



MINUTES OF THE PARISH COUNCIL MEETING

Held Online

THURSDAY 28th January 2021, 7.00pm

Present: Cllrs B McEldowney (Chair), P Baker, T Gillespie, J Bate, P Baker, I Hooper,
S Osman, P Masters

In attendance: Clerk – Carol Blake, Peter Hall (Member of Public), Brett Laniosh,
Liz Johnson and Gary Insell (ABCD)

Members not present: Cllrs N Ward, G Blackmoor, J Alderson, M Johnson,

21/01-01 **Chairman's welcome**

The Chairman welcomed all present to the meeting

21/01-02 **To receive apologies from any Member unable to attend**

None received

21/01-03 **Asset Based Community Development (ABCD) Presentation**

Liz Johnson and Gary Insell (ABCD) introduced themselves, they are part of a new team that has been together only a month. They work in Public Health sector of WCC and they are using Catshill as a pilot to start up conversations, workshops etc within the Community to share best ideas and to be led by what residents in the area like or dislike about the area and work with that information to try and improve the lives for the people in Catshill, this should lead to better decision making and increase social connections and hence make sustainable changes to the area. There are no set timescales or road maps to be met, as it has to be led by the residents of the Parish and therefore it depends on their interaction and their support to get this idea off the ground. There will be a Catshill Champion appointed, who will be from the Community and they will be either based at the Library or in the Village Hall so they will be easily accessible to all in the area.

Councillor Bate suggested ABCD link in with the Neighbourhood Plan who have already carried out surveys with Catshill residents on what they most like in the area. Brett Laniosh suggested that they work with Clubs and Societies in the area too.

It was suggested that there could be an article about ABCD work included in the next Parish magazine and member of the public, Peter Hall, mentioned his website GoCatshill.com which provides hundreds of links to local

businesses and one-man businesses which link to their Facebook pages which could also be promoted in the next Parish Magazine.

The next step for the ABCD project is to look at the data from the surveys that have been returned and have a meeting to discuss the next step to take this forward and progress.

Cllr Till and Cllr McEldowney thanked the team for their hard work and look forward to working with them in the future.

21/01-04 Open Forum

4.1 Members of the Public

Peter Hall discussed his website <http://gocatshill.co.uk> and would like this to be included in next Parish magazine

4.2 Worcestershire County Council member for Woodvale Division

Cllr Shirley Webb updated on vaccination station being set up in Artrix. Here To Help is still active and doing well. Social Prescribers are currently working with GP's to help signpost people to areas if they need extra help eg, for mental health issues etc.

A new Police Constable has started in the area and is keen on speed monitoring and would like to attend PACT meetings in the future when we are allowed to meet up.

Anti-social behaviour signs are being put up in certain areas, this seems to deter this sort of behaviour as there are fewer resident complaints.

Cllr Till mentioned that they will be holding virtual surgeries on Saturday mornings to establish who is requiring help and if they can provide any advice during this lockdown.

4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.

None present

4.4 Any other community representative

None present.

21/01-05 To re- open the meeting Parish Councillors and the Executive Officer may only speak from this point forward

21/01-06 Declarations of Interest

None raised

21/01-07 Dispensations

No member had submitted a request for dispensation to any agenda item.

21/01-08 To consider any applications for Co-option

One application for co-option had been received. Mr Brett Laniosh introduced himself and spoke about his reasons for volunteering to be co-opted to the council. The Chairman asked for approval from members present to co-opt the applicant.

It was agreed by all present to co-opt Mr Brett Laniosh onto the parish council. Cllr Laniosh then joined the remainder of the meeting

21/01-09 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the previous Parish Council meeting held 03/12/2020 and minutes from Extraordinary Meeting held on 06/01/2021.

21/01-10 Chairman's Report

10.1 New Social Prescribing Service for Bromsgrove District – Chairman attended a virtual Meeting with Jenny Murray and Antonia Whitlock, 2pm Friday 22nd January 2021. They wanted to talk about a new Social Prescribing service which is being set up for residents in the Bromsgrove District, and to find out about the community in Catshill and North Marlbrook and what sort of services are on offer in our area. Social Prescribing is part of a national NHS programme, where healthcare professionals are able to refer patients who may be lonely, socially isolated, or struggling with mental health issues to non-clinical services to meet their wellbeing needs. In some areas, a GP or nurse might refer you to a 'link worker' – someone who meets with you to find out what you need, what you would like to do, and then puts you in touch with a local organisation or group that can provide it. In other areas, the healthcare professional might put you directly in contact with a local group or organisation to improve their overall health and wellbeing. The Link Worker can provide them with 1:1 support to build their confidence and skills. They will work one to one with the referred person, develop an Action Plan to help them achieve their goals, build up their independence. Their ultimate objective is to reduce demand on the Health Service. They are covering 9 local GP surgeries at the moment, including Catshill Surgery. They work with other local organisations, BDC and BARN but would like to link up with other local parish councils and the Chairman has arranged for them to attend the next meeting of Bromsgrove CALC.

10.2 Wine from Christmas Party 2019 – There are a number of bottles of wine and prosecco that were left over from the Christmas Party for the elderly in 2019 which were going to be used the following year but that

has not happened due to the pandemic. Chairman asked for some smart suggestions on what to do with them.

10.3 Lengthsman Charge Increase - Our Lengthsman has given us notice of his intention to increase his hourly rate on 06/04/2021. As he has not increased his rate for 3 years, he feels it is time to do so. The new hourly rate is £15.00 per hour from £12.50 per hour.

It was agreed that Clerk would contact WCC to ask if it is the requirement of the County Council to agree the increase in the hourly rate or actually up to the Parish Council.

21/01-11 Clerk's report on delegated actions, update and list of communications

11.1 Christmas Hampers

Several residents had sent Thank You cards and left numerous messages on the office answer phone to express their gratitude to the Parish Council on sending out the Christmas food hampers. They were really overwhelmed and wanted everybody on the PC to know of their appreciation.

11.2 To consider Assistant Clerk vacancy advert (document sent)

It was agreed after discussing, that the daily and monthly Planning duties that are currently undertaken by the Assistant Clerk need to be mentioned in more detail as part of this post. Clerk to send job description and job advert to Assistant Clerk for comments and what he thinks should also be included.

General Correspondence received:

Weekly CALC updates December 2020; weekly BDC planning lists, WCC road works lists and reports, Wellbeing in Partnership.

21/01-12 Finance

12.1 Payments and receipts report to 20/01/2021

An excerpt from the council's accounts spreadsheet for January had been sent along with the bank reconciliation to 20/01/2021 is as follows:

Bank Reconciliation as at 20/01/2021			
Opening Cash Book balance		£68,644.30	
Add receipts between 1 April - 20 Jan 2021	57,884.39		
Less payments between 1 April - 20 Jan 2021	-36,240.90		
Cashbook balance at 20 Jan 2021		£90,287.79	A
Bank statements at 20 Jan 2021			
Unity Trust Bank	91,790.31		
Soldo card	50.29		
Less unpresented cheques, as list below	1,552.81		
Bank balances at 20 Jan 2021		£90,287.79	B

12.2 Vat Refund - Clerk reported that PC have received a VAT refund for the year of £2445.39.

12.3 To consider and agree Dianne Malley Internal Auditor to be appointed for 20/21 accounts – It was agreed that Dianne Malley would be appointed to audit this year's accounts, her fee remains the same as last year at £180.00.

12.4 To consider adding another signatory to Bank Mandate to approve payments – Cllr Osman kindly agreed to be added to the Bank Mandate and Clerk will sort this out with Unity Bank and inform Cllr Osman if anything needs to be completed and signed.

Cllr Paul Masters joined the meeting @ 20.25

12.5 To consider and approve Risk Register and Risk Assessment and Management Policy (document sent) It was reviewed and agreed that amendments made to policies were a true reflection to date.

21/01-13 Committee and Representative Reports.

To include any relevant feedback from working group leads:

13.1 Neighbourhood Plan Steering Group – no update, no meeting held

13.2 Environment and Highways Committee (Cllr Hooper) – Updated on bus shelters that need painting. It was agreed to include Woodrow Lane in this maintenance, even though PC do not own it, as it is in a bad state of disrepair too. Cllr Hooper to contact the handyman who

wrote to the PC asking if he could provide this service for the PC. Cllr Hooper has organised a meeting with Cllr Webb and Cllr Osman to discuss tidying up the Baptist Garden and also costings of solar lights for alleyways in the area and this would be reported back in next FPC meeting with costs.

Cllr Baker requested that all minutes of Committee meetings that are held are sent out to all Parish Councillors, Clerk agreed to do this.

- 13.3 Planning Committee** – No meetings have been held, Assistant Clerk is dealing with any issues under delegated powers.
- 13.4 Finance and Staffing Committee (Cllr Baker)** – Updated on Assistant Clerk's replacement discussion, policies to be reviewed and Internal Audit appointment for this year's accounts.
- 13.5 Events Committee – (Cllr Masters)** – **It was agreed** that a Spring magazine would be produced and all articles to be included in this edition would be sent to the Clerk, by the latest, end of March for an April publication and distribution.

Any other report from Parish Council representatives including those for:

13.6 Village Hall Management Committee

Cllr Bate updated that Village Hall may be used as a COVID testing station in future. She mentioned about the Christmas Tree being removed from the Village Hall. Clerk to contact Lengthsman to see if he can do this for PC but if not, due to COVID restrictions, Cllr Hooper will remove and Cllr Osman will take it to the tip for PC.

Payment to Village Hall for Office rental for this year was also mentioned, Clerk apologised and updated that payment had been actioned to the Village Hall account today and Chairman Owen Sweeting has been contacted to inform him of this.

- 13.7 To note any relevant updates in relation to Whitford Vale and Perryfields Development– (Cllr Baker)** – Still waiting inspector's report regarding pollution levels and nothing else has moved forward since last meeting.

This meeting ended at 20:54 hrs

21/01-14 Date and time of next meeting: 25/02/2021 @ 19:00 Online

Excerpt of spreadsheet Jan 2021

Vat Ref	How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
	d/d	v151	Bank charge, 3rd quarter		18.00	-	18.00
		R10	VAT Refund HMRC	2,445.39			
243 1700 02	BACS	v152	Response Plus Service		6.12	1.02	5.10
	BACS	v153	Top up debit card: Transfer to soldo		100.00		100.00
778 6037 85	d/d	v154	office mobiles		40.42	6.74	33.68
803892226	D/D	v155	Grenke Leasing for Copier		76.97	12.83	64.14
	d/d	v156	Office phone and broadband - Nov 2020		44.45		44.45
	BACS	v157	Lengthsman Dec		200.00		200.00
	S/O	v158-v160	Jan Salaries		1,197.66		1,197.66
	BACS	V161	Month 4,5, 9 PAYE & NI		149.03		149.03
		R11	Lengthsman reimbursement	210.00			
905 3406 40	Soldo	v162	Zoom		14.39	2.40	11.99
			Microsoft monthly sub		7.99		7.99
786638077			Ink for home printer		57.54	9.59	47.95
				2,655.39	1,812.57	32.58	1,779.99
			Total for year to 31/03/2021	57,884.39	36,240.90	2,604.15	33,636.75

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