

**The Parish Council of Hockley Heath**

**Minutes of Meeting held 8.00pm on Thursday 20<sup>th</sup> January 2011 at The Pavilion, Hockley Heath, West Midlands.**

**Present:** **Parish Councillors;** Rayson (Chair), Afford, Barbour, Campbell and Vernon.  
**Apologies;** Caroline Spelman MP, Cllr Meeson, David Cox, Matt Gardner,  
**Clerk;** H Goodreid  
**Public Attendees;** Cllr Mackiewicz, Cllr Courts, Mr David Fair, Mrs Lorrie Sparks, Mrs Natalie Phipps, Mr Michael Beamish and 2 other local residents.

Min No.	Item	Action
285 285.1	<b>Apologies &amp; Acceptance of Apologies</b> Apologies were accepted.	
286 286.1	<b>Declarations of Interest</b> None were declared	
287 287.1	<b>Chairman closed council meeting for Public Session at 8.00pm</b> Mrs Phipps has a property neighbouring the Recreation Ground and had written to the Parish Council seeking to have two oak trees on the boundary, removed at a cost to her. The Council agreed to discuss later in the agenda and get back to her.	
287.2	David Fair made two points on the Precept which were: <ul style="list-style-type: none"> <li>• £25,000 for reserves should not show up as expenditure but as transfer to interest account</li> <li>• Proposed reduction in precept of 12% was in fact an increase of approx. 30%</li> </ul> Mr Fair agreed to pass a copy of his figures to Clerk.	
287.3	Cllrs Mackiewicz and Court spoke about proceedings of the Planning Committee at SMBC on 19/01/11 where the Nags Head application was considered. There was a general discussion about the implications and work for the village as it was felt that the applicants would put in an appeal as soon as possible. It was felt that there was about 4 weeks to deliver some tangible work on the Village. Cllr Rayson stated that HHPC had lodged the draft concept of Village Plan through the Core Strategy Consultation but SMBC had commented that more needed to be done to firm up ideas. PR suggested using the Property Construction and Planning Team at Birmingham City University to assist. It was also noted that Warwickshire Rural Community Council had assisted communities in delivery of Village Plans and had previously approached HHPC with assistance in the past. Both may offer help with alternative ideas and public liaison. It was agreed that Clerk approach both organisations and liaise with Cllr Afford to take forward as soon as possible. There was suggestion that HHPC might wish to look into the purchase and development of the site for the village.	Clerk to speak with BCU and WRCC and pass to Cllr Afford
288 288.1	<b>Chairman reopened Council meeting for Minutes of meeting held 18<sup>th</sup> November 2010 at 8.50pm.</b> These were read and agreed  <b>Proposed: Cllr Campbell , Seconded: Cllr Afford</b>	
289 289.1	<b>Matters Arising not addressed later in the agenda</b> Three comparable quotes had been received for the trees: Glendale Countryside: £1,499.00 + VAT T Mousley & Sons : £2,620 + VAT Midland Forestry: £1,860 + VAT As requested, in minute 264.2 Clerk had commissioned the cheapest quote and was waiting clarification as to when work would start.	

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<p><b>290</b> 290.1</p> <p>290.2</p> <p>290.3</p>	<p><b>Planning</b> The main discussion had taken place in the public session. It was agreed there needed to be two courses of action: 1 – to develop a tangible village plan; 2 – to pursue the planning application and ensure that valid objections were supported with substantive information.</p> <p>It was agreed that Cllr Afford pull together all detailed information taking advice from WRCC and BCU then present findings to HHRA.</p> <p><b>Proposed: Cllr Afford, Seconded: Cllr Barbour.</b></p> <p>Planning applications were considered: 2010/2058 – no comment 2010/2020 – no comment 2010/2002 – no comment 2011/20 – no comment 2010/2125 – no comment</p>	<p>Cllr Afford to action Village Plan</p>
<p><b>291</b> 291.1</p>	<p><b>Village Plan</b> This had been dealt with in item 290.</p>	
<p><b>292</b> 292.1</p> <p>292.2</p> <p>292.3</p> <p>292.4</p>	<p><b>Bowling Club</b> The Chair (Michael Beamish) and secretary (Mrs Lorrie Sparks) attended the meeting and spoke to update Cllrs on the Bowling Club and issues regarding draining and other capital requirements.</p> <p>Currently the club rely solely on funding from Match Fees, Members Sub and Fund Raising to finance all capital projects on the Green. The key concerns at present are the draining of the Green, density of trees adjacent to Green and lack of decent storage / club facilities.</p> <p>Cllr Rayson updated the Council on the responsibility that HHPC have to the Bowling Green as it is HHPC land. Clerk was seeking quotes for ditch clearing on the Recreation Ground and was seeking quotes for the ditch adjacent to the Green. In addition, the trees had been surveyed and whilst one was scheduled for work this financial year, the others would be considered for work in 2011/2012. It was agreed that Mr Palmer, from the Bowling Club, would also quote for the ditch clearance work in order to secure three comparable quotes.</p> <p>It was agreed that the Bowling Club be invited to attend the Management Committee which had devolved responsibility for the Recreation Ground. A contract would be drawn up between the Bowling Club and HHPC to secure long term interests of the village. In addition, a terms of reference would be drawn up to establish a schedule of works, quotes and tenders for all proposed work. The issue of Insurance for the Bowling Club would also be discussed as HHPC should take this on board when the insurance is up for renewal. This would lead to a contract between the Bowling Club and HHPC.</p> <p><b>Proposed: Cllr Barbour, Seconded: Cllr Vernon</b></p>	<p>Clerk to liaise with Bowling Club</p>
<p><b>293</b> 293.1</p>	<p><b>Drainage Ditches</b> Two quotes have been received but they are not comparable. It was agreed that Clerk source additional quotes and then takes a decision in between meetings.</p> <p><b>Proposed: Cllr Vernon, Seconded: Cllr Campbell.</b></p>	<p>Clerk to source additional quotes</p>
<p><b>294</b> 294.1</p>	<p><b>Play Equipment Maintenance</b> There are three checks that are required on play equipment: routine weekly check, Quarterly check and Annual inspection. Clerk had checked with SMBC and they are willing to undertake the annual inspection during this financial year for a price of £47.50 + VAT. It was understood that CGS currently undertook the routine weekly check but this was not recorded – this would be addressed when letting the new</p>	<p>Clerk to clarify situation with</p>

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	contract for grounds maintenance and as part of internal audit checks. Clerk was to check with SMBC about the quarterly inspection.  <b>Proposed: Cllr Barbour, Seconded: Cllr Vernon.</b>	SMBC
<b>295</b>	<b>Precept</b>	
295.1	The draft figures which had been presented at the December Parish Council meeting were gone through in detail ensuring that agreement was reached on all change. The changes identified were:	
295.2	<i>Play Area inspection</i> – as per minute 294.1, a cost of £47.50 would be expected this financial year. It was agreed that this line stay at £500 as it had been for 2010/2011 year.	
295.3	<i>Garden Club</i> – it was noted that in minute 189.32 the funding of £300 had been agreed should the Club submit a grant application form. Owing to problems within the club, this application had not been submitted and it was agreed that Clerk work with the Club to submit an application to be presented to HHPC on 17 <sup>th</sup> February 2011. Work on a submission for assistance to SMBC would be supported by HHPC in 2011/2012. Continued allocation amount of £300 proposed. Proposed: Cllr Vernon; Seconded: Cllr Barbour Later in the meeting it was agreed to increase allocation to club to £500 to reflect increased planting scheme. Proposed: Cllr Barbour; Seconded: Cllr Campbell	
295.4	<i>Consultants Fees</i> - £1,140 had been spent this year and it was proposed to increase the allocation for next year from £1,000 to £1,300 to allow for professional advice on planning applications such as the Nags Head. Proposed: Cllr Vernon; Seconded: Cllr Campbell	
295.5	<i>Clerks Salary</i> – to remain the same rather than increase as no inflationary increase would be paid as per national direction. Proposed: Cllr Vernon; Seconded: Cllr Barbour	
295.6	<i>Telephones</i> - £600 was identified last year and it was agreed to reduce to £240 for next year. Proposed: Cllr Barbour; Seconded: Cllr Vernon	
295.7	<i>Car Allowance</i> - An overspend was anticipated this year and it was agreed that this increase in the precept from £300 this year to £600 next year. Proposed: Cllr Vernon; Seconded: Cllr Campbell	
295.8	<i>Reserve</i> – It was noted that the Council were obliged to hold in reserve, between 3 and 12 months value of the precept. This had been found from this years precept and so it was not necessary to find this additional money again from next years precept. The funding had been transferred to a separate account.	
295.9	<i>Members Allowance</i> – Councillors had waived their allowance for the year with only minor expenditure on mileage expected. It was agreed to reduce this from £3,500 this year to £100 next year.	
295.10	<i>Christmas Lights</i> – spend was expected to be minimal against this years allocation however new lights were required and would be purchased in next years allocation.	
295.11	<i>Utilities / Site Management</i> – it was agreed that this move to a separate account with £3,000 set up. From April 1 <sup>st</sup> 2011, this account would operate the day to day expenses for the Pavilion.	
295.12	<i>Parish Plan</i> – This was a new line identified for next year. It was agreed that the budget be set at £5,000. Proposed: Cllr Vernon; Seconded Cllr Afford	

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295.13	<i>Ditch Clearance</i> – This was a new line for next year. Whilst it was anticipated that it would come from underspend this year, continued work would be need to keep drainage free. A new amount of £250 was agreed. Proposed: Cllr Barbour; Seconded: Cllr Campbell										
295.14	Last year the precept had been £73,965.00 from which £25,000 reserves were taken. Projects identified for 2011/2012 identified a cost of £55,220 however there was projected underspend from 2010/2011 of £6,250. It was agreed to offset this underspend against proposed expenditure and set the Precept at £48,970. It was proposed that Clerk make the return to SMBC by the deadline of 4 <sup>th</sup> February 2011 stating the proposed precept for 2011/2012 as £48,970.  <b>Proposed: Cllr Vernon; Seconded: Cllr Afford</b>	Clerk to return figures to SMBC by 4 <sup>th</sup> February 2011									
<b>296</b> 296.1	<b>Camping at Recreation Ground</b> Cllr Vernon requested that the Councils previous agreement for Play Group to camp on the Recreation Ground, be extended to include any resident of Hockley Village. There was no objection to this.										
<b>297</b> 297.1	<b>Maintenance and Support Services Contract for Pavilion</b> Concern was expressed at the physical state of the pavilion and the need to get it in order so that increased numbers in bookings may be taken. Clerk was having problems securing a facilities management company to undertake gate opening and cleaning of the building. It was agreed to discuss at an informal meeting between Councillors and Clerk prior to next Council meeting on the 17 <sup>th</sup> February.	Clerk to setup informal meeting									
<b>298</b> 298.1	<b>Training</b> A training course had been promoted by WALC – Annual Briefing Day on 5 <sup>th</sup> March. Cllr Campbell and Clerk expressed an interest in attending and places would be booked.	Clerk to book training course places									
<b>299</b> 299.1	<b>Correspondence and Emails</b> Cllr Afford expressed concern at the amount of dog faeces being found on the Recreation Ground where owners had not cleared up. It was agreed that Clerk approach Keep Britain Tidy campaign to source additional posters.	Clerk to contact KBT									
299.2	A request had been received concerning three trees which are on the Recreation Ground but border No 57 Meadow Close. It was agreed that Councillors would view the trees prior to the next Parish Council meeting and take a decision after then on the works proposed.	Clerk to reply to Mrs Phipps									
<b>300</b> 300.1	<b>Finance</b> <table border="1"> <tr> <td>Family Care Trust – recreation ground maintenance</td> <td>Cheque 100080</td> <td>£261</td> </tr> <tr> <td>Clerk – Salary, mileage and telephone</td> <td>Cheque 100081</td> <td></td> </tr> <tr> <td>Nigel Smith (Building) Ltd – emergency toilet repairs in Pavilion</td> <td>Cheque 100082</td> <td>£74.49</td> </tr> </table> <b>Proposed: Cllr Vernon, Seconded: Cllr Campbell.</b>	Family Care Trust – recreation ground maintenance	Cheque 100080	£261	Clerk – Salary, mileage and telephone	Cheque 100081		Nigel Smith (Building) Ltd – emergency toilet repairs in Pavilion	Cheque 100082	£74.49	
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Nigel Smith (Building) Ltd – emergency toilet repairs in Pavilion	Cheque 100082	£74.49									
<b>301</b> 301.1	<b>Councillors Reports</b> None										
<b>302</b> 302.1	<b>Clerks Report</b> None										

**Meeting Closed at 11.30 pm.**

The next meeting would be Thursday 17<sup>th</sup> February 2011 to be held at the Pavilion.

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