



**Members of Catshill & North Marlbrook Parish Council  
are summoned to attend the  
Parish Council Meeting at Catshill Village Hall on  
Thursday 28<sup>th</sup> January 2016 starting at 7.30pm**

**AGENDA**

1. Chairman's welcome to include specific mention of new Councillor Simon Boxall-Southall.
2. To receive apologies from any member unable to attend
3. Co-option  
There is 1 vacant seat for the Woodrow ward which the Parish Council is expected to fill by co-option. Members are invited to suggest any new ways of advertising this position.
4. **Open Forum** : official business is suspended in order to receive representations / reports from:
  - 4.1 Members of the public.
  - 4.2 Worcs County Councillor for the Woodvale Division; January report circulated.
  - 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook wards.
  - 4.4 Any other community representative
5. To re-open the meeting NB: Members of the Public are very welcome to stay for the whole meeting but unless the Chairman directs otherwise only Parish Councillors and the Executive Officer may speak from this point forward.
6. Declarations of Interest Members are asked to -
  - a) Update their register entry on the Members' Register of Interests where necessary;
  - b) Declare any Disclosable Pecuniary Interests (DPI) in items on the agenda and their nature (a DPI relates to anything on the member's entry in the Members' Register of Interests);
  - c) Declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.Councillors who have declared a DPI or an ODI must leave the room for the relevant item unless granted a dispensation on specific grounds to stay/speak/vote; the request for a dispensation must be put in writing to the Clerk in advance of the meeting.
7. Dispensations To consider any written request for dispensation from a member.
8. Previous minutes To approve the minutes of the Parish Council meeting held 26/11/2015
9. Members' Questions Where possible Members are asked to submit questions in advance of the meeting, particularly if a detailed response is expected.
10. Chairman's Report
11. Clerk's report on delegated actions, update and list of communications
  - 11.1 **Parishioner Correspondence** – To inform Members of the correspondence received during the month. Excerpt from Parishioner Contact Log to be circulated.
  - 11.2 **Progress with gaining professional advice regarding Neighbourhood Plan** – BDC have been approached regarding the attendance of an Officer for advice at an upcoming meeting.
  - 11.3 **Firework update for 2016** – G Force Fireworks have been approached again to provide a display for Saturday 5<sup>th</sup> November 2016.
  - 11.4 **Youth Notice Board** – This will now be in use again and there is currently interest being shown from the Evangelical Church, YMCA Youth Group at the Baptist Church and the Scouts.
  - 11.5 **Update on progress of bus shelter repair** (near Harris Coaches, Meadow Road)

- 11.6 **New Homes Bonus Grant** – Following clarification that Bromsgrove District Council would be organising the erection of the bus shelter, the funding form has been signed and returned to enable the grant. Information has been requested as to whether the bus shelter that had been agreed by the Parish Council would be the one supplied now that BDC would be installing it.
- 11.7 **Car Park Golden Cross Lane** – Worcester County Cllr S Blagg noted at the last FPC (minute 15/11-4.2) that a sign had slipped below the minimum height on this car park. In addition it was noted that the lights were also out. As this was not thought to be WCC land this issue was reported to Cllr S Webb who has actioned the repairs.
- 11.8 **To note correspondence from Sgt Richard Field** – Sgt Richard Field has now left the Bromsgrove Safer Neighbourhoods Team as of 31/12/15 moving to a new project based in Redditch. He is succeeded by Sgt Richard Leek.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates January '16; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner. Emails received since last meeting relating to – Lickey Hills Society Newsletter, Neighbourhood Watch Alerts

**Items Carried Forward:** Further investigation as to Land Registry in relation to the War Memorial, Letter to schools requesting support for 20mph speed limit enforcement, Application for Locality Fund to be deferred until after the attendance of an advisor on Neighbourhood Plan at FPC, Invitation to Richard Osborne to attend next FPC

- 12 Committee and Representatives Reports **Background papers available**
- 12.1 **Environment and Highways Committee** meeting held 03/12/15 (Cllr M Shephard); draft minutes circulated
- 12.2 **Finance and Staffing Committee** meeting held 08/12/15 (Cllr P Baker); draft minutes circulated
- 12.3 **Planning Committee** meeting held 14/01/16 (Cllr M Knight); draft minutes and Chair's report circulated. To include reference to Planning Application Log 654 considered under delegated powers on 08/12/15.
- 12.4 **Any other report** from Parish Council representatives including those for:
- Worcs CALC Area Committee – 09/12/15 (Cllr O Sweeting)
  - PACT meeting – 08/01/16 (Cllr B McEldowney or Clerk)
  - Catshill Village Hall management committee
  - CPRE Meeting 12/01/16 – (Cllr B McEldowney)
  - Budget Consultation Meeting – 21/01/16 (Cllr B McEldowney)
  - Marlbrook Tip Working Party – 27/01/16 (Cllr B McEldowney)
  - NALC Executive Committee Meeting – 27/01/16 (Cllr O Sweeting)
  - Newsletter update – (Cllr P Masters/Clerk)
- To include discussions regarding charges for articles/adverts to be placed in the Newsletter
- Decision Required**
- Update regarding the situation of the garden in Barley Mow Lane reported at the last Full Parish Council (minute no. 15/11-15) (Cllr M Ball)

- 13 Finance **Decisions Required**
- 13.1 to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (spreadsheet to be circulated);
- 13.2 to note the figures provided by Bromsgrove District Council in regards to the Council Tax Base for 2016/17 and the DCLG Support Grant (spreadsheet circulated)
- 13.3 as per the Finance and Staffing committee (minute 8.2, 08/12/15); to agree a member of the council to inspect the bank reconciliations once a quarter as per point 2.2 of the Financial Regulations Policy
- 13.4 In order to add Cllr M Shephard as a signatory to the bank mandate the council must agree the following:
- 13.4.1 The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by

- persons authorised to do so in accordance with the Bank's procedures and the Mandate;
- 13.4.2 The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to reply on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person;
- 13.4.3 The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3;
- 13.4.4 The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.
- 13.5 to approve the attendance of the Clerk as a day delegate to the 10<sup>th</sup> Practitioners Conference on 26/02/16 at a cost of £90 plus VAT
- 14 To agree the use of Smaller Authorities' Audit Appointments Ltd from 2017; deadline to opt out is 31<sup>st</sup> March 2016 (information circulated)  
The Audit Commission ceased to exist on the 1 April 2015 and a new company – Smaller Authorities' Audit Appointments Ltd - has been created to take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017. This company will formally appoint external auditors on the Parish Council's behalf for a five year period from the financial year 2017/18. This will happen automatically unless the Parish Council decides to opt out and set up an independent Audit Panel to procure external audit itself.
- 15 Opportunity for consideration and comment on the following Consultations:
- 15.1 **West Midlands Rail Franchise** - The 14-week consultation for the next franchise closes on 22 March 2016 and is available on <https://www.gov.uk/government/consultations/west-midlands-rail-franchise>
- 15.2 **Worcestershire Local Flood Risk Management Strategy** - The consultation is open until 29 February 2016, and the Local Flood Risk Strategy will be formally adopted in July 2016. It is available at [www.worcestershire.gov.uk/flooding](http://www.worcestershire.gov.uk/flooding)
- 15.3 **Superfast Worcestershire Broadband Survey** - designed especially for communities that are currently not scheduled to benefit from Superfast Broadband programme and available at <https://www.snapsurveys.com/wh/s.asp?k=144959149352>
- 15.4 **A38 Stoke Heath to Marlbrook proposed 40mph speed limit** – information circulated; views on proposals to be received by 5<sup>th</sup> February 2016 in order for consultation to continue.
- 15.5 **Future use of Children's Centres Buildings** – The consultation is open until 29/01/16. Cllr B McEldowney and Cllr G Blackmoor have submitted a response on behalf of the Council
- 16 To consider the Council's position in regards to the Local Council Award Scheme  
Supporting information circulated as to the current position of the Council in relation to the Foundation Award
- 17 Items for the next meeting.
- 18 Date and time of next meetings:
- Planning Committee – as and when required
  - Finance and Staffing Committee – to be arranged
  - Full Parish Council – 25/02/16
  - Worcestershire Parish Conference – 24/02/16
- \* All at 7:30pm

**Catshill & North Marlbrook Parish Council**, Catshill Village Hall,  
Golden Cross Lane, Catshill, BROMSGROVE B61 0JZ  
tel: 01527 873266 / 07813 671899  
e-mail: [clerk@catshillandnorthmarlbrook-pc.gov.uk](mailto:clerk@catshillandnorthmarlbrook-pc.gov.uk)  
website: [www.catshillandnorthmarlbrook-pc.gov.uk](http://www.catshillandnorthmarlbrook-pc.gov.uk)

Rebekah Powell  
Clerk to the Council 20/01/16

Councillors: O Sweeting (Chairman), G Blackmoor (vice-Chairman), P Baker, M Ball, J Bate, S Boxall-Southall, T Gillespie, M Knight, B McEldowney, P Masters, M Shephard, S Webb