



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 28th NOVEMBER 2019, 7.30pm

Present: Cllrs B McEldowney (Chair), J Alderson, M Ball, J Bate, G Blackmoor, T Gillespie, I Hooper, M Johnson, P Masters, S Osman, N Ward

In attendance: One Member of the Public – up to agenda item 19/11-05
Mrs Shirley Webb, Woodvale division member for Worcs County Council
Clerk – Carol Blake; Support Officer – Gill Lungley

Members not present: Cllrs P Baker, M Saunders

19/11-01 Chairman's welcome

The Chairman welcomed all present to the meeting

19/11-02 To receive apologies from any Member unable to attend

Apologies were received from P Baker

19/11-03 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

- M42 island upgrading in New Year, residents are not happy with what is going on so letters to be delivered to residents affected this week explaining what is happening.
- Hanging baskets will be replenished in New Year by Singletons
- Christmas lights switch-on is organised with some local restaurants providing food and Scouts providing cakes

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

Apologies had been received from Jo-Ann Till
District Councillor left the meeting.

4.4 Any other community representative

None present.

19/11-04 Declarations of Interest

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

19/11-05 Dispensations

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

19/11-06 Previous minutes

It was agreed to accept the minutes of the previous Parish Council meeting held 31/10/2019 and these were duly signed by the Chairman.

19/11-07 Chairman's Report

- The Chairman reminded members to complete their NP questionnaires.
- A meeting was held on 12th Nov with Clerk and Assistant clerk to discuss NP queries due to their possible future legalities, agreed that any queries that are complex would be sent to Chairman.
- Thanks to members who helped at the Bonfire Event. Collected £2621 on the night which was due to the weather conditions which were very poor on the day.
- The Chairman has received reports of vandalism to the fence at the Baptist Church Garden, the culprits are known, and the School has been informed and are working to get the culprits to repair the fence. Also, anti-social behaviour reported on Golden Cross Lane, PC need to monitor this and may look for options to possibly investigate the possibility doing something to help in the provision of youth facilities. Chairman asked for a member to volunteer to work with youth and their issues and maybe set up some boxing event or suchlike to see if youths in the area would be interested. Councillor Osman agreed to investigate this further.
- The Chairman attended CALC AGM and updated members on main topics from the event.

19/11-08 Clerk's report on delegated actions, update and list of communications

8.1 Parishioner Correspondence – To inform Members of the correspondence received during the last month. Spoke to the Lengthsman regarding a request for hedge cutting in the alleyway from Barley Mow Lane to Golden Cross Lane and Baptist Garden before the Christmas tree is erected. Correspondence and phone calls regarding Christmas meal event. Thank you from Treasurer of Citizens Advice Bureau for £500 Grant donation. All dealt with by the Clerk or escalated appropriately.

8.2 Change in bank mandate

To add Cllr Mike Johnson to be an approver as Cllr Knight has now left. A form needs to be completed with Cllr Johnson's personal details before Clerk can proceed.

8.3 Relevant correspondence available from the Clerk: includes weekly CALC updates November 2019; weekly updates from BDC Planning lists, WCC road works lists and reports, Public Sector Executive online

19/11-09 To Appoint Vice Chairman to FPC

It was agreed to appoint Cllr T Gillespie to be vice-Chairman.

19/11-10 Finance**10.1 Payments and receipts report to 20/11/2019 with related budget comparison**

An excerpt from the council's accounts spreadsheet for the month 21/10/2019 – 20/11/2019 was circulated, see page 589 below. All payments fall within budget.

The bank reconciliation to 20/11/2019 is as follows:

Opening Cash Book balance		£63,089.54	
Add receipts between 1 April - 20 Nov 2019	53,914.22		
Less payments between 1 April - 20 Nov 2019	-39,702.77		
Adjustment on V082 direct debit was £35 not £40	5.00		
Cashbook balance at 20 Nov 2019		£77,305.99	A
Bank statements at 20 Nov 2019			
Unity Trust Bank	81,948.14		
Add Pockit Card	11.20		
Less unpresented cheques, as list below	£4,653.35		
Bank balances at 20 Nov 2019		£77,305.99	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 second quarter and reported no adverse findings.
- 10.3 To report on War Memorial land documentation** Land registry forms have been located dating back to Nov 2018 which relate to Adverse possession of the land. **It was agreed** that Cllr S Osman would ask his wife about these forms and feedback at next meeting.
- 10.4 To report on Neighbourhood Plan questionnaires and Cllr Jackie Alderson appointment to the Steering Group** It was requested that all Councillors complete and return their NP Questionnaires if they have not already done so. Regarding NP Steering Group it has now been agreed that Ian Hooper's status on this Group will change from Resident to Councillor and the Steering Group will then be able to co-opt Cllr Jackie Alderson on to the Group at the next meeting next week
- 10.5 Village Hall rent, electricity and Christmas Tree charges**
It was agreed that rent for Village Hall this year works out at £1321.06 with 2.7% RPI increase. PC have paid for Christmas Tree this year due to bereavement at Singletons.
It was agreed that PC will contribute to electricity for the Christmas Tree lights and Christmas lights.
- 10.6 Councillors reminder for new emails and training** All new email addresses are now set up and working apart from Cllr Neil Ward as he needs to contact a work colleague to set this up for him. **It was agreed** to continue to use his previous email address for now.
Reminder that Cllr Refresher Training will take place on 5th Dec at 7:30 for all members.
- 10.7 To report on Debit card process and top up** Clerk reported that previous Clerk had used Pockit card but Pockit have refused a replacement card as they said they do not provide cards for Business use. Clerk will follow up with another Co. **It was agreed** that if new card is received before next FPC meeting that it can be topped up by £100.00.

