

# ***Coleshill Town Council***

Meeting of the **COLESHILL TOWN COUNCIL** held on Zoom on **WEDNESDAY, 17 JUNE 2020** at 7:00 p.m.

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

Councillors: - Battle, Clayton, Hammond, Hayfield, Reilly, C. Symonds, P. Symonds and Wallace.

## **20/18 APOLOGIES**

Apologies were received from Cllr. Sparkes.

## **20/19 DECLARATION OF INTERESTS**

None were declared.

## **20/20 MINUTES OF THE MEETING HELD 20 MAY**

It was to be noted that the Sergeant at Arms role was not a civic title and this should not be implied in the minutes. As a matter arising, the Mayor had decided that there was no need to continue the current appointment but would leave it to his successor to appoint to the position, whenever this was decided. The minutes were then proposed by Cllr. Wallace, seconded by Cllr. Clayton and **AGREED** unanimously.

## **20/21 MAYOR'S ANNOUNCEMENTS**

The Mayor had written letters of appreciation for services maintained, in the height of the COVID-19 period, to voluntary organisations, retailers and the emergency service bodies. These had been received very well by the staff at one of the Lloyds Pharmacy and the Mayor's letter was on display on the wall at the Coventry Building Society.

The Mayor had been invited to, at a social distance, participate in the badge awarding presentation for Coleshill Beavers as they were moving into the Cubs age group.

## **20/22 PARTICIPATION OF THE PUBLIC**

There were no members of the public in participation.

## **20/23 TO APPROVE THE PREVIOUS MINUTES**

The minutes of the Planning Committee meetings of 2 June were proposed by Cllr. P. Symonds, seconded by Cllr. Clayton and **ADOPTED** nem. con.

On the Community & Partnerships Committee minutes of 12 February, Item 33 should have referred to Hazelwood Group Practice. In relation to the 3 June minutes and Item 4

discussion of the Hub operation, this minute should be largely withdrawn from publication by the **Town Clerk** due to the personal matters relating to its staffing. In addition, the **Town Clerk** was also asked to investigate a report of a Hub-funded boat and bowls trip. The two sets of minutes were then proposed by Cllr. Battle, seconded by Cllr. Hayfield and **ADOPTED** unanimously.

There was a need to amend the heading of the 10 June Procedure & Amenities Committee meeting to refer to it being held on Zoom. Cllrs. Wallace and C. Symonds proposed and seconded that the oak tree plaque text should be extended to read:

*“This oak tree was planted by Coleshill Town Council, on behalf of the people of Coleshill, to commemorate the centenary of the end of the First World War”.*

Item 7 had referred to replacing a cemetery gate with a County Pathways procurement offer. It had since transpired that the gate intended for replacement was the short pedestrian hoop gate at the main vehicular entrance and not the one at the end of the recognised footpath. It was suggested by Cllr. Wallace that the field gate might be moved to be fixed to the vicarage wall and for the Woodstock Large Mobility gate to be positioned on the other side of the field gate. A site visit was agreed to examine this option.

With these changes, the minutes were proposed by Cllr. Battle, seconded by Cllr. Clayton and **AGREED** nem. con.

#### 20/24 **ANNUAL INTERNAL AUDIT STATEMENT AND REPORT**

The Annual Internal Governance Statement and Ms. Diane Malley’s Internal Audit letter had been circulated. It was highlighted that all governance checks had been ticked but that the quarterly VAT returns needed closer monitoring. One late quarter return and the absence of the income should have been spotted before the second quarter’s was due.

Members were made aware that, with the absence of room rental for the immediate future, future spending plans would need careful review.

The Town Clerk was thanked for the difficult Internal Audit preparations where paperwork required was stored on a mixture of office filing cabinets, shared network storage, email attachments and on officers’ PCs. Cllr. P. Symonds proposed and Cllr. C. Symonds seconded that members should formally accept the report and statement, which was **AGREED** unanimously.

#### 20/25 **ANNUAL EXTERNAL AUDIT ACCOUNTING STATEMENTS**

The Annual External Accounting Statements had been prepared and circulated, prior to submission to the External Auditor, PKF Littlejohn.

It was explained by the Town Clerk that a restatement of the 2018/19 figures had been agreed by the External Auditor in order to allow the Box 7/8 reconciliation and the carried forward balances in Box 1 to now exclude the CCLA Local Authority Property Fund valuations. The value of the Box 9 fixed assets (£3,523,254 as at the end of 2019/20) now included this fund’s value.

