

Finham Parish Council

Minutes of the Council Meeting held at 7:00pm,
18th October 2018, at Finham Park School, Green Lane Finham

Present:

Councillor Peter Burns	Councillor Robert Fryer
Councillor Mrs Ann Bush	Councillor Angela Fryer
Councillor James Cobbett	Councillor Colin Salt
Councillor Anthony Dalton (part)	Councillor Kate Taylor
Councillor Paul Davies	

Coventry City Councillors: Councillor Gary Crookes, Tim Sawdon

Residents: 11

74. Apologies

Apologies were received from Councillor Robert Aitken.

75. Minutes of the Meeting held on 20th September 2018

The minutes of the meeting held on 20th September 2018 were discussed.

RESOLVED THAT the minutes of the meeting held on 20th September 2018 were approved.

76. Matters Arising not listed on the agenda

61.1 Letter re Loss of Liver and Pancreas Surgery at University Hospital Coventry and Warwickshire

It was confirmed that the letters had been sent.

77. FLAG

Councillor Davies updated that the FLAG Trustees continued to organise money making events and initiatives. Interestingly, Sue Vickery's team won the Quiz Night held at St. Martins Church on Saturday 13th October.

These activities included family history sessions, history talks, new for old clothes, coffee mornings, book and craft sales along with other activities such as volunteer events.

FLAG was arranging for a music licence and would check whether it could cover the Finham Festival next year which they want to be more involved in.

A roles and responsibilities schedule was to be published so every volunteer was clear about the jobs they were asked to do as well as having more experienced staff present for any queries they might need answering.

The recent meeting with the CCC Library Service was to determine issues around the fines process and support was continuing from the Library Service. The Trustees were wanting to extend the Finham Library and Community Centre so that it could become a more meaningful facility. At the moment they were very confined for space and the extension they were planning would allow more scope for events, exhibitions etc.

With regards to the defibrillator. They were very keen to help but the building was owned by CCC and therefore approval was needed from them.

FLAG were looking to become involved with Coventry UK City of Culture 2021. Sue Vickery is aware that the parish council were monitoring the situation and wanted to know if the FPC wanted to become involved with them in this initiative.

FLAG supported the idea of paper returns for the Neighbourhood Plan survey being collected in the library so long as the personal details of the people returning the completed survey did not include any personal details. A secure letterbox was discussed as one method of achieving collecting the returns. The NHP task group were in dialogue with FLAG on these issues.

78. CORRESPONDENCE

78.1 377 Green Lane

Correspondence had been received from a parishioner who was concerned about the work going on 377 Green Lane.

It was confirmed that the shop was now boarded up.

RESOLVED THAT the parish council write to CCC requesting an update.

78.2 Thank you letter

A letter had been received from Alison Fox, Secretary of Finham WI. The letter thanked the parish council for the grant which enabled them to purchase a WI banner. This had been on display at Finham Festival in the summer.

RESOLVED THAT the letter be noted.

79. PLANNING

Planning Applications received since the last meeting

Weekly list for the period 17 September to 21 September 2018

79.1 Application Number: HH/2018/1608
Application Site: Highcroft House 110 St Martins Road
Proposal: Erection of single storey rear extensions (part retrospective)

RESOLVED THAT: No comment.

Weekly list for the period 24 September to 28 September 2018

Nothing to note.

Weekly list for the period 1 October to 5 October 2018

79.2 Application Number: HH/2018/2684
Application Site: 41 Wychwood Avenue
Proposal: Erection of single storey rear extensions and first floor loft conversion and roof alterations

RESOLVED THAT: No comment

Weekly list for the period 8 October to 12 October 2018

Nothing to report.

80. PARISH ENHANCEMENTS**80.1 Status of a mirror to be placed at the junction of Grange Avenue and Howes Lane**

Councillor Cobbett updated that no progress had been made but he was in communication with the Highways Department.

RESOLVED THAT update be provided once known.

80.2 Status of the mapping of 'green spaces' in Finham

ACTION: In the absence of Councillor Aitken, carry over to November's meeting.

80.3 Signage for Finham Community Library and St Martins Church

Update on costs for buying, siting and mounting road signs. It was reported that Councillor Cobbett had written to the Highways Department who were looking into the matter.

ACTION: Councillor Cobbett to progress.

80.4 Noticeboard on The Green

The Clerk updated that Coventry City Council had given permission for the Parish Council to replace the noticeboard on The Green on the condition that the authorised supplier was used. A new draft Licence had been received from CCC to be completed.

RESOLVED THAT the Clerk obtain a quotation from the CCC approved supplier.

80.5 Defibrillator

It was noted that the managers of the Miller & Carter pub had declined the request to site a defibrillator outside the pub.

ACTION: Councillors Mrs Bush and Mrs Fryer would visit the preferred sites personally explaining the importance of installing a defibrillator in their area.

80.6 Bench

Councillor Mrs Fryer reported that the footings had been installed for the bench on The Green. The bench would be supplied in the near future.

It was noted that this was due to the persistence of Councillor Mrs Fryer.

81. Finance

81.1 payments: -

Cheque Payments (Current Account)				
Date	Reference	Payee	Details	Value
18.10.18	BACS	J Chatterton	Clerks Salary October 2018	
18.10.18	BACS	HMRC	Tax & NI Payment clerk (October)	£91.99
18.10.18	DD	Coventry Evening Telegraph	Newspaper for the Library October	£15.60
18.10.18	BACS	J Chatterton	Office allowance, mileage Oct 18	£38.53
18.10.18	BACS	NALC	Registration for Council Award Scheme (PAID)	£60.00
18.10.18	BACS	PFK Littlejohn	External Audit (PAID)	£240.00
18.10.18	BACS	FLAG	Donation (PAID)	£200.00

RESOLVED THAT the payments be approved.

81.2 Bank Reconciliation 30th September 2018

The Bank Reconciliation up to 30th September 2018 was received and discussed.

It was reported:

Balance per bank statements as at 30 th September 2018:	£	£
	<u>£38,076.97</u>	£38,076.97
Less: any un-presented cheques at 30 th September 2018	<u>£0.00</u>	
	<u>£0.00</u>	£0.00
Add: any un-banked cash at 30 th September 2018	£0.00	
Net balances as at 30 th September 2018		<u>£38,076.97</u>

RESOLVED THAT the Bank Reconciliation up to 30th September 2018 be approved.

81.3 Quarterly Report up to 30th September 2018

The Quarterly Report up to 30th September 2018 was received and discussed.

RESOLVED THAT the Quarterly Report up to 30th September 2018 be approved.

81.4 Expenditure Over £100 Document up to 30th September 2018

The Expenditure Over £100 document up to 30th September 2018 was received and discussed.

RESOLVED THAT the Expenditure Over £100 Document up to 30th September 2018 be approved.

81.5 NHP Meetings

It was noted that the NHP meetings took place at the Library. A request had been received for payment of room bookings.

RESOLVED THAT it was approved to pay £140.00 towards the meeting venue.

81.6 Clerk Salary

As reported at September's meeting the Clerk had qualified and now held the CILCA qualification.

The Clerk's contract of employment contained the clause that one salary point would be added to their salary, up to a maximum of four points, for successfully obtaining The Certificate in Local Council Administration.

After discussion it was agreed to move the Clerk to SPC24.

RESOLVED THAT the Clerk's pay increase to SPC24. Clerk to inform the payroll provider.

82. FLAG Financial Support Request

It was noted that the Parish Council had held a confidential session to discuss ways in which they could assist FLAG and what support could be provided.

A request had been received from the trustees of FLAG for the parish council to consider providing funds to pay towards their proposed extension.

It was noted that the parish council wanted to support FLAG and agreed in principle to provide support including financial support. The following points were agreed:

1. FLAG to provide two business plans; (1) a business plan with the library remaining in its current capacity and (2) a business plan if the building was extended.
2. Provide the funds to cover the cost of an architect to draw up plans for the extension.
3. Provide the funds to cover the costs involved in obtaining planning permission.
4. Confirmation in writing required of who owned the land on which the extension would be built.
5. Confirmation in writing required of the length of the lease.

It was noted that it was difficult to approve expenditure at this stage for the building costs as it was unknown if planning permission would be granted.

It was **RESOLVED THAT** on condition of clarification of points 1 to 5:

- (i) the Parish Council would provide funds to pay for an architect to draw up plans.
- (ii) Meet the costs involved in obtaining planning permission.
- (ii) If the planning permission was granted the parish council would review again a donation towards building costs.

83. Proposal for a multi-agency approach to reducing traffic issues from the Finham MAT

Councillor Aitken had provided proposals for a multi-agency approach to reduce traffic issues outside the primary school. In the absence of Councillor Aitken, Councillor Cobbett updated that he had also been working on the proposal.

It was noted that this was an attempt to improve the road safety outside the school.

It was confirmed that this had not been discussed by the MAT or the MAT board.

Councillor Mrs Fryer added that she was the task group lead for Police and this fell within her remit. This issue was already being worked on with Tony Swann and involved issues being discussed with the Neighbourhood Watch.

ACTION

- (i) Councillor Burns to discuss with the MAT.
- (ii) Councillor Mrs Fryer and Mrs Bush would progress at a local level and at the Police Liaison Group.
- (iii) It was agreed that this had to be a multi-agency approach
- (iii) Update to be provided at November's meeting.

84. Meeting Dates

The meeting dates for 2019 were considered,

RESOLVED THAT the meeting dates for 2019 were agreed as follows:

17 th	January	2019
21 st	February	2019
21 st	March	2019
18 th	April	2019
16 th	May	2019**
20 th	June	2019
18 th	July	2019
AUGUST NO MEETING		
19 th	September	2019
17 th	October	2019
21 st	November	2019
DECEMBER NO MEETING		

******(Annual Parish Meeting, Annual Parish Council Meeting, Parish Meeting) (Time TBA)

85. Parish Council Newsletter

Councillor Cobbett had been working on the draft newsletter. The newsletter was an opportunity to promote the activities of the Parish Council and to update parishioners. It was agreed that 2,000 copies would be printed, and the printing costs were discussed.

ACTION: Task Group leads to email their content piece to Councillor Cobbett.

86. Task groups & Working Parties

Reports from Task Group and Working Party leads

- **Highways – Councillor Cobbett**

It was reported that the issues raised at the last meeting had been completed, with the exception of the signage at the end of St Martins Road – no update available.

ACTION: Letter about the traffic lights – progress required – agenda November's meeting

- **Kings Hill – Councillor Fryer**

It was reported that there had been no further information available on the Planning Application for the Road Access points onto Green Lane. The task group had checked with the Ward Councillors and they had no further information. There had been no further information on the Kings Hill development from WDC. The group continued to monitor both CCC and WDC.

The Kings Hill Group had looked at the detail in the Draft Proposals for the Air Quality Report. The report detailed what had been done and provided a series of statements of what was required but gave vague details of how it would be achieved.

CCC had been asked by DEFRA (Department for Environment and Rural Affairs) to give more detail on how they would set clear targets for improving Air Quality. This showed that the concerns that they had about the Draft Proposals were valid.

The task group had studied the proposals from the Developers. They described the readings they had taken to measure the impact of the Kings Hill development. These readings were taken mainly on the site or in Stoneleigh. They reported that measurements taken on Kings Hill had low carbon emission, but this was obvious since it was farmland.

The Developers listed four addresses in Finham that had been used to take readings and the group were hoping to talk to these residents to check that they had given permission.

Sewerage Works

Residents were continuing to report increased problems with the smells coming from Finham Sewerage Works. Parishioners were urged to report them to Severn Trent.

- **Schools – Councillor Mrs Bush**

Nothing to report.

- **Police & Crime – Councillor Mrs Fryer**

It was reported that the most recent crime figures available and were as follows:-

- The total number of crimes for the whole Wainbody area were 326
- The number recorded for the Finham area was 32
- 19 of the crimes related solely to the BP garage
- On the 11th October, Councillor Mrs Fryer attended a Community Liaison Meeting at Canley Police Station which had been arranged by Sgt Amy Wright.

Update from the meeting

When they arrived they pressed the intercom and there was no response for 10 minutes. After several attempts a PC let them in and informed them that the buzzer was no longer connected to the office and was not answered. A concern was voiced and they asked what if someone was in urgent need of help and went to the station, there would be no help unless someone inside the building happened to be passing. They agreed to pass this comment to Sgt Wright.

A PC called Karen informed them that Amy Wright was ill and had gone home. She explained that she had no information about the meeting but would help answer their concerns if possible. She had figures that had been downloaded from the same on line source that we use but also some

extra details up to 1st October which showed extra burglaries and assaults, but these were across the area.

Local policing issues were discussed that were causing concern for Finham Residents and there was a long discussion about the delay in police response times. Karen said that with cutbacks there were insufficient officers available. Again, it was stressed that every crime impacted on the individual involved and residents needed to be reassured. She said that she would relay the concerns to Amy Wright.

Discussion about the use of Facebook locally with the discussion of crime was mentioned and Tony Swann said that he always reminded people to phone 101 and report it. However, the 101 system doesn't work well, and people become frustrated as shown by some of the comments on Facebook.

Karen said that there was now an on line chat service to report crime. It was pointed out that many of the local residents either do not have access to the internet or find it difficult to use. Also, it is run by the same team manning the 101 service which meant response to phone calls would be further delayed.

A gentleman from the University area said that there were numerous instances of students cycling with no lights and recently one student was cycling with headphones on whilst texting from his mobile. Crossing the roads whilst texting and with headphones on was a constant threat.

Karen would mention this to the University and ask them to make all students, but particularly overseas students, aware of the dangers.

The next meeting could not be scheduled as Amy Wright was not there.

- **Neighbourhood Plan - Councillor Davies**

Councillor Davies updated that the NHP task group had held the seventh meeting in the library last month and realised that they were not quite ready to launch the survey that had been put together as a group to test opinion amongst interested parties about what they would like to see as improvements in Finham.

The results of the survey would allow the group to construct a Neighbourhood Plan and determine what were the most popular needs and make an evaluation of what we they try to achieve first.

The group wanted to carry out the survey once and to do it well and therefore had decided to delay it until the next suitable time slot, yet to be agreed, when it was felt they would manage a high response.

Financial Request

A request had been received for the sum of £150, this was towards the reimbursement of costs incurred by Tony Swann for the completion of the digital work involved in creating the NHP online survey. If awarded, Mr Swann had stated that he wished to donate the funds to a charity of his choice.

RESOLVED THAT it was agreed to pay the sum of £150.

- **Coventry City of Culture – Councillor Burns**

It was noted that a meeting was due to take place but was cancelled. The group were in the process of arranging another one. More updates would be provided once known.

ACTION: The group to be invited to a future meeting.

87. Councillor's reports and items for future Agenda:

87.1 Promoting Road Safer

Councillor Cobbett requested that the parish council had a campaign to promote road safety, especially in the darker months.

ACTION: November's agenda for further discussion and approve ideas.

87.2 The Children's play area

ACTION: Discussion at November's meeting.

87.3 Signal blocking pouches – keyless car fobs

ACTION: Discussion at November's meeting

88. Public participation: To adjourn to allow public participation.

Library

Sue Vickery updated on the library and work of FLAG. It was stated that the library would not be viable without an extension. The lease had still not been signed

She confirmed that Coventry City Council owned the land (had this in writing), and had indicated that they were happy to support an extension. Ward Councillors also agreed that this was a good scenario. FLAG would need to look at the impact on neighbours.

It was noted that the library was currently open half the hours that it was previously but more people are coming through the door.

Councillor Crookes

377 Green Lane – it was reported that he had spoken to the officers at the end of August. Notice had been served to stop working and submit a retrospective plan or building to the approved plan. Open site issue – officers had visited and the owners had boarded up the site.

Kings Hill – meetings had taken place with the Director of Transport, it was agreed that no access for general traffic would be allowed onto Green Lane.

Neighbourhood Watch

Tony Swann – neighbourhood watch was becoming increasingly concerned with lack of communication from the community policing. More and more pressures were affecting the neighbourhood team which was dropping.

Concerned about the response that residents were getting when a crime was committed. The follow up investigation wasn't good and people were not being kept informed.

Mr Swann stated that he had produced the coding for the NHP survey and had requested a fee of £150 towards the cost. This would be donated to the library.

The Parish Council thanked Mr Swann for his work on producing the survey.

89. Date of the Next Meeting

The date of the next meeting was confirmed as 15th November 2018.

Meeting closed at 9:00pm

SIGNED BY THE CHAIRMAN

15th November 2018