

Ordinary Meeting of the Parish Council

7.30pm Monday 13th July 2020

Held via Video Conferencing
(Due to Coronavirus Restrictions)

Draft Minutes

Ver 180720

PRESENT:- Councillor B Chandler (Chair), Councillor R Pugh (Vice-Chair)
Councillors N Cole, G Noble, R Gough.
Clerk – D Jeans
No members of the public elected to join the Conference.

1. Video Conferencing Protocol and Legal Issues

- 1.1 The Chair welcomed Councillors to the video conference and reminded Councillors that legislation enables the Council to make lawful decisions during the conference as if Councillors were holding a normal public meeting. Councillor Chandler thanked Councillor Cole for hosting the Conference process on behalf of the Council, highlighted the protocol she would be adopting, and advised that the meeting would be recorded.
- 1.2 Councillor Cole confirmed the meeting was being recorded.
- 1.3 The Clerk advised that digital storage of Council meeting video conferences was expensive, and not a legal requirement. His advice was that the Council should keep a video recording up to the day before the next meeting or to the moment draft minutes were published on the website. This had been confirmed as an appropriate policy by the County Officer of WALC.
- 1.4 Following discussion, the Council resolved that video recordings would be retained until the draft minutes were published on the Council's website.

2. Apologies and Approval of Absences

- 2.1 Councillors approved the absence of Councillor L Pugh.

3. Declarations of Interest

- 3.1 It was agreed this would be agenda-specific.

4. Minutes of Previous Meeting (22nd June 2020)

- 4.1 The minutes of the last meeting had been circulated. Councillor Chandler proposed that the minutes be adopted, seconded by Councillor Cole and agreed by Councillors participating. Prior to the meeting, the Chair had been presented with a copy of the minutes which she signed during the meeting.

5. Matters arising

5.1 Letter from NWAC to NWBC Chief Executive (9.6.2)

5.1.1 The Clerk had written to the Chief Executive on behalf of NWAC. He had circulated the response.

6. Contributions from the Public

6.1 There were no members of the public present.

7. Village Crime and Disorder Issues

7.1 The Clerk advised that both PC Simon Ackroyd and Mr Thomas Crawford, Reservoir Site Manager had been invited to the meeting. However, neither had been able to join the video conference as their organisations did not approve the use of Zoom software.

7.2 Councillor Cole advised that the Reservoir gate was now secured each evening.

7.3 Councillor Gough felt that the recent issues had not re-surfaced and the Village was currently very quiet. Councillor Chandler suggested that as places of recreation were gradually reopening, there would be fewer visitors to the Village. Councillor Cole had noticed less litter had been deposited.

7.4 Councillor Chandler thought it appropriate to maintain pressure on the Police and Severn Trent to ensure attention continued to be paid to the Village and Reservoir.

7.5 Councillors agreed to continue to seek feedback from residents and to report back to the Council.

8. Coronavirus Crisis Update

8.1 The Clerk advised that he had communicated with the Licensee of The Plough the resolution of the Parish Council, but he had not received a reply to the original, nor follow-up communication. Councillor R Pugh felt that the situation was under control and that customers had no need to use the Village Green. This was reinforced by Councillor Gough. Councillor Chandler felt that the matter was now closed.

8.2 Councillor Chandler advised that the shielding process was coming to an end, and any advice to shield would now come from the Track and Trace process.

9. Financial Report

9.1 The Clerk had circulated a copy of the Council's accounts up to 4th July 2020. The Chair had received a copy prior to the meeting which she signed during the meeting.

9.2 Prior to the meeting, the Chair had been presented with recent invoices and a payment schedules for the period to 22nd June 2020 to 13th July, which she signed during the meeting.

- 9.3 The Clerk had also circulated an update of the 2020/21 budget position. There were minor variances on two spending headings, but no significant variations, to date.
- 9.4 Councillor Chandler proposed acceptance of the financial reports. This was seconded by Councillor Cole and agreed by all present.
- 9.5 The Clerk highlighted that the Salvation Army recycling container produced an annual income of around £100 per year, currently paid into the Council's main account. The Village Hall Management Committee felt that the income should be received by the Hall Committee. Following a short discussion, Councillor Chandler proposed that the recycling-related income should be paid to the Village Hall Management Committee with effect from 1st August. This was seconded by Councillor Gough and agreed by the meeting.

10. Planning Matters

10.1 No planning applications had been received.

10.2 Portacabin, Blythe Road

10.2.1 A resident had submitted a complaint in respect of a portacabin situated adjacent to a residential property in Blythe Road at Watery Lane on the basis that it was unsightly and probably did not have planning permission.

10.2.2 The Clerk had visited the location and had circulated photographs to Councillors prior to the meeting. The resident had explained that the portacabin was intended for domestic use – a summerhouse and play area for her children, plus domestic storage. There was no toilet installed and it was not intended for overnight accommodation nor any business use. The resident understood that no planning permission was required. However, the Clerk advised that the portacabin had been installed closer to the road than the building line and was thus likely to be in breach of permitted development.

10.2.3 Following discussion, the Clerk was asked to contact the Borough's Planning Department.

11. Horticultural Services

11.1 Councillor Chandler declared that she felt the quality of Village grass cutting was currently very high. The Clerk was asked to pass on the Council's view to the Contractor.

12. Recreation Ground

12.1 Councillor Chandler outlined her discussions with the Police and local residents in respect of problems at the Recreation Ground which had led to the temporary locking of the gate from 6pm to 6am each evening. She asked Councillors to consider the appropriateness of keeping the gate locked during weekends.

12.2 Councillor Cole felt that the council should wait to see if the problem subsided before the Council invested in signs. Councillor Gough felt that the gate should be locked at weekends to prevent any confrontation occurring when the 6pm locking process took place. She thought the residents in Wilkinson Way would be happier with the gate being secured at weekends.

- 12.3 Councillor Noble felt that the Council should not only take Wilkinson Way residents into account and that the car park should be open at weekends, and locked at a later time in the Summer. She suggested leaving the gate open at weekends for a trial period. This was supported by Councillor Cole. However, Councillors R Pugh and Gough felt that the current process should continue whilst coronavirus-related restrictions remained in force.
- 12.4 Following further discussion, it was agreed that the gate would be locked from 6pm until 6am and at weekends for a trial period, but that the situation be monitored.
- 12.5 Quotations for removal of the existing play equipment had been sought but the Clerk had received only one quote, to date. The issue was deferred to the next meeting. The Clerk was asked to confirm the Council's rules and procedures for seeking quotes and tenders during the meeting.

13. Road Safety Issues

- 13.1 The Clerk advised that he had enquired what costs were involved in setting up speed measuring equipment to identify the incidence of excess speed on Church Road, but had not yet received a reply.

14. Reports from County and Borough Councillors

- 14.1 No County or Borough councillors had joined the meeting.

15. Report from Village Hall Management Committee

- 15.1 Councillor Cole summarised the financial position of the Hall and outlined recent maintenance and repairs which had taken place. He remained hopeful of some sort of grant from the Borough Council in respect of income loss due to coronavirus. There appeared to be an issue with the accuracy of the electric meter which he was investigating. Councillor R Pugh advised that a previous regular user of the Hall had elected to return when the Hall was fully open.

16. Reports from Parish Councillors

- 16.1 Councillor Noble expressed concern with the new border wall being constructed in Church Drive which restricted the useful width of the road and, when vehicles were parked, potentially prohibited emergency vehicles reaching the Almshouses. Following discussion, it was agreed that the Clerk would contact the Borough's Planning Department once more.
- 16.2 Councillor Gough reported upon the options for a Village defibrillator being available 24 hours per day, rather than having to rely on the restricted access to the current machine in The Plough. It was agreed that the options and costings would be discussed at the next meeting.
- 16.3 The Clerk was asked to insert reference to the existing and future defibrillators on the website and in the next Connecting Four submission.

17. Correspondence

17.1 Hedges

17.1.1 The Clerk had received a request from a resident concerned with private hedges spilling over footpaths in Church Road and The Green. The Clerk had advised that hedge cutting was not recommended by RSPB until September, but that he would raise the issue with Councillors.

17.1.2 Councillors agreed that no pressure should be placed upon residents to cut hedges before September.

17.2 'Buzz' Minibus Service

17.2.1 Councillors had been asked to consider the appropriateness of the 'Buzz' route being extended to ASDA at Minworth. Councillors felt that the service could be so extended, but should also cover ALDI in Station Road, plus Coleshill Station. The Clerk was asked to respond to Councillor Riley, accordingly.

There being no further business, the meeting closed at 9.46pm.