

Wickhamford Parish Council

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To Wickhamford Parish Councillors:

You are duly summoned to attend the Wickhamford Parish Council meeting at Wickhamford Memorial Hall on the 12th July 2017 at 7.00pm.

Agenda

- 1. **Apologies.**
To receive apologies and to approve the reason for absence
- 2. **Declaration of Interest.**
 - a. Councillors are reminded of the need to update their register of interests.
 - b. To declare any personal interests in items on the agenda and their nature.
 - c. To declare any prejudicial interests in items on the agenda and their (Councillor Councillors with prejudicial interests must leave the room for the relevant item(s)).
- 3. **To adjourn the meeting for the Public Session .**
Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman.

This period is not part of the formal meeting; brief notes will be appended to the Minutes as an aide memoire. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during the Public Session subject to the Councillor leaving the room in the event of an exchange on the issue between the Public and the Parish Council during this period.

Councillors are reminded that **only** items on the Agenda can be discussed during the meeting.

Councillors are also reminded that they are **not** allowed to use the Public Session to raise their own item(s). These must either be on the Agenda or the Clerk must be requested to add the item(s) to the next meeting Agenda.

- 4. **Review of minutes from the previous meeting.**
To consider the approval of the minutes of the last meeting of the Council.
- 5. Matters arising from the previous meeting
- 6. District / County Councillors Report.
- 7. Police Officers Report.
- 8. CPALC Update (TW)
- 9. White Gates Update (Clerk)
- 10. Sites for Benches (DH)

- 11. Play Area Repairs & Sports Arena, Estimate Requests (Clerk & JN)
- 12. Telephone Kiosk (TW & Clerk)
- 13 Smart Cut Meeting (JN & Clerk)
- 14. S106 Monies (Clerk)
- 15. Manor Close Parking (JN & Clerk)
- 16. Defibrillator (JN & Clerk)
- 17. Sports Club / Trees / Footpaths 506/507/510, Bridleways WF-518 & 519 (Clerk)
- 18. Lengthsman (JN & Clerk)
- 19 Dog Waste Bins (Clerk)
- 20. Footpath Officer (TW)
- 21 Pact (JN & RG)
- 22. Newsletter (Clerk)
- 23. Clerks Reports / Correspondence.
 - Contacted Rooftop Housing to arrange a site meeting at Manor Close to discuss the residents parking complaints / issues 11/05/17 (Item15)
 - Meeting arranged on-site at Manor Close with Rooftop Housing for 19/05/17 pm (Item 15)
 - Email from Rooftop advising their quotes for alleviating the parking issue had been received
 - Meeting arranged with Smart Cut for 17/05/17 am to discuss the Grasscutting Contract, Playing Field Fencing and Maintenance of the Cemetery Hedge (when required) (Item13)
 - Quotes received 19/006/17 (Item 13)
 - Emailed Smart Cut to request non cutting of Play Area until all repairs have been completed to the railings (Item 13)
 - Further contact with Rooftop to request permission to site one of the new Dog Bins on their ground leading to the bridleway. This was agreed (Item 15)
 - Agreed by Rooftop 20/05/17 (Item 15)
 - Lengthsman advertisement placed in Calc update 11/05/17 (Item 18)
 - Response to the above received 12/05/17
 - Meeting being arranged to meet prospective Lengthsman w/c 15/05/17 (Item 18)
 - Notification received from Highways that the Footpath work in Manor Road will now start at the end of June 12/05/17
 - Emailed L. Eyre reference the costs of two dog bins, as supplied by WDC 12/05/17 (Item 19)
 - L. Eyre emailed conformation that the funds for the two dog bins will transferred into our bank account (Item 19)
 - Meeting arranged with WDC for agreement of sites for the new dog waste bins 13/06/17 (Item 19)
 - Agreement forms received from WDC, signed and returned, for the siting of the Dog Waste Bins 16/06/17 (Item 19)

Quotation received for the two defibrillators at the subsidised rate 12/05/17 (Item 16)
Requested quotations for six White Gates.12/05/17 (Item 9)
Quotations received for the White Gates 12/05/17 (Item 9)
Meeting arranged by the Chairman to meet the mobile welding contractor re Play Area railings repairs 15/05/17 (Item 11)
Quotation requested from Proweld for a quotation re Chairman's site meeting 15/05/17 (Item 11) Quote received 18/05/17.
Email sent to all Councillors reference "White Gates" quotes, for their preferences in preparation for the next meeting 13/05/17 (Item 9)
Requested cheque to be signed for defibrillators, sent 19/05/17 (Item 16)
Defibrillators delivered 26/05/17
1 Cabinet delivered 04/07/17.
Training meeting arranged for 27th July (Item 16)
Email sent to contractor requesting costs for installing White Gates 13//05/17 (Item 9) Re-sent request 19/05/17
Quotation received 24/05/17
Mailed PPW application to Countryside Access for Councillor TW.12/05/17
Emailed "HAGS" reference quote / possible site meeting to install Sports Arena 15/05/17 (Item 11)
Site meeting arranged with "HAGS" for 19/05/17 (Item 11)
Awaiting quotations 19/05/17 (Item 11)
Received 2 quotations 07/06/17 (Item 11)
Email sent to "HAGS" requesting a revised quotation 14/06/17 (Item 11)
Revised quotation received 22/06/17 (Item 11)
Emailed Councillor TW reference the PPW details position from F. Argyle 15/05/17
VAT refund received from HMRC 15/05/17
Contacted Playdale to arrange a site meeting to discuss damaged Wetpour in Play Area 15/05/17 (Item 11)
Email from Playdale received 15/05/17 notifying that they are in contact with the Wetpour contractor (RTC) to arrange a site visit, also requested some photographic evidence (Item 11)
Site visit arranged with Playdale, RTC (Wetpour Contractor) for 25/05/17. Re-work of the surfaces is planned for 13/06/17. Chairman and Clerk will meet (Item 11)
Emailed Playdale & RTC reference the re –work which had not been completed on time nor satisfactorily. As per the agreement 14/06/17 (Item 11)
Email received from Playdale 15/05/17 advising work to be completed 16/06/17 (Item 11)
Revised insurance premium details received re, Defibrillators, we are already covered. Update for Play Area equipment, no increase as a goodwill gesture for not responding to my requests for an update promptly, received 17/05/17.
The Sports Wall on the Playing Field has now been removed 15/05/17.
On at least four occasions vehicles have been parked between the rear end of the Club House and the Play Area for a considerable time, blocking the footpath, also cars being parked on the footpath at the side of the drive (Item 17)
Emailed the Sports Club requesting a copy of an up to date insurance schedule for our files 22/05/17 (Item 17)
Emailed the Sports Club again for a copy of the above.14/06/17 (Item 17)
Spoke with PCSO's regarding the "vandalism" in the Play Area, linked to the poor installation of the Wetpour, They agreed to keep watch.
Notification received from WCC re grasscutting reimbursement paid into our bank account

Contacted D. Pearson at WMAS regarding the training package for the defibrillators 28/05/17 (Item 16)
 Email sent to Highways regarding a gravel drive being extended to the A44 at the Caravan Park on Longdon Hill 29/05/17
 Follow up email sent to Highways for progress report re the above 14/06/17
 Telephone call received from Highways re the above, site visit made to discuss issue with owner and resolve 13/06/17
 Contacted Highways again re the above 16/06/17
 Telephone call received from a resident reference footpath 511 from Pitchers Hill to the Play Area, needing clearing. Notified Countryside Access 11/06/17. .
 Further request from a resident re overhanging trees on their property at the Playing Field (Item 17)
 We have been informed by several residents that the May Newsletter has again not been delivered on time to at least a third of the village (Item 21)
 The Chairman attended to a minor repair required in the bus shelter on Pitchers Hill
 Invite received from Broadway PC re a presentation on their intention to create a Neighbourhood Plan 11/06/17
 Meeting arranged with Tree Surgeon re quotation for cutting down of two trees at Playing Field 12/06/17. (Item 17)
 Quote received 13/06/17 (Item17)
 Contacted WDC re assistance regarding Sports Club rent review / increase for 2017 to 2020 as per the lease agreement.
 Advised the Sports Club by letter of the increase in rent, as per the lease agreement including a memorandum to be signed by all parties with a copy to be retained for record purposes, by both parties. New rent as of 5th July 2017 will be £874.00 per annum, which equates to an increase of 2.854 %, at the current CPI
 Also, again requested a copy of their insurance document and also requested a copy of the Temporary Event Notice for the C & W Event, both due at least 30 days before the event
 Insurance document received, only dated until 07/09/17 (Item 17)
 Sports Club requested "get together" meeting for the 23rd June (Item 17)
 Meeting held with Sports Club with various points for discussion at our next meeting.(Item 17)
 Email sent to Sports Club, copied to all, regarding Marquee / Bouncy Castle sited on the Field next to Club with no prior warning nor insurance details from the company, nor the club's insurance details 17/06/17 (Item 17)
 Contacted gravedigger re grave to be dug.18/06/17
 Email received from External Auditor asking for clarification of the bank reconciliation as to the Community Benefit Fund exceeding our precept and our intentions to use the fund for a project(s)
 Data sent to auditor
 Email from Councillor TW referring to broken glasses in the Play Area
 Invoice received from WDC re Playing Field Rent 03/07/17
 The Chairman & Councillor RG attended the Pact meeting 04/07/17
 Planning application received for 1, Longdon Hill 05/07/17

24. Plans for Review,
 W/17/01118/FUL, 1, Longdon Hill
 W/17/01165/FUL The Manor

- 25. Finance.
 Balance sheets made available for Councillor's.
 Bank Account data removal overdue, agreed at last meeting.

Bank Account additions required
HMRC will no longer accept cheques

Cheque(s) already signed,

West Midlands Ambulance Service, Defibrillators £402.83

Cheque(s) to be signed,

M. Smith, Ink + Paper £31.48

M. Parkinson, VAS Changeover £90.00

M. Smith, Office Rental etc. £1,000.00

Smart Cut, Grasscutting (May) £480.26

J. Newbury, Mileage Expenses £25.00

WDC, Dog Waste Bins £1,233.97

WDC, Playing Field Lease / Rent £10.00

J. Hyde, Lengthsman (Jun) £56.25

Luke Slade, Dismantling of Sports Wall, £ 480.00

Receipts,

HMRC, VAT Refund £5,844.91

WCC, Grasscutting Reimbursement £743.00

Campion & New, Burial £150.00

Items for the next Agenda

- 26. To confirm the date of the next meeting as the 13th September 2017

Items for the next Agenda must be received 7 days prior to the next meeting.

Mike Smith

Clerk to Wickhamford Parish Council