Comparing the year on year Box 8 figure (short term cash balances), this had fallen from £46,490 to £21,240 from the end of 2018/19 to 2019/20.

Cllr. C. Symonds proposed and Cllr. Battle seconded that members should formally accept the signing and despatch of the AGAR papers, which was **AGREED** unanimously.

#### **20/26 BREAK IN TO THE CEMETERY GARAGE**

The Town Clerk had submitted the insurance claim for losses which came to a value of over £7,000 as it included mowers, strimmers, small hand tools but also a damaged lockable cabinet, padlocks and fuel cans. The WPC had taken pictures on arrival on the morning of 4 June and these, together with purchase orders and invoices had been submitted to the insurer, as requested.

One new mower had been bought so that the grass cutting could be continued but it was not certain whether the insurance company would insist on its preferred supplier for other replacements. It was also not yet clear whether the insurer would request specific security measures to be installed to reduce future risk. In the meantime, the Town Clerk was arranging for reinforcing steel plates to be fitted to the padlock covers and stronger padlocks. Other costs were being investigated for a sensor light or alarm, secreted tracking devices (e.g. £166 quoted by one regular machinery supplier). A CCTV camera would need, from the current phone and broadband provider, a PSTN line and a router (around £50 one-off costs for each) plus £17.85 /month line rental and £17 /month for broadband supply. The Town Clerk would liaise with members when there were comments received from the insurance company about its security advice.

#### **20/27 TOWN CLERK'S REPORT**

The Town Council offices had, on 1 June, resumed to a 9am – 1pm operation, Monday to Friday and all calls were being captured in the offices rather than the Town Clerk's mobile. The Community Hub, from 15 June returned to a 10am – 1pm operation, Monday and Tuesday.

There being no other business, the Town Mayor closed the meeting at 8.05 p.m.



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Town Mayor

PRESENT: Councillor in the Chair  
 Councillors: Clayton, Sparkes and P. Symonds.

**10 APOLOGIES**

There were no apologies.

**11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 2 June had been approved at the 16 June Town Council meeting but members wanted another copy and to agree their accuracy at a subsequent meeting.

**13 MATTERS ARISING**

None.

**14 PLANNING APPLICATIONS**

Appl. No.	Address	Applicant	Proposed Development	Comment
PAP/2020/0260	Halgwen, Lichfield Road Coleshill B46 1LH	Mr John Rogers	Outbuilding in rear garden.	No objections.
PAP/2020/0288	6, Coventry Road, Coleshill, B46 3BE	c/o Agent - TPP	Variation of condition no: 4 of planning permission PAP/2020/0203 relating to allow for deliveries, for change of use from office (use class A2) to delicatessen, cafe and hot food takeaway (use class A1/A3/A5).	The committee were minded to raise no objections but on the proviso that all neighbouring retailers were consulted and raised no concerns. In addition, it was felt a condition was required on time allowed for deliveries to be within the 11pm end of trading hours.
PAP/2020/0298	129, Norton Road, Coleshill, B46 1ES	Mr & Mrs Jeys	Two storey side extension and single storey rear extension.	No objections.

**15 PLANNING DECISIONS**

PAP/2019/0496	Coleshill Manor Campus South Drive, Coleshill	Mr Damian Hosker	Emerge Surf - Recreational surfing centre and associated infrastructure.	Pending
PAP/2019/0522	Garage Site, Adj. Blythe Court	Mr Andrew Kelleher	Demolition of existing and erection of new garages at ground level with	Pending

