

COOKHILL PARISH COUNCIL

The Minutes of Cookhill Parish Council Meeting Held on Tuesday 8th March 2016 at 7.30pm Cookhill Village.

Present: Councillors R. Pinfield (Chairman), Cllr A. Sumner (Vice-Chairman), Cllr Churchill, Cllr T. Bennett, Cllr P. Stephens, Cllr P. Davis

In attendance: District Councillor A. Steel, District Clerks Kerry Johnson & Kate Brazier
1 member of the public

The Chairman asked the members of the public if there were any items that they were concerned with on the agenda and if they wished to comment before the meeting officially opened.

16.026 Apologies received and accepted from County Councillor C. Holt, Police Representative, Cllr V. Gupta

16.027 Declarations of interest

- a) Register of Interests. Councillors were reminded of the need to update their Register of Interests.
- b) Disclosable Pecuniary Interests.
- c) Other Disclosable Interests.

16.028 Minutes: The minutes of the Meeting of the Council on 9/02/16 were approved.

16.029 Police & Neighbourhood Watch Reports: Details of incidents in the parish were reported including a burglary on Edgioake Lane where a house was entered, car keys, ipad etc. were taken. No suspects. Smart water recommended and residents asked to use 101 report suspicious behaviour.

16.030 Planning Matters: - members of the public were invited to speak on the applications notified to the Parish Council.

i) The following applications were considered for comment:

- a) W/15/02611/PP **Location:** Dogbut Farm, Dogbut Lane, Astwood Bank, B96 6LD.
Proposal: Two storey side and rear extensions.

Comment: Councillors commented that although a Bat Survey had been undertaken it was felt that, due to the time of year, it was not extensive enough and would not take into account breeding and nesting season.

Councillors also commented that the extension plans suggest that the building work will affect an existing barn, and any wildlife, but the impact has not been addressed in the planning application.

Therefore, the Parish Council does not feel there is sufficient information to recommend approval of the current application.

ii) Reports from Wychavon Planning:

- a) W/16/00121/PP **Location:** Sunridge, 38 The Ridgeway, Astwood Bank, B96 6LT.
Proposal: 2 bedroom first floor extension over garage with front ground floor carport.
Decision: Approved 18/02/16.

iii) Planning enforcement matters from Wychavon Planning – none.

16.031 Progress reports for information.

a) **County Councillor Clive Holt** – no update.

b) **District Councillor Audrey Steel** gave an update on the annual budget meeting. The SWDP (South Worcestershire Development Plan) was passed on 23.02.16 and is now in operation. It was reported that Wychavon will be required to find 31 sites for Travellers, some of these permanent. Cllr Steel also reiterated the importance of a Neighbourhood

Plan. A meeting with an expert on completing a plan was discussed, with a member of the Council to sit on the committee.

c) District Councillor David Wilkinson – no update

d) Chairman – Cllr Pinfield – no update.

e) Clerk – the Clerk gave an update on the ongoing work to repair potholes in the Parish. The ongoing issue of dog waste was discussed with the possibility of putting in a new bin in Edgioake Lane, opposite the nursery. The new defibrillator will be sited at the Neville Arms as soon as a suitable date can be agreed. Cookhill Cricket Club's search for new members has been added to the website. It was reported that the Computer Club is going well with 3 training sessions having taken place with separate days for practice sessions. Currently the mix of tablet users and laptop users is not working, but it was suggested that there be a specific day for tablet users.

f) Parish Paths Warden – There has still been no success on appointing a Paths Warden. Cllr Davis said that he may have an interested party. It was discussed that the volunteer will need to be prepared to carry out some small repairs on his or her route. The post will be advertised in this month's What's on and will remain on the website.

g) Cookhill Village Hall – Cllr Sumner. A fire inspection is due to take place, which must be passed.

