



# Minutes

## Ordinary Meeting of Chadwick End Parish Council

**Held on:** Tuesday 2023 at 6.30pm

**Place:** Chadwick End Village Hall

**Present:** Cllrs Jeff Davies (Chair), Andrew Taylor (Vice Chair) & Duncan Mathison

**In attendance:** Kerry Finlayson (Parish Clerk)

**Members of the public:** 1

### 016/24 WELCOME and APOLOGIES

Councillors received and accepted apologies from SMBC Cllr Pinwell

### 017/24 DECLARATIONS OF INTEREST

Cllr Mathison declared an interest in Agenda item 6 ii - Grant Application

### 018/24 CO-OPTION OF NEW COUNCILLOR

Karen Bell was co-opted to the Parish Council.

**Proposed Cllr Taylor**

**Seconded Cllr Mathison**

**All in favour**

### 019/24 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 23<sup>rd</sup> January 2024 were **confirmed** and **signed**.

**Proposed Cllr Mathison**

**Seconded Cllr Taylor**

**All in favour**

### 20/24 OPEN FORUM

Sam Jackson reported that more volunteers were required for Speedwatch as there were only 4 currently. It was agreed that once the hall was open again, an open meeting "Village Action on Speeding" would be held.

As Sam was now fully trained by Warks she was able to go out with the laser gun and issue fines.

Cllr Taylor reported that West Mids police had to be in attendance with volunteers and would only come out 9-5 and they also kept cancelling.

Cllr thanked Sam for all of her work as it was a significant community concern

### 21/24 FINANCIAL MATTERS

i. RFO Report

**Payments**

Date	Inv No	To	For	Amount £
31/01/24	117	HMRC	Tax	52.80
31/01/24	118	NEST	Pension	70.00
31/01/24	119	K Finlayson	Salary	140.84
22/01/24	120	everflow	Water	49.44
24/02/24	121	Fairways	Grounds/Bins	372.40
29/01/24	122	Hugo Fox	Website	11.99
08/03/24	123	K Finlayson	Expenses	136.00
29/02/24	124	Wicksteed	Equipment	784.85
29/02/24	125	Hugo Fox	Website	11.99
27/02/24	126	Play Inspections	Audit	170.40
22/02/24	127	everflow	Water	52.64

29/02/24	128	HMRC	Tax	52.80
28/02/24	129	NEST	Pension	70.00
29/02/24	130	K Finlayson	Salary	140.84
08/01/24	131	A Bullivant	Window Cleaner	19.00
26/01/24	132	Lloyds	Charges	3.00
08/01/24	133	Lloyds	Charges	3.00
22/01/24	134	EDF	Electricity	200.00
22/02/24	135	EDF	Electricity	200.00
05/01/24	136	Murkin	Deposit/Hire Refund	141.00
11/03/24	137	WL Estate Mgt	Overpayment	80.00

2,762.99

#### Receipts

Receipt No	Payee	Details	Amount £
R30	T Murkin		66.00
R31	WL Estate Mgt		112.00
R32	K Finlayson	To Balance	1.00

179.00

Proposed Cllr Taylor

Seconded Cllr Mathison

All in favour

Insurance renewal of £1224.32 agreed - Clerk would seek a possible 3-year deal

Proposed Cllr Taylor

Seconded Cllr Mathison

All in favour

#### ii. Grant Applications

The first application from the Stan Bowley Trust was refused as it met none of the criteria of the council's policy.

The second application was withdrawn.

Cllrs however, approved the purchase of a litter trolley that would belong to the PC and could be used by anyone who requested it at a cost of £154.49

Proposed Cllr Davies

Seconded Cllr Bell

All in favour

(Cllr Mathison had declared an interest)

#### iii. Draft Asset Register

Proposed Cllr Mathison

Seconded Cllr Taylor

All in favour

22/24

#### DEFIBRILLATOR CHECK

- o Checked 12/3/24 - Clerk to update The Circuit

23/24

#### PREVIOUS ACTION POINTS

AP2 Sep

Cllrs to arrange handovers for responsibilities, where appropriate ASAP **ONGOING**

AP2 Nov

Cllr Davies to get bolt in the flood barrier outside the front door and kitchen areas to be fixed **ONGOING**

AP1 Jan

The Chair to speak to the Internal Auditor for clarification on the VAT process **COMPLETED**

AP2 Jan

RFO to ensure a full refund of credit received back from EDF **ONGOING**

AP3 Jan

Cllr Davies to arrange for a builder to look at blocking up the air bricks and to clean out the drains and gutters at the back of the hall to help eradicate any leakage in the future **COMPLETED**

- A local builder, Sean Bird, had done some remedial work at the back of the hall and would also be cleaning the gutters etc. The PC was very grateful to him as this was all done voluntarily with no fee

AP4 Jan

Cllr Mathison to contact Paresh Shingadia at SMBC to get an assessment of the cause of the flooding **COMPLETED**

JD/DM - to replace flood barrier housing

**Flooding** - Cllrs Mathison & Davies reported:

- Following meetings with SMBC the filtered drains had been flushed and there had been no water pooling since
- Would seek to ensure this is done annually
- Oliver Monk, SMBC Flood Engineer was currently mapping the drainage system

24/24

#### **COUNCILLOR ROLES & RESPONSIBILITIES**

- Employment - Cllrs Davis & Taylor
- Finance - Cllr Taylor
- Planning - Cllr Davies
- Playing Fields, Grounds, Hedges & Trees - Cllr Bell
- Communication - Cllr Bell
- Village Hall Garden - Cllr Bell
- Playground - Cllrs Davies & Mathison
- Village Hall - Cllrs Davies & Mathison
- Village Hall & Playground Fortnightly Checks - ALL
- Flooding - Cllrs Davies & Mathison
- Highways - Cllr Mathison
- H&S to inc. Risk Assessments - Cllr Taylor
- Event Management Representative - Cllr Taylor
- 🏡 Community Events - Jayne Warmington
- Knowle Charities Committee - Cllr Davies
- Solihull Area Council (SAC) - Cllr Taylor
- Community Development - **VACANCY**

25/24

#### **PLANNING**

- i. PL/2024/00421/MINFHO 8 Hall Farm Court

No objection

**Proposed Cllr Taylor**

**Seconded Cllr Mathison**

**All in favour**

26/24

#### **PLAYGROUND REPORT**

Cllr Davis reported:

- Grant approved by Knowle Charities Committee for the playground for £5200
- 85 page inspection report received
- 3 moderate risks highlighted which he would follow up using the funding
  - Big climbing frame
  - Trampoline
  - Activity Trail

**Proposed Cllr Taylor**

**Seconded Cllr Mathison**

**All in favour**

27/24

#### **POLICIES**

- Publication Scheme
- GDPR Privacy Notice
- Risk Assessments
- Fire Risk Assessment

**Proposed Cllr Taylor**

**Seconded Cllr Mathison**

**All in favour**

28/24

#### **COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS**

Recruitment of a 5<sup>th</sup> Cllr to ideally be responsible for Community Development

29/24

**PROPOSED DATES OF FUTURE MEETINGS**

07-May	Annual & Assembly	6.30
03-Jun	Extra	6.30
30-Jul	Ordinary	6.30
24-Sep	Ordinary	6.30
19-Nov	Ordinary	6.30
14-Jan	Ordinary	6.30
11-Mar	Ordinary	6.30

- May date to be rearranged due to Cllr availability

30/24

**TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

The meeting was closed at 20.00.

**Proposed Cllr Mathison**

**Seconded Cllr Taylor**

**All in favour**

31/24

**PERSONNEL MATTERS**

- Key Safe - not required as hall closed

**Dated:**

**Signed:**