



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 29th November 2018, 7.30pm

Present: Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, M Ball, J Bate, T Gillespie, M Knight, P Masters, M Shephard, C Stark, N Ward

In attendance: Clerk – R Powell, District/County Councillor S Webb, District Councillor B Cooper, A representative from Worcester Regulatory Services, A member of the public

18/11-01 Chairman's welcome

The Chairman welcomed all present to the meeting

18/11-02 Members' Apologies for absence

Apologies were received from Cllrs G Blackmoor and V Harman

18/11-03 Open Forum

3.1 Members of the Public

No Members of the Public were present

3.2 Worcs County Councillor for the Woodvale Division (report circulated)

District Councillor S Webb thanked Cllrs Ward and Sweeting and the Clerk for their assistance with the Christmas Light Event. Cllr Webb asked if there were any questions following from her report (see attached) and Members discussed queries regarding the reference to Care provision.

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

District Councillor B Cooper had nothing to report from Marlbrook. From the Council it was reported that the Local Government Settlement would be announced on 8th December. There had been a debate on the plans for Burcot Lane housing in the place of the old Council house for which a grant had been received to build at least 60 houses and marked the start of the Council returning to building property.

Cllr Cooper left following this Agenda Item

3.4 Any other community representative

3.4.1 A representative from Worcester Regulatory Services will be in attendance to discuss concerns around Air Quality.

Cllr Webb had invited a representative of Worcester Regulatory Services (WRS) to the meeting in order to assist with Members queries around monitoring of air quality on roads to be affected by the proposed Perryfields Development. A lengthy discussion was had regarding this and it was established that impact assessments were outside the remit of WRS. It was suggested that Worcester County Council should be approached to cost up the process and a decision could then be made as to whether the work should go ahead. This would be a big project.

District/County Councillor Webb, the member of the public and the representative of WRS left at this point in the meeting (20:05hrs)

18/11-04 The meeting was closed for Open-Forum and re-opened.

18/11-05 Declarations of Interest

No member stated any declarable interest.

18/11-06 Dispensations

No requests for dispensation had been received

18/11-07 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Full Parish Council meeting held 25/10/18 and these were duly signed by the Chairman

18/11-08

Members' Questions

Residents had approached a Member of the Council asking for a Christmas Tree to be sited in the new Baptist Church Garden. It had been established that Willowbrook would provide an 8ft tree for the area and that the Church were willing to assist with electricity needed. Discussions were had about the need to site it in something sturdy. There was a street lamp in the garden and a quote of £246 to power tree lights from this had been provided.

It was agreed to allocate an expenditure of £300 to Cllr Knight in order to site a Christmas Tree at the garden at the Dock, to include Christmas Lights.

It was discussed that there had always been a plan to put lights around the tree on the Parish Council garden in Marlbrook, and that next year the tree should be an appropriate height.

18/11-09

Chairman's Report

Cllr Sweeting provided a report that made reference to the involvement of the Parish Council at events at this time of year, gave thanks to Cllr Baker and Cllr McEldowney as leads for those events that had already taken place and noted that members of the Parish were stating that the Parish Council should be proud of the village feel these events creates; reported on his attendance at the Neighbourhood Plan Steering Group and noted that Bromsgrove Planners were impressed by the group that represents Catshill and North Marlbrook; reported on a full Finance and Staffing Committee and a well-run Planning Committee, due in no small part to the work of the Assistant Clerk; reported on a meeting he had attended regarding Catshill in Bloom that was being run by the Village Hall and had representatives from the District Council and BARN also in attendance.

18/11-10

Clerk's Report: Emergency Actions, Update and List of Communications

10.1 Parishioner Correspondence – To inform Members of the correspondence received during the last month.

The Clerk had received correspondence regarding issues with Spencer Walk which had initially been directed to WCC, but on an unsatisfactory response, had now been passed to County Councillor Shirley Webb; concerns regarding one of the flashing finger toys that had been provided by the Scouts at the Bonfire – these would no longer be provided at Scout events; requests for Smart Water, which had been directed to the appropriate page of the police website; requests for 30mph wheelie bin stickers which would be provided once stock was received; concerns regarding the perceived non-compliance with Planning permission granted for Willowbrook Garden Centre which was being handled by BDC; a scam letter that had been received by residents in Spring Avenue, Bourne Avenue and Woodrow Close which had been reported to the police.

10.2 Elections 2019

The Clerk reported that there would be an election on 2nd May 2019 but the Council were yet to know if it would be contested. Costs had been estimated at £324 for an uncontested election and £6408 for a contested election with 10 or less candidates. Due to yearly budgeting for elections, the Council had sufficient money in savings in order to cover these charges. The notices of election would be sent to the Clerk by 25th March 2019 and these would be displayed on the notice boards, website, facebook and in newsletters. The Clerk would need to know from Members that wished to stand for election in order for the papers to be provided. These need to be completed and returned in person to BDC – the Clerk cannot do it on Members behalf. Anyone standing would need a nominator and a seconder and the Clerk would be able to provide the electoral role number to assist with this. Anyone who stands for election must complete an election expenses form which must be returned by 30th May whether or not any expenditure has been made. It is a criminal offence not to return it. The Clerk would be adding further agenda items in January regarding elections in relation to financial arrangements.

10.3 GDPR – What Councillors can do

The Clerk asked Members to ensure that laptops and computers are free of details and data that should not be kept under GDPR rulings – this included names, addresses, phone numbers etc, that are not in relation to an active enquiry.

10.4 Speed

Cllr Webb and Richard Clewer from Highways had sent around details of speed monitoring which the Clerk had shared. The average speed was quite low in most areas. Golden Cross Lane had been earmarked for further intervention but not until the spring. The Clerk had been in contact with the representative from the Community Speed Watch programme expressing the main roads of concern. He would request/collect data from these roads and assess this against the criteria needed.

10.5 Tree Liability

Following a report in the Clerk's Magazine regarding a court case that a Parish Council lost due to lack of inspection of trees in their care, the Clerk wished to implement a tree management strategy for the Parish Council. An assessment of trees the responsibility of the Council would be carried out in the near future with assistance requested from BDC Environmental services.

10.6 Zurich Data Breach

The company had found that in early October someone had, without permission, remotely accessed 3 of their email accounts with a possibility that some of the emails the Parish Council had sent to them or vice versa, had been downloaded or copied. They had followed all necessary processes including contacting the ICO. The Clerk informed the Council that there had been no recent exchange of bank details etc

Relevant correspondence available from the Clerk: includes weekly CALC updates November 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter, Bromsgrove Advertiser, NALC Newsletter, Police Crime Commissioner newsletter, Healthwatch Worcestershire Newsletter, Lickey Hills Society newsletter, Grit Bin newsletter, Festive Period Waste Collection information, Community Carol Service, Christ Church 180th birthday celebration invitation, Bromsgrove and Redditch Christmas Light Switch on events, Basement project Autumn newsletter

18/11-11

Committee and Representatives Reports

Background papers available

11.1 Neighbourhood Plan Steering Group – 07/11/18 (Cllr B McEldowney)

To include information about Call for sites Presentation event held 2nd November 2018

Cllr McEldowney reported that there had been a higher volume of hits of the Neighbourhood Plan website recently. The team had been divided into sub teams, one of which was managing the call for sites presentation event where developers and site owners had been asked to come and make a presentation of information to the Group for consideration. Some of those that attended were representing different sites of land to those identified by the Neighbourhood Plan Steering Group as viable. There would be a public presentation and consultation hopefully early in the new year. The project was on track and funding for mapping tools for the next stage was being researched.

11.2 Events Steering Group – 14/11/18 (Cllr N Ward)

To include decision for glass provision for Christmas Meal event as made using delegated powers

To include any relevant feedback from working group leads:

- **Bonfire Working Group – 03/11/18 (Cllr B McEldowney)**

Cllr McEldowney reported that the event was a success, assisted by the weather. The secure box for money storage had been a good investment, a new risk assessment had been completed and there had been plenty of assistance from the Scouts. There had been a medical incident but it was not related to the bonfire event. Some concerns included the lack of provision in the toilets, the length of the display and the amount of float available. There

had been a problem with clear up the next morning and more volunteers were needed from the Parish Council to attend the event.

- **Remembrance Service Working Group- 11/11/18 (Cllr P Baker)**

The event had been reported on by Cllr Baker and a document circulated for comments and feedback.

- **Christmas Lights Switch on Event - to be held 01/12/18 (Cllr O Sweeting)**

The lights were now up on the village hall and the wires had been changed thanks to Cllr N Wards hard work. The running order had been confirmed and volunteers and singers were in place. Cllr Masters would comper the event.

- **Christmas Meal Event – to be held 21/12/18 (Cllr N Ward)**

Cllr Ward reported that up to 30 guests had been gained through advertising and this was well over half the expected attendees. Volunteers were needed for the day; the catering company would be laying the tables from 10am Friday morning. Transport for those needing it had been arranged.

It was noted that after obtaining three quotes, via delegated powers, it had been agreed to use Morrisons for the provision of glasses and drinks for the event.

11.3 Finance and Staffing Committee – 15/11/18 (Cllr P Baker)

To include agreement from the Full Parish Council of the suggested budget for 2019/20 as recommended by the committee

Cllr Baker reported that the main consideration in this meeting was setting the budget. The document recommended by the Committee had been circulated and represented a £4330 rise in total. This was to include provision for the elections and any new Councillor induction and training, the continuing Neighbourhood Plan, provision for grants including the new initiative to give seed funding to potential projects that would target lonely people and Capital projects as presented in the Action Plan. The latter were to be partially funded from savings. The Committee were conscious of keeping any increases to a minimum.

It was agreed to accept the Precept and budget as recommended by the Committee

11.4 Planning Committee – 22/11/18 (Cllr T Gillespie)

Cllr Gillespie reported that following consideration of the two planning applications the Committee had agreed to support both. All applications from previous months had been approved by BDC Planning Department. The Committee had considered the view of a Parishioner concerning the development that was happening at Willowbrook Garden Centre in relation to the tarmacking of the car park, with concerns about the water running into the brook. The Committees views had been passed to the planning officers at BDC. Members agreed that Willowbrook Garden Centre was an asset to the area.

11.5 Any other report from Parish Council representatives including those for:

- **Village Hall Management Committee (Cllr J Bate)**

Cllr Bate reported on the hard work that individuals and the Village Hall Management Committee in general had been putting into village activities recently. This included taking on the Catshill in Bloom initiative.

- **Speed Meeting – 12/11/18 (Cllr B McEldowney)**

Cllr McEldowney reported on a meeting that had become quite heated at times. Community Safety and Highways representatives were in attendance and discussions had included speeding, national legislation in relation to speed limits and operation lollipop.

- **Library Transformation Presentation Briefing – 20/11/18 (Cllr P Baker)**

Cllr Baker had circulated a report that detailed the need for the library service to save money. (see attached)

It was agreed that the Clerk write to Cllr Webb and request a meeting of stakeholders to allow response to the proposals.

It was agreed at this point in the meeting to extend the meeting by 15 minutes according to Standing Orders.

- **Road Safety Forum – 21/11/18 (Cllr O Sweeting)**
Cllr Sweeting had attended the meeting which had provided residents the opportunity to meet with officers and discuss concerns.
- **News Magazine – (Cllr Masters)**
Cllr Masters thanked all Members for delivering the last newsmagazine which had received good feedback. Cllr Masters also thanked the Clerk for her input and the fact that there were already a few items ready for next edition.

18/11-12 Finance

12.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment; spreadsheet for November circulated

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for November, as below, was approved.

12.2 To consider the grant application request received from Bromsgrove and Redditch Citizens Advice Bureau (document circulated)

It was agreed to fund £500 to Bromsgrove and Redditch Citizens Advice Bureau

18/11-13 To agree and review the updated Action Plan for 2018/19 (document circulated)

It was agreed to add the tackling loneliness initiative to the Action Plan

It was agreed to accept the Action Plan subject to this addition.

18/11-14 To make Councillors aware of ‘Operation London Bridge’ and its impact on the Parish Council and their activities

The document as presented by the Clerk was noted by Members

18/11-15 To discuss the situation in respect of the trees around the War Memorial and agree a way forward

The Clerk had carried out research regarding the Parish Council’s ability to become involved in the tree cutting, which is covered by War Memorials (Local Authorities’ Powers) Act 1923, S1 which states that a local authority may incur reasonable expenditure in the maintenance, repair and protection of any war memorial within their district.

Cllr Baker proposed that a site meeting was held with interested parties/stakeholders to agree tree maintenance work that needs carrying out in order to protect the monument. Three quotes would then be obtained from specialist tree surgeons/arborists and sources of finance should be sought. Following this the work should be done as soon as possible prior to further potentially damaging winter storms.

It was agreed to accept Cllr Baker’s proposal.

It was agreed to award delegated powers to the Chair, Vice Chair and Chair of Finance to make decisions relating to this.

Following this item it was noted that the judging of the Best Dressed Window Competition had taken place. The decision was that Harris Coaches took first place with the Spa and H&B Boutique a joint second.

18/11-16 Items for the next meeting

Members were requested to inform the Clerk of any items for the next meeting

18/11-17 Date and time of next meetings:

- Planning Committee – 13/12/18 (7pm) subject to applications being received
- Environment and Highways Committee – 17/01/19 (7:30pm)
- Events Steering Group – 23/01/19 (7pm)
- Planning Committee – 24/01/19 (7pm)
- Full Parish Council Meeting – 31/01/19 (7:30pm)

* All meetings at Catshill Village Hall

Date for your diary:

Saturday 1st December 2018 – Catshill Christmas Lights Switch on 15:00 to 18:00 outside Catshill Village Hall

Friday 21st December 2018 – Christmas Meal for the elderly

The Chair of the Council wished all Members a very Merry Christmas

This meeting ended at 21:44 hrs

Signed Date.....
Chairman of Catshill & North Marlbrook Parish Council

Minute no. 18/11-3.2 County Councillor Webb's report – November 2018

Speed Monitoring

We are currently coming to the end of monitoring within my division. A meeting will be held on Monday **12th November** at Catshill Methodist Church Hall to share all the data collated. Representatives from the Police, Safer Road Partnerships, Highways and Police Crime Commissioner dept will be available to answer any questions.

On **19th November** WCC highways and the Police Department are organising a Drop In meeting between 11am – 3pm at Catshill Methodist Church Hall to discuss speeding concerns. All residents and parish councils are welcome to attend.

The Town & Country Planning (Environmental Impact Assessment) Regulations 2017

Application Ref: 18/000036/CM **Grid Ref:** (E) 395715, (N) 276943

Applicant: Salop Sand and Gravel

Proposal: Proposed extension to restored quarry, infilling the void using inert materials only, restoration of the land to agricultural use together with new access, creation of a geological exposure, landscaping and associated works

Location: Land adjacent to former Chadwich Lane Quarry, Chadwich Lane, Bromsgrove, Worcestershire

The planning application, the plans, the Environmental Statement, Non-Technical Summary and relevant documents are available to view on www.worcestershire.gov.uk/planningapplications using the above application reference. When searching by application reference, please ensure that the full application reference number, including the suffix are entered into the search field.

Public notices will be put up at the site, a notice will go in the press and letters will be sent to the nearest local residents. Please submit your comments, The deadline for comments **23rd November 2018**.

Consultation of Library Services

The consultation will include engagement with community groups and partners with the aim of:

- encouraging more involvement in the direct provision of library services
- identifying further opportunities to sharing space/co-locate libraries with other community services/organisations to keep libraries at the heart of communities
- identifying further opportunities for libraries to deliver services of other community organisations

Residents, stakeholders and staff will be invited to give their views and make suggestions on the future of library services in Worcestershire based upon the recommendations in the Cabinet report. Local communities will be given an opportunity to comment on options for their local library and to put forward other ideas on library provision.

The consultation is aimed at all Worcestershire residents and approaches will be taken to encourage responses from residents who are not library customers and from groups who are less likely to respond.

Children's Services

Ofsted published their sixth monitoring visit letter last week. Inspectors looked at our work with children in care up to the age of 16. I am very pleased that they continued to see progress in the quality of our work with children, that social work practice has got better and that legal processes and care proceedings are being used effectively to keep children safe. I attach the link to the letter in full for your information. As always we are not complacent and continue to work hard to ensure that all of our work is of the highest possible quality that our children deserve.

<https://reports.ofsted.gov.uk/provider/44/80584>

Ofsted did recognise that we are planning to develop our edge of care service which they describe as 'underdeveloped'. This is absolutely our plan which was discussed by Cabinet on 18th October – we need a comprehensive service able to work with families under pressure to keep them together, where it is safe to do so. The Cabinet report also talked about our plans to reduce our in house residential care provision, as we know that we have more children in care than expected. I know this is a difficult decision to consider, particularly when our residential homes are rated as good or outstanding by Ofsted and staff are caring and committed to the children in the homes. We will be working very carefully with the children concerned to make sure their needs are properly considered and met and we will not be rushing into closures without doing the work properly. The service changes will be properly developed and subject to consultation so that we can be sure we are doing the right thing, even though it isn't easy.

In order to finalise the scope and budget required for the successful delivery of Worcestershire Children First a review has been carried out, as part of the implementation phase, on all aspects of the business case. The review has also been carried out in context of the wider improvement agenda for children's services and the current financial context of the Council.

As a consequence of this review, Cabinet in November will consider proposals to widen the scope of services and responsibility transferring into Worcestershire Children First. The rationale behind proposing a wider scope is to keep all of children's services together and strengthen the focus on improving outcomes for children and young people. It will also keep the focus on improvement in one place as both Children's Social Care and services for children and young people with SEND are subject to Ofsted monitored improvement plans.

As always please report any issues on

Minute No. 18/11-11.5 Cllr Baker report following Library Transformation Presentation Briefing:

Libraries Transformation Consultation meeting - Tuesday 20th November at Parkside Hall

Brief summary

Like most councils, Worcestershire County Council needs to save money and the cabinet has decided that some of the savings need to come from the libraries service so a thoroughly review has been made with the view of making changes in some cases quite radical to achieve a £1m *per annum* saving.

Attendees were given an overview of the issues and proposals by County Council staff with cabinet member responsible Lucy Hodgson in attendance.

Each library was being looked at individually with the following options being considered.

- 1 No change
- 2 Reduced staff and hours
- 3 Open library with no staff
- 4 Community supported
- 5 Community managed
- 6 Closure

There is a lot of information and statistics available for the whole library service but this report concentrates solely on Catshill.

The library operates out of Catshill Middle School and is currently community-supported. There are a number of volunteers who help with the running. Previously it was located in the old Methodist chapel on Barley Mow Lane and run by paid staff.

Unfortunately Catshill library is one of the most under-used in the County and the view is that it does not represent very good value for money compared to other libraries. Usage is quite low for borrowing and other services delivered. However on other measures such as deprivation, there is a high need.

The proposal is that Catshill library becomes community-managed. That is the County will provide the library service but the community will need to provide and pay for the building.

Although not stated at the presentation, failure to deliver changes could result in closure but only as a last resort. In addition and again not specifically stated, in some areas libraries are ran out of parish council facilities such as village hall so the hint was that parish councils may have a role to play.

Conclusion

When the library moved from Barley Now Lane to the Middle School a number of people were worried that usage would go down as the location was less obvious and some users would be uncomfortable visiting a building within a school.

However the move and change of management to community-supported have resulted in substantial savings but the facility is still earmarked to be community-managed in other words

more savings will have to be found. Add to that the under-usage means that the library is under threat of closure unless a successful management plan can be put together.

Next Steps

County councillor for the area, Shirley Webb was present at the meeting and afterwards we agreed that the first step would be a meeting of all stakeholders to fully understand the situation, to look at the options available and potential ways forward with a view to maintaining a library facility in Catshill & North Marlbrook. That meeting needs to take place as soon as possible.

(Cllr) Phil Baker, Catshill & North Marlbrook Parish Council

29th November 2018

Minute No. 18/11-12.1 Excerpt from accounts day book to show payments and receipts for November 2018

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
#####	V121		online	Lengthsman October 2018		210.00	
	V122		online	Lengthsman November 2018		200.00	
	V123		d/d	Npower - Electricity for War Memorial		55.88	
	V124		300936	All 4 One Engineering Limited - Purchase of secure box for Bonfire event		54.00	9.00
	V125		online	CiLCA Training (Book keeping)		20.00	
	V126		online	Meadowfields Ground Maintenance Ltd - Garden Contract October 2018		237.60	39.60
	V127		online	Meadowfields Ground Maintenance Ltd - Garden Contract September 2018		237.60	39.60
	V128		online	Meadowfields Ground Maintenance Ltd - Erection of picket fence and gravel boards around Baptist Church Garden		1,025.00	170.83
	V129		d/d	Water Plus - Water at Ivy Cottage Gardens		25.20	
	V130		online	Bromsgrove Printing Co. Ltd - Printing of Remembrance Sunday Service sheets		70.00	
	V131		online	Litter Picker Expenses		7.20	
	V132		online	SLCC Enterprises Ltd - Regional Training Seminar x 2(discounted rate for 1st time attendance)		129.00	21.50
	V133		online	Catshill Baptist Church - Room Hire for Call for Sites Presentations for Neighbourhood Plan		120.00	
	V134		online	Zurich Municipal - Cover for Christmas Lights Event (Christmas Meal Event FOC)		56.13	
	V135		online	Zurich Municipal - Cover for Bonfire Event		66.61	
	V136		d/d	02 - Parish Council Mobiles		38.40	6.40
	V137		d/d	Talk Talk - Parish Office phone and broadband		45.60	
	V138		online	Catshill Village Hall - Annual Rent of Office and Meeting Rooms for 2019		1,286.33	
	V139-141		s/o and online	Salaries		1,254.62	
	V142		online	Sixth Bromsgrove Scout Council - Half Bonfire Gate takings		2,592.00	
	V143		Pocket	Bromsgrove District Council - Temporary Event Notice Christmas Lights Switch On (£21) and Staples Order -Ink (£94.78)		115.78	15.80
		R11		Worcestershire County Council - Lengthsman Re-imburement Jul to Aug	674.08		
		R12		Bonfire Event Gate Takings	5,084.65		
				Adjustment - V117 should read £821.04 not £821.08 - payment ma-		0.04	
				sub-total	59,955.15	44,649.94	2,377.30