



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 27<sup>th</sup> February 2020, 7.30pm

**Present:** Cllrs B McEldowney (Chair), J Alderson, M Ball, J Bate, G Blackmoor, I Hooper, P Masters,

**In attendance:** Mrs Shirley Webb, Woodvale division member for Worcs County Council  
J. Till, North Catshill, South Catshill and Marlbrook Wards.  
Clerk – Carol Blake

**Members not present:** Cllrs T Gillespie, M Saunders,

### 20/02-01 Chairman's welcome

The Chairman welcomed all present to the meeting

### 20/02-02 To receive apologies from any Member unable to attend

Apologies were received from P Baker, N Ward, S Osman

### 20/02-03 Open Forum Standing Orders were suspended for the duration of this item.

#### 3.1 Members of the Public

No Members of the Public were present

#### 3.2 Worcestershire County Council member for Woodvale Division

Youth Club starting next week, this will be included in our Newsletter. Once club is established it will focus on what children feel they would like to do. Bernard is to have a meeting with Cllr Osman and Sarah Mulhall who is the Youth and Community Hub Co-ordinator to discuss what can be considered for the children.

Perryfields meeting is to be held in March and requires one rep from the PC in attendance, Cllr Alderson is happy to attend and raise questions prior to the meeting being held.

PACT meeting to be held 12/03/20 at Village Hall.

Dementia meeting centre is to be set up in Catshill to work on prevention and isolation.

Daren Lacey is arranging a VE Day Service at Catshill Social Club on 08/05/20 for elderly afternoon tea will be included. It was agreed that Bernard would email Daren Lacey to see what PC can do to help with the service.

Work on the M42 will begin on March 2<sup>nd</sup>.

Mental Health Together on 28/03, takes place at Parkside 10:30-12:30 with football for over 50's, Age UK and Men in Sheds, litter pick, walk in Sanders Park and tea served afterwards.

Steps by the hotel need to be looked at as they are muddy and dangerous for walkers this is being looked at by County and District to improve on them.

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

Ms Jo-Anne Till, District Councillor for North Catshill reported on her involvement with fellow district councillor on a meeting re garages in Spring Avenue, reminder of litter pick on Sunday 8<sup>th</sup> March morning in Catshill

Both Councillors left the meeting.

#### 3.4 Any other community representative

None present.

**20/02-04 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.

**20/02-05 Dispensations**

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

**20/02-06 Previous minutes**

It was agreed to accept the minutes of the previous Parish Council meeting held 30/01/2020 and these were duly signed by the Chairman.

**20/02-07 Chairman's Report**

**7.1** Bernard met with Youth and Community coordinator at the Hub and is trying to set up a meeting with Sami Osman to discuss the need for youth clubs and PC involvements would be to support these clubs rather than running them and also help with the funding.

**7.2** Bernard had attended a meeting regarding NP and who would be responsible for writing legal responses to queries etc as there is a lot of work that will be coming out of NP and both Clerk and Assistant Clerk did not wish to work any more hours. A Business Case will be drawn up when it is established what type of person is required, hours of work, rate of pay and duties which would be more Admin support, Bernard to speak to Chris Fabray to obtain a list of possible duties so that CALC can be contacted and asked if they have this sort of person who would be able to help PC out.

**20/02-08 Clerk's report on delegated actions, update and list of communications**

**8.1 It was agreed** that Annual Parish Meeting will be held on Thursday 21<sup>st</sup> May in Village Hall

**8.2** Clerk thanked Cllr Jill Bate for completing Quarter 3 Internal Audit

**8.3** Clerk had received confirmation from Dianne Malley regarding 2019/20 Internal Audit which she will undertake in May

**8.4** Clerk had submitted VAT claim up to 31/12/2019 and subsequently had received a refund of £3026.40 from HMRC this month

**8.5** Clerk will undertake Assistant Clerk's appraisal this month, she is waiting for suitable dates from Jim then will arrange to see him

**8.6 Newsletter article reminders**, this Newsletter will include articles relating to Bonfire and funding figures, From Our Past, Christmas Meal, Facebook, Remembrance Service, PACT mtg, VE Day, all articles to be sent by end of next week to be published in March

**Relevant correspondence available from the Clerk:** includes weekly CALC updates, weekly updates from BDC Planning lists, WCC road works lists and reports, Bromsgrove Advertiser.

