



FINSTALL PARISH COUNCIL

Ref: 06/23 pages 1288 – 1290

MINUTES of the PARISH COUNCIL MEETING

Tuesday 6th June 2023, 7.00 pm at Fininstall Village Hall, Fininstall

Councillors present: Cllr Will Taylor, Chairman
Cllr Norman Hewer
Cllr Malcolm Molloy
Cllr Wendy Molloy
Cllr Christine Orr-Cooper, vice-Chairman
Cllr Rosemarie Ryan
Cllr Caroline Spencer

In attendance: PC Joanne Barnes (for part of meeting)
Gill Lungley, Support Officer (Acting Clerk and RFO)

1. Chairman's Welcome

The Chairman welcomed all to the meeting.

2. Completion of outstanding member's declaration of acceptance of office form.

As permitted at the Annual Council Meeting, Cllr Wendy Molloy completed the Declaration of Acceptance of Office form and took her seat at the council table.

3. Apologies for absence.

All members were present at this meeting.

4. Declarations of interest.

There were no declarations of interest.

5. Dispensation requests.

There were no requests for dispensation.

6. Public Forum

- a) No members of the public were present.
- b) No County or District council representatives were present.
- c) PC Joanne Barnes reported:
 - i. Local police are aware of the speeding issues through the village.
 - ii. A new community speed-watch co-ordinator has been appointed; a trial is being carried out in the Rock Hill are and if successful could be rolled out elsewhere.
 - iii. The playing field is not currently creating any issues.

7. To read and consider the minutes of the Annual Council Meeting

The minutes of the Annual Council Meeting held 25th May 2023 were:
AGREED a true record of that meeting and signed by the Chairman.

8. To comment on any planning consultations received and not planning authority decisions made, if any.

No consultations or updates had been received.

The Director of Planning Services at Bromsgrove District Council had confirmed the automatic procedure for notification of consultations was in place for Fininstall Parish Council, and that it was not necessary for members to have to refer to the weekly planning lists to look for them.

9. FINANCE

- a) To note the bank reconciliation, if possible
No new bank information was available since the meeting held 25/05/2023.
- 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.

The schedule showing monies received and bills for payment approval was presented:

Receipts to note					
	R#	From	Reason	Amount	
	R4	Bromsgrove DC	Loan interest	£347.42	
Payments for approval					
V#	chq no	To	Reason	Gross amount	VAT paid
10	100984	Fininstall Village Hall	Hall hire for year 2022	£260.00	-
11	100985	Ms R Young	Admin / salary, April 2023	£174.45	-
12	100986	S Skeys	Lengthsman	tba	
13	100987	G Lungley	Admin support, May 2023	tba	

Following approval, three members signed the two cheques.

It was noted the minutes of the council meeting held 4th April 2023 had recorded receipt of £30, which would need to be identified for the accounting records.

- d) To note progress of internal audit and any comments arising from the meeting with the internal auditor, and agree adjustments if required.

The Acting Clerk had met that day with the Internal Auditor who would be providing the annual report by the end of the following week, which would be forwarded to all members and published with the Annual Governance and Accountability Return.

10. Progress reports for information.

- a) Update to the council's loan arrangements with Bromsgrove DC.
The District Council had by way of response to questions about the loan arrangement, issued interest payment of £347.42, but without any explanation as to how that amount was calculated. The Acting Clerk would seek further information.
- b) Feedback from Bromsgrove DC on planning consultation procedures.
See minute no. 8 above.
- c) Feedback from Worcs CC on barbed wire fencing next to footpath.
An answer to the question about the legality of barbed wire fencing along the side of a footpath was awaited.

11. To adopt updated Financial Regulations

The council looked at the model regulations provided by NALC (National Association of Local Councils) in detail and amended as appropriate.
It was **AGREED** to adopt the revised and updated Financial Regulations.

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

12. To prepare an Action Plan for the year.

The council **AGREED** the following:

- a) In light of the RoSPA report on the playground equipment carried out in March 2023 various repairs and maintenance actions were required including replacing the swing chains and making good the ground beneath the swings, football goal mouth and other areas of high traffic. It was suggested Astro-turf might be a reasonable product to use in these areas. The Acting Clerk would seek estimates for the costs involved.
- b) To investigate the installation of solar-powered speed awareness signs. It was noted they are installed in other areas of Bromsgrove by either the District or County council and therefore perhaps they would fund them for Finstall. The ward/division members would be asked to comment. Also to investigate other signage to encourage drivers to be mindful of speeds, such as 'Drive like your kids live here' and the signs outside Chaddesley Corbett school.
- c) To purchase appropriate administration tools, to include
 - i. a modern laptop (the current one is nine years old) and associated software.
 - ii. a new website - Finstallparishcouncil.gov.uk - that would be more user-friendly than the Worcestershire county council's shared site.
 - iii. Council-specific email addresses for each councillor.
- d) To open a bank account that will enable the making of secure online payments. This would be via Unity Trust Bank which provides councillors with the authority to view the account and authorise payments, and the clerk, as the account administrator, with the authority to view the account and submit payments for authorisation.
- e) To review the payroll system.
- f) To arrange whole council training, possibly sharing with neighbouring councils within the Tardebigge ward, and for each councillor to receive a copy of the NALC booklet 'The Good Councillor's Guide'.

Cllr Wendy Molloy left the meeting, with apologies for early departure.

13. To note correspondence received.

Not considered in this meeting.

14. To agree staffing arrangements.

The meeting was not closed to the public and the Acting Clerk remained in the meeting. The Chairman explained the Acting Clerk had offered to take on the post of Clerk to the Council under the terms of the NALC national agreement, initially with the number of hours to be flexible depending on the amount of work to be carried out.

It was **AGREED** to appoint Mrs Gill Lungley to the position of Clerk to the Council on salary spinal column point 23 ie top point of the below substantive range within Local Council 2 division.

15. Date, time and venue of next meeting:

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

This meeting ended at 9.20pm.

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Signed as a true record:	
Chairman, Finstall Parish Council	Date