



# Minutes

## Ordinary Meeting of Chadwick End Parish Council

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**Held on:** Tuesday 9<sup>th</sup> May 2023 at 6pm

**Place:** Chadwick End Village Hall

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

**In attendance:** Kerry Finlayson (Parish Clerk) **Members of the public:** 1

### 26/23 ELECTION OF CHAIR

Jeff Davies was elected as Chair

**Proposed** Cllr Taylor **Seconded** Cllr Warmington **All in favour**

### 27/23 WELCOME and APOLOGIES

Councillors received and accepted apologies from Cllr Molitor who was on holiday and SMBC Cllr Diana Holl-Allen and MP Saqib Bhatti

### 28/23 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda.

### 29/23 OPEN FORUM

Nothing reported.

### 30/23 APPROVAL OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 28<sup>th</sup> February 2023 were **confirmed** and **signed**.

**Proposed** Cllr Warmington **Seconded** Cllr Taylor **All in favour**

AP1 MAY

AP2 MAY

It was noted that the Clothes Bank was still to be removed - Cllr Davies would chase this up.

Donated benches had now been delivered and Cllr Davies would arrange for installation

Some essential maintenance work had been authorised by the Chair due to a leaking flat roof at a cost of £125 & whilst in attendance some small maintenance jobs had also been done.

### 31/23 ACCEPTANCE OF OFFICE

All Councillors confirmed that they had submitted the following documents:

- Declaration of Acceptance
- Register of Members' Interests
- Code of Conduct

A minimum contribution from Cllrs was agreed in conjunction with this:

- To respond to all emails in a timely manner
- All cllrs to respond to planning applications within the specified timeframe
- Minimum 50% attendance at meetings
- Fortnightly checks - all cllrs to participate in the rota
- All to help accordingly with meeting set-up

### 32/23 ELECTION OF VICE CHAIR

Andrew Taylor was elected as Vice-Chair

**Proposed** Cllr Davies **Seconded** Cllr Mathison **All in favour**

33/23

**AREAS OF RESPONSIBILITY** - to be confirmed at the next meeting

Employment	Chair/ Vice Chair
Planning	Cllr Davies
Playing Fields, Playground, Grounds & Trees	Cllrs Taylor & Molitor
Village Hall	Cllrs Davies, Warmington & Mathison
Community Events Liaison	Cllr Warmington
Village Hall & Playground Fortnightly Checks	ALL
Finance	Chair/Vice
Highways	Cllr Mathison
H&S to inc. Risk Assessments	TBA

34/23

**TO APPOINT REPRESENTATIVES TO SIT ON OUTSIDE BODIES:**

Knowle Charities Committee	Cllr Davies
Crime Reduction Panel	Cllr Taylor
Solihull Area Council (SAC)	Cllrs Taylor & Warmington

35/23

**FINANCIAL MATTERS****Chadwick End Parish Council Financial Report 31<sup>st</sup> March 2023****Receipts**

Receipt No	Date Rec'd	Payee	Details	Amount
R52	28/2/23	Parkin	Hall Hire	88.00
R53	28/2/23	Parkin	Deposit	75.00
R54	8/3/23	EDF	Electricity	150.00
R55	21/3/23	Fellows	Deposit	75.00
R56	22/3/23	Cook Stars	Hall Hire	108.00
R57	22/3/23	Nicholls	Hall Hire	66.00
R58	31/3/23	Unity	Interest	51.93

**£613.93****Payments**

Date	Inv No	To	For	Amount
22/03/23	132	EDF	Electricity	300.00
06/03/23	133	Williamson	Deposit Refund	75.00
27/02/23	134	API	Playground Inspection	150.00
22/03/23	135	everflow	Water	82.63
30/03/23	136	NEST	Pension March	70.00
10/03/23	137	IPL	Hall Mtce	14.42
01/03/23	138	Fortress	Bins	27.07
31/03/23	139	Unity	Bank Charges	18.00
23/03/23	140	Fairways	Grounds/Bins	355.20

**£1,092.32****Proposed** Cllr Davies**Seconded** Cllr Taylor**All in favour**

**Bank Reconciliation as of 31/03/23****£**

Opening Bank Balance 01/04/22	7,149.97
Plus Receipts	25,142.20
Minus Payments	22,351.96
<b>TOTAL</b>	<b>9,940.21</b>
Plus uncleared payments:	

Total

Closing Bank Balance as at 31/3/23 on bank statement	9,940.21
Difference	0.00

**Chadwick End Parish Council Financial Report 3<sup>rd</sup> May 2023****Payments**

Date	Inv No	To	For	Amount
31/03/2023	1	K Finlayson	Salary	171.80
02/05/2023	2	S Fellows	Deposit Refund	75.00
01/05/2023	3	Fairways	Grounds/Bins	372.60
30/04/2023	4	K Finlayson	Salary	
30/04/2023	5	NEST	Pension	
02/04/2023	6	DM Payroll	Payroll	180.00
03/04/2023	7	A Bullivant	Window Cleaner	17.00
23/04/2023	8	Nicholls	Deposit Refund	75.00
22/04/2023	9	everflow	Water	67.98
13/02/2023	10	Trim Acoustics	Soundproofing	1,380.00
01/04/2023	11	Fairways	Grounds/Bins	372.60
15/03/2023	12	BHIB	Insurance	1,235.65
27/03/2023	13	Lloyds	Corporate Card	3.00
24/04/2023	14	EDF	Electricity	300.00

**£4,492.43****Receipts**

Receipt No	Date Rec'd	Payee	Details	Amount
R1	03-Apr	SMBC	Precept	7594.13
R2	24-Apr	Fellows	Hall Hire	55.00

**£7,649.13****Proposed Cllr Davies****Seconded Cllr Taylor****All in favour**

**Regular Payments Authority**

Fairways	Grounds/Dog Bins	Up to	£390.00
K Finlayson	Salary	Up to	£300
A Bullivant	Window Cleaner	Up to	£25
NEST	Pension		£70
EDF	Electricity	Up to	£400
everflow	Water	Up to	£100

**Proposed** Cllr Davies**Seconded** Cllr Taylor**All in favour**

A quote had been received at a cost of £950 for an electrical survey of the Village Hall which was now due as the last one took place in 2018.

**Proposed** Cllr Warmington**Seconded** Cllr Davies**All in favour**

- 36/23 PREVIOUS ACTION POINTS**  
**AP01 FEB** - Cllr Smith to take forward Community Communication with Cllr Molitor **RM DISCHARGED**  
**AP02 FEB** - Risk Assessment amendments - **POSTPONED TO JULY KF**  
**AP02 OCT** - Village Hall Checks to be shared with Cllr Molitor and Warmington **JD DISCHARGED**

- 37/23 IMPACT OF HS2**  
Cllr Taylor had received complaints about road closure due to HS2 that had resulted in extra traffic and in particular, HGV's speeding through the village. He had spoken to the police with regards to extra Speedwatch sessions and had been told that there would be no enforcement in darkness. Unfortunately, without the back up of the police there was nothing else that could be done at this time.

- 38/23 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS**  
Nothing reported.

- 39/23 DATE OF THE NEXT MEETING**  
o 11 July 2023 at 6.30pm (new start time)

- 40/23 TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**  
The meeting was closed at 19.13  
**Proposed** Cllr Davies      **Seconded** Cllr Mathison      **All in favour**

- 41/23 PERSONNEL MATTERS**  
i. Clerk's Appraisal  
A date would be arranged for this to take place via zoom with the Chair/Vice Chair

**Dated:**            **27<sup>th</sup> June 2023**

**Signed:**