### 9.1 Payments and receipts report to 20/02/2020 with related budget comparison

An excerpt from the council's accounts spreadsheet for Jan/Feb 2020 was circulated along with the comparison to budget see pages 601 and 602 below

The bank reconciliation to 20/02/20 is as follows:

<b>Bank Reconciliation as at 20/02/2020</b>			
Opening Cash Book balance		<b>£63,089.54</b>	
Add receipts between 1 April - 20 Feb 2020	58,461.71		
Less payments between 1 April - 20 Feb 2020	-50,775.85	63,089.54	
<b>Cashbook balance at 20 Feb 2020</b>		<b>£70,775.40</b>	<b>A</b>
<b>Bank statements at 20 Feb 2020</b>			
Unity Trust Bank	72,895.59		
Less unpresented cheques, as list below	£2,120.19		
<b>Bank balances at 20 Feb 2020</b>	-	<b>£70,775.40</b>	<b>B</b>

**9.2** Update and hand-back of War Memorial documentation from Sami Osman – **To be deferred** as Cllr Osman sent his apologies

### 20/02-10 Committee and Representatives Reports

- 10.1** **Events Working Group** To include any relevant feedback from working group leads:  
- **Update on Events** – (Cllr N Ward)
- 10.2** **WorcsCALC Bromsgrove Area Committee** – (Cllr G Blackmoor)  
Next Meeting is in March
- 10.3** **Neighbourhood Plan Steering Group**  
Jackie Alderson updated on NP:  
Extraordinary meeting to be held 18<sup>th</sup> March to approve or reject which if approved will go to 6 week consultation
- 10.4** **Environment and Highways Committee** (Cllr M Ball) No update provided
- 10.5** **Finance and Staffing Committee** – (Cllr P Baker)
- 10.6** **Planning Committee** – (Cllr T Gillespie) No update provided  
To note any applications commented upon using delegated powers and any other planning-related issues including appeal notifications/decisions.
- 10.7** **Any other report** from Parish Council representatives including those for:
- **Village Hall Management Committee** – (Cllr J Bate) Repairs and improvements being made to the Hall in the near future, heating issues are mainly due to people turning off

the radiators, deep clean of the Hall takes place every month, in May there will be a table top sale and craft fayre , Sept quiz takes place and AGM 23<sup>RD</sup> March

- **Newsletter** (Cllr P Masters) Reminder that articles need to be with Clerk by end of next week
- **CPRE** - (Cllr B McEldowney) Updates on meeting regarding local issues
- **To note any relevant updates in relation to:** (Cllr P Baker)
  - **Whitford Vale and Perryfields Development** -

**20/02-11 Date and time of next meetings:**

- Extraordinary Full Parish Council Meeting 18<sup>th</sup> March 19:00 Catshill Baptist Church
- Finance and Staffing Agreed to be postponed for a month
- Neighbourhood Steering Group - TBC
- Planning 19/03/20
- Events Working Group 18/05/20
- Full Parish Council Meeting 26/03/20
- Annual Parish Council Meeting – 21/05/20

This meeting ended at 21:16 hrs

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

Date.....  
02/03/2020

Minute no. 20/02-09.1

Catshill and North Marlbrook Parish Council – excerpt from accounts spreadsheet for January/February 2020.

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v186	Lengthsman Jan 2020 inc rubbish removal, petrol		225.00		225.00
v187	Xmas glasses returned to Morrisons unwashed £5.00 charge		5.00		5.00
v188	A4 paper		25.07	4.18	20.89
V189	Chairman online training		40.00		40.00
v190	Office Expenses - C5 Envelopes Ryman		19.98	3.33	16.65
V191	Water at Ivy Cottage Gardens		15.95	-	15.95
V192	Office phone and broadband - Jan 2019		43.89		43.89
v193	Office mobiles Jan		39.36	6.56	32.80
R9	Shutdown Pockit Account owing after monthly charges taken out	5.29			
V194	Current credit on Pockit card prior to shutdown		11.20		11.20
R10	Lengthsman Scheme re-imburse July 2019 - Dec 2019	1,190.00			-
V195	Election recharge		319.84		319.84
v196,v197,v198	Salaries Feb 2020		1,144.40	-	1,144.40
R11	VAT Refund	3,026.40			
v199	Monthly Survey Feb fee		42.00	7.00	35.00
v200	Response Plus Service		0.95	0.16	0.79
v201	Dog bags x 10 boxes		261.60	43.60	218.00
	<b>subtotal Jan/Feb to 20/02/2020</b>	4,221.69	2,194.24	64.83	2,129.41
	<b>total for year to date</b>	58,461.71	50,775.85	2,618.84	48,157.01

<b>RECEIPTS to date 20/02/2020</b>	<b>Agreed budget 2019/20</b>	<b>Budget summary</b>	<b>Actual as at 20/02/2020</b>	<b>Actual Summary) as at 20/02/2020</b>	<b>Co n</b>
Precept	50,596	50,596.00	50,596.00	50,596.00	
Interest	300	300.00	-	-	
Lengthsman reimbursement	2,104	2,104.00	1,851.03	1,851.03	
Donations / grants	1,000	1,000.00	-	-	
Newsletter advertising	300	300.00	-	-	
VAT Refund	2,000	2,000.00	3,026.40	3,026.40	
Other income	-	-	2,988.28	2,988.28	
Capital Reserve Fund	3,500	3,500.00	-	-	
<b>Total receipts</b>	<b>59,800.00</b>	<b>59,800.00</b>	<b>58,461.71</b>	<b>58,461.71</b>	
<b>PAYMENTS to date 20/02/2020</b>					
Staff Costs	21,000		14,924.79		
Chairman's Expenses / allowance	400		433.85		
Office Rent	1,300		1,321.06		
Training and Publications	1,500		1,706.08		
Meeting Rooms and Refreshments	-		112.69		
Subscriptions - CALC/NALC, SLCC	1,400		1,194.24		
Insurance	1,000		1,174.73		
Auditor Fees	500		480.00		
Lone Worker	-		120.12		
Telephone - landline, mobile, b/band	-		902.99		
Elections / by-elections	1,500		319.84		
Grants/Donations	1,500		3,500.00		
General admin cost (inc bank charges)	3,100		1,844.35		
<b>Administration</b>		<b>33,200.00</b>		<b>28,034.74</b>	
Newsletters	1,200		595.00		
Website	-		-		
<b>Communications</b>		<b>1,200.00</b>		<b>595.00</b>	
Ivy Cottage Garden	1,800		1,618.88		
Planters	-		1,116.00		
Other Gardens / Environment misc.	500		1,789.00		
<b>Gardens</b>		<b>2,300.00</b>		<b>4,523.88</b>	
War Memorial electricity	300		209.09		
War Memorial maintenance	200		1,228.75		
<b>War Memorial</b>		<b>500.00</b>		<b>1,437.84</b>	
Fireworks and Bonfire	1,000		5,398.33		
Remembrance Sunday	1,000		112.50		
Christmas Lights/Tree	1,500		220.00		
Christmas Luncheon	1,500		1,134.00		
Other Events	-		105.00		
<b>Events</b>		<b>5,000.00</b>		<b>6,969.83</b>	
Lengthsman charges	2,500		2,304.23		
Highways inc dog waste bags	3,000		1,700.00		
<b>Highways</b>		<b>5,500.00</b>		<b>4,004.23</b>	
<b>Neighbourhood Plan</b>	3,000		584.85		
<b>Assets / Capital Expenditure</b>	9,000		2,006.64		
<b>S137 payments</b>	100		-		
		<b>12,100.00</b>		<b>2,591.49</b>	
Payments: Revenue Budget	<b>59,800</b>	<b>59,800</b>	<b>48,157.01</b>	<b>11,642.99</b>	
VAT paid	2,000	2,000	2,618.84	- 618.84	
<b>Total payments</b>	<b>61,800.00</b>	<b>61,800.00</b>	<b>50,775.85</b>	<b>11,024.15</b>	