

Coleshill Town Council

Meeting of the **COLESHILL TOWN COUNCIL** held in the Old Courtroom, Town Hall, High Street, Coleshill on **WEDNESDAY, 5 APRIL 2017** at 7:00 p.m.

PRESENT: - Cllr. Wallace, Town Mayor, in the Chair.

Councillors: - Battle, Breeze, Farrell, Farrow, Jones, Mason, Richardson and Wootton.

16/76 APOLOGIES

No apologies were received as there was a full attendance.

16/77 DECLARATION OF INTERESTS

The Mayor declared a prejudicial interest in the item relating to the Coleshill Drama Group (16/90) as a leading member of the committee. In addition, she, plus Cllrs. Farrell and Wootton declared prejudicial interests in the item on the cemetery land (16/86) as they were trustees of the Coleshill Grammar School Trust.

16/78 MINUTES OF PREVIOUS MEETING

The minutes of the Town Council Meeting of 25 January were proposed to be adopted by Cllr. Farrell and seconded by Cllr. Richardson.

They were then **ACCEPTED** without amendment by those present.

16/79 COMMUNICATIONS RECEIVED SINCE THE LAST MEETING OR GIVEN BY THE MAYOR

Although the Mayor had attended a number of events throughout the county, she wanted to concentrate on two significant ones. The charity Coleshill Town Band Concert deserved better support as it demonstrated just what an asset the band was to the town. She had particularly enjoyed the range and quality of the musicians and been most appreciative of Cllr Battle (Deputy Mayor) and the Town Clerk and his wife for assisting in the serving of teas and coffees during the refreshment break.

The Mayor had been delighted to host a celebration evening in the Town Hall to congratulate Coleshill Town Football Club on reaching the 2-leg semi-final of the FA Vase. The players, coaches and supporters had been a credit to the town and demonstrated the value of teamwork to achieve results. Love Coleshill were particularly singled out as a body which had demonstrated the town's support with the "best dressed shop-front" competition.

16/80 PRESENTATION ON THE COMMUNITY ORCHARD

All five trustees of the newly formed Coleshill Community Allotment project were in attendance. Ms. Leanne Carr gave both written and personal presentations on the project with progress and aims as follows:

1) Environmental awareness and engagement; seeking to make a positive contribution to the environmental issues our world is facing by making good use of the land available to us, "safeguarding the integrity of creation and working to sustain and renew the life of the earth" (Anglican Communion 5 Marks of Mission)

2) Community Cohesion; there is already a strong community spirit evident in Coleshill and we seek to foster and enhance that through the development of community links and community life, and specifically the shared growing/work and shared distribution of produce.

Cllr. Farrell believed that this was a no-lose offer in that the 4-6 allotment plots were unkempt currently used but were costing the Council for maintenance. He proposed that they be offered free of rent and with a revised tenancy agreement drawn up by the **Town Clerk**. If there were any problems detected with the agreement or community orchard early operation, these could be reported to the Community & Environment committee. This was seconded by Cllr. Farrow and **RESOLVED** unanimously.

It was highlighted by Cllr. Jones that the Royal Horticultural Society might offer low cost insurance to the Coleshill Community Orchard project.

16/81 **PARTICIPATION OF THE PUBLIC**

Cllr. Peter Fowler, County Councillor, reported that some of his delegated member budget had been used for Coleshill Bridge repairs but pedestrians were then using an unintended gap that he might seek to fill by hedging. He had more delegated member budget to spare and believed it would possibly be discussed on a later agenda item (on the Improvements to Memorial Park - Phase II – see item 16/86).

The County Councillor was liaising with officers on a footpath and bollards at the Station Road layby. The future of Area Forums was to await the new County Council's election. Civil Parking Enforcement in North Warwickshire Borough was now expected in spring /summer 2018. He would pass on, via the Town Clerk, any developments of dialogue with Birmingham City Council on car cruising.

Finally, the Mayor thanked Cllr. Fowler for his heart, drive and enthusiasm over 30 years as a Councillor, including on the Town Council. Other members expressed their appreciation and recognition of Cllr. Fowler's efforts on many projects for the town.

16/82 **TO APPROVE THE PREVIOUS MINUTES**

The three set of Planning Committee minutes were block proposed by Cllr. Farrell, seconded by Cllr. Wootton and **AGREED** unanimously. Cllrs. Farrell and Jones updated members on the Borough Council Planning Board decision on the refusal of PAP/ 2016/ 0719 for a takeaway food outlet.

Cllr. Farrell thought minute 81 implied that the Town Council was too positive about the planning application, prior to it being registered. The main purpose of offering assistance to Wilson (UK) Investments was in relation to the management of the car park on Saturdays, only on the assumption that the application had been approved.

Within the minutes of the 23 Community & Environment Committee, on item 50, Cllr. Farrell proposed to alter the non-charging for burials to be for "aged 17 and under" as this would be consistent with many other local authorities. He also wanted to amend

the recommendation on item 52 in relation to the Christmas lights switch on to add a further phrase that “members should be allowed to be open to discuss with retailers on the late night shopping switch-on arrangements”. These amendments were seconded by Cllr. Battle **ADOPTED** nem. con.

The **Town Clerk** agreed to contact Warwickshire County Council regarding the ownership of the strip of land between the Stonebridge allotments and the A446.

16/83 **FREEDOM OF INFORMATION PROVISIONS**

Members **ENDORSED**, unamended, the existing Freedom of Information Policy, Data Protection Policy and registration with the Information Commissioner’s Office, as proposed by Cllr. Farrell and seconded by Cllr. Jones.

16/84 **STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Clerk had circulated some amendments and members suggested modifying the two documents as follows:

Standing Orders

3(i) referred to a requirement for members to stand when speaking. This has not been enforced since to 2016 adoption of the new orders and should be deleted.

15(b)(ii) described the need to have Town Council agendas displayed at the St Peter’s Walk noticeboard. Members have determined that this should be amended to refer to ‘public noticeboards’ in general, leaving flexibility based on space available.

15(b)(xii) and 15(b)(xii) cross refer to Standing Order 22 but they should refer to Standing Order 23.

Financial Regulations

1.14, 4.4 and 7.8 all refer to the Employment and Grievance Committee (or its Chairman). These references were to be amended to be to the Chairman of the Resources & Amenities Committee.

5.5 describes the use of electronic payments. In brackets, this would be qualified with (BACS and PayPal).

2.2 details that “At each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO”. The member to sign the reconciliations and the original bank statements as evidence of verification for the 2016/17 accounts would be Cllr. Wootton.

In addition to the above, Cllr. Jones was suggested a change to standing orders to cover instances of inquorate meetings and the Mayor questioned the operation of spending authorities for the Town Clerk and committee chairmen but with neither were there any seconded amendment proposals. It was, however, agreed that the Town Clerk and committee chairmen should report back to other members on instances where they had used Standing Orders to authorise large items of expenditure.

The above alterations were **ACCEPTED** nem. con., having been proposed by Cllr. Farrell and seconded by Cllr. Farrow.

16/85 **APPOINTMENT OF A YOUTH CLUB AGENCY**

The Administration Manager had provided details of Elite Sports Agency costs.

Cllr. Farrell spoke of Elite's success at Arley and was aware that it could run both outdoor sports and a holiday club with a range of sports available and qualified youth and sports leaders. He wanted to use the current grant year as a trial for what might work the following year.

The Mayor enquired if the Awards for All grant would still be valid for the new format. The Town Clerk felt that the awards body were very flexible on the grant usage. Cllr. Jones was concerned about the supervision arrangements that had ensued at the Community Centre youth club. Cllrs. Farrell and Farrell felt it would be better managed as the agency would control its own bookings and participant registration.

Cllr. Farrell proposed that Elite Sports be commissioned at the earliest opportunity but offered that members could meet the agency on site. This was seconded by Cllr. Richardson and **AGREED** unanimously.

16/86 **PLANTERS & LIVING SCULPTURES**

The Deputy Town Clerk had summarised what was available from RC Smith after the visit to its centre storage had taken place. After discussion, members **AGREED** with the proposal of Cllr. Farrell and second by Cllr. Richardson to hire two horses (£400) and four hanging baskets (£100). These would be in the same locations as the previous year with the second (smaller) horse considered for the triangle at Pound Lane.

The bookworm would also be hired, subject to it being located in a prominent position. One possibility might be for it to be in the High Street to direct people to the library, for example, near to the Liliann shop.

At this point, it being 10 p.m., members agreed to suspend Standing Orders to allow the meeting to continue until 10:30 p.m.

