



# Minutes

## Ordinary Meeting of Chadwick End Parish Council

**Held on:** Tuesday 5<sup>th</sup> February 2019 at 6.30pm

**Place:** Chadwick End Village Hall

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

**In attendance:** Kerry Finlayson (Parish Clerk)

**Members of the public:** 3

### 14/18 WELCOME and APOLOGIES

Councillors **received** and **accepted** apologies from Cllr Marjorie Walsh.

### 15/18 DECLARATIONS OF INTEREST

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

### 16/18 MEMBERSHIP & COUNCIL ELECTONS

#### i. To co-opt a new Councillor

Mike Playdon was **appointed** as a co-opted Councillor following the posting of regulatory notices.

The Clerk would look into the expected cost for an election, should there be the need for one.

It was **agreed** to charge SMBC £250 for the hire of the hall for the election on 2<sup>nd</sup> May.

Clerk to check if WCC need to hire the hall on the same day or if they would be using a hall in Warwickshire.

### 17/18 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 8<sup>th</sup> January 2019 were **confirmed** and **signed**.

### 18/18 INFORMAL PUBLIC PARTICIPATION SESSION

A member of the public asked what was happening with the bus service. Cllrs were able to confirm that the contract had been awarded to Johnson's and would start on 24<sup>th</sup> February. The Clerk would arrange to publish a timetable on the website.

### 19/18 FINANCIAL MATTERS

#### i. Payments & Receipts

Date	Invoice No	Cheque	Payee	Details	TOTAL
01/01/19	Inv Jan 1	DD	Fortress Jan	Waste Management	56.16
01/01/19	Inv Jan 2	236	Fairways	Grounds & Dog Bins	305.50
08/01/19	Inv Jan 3	235	M Walsh	Carol Concert	9.20
11/01/19	Inv Jan 4	237	R Horsfield	NSP N Watch Signs	111.36
10/01/19	Inv Jan 5	DD	EON Electricity	6/12/18 to 6/1/19	103.09
31/01/19	Inv Jan 6	238	K Finlayson	Salary + OT	
31/01/19	Inv Jan 7	239	K Finlayson	Monthly Invoice	35.50
31/01/19	Inv Jan 8	240	M Walsh	Coffee Morning & Parking	14.24

**Proposed Cllr Davies**

**Seconded Cllr Horsfield**

**All in favour**

#### ii. Bank reconciliation

The balance as of 31<sup>st</sup> December 2019 was £22,026.82 and the accounts were reconciled to this as the statement for January had not been received.

- iii. Confirmation of precept submission  
The Clerk confirmed that the precept request for £12,450 was submitted to SMBC.
- iv. Appointment of Internal Auditor  
Cllrs **agreed** to appoint Bill Robinson who had undertaken the internal audit previously. The Clerk would arrange this.  
**Proposed Cllr Davies    Seconded Cllr Horsfield    All in favour**  
The Clerk also confirmed that there was no requirement for an external audit as the precept/turnover was under £25k. Cllrs requested that the Clerk confirm this was definitely the case as external audits had been required previously.
- v. The Clerk advised she had submitted a VAT reclaim.

## 20/18 CORRESPONDENCE

The Clerk had received a complaint about parking around the village to which the Chair had already responded. Cllrs understood the problem but were unable to prosecute. The Chair advised that he had a supply of official cards from SMBC and the police which could be placed under the windscreen of poorly parked cars which he would use in conjunction with Streetwatch.

## 21/18 NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Horsfield discussed what a Neighbourhood Plan was and what would be involved. It was **agreed** to undertake a single question poll to include everyone in the parish (over 18) to see if a NP was required.

It was also **noted** that there was a Parish Plan in place and within that there was a section relating to building development.

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

## 22/18 VILLAGE HALL

- i. Heating  
The Clerk had received a few complaints about the cold floor from baby ballet and pilates. The Clerk had responded to all. Unfortunately, as the floor was concrete this would always be an issue for a few weeks of the year when it was particularly cold.
- ii. PAT Inspection  
Cllrs **agreed** to appoint Steve Clarke at a cost of £60 for the first 40 items plus 80p per item after that. The Chair would arrange this.  
**Proposed Cllr Horsfield                  Seconded Cllr Davies    All in favour**
- iii. Key Safe  
There had been numerous problems with opening the key safe but these had now been fixed.

## 23/18 GENERAL

- i. NALC/WALC Briefings  
Community Sustainability  
The Chair reported on a briefing that looked at how more than 2000 villages had been overlooked by local planning due to lack of local facilities services such as a post office, shops, community hall, bus services, pub etc. and how these villages could be left in a cycle of decline.
- ii. Neighbourhood Watch  
New signage to go throughout the village had been purchased from a grant provided by the Parish Council. The scheme had been set up in Bakehouse Lane by a resident and would now look to be extended throughout the village.
- iii. Street Watch

14 people from the village had now attended the training with more due to attend. There would be a meeting shortly to agree routes and a timetable.

iv. Speedwatch

Two residents had formed a petition which had gained over 100 signatures and would now prompt a meeting with WCCC. They had already had a meeting with SMBC. The goal was to get the traffic speed reduced. Would continue to ask for the average speed cameras currently on trial in Hockley Heath, which had been in place for 4 years, to be moved around the Borough, including Chadwick End.

v. Velo Cycle Race

The Parish Council would be looking to open the field and have a picnic provision. The Chair was hoping to arrange a meeting to discuss parking, use of facilities, litter etc. There would also be a newsletter sent by the Parish Council with all of the relevant information nearer the time.

vi. Social Events

Dates to be arranged:

- Pub Quiz
- Cinema Evening
- Christmas Carol Concert - Thursday 19<sup>th</sup> December

vii. Update from the Solihull Association of local Councils (SAC) meeting.

The Chair had attended along with representatives from all councils within the borough. This had been very informative and they had discussed things that had affected their communities and heard what was happening in other areas.

viii. Bus Service

This had already been discussed.

ix. Playground/Inspection

The inspection had been booked and the Clerk would chase this up.

Cllr Burrows reported that a seat had come off the see-saw. This had been secured.

x. Trees in Car Park & Playground

It was **agreed** to appoint TNT Tree surgery for 1 day to trim back the overhanging trees and also to review any other work that needed to be undertaken. Cllr Davies would arrange this.

**Proposed Cllr Davies**

**Seconded Cllr Horsfield**

**All in favour**

xi. BHX - Masterplan Consultation

It was **noted** that there was a plan to increase passenger numbers from 18 to 30 million pa. over the next 15 years. The consultation period had ended on 30<sup>th</sup> January.

## 24/18 ITEMS FOR FUTURE AGENDAS

- Neighbourhood Plan

## 25/18 DATES OF FUTURE MEETINGS

- Ordinary Meeting - Tuesday 12<sup>th</sup> March (Full) at 2.30pm
- Ordinary Meeting - Thursday 4<sup>th</sup> April (Finance & Planning) at 6.30pm followed by the Annual Parish Assembly at 7.00pm
- Annual General Meeting - Thursday 9<sup>th</sup> May at 6.30pm followed by an Ordinary Meeting (Full) at 7.00pm

## 26/18 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 7.53pm

## 27/18 PERSONNEL MATTERS

There was nothing to discuss.