



FINSTALL PARISH COUNCIL

All minutes are draft
until approved at
the next meeting.

Ref: 07/23 pages 1291 – 1294

MINUTES of the PARISH COUNCIL MEETING

Tuesday 4th July 2023, 7.30 pm at Finstall Village Hall, Finstall

Councillors present: Cllr Will Taylor, Chairman
Cllr Norman Hewer
Cllr Malcolm Molloy
Cllr Wendy Molloy
Cllr Rosemarie Ryan
Cllr Caroline Spencer

Councillors not present: Cllr Christine Orr-Cooper, vice-Chairman

In attendance: Coun Peter Whittaker, Tardebigge ward member
PC Mark Hollingworth (for part of meeting)
One member of the public
Gill Lungley, Clerk/RFO

1. Chairman's Welcome

The Chairman welcomed all to the meeting.

2. Apologies for absence.

Cllr Christine Orr-Cooper, vice-Chairman had sent apologies for missing this meeting due to a family bereavement.

3. Declarations of interest.

There were no declarations of interest.

4. Dispensation requests.

There were no requests for dispensation.

5. Public Forum

a) Members of the public.

- i. The member of the public who was present, had previously emailed the council in April to ask about 'the need for an increase in the precept of 9.1%'. The Chairman explained the increase between this year's and last year's precept was £620, set following the budget procedure that had identified additional potential costs during this financial year relating to the election, replacement matting for the play equipment, new speed signs and the general cost of living increases. It was noted this information should be more widely shared within the local community.
- ii. An email was read out by the Chairman which had been received after the agenda for this meeting was published. It related to parking concerns in Penmanor by people, mainly dog-walkers, using the playing field to exercise their dogs but parking irresponsibly and creating a nuisance for residents. Various suggestions were discussed and the resident who sent the email would be notified of possible actions that can be taken.

b) County and/or District council representatives.

Bromsgrove District Councillor for Tardebigge ward, Coun Peter Whittaker reported on matters relating to the churchyard access that have since been attended to but that the gutters in Alcester Road had yet to receive attention. The 'No Mow May' scheme may have caused issues.

- c) **PC Mark Hollingworth** reported:
- i. Local police continue to be aware of speeding issues through the village and aim to carry out more speed checks.
 - ii. The playing field is not currently creating any issues.
 - iii. Upon being asked a question about the speed detector van that used to be parked on Finstall Road, he undertook to find out if and if so, why, the checks had been stopped.

6. To read and consider the minutes of the council meeting held 06/06/2023.

The minutes of the council meeting held 6th June 2023 were:

AGREED a true record of that meeting and signed by the Chairman.

7. To (a) comment on any planning consultations received and (b) note planning authority decisions made, if any.

- a) No consultations or updates to current consultations had been received.
- b) The decision notice had been received relating to ref 22/00460-CPE The Cider Mill. The applicant's request to allow land to be used as garden had been refused.

8. FINANCE

a) **To note the bank reconciliation.**

The bank statements to the end of May had been provided, thus the bank reconciliation to 31/05/2023 is as follows:

| BANK RECONCILIATION for period 01/04/2023 - 31/05/2023 | | |
|---|------------|--------------------|
| Opening bank balances 01/04/2023 | 19,370.07 | |
| Add receipts for year to date | 5,310.56 | |
| Less payments for year to date | - 2,078.61 | |
| Add as-yet unrepresented cheques | 1,510.25 | |
| Total | A | 24,112.27 |
| Bank balances as at 31/05/2023 | | |
| HSBC Business account | 6,904.94 | |
| HSBC Deposit account | 1,707.33 | |
| Loan account (to Bromsgrove DC) | 15,500.00 | |
| Total | B | 24,112.27 |
| | - | A=B=balance |

It was noted the amount on loan to BDC had not been specifically earmarked and would need to be reviewed to reduce the amount of funds held on general deposit.

The reconciliation was checked against the bank statements and spreadsheet and signed by two councillors.

b) **To agree the budget comparison** (budget v actual).

To be presented at the next meeting of the council.

c) **To consider and authorise payments.**

It was **AGREED** to pay the bills listed on the schedule below.

| V# | chq no | To | Reason | Gross | VAT |
|----|--------------------------|-------------------------|--------------------------------|--------|-------|
| 12 | | S Keys | Lengthsman | tba | |
| 13 | <i>To be paid online</i> | G Lungley | Admin support, 05/2023: gross | 532.78 | 0.00 |
| 14 | | St Godwalds PCC | Hire of Ruth Heald room, 25/05 | 24.75 | 0.00 |
| 15 | | G Lungley | Laptop, printer inks | 271.99 | 45.33 |
| 16 | | D K Edwards | Annual internal audit | 282.40 | 0.00 |
| 17 | d/d | Three Counties Payroll | Employer payment summary | 24.00 | 4.00 |
| 18 | 100986 | Finstall Parish Council | To open new bank account | 500.00 | 0.00 |

As the council was due to change to online banking, it was agreed to sign only the one cheque to put this into effect.

d) **To note receipt of the annual internal audit report.**
Receipt of the internal audit report was noted and the recommendations would be discussed in more detail at the next meeting.

e) **To note dates of audit**
It was noted the annual audit was to run from 26/06/2023 to 04/08/2023.

f) **To complete the bank mandate for new account with Unity Trust Bank.**
As agreed at the previous meeting, minute no. 12d, the council would close its accounts with HSBC and transfer the funds to Unity Trust Bank. In accordance with the signed mandate, all members will have 'View and Authorise' authority whilst the Clerk, as the account administrator, will be authorised to 'View and Submit'.

The council **AGREED** as follows:

- We FINSTALL PARISH COUNCIL have confirmed that we have read and acknowledged that we are bound by the terms and conditions for the bank's accounts.
- We FINSTALL PARISH COUNCIL have confirmed that we have read and understood the FSCS information sheet.
- We FINSTALL PARISH COUNCIL have agreed to your resolution.
- We FINSTALL PARISH COUNCIL have agreed to our telephone and internet banking declaration.
- We FINSTALL PARISH COUNCIL have agreed to our declaration.

g) **To note the comment relating to receipt of £30.**
It was noted the receipt of £30 recorded in the minutes of the council meeting held 4th April 2023 related to a councillor's expenses claim.

h) **Update to HMRC dispensation request.**
With regard to the Chairman's allowance and the internal audit question about PAYE, the HMRC website indicates there is no liability if the Chairman would have previously received a dispensation; written verification would be sought.

9. **Clerk's report for information.**

a) **Update to the council's loan arrangements with Bromsgrove DC.**
Details awaited.

b) **Update on improvements to the playground.**
Costs of repairs awaited.

c) **Update to solar powered VAS and speed awareness notices.**
Details awaited.

d) **Purchase of new laptop and associated software.**
The new laptop had been purchased for £207.50 and would use Microsoft software at an annual cost of £66.66 + VAT.

e) **Training arrangements.**
(1) Neighbouring councils in the Tardebigge ward had been invited to join in face-to-face basic council training (Flying Start via WorcsCALC), responses awaited.
(2) Bromsgrove District Council has invited all members of the district's parish councils to attend online training on Planning matters on 25/07/2023.

f) **Police and Crime Commissioner annual survey.**
The survey, only recently received, would be circulated to members by email for comments to be collated by the Clerk and returned to the PCC.

10. To agree the following:

i. Notification of the Lengthsman's resignation and appointment of replacement.

The Lengthsman had notified the Chairman of intent to resign. The council would need to source a replacement and would make enquiries as it is keen to continue the scheme. It was **AGREED** to renew the annual contract with Worcestershire County Council.

ii. To appoint a new website provider.

The current website that was provided via Worcestershire County Council was limited in its scope. Quotes had been obtained to establish a new gov.uk website. As required under the Local Government Act 1972, s117 the Clerk notified the council of an indirect pecuniary interest in one of the contractors asked to provide a quote without disclosing which one.

Related gov.uk emails would be provided for each member; individual members' contact details could be withheld from public view if preferred.

It was **AGREED** to appoint ParishCouncilWebsites.co.uk to produce a new website for the parish council and for all members to have a council-specific email address for parish council business.

Cllr Caroline Spencer left the meeting, with apologies for early departure.

iii. To appoint D M Payroll Services to run payroll.

Changing payroll provision would be slightly more economical and more user-friendly. It was **AGREED** to appoint DM Payroll Services to run the council's payroll.

11. a) To note correspondence received.

Correspondence forwarded to the council included:

- Information relating to the county association area committee meetings which are held quarterly on the second Wednesday of the month (Mar/Jun/Sep/Dec).
- Consultation on Worcestershire county division boundaries.
- Worcs County Association of Local Councils (WorcsCALC) updates and welcome letter from the Executive Officer..
- Refresh of the county council's planning consultation database.
- Highways authority concerns about illegal works / dropped kerbs.
- Worcs County Council (WCC) notification of consultation seeking view on a new First School in Redditch Webheath area.
- Wellbeing in Partnership e-bulletin: specifically to highlight –
 - Lifeline Service leaflet and
 - Adult Education courses in numeracy.

b) Members' information

- The flower tubs this year are not as appealing as last year. The contractor would be notified.
- The bus shelter needs to be cleaned for which enquiries would be made of existing contractors.

12. Date, time and venue of next meeting:

Tuesday 5th September 2023, 7.30pm at Finstall Village Hall.

This meeting ended at 9.40pm.

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Signed as a true record:
Chairman, Finstall Parish Council

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Date