19/11-11 Committee and Representatives Reports

- 11.1 Events Working Group** To include any relevant feedback from working group leads:
Bonfire Event – 02/11/2019 (Cllr B McEldowney) Loos, no casualties, positive feedback from all.
- 11.2 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, everything is now organised and timetable agreed for event.
- 11.3 Christmas Party** – the same caterers as last year are being used and portion sizes and cost been reviewed. Numbers attending will be known nearer to the date. Volunteers were needed for the day; the catering Co would be laying tables from around 10am on 20th Dec. Chairman's Allowance will be used to purchase presents for the event.
- 11.4 Remembrance Sunday 10/11/2019**
Event went well without any problems. Just two issues. PA was not loud enough and parade marshal should have announced who was laying wreaths into the microphone not just to those by the Memorial. Ian Hooper is taking over the admin of this event for next year and will be liaising with the Clerk over the coming months.
- 11.5 Planning Committee – held 21/11/2019**
Cllr T Gillespie presented a report regarding current applications. Car Wash has been refused. Updates provided on all other applications. The meeting in Dec has been cancelled unless major issues arise.

Point of Order: The time being 9.30pm it was agreed at this point in the meeting to extend the meeting by 15 minutes (to comply with Standing Orders).

11.6 WorcsCALC Bromsgrove Area Committee – (Cllr G Blackmoor) No report.

11.7 Finance and Staffing Committee – held 14/11/2019

The Committee met on 14/11/2019 to agree the budget plan for 2020/21 and identify the precept for ratification at this council meeting. The document recommended by the Committee had been circulated and was discussed.

The recommendations included:

- Increase to precept by 2.5% to £51,866
- Use £18,000 from reserves for capital projects (new bus shelter, speed signs/reductions, social isolation initiatives, environmental improvements)
- Overall budget figure of £74,650 (income and receipts balance)

It was agreed to accept in principle the Precept and Budget as recommended by the Committee but to defer confirmation until the next meeting of the council on 30/01/2020 when the Council Tax Base figure is known so that the impact on the council taxpayers can be calculated.

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

- **Village Hall Management Committee – (Cllr G Blackmoor/J Bate)**
Bookings and finances all in order

To note any relevant updates in relation to: (Cllr P Baker)

- **Whitford Vale Development** - the planning application was deferred at the BDC planning committee meeting in October pending further highway investigations. It appears that highlighting the lack of analysis of expected pollutions levels has been taken up by the committee and further information has been requested.
- **Library Consultation** - no update as to the future. There will be an update early New Year.

11.9 Neighbourhood Development Plan – Meeting to be held 04/12/2019

19/11-12 Items for the next meeting
None put forward at this time.

19/11-13 Date and time of next meetings:

- Full council training – 05/12/2019, 7.30pm
- Neighbourhood Plan Meeting – 04/12/19 7.30pm
- Full Parish Council Meeting – 30/01/20 (7.30pm)

All meetings at Catshill Village Hall

This meeting ended at 21:45 hrs

Signed
Chairman of Catshill & North Marlbrook Parish Council

Date.....
28/11/2019

Minute no. 19/11-10.1

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

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v122	Skip hire for Bonfire Event		226.00	37.67	188.33
v123	Ink cartridge for Jim's home pc		10.79	1.80	8.99
v124	War Memorial Electricity Final Bill on this Tariff		47.73	2.27	45.46
v125	Wreath for Remembrance Service		21.00	-	21.00
v126	Expenses - hosepipe and spray gun		12.84	0.67	12.17
v127	Ivy Cottage Garden replant		838.79	139.80	698.99
v128	Dog bags x 10 boxes		259.20	43.20	216.00
v129	Spring, Summer, Autumn Newsletters		150.00	-	150.00
v130	50% of Bonfire Takings		1,310.00	-	1,310.00
V131	Road closure leaflets for Remembrance Day		17.50	-	17.50
v132	Service sheets for Remembrance Sunday		74.00	-	74.00
v133	Lengthsman Oct 2019 inc rubbish removal, petrol		235.00	-	235.00
v134	Dongal for projector and paper clips		29.11	4.85	24.26
v135	Responders for Firework Display		200.00	-	200.00
v136	War Memorial Electricity First Bill on new Tariff		24.54	1.17	23.37
v137	Annual Payment 300 per year		126.00	-	126.00
v138	Envelopes		49.18	8.20	40.98
v139	Christmas Tree		264.00	44.00	220.00
v140	Office mobiles x 2 Oct		41.80	6.97	34.83
R6	Bonfire Takings	2,621.19			
v141	Water at Ivy Cottage Gardens		17.61	-	17.61
v142	Office phone and broadband - Oct 2019		45.32	2.37	42.95
v143,v144	Salaries Nov 2019		937.24	-	937.24
	subtotal Oct/Nov to 20/11/2019	2,621.19	4,937.65	292.97	4,644.68
	total for year to date	53,914.22	39,702.77	2,061.81	37,640.96