

# ***Coleshill Town Council***

Meeting of the **COLESHILL TOWN COUNCIL** held in the Old Courtroom, Town Hall, High Street, Coleshill on **WEDNESDAY, 15 SEPTEMBER 2021** at 7:00 p.m.

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PRESENT: - Cllr. C. Symonds, Town Mayor, in the Chair.  
Councillors: - Axe, Battle, Hayfield, Richardson, Sparkes, P. Symonds and Wallace.

## **21/26 APOLOGIES**

Apologies were received from Cllr. Reilly and Cllr. Clayton.

## **21/27 DECLARATION OF INTERESTS**

Cllr. Hayfield declared an interest in any possible discussion regarding the Civic Society, to which he was a member.

## **21/28 MINUTES OF THE MEETING HELD 16 JUNE**

The Mayor proposed that these were a true record and should be adopted. This was seconded by Cllr. Wallace and **ACCEPTED** nem. con.

## **21/29 MAYOR'S ANNOUNCEMENTS**

The Mayor had been in attendance at the Forget Me Nots meeting of 19 August, which was very well attended and helped to promote the group further as the Mayor's chosen charity. The very popular Elvis tribute performance on 4 September had helped to raise nearly £500 for the group.

It was announced by the Mayor that she would be hosting a volunteer event on 17 October to thank local volunteers for their work and requested Town Councillors' attendance to 'host' tables at the event.

There had been many nominations to the 'Mayors Recognition' scheme and awards to Messrs. Stephen Graham and David McDermott (in June), Mrs. Jackie Treadwell and the Plum family at Southfields Farm (in July). The scheme was to recognise people who were supporting the Community.

A minute silence was held for Gordon Sherratt, ex-Coleshill Town Council and NWBC Mayor, who had recently died. The Mayor, Cllrs. Wallace and Hayfield spoke and remembered him as a selfless, devoted family man who would be a hard act to follow, with his contribution to and support of the town, community and Royal British Legion.

## **21/30 PARTICIPATION OF THE PUBLIC**

Resident Mr. Mark Jones spoke the Council to raise concerns regarding the £26k 'Welcome Back Fund' awarded to the Town Council from NWBC. He questioned why the fund was being spent solely on getting people onto the High Street rather than also promoting businesses in the North of Coleshill. The Mayor addressed Mr Jones's

concerns and explained some of the constraints with which the money could be spent. The fund was specifically for High Street promotion and therefore not appropriate to the promotion of the businesses in North Coleshill. Cllr Hayfield agreed that thought should be put into how to make people aware of businesses in the North.

Resident Mr. Geoff Williams made a presentation to the Council with a request for support in his campaign to have permanent traffic lights installed at Cole End Bridge. The presentation, which had been emailed out to Councillors prior to the meeting, included Geoff's research and detailed contacts he had made, as well as statistics. Warwickshire County Cllr. Dave Humphries agreed to take a copy of the presentation back to WCC to be looked at. Cllrs. Axe, Richardson and Sparkes offered their support.

### 21/31 **TO APPROVE THE PREVIOUS MINUTES**

The Planning Committee minutes of the 30 June were proposed by Cllr Battle to be an accurate record, seconded by Cllr. Richardson and **AGREED** nem. con. The minutes of the 28 July were to be amended to show the presence of Messrs. Bill Richards, Derek Axe, Mike Walpole, Barry Gascoigne and Mrs. Maureen Gascoigne. Cllr. Wallace asked for an investigation of the name of 'David' for the PAP/2021/0139 development, as she felt that this was incorrect.

Cllr. P. Symonds asked the Mayor if she had been able to use her regular column in the Coleshill Post to invite Neighbourhood Plan questions from residents. The Mayor agreed that she would be able to add general information about the Neighbourhood Plan but was wary that nothing should be misconstrued as a consultation.

The minutes of the 25 August were to be amended to include the presence of Cllr. Wallace, Peter Rafferty, Barry Moore, Paul Buckingham, Hayden Wright and Cameron Cashmore. The **Deputy Town Clerk** was asked to amend the 'mishmash' of tenses within the minutes. With these changes the minutes from the 28 July and the 25 August were proposed by Cllr. Richardson and seconded by Cllr. Battle and **APPROVED** on block unanimously.