16/86 **CEMETERY EXTENSION OPTIONS**

The Mayor plus Cllrs. Farrell and Wootton stayed to impart information on the pre-circulated recommendations but then left the room for the discussion. The Mayor advised that if an extension was not purchased, Coleshill residents would have to bury relatives at the Woodlands cemetery. Cllr. Farrell was aware of the significant income generated and employment of staffing represented by the cemetery. It was highlighted by Cllr. Wootton that the cemetery was described in the emerging Neighbourhood Plan as an important resource for the town and its residents. The three members then left the room.

The following were then proposed and seconded by Cllrs. Richardson and Cllr. Breeze and duly **RESOLVED** unanimously as follows:

- Formally confirm the Council's previous view that land owned by the Digby Estate is the preferred expansion option.
- Continue to explore a 'reserve' option with the Grammar School Trust.
- Authorise the Town Clerk and the Chairman of Community & Environment Committee (and /or its Vice Chairman), alongside other members where appropriate, to continue discussions with both the Digby Estate and Coleshill Grammar School Trust.

- Authorise the Town Clerk to bring a report back to Council on Wednesday 21st June with further information with a view to Council agreeing a purchase at said meeting. The paper should also include information on appointing a solicitor, independent valuation etc.
- Hold an Extraordinary Meeting of the Community & Environment Committee on Wednesday 5th July (immediately after planning) to agree a draft layout schedule for the new land and associated works that might be required to turn the land into a working cemetery. This meeting will authorise the Town Clerk to seek quotes for this work.
- Authorise the Town Clerk to bring forward a report on progress plus quotes for works on 20th September 2017. It may be possible to agree a company for the works at this meeting, subject to the progress made in the legal purchase.

16/87 IMPROVEMENT TO MEMORIAL PARK – PHASE II

The Town Clerk had circulated a paper explaining the rough costs of potential elements of the programme. Cllr. Farrell pointed out that these were not full quotations, just an illustration of how the £75,000 budget might be used, adding that £15,000 might be available from the County Council member’s delegated fund. The estimates were:

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|--------------------------------|--|
| Unfinished pathways | £12,000 (assumes £15,000 from Warks. CC) |
| Car park /driveway resurfacing | £53,000 |
| Dog agility equipment | £2,500 |
| Information boards x 4 | £6,000 |
| Contingency | <u>£5,000</u> |
| Total | <u>£78,500</u> |

Cllr. Farrell felt that the Town Council could undertake Phase II without a landscape architect’s assistance. The Town Clerk identified that this involved taking on risk, as the absence of experts in the field could have drawbacks. Cllr. Jones asked if three quotations would be sought for the major works. The Town Clerk agreed this was an ideal but he would have to investigate whether EU procurement tendering rules made this more expensive. Cllr. Farrell also recognised the need to have discussions with the developers of the old leisure centre since S106 payments might be possible to improve the adjoining entranceway to the planned site. The outline proposals were seconded by Cllr. Breeze and **RESOLVED** nem. con.

16/88 CALENDAR OF MEETINGS

The pre-circulated schedule was proposed and seconded by Cllrs. Farrell and Jones and **AGREED** unanimously.

16/89 VACANCY ON THE COLESHILL PARISH TRUST

It was proposed by Cllr. Mason and seconded by Cllrs. Richardson and voted nem. con. that Cllr. Farrell be **ELECTED** to continue as a trustee.

16/90 COLESHILL DRAMA GROUP - TOWN HALL UNDER-STAGE STORE

The Mayor left the room and Cllr. Battle assumed the chair.

Members **AGREED** unanimously that the Coleshill Drama Group be permitted to arrange the dry lining of the Fifield Hall under-stage store and the Town Council to offer a 50% contribution of the costs.

16/91 **GENERAL PRACTICE CALL BACK ARRANGEMENTS**

Cllr. Jones proposed that Mr. Dave Simkin, as Council representative of the Patient's Group, should report to Council on the matter of GP call backs after he had received complaints on the service. Cllr. Farrell seconded and this was **AGREED** nem. con.

16/92 **TOWN CLERK REPORTS**

The Borough Council planning officer had advised, on the application for the fuel filling station at High Street, that the applicant had withdrawn the application as the certificates for the suitability of the fuel tanks in the existing positions had proven to be satisfactory.

Ms. Kate Shtrezi, Records Clerk on maternity leave, had delivered a healthy baby girl and there was a card and collection being arranged.

The meeting closed at 10:35 p.m.



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Town Mayor