

HOCKLEY HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday, 20th June 2007 at Tidbury Green Village Hall

Present:-

Cllr R Holt
Cllr B Brown
Cllr V Arfan
Cllr P Kennard
Cllr B Lintern
Cllr C Robinson
Cllr A Thompson
Cllr P Seddon
Cllr D Skelding

Chairman
Vice Chairman

Mrs D Weir

Clerk

There were no members of the public present and the Chairman opened the meeting with the published agenda.

Minute 80/2007 – Declarations of Acceptance of Office

Cllr Robinson signed Declaration of Acceptance of Office. The Clerk confirmed that all members had now signed Declaration of Acceptance of Office.

Minute 81/2007 - Declarations of Interest

Cllr Brown declared an interest under the Code of Conduct in respect of Agenda Item 21) Cheswick Green Village Hall – Licence as member of Cheswick Green Village Hall Management Committee and Agenda Item 26) Cheswick Green Residents Association – Request for donation for social events as a member of Cheswick Green Residents Association
Cllr Thompson declared an interest under the Code of Conduct in respect of Agenda Item 12) Dickens Heath Consortium – Dickens Heath Village – Infrastructure – Proposed junction on Brixfield Way serving Haresfield as a resident of Brixfield Way
Cllr Skelding declared an interest under the Code of Conduct in respect of Item 19) Hockley Heath Recreation Ground – Grounds Maintenance / football pitch
Cllr Holt declared an interest under the Code of Conduct in respect of Agenda Item 18) Dickens Heath Youth Club – Storage facilities
Cllr Robinson declared an interest under the Code of Conduct in respect of Agenda Item 18) Dickens Heath Youth Club – Storage facilities

Apologies received and accepted from :- Cllr Vine due to business commitments, Cllr Hodgson due to a Borough Council Meeting, Cllr McCarthy who was abroad on business and from Cllr Pettinger due to a family bereavement.

The **Minutes of Parish Council Meeting held on 16th May 2007** had been circulated.

IT WAS RESOLVED:- that the Minutes be approved.

Matters Arising from the Minutes

Minute 37/3007 – Parish Council as Employer – Seminar to be arranged for members

Members were reminded that the seminar would be held on Saturday morning commencing at 9.30 am at Hockley Heath Pavilion. The Clerk confirmed refreshments would be provided.

Minute 82/2007 - NALC Financial Update

Members noted the contents of the Financial Update providing guidance on changes to the external audit Annual Return Form 2007 and the system of internal controls.

Minute 83/2007 - Review of Financial Regulations and Internal Audit

Members considered the new requirement under the Accounts and Audit Regulations 2006 to conduct a review of the effectiveness of the Council's system of internal audit and formal report

The Clerk confirmed that the independent Internal Auditor appointed by the Council to assist the Council in fulfilling its responsibilities, was a qualified local government accountant. The Clerk advised that it was for the Council to determine the level of internal audit required based on the internal controls in place.

When the Internal Auditor undertakes the internal audit he reviews the internal controls and ensures that the Council has complied with its own financial regulations.

The Clerk as Responsible Finance Officer provides a regular bank reconciliation to the Internal Auditor together with copy bank statements, files, Minutes and all documentation requested. All payments are approved by the Council and all invoices available for inspection by the Council. Cheques are signed by authorized signatories in accordance with the requirements of the Local Government Act 1972 and countersigned by the Clerk in accordance with the Council's Financial Regulations and CIPFA Guidance Notices on the Accounts and Audit Regulations 1996.

The Clerk as Responsible Finance Officer recommends the Internal Auditor be appointed to conduct the Internal Audit prior to the end of the financial year.

IT WAS RESOLVED:- that the Internal Auditor be appointed to conduct an Internal Audit prior to the end of the financial year 2007/2008.

Minute 84/2007 - Parish Council's Accounts – Annual Return

Members had been circulated with a copy of the Parish Council's accounts prepared on an Income and Expenditure basis.

IT WAS RESOLVED:- that members approve:-

- a) the Accounts presented to them for submission to the External Auditor appointed by the Audit Commission
- b) the Chairman certifying the Statement of Accounts prepared by the Responsible Finance Officer have been approved by the Parish Council
- c) Completion of the Annual Governance Assurance statement by the Clerk, certified by the Chairman having been approved by the Council (such information provided by members to the best of their knowledge and in good faith).

Minute 85/2007 - Recycling facilities – Cheswick Green

Members considered provision of recycling facilities at Cheswick Green.

IT WAS RESOLVED:- that no action be taken with regard to provision of recycling facilities at Cheswick Green.

Minute 86/2007 - Parish Council Website – Renewal of registration of .gov.uk domain name

IT WAS RESOLVED:- that the annual licence for registration of the domain name and website be renewed and payment of the fee of £176.25 be approved in accordance with the provisions of the Local Government Act 1972 s111.

Minute 132/2006 - Dickens Heath Consortium – Dickens Heath Village – Infrastructure – Proposed junction on Brixfield Way serving Haresfield

Members considered a letter from Redrow Homes Ltd dated 8th June 2007 advising that technical approval had been granted by the Borough Council for the proposed new junction at Brixfield Way for properties situated in Haresfield. It was anticipated that work would commence at the beginning of August with an estimated construction timescale of 5 months. A copy of the Consent and Traffic Safety Assessment Report was circulated to members.

IT WAS RESOLVED:- that the Parish Council reiterate it's objection to lack of consultation, infringement of cycle route, requirement for proper assessment of the proposals, including assessment of the traffic issues from Rumbush Lane, and the lack of respect for the pedestrian route.

Minute 87/2007 - NALC – Policy Updates – Planning Law Reform – Burial Reform

Members noted receipt of the consultation documents on Planning Law Reform and Burial Reform dated 8th June 2007 received from NALC.

IT WAS RESOLVED:- that members note the contents of the consultation document.

Minute 88/2007 - NALC – Consultation – Rights of Way

Members considered the Consultation document received from NALC. Members noted that the new rights will enable certain landowners and occupiers to apply to a local authority for an order to extinguish or divert certain public rights of way across their land and provide for the determination of such applications. It is intended that these provisions will alleviate difficulties which some landowners have encountered in persuading local authorities to consider using their existing order-making powers.

IT WAS RESOLVED:- that members note the contents of the consultation document.

Minute 89/2007 - Solihull Area Committee – Nomination of Representatives

Members noted that the committee was open to all Parish Councillors to attend. Cllr Brown reported on the last Meeting held at Hampton in Arden when among the issues discussed had been problems experienced with travellers invading playing fields and open space land and resultant damage. Progress on the Local Council Charter had also been discussed.

IT WAS RESOLVED:- that Cllr Brown be elected as the Parish Council's Representative on the Solihull Area Committee.

Minute 90/2007 - No Ball Games Sign – Cheswick Green Village Hall/Carpark

Cllr Lintern reported to members on a recent complaint she had received regarding youths playing football against the village hall windows and doors.

IT WAS RESOLVED:- that a budget of £500 be allocated for a 'No Ball Games' sign to be purchased and erected on the side of the Village Hall fronting the carpark.

Minute 124/2004 - Proposed Motorway Service Area at Jctn 4 M42 Monkspath

Members considered an email dated 12th June 2007 from the Planning Consultant giving an update on the Pre Inquiry Meeting which took place on the 11th June 2007.

The Planning Consultant advised that the Planning Inspector has set a further deadline of 28th September for the finalisation of all highways and environmental information and the Inquiry itself has been fixed to start on 12th February 2008 and to sit continuously until finishing on 20 March 2008. The Inspector had requested all written representations to be submitted by 30th November 2007. Members noted receipt of a copy of the Transport Assessment.

The Planning Consultant further advised that he had now received the Transport Assessment and considered the design of the proposed access to the MSA and whilst the full impact of the works is unknown as information regarding signing, lighting and other areas was unavailable, having considered the Transport Assessment, he was prepared to work to a fixed fee.

The Transport Assessment was passed to Cllr Robinson. The Clerk advised if any other members wished to read the Transport Assessment to let her know and she would arrange for them to have sight of it as it was too bulky to photocopy,

IT WAS RESOLVED:- that the members duly note and agree the offer from Stansgate Planning Consultants with regard to costs as set out in the email dated 18th June 2007.

Minute 2/2007 - Dickens Heath Youth Club – Storage facilities

The Chairman reported on a meeting which he and Cllr Robinson had attended with the Borough Council's Youth Team Manager, as trustees of the Centre regarding hire of the Community Centre. Cllr Robinson had requested a specification from the Youth Team for the proposed storage cupboard and this was to be provided to the Community Centre Management Committee.

Minute 91/2007 - Hockley Heath Recreation Ground – Grounds Maintenance / football pitch

Members noted that Hockley Heath Management Committee had still to meet with the Contractor to discuss the condition of the football pitch.

Minute 21/2007 – Parish Council/West Midlands Police – Agreement to fund PCSO

Members noted there had been no further developments since the last meeting.

Minute 94/2006 - Proposed use of Parish Council Accommodation at Cheswick Green Village Hall

Members noted that there were no further developments.

Minute 92/2007 - Request for Allotments

IT WAS RESOLVED:- that the Clerk obtain advice from NALC regarding provision of allotments.

Minute 93/2007 - West Midlands Police – Rural Assembly Meeting

Members had been circulated with a copy of the Minutes of the March Rural Assembly Meeting and noted that the next meeting would be held on Thursday 28th June 2007 at 7.30 pm in the Civic Suite, Solihull Council House.

Minute 94/2007 - Bank Mandate

The Clerk advised that following the election the Council's bank would require a new Bank Mandate and for the Parish Council to reaffirm all members as authorized signatories.

IT WAS RESOLVED:- that the Meeting confirm all members as authorized signatories together with the Clerk as a signatory in accordance with the Council's Financial Regulations and the CIPFA Guidance Notes, Audit and Accounts Regulations 2003.

Minute 95/2007 - Scribe 2000 – Annual Licence Renewal

IT WAS RESOLVED:- that the annual licence for the computer software be renewed and payment of the fee of £245.00 be approved in accordance with the provisions of the Local Government Act 1972 s111.

Minute 96/2007 - Cheswick Green Residents Association – Request for donation for social events

Members considered the grant funding request received from Cheswick Green Residents Association in respect of the social events planned. Members noted that the community events were open to residents of all ages.

IT WAS RESOLVED:- that the Parish Council contribute £500 towards the cost of the social events to be organised by Cheswick Green Residents Association in accordance with the provisions of the Local Government Act 1972 s137.

Minute 97/2007- Any Other Business

There were no further matters raised and the Chairman closed the meeting at 8.55 pm.