The Community & Partnerships 27 July minutes were proposed to be an accurate record by Cllr. Hayfield and seconded by Cllr. Sparkes and **ACCEPTED**. The Mayor requested that the subject of the Queen's Diamond Jubilee be on the next C&P agenda so a working group could be formed and plans put in place soon.

Cllr. Wallace moved acceptance of the minutes of the Procedures & Amenities Committee meeting on the 11 August as an accurate record. This was seconded by Cllr. Battle and **RESOLVED** unanimously. On item 18 (the Old Market Hall), the Mayor explained that she was going to contact Garner Canning (Atherstone Branch) to ask them to meet with councillors to discuss the lease and give them an opportunity to ask questions. This could be at a formal or informal meeting.

### 21/32 **COMMUNICATONS FROM OUTSIDE BODIES**

The **Deputy Town Clerk** was asked to clarify who was the Council representative on the Love Coleshill Committee. Cllr. Wallace had repeatedly tried to contact the Patient

Reference Group but had been unable to make reach the practice manager to find out when the next meeting was due.

### **21/33 TO REVIEW THE 2021/22 QUARTER 1 FINANCIAL REPORTS**

An update on the CCTV installation was requested from Cllr. Battle. The P&A Chairman, Cllr. Wallace, informed councillors of an additional, unexpected cost for the project: the need for the installation of new sockets on the lighting columns where the CCTV cameras were to be fixed. Councillors ratified Councillor Wallace's decision to pay the additional cost of £1,851 to move the project forward.

Cllr. Axe asked for an explanation as to whether the Town Council was 'on track' with the first quarter accounts. Councillors requested the Town Clerk should provide some year-on-year comparison for additional context.

The figure of £1,150 against Council Hospitality was queried. The Deputy Town Clerk explained this was for a bench purchased for the Caretaker for her 50 years' service. Cllr. P. Symonds commented on the high legal fees: the Mayor explained these to be professional fees for staffing and land boundary issues.

An explanation for the payment to BUPA was requested by Cllr. Wallace. The Mayor explain this was a service that an employee was entitled to have and was not paid for by the Town Council. It was paid for by the employee through payroll which therefore needed to be shown as a payment and a receipt in the Council's accounts.

The financial reports were proposed by Cllr. P Symonds and seconded by Cllr. Battle and **APPROVED**, with all in favour.

### **21/34 TO CONSIDER THE CREATION OF A COMMUNITY HUB UNITY GROUP (CHUG)**

The C&P Report was deferred from being approved at the 16 June pending more time for members to consider the proposals.

Councillors felt that there should not be a Hub management structure in which the Council played such a small role and questioned why a group was needed when there was already a Community & Partnerships Manager. Cllr. Wallace requested analysis on customer satisfaction and final outcomes of the people helped by the Hub.

The Mayor explained that the C&P Manager only worked 4 days a week and it was envisioned that the CHUG could support the C&P Manager on the fifth day. The Mayor felt that the report did not cover the intricacies of how the CHUG would work in conjunction with the Town Council and felt that the Council as 'funder' could potentially lose autonomy over the Hub by giving some control to the CHUG. Cllr. Hayfield proposed a deferral to the next C&P and this was seconded by Cllr. Battle and **RESOLVED** unanimously.

It was the Mayor's request that a further report should be written to include issues of control, accountability and funding within the wider context of the Hub as part of the

Town Council. Further clarification of the assistance offered by NWBC to the Hub should also be included so councillors might apply due diligence in their decision.

#### **21/35 TO DISCUSS NEXT STAGES ON A NEIGHBOURHOOD PLAN REVISION**

The Neighbourhood Plan was discussed by the Planning Committee of 28 July where it was resolved to invite resident comments about planning in general. It was thought that a mixture of councillors and steering group members could meet to discuss those views received. It was asked that the Town Council should agree the remit of such a group before it met.

The Mayor proposed that the issue of the remit for the Plan should be deferred back to the Planning Committee and this was seconded by Cllr. Hayfield and **DECIDED** unanimously. Councillors felt that the original steering group should be invited to move the project forward alongside the chair of planning, Cllr. P. Symonds and Cllr. Axe (who was also part of the original steering group). There should also be officer support.

#### **21/36 TO NOTE THE APPOINTMENTS OF ALE TASTERS**

The Ale Tasters were not able to undertake their duties in 2020 but are due to be back in service on Friday, 22 October 2021. The Mayor announced that this year's Ale Tasters were to be Messrs. Tony Battle, Martin Bromage, George Clayton, Colin Greatorex and Ray Richardson. Mr. Geoff Williams also indicated an interest at the meeting and was therefore duly invited to be added to the list.

#### **21/37 TO RECEIVE COPIES OF THE STANDING ORDERS**

At the request of the Mayor, copies of Standing Orders were circulated for review.

The Mayor proposed that a small working group should meet to go through the NALC and CTC Standing Orders. The working group would consist of Cllr. Reilly (put forward by Cllr. P. Symonds in his absence), Cllr. Battle, Cllr. Richardson and Cllr. C. Symonds. This was seconded by Cllr. Wallace and **RESOLVED** nem. con.

#### **21/38 TO NOTE THE CURRENT FOUR-YEAR PLAN**

At the request of Cllr. Hayfield, this has been circulated for members consideration. He felt that it was a list of tasks that did not reflect the ambitions of the Councillors and noted that there was little about the Hub in the plan. He stated that the four-year plan should be facilitated by the Standing Orders. The Mayor agreed that the Standing Orders, budget and four-year plan should work together as a structure for the Council. Cllr. Axe noted that there is no indication of what has been achieved on the plan.

The Mayor proposed that Cllrs. Hayfield & Axe should discuss the plan and report back to Council. This was seconded by Cllr. Richardson and **DECIDED** unanimously.

#### **21/39 REPORTS FROM TOWN CLERK**

The Deputy Town Clerk informed Councillors that the Council's accounts had been audited for 20/21 with no queries from the external auditor. Several Town Council

projects had started or were imminent: the Junior Play wet pour replacement, the skate park resurfacing, the CCTV installation and the purchase of the phone box on the High Street. The Mayor put forward a suggestion that the phone box could become a dedicated line to the Samaritans. Cllr. Wallace queried the cost to the Town Council.

There was to be a McMillan Coffee morning at the Hub on the 17 September: all councillors were invited. The Cubs had requested permission for a small campfire on the field by the Community Centre for them to toast marshmallows; they had been asked to provide a risk assessment. The County Council had been very helpful with information regarding the closure of Cole End Bridge: there was a dedicated email address for people to contact with any issues raised to the council.

#### 21/40 **CONFIDENTIAL REPORTS (IN PRIVATE)**

The minutes of the Staffing Committee were proposed by Cllr. Hayfield seconded by Cllr. Wallace and **ACCEPTED** to be an accurate record with the following change: Item 2 should be the appointing of the Vice Chairman as Cllr. Sparkes.

The Minutes of the 1 September were proposed by Cllr Hayfield and seconded by Cllr. Wallace and **ACCEPTED** unanimously. Cllr. Hayfield commented on item 18, where the performance reviews objectives for the Town Clerk would ideally be set when there had been a review of the four-year plan. The Town Clerk's review should go to the Staffing Committee initially, for adoption then by the full Town Council.

Cllr. Hayfield spoke on behalf of Charlie Painter regarding her request on the Welcome Back Fund payment matter. Councillors felt that Mrs Painter had done a good job with the WBF markets so far, but her contract was a two-year fixed term and should remain as such. Cllr. Wallace proposed that Mrs Painter should be asked again about becoming self-employed in order for her to carry on being the market coordinator. If this wasn't feasible then the Council should default to option 2 as circulated. This was seconded by Cllr. Hayfield and **APPROVED** nem. con.

On the subject of the Welcome Back Fund, the Town Clerk and the Community and Partnerships Manager were thanked for organising the budget and being awarded the £26,840. It was felt that the Borough Council caused issues in giving the Town Council so little time in which to apply for the money and that the constraints of the fund were wasteful. However, councillors felt that the original plan should be reviewed by the Community and Partnerships committee so as to make a revised plan for allocating the rest of the money. Councillors felt that the Town Council should not be seen as to be receiving funds at the expense of the businesses that could benefit from them.

There being no further business, the meeting ended at 9.50 p.m.



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Town Mayor