



FINSTALL PARISH COUNCIL

Email: clerk@finstallparishcouncil.gov.uk

NOTICE OF PARISH COUNCIL MEETING

Tuesday 5th September 2023, 7.30pm

at Finstall Village Hall

Elected members are summoned to attend this meeting to transact the business set out on the following pages.

Gill Lungley

Gill Lungley, Clerk/RFO

31st August 2023

Elected parish council members:

Norman Hewer, Malcom Molloy, Wendy Molloy, Christine Orr-Cooper, Rosemarie Ryan, Caroline Spencer, Will Taylor (Chairman).

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum) to put comments and questions to the meeting regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion. No further representation may be made at any other time in this meeting.

A G E N D A

1. **Chairman's welcome**
Chairman is to welcome everyone to the meeting and declare it open.
2. **To receive any apologies for absence.**
3. **Declarations of interest:**
 - a) All councillors are reminded to keep their Register of Interests up to date; it is available [online](#).
 - b) All councillors must declare any interest ie. Disclosable Pecuniary Interest, Registerable Interest or Non-Registerable Interest, in items on the agenda and their nature. In keeping with the council's code of conduct, members must leave the meeting during the discussion relating to the item in which the interest has been declared.
4. **To consider any request from a councillor for a dispensation to be allowed to stay in the meeting after declaring an interest.** Such request, in writing, must be given to the Clerk before the meeting starts.
5. **Public Forum.**
 - a) An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
 - b) County and District Councillors and community representatives are invited to present an update on their activities.
6. **To consider the minutes of the previous Council Meeting** held on 4th July 2023 and recommend approval.

7. **To comment on any planning consultations received and note planning authority decisions made.**
No consultations received at the time of issuing this agenda.
8. **FINANCE**
- a) To note the bank reconciliation (attached page 7).
 - b) To agree the budget comparisons (budget v actual, attached pp 7 and 8) and agree appropriate revision to accommodate known costs.
 - c) To consider and authorise payments (schedule attached, page 8).
 - d) To progress the Internal Audit recommendations:
 - i. To review the approach to risk management.
 - ii. To adopt a Reserves Policy which follows the Joint Practitioners Advisory Group (JPAG) guidance; to assess and set the level of general reserve required (its working balances) and earmarked reserves (sums set aside for future planned commitments).
 - iii. To ensure compliance with HMRC PAYE requirements.
 - iv. To review the Asset Register to comply with current guidance and transparency requirements and establish the terms of the investment with the District Council.
 - e) To consider the grant application from Citizens Advice (attached, page 9).
9. **Clerk's reports for information:**
- a) Loan arrangements with Bromsgrove DC.
 - b) Solar powered VAS and speed awareness notices.
 - c) New website now online.
 - d) Bank account update.
 - e) To note the next WorcsCALC area committee meeting 13/09/2023.
 - f) To note attendance at Code of Conduct training.
 - g) We Don't Buy Crime officer to attend next parish council meeting.
 - h) Parking complaint update.
10. **To agree the following:**
- i. The appointment of Lengthsman to fulfil the annual WCC contract.
 - ii. Appointment of contractor to attend to the surface under the swings at the Penmanor play area and fit new swing chains: £927.
 - iii. The next newsletter to include an explanation of what the parish council does (as suggested by a resident); agree content, cost and distribution.
 - iv. Arrangements for the annual Christmas carols event (road closure / choir etc).
11. **To respond to consultations.**
- a) [Boundary consultation](#) on division patterns extended to 19/09/2023.
 - b) Bromsgrove District Council – [Licensing Policy](#)
 - c) Hereford & Worcester Fire and Rescue Service (as attached pp10 and 11)
12. **To note correspondence received:**
- WorcsCALC area committee seeks new clerk.
 - WorcsCALC updates 23/08 and 23/09.
 - Royal British Legion commemorative statues.
 - Invitation to BDC Chairman's golf tournament and BBQ.
 - [8 Hills Regional Park](#) proposals (National Trust).
 - Wellbeing in Partnership e-bulletin, August 2023.
13. **Date, time and venue of next meeting:**
Tuesday 3rd October 2023, 7.30pm at Fininstall Village Hall.



FINSTALL PARISH COUNCIL

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 Fininstall 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	
		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	
		24,112.27
	-	A=B=b

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	<i>To be paid online</i>	S Skeys	Lengthsman	tba	
13		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	Fininstall 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.

Signed as a true record:

Chairman, Finstall Parish Council

Date

Bank reconciliation to 31/07/2023

For period 01/04/2023 - 31/07/2023		
Opening bank balances 01/04/2023	19,370.07	
Add actual receipts for year to date	5,662.24	
Less actual payments for year to date	- 2,869.21	
Add u'p chqs from list below	567.15	
Total	A	£22,730.25
Bank balances as at 31/07/2023		
HSBC Business account	5,018.66	
HSBC Deposit account	1,711.59	
Unity Trust Bank	500.00	
Bromsgrove DC Loan account	15,500.00	
Total	B	£22,730.25
	-	A=B=balance
Unpresented payments at 31/07/2023		
Finstall Village Hall	260.00	
St Godwalds PCC	24.75	
Internal Audit	282.40	
Total unpresenteds	567.15	

Budget comparison (actual income and spend to 31/07/2023)

YEAR	ACTUAL 2022/23	BUDGET 2023-24	ACTUAL TO 31/07/2023
INCOME			
Worcs CC (P3 + Lengthsman Grant)	£1,984.50	£2,700.00	951.75
VAT Repayment	£133.56	£150.00	0.00
Allotments	£0.00	£45.00	0.00
Interest	£6.58	£85.00	355.49
Grants	£0.00	£100.00	0.00
Precept	£8,090.00	£8,710.00	4,355.00
TOTAL	£10,214.64	£11,790.00	5,662.24
EXPENDITURE			
Staff costs (Salary + Ex's)	£3,064.61	£3,090.00	174.45
General Admin*	£1,211.79	£1,600.00	456.20
Computer	£83.32	£300.00	50.00
Bus Shelters, Verges	£1,175.00	£600.00	0.00
Training	£0.00	£250.00	0.00
Insurances + Subs	£874.10	£900.00	949.04
Grants	£250.00	£250.00	0.00
Playing Field	£1,534.00	£1,300.00	458.00
Allotments	£0.00	£50.00	0.00
P3 + Lengthsman	£2,322.00	£2,700.00	391.50
Section 137	£0.00	£0.00	0.00
Election Costs	£0.00	£200.00	0.00
Misc. incl. Village Hall	£987.65	£300.00	284.75
VAT	£146.46	£150.00	105.27
Contingency	£0.00	£100.00	0.00
TOTAL	£11,648.93	£11,790.00	£2,869.21

Agenda item 8b.
Budget comparison (actual income and spend to 31/08/2023)

YEAR	ACTUAL 2022/23	BUDGET 2023-24	Committed to 31/08/2023
INCOME			
Worcs CC (P3 + Lengthsman Grant)	£1,984.50	£2,700.00	1,359.75
VAT Repayment	£133.56	£150.00	0.00
Allotments	£0.00	£45.00	0.00
Interest	£6.58	£85.00	355.49
Grants	£0.00	£100.00	0.00
Precept	£8,090.00	£8,710.00	4,355.00
TOTAL	£10,214.64	£11,790.00	6,070.24
EXPENDITURE			
Staff costs (Salary + Ex's)	£3,064.61	£3,090.00	1,322.64
General Admin*	£1,211.79	£1,600.00	482.80
Computer	£83.32	£300.00	257.50
Website set-up	0.00	0.00	569.00
Website hosting (inc 2yrs' domain reg)	0.00	0.00	348.00
Bus Shelters, Verges	£1,175.00	£600.00	0.00
Training	£0.00	£250.00	89.12
Insurances + Subs	£874.10	£900.00	949.04
Grants	£250.00	£250.00	0.00
Playing Field	£1,534.00	£1,300.00	458.00
Allotments	£0.00	£50.00	0.00
P3 + Lengthsman	£2,322.00	£2,700.00	1,087.50
Section 137	£0.00	£0.00	0.00
Election Costs	£0.00	£200.00	0.00
Misc. incl. Village Hall	£987.65	£300.00	284.75
VAT	£146.46	£150.00	331.89
Contingency	£0.00	£100.00	0.00
TOTAL	£11,648.93	£11,790.00	£6,091.12

Agenda item 8c.
Payment schedule for approval in meeting.

Payments already approved but not yet paid due to bank change...				
	To	Reason	Gross amount	VAT paid
	St Godwalds PCC	Hire of hall	24.75	0.00
	D K Edwards	Internal audit	282.40	0.00
	S Skeys	Lengthsman x 3 months	696.00	0.00
	Staff	Salaries x 3 months May/Jun/Jul	1,148.49	0.00
	G Lungley	Laptop, printer inks	271.99	45.33
Payments for approval at this meeting...				
	Mr W Taylor	Keys to the notice boards	18.00	0.00
	BWP Creative Ltd	Website deposit	238.98	39.83
	BWP Creative Ltd	Website completion	443.82	73.97
	BWP Creative Ltd	Website domain registration	144.00	24.00
	BWP Creative Ltd	Website hosting for 1 year	273.60	45.60
	Mrs G Lungley	M/soft 365 Apps for business	10.32	1.72
	Mrs G Lungley	Training presentation	89.12	0.00



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Mrs G Lungley
The Clerk, Finstall Parish Council,
Grange Cottage
Birmingham Road
Hopwood
B48 7AJ

Dear Mrs Lungley,,

July 2023

Application for Grant in 2023/24.

I wish to make a grant application towards CAB funding again this year.

Last year we made a loss of £8,400, it would have been greater but we were fortunate in being given contracts by Bromsgrove District Council to see clients with debt problems likely to result in homelessness, and also asked to administer the distribution of Cost of Living funding given to Bromsgrove District Council. We also received other income for money management advice through the Worcestershire Advice Network. If we had not received this addition funding we would have had a considerable deficit. This year we have had the above contracts extended and hope we will be able to raise sufficient extra funds to cover our costs.

The main additional cost this year will be for staffing, we use the local government pay scales and it seems likely that there will be an award of about 7% this year. All our other costs have increased in line with inflation. Last year parish councils were able to help with grant funding of £4,650 and if your council was able to help then we hope they will be able to assist again for this year, if they were not able to help then perhaps they could help this year.

We will continue to offer a wide range of services across the whole of Bromsgrove with the funding provided by Bromsgrove District Council, Worcestershire County Council and parish councils. None of the funding for Bromsgrove will be used in Redditch and we run that service on a more limited basis dictated by the funding provided by Redditch Borough Council and the Worcestershire County Council.

We are recruiting more volunteers to help to increase the services we offer as we are experiencing a greater demands help with the current and increasing levels of household costs

Our CEO Chris Roberts would be happy to attend one of your meetings if this would help in their consideration of our request for grant assistance.

I would ask that your council give consideration to making us a grant this year, and will be happy to provide any extra information you may require or complete a formal application form.

Yours sincerely
Gordon Cooper (Treasurer)

Hereford & Worcester Fire and Rescue Service Community Risk Management Plan 2025-2030 - Stakeholder Questionnaire

Hereford & Worcester Fire and Rescue Service (HWFRS) is in the process of preparing the Service's strategic plan for 2025-2030, which is known as the Community Risk Management Plan (CRMP). One of the first things we need to do is to make sure we understand and assess all the potential fire and rescue risks that may affect the communities we serve, as well as those that may affect the Service itself. We are seeking to engage with stakeholders and partner agencies at an early stage.

In our identification and assessment of risk, we are aware of the more obvious risks in terms of fire and rescue, but we also want to make sure we are not missing any important risks that we may not be aware of. To help us to achieve this we are contacting partner organisations and stakeholders across local and national public, private and voluntary sectors to gain an insight into their areas of expertise and their knowledge of potential risks and other factors that could impact or influence the work of HWFRS.

Examples of risk factors that may influence HWFRS as well as partner organisations and stakeholders could include changes in community demographics, workforce capabilities, new and emerging risks (such as Covid-19, the cost-of-living crisis and the challenges of climate change), societal change, changes in legislation, changes in Government objectives and political direction, and the availability of resources and budgetary requirements.

We have designed the following questionnaire to provide your organisation with an opportunity to comment on any risk factors that you think may affect the work of the Fire and Rescue Service in the coming years to 2030. Thank you for taking the time to respond as your views really do count.

*Information collected in this questionnaire will be used to assist in preparing the Strategic Understanding of Risk document, as part of the preparation of the Community Risk Management Plan 2025-2030. Responses may be collated for statistical purposes, but all comments received will remain anonymous.

All answers are Yes / No / Don't Know

1. Are you aware of any local or national policy decisions or changes that are proposed in the next five years that may pose a risk to Hereford & Worcester Fire and Rescue Service or the communities it serves?
2. *If Yes, What are they, and how do you think they may pose a risk?*
3. Do you think economic issues such as rising energy costs, the cost-of-living, unemployment and the health of the business economy are posing risks for your organisation and the communities you work with over the next five years?

4. *If Yes, what do you consider are the main risks posed?*
5. Do you think the risks identified will have an impact on the work of the Fire and Rescue Service?
6. *If Yes, please describe what you think the impact may be.*
7. Do social factors such as an ageing population, levels of deprivation, crime rates, health and housing quality pose potential risks for your organisation and the communities you work with over the next five years?
8. *If Yes, what do you consider are the main risks posed?*
9. Do you think the societal risks identified will have an impact on the work of the Fire and Rescue Service?
10. *If Yes, please describe what you think the impact or risk may be.*
11. Does your organisation use social media platforms or other ways of communicating that have been successful in engaging with communities, especially those who do not usually engage?
12. *If Yes, what communication methods have proved successful in engaging communities?*
13. Do you think issues such as extreme weather conditions and pollution in the natural and built environment pose risks for your organisation and the communities you work with?
14. *If Yes, what do you consider are the main risks posed?*
15. Are you aware of any significant planned housing, industrial or commercial developments in the coming years to 2030?
16. *If Yes, please provide more detail.*
17. Are you aware of any changes to existing legislation, or new legislation, in the next five years that may pose potential risks to your organisation, the communities you work with or the Fire and Rescue Service?
18. *If Yes, please outline the legislation and the risks it may pose.*
19. If you have any other comments in relation to community risks that you think Hereford and Worcester Fire and Rescue Service should be aware of, please outline them below.
20. Please provide URL links to any supporting documents you wish to share.