



## MINUTES OF THE PARISH COUNCIL MEETING

Held Online

THURSDAY 24<sup>th</sup> SEPTEMBER 2020, 7.00pm

**Present:** Cllrs B McEldowney (Chair), P Baker, J Bate, J Alderson, I Hooper, S Osman, T Gillespie

**In attendance:** Clerk – Carol Blake;

**Members not present:** Cllrs P Masters, M Saunders, N Ward, M Ball, G Blackmoor, M Johnson,

### 20/09-01 Chairman's welcome

The Chairman welcomed all present to the meeting

### 20/09-02 To receive apologies from any Member unable to attend

### 20/09-03 Open Forum

#### 3.1 Members of the Public

No Members of the Public were present

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

Apologies had been received from Cllr Mrs Shirley Webb. She had sent a report that updated on Asylum seekers at the Hotel being an on-going issue with the current pandemic and therefore no exit strategy for that reason. Speed sign will be replaced in Golden Cross Lane. Discussed replanting hanging baskets and planters for Winter season. Schools in the area have now returned with staggered times for drop-off and pick-up. Christmas event will be streamed. Cllr Webb raised the issue of the Dock Gardens which was briefly discussed in this meeting but agreed by all that this needs to be a separate issue to be taken up with the Environment Committee and ownership to be given to that Committee.

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

Cllr Till congratulated Cllr Osman on the grant he obtained through New Homes bonus scheme. She is working with BDC to sort garages with landowners in the Spring Lane area to tidy up the land and therefore Improve access for residents.

Cllr Baker raised an issue with Cllr Till regarding Perryfields development and the response he received from BDC, which he is not happy with, he would like to discuss the issues with Cllr Webb and Till to find a reasonable solution. Cllr Till requested an email from Cllr Baker with details so that they can pursue with BDC.

Cllr MCEldowney thanked Cllr Till, Webb and Osman for their help in delivering the PC Newsletters.

#### 3.4 Any other community representative

None present.

Cllr Till left the meeting at this point.

### 20/09/04 To re- open the meeting Parish Councillors and the Executive Officer may only speak from this point forward

### 20/09-05 Declarations of Interest

Cllr Bate declared Disclosable Interest in matters relating to Catshill Village Hall, as a member of the management committee.

Cllr Alderson left the meeting at this point due to technical difficulties

**20/09-06 Dispensations**

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

Cllr Mrs J Bate referred to dispensation regarding Village Hall management committee that she is part of.

**20/09-07 Approval of Minutes of previous council meeting**

**It was agreed** to accept the minutes of the previous Parish Council meeting held 30/07/2020.

**20/09-08 Chairman's Report**

The Chairman attended a Neighbourhood Plan Steering Group meeting on 2<sup>nd</sup> September where an update on the draft NP and updated project plan were both provided.

Chaired Bromsgrove CALC meeting on 9<sup>th</sup> September where Community Support initiatives relating to COVID-19 were discussed and any issues that Parish Councils had experienced.

Attended CALC Executive Committee meeting on 16<sup>th</sup> September.

Public consultation on the Neighbourhood Plan takes place from 21<sup>st</sup> Sept – 2 Nov. Catshill Village Hall public events are taking place on 3/10, 17/10 and 31/10 from 10:00am to 1:00pm and asked for volunteers to help out with these events.

There will also be a trial run one day next week and volunteers were requested for that too.

Cllr Mick Ball has decided to resign from the Parish Council, he has been asked to put his resignation in writing to make this a formal process before PC can proceed to elect or co-opt.

A reminder was given to Parish Councillors that anyone can be disqualified for failing to turn up to any meeting for 6 months. Cllr Mark Saunders has also agreed on this basis to leave the Parish Council as he has not attended any meetings or sent any apologies since last year.

A reminder that Councillors email accounts need to be checked and deleted if required on a regular basis due to capacity on various Councillor's email accounts being over exceeded and emails being blocked due to this.

Recycle week was discussed.

Cllr Webb sent an email regarding The Dock. She raised her concerns regarding the fencing, as the idea of the fence was to stop the mud from sliding along to the road, this picket fence is not achieving that and the plants inside are overgrown and untidy. She asked that it could be raised whether Catshill in Bloom could take it over and look after it.

PC agreed in principle to Cllr Webb's comments but all agreed that this issue needs to be discussed in more detail and will be added to next FPC agenda as the Environment and Highways Committee is not meeting at the moment as it requires a new Chairman.

**20/09-09 Clerk's report on delegated actions, update and list of communications**

**9.1 PC informed of salary increase 20/21** Clerk reported that NALC has agreed a 2.75% increase which will be backdated to April 20 and an extra days holiday for those with less than 5 years service. Clerk reported that the pay rise has been instated this month with backpay too. None reported

**9.2 To consider provision of Grant to CAB**

It was agreed that the usual amount of £500 with an uplift of £50 for this year would be provided but also due to the COVID situation that has undoubtedly increased the work of CAB due to redundancies etc the PC would for this year only provide a total of £800 to CAB with a letter from Clerk to itemise the amount and reason for this.

**9.3 To receive the External Auditor's report to the parish council's accounts for 2019/20**

It was noted that the External Auditor's report (section 3 of the Annual Governance and Accountability Return) has been issued and in accordance with proper practices has been published on the parish council website along with the Notice of Conclusion of Audit. It states: "On the basis of our review of Sections 1 and 2 of the Annual Governance and

Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” