

The Parish Council of Dickens Heath

Minutes of the Annual Meeting of the Council held on Tuesday May 8th 2018 in the Parish Rooms, Waterside

Present:

Dickens Heath Parish Councillors; Trevor Eames, Maureen Holloway (Chair), David Jones, Diane Potter, Nargis Rashid, Alan Scholes, Doreen Wright.

1 member of the public

Clerk: Ms Helen Marczak

Minute 1 (2018/19) Election of Chair

Councillor Trevor Eames proposed that Councillor Maureen Holloway be elected again as Chair, seconded by Councillor Di Potter. All agreed that Councillor Holloway be elected Chair.

Minute 2 (2018/19) To Receive the Chair's Declaration of Acceptance of Office

This was signed.

Minute 3 (2018/19) Apologies for Absence

None.

Minute 4 (2018/19) Public Participation

Parish Council Newsletter for Hand Delivery to Village Homes

A resident has offered to assist the Parish Council in producing a newsletter that can be hand delivered to all households. He has produced a draft example of how it might look, the Parish Council agreed that it looked good and that they would look at it in more detail before the next meeting.

Minute 5 (2018/19) Declarations of Interest/Requests for Dispensations

None.

Minute 6 (2018/19) Report from the Borough Councillors

None present.

Minute 7 (2018/19) To Decide Whether to Elect a Vice Chair

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

Minute 8 (2018/19) To Agree Dates of Council Meetings for the Year

The proposed schedule was agreed. Meetings will now be held at a new time of 7.15pm on the second Tuesday of each month, and there will be no set meetings in August or December.

Minute 9 (2018/19) To Resolve Whether to Establish any Committees

It was agreed that there was no need for any formal committees. Councillor Trevor Eames will continue to circulate information about significant planning applications to all Councillors.

Minute 10 (2018/19) To Appoint Representatives to Sit on Outside Bodies

Councillors Trevor Eames and Doreen Wright will attend SAC (Solihull Area Committee); Councillor Dave Jones will be the PC representative at Dickens Heath Sports Club meetings; and Councillor Doreen Wright will attend the Youth Group Management Meetings.

Minute 11 (2018/19) To Agree Cheque Signatories

All Councillors to be cheque signatories for the bank account, plus the Clerk for administration purposes only. The Clerk to fill in the paperwork to add Councillor Nargis Rashid as a signatory.

Minute 12 (2018/19) To Agree to Review Standing Orders and Financial Regulations

These were reviewed in September 2017. It was agreed that they should be reviewed as and when circumstances change and/or updated model documents are issued by WALC.

Minute 13 (2018/19) Minutes of previous meeting held on Tuesday April 10th 2018

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

Minute 14 (2018/19) Actions from the Minutes of the previous meetingIn Bloom 2018

The entry form has been sent in, and Trish Willetts will be in touch about a judging date. It was agreed that the proposed 'best front garden' competition should be extended to include best window box/hanging baskets and that there should be a 1st and 2nd prize. It was suggested that Rev Theresa Jones, who has been involved with the village Remembrance Service for many years, could be the judge. It was also agreed that participation from the new areas of our community would be particularly welcome. The Councillors to look at whether some planting can be done at the entrance to the Nature Reserve.

Hanging Baskets

The Clerk and Admin Assistant have done a visual check of lamp posts used in previous years, and which lamp posts could potentially be used in addition. 46 of the lamp posts used in previous years are still suitable (ie have no sign on them, and are not in a tree), and baskets for 55 lamp posts have been ordered. 16 further suitable lamp posts have been identified. It was agreed that, in order to optimize the floral display around the village for this summer, baskets for up to 62 lamp posts could be ordered. The Clerk to liaise with Plantscape.

Solihull Local Plan – Traffic Issues

A meeting has been arranged for early June with Solihull MBC officers to discuss current and future traffic issues with a view to getting a traffic study done in line with the Solihull Local Plan proposals.

Playground/Village Green

Solihull MBC's solicitor has written to the Receivers on the Parish Council's behalf – with regard to the PC's offer to purchase or lease the playground, but there has been no reply as yet. The children at Dickens Heath School have offered to write individual letters to the Receivers, Councillor Nargis Rashid will liaise with the school. It was suggested that the school should also involve the local Press.

Minute 15 (2018/19) Planning Applications

No comments.

It was suggested that planning applications could be publicized more widely to the local community, planning applications are a prominent part at the meetings of other parish councils. All Dickens Heath planning applications are currently posted on the parish council website, the Clerk to look at putting planning application details on the noticeboard as well.

Minute 16 (2018/19) Financial Matters

Proposed by Councillor Holloway, seconded by Councillor Potter, **Resolved** that the payments in Appendix I of the May 8th 2018 Agenda be approved – 3 direct debits and 20 payments totalling £5,426.82. This included additional payments of £81.66 to Opus for gas, £190.75 to BT for the phone/broadband, £144.00 to Bill Robinson for the internal audit and £810.00 to EmmsIT for work cleaning up and migrating our website following problems, plus website support for the next year.

Report on the Finances of the Council

This was received.

Staff Pay Award

The nationally agreed pay award gives most staff a pay rise of 2% for 2018/19, with some higher rates for those on the lowest payscales. Proposed by Councillor Wright and seconded by Councillor Rashid, **Resolved** that the Parish Council staff should receive the pay award relevant to their grade.

Risk Assessment and Management Document 2018/19

This was approved.

Minute 17 (2018/19) Annual Governance and Accountability Return 2017/18

1. The Annual Internal Audit Statement 2017/18 was received. The full Internal Audit report to go to the June meeting.
2. The Annual Governance Statement 2017/18 was approved, and signed by the Chair and Clerk/RFO.
3. The Accounting Statements 2017/18 were approved, and signed by the Chair and Clerk/RFO.

Minute 18 (2018/19) General Data Protection Regulation (GDPR)

This becomes law on May 25th 2018. A data audit was completed by members of the Parish Council on April 10th 2018. The Parish Council considered a progress report to date, and various draft policies.

Policies

It was agreed that, by May 25th 2018, the Information and Data Protection Policy and the Privacy Notice should be published on the website.

Circulation Lists

Re-permission to use personal details will need to be sought for any circulation lists. The Clerk currently uses 3 email circulation lists – for agendas, minutes, and residents' news. It was agreed that, as all of this information is posted on the Parish Council website (and some also on the PC Facebook page), that the circulation lists should be discontinued. The Clerk to advise recipients.

Minute 19 (2018/19) In Bloom

Councillors Maureen Holloway, Di Potter and Doreen Wright to plan the planting out of the planters.

Minute 20 (2018/19) Welcome Gates

Councillor Alan Scholes has written a report regarding the proposed sites for the additional welcome gates. This should provide all the relevant information for Solihull MBC officers, the visibility splays are still to be agreed by SMBC. The total cost of the welcome gates for the 3 additional sites is £5,242.36. All agreed that this should be progressed.

Minute 21 (2018/19) Memorial

Councillor Alan Scholes gave an update on the memorial stone, which is being cut in Fife and will then be delivered to the stonemason. The stonemason is able to do the installation, but needs to be supervised by a highways contractor recommended by Solihull MBC - this is likely to cost in the region of £500 but it is a necessary cost.

Minute 22 (2018/19) Solihull Local Plan Review

Councillor Trevor Eames informed the Parish Council that a Neighbourhood Plan for Knowle, Dorridge and Bentley Heath has been submitted to SMBC for consultation.

Minute 23 (2018/19) Land to Rear of Birchy Leasowes Lane/Birchy Close

All of the tree cutting that has taken place has been within gardens, of residents who have presumably agreed to do a deal with developers. This back-garden development is not linked to the large development proposed within the Solihull Local Plan for this area. Land on the other side of Birchy Leasowes Lane is in Tidbury Green – if Tidbury Green PC were to apply for Tree Preservation Orders in this locality, then Dickens Heath Parish Council would be likely to support them.

Minute 24 (2018/19) Councillors who have attended any Outside EventsProposed Community Facility at Dickens Heath School

Councillor Nargis Rashid and resident Rae-Anne Preece met with Chris Barr of SMBC to learn more about the proposals for this community facility. Councillor Rashid said that they raised the issue of consultation. Chris Barr said that SMBC had done lots of consultation – with the Parish Council, at the library, and at the school at a parents evening. Councillor Rashid said that they had missed out a consultation with potential users of the facility. Rae-Anne Preece proposed to get together a focus group of young people aged 11 to 17, so that they can be consulted before the facility goes for planning approval, which Chris Barr agreed. The Parish Council confirmed that they were happy for Councillor Rashid and Rae-Anne Preece to progress this and to liaise with Chris Barr on the PC's behalf.

Minute 25 (2018/19) Parish RoomsPre-School Group

A request to book the Parish Rooms for a pre-school age phonics/numeracy group has been received. It was agreed that this should be declined – the window blinds do not currently meet health and safety standards for young children, and the future of the Parish Rooms is uncertain until the Parish Council's proposed move to the library is clarified.

Minute 26 (2018/19) CorrespondenceLight Hall Farm

Taylor Wimpey have requested a meeting with the Parish Council with regard to their proposals for Light Hall Farm. The Clerk to suggest a date in June 2018.

Minute 27 (2018/19) Items for next agenda

Internal Audit report.

Meeting ended 7.30pm

Next Meeting : Tuesday June 12th 2018: 7.15pm The Parish Rooms