

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

09 DECEMBER 2020 VIA ZOOM

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

31. **APOLOGIES**

There were apologies received from Cllr. Battle.

32. **DECLARATIONS OF INTEREST**

There were no interests declared.

33. **PREVIOUS MINUTES**

The minutes of the 21 October 2020 meeting were proposed by Cllr. Wallace, seconded by Cllr. P. Symonds and **ACCEPTED** unanimously as a true record, with the following amendment: Item 26 '*Members were also keen that the full lease terms should refer to the annual lease rent reviews*' should read 'tri-annual' not annual.

Cllr. Wallace requested an update on Item 25 – NHS Stones. Cllr. C. Symonds agreed to contact the B46 Rocks organiser to offer assistance with the removal, cleaning and storage of the stones that were remaining on St. Peter's Walk.

34. **OUTDOORS GROUP MEETING UPDATE**

Councillors received a verbal report regarding actions taken since the last Working Group meeting. These included the removal of the heather beds and trees in the Cemetery as well as the planting of cherry trees and the removal of the plant beds in the Memorial Park.

Members wished to invite David Whitehead, of the Coleshill Cricket Club, to the next Working Group meeting in January 2021 to discuss the conifers planted in front of the compost area on the cricket outfield.

The **Deputy Town Clerk** was asked to make enquiries regarding the cost for an extension to the memorial wall in the Garden of Remembrance.

35. **TRAINING POLICY**

An amended training policy for elected members and staff was circulated.

Cllr. Wallace acknowledged that officers kept elected members informed of training courses and hoped this would continue and proposed that the amended training policy and matrix be accepted. This was seconded by Cllr. P. Symonds and **RESOLVED** unanimously.

36. **CEMETERY EXTENSION**

Approval was sought for a specialist landscaper to be engaged to give advice on a landscape plan, as this was required to be submitted to the Planning Authority.

Cllr. C. Symonds amended the recommendation, splitting it in to three parts:

- (a) To agree that the Town Clerk and Deputy Town Clerk should have delegated authority to research and engage with specialist companies to initiate plans for the cemetery for the Outdoor Working Group and Town Council to approve.

(b) For the Outdoor Working Group to have the additional role as a Cemetery Extension Working group.

(c) For the **Town Clerk** to progress a submission to the Borough Council Planning Officer of the basic outline landscape plan for the cemetery extension.

This was seconded by Cllr. Wallace and **APPROVED** unanimously.

Cllr. Wallace requested that the spelling of 'Maxstoke' be corrected in the current design plan and that the kissing gate at point D be included on it.

As a longer-term project, thought was to be given to the possible re-routing of the cemetery road out onto Maxstoke Lane across the fields.

37. **CEMETERY CHARGES**

At the meeting of this committee on 11 December 2019, councillors agreed to a 2.5% increase in cemetery charges, to take effect from 1 April 2020. In previous years, councillors had felt that small yearly increases were more favourable to larger, less frequent increases. However, this has proved problematic with the 'Other Fees and Charges' rate card section being largely unaltered by a small percentage increase.

The Deputy Town Clerk was asked to give an account of the time spend dealing with each Exclusive Right of Burial transfer. Councillors felt that the time spent by her and the Records Assistant was not accurately reflected in the 'Other Fees and Charges' section of charges. Cllr. Wallace advised that other authorities were charging in excess of £90 for similar services.

Cllr. C. Symonds proposed that there be an increase of 3% on all charges excluding the 'Other Fees and Charges' which should increase to £75 per item. In addition, the Council was to implement the '50% off a second set' rule when transferring multiple EROB's from one person to another. This was seconded by Cllr. P Symonds and **APPROVED** unanimously.

38. **ALLOTMENTS**

The rental of allotments and charging levels were normally considered at the end of one year's growing season, in readiness for the following year of rentals.

Members commended the sympathetic way in which the allotment holders and associated fees had been dealt with during the pandemic and gave thanks to the Projects Co-ordinator, Head Groundsman and Records Assistant in their dealing with holders.

Cllr. C Symonds recommended an increase of resident fees by £5 and non-resident fees by £10 per year, as well as the introduction of a 'late payment' fee of £10, with officers able to use discretion when applying this charge. This was seconded by Cllr. Wallace and **RESOLVED** unanimously, with a request that allotment holders were informed of the price changes in January, for the following season.

39. **STREET FURNITURE**

A condition report had been circulated to assist members to review the street furniture and included recommendations for the replacement and re-siting of some items.

Councillors were content to accept all recommendations from the Deputy Town Clerk with regard to the makeover of the Harvester bus shelter and replacing of litter bins, grit bins and benches (including a location change for one bench in the Memorial Park junior play area). It was also requested that the required replacement grit bins be purchased as a matter of urgency.

Cllr. Wallace requested a 2021/22 budget item submission for the purchase of additional benches to be sited in the Memorial Park on the slope down from the junior play area.

40. **OLD MARKET HALL**

In advance of the transfer of the lease from the Coleshill Civic Society in March 2021, members discussed room hire charges. It was felt appropriate to hold the existing charges schedule to allow a 'seamless' transition in 2021/22, before undertaking an overhaul of all building charges in 2022/23 onwards. This was formally proposed by Cllr. C. Symonds, seconded by Cllr. Wallace and **AGREED** unanimously.

41. **ROSPA**

The Annual RoSPA report was received by Coleshill Town Council on the 27th November 2020 with some recommendations for action.

Cllr. C Symonds suggested the purchase of a stock of frequently replaced items such as the plastic handles on the gym equipment.

Cllr. P Symonds proposed to accept the report and associated actions, this was seconded by Cllr. Wallace and **DECIDED** unanimously.

There being no further business, the Chairman closed the meeting at 9:05 p.m.

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Chairman