- The VH will be holding a Skittles and Mini Quiz evening
- Fish & Chip Supper with Race Night – 9th April
- AGM with cheese & wine – 26th April at 7pm

h) Lengthsman Scheme – the Lengthsman is away until week commencing 15th March. He has reported blocked drains to the Council. Cllr Churchill reported a large amount of water at the top of Edgioake Lane, on the main road, that looks like a water leak.

i) Playing fields – The clerk reported that the funding application had now been submitted and that it could be up to 6 weeks response time.

j) Affordable Housing – Cllr Stephens reported that after the curb stones has been replaced a significant amount of rubble had been abandoned on the edge of her property by the gate. She said that is a hazard. A letter will be sent to Rooftop

k) Cllr Pinfield advised the Council that a resident had reported an oil leak at the bottom of Church Drive on Tuesday 1st March. It was believed that it is an oil tank has caused the leak, it has been identified and now appears empty. The incident has been reported to Environmental Health, who have been out and tested the contaminated ground. The clean-up operation may take some time. Homeowner will need to be contacted and insurance details discussed.

16.032 To consider the grant for £150 for Cookhill Baptist Church's Arts & Crafts activities for the Youth Club. Mr Finnimore was in attendance. He advised the Council that the funding would be used to purchase items for the craft table for 7 young people, with new members being sought. There is no charge to attend the club so any funding would be very much appreciated. They do not currently receive funding from elsewhere. The grant was agreed unanimously.

16.033 To consider the quote of £60 for cutting the hedge within the allotment site, along the rear plots, with the tractor. Agreed.

16.034 To consider the cost of £120 for the annual Internal Auditor fee. Agreed.

16.035 To consider the new External Audit arrangement for 2017 financial year, namely whether to agree to have an external auditor appointed for the Council's audit under the Local Audit (Smaller Authorities) Regulations or to opt out and make other arrangements. It was agreed to follow the recommendations and not opt out.

16.036 To consider the quote from Thomas Horton Solicitors to act on the Council's behalf to seek to register the Parish Council as the owner of the track known as 'Sandholes' (access track leading to the allotments), with Land Registry. Quote for £350 fee (excluding £70.00 VAT) requires £200.00 to be paid in advance. Additional costs are estimated to be £130 Land Registry fee (including site inspection) and £40 for Land Registry searches and documents. Cllr Pinfield asked for the Council's approval and it was agreed unanimously.

16.037 To consider grass cutting contracts for 2016/2017 season:

- a) Verge and amenity cutting with Limebridge Rural Services. Contract agreed for 3 years. Agreed.
- b) Mowing of Playing Field with John Kirk. Agreed.

16.038 To Review the Parish Council Assets Register. This has been updated to show all items, including the new defibrillators. The Chairman signed the register and the Council agreed unanimously.

16.039 To Review the Parish Council Risk Register. Cllr Sumner asked that the document be amended to say that she checks the defibrillators.

16.040 To Discuss the need for further dog waste bins in the Parish. This was deferred to the next meeting.

16.041 To consider the request from the tenant of Allotment Plot 1C to install a semi-permanent greenhouse. The clerk reported that since setting the Agenda she has had feedback from Mr Claydon regarding the request. He has spoken to the tenant to recommend waiting until next season to see if erecting a greenhouse would be beneficial. Councillors agreed to wait 12 months before making a decision.

16.042 FINANCE: To receive the statement of financial affairs and authorise payments.

- a) The monthly statement and bank reconciliation showing the available funds, the income and expenditure comparison to the budget was approved.
- b) Cheques for payment were reported, authorised and approved by the Council.

16.043 To receive information and items for next agenda

Councillors are requested to use this as an opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not a time for debate or decision-making.

- Dog Waste Bin
- Potholes in Brandheath Lane reported. No actions have taken place.
- Oil Leak - Update

16.044 The date of the next Parish Council meeting was confirmed:

- Parish Council Meeting on Tuesday 12th April starting at 7:00pm with the Parish Meeting, followed at 7:30pm by the Parish Council Meeting.

16.045 To consider excluding the public and press from the meeting under Section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 because of the confidential nature of the business to be transacted, namely recruiting a new Parish Clerk. **It was resolved to exclude the public** so application forms could be circulated to Councillors and interview dates scheduled.

- The council agreed the signing of the new clerk's contract. Cllr Pinfield had followed up the Clerk's references with Cllr Waithman, of Newton Regis, Seckington & No Man's Heath Parish Council and found them to be acceptable.

This meeting closed at 21.25hrs

Signed Chairman

Dated