	Blythe Rd Coleshill		1 no:- two-bedroom flat and 1no:- one bed with additional parking spaces at the rear	
DOC/2019/0110	Former Police Station Park Road/Birmingham Road B46 1DJ	Mr Graham Artis	Approval of details required by conditions No. 12 of planning permission PAP/2016/0249 dated 12 October 2016 related to access & egress measure, car parking and turning heads	Pending
PAP/2019/0621	1 Trajan Hill Coleshill B46 1TZ	Jessup	Approval of reserved matters for appearance, landscaping, scale and layout relating to erection of 20 dwellings with vehicular access.	Pending
PAP/2019/0648	The Coach Hotel 150 High Street Coleshill B46 3BG	Mr McGroarty	Construction of single storey hotel bedroom detached annex building ancillary to the Coach Hotel, together with associated landscaping works.	Pending
PAP/2019/0683	The Coach Hotel 150 High Street Coleshill B46 3BG	Mr McGroarty	Listed building Consent for construction of single storey hotel bedroom detached annex building ancillary to the Coach Hotel, together with associated landscaping works.	Pending
PAP/2019/0695 /0696	119-121 High Street Coleshill B46 3BP	Mr Wasdell	Change of use of upper storeys and two storey rear wing to residential use together with associated internal alterations and improvements to elevations. External parking and landscaping, plus LBC.	Pending
PAP/2019/0697	Woodlands School Packington Lane Coleshill B46 3JE	Lucas Architects Ltd Mr M Lucas	Erection of two storey teaching block to include 4 number classrooms, group rooms and associated space and single storey link block to connect to existing school to include teaching and learning space and group rooms.	Pending
PAP/2019/0701	Land Adjacent to Coleshill Manor Off South Drive Coleshill B46 1DF	The Wall (Developments) Ltd	The erection and operation of a landmark structure, with associated visitor centre and public open space (D2), together with ancillary essential development including dedicated car parking, landscaping, access road and services provisions (mixed use including D1, A1, A3, A4 and B1 facilities) to operate as a national memorial and to create a significant public art architectural feature.	Pending
PAP/2020/0088	Hill House, 4 Blythe Road, Coleshill, B46 1AH	Mr & Mrs Melvin Smith	Erection of bungalow in existing residential curtilage.	Granted
PAP/2020/0142	57 Stonebridge Road	Mr Lee Hodson	Variation of condition 2 to PAP/2019/0605 dated 23/01/2020	Granted

	Coleshill B46 3HA		for amendment of doors, windows and Juliette balcony and internal alterations.	
PAP/2020/0153	83 High Street Coleshill B46 3AG	Quiapeng He	Retrospective application for change of use from a restaurant (A3) to a takeaway counter (A5) and residential accommodation at ground floor, kitchens at first floor and no: 2 stock room at second floor.	Pending
PAP/2020/0203	6 Coventry Road Coleshill B46 3BE	Tyler Parkes	Variation of cond. 3 of p. permission (PAP/2016/0719 APP/R3705/W/17/3175142) relating to opening hours until 23:00; in respect of change of use from office (use class A2) to delicatessen, cafe and hot food takeaway (use class A1/A3/A5).	Granted
PAP/2020/0220	20 Hall Walk Coleshill B46 3ES	Mrs Emma Price	Single storey rear extension and single storey side extension to replace an existing enclosed entry.	Granted

## **16 CORRESPONDENCE**

There was an understanding that there would be a number of Section 17 applications being made by HS2 which needed speedy responses. The Council has set up a small consultation group (Committee Chairman, Vice Chairman plus Messrs. Peter Rafferty and Barry Moore) to consider these. None had been forthcoming and so the Town Clerk agreed to make enquiries.

## **17 ANY OTHER MATTERS FOR FUTURE DISCUSSION OF THIS COMMITTEE**

There were no matters for future discussion relevant to this committee.

At this point, as there was no further business, the Chairman closed the meeting at 7.40 p.m.

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Chairman

PRESENT: Councillor Battle in the Chair  
 Councillors: Clayton and P. Symonds.

**18 APOLOGIES**

There were apologies from Cllrs. Hayfield, Reilly and Sparkes.

**19 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**20 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 1 July were accepted for accuracy.

**21 MATTERS ARISING**

HS2 had responded to the query as to why Section 17 quick response planning variations had not been received. It was an issue being checked within the HS2 business by the Community Engagement Officer.

**22 PLANNING APPLICATIONS**

Appl. No.	Address	Applicant	Proposed Development	Comment
PAP/2020/0170 <b>AMENDED PLANS</b>	94 Coventry Road Coleshill B46 3EE	Miss J McClean	Erection of single storey rear extension and conversion of outbuilding	There was a recommendation of refusal. Firstly, on the extension, this appeared to conflict with the 45-degree rule for no. 96. On the outbuilding conversion, creating living accommodation that was not accessible other than through the main building was not acceptable or supported from a sustainably point of view. In addition, if living accommodation was allowed in the garden of no. 94, it invaded the privacy and amenity of the garden of no. 96.
PAP/2020/0322	Norton Arms Station Road Coleshill B46 1JZ	Mr Bill Tiwana	Single storey kitchen extension with duct & formation of store-room.	No objections.
PAP/2020/0323	41 Blythe Road Coleshill B46 1AF	Attridge	Proposed garage extension including new boundary wall and gate.	No objections.
PAP/2020/0353	88 Coventry Rd Coleshill	Ms Sandra	Works to trees in Conservation area	No objections, so long as the pollarding was no further than

	B46 3EE	Dyer		had previously been conducted.
PAP/2020/0353	30 Norton Rd Coleshill B46 1ET	Andrew Clennell	Replacement rear conservatory	No objections.

### 23 PLANNING DECISIONS

PAP/2019/0496	Coleshill Manor Campus South Drive, Coleshill	Mr Damian Hosker	Emerge Surf - Recreational surfing centre and associated infrastructure	Approved
PAP/2019/0522	Garage Site Adjacent Blythe Court Blythe Road Coleshill	Mr Andrew Kelleher	Demolition of existing and erection of new garages at ground level with 1 no:- two-bedroom flat and 1no:- one bed with additional parking spaces at the rear	Pending
DOC/2019/0110	Former Police Station Park Road/Birmingham Road B46 1DJ	Mr Graham Artis	Approval of details required by conditions No. 12 of planning permission PAP/2016/0249 dated 12 October 2016 related to access & egress measure, car parking and turning heads	Pending
PAP/2019/0621	1 Trajan Hill Coleshill B46 1TZ	Jessup	Approval of reserved matters for appearance, landscaping, scale and layout relating to erection of 20 dwellings with vehicular access	Pending
PAP/2019/0648	The Coach Hotel 150 High Street B46 3BG	Mr McGroarty	Construction of single storey hotel bedroom detached annex building ancillary to the Coach Hotel, together with associated landscaping works.	Pending
PAP/2019/0683	The Coach Hotel 150 High Street Coleshill B46 3BG	Mr McGroarty	Listed building Consent for construction of single storey hotel bedroom detached annex building ancillary to the Coach Hotel, together with associated landscaping works.	Pending
PAP/2019/0695 /0696	119-121 High Street Coleshill B46 3BP	Mr Wasdell	Change of use of upper storeys and two storey rear wing to residential use together with associated internal alterations and improvements to elevations. External parking and landscaping, plus Listed Building Consent.	Granted plus LBC
PAP/2019/0697	Woodlands School Packington Lane Coleshill B46 3JE	Lucas Architects Ltd Mr M Lucas	Erection of two storey teaching block to include 4 number classrooms, group rooms and associated space and single storey link block to connect to existing school to include teaching and learning space and group rooms	Pending
PAP/2019/0701	Land Adjacent to Coleshill Manor Off South Drive Coleshill B46 1DF	The Wall (Developmen ts) Ltd	The erection and operation of a landmark structure, with associated visitor centre and public open space (D2), together with ancillary essential development including dedicated car parking, landscaping,	Approved

			access road and services provisions (mixed use including D1, A1, A3, A4 and B1 facilities) to operate as a national memorial and to create a significant public art architectural feature	
PAP/2020/0153	83 High Street Coleshill B46 3AG	Quiapeng He	Retrospective application for change of use from a restaurant (A3) to a takeaway counter (A5) and residential accommodation at ground floor, kitchens at first floor and no: 2 stock room at second floor	Pending
PAP/2020/0260	Halgwen, Lichfield Road Coleshill B46 1LH	Mr John Rogers	Outbuilding in rear garden.	Pending
PAP/2020/0288	6, Coventry Road, Coleshill, B46 3BE	c/o Agent - TPP	Variation of condition no: 4 of planning permission PAP/2020/0203 relating to allow for deliveries, for change of use from office (use class A2) to delicatessen, cafe and hot food takeaway (use class A1/A3/A5).	Pending
PAP/2020/0298	129, Norton Road, Coleshill, B46 1ES	Mr & Mrs Jeys	Two storey side extension and single storey rear extension.	Pending

## 24 CORRESPONDENCE

There had been a Transport for West Midlands travel survey received. Members completed the consultation response on-line, requesting more frequent bus services and better South to North signposting of Coleshill on the M6. The A45 Sprint bus service was highlighted as not widely known to the committee. It was positively remarked that roadworking was often undertaken at night and weekends, which was helpful.

