

Coleshill Town Council

Meeting of the **COLESHILL TOWN COUNCIL** held in the Old Courtroom, Town Hall, High Street, Coleshill on **WEDNESDAY, 24 JANUARY 2018** at 7:00 p.m.

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

Councillors: - Breeze, Farrell, Farrow, Mason, Richardson, Symonds and Wallace.

17/69 APOLOGIES

There were apologies received from Cllrs. Gibbs and Wootton.

17/70 DECLARATION OF INTERESTS

There were personal declarations of interest in item 17/77 (Coleshill Parish Church campaign) by Cllrs. Symonds and Wallace.

17/71 MINUTES OF THE MEETING HELD 8 NOVEMBER

The minutes were proposed to be adopted by Cllr. Farrell, seconded by Cllr. Farrow and **ACCEPTED** unanimously.

17/72 COMMUNICATIONS FROM THE TOWN MAYOR

Although the Mayor had participated in a number of events since the last meeting, one series of commitments had been most significant as a memory. That was in visiting the town's care homes on Christmas Day. This had been a highly emotional day for him and for those residents he had visited. He commended it as an idea to, hopefully, be repeated by future mayors.

Mr. Ray Richardson was presented with the newly etched Deputy Mayor's Consort badge and ribbon by the Mayor, to be held for the rest of the Council year.

17/73 PRESENTATION ON HIGH SPEED 2

The Coleshill & Water Orton HS2 Action Group was to be attending future meetings of the Special Management Zone Group to liaise on local issues and concerns, as work on the project proceeded. Mr. Peter Rafferty gave a presentation by way of an update on the workings of the Action Group.

He then advised that all Warwickshire parishes in the vicinity and affected by the route of HS2 (with the exception of Coleshill Town) had joined the special management group. Parish councils were paying £100 per annum to the group's administration and meeting costs and many were sending a representative to the management group meetings.

It was proposed by Cllr. Farrell and seconded by Cllr. Symonds that the Council express its support for the management group, pay the £100 to its administration cost but not appoint a separate councillor representative. This was unanimously **AGREED** and the **Town Clerk** was asked to confirm these provisions, by letter, to Mr. Rafferty.

17/74 **PARTICIPATION OF THE PUBLIC**

There were no comments or questions raised.

17/75 **TO APPROVE THE PREVIOUS MINUTES**

On the Planning Committee minutes of 10 January 2018, Cllr. Symonds wanted it recorded that she did not support the draft letter that had been agreed as a consultation response to the Borough Council's Local Plan. She also wanted to meet with the Chairman of that committee to discuss the evidence based for some of the conclusions outlined in the letter. Cllr. Wallace requested some grammatical changes and with those, it was proposed and seconded by Cllrs. Farrell and Breeze for the minutes to be **ADOPTED** and the letter to be sent.

With regard to the Community & Environment Committee of 22 November 2017, Cllr. Wallace wished to correct the comment on the month for the Coleshill Carnival which had previously always been held in August. Cllr. Farrell proposed and Cllr. Wallace seconded the **ACCEPTANCE** of the minutes, duly amended.

The Resources & Amenities Committee minutes 13 December 2017 were amended with minute 35 to say "deputies" rather than "Deputy's" and minute 38 to say "financially viable." They were then **ADOPTED**, as proposed and seconded by Cllrs. Symonds and Breeze.

17/76 **FINANCIAL REPORTS – QUARTER 3, 2017/18**

The Town Clerk advised that the Lloyds Bank account had been set up as the Sports Club grant funder required a separate account. The second Elite Sports payment had been made from the HSBC account, while the first had been made from the Lloyds Bank account as there was not enough left in Lloyds account to cover the second one.

The **Town Clerk** was to investigate whether the £25 payment to Father Hudson was contra-ed, whether CIE, local to Coleshill, could be the supplier of outdoor clothing with woven logos and where the sillage roll was used (item 633). He was also to ensure receipts from Gascoigne Funeral Directors were shown as burial fees rather than memorial fees.

Members were happy to **ACCEPT** the reports unanimously, as proposed by Cllr. Farrell and seconded by Cllr. Symonds.

17/77 **COLESHILL PARISH CHURCH CAMPAIGN**

The Coleshill Parish Church Campaign had, in December 2016, requested a sum of £19,500 to be earmarked by the Town Council towards 50% of the external works to the church grounds. The Council had agreed to this in principle and the amount was then included in the 2017/18 budget. The campaign group was now requesting for release of such funds and the backing of the Town Council in relation to any future application to North Warwickshire Borough Council for Community Infrastructure Levy money.

Cllr. Farrell proposed that the funds be released but that an additional agenda item with clear justification would be required in order to consider any further funding.

This was seconded by Cllr. Breeze and **CARRIED** nem.con.

17/78 LAND PURCHASE FOR A CEMETERY EXTENSION

The Council had been negotiating the purchase of land to the South of the existing cemetery, on the other side of the drive that runs past its entrance towards the Coleshill Tennis Club. The owner of that land was the Wingfield Digby estate, which was prepared to offer two acres of land for £40,000. Part of the negotiation was for the Council to assume 50% cost responsibility for a portion of the drive (with the Digby Estate having the other 50%). Cllr. Wallace asked about the shape of the land planned for acquisition. This had been a rectangle with dimensions dictated by a desire to have land nearest to the current cemetery site and to have the length of it along as much as possible of the drive towards the tennis club.

The Town Clerk had had discussions with the agent for the Digby Estate, Fisher German, and solicitors Hadgkiss, Hughes & Beale of Acocks Green who were specialists in commercial land. HH&B were corresponding with Fisher German's solicitors and were ready to exchange contracts in the next few weeks.

