

The Parish Council of Dickens Heath

Minutes of the Annual Meeting of the Council held on Tuesday May 17th 2016 in the Parish Rooms, Waterside

Present:

Dickens Heath Parish Councillors; Philip Brandum, Robert Cudmore, Trevor Eames, Stephen Gussin, Maureen Holloway, Diane Potter, Doreen Wright.

6 members of the public

Clerk: Ms Helen Marczak

Admin Assistant: Mrs Hannah Raithby-Allin (for the first item on the agenda)

Minute 1 (2016/17) Election of Chairman

The Clerk had received a request to suspend standing orders for this item so that there could be an election of the Chairman using ballot papers instead of a show of hands. This was put to the vote and agreed by 4 votes to 3.

There have been 2 nominations for Chairman – Councillors Stephen Gussin and Maureen Holloway, no further nominations were made. Ballot papers were distributed then collected and checked by the Clerk and Admin Assistant, then by members of the public also. By 4 votes to 3, Councillor Holloway was elected Chair.

Councillors Phil Brandum and Stephen Gussin announced their resignation and left the meeting.

Minute 2 (2016/17) To Receive the Chairman's Declaration of Acceptance of Office

This was signed.

Minute 3 (2016/17) Apologies for Absence

None.

Minute 4 (2016/17) Public Participation

Parish Councillor Vacancies

A resident asked about the process for replacing the councillors that are resigning. There are formal procedures for advertising such vacancies, the Clerk will liaise with Solihull MBC. Following a negative comment from a resident about the previous Parish Council, Councillor Bob Cudmore left the meeting.

Garden Squares II

A resident asked about the work that has started on site – the developer doesn't yet have planning consent, but can do preparation work.

For Sale and To Let signs

Signs are being screwed into plastic bollards in the village. The Admin Assistant has spoken to Smart Homes, and they will ask their contractor not to screw signs into posts and bollards. Councillor Maureen Holloway has also spoken to John Shepherd about this.

Minute 5 (2016/17) Declarations of Interest/Requests for Dispensations

None.

Minute 6 (2016/17) Report from the Borough Councillors

None were able to be present as the Solihull MBC Annual Council is also this evening.

Minute 7 (2016/17) To Decide Whether to Elect a Vice Chair

It was decided that it was not necessary to elect a Vice Chair.

Minutes of Dickens Heath Parish Council Meeting held Tuesday 17th May 2016

Signature.....

Date.....

Minute 8 (2016/17) To Agree Dates of and Venue for Council Meetings for the Year

The proposed schedule, with a few amendments, was agreed. Meetings will normally be held on the third Tuesday of each month but, due to councillor non-availability, the June meeting will be put back to Tuesday June 28th. There will be no set meetings in August or December, though there will be a budget setting meeting in December at some point in order to set the precept for 2017/18.

Minute 9 (2016/17) To Resolve Whether to Establish any Committees

Planning Sub-Committee will continue with the same membership.

Minute 10 (2016/17) To Appoint Representatives to Sit on Outside Bodies

Councillors Trevor Eames and Doreen Wright will attend SAC (Solihull Area Committee) and Councillor Doreen Wright will attend the Solihull Rural Partnership.

Minute 11 (2016/17) To Agree Cheque Signatories

All Councillors to be cheque signatories for the bank account, plus the Clerk for administration purposes only.

Minute 12 (2016/17) To Agree to Review Standing Orders and Financial Regulations

It was agreed that these should be reviewed at a meeting in the near future.

Minute 13 (2016/17) Minutes of previous meeting held on Tuesday April 19th 2016

Proposed by Councillor Potter, seconded by Councilor Eames, it was **Resolved** that the minutes be approved as a true and accurate record.

Minute 14 (2016/17) Minutes of the Annual Parish Meeting held on Tuesday April 19th 2016

Proposed by Councillor Eames, seconded by Councillor Wright, it was **Resolved** that the minutes be approved in principle as a true and accurate record.

Minute 15 (2016/17) Actions from the Minutes of the previous meetingCouncillor Emails

These are still not working properly, the Admin Assistant to liaise with our website provider to arrange for these emails to be forwarded into the councillors' personal emails.

Fire Risk Assessment (FRA)

It was agreed that an external Fire Risk Assessment would be done every 2 years, with a formal internal assessment done every other year. So an external FRA will be done next year.

Pavement Cleansing at Islands

Chris Barr at SMBC has arranged for the Brixfield Way island to be cleansed as well as the 3 islands already done, and it is being cleansed at the moment. The pavement by the school also needs cleansing – the Clerk to follow this up.

Welcome to the Village signs

Locations have been agreed, Councillors Di Potter and Doreen Wright will meet with Matt Gardner of SMBC to progress this.

Dog Waste Assembly at the School

Councillor Doreen Wright attended the Assembly at the school, the children were shown a video and asked questions such as how many dogs they thought there were in Solihull. Councillor Wright enjoyed the assembly, felt that it was a success and the children seemed very interested. Stencils have been done on the pavements around the school, and SMBC will put more stencils where they are most required – Councillors Di Potter and Doreen Wright will advise them where.

Minute 16 (2016/17) Planning Applications

Dickens Heath Village Development planning application 2016/00990 – Councillor Trevor Eames has drafted a response to this, all agreed that this should be forwarded to the Clerk the next day.

No comments on the other planning applications, including additional ones for 11 Meadowpleck Lane and 8 Elvaston Way.

Minute 17 (2016/17) Planning Sub-CommitteeNeighbourhood Plan

It was agreed that an appeal should be made for volunteers.

Minute 18 (2016/17) Dickens Heath Sports Club's Proposals

Representatives of Dickens Heath Sports Club had presented their vision for the club at the Annual Parish Meeting. The Scouts are already using their facilities. The Club is close to the village, but doesn't impact adversely on residents – it could potentially be a good site for the youth club throughout the year. There is also land that could be used for fitness equipment or a MUGA. It has great potential, and it was agreed that the Parish Council should make further enquiries. It was agreed that Councillor Trevor Eames would contact DH Sports Club, and that Councillor Maureen Holloway would attend the youth club management meeting in July.

Minute 19 (2016/17) Village IssuesGardening

Councillors Doreen Wright and Di Potter will do the planters and gardening.

Litter Picker

Councillor Di Potter will liaise with Simon.

Memorial

Malcolm Sier is putting together some up to date costings, including estimated installation costs.

Minute 20 (2016/17) Councillors who have attended Outside GroupsSAC Meeting

There was a presentation on defibrillators from Heart Plus, who were offering parish councils a discount on joint purchases. It requires an accessible site, or external installation with a power supply. The cost is around £2,000, it lasts for around 5 years and then needs replacing. It is fairly easy to operate. In terms of actual use – there have been 7 uses in the last couple of years around the country. It is therefore very expensive per use. There is a defibrillator in the doctor's surgery, it would be better if it was externally sited. However, the Parish Rooms would not be a suitable site.

Some Parish Councils do appear to have sponsorship of islands, so Councillor Trevor Eames will follow this up.

There was advice about planning applications for developments – if parish councils plan to support a development that affects a neighbouring parish council, then they need to consult with that parish council.

The October SAC meeting will look at bus services.

Minute 21 (2016/17) Financial Matters

Proposed by Councillor Potter, seconded by Councillor Wright, **Resolved** that the payments in Appendix I of the May 17th 2016 Agenda be approved – 20 cheques and 3 direct debits totalling £4,346.57. This included an additional cheque for £725.58 to GBR Phoenix Beard for the service charge; and slight amendments to the fuel bills.

Report on Finances

The gas bill was discussed - the Parish Rooms doesn't have a thermostat for the heating. As the boiler is being serviced soon, it was agreed that the engineer be asked about installing a timer or thermostat – the Clerk to arrange this, up to a limit of £200.

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Signature.....

Date.....

Report from the Internal Auditor

The Audit Report for 2015/16 was received and various points discussed, with some to be discussed further when Standing Orders and Financial Regulations are reviewed.

With regard to Lone Working by the Clerk, it was agreed that a doorbell should be fitted to the Parish Rooms so that the Clerk can lock the door.

The Internal Auditor recommended that a Grievance Procedure should be put in place, this was agreed.

Risk Assessment and Management 2016/17

This was approved.

Annual Return 2015/16

The Annual Governance Statement and Accounting Statements 2015/16 were approved and signed by the Chair and Clerk/RFO.

On-line Banking

The Internal Auditor has advised that legislation has changed and local councils are now able to make payments on-line as long as proper procedures are in place. It was agreed that banking details should be amended to allow payments to be made by bank transfer, with the daily limit set at £5,000.

Minute 22 (2016/17) Annual Parish Meeting

It was agreed that this had gone well.

Minute 23 (2016/17) Parish RoomsJune Meeting

As the June meeting has been put back by a week, it will now clash with the guitar café. The Clerk to speak to Simeon of the guitar café to ask them if they can rearrange.

Parish Rooms Nominated Key Holders

It was agreed that Councillors Maureen Holloway and Di Potter would be the nominated key holders in case Sapphire or ADT need to contact a Councillor in an emergency.

Minute 24 (2016/17) CorrespondenceLocal Plan Review Consultation

SMBC are asking for feedback on the consultation process – Parish Councillors who attended felt the events were very useful and would like to be involved throughout the process.

Dickens Heath Youth Group

There has been an increase in numbers attending. Funding will be reviewed at their July management meeting, Councillor Holloway to attend.

Kent's Barbers Pole

A resident has pointed out that the barbers pole is very noisy and affects those living above Kent's. The Admin Assistant has asked Kent's if they could have it serviced.

Minute 25 (2016/17) Items for next agenda

None.

Minute 26 (2016/17) It was Resolved that, in accordance with paras I and II Part I of Schedule 12A of the Local Government Act 1972, the press and public should be asked to withdraw due to the confidential nature of the business about to be transacted.

Minute 27 (2016/17) Maintenance of Islands

It was agreed that the Clerk should ask D & D Grounds Maintenance to go ahead and plant out the islands as per their quote.

Minute 28 (2016/17) Village Centre Parking and Elegant Developments

Negotiations with SMBC and Elegant Developments in order to try to progress some solutions to the village centre parking problems were discussed.

Meeting ended 10.05pm

Next Meeting : Tuesday June 28th 2016: 7.00pm The Parish Rooms