## 25 ANY OTHER MATTERS FOR FUTURE DISCUSSION OF THIS COMMITTEE

The lifting and replacing of squares of grass from the lower football pitch may well have been unauthorised metal detecting. The Town Clerk was not aware of any other authorised reason.

At this point, as there was no further business, the Chairman closed the meeting at 8.05 p.m.

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Chairman

PRESENT: Councillor Battle in the Chair  
 Councillors: Clayton and P. Symonds.

**26 APOLOGIES**

There were apologies from Cllr. Sparkes.

**27 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**28 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 29 July were accepted for accuracy.

**29 MATTERS ARISING**

None.

**30 PLANNING APPLICATIONS**

Appl. No.	Address	Applicant	Proposed Development	Comment
PAP/2020/0396	80 High Street Coleshill B46 3AH	Mr Jamie Lawlor	Change of use from A1 retail to D1 medical	No objections.
PAP/2020/0398	19A Spring- fields Coleshill B46 3EG	Mrs S Townsend	Erection of single storey, flat roof and rear extension	No objections.
PAP/2020/0383	3 Lawnsdale Close Coleshill	Mrs Sharon Jones	Erection of single storey kitchen extension with a maximum height of 3.181 metres, a maximum eaves height of 2.25 metres and extending 6.0 metres beyond the rear wall of the original dwelling (including the removal of the existing conservatory).	Although the Committee did not want to raise objections, it did have concerns to be investigated. These were that the length of the extension might conflict with the 45-degree rule for No. 1 and that the windows of the extension might have privacy issues for No. 5, Lawnsdale Close.

**31 PLANNING DECISIONS**

PAP/2019/0522	Garage Site Adjacent Blythe Court Blythe Road Coleshill	Mr Andrew Kelleher	Demolition of existing and erection of new garages at ground level with 1 no:- two-bedroom flat and 1 no:- one bed with additional parking spaces at the rear.	Pending
DOC/2019/0110	Former Police Station Park	Mr Graham Artis	Approval of details required by conditions No. 12 of planning	Granted

	Road/ Birmingham Road B46 1DJ		permission PAP/2016/0249 dated 12 October 2016 related to access & egress measure, car parking and turning heads.	
PAP/2019/0621	1 Trajan Hill Coleshill B46 1TZ	Jessup	Approval of reserved matters for appearance, landscaping, scale and layout relating to erection of 20 dwellings with vehicular access.	Pending
PAP/2019/0648	The Coach Hotel 150 High Street B46 3BG	Mr McGroarty	Construction of single storey hotel bedroom detached annex building ancillary to the Coach Hotel, together with associated landscaping works.	Pending
PAP/2019/0683	The Coach Hotel 150 High Street Coleshill B46 3BG	Mr McGroarty	Listed building Consent for construction of single storey hotel bedroom detached annex building ancillary to the Coach Hotel, together with associated landscaping works.	Pending
PAP/2019/0697	Woodlands School Packington Lane Coleshill B46 3JE	Lucas Architects Ltd Mr M Lucas	Erection of two storey teaching block to include 4 number classrooms, group rooms and associated space and single storey link block to connect to existing school to include teaching and learning space and group rooms	Pending
PAP/2020/0153	83 High Street Coleshill B46 3AG	Quiapeng He	Retrospective application for change of use from a restaurant (A3) to a takeaway counter (A5) and residential accommodation at ground floor, kitchens at first floor and no: 2 stock room at second floor	Pending
PAP/2020/0260	Halgwen, Lichfield Road Coleshill B46 1LH	Mr John Rogers	Outbuilding in rear garden.	Granted
PAP/2020/0288	6, Coventry Road, Coleshill, B46 3BE	c/o Agent - TPP	Variation of condition no: 4 of planning permission PAP/2020/0203 relating to allow for deliveries, for change of use from office (use class A2) to delicatessen, cafe and hot food takeaway (use class A1/A3/A5).	Pending
PAP/2020/0298	129, Norton Road, Coleshill, B46 1ES	Mr & Mrs Jeys	Two storey side extension and single storey rear extension.	Pending
PAP/2020/0170 <b>AMENDED P.</b>	94 Coventry Road Coleshill B46 3EE	Miss J McClean	Erection of single storey rear extension and conversion of outbuilding.	Granted
PAP/2020/0322	Norton Arms Station Road Coleshill B46 1JZ	Mr Bill Tiwana	Single storey kitchen extension with duct & formation of store- room.	Pending
PAP/2020/0323	41 Blythe Road Coleshill B46 1AF	Attridge	Proposed garage extension including new boundary wall and gate.	Pending
PAP/2020/0353	88 Coventry Rd Coleshill B46 3EE	Ms Sandra Dyer	Works to trees in Conservation area.	Pending

PAP/2020/0029	30 Norton Rd Coleshill B46 1ET	Andrew Clennell	Replacement rear conservatory.	Pending
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**32 NEIGHBOURHOOD PLAN**

On the recent application for the Wall of Answered Prayer, the Town Council’s Planning Committee had given its consultation response that it was in the Green Belt and that such development was in conflict with the aims of the Neighbourhood Plan. The Borough Council had, however, given approval to the application.

The Committee was prepared to use the policies of the Neighbourhood Plan on smaller applications, where these were relevant.

**33 CORRESPONDENCE**

HS2 had further qualified why Section 17 response planning variations had not been received by the Town Council. These would be sent by the Borough Council’s planning officers, where the variations were deemed to be sufficiently major.

The HS2 Community Engagement Officer and his equivalent at BBV had offered to present an update on the planned works. This would be arranged for the 30 September on Zoom with all members invited.

**34 ANY OTHER MATTERS FOR FUTURE DISCUSSION OF THIS COMMITTEE**

The request, jointly by the police and Borough Council, to use a festive socket on the lighting column in the High Street near the Coach Hotel and Coleshill Hotel was noted. This was to allow the CCTV camera to be moved and might then allow a replacement festive lighting fixture to be installed at the start of the Coventry Road instead.

At this point, as there was no further business, the Chairman closed the meeting at 7.00 p.m.

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Chairman

## MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S PROCEDURES & AMENITIES COMMITTEE

12 AUGUST 2020 VIA ZOOM

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**Present:** Cllr. C. Symonds (in the Chair)  
Cllrs. Battle, P. Symonds and Wallace

10. **APOLOGIES**

There were apologies received from Cllr. Sparkes.

11. **DECLARATIONS OF INTEREST**

There were no declared personal interests.

12. **PREVIOUS MINUTES**

The minutes of the 10 June 2020 meeting were proposed by Cllr. C. Symonds, seconded by Cllr. P. Symonds and **ACCEPTED** unanimously as a true record, without amendment. The slightly revised wording for the WWI commemorative oak tree plaque had been well-received by some residents who had requested it.

13. **MEMORIAL PARK ADDITIONAL PATHS**

The Improvements to Memorial Park (IMP) project was completed in 2017. Jack Moody Landscaping worked on the main contract, including new paths. Due to a budget decision, a couple of stretches of potential pathway surfacing were taken out of the project. Members had asked for quotations for putting down pathway surfacing onto these currently grassed stretches at the rear of the small child's play areas.

Ideally, the new paths needed to match the golden-brown colour on the current ones. The two stretches would be from the bench to join the path near the Millennium Garden and a shorter length from the same bench to the open play area.

Jack Moody Landscaping and three local driveway companies had been invited to quote but none had completed any responding quotations. There had also been an enquiry made to Warwickshire County Highways, as that authority used its contractors to help with the Memorial Park surfacing /marking, which it arranged at a very competitive price. The County Highways estimate for these lengths was around £9,900 but only in regular black tarmac. For the golden-brown compacted materials, it would be significantly more.

Members agreed that it did not have the funds required to do this until the next financial year, if it did it at all. The second decision was that it wanted to price up the golden- brown mix option for comparison. The **Town Clerk** was to seek a revised estimate from County Highways and members were to forward any other local supplier contacts.

14. **NHS COMMEMORATIVE STONES**

During the Covid pandemic, a "snake of stones" has been created on the right of St. Peters Walk, with the idea of commemorating support and thanks to the National Health Service. At an evening site visit on 23 July, some members had suggested discussing the provision of a permanent location on the Croft just at the entrance to the Church. It was suggested to be a durable brass plaque on a wood base, as with those fitted to benches.

It was proposed by Cllr. C. Symonds and seconded by Cllr. P. Symonds that this be progressed and was **AGREED** by majority vote. It was further discussed that Mr. & Mrs. Ford-Terry might be approached for their design ideas although the display needed to be minimal rather than extravagant and possibly boxed in to be tidy. A Press release was advised to encourage

residents to drop off stones at the Town Hall, as a number of those initially sited during the height of the pandemic had since been withdrawn.

15. **DDA CEMETERY GATE PROCUREMENT**

A group of Councillors met with the Deputy Town Clerk in July to see if the new Woodstock Large Mobility gate (as discussed at the 10 June meeting) would fit into the vehicular access to the cemetery. The conclusion was that it would, but members need to formally agree a decision to allow this in the amended location from that discussed in June.

This was proposed by Cllr. Wallace, seconded by Cllr. C. Symonds and **DECIDED** unanimously. It was to be further noted that, at the site visit, it was discussed that the main swing gate was to be on the right of the Large Mobility gate as one looked at it from inside the cemetery.

16. **BARRIER OR BOLLARDS TO THE COMMUNITY CENTRE**

The summer has seen flare ups of anti-social behaviour from gatherings of youths in most built up locations in the country. It had been reported to members that the Community Centre car park may also have been a gathering point.

Members had asked that prices were obtained for a bollard system which would restrict cars from entering and help make this less attractive. These prices were available at the meeting, but councillors did not wish to progress the idea. A barrier /bollard system would be easily bypassed by driving over the grass verges and any form of restriction required a daily lowering and raising arrangement. The non-continuation of the Playgroup business made this more difficult and costly and so therefore not viable.

17. **SECURITY PROVISIONS AT THE GROUNDSMAN'S HUT**

The recent break in at the cemetery has highlighted the need for additional security measures, although the insurance company had not given any mandatory instruction. A local blacksmith had repaired the padlock housings so they were no longer gnarled and had, in fact, been reinforced. The padlocks themselves were bigger but with shorter hooks. An electrician was to quote for a security light on the roof.

It was noted that improved cemetery external gates (previous item) might make the out of hours site access more difficult. A suggested internal modification to the garage doors, to allow for an internal bar system, was not to be progressed, pending the monitoring of the effectiveness of the above other actions.

18. **CEMETERY GATE REFURBISHMENTS**

Concerns had been raised regarding safety of the internal path gates located in and around the cemetery. Advice has been requested from a local blacksmith who stated that they would be able to paint and partially renovate gates. Each gate was to cost approximately £250 to refurbish and refix on its hinges.

One gate was between the Church Yard and The Croft, which could be reinstated to open properly. Members felt, however, that it should be redesigned to open into the Church Yard rather than into the Croft. The two gates into the Dell would add to the character of the Dell, if renovated. It was proposed by Cllr. P. Symonds and seconded by Cllr. Wallace and **RESOLVED** unanimously to authorise painting and partially renovating these three gates.

Furthermore, a gate was missing at the top of the Dell slope (of similar design), but there was one currently stored in the Groundsman's Hut area which was possibly from the St Peters Walk entry to the Church Yard. This required further consideration as to whether it could be put into some form of adapted use, if similarly refurbished.

19. **RISK ASSESSMENT SUMMARY 2020/21**

The Internal Auditor has recommended a simpler Risk Assessment summary for a council of the size of Coleshill Town Council. Members expressed appreciation of the more flexible summary for ease of review.

It was noted that the Council had already agreed to review the bank account providers. The lockdown in March was the main reason this had not been progressed, while two members of staff had to operate all the transactions from home with HSBC's online facilities. If the operations of the council remained stable, the account arrangements would be revisited with Unity Bank.

Cllr. Wallace felt that the RoSPA Inspection and Maintenance of the Playgrounds reports should be recorded to the Insurance section. In addition, the Tree Maintenance Audit programme should feature as an annual risk management measure. The **Town Clerk** was to add these to the schedule, with appropriate dates details. With this amendment, the Risk Assessment summary was **ADOPTED** unanimously.

20. **FUTURE AGENDA ITEMS**

Members suggested:

An update on the condition of the allotments (particularly Stonebridge).

The operation of virtual and 'hybrid' meetings.

It was suggested that a CCTV analysis report was needed. However, the Town Clerk advised that a Council-agreed project to move the monitoring had been in progress for some time. It needed the queries of the police and Borough Council to be answered but all parties had agreed the principle of the monitoring via the Town Council offices.

There being no further business, the Chairman closed the meeting at 8:40 p.m.

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Chairman