A planning application was needed to have a change of use for the land from pasture to cemetery usage. The Town Clerk sought some pre-application advice from an officer from North Warwickshire Borough Council Planning Department and had since submitted a full planning application. It was not possible to have the exchange of contracts exactly at the same time as getting the planning application approved.

Cllrs. Farrell proposed and Cllr. Farrow seconded that the exchange of contracts take place at the earliest opportunity and that the **Town Clerk** should then progress the planning application process as soon as possible afterwards. The Council **RESOLVED** this approach, by a nem. con. vote.

17/79 CASPER CAMPAIGN – NEXT STAGES

CASPER (Coleshill Art Space Project - Everyone Respects) had completed the crowd funding stage and raised around £18,000 in funds but with other "in kind" support. The Mayor had personally sponsored a £50 cash competition for the Coleshill School children to produce design ideas in picture or model form, which were on display.

A report had been circulated seeking agreement on the constitutional arrangements for progressing with the campaign to completion, through a Delivery Group. The report recommendations were to provide stronger input from the County Council and design, fund raising and legal expertise, as necessary. Cllr. Wallace enquired whether the location was fixed. The Borough Council had agreed the peppercorn rent of the former public toilet site but this had not been finalised as the location by the Working Group. Cllr. Wallace recommended that any funding available considered any ongoing maintenance costs.

Cllr. Farrell congratulated the Town Clerk on helping the campaign to achieve the crowd funding target and the town for being the first to successfully complete a Placemaking Fund campaign. He suggested the Mayor should stay as chairman of the group until delivery, in his own right rather than through the mayoral office. He proposed the other suggestions in the report regarding the formation of a Delivery Group, including a separate bank account, if needed.

This was seconded by Cllr. Symonds and **AGREED** unanimously.

17/80 2018/19 BUDGET AND PRECEPT REQUEST

All members had the opportunity in December to put forward ideas for the 18/19 budget and the Chairman's Group had met to shape a draft series of proposals into a report which had been subsequently circulated. This described a revenue balance of £8,000 of income over expenditure and a precept request of £235,732 which assumed a zero increase in Band D charge per household. It contained some projects not likely to be completed in the current financial year plus some new capital items:

High Street Improvement Fund	£30000
Equipment and Small Scale Projects	£2500 (e.g. flagpole, Star Awards)
Contractor Costs	£8000

Cllr. Mason had spoken to a number of agencies about the costs for providing a two-story car park at Church Hill and wanted to have the Council commit a set figure to it. Cllr. Farrell proposed the whole report and preferred that the High Street Improvement Fund should be agreed to be used more generally to support a vibrant town rather than necessarily a car park fund. He added that it might be used for engaging a fixed-term retail expert who might bring in other funds and advise on the Borough Council's Community Infrastructure Levy allocation decisions. Cllr. Wallace did not support any appointment of a "Town Centre Manager" position.

Cllr. Mason agreed to speak to Cllr. Reilly as to whether any HS2 funding might assist with helping to fund a car park project.

It was added by Cllr. Farrell that the Contractor Costs heading was designed to cover the provision of additional external resource. This would support the Council to progress particular capital projects where these required specialists or were proving difficult to complete.

The whole report was seconded by Cllr. Symonds and a vote taken to **ACCEPT** the budget report and precept request, nem. con.

17/81 TOWN CLERK REPORTS

There was nothing to report.

17/82 CONFIDENTIAL MINUTES OF THE MEETING HELD 8 NOVEMBER

The minutes were proposed to be adopted by Cllr. Farrell, seconded by Cllr. Symonds and **ACCEPTED** unanimously.

17/83 STAFFING AND COMMITTEE STRUCTURE CHANGES

In the absence of Cllr. Wootton, the Town Clerk spoke on a report to review the Council's staffing arrangements and to consider the need for further structural alterations, to take effect from the 2018/19 Council year.

It entailed a number of aligned staffing and committee role changes:

- Deputy Town Clerk role to change to look after duties supporting the Procedures & Amenities Committee.

- Title change from Administration Manager to Community & Partnerships Manager and the holder to look after the duties supporting the Community & Partnerships Committee.
- Title change from Community Development Coordinator to Projects Coordinator and the job holder to report to the Deputy Town Clerk and look after the Grants Committee.
- Additional 4 hours per week for the Deputy Town Clerk (more immediate effect).
- Records Clerk to increase attention on website and social media.
- Administration Assistant to be re-titled as Receptionist and support the keeping of financial records.
- External training to be increased by the provision of modules by Inspire 2 Independence (i2i) Ltd.

Cllr. Wallace expressed concerns: the retention of two committees where four of them had previously allowed the Council to have four chairmen roles and greater member involvement, that changes should be member discussed rather than suggested by the staff, working hour patterns should be member agreed, the need to create more working hours should be member decided and that the Hub should be run separately from the Council.

In proposing the report, Cllr. Farrell responded with views that the Council, its staff, income streams and cost controls had all changed fundamentally in recent years. He highlighted that the Council now had the best park in North Warwickshire, a highly regarded Community Hub, growing income from the cemetery and a very successful Town Hall hiring record. These were part of what the staff had achieved and the changes planned were funded within the budget agreed in the earlier item. He felt that the four committee arrangements were not effective and as Chairmen were now more likely to be in full time employment, the need for officer support was greater.

The report was seconded by Cllr. Breeze and **AGREED** nem. con.

As there were no further items, the meeting closed at 9:35 p.m.



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Town Mayor