

# ***Coleshill Town Council***

Meeting of the **COLESHILL TOWN COUNCIL** held in the Swan Room, Community Centre, Temple Way, Coleshill on **WEDNESDAY, 25 JANUARY 2023** at 7:00 p.m.

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PRESENT: - Cllr. C. Symonds, Town Mayor, in the Chair.

Councillors: - Axe, Battle, Clayton, Richardson, Sparkes, P. Symonds, Wallace and Wynn.

## **22/119 APOLOGIES**

Apologies were received from Cllr. Hayfield.

## **22/120 DECLARATION OF INTERESTS**

There were no declarations of interest.

## **22/121 MINUTES OF THE MEETING HELD 7 DECEMBER 2022**

In 22/118, the Staffing Committee minutes were seconded by Cllr. P. Symonds, not Cllr. Richardson. With this amendment, these were **ADOPTED** unanimously, as proposed by Cllr. Richardson and seconded by Cllr. Battle.

As a matter arising, Cllr. Axe advised he had not received any feedback on the County Council's Greenshoots application, which was to help the Council to realise ENP6 of the Neighbourhood Plan. County Cllr. Martin Watson agreed to help with getting this feedback.

The Mayor reported that there had not yet been a meeting of the King's Coronation weekend planning group but this was to be arranged for the following week.

## **22/122 MAYOR'S ANNOUNCEMENTS**

The Mayor's Quiz night had been organised by Mrs. Alison Core, who was thanked for her efforts, which raised £1,100 for the Mayor's charity.

## **22/123 PARTICIPATION OF THE PUBLIC**

PCSO's Craig Marshall introduced a new additional colleague of PCSO Mark Breeze. The police had been involved with the closing of the cannabis farm and the fertiliser bags that were extracted were to be given to allotment holders, with a photo opportunity on 11 February.

Cllr Watson highlighted the Cost of Living Round II grants and the HS2 fly through video available on its website. He asked for a view from the Town Council and residents whether it supported the latest Green Man Crossing proposals (no left turns). Comments given were more in relation to criticising the current arrangement and safety issues than giving support or rejection of the new scheme planned.

Mrs. Julia Friend spoke for residents of Temple Way who were being troubled by car parking on the pavements. Civil Parking Enforcement visits were discussed by councillors but it was highlighted that CPE officers could only act where there were road markings and a Transport Regulation Order in place. Any other dangerous or obstructive parking could only be controlled by the police, who were asked to also pay visits to Temple Way and Roman Way. In addition, PCSO Marshall was aware of the abandoned car on Temple Way and action was being taken in relation to the owner who was from another area.

The Warm Room had been in operation at the Town Hall from 1 November and was due to finish on 31 March. Mr. Tony Baker asked whether the 12-13 regulars could continue to meet as a group to aid with loneliness, isolation, gaining confidence, information sharing, etc. The regulars were prepared to sponsor the refreshments cost. The Mayor was in favour of a continuation beyond 31 March.

In reply to an enquiry from Mr. Peter Fowler, the Town Clerk said a contractor had been booked to replace the plastic roof panel of the bus shelter in Station Road that was one in the worst condition. The firm had ordered the panel and was due to do the repair.

#### **22/124 FINANCIAL REPORTS FOR QUARTER 3, 2022/23**

Cllr Wallace asked a few questions on the transactions, starting with the charge on Payments Summary, item number 429. The Town Clerk advised that this was the aborted attempt to engage Centric HR to provide employee handbooks and for the charges it said were due. The initials of CH on energy invoice lines (e.g. 402) referred to Caretaker's House. On Receipt 480, one line should have said Gas-CH but the other should be amended to Elec-CH. The reason the Receipts Summary showing tenant's payments to the Council did not tally with any of the energy supplier invoices on the Payments Summary was because the tenant had back-paid for 3 months of supply in one transaction.

The **Town Clerk** was to query why there were 4 lines on Payment 607 for Everflow Water, all for different amounts but showing as paid on the same day, all against the Town Hall.

The reports were then **ACCEPTED** unanimously, as proposed by Cllr. Richardson and seconded by Cllr. Clayton.

#### **22/125 COMMERCIAL HIRES OF OUTDOOR SITES**

There were two commercial hirers who had been regularly booking the Croft for outdoor fairs. These had been charged at the standard £10 per hour basis that was offered to voluntary groups.

It was proposed by Cllr Richardson, seconded by Cllr Wallace and **RESOLVED** unanimously to charge £20 per hour for commercial operators' use of the outdoor facilities.

#### **22/126 BUDGET SETTING AND PRECEPT CHARGE FOR 2023/24**

A draft budget had been circulated with a revenue surplus of nearly £6,000 but members wanted to generate more income to allow for uncertainties such as two potential staff regrades and a possibly higher than usual staff pay rate increase in April 2023. The Mayor asked that the £4,000 skip purchase be added to the budget line 24 – Environment Maintenance.

Cllr. P. Symonds proposed, and Cllr. Richardson seconded, that room hire and cemetery charges were both raised by 5%. In each case, this was expected to generate a further £2,500, approximately. This was **AGREED** unanimously, with the room charge increases rounded up to the nearest £0.50 per hour and cemetery ones to rounded figures.

In addition, Cllr. Wallace proposed and Cllr. P. Symonds seconded that the precept of £254,669.70 on the draft budget (which used the same charge per head as 22/23 but with a 0.67% increase in tax base) should rise by 5%, giving a new precept request figure of £267,403.18. This was **RESOLVED** nem. con.

The Mayor wanted the budget to show all staff pay as gross and then employer's pension and NI costs as additional budget lines. The Town Clerk explained that Scribe was transactional in that it recorded the payments made to staff of each salary, net of its deductions. Pension and NI figures were then the totals of employee and employer transactions paid to these agencies. The **Mayor** was asked to consider a way forward with the **Town Clerk**.

#### **22/127 RISK ASSESSMENT SCHEDULE FOR 22/23**

A schedule of key review dates was timetabled. Members were reminded of their obligation to keep their registers of interests up to date (e.g. for change of job or a house move). This process could be assisted by the Council giving members an annual reminder to resubmit new registers of interests, if changed.

The schedule was **ADOPTED**, as proposed by Cllr. Battle and seconded by Cllr. Clayton.

#### **22/128 CALENDAR OF MEETING DATES FOR 22/23**

A calendar had been produced for 23/24. The Finance Updates were replaced by Informal Updates as these allowed members to informally discuss finance but also property, legal or community matters. Although two Staffing Meetings were scheduled, these were only markers as staffing matters could be raised at any time in the year, rather than when meetings had been timetabled.

Returning and newly elected members were to be invited, by the **Town Clerk**, to a Tuesday, 16 May training and induction evening.

#### **22/129 PLANNING APPLICATIONS**

These were the agreed comments to forward to the Borough Council:

Appl. No.	Address	Applicant	Prop. Development	Comment
PAP/2022/0621	Coleshill Cricket Club, Park Road, Coleshill, B46 3LA	Mr David Phillips	Erection of single storey side extension	No objections
PAP/2022/0636	St Peters House, Church Hill,	Roche Properties Limited	Demolish and replace the office	The Town Council objects, based on 12 car park spaces for 9 apartments

	Coleshill, B46 3AL		accommodation at St Peters House with 9 apartments	putting pressure on parking in the area and traffic build up near a main road (where the Green Man crossing proposals might make this worse). If this application was to be granted, the Council requested that the lost trees be replaced, electric charge points be considered on site and the application be referred to the Design Champion for design approval.
HS2/2022/0007	HS2 Coleshill E & W Viaducts & B4114 Birm. Road under bridge, Coleshill	Balfour Beatty Vinci (BBV) Don Hughes	Schedule 17 Plans & Specs - Coleshill E&West Viaducts & B4114 Birm- ingham Road Underbridge	No objections
HS2/2023/0001	Hs2 Phase One Enabling Works Area North Bickfield Farm, Coleshill Warks.	WSP	HS2 Schedule 17 application - Development authorised by the HS Rail (London-West Midlands) Act 2017 and Bat mitigation amendments	No objections
DOC/2023/0001	92 & 94 High Street Coleshill B46 3BL	Mr Chris Barker, Barjane Limited	Approval of details required by Condition 5 - Discharge on PAP/2022/0111 and PAP/2022/0112	No objections
PAP/2023/0005	41 Old Mill Road Coleshill B46 1BG	Mr Paul Williams	1st floor bedroom extension and ground floor rear extension	No objections
PAP/2022/0631	Flat 3 Orchard Court, 61 Coventry Road, Coleshill, B46 3EA	Mrs Toppin	Replacement windows to all 3 elevations.	No objections

In relation to PAP/2022/0621 and the Coleshill Cricket Club extension, it was also **DECIDED** that the **Town Clerk** should formally write to the Coleshill Cricket Club to advise the Council's considered agreement to the extension, as it was required to do, by the lease agreement. However, in doing so, the request should be made that, as the club's contractor would be providing guttering to the extension, it should be asked to renovate the existing guttering to the rest of the building at the same time.

It was noted that a Royalist Gatehouse, that had been uncovered as part of the HS2 dig, had received national media coverage. The **Town Clerk** was to find out what would happen with the gatehouse structure at the end of the dig stage.

The above recommendations were proposed by Cllr. Richardson, seconded by Cllr. Wallace with all **IN FAVOUR**.

#### 22/130 UPDATE FROM OUTSIDE BODIES

Nothing to report.

#### 22/131 TOWN CLERK REPORTS

An underground leak at the Memorial Park had been visited by Severn Trent Water and assessed as one of 900 litres per hour. A Section 75 instruction to rectify was in the process of being issued to the Council as landowner (or possibly to the Cricket Club as the water-supplied customer). The **Town Clerk** was authorised to call in Kiernan Pipelines (who charge £800 per day) as they were familiar with the park's pipework, after rectifying a February 2021 leak.

Some correspondence exchange had been made between the Town Clerk and Loxton Developments at Coleshill House, Station Road in relation to the brick bus shelter. While the business owner was agreeable to allowing the Council's outside services staff access to maintain and paint the shelter, he wanted the ownership of the land, on which the shelter was sited, to be 'regularised'. The **Town Clerk** would need to liaise with Borough and County Councils to do so. The business owner had been requesting it be removed or that the Council pay a rent charge to Loxton.

#### 22/132 FUTURE AGENDA ITEMS

Update on the operation of the Warm Room.  
ENP6 and the protection of the Green Belt.

There being no further business, the meeting ended at 10.05 p.m.

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Town Mayor