



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 11th August at 2pm
Place: Chadwick End Village Hall (Facemasks mandatory)

Present: Cllrs Rob Horsfield (Chair), Jeff Davies and Mike Playdon

In attendance: Kerry Finlayson (Parish Clerk)

Members of the public: 0

82/20 WELCOME and APOLOGIES

Councillors received and accepted apologies from Cllr Burrows who was shielding Covid-19)

83/20 DECLARATION OF INTEREST

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

84/20 CONFIRMATION OF MINUTES

The minutes of the meetings held on 2nd & 9th July 2020 were **confirmed** and **signed**.

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

85/20 CASUAL VACANCY

The Chair confirmed that Marjorie Walsh had resigned as a Councillor and that the Clerk had started the process for advertising the casual vacancy. The Chair thanked Cllr Walsh for her contribution to the PC and the community.

86/20 OPEN FORUM

There was nothing raised.

87/20 FINANCIAL MATTERS

i. Payments & Receipts

Invoice	To	For	£
42	Fairways July	Grounds/Dog Bins	321.00
43	Clarke Plastering	Hall Refurb	1860.00
44	Unity	Account Charges	18.00
45	W Robinson	Audit	180.25
46	Fortress July	Waste	37.87
47	TCL Tool Hire	Scaffolding	674.40
48	Nest July	Pension	70.00
49	K Finlayson	Salary July	334.56
50	A Bullivant	Window Cleaner	15.00
51	Waterplus	Water	236.71
52	Fairways August	Grounds/Dog Bins	321.00
53	Viking	Office Supplies	62.73
54	Clerk	Allowance etc.	36.14
55	Premium Blinds	Blinds	200.00
56	opus July	Electricity	60.44
57	opus August	Electricity	60.23

TOTAL 4488.33

Receipt	Payee	Details	TOTAL
9	Unity	Interest	30.54

Proposed Cllr Davies

Seconded Cllr Horsfield

All in favour

- ii. Bank reconciliation
The bank balance as at 31st July is: £33,984.49 and was balanced as per the bank reconciliation.
- iii. Internal Audit Report
Cllrs were extremely pleased with the excellent report and thanked the Clerk/RFO for her hard work.
- iv. Notice of Public Rights
On 15th July 2020 notice was given of public rights to view the unaudited Annual Governance and Accountability Return accounts for the year ending 31st March 2020. These would be available from Monday 20th July 2020 to Friday 28th August 2020

88/20

PLANNING

- i. Update
Cllrs received and noted the report.
- ii. PL/2020/01317/MINFHO The Shambles Warwick Road
Cllrs agreed to make no comment.

Proposed Cllr Horsfield

Seconded Cllr Davies

All in favour

- An application had since been received for 4 Oldwich Lane West Chadwick End and Cllrs agreed that there was no need to comment.

89/20

VILLAGE HALL

- i. External Cladding
Cllrs noted the report and quotes and agreed to pursue further enquiries with Ecotext who had provided the mid-range quote as they had presented as a very professional outfit.
- ii. Hire Request
Cllrs discussed the request and agreed that all hirers must be treated fairly, with the same terms and conditions, therefore no free sessions would be made available.
- iii. Cleaning & Sanitisation
Cllrs discussed various options and agreed that 1 x robust automatic sanitiser be purchased for the entrance hall plus 5 soap dispensers for the 3 bathrooms, bar and kitchen at a cost of up to £150
After each hire, hirer to wipe down door handles and spray floors/bathrooms used lightly with a covid-19 sanitising spray that would be provided.
Once weekly, cleaner to spray entire hall with fogging machine to be purchased at a cost of up to £200.00 plus disinfectant.
The Chair would contact the gentleman who had been interested in taking on the cleaning role. If he was unable to fulfil the requirements then the Chair offered to undertake the paid role himself as he was now retired.
- iv. Noticeboards
These had been purchased and installed.
- v. Refurbishment Plan
Cllrs received and noted the report and the following items which were still to be done/purchased and were approved as required:
 - Formica on worktops in the bar
 - Replace flooring section
 - Double doors
 - Fire exits
 - Clean heaters
 - Clean the Karndean flooring - purchase the liquid and apply annually thereafter
 - Carpet tiles in bar and hallways
 - Pictures of Chadwick End for the hallway
 - 3 x toilet signs
 - Re-plastering of one wall in main hall
 - Outdoor mat & canopy
 - New water heaters for bathrooms and kitchen
 - Sound mufflers - room sound absorbers

- Clocks for each room
- Wall hand driers in each bathroom
- Holes by Expelair/air bricks
- Cladding - review meeting with merchant but delay until next financial year and seek funding grant
- New external Village Hall signs
- Repair and replace security lights
- Entrance hall heater

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

- vi. Re-Opening
- Cllrs agreed a re-opening date of Monday 7th September
 - Cllr Playdon would undertake a full risk assessment and share it with other Cllrs before that date
 - All water would be flushed through for 10 minutes from each tap to remove any build up
 - Hirers would have the responsibility to supply a list of names and addresses of those at the event and then supply it to the Clerk to be held for 21 days for track and trace purposes
 - A table would be set up in the bar area to enable people to complete their details upon arrival
 - A covering note with regards to Covid-19 would be added to the hire agreement
 - Coat Stand to be purchased up to a cost of £50
- vii. Cherry Blossom Tree
- Cllrs were pleased to receive this agreed that it should be planted on the edge of the park
- viii. Updated Hire Agreement
- This was approved subject to the following:
- Maximum occupancy of 80 but 30 during Covid-19 pandemic
 - Bin bags would be supplied for the removal of rubbish and kept under the kitchen sink
 - No smoking area within grounds
 - All regular hirers to provide Clerk with their Risk Assessment record
 - Deposit changed to £75
- ix. Update Hire Charges
- This was approved subject to the following fees from August 2020 to March 2021
- Monday - Thursday £15ph (Regular bookings £12.50)
 - Friday - Sunday £18ph (Regular bookings £13.50)
- x. Damp Check
- Cllrs agreed that the report would be worth undertaking to see if there were any sources of damp before any cladding work is done and specifically to find out if there was a damp proof membrane in the bar area and by the kitchen fire exit.
- xi. Legionella Testing
- Following guidance from Cllr Playdon it was agreed that as there were no hot water tanks that the cold water taps would be run for 5 minutes monthly during the hall checks.

All of the above items in relation to the Village Hall:

Proposed by Cllr Horsfield Seconded Cllr Davies All in favour

90/20

PLAYGROUND

Cllr Davies reported that he had met with a representative from Wicksteed to look at options to upgrade the playground in some areas.

Items to be kept:

- Swings
- See-saw
- Climbing boulders
- Cradle (may be refurbished)

Items to possibly be replaced dependent upon budget and grants:

- Multi-purpose slide - hopefully within 12m - would seek grant funding
- Tunnel
- Trampoline

- 91/20 SPEEDWATCH**
Cllr Horsfield reported on the hard work that had been undertaken by two residents. They had now finally got the go-ahead from the head of Highways to arrange hardstanding to enable West Midlands Police to site their laser van. It had also been agreed to fund new flashing signs and to move an existing one. The community Speedwatch sessions were continuing with WM police using their laser.
- 92/20 SOCIAL ACTIVITIES**
i. Pub Quiz
 This would not take place this year
ii. Carol Concert
 Provisionally booked for 9th December with Knowle Choir - a decision would be made nearer the time as to whether this still went ahead.
- 93/20 ITEMS FOR FUTURE AGENDAS**
o Profit and loss report due to the Covid crisis
- 94/20 DATE OF THE NEXT MEETING**
o Ordinary - Tuesday 8th September at 2.00pm followed by the Parish Assembly (approx. 3pm)
- 95/20 TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**
The meeting was closed at 15.30
Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

Dated: 8 September 2020

Signed: