



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 31st OCTOBER 2019, 7.30pm

Present: Cllrs B McEldowney (Chair), P Baker, M Ball, J Bate, G Blackmoor, M Johnson, P Masters, M Saunders, N Ward
Co-opted at item 10-05: Cllrs I Hooper, S Osman

In attendance: Two Members of the Public – up to agenda item 19/10-05
Mrs Shirley Webb, Woodvale division member for Worcs County Council
Ms Jo-Anne Till, Catshill North ward member for Bromsgrove District Council
Clerk – Carol Blake; Support Officer – Gill Lungley

Members not present: Cllrs J Alderson, T Gillespie

19/10-01 Chairman's welcome

The Chairman welcomed all present to the meeting

19/10-02 To receive apologies from any Member unable to attend

Apologies were received from T Gillespie

19/09-03 Declarations of Interest

Mrs J Bate declared she has an Other Disclosable Interest in matters relating to Catshill Village Hall, as a member of the management committee.

19/09-04 Dispensations

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

19/10-05 To Consider any applications for Co-option

The Council has two vacant seats; two applications for co-option had been received.

Mr Ian Hooper and Mr Sami Osman introduced themselves and spoke to their reasons for volunteering to be co-opted to the council.

The Chairman asked for proposer and seconder to co-opt the two applicants, whereupon

IT WAS AGREED to co-opt Mr Ian Hooper and Mr Sami Osman to the parish council.

Both new councillors then signed their Declarations of Acceptance of Office and joined members round the council table.

19/10-06 Open Forum Standing Orders were suspended for the duration of this item.

4.1 Members of the Public

No Members of the Public were present

4.2 Worcestershire County Council member for Woodvale Division

Mrs Shirley Webb:

- Pleased with Catshill in Bloom (£1,000 grant had been provided)
- Catshill War Memorial had received extra work regarding clearance of trees
- The hanging baskets are to be replenished by Singletons Nurseries and the scouts
- Concerns about rumours the rear car park to The Crown is to be sold off
- Christmas Lights switch-on is more-or-less organised; the road will be closed between 3pm - 6pm on Saturday 30th November.

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

Mrs Shirley Webb, District Councillor for South Catshill, report as for 4.2.

Ms Jo-Anne Till, District Councillor for North Catshill reported on her involvement with fellow district councillor in the community garden, Neighbourhood Watch and the Christmas Lights event.

Two questions were put to the district councillors and noted:

- The public right of way finger post from next to the Chartist Walks notice board in the rear car park of The Crown, is missing, it is believed to have been installed via Bromsgrove DC.
- The temporary traffic lights in Golden Cross Lane, now re-sited in Barley Mow Lane, either side of Oak Road, have caused frustration by allowing 3-way traffic even though there is very little traffic using Oak Road.

Both district councillors left the meeting.

4.4 Any other community representative

None present.

19/10-07 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the previous Parish Council meeting held 26/09/2019 and these were duly signed by the Chairman.

19/10-08 Chairman's Report

- The Chairman reminded members that ordinary council meetings are held on the last Thursday of each month; if a member is unable to attend they are required to submit apologies.
- The annual fireworks and bonfire would be held at the weekend (02/11/2019). This is a joint venture with the scouts who have commented that they rarely see parish councillors and would like to see more involvement. Consideration would need to be given to the procedure in the event of extreme weather.
- The advert for the annual fireworks and bonfire was included in the latest parish news magazine and there had been not much time between printing and need for delivery, however delivery of the latest version had been difficult due to reduced availability of members. The Chairman suggested the council consider paying for a delivery service in the future.
- The Chairman asked if all members now had their council emails up and running.
- There is a vacancy for the position of vice-Chairman to the parish council (caused by the resignation of Martin Knight).

19/10-09 Clerk's report on delegated actions, update and list of communications

9.1 New photocopier/printer/scanner

Now installed and will allow for more efficient office working.

9.2 Lengthsman's works

The Lengthsman Scheme manager had requested the parish Lengthsman attends to clearing the alleyways. It was noted the alleyway between the Co-op and Golden Cross Lane has been attended to due to anti-social behaviour taking place there.

9.3 Members' Register of Interests

All councillors are reminded they are required to submit their Register of Interests forms to the District Council Monitoring Officer.

9.4 Planting

The Ivy Cottage Garden has now been planted out for the winter.

9.5 Autumn issue, news magazine

This has been published and provided to members to deliver as reported by the Chairman at 10-08 above.

9.6 General Correspondence received:

Weekly CALC updates October 2019; weekly BDC planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, Wellbeing in Partnership October 2019.

19/10-10 Finance

10.1 Payments and receipts report to 20/10/2019 with related budget comparison

An excerpt from the council's accounts spreadsheet for the month 20/09/2019 – 20/10/2019 was circulated, see page 580 below. All payments fall within budget.

It was noted a new bank signatory is required to authorise online payments.

The bank reconciliation below shows an adjustment of £5 since the direct debit to the Information Commissioners Office was expected and recorded as £40 but was in fact £35; next month this will be shown on the spreadsheet rather than in the reconciliation. The bank reconciliation to 20/10/2019 is as follows:

Opening Cash Book balance		£63,089.54	
Add receipts between 1 April - 20 Oct 2019	51,293.03		
Less payments between 1 April - 20 Oct 2019	-34,765.12		
Adjustment V082 d/d was £35 not £40	5.00		
Cashbook balance at 20 Oct 2019		£79,622.45	A
Bank statements at 20 Oct 2019			
Unity Trust Bank	85,777.58		
Add Pockit Card	11.20		
Less unpresented cheques, listed	-6,166.33		
Bank balances at 20 Oct 2019		£79,622.45	B

10.2 Internal financial management check

Cllr J Bate had undertaken the quarterly review of the council's finances and book-keeping for the first quarter and reported no adverse findings; she is to revisit to review the second quarter soon.

10.3 Summer Garden Competition report

Vouchers totalling £105 had been distributed to the winning gardeners and two of the recipients had been in touch with thanks.

19/10-11 Committee and Representatives Reports

11.1 Events Working Group – Cllr N Ward

The first meeting had been scheduled for 09/09/2019 but had not gone ahead; it was noted that members would prefer this meeting to be held later in September.

Christmas Lights – district councillor Shirley Webb had talked of this event; the tree lights are in storage and the risk assessment from last year will be used again.

Christmas Party – the same caterers as last year are being used again and portion sizes and cost are to be reviewed. Numbers attending will be known nearer to the date.

There was a query about the payment mechanism for consumables and members were referred to the council's Standing Orders and Financial Regulations for clarification. All purchases should be made via the council's purchase order system.

11.2 Remembrance Sunday 10/11/2019 – Cllr P Baker

It was noted the restriction on numbers allowed in the Social Club premises due to the blockage of the fire exit had now been removed following re-opening of the fire exit. Stewards are required and the school has yet to advise who will be reading a poem. Cllr P Baker advised he is to relinquish his role in this event after this year.

11.3 Planning Committee – held 24/10/2019

Cllr T Gillespie was not present to present a report; the draft minutes are due to be published. Cllr P Baker had attended that meeting to discuss the application for land off Whitford Road (unparished) which is likely to impact on traffic levels through Catshill; the fear is that this combined with the greater amount of traffic emanating from the proposed development of Perryfields (unparished) will lead to gridlock.

11.4 Finance and Staffing Committee – held 10/10/2019, Cllr P Baker

- a) The Policies Working Party is to meet to review the council's policies in line with the policies calendar.
 - All council members are asked to attend an informal review of the budget. It was noted the council's reserves could be put aside for a specific project, or kept to one side as long as doing so could be justified, or they could be spent on appropriate projects such as a bus shelter, road safety/speed reduction measures, addressing social isolation, environmental improvements. All recommendations would be referred to the next meeting of the Finance and Staffing Committee to be held on 14/11/2019 to agree a budget plan for 2020/21 and identify the precept for ratification at the next council meeting.
- b) It was agreed to appoint Cllr J Bate as member of the Finance and Staffing Committee following the departure of Martin Knight.

Cllr M Saunders left the meeting; 9.15pm

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

- **Village Hall Management Committee – (Cllr G Blackmoor/J Bate)**
The car park will not be resurfaced in the short term.
There will be no Christmas Fayre this year.
- **Neighbourhood Development Plan** – Cllr J Alderson would be asked if willing to be co-opted on to the NDP committee.

19/10-12 To confirm date of whole council training
It was agreed the Clerk would circulate the date for training to all councillors.

19/10-13 Items for the next meeting

- Cllr P Masters pointed out the contact email address for the Clerk and Assistant Clerk are missing from the website;
- A request has been received for a defibrillator to be sited at the Methodist Church; members could recommend suppliers/installers.
- Delivery of agendas - whether via email / royal mail.

19/10-14 Date and time of next meetings:

- Full council training – TBA, 7pm
- Planning Committee – 21/11/19 (7pm) only if needed
- Finance and Staffing Committee – 14/11/19 (7pm)
- Full Parish Council Meeting – 28/11/19 (7.30pm)

All meetings at Catshill Village Hall

This meeting ended at 21:28 hrs

Signed Date.....
Chairman of Catshill & North Marlbrook Parish Council 28/11/2019

Catshill and North Marlbrook Parish Council – excerpt from accounts spreadsheet for part-September and October 2019.

Voucher	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v098	Good Councillors Guide		63.75		63.75
v099	Lengthsman Sept 2019 inc rubbish removal, petrol		205.00		205.00
v100	Grant for 2019/2020		500.00		500.00
v101	USB Cable		9.32	1.55	7.77
V102	Mileage Expenses		70.65		70.65
V103	Entertainment for Xmas Lunch 20/12/19		250.80	41.80	209.00
v104	Printer cartridges		33.46	5.58	27.88
v105	Maintain shrubs at gardens in Aug		237.60	39.60	198.00
v106	Maintain shrubs at gardens in Sept		237.60	39.60	198.00
v107	Buy and fit lock at Baptist Hall Garden		24.00	4.00	20.00
v108	Office mobiles x 2 Aug 2019		39.36	6.56	32.80
v109	Office phone and broadband - Sep 2019		48.89		48.89
v110	Lone Worker service		36.35	6.06	30.29
v111	Training		30.00		30.00
R5	Second payment of 2019/20 precept	25,298.00			-
v112	Bank charge, 2nd quarter		18.00	-	18.00
v113	Envelopes		1.58	0.26	1.32
	Gift cards for Summer Garden Competition		105.00		105.00
	Car Park Fee for Bonfire Event - Middle School		25.00		25.00
v114	War Memorial trees and hedge removal		780.00		780.00
v115	Mentoring and training Carol Blake 150719 - 141019		1,178.88		1,178.88
v116, v119	Salaries Oct 2019		1,063.79	-	1,063.79
v117	LP Salary Oct 2019		162.80	-	162.80
v118	Work on War Memorial - chippings		432.00		432.00
	Work on War Memorial - paint		16.75		16.75
v120	Self seal envelopes		252.00	42.00	210.00
v121	Autumn Newsletter		450.00		450.00
	subtotal Sep/Oct to 20/10/2019	25,298.00	6,272.58	187.01	6,085.57
	total for year to date	51,293.03	34,765.12	1,768.84	32,996.28