity Bank

Submissions had been made to add Cllrs Walsh & Playdon to internet banking with full authority and for Cllr Burrows to be added as a cheque signatory

v. Savings Account

Cllrs **agreed** to transfer £15,000 to a savings account with Unity Bank. Clerk to move funds as necessary.

It was further **agreed** to apply for a trade warehouse card in order to benefit from the discounts available.

Proposed Cllr Davies Seconded Cllr Horsfield All in favour

vi. Internal Audit

An action plan would be put in place by Cllr Davies and the Clerk and would be reviewed quarterly at the same time as the budget.

The report was exemplary with hardly any comments on finance. It was mainly minor issues relating to processes.

97/19 PREVIOUS ACTION POINTS

- **AP3 MAY** - Cllr Horsfield to design a leaflet for the NDP Ballot - **ONGOING**
- **AP1 JUNE** - Chair to write to SMBC and WCC to request pinch points - **COMPLETED**
The Chair had written to both WDC and SMBC and in both cases the answer was basically a 'no'.

98/19 PLANNING

- i. PL/2019/01510/PPFL Yew Tree Farm Arbour Tree Lane

Object:

- The design of the proposed extension is not in keeping with the character of the existing house.
- The extension is also too large and will have a significant impact on the visual street scene in this very rural part of Chadwick End.
- The new build will be clearly visible from Arbour Tree Lane.
- This is green belt land and this extension will spoil this area of our community.

Proposed Cllr Horsfield

Seconded Cllr Burrows

All in favour

An enquiry from a MOP had been received about the static caravan on Oldwich Lane East and whether anything could be done to get it removed

It was discussed and agreed that the Chair would write to the enforcement officer to discuss the situation but also being mindful of the fact that they are also residents of the village.

99/19 VILLAGE HALL FUTURE PLANS and ACCESSIBILITY

- i. To receive a report from Cllrs Davies and Playdon (**AP2 May**)

Cllrs **received** and **noted** the tabled report which listed the top three priorities:

1. Current Electrical System
2. Accessibility
3. Decoration

Quotes would be sought for the accessibility requirements.

- ii. Risk assessment Update from Cllr Playdon

This had now been updated and would be reviewed 3 monthly. It was also suggested to add cover requirements should the Clerk be off long term.

- iii. Bookings Update

The clerk reported that bookings were a bit short on expectation.

- iv. Arrange a deep clean of the hall

This would be done once redecoration had taken place. In the meantime, the PC would look to appoint a regular cleaner.

- v. Check & clean the defibrillator

The Chair would write to a first responder who lived locally and had run defibrillator courses to enquire what had to be done. The clerk would ensure this was registered with the West Midlands Ambulance Service.

- vi. Tidy storage areas

Cllrs arranged to get together and clear the area on Tuesday 6th August.

- vii. Quotes for Painting

- Cllrs **received** and **noted** the quotes received for painting the Village Hall but further quotes would need to be sought with paint charged separately as colours would need to be chosen.
- Quote to be sought to maintain the soffits, fascias and guttering
- As refurbishment work may be carried out at the hall it was **agreed** to have a full survey undertaken to check for any hazardous materials. The Chair had sought a quote for a full report which would cost £248 + VAT. Which was **approved**.

Proposed Cllr Horsfield

Seconded Cllr Davies All in favour

100/19 GOVERNANCE

- i. Policies and Procedures
- ii. Equality & Diversity
- iii. Complaints
- iv. Data Protection
- v. Equal Opportunities
- vi. Freedom of Information
- vii. Health & Safety

The above policies were all **approved**.

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

- viii. Councillors Expenses

Cllrs **agreed** that this policy needed some further work.

101/19 WARD ACTION PLAN

Cllrs had received the report but noted that it was for Meriden Ward but Chadwick End was normally incorporated within Knowle so the clerk would check up on this.

102/19 ROAD SAFETY

Result of the PCC average speed camera funding application should be received shortly.

103/19 SOCIAL ACTIVITIES

- i. Outdoor Cinema

Deposit had been paid and leaflets/tickets ordered.

- ii. Walking Club

Cllr Walsh was due to meet with Roger Shrimpton to make arrangements to get this started up again and a budget of £30 was approved for publicity leaflets.

- iii. VE 75 Celebrations

Cllrs **agreed** that this would be a great community event and would look into different options but most likely a party at the Village Hall.

Cllrs also **agreed** to purchase a flagpole and items that would be required in the event of the death of a senior member of the Royal family.

Proposed Cllr Horsfield Seconded Cllr Burrows All in favour

104/19 ITEMS FOR FUTURE AGENDAS

- o Noise monitoring equipment for aircrafts
- o Speedwatch
- o Velo
- o Internal Audit Action Plan
- o NDP Ballot
- o Hazardous Materials Survey
- o Outdoor Cinema Event

105/19 DATE OF THE NEXT MEETING

- o Tuesday 6th August 2019 at 2.30pm

106/19 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 20.14

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

107/19 PERSONNEL MATTERS

- i. Key Safe - access number was amended

Dated:

Signed: