



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 12th January 2020 at 6pm
Place: Online

Present: Cllrs Rob Horsfield (Chair), Jeff Davies, Andrew Taylor and Simon Carter

In attendance: Kerry Finlayson (Parish Clerk) **Members of the public:** 0

01/21 WELCOME and APOLOGIES

Councillors received and accepted apologies from Cllr Playdon who was taking a short break from the role for personal reasons.

Cllr Pat Burrows had regretfully resigned, for his own wellbeing and Cllrs thanked him for his important contribution, especially as he was one of the oldest residents.

Cllr Horsfield also took the opportunity to report the sad passing of former Cllr Janet Fogarty who had been involved with the Parish Council from its' initial set up and who had been heavily involved in community events before she moved out of the area.

02/21 CO-OPTION OF NEW COUNCILLORS

- To appoint Andrew Taylor

Proposed Cllr Horsfield Seconded Cllr Davies

- To appoint Simon Carter

Proposed Cllr Horsfield Seconded Cllr Davies

All in favour

03/21 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda but Andrew Taylor reported that he had had to get permission from his employers, Nat West Bank, to allow him to join.

04/21 CONFIRMATION OF MINUTES

The minutes of the meeting held on 5th November 2020 were **confirmed** and **signed**.

Proposed Cllr Horsfield Seconded Cllr Davies

All in favour

05/21 MATTERS ARISING & PREVIOUS ACTION POINTS

AP1NOV Hall Risk Assessment to be completed (MP)

Cllr Horsfield would pick this up

AP2NOV Fire Risk assessment to be reviewed for this meeting (JD/MP)

Cllr Davies presented his report and the following points were agreed:

The Clerk would:

- Update the document to include action numbers and completion dates
- Set up a Fire Log Book and Fire Safety policy
- Add AP1 Bins to the Village Hall Checklist
- Arrange for emergency assembly point signs to be purchased (It was agreed this would be the rear of the car park)
- Get test certificates from IPL to be added to the log book
- Purchase 4 smoke alarms up to a maximum cost of £150

Proposed Cllr Davies

Seconded Cllr Horsfield

All in favour

06/21 OPEN FORUM

No-one present.

07/21 FINANCIAL MATTERS

- As the December meeting was cancelled the following payments and receipts were agreed via a Payment Authority Protocol approved by Cllrs Horsfield and Davies.

Date	Invoice	Payee	For	TOTAL	
23/11/20	103	Assured Products	Cleaning Products	24.99	
09/11/20	104	PKF	Audit	240.00	
17/11/20	105	A Bullivant	Windows Sept/Oct	30.00	
24/11/20	106	floors4all	Hall carpet	1,320.00	
30/11/20	107	R Horsfield	Cleaning/Products	61.00	
30/11/20	108	NEST	Pension Nov	70.00	
30/11/20	109	K Finlayson	Salary	344.62	
01/12/20	110	Fairways	Grounds/Dog Bins Dec	321.00	
03/12/20	111	K Finlayson/Amazon	Fire Signage	7.77	
01/11/20	112	Fortress Nov	Waste	61.73	
01/12/20	113	Fortress Dec	Waste	61.73	
12/11/20	114	Unity	Card Fee	50.00	
				2,592.84	
Invoice	Receipt	Date Rec'd	Payee	Details	TOTAL
I0005	18	03-Nov	Cook Stars	Hall Hire	183.00
I0011	19	04-Nov	Coffee, Cake & Play	Hall Hire	112.50
I0006	20	30-Nov	Coffee, Cake & Play	Hall Hire	112.50
I0012	21	17-Nov	Tots Play	Hall Hire	100.00
I0012	22	23-Nov	Tots Play	Hall Hire	12.50
					520.50

Payments

Date	Invoice No	Payee	For	TOTAL
19/11/20	115	Thistlewood	Hedge Cutting	60.00
09/12/20	116	P Hardy	Chairs	25.00
09/12/20	117	Steve Cooper	Sofa	40.00
29/12/21	118	Wilko	Credit Card + Fee	30.00
30/12/21	119	K Finlayson	Salary	344.62
29/12/20	120	NEST	Pension Dec	70.00
30/12/21	121	K Finlayson	Expenses	55.47
31/12/20	122	Unity	Account Charges	18.00
02/12/20	123	opus	Electricity	92.02
04/01/21	124	Tots Play	Refund Hall Hire	250.00
				985.11

Receipts

Invoice	Receipt	Date Rec'd	Payee	Details	TOTAL
I0006	23	07-Dec	Coffee, Cake & Play	Hall Hire	75.00
I0012	24	04-Dec	Tots Play	Hall Hire	50.00
I0013	25	04-Dec	Tots Play	Hall Hire later refunded	250.00
	26	21-Dec	R Horsfield	Wine Purchase	10.00
I0014	27	31-Dec	Cook Stars	Hall Hire	75.00
					460.00

Proposed Cllr Horsfield **Seconded Cllr Davies**

All in favour

ii. Budget

The RFO presented the draft budget which was discussed and agreed.

Proposed Cllr Davies

Seconded Cllr Horsfield

All in favour

It was noted that Cllr Horsfield had made a grant application to WALC for funding for the external cladding.

- iii. Precept
A precept for 21/22 of £13,209.75 was agreed.
This represented an overall increase of 3% and for a Band D property would equate to £38.51 compared to £37.61 in the previous year which was an actual increase per household of 2.4%
Proposed Cllr Davies Seconded Cllr Taylor All in favour
- iv. CIL Spend to date
Cllrs received and noted the report.
- v. Unity Bank Account Signatories
The RFO had submitted to Unity Bank to remove Cllr Playdon and add Cllrs Taylor and Carter to the mandate to have access to view the accounts and to authorise payments.
Proposed Cllr Horsfield Seconded Cllr Davies All in favour

08/21 VILLAGE HALL

- a) Heating
Following discussion, it was agreed that it would be irresponsible to spend so much money for little benefit. The clerk would add a note to the hire agreement that the floor may be cold, particularly in wintertime, as it was concrete underneath the Carndean flooring.
- b) Refurbishment Plan
Cllrs received and noted the report. Cllr Carter agreed to look into grant funding.
- c) Hall Hire
A decision had been made (via email) to not allow the hall to be hired during Tier 4, even if the groups were still allowed.
- d) New Signage
It was agreed to defer until the external cladding had been done.

09/21 COVID-19

Cllr Taylor asked if there was data available for Chadwick End but was advised that it was only specific to Solihull as a whole.

10/21 PLANNING

- i. PL202002926MINFHO Arbour Tree Bungalow
No objection
Proposed Cllr Horsfield Seconded Cllr Taylor All in favour

11/21 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

Cllr Davies reported on the burst water mains on Warwick Road that had caused problems on Arbour Tree Lane. Cllr Davies agreed to take this forward.

12/21 DATE OF THE NEXT MEETING

- o Tuesday 2nd February 2021 at 2pm (Small Ordinary)
- o To agree Meeting Dates for 2021-22
Cllrs would submit their availability for the proposed dates to the Clerk.

13/21 TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 19.45

Proposed Cllr Horsfield Seconded Cllr Taylor All in favour

14/21 PERSONNEL MATTERS

- i. Clerk's Appraisal
This would be arranged with Cllrs Horsfield and Davies

Dated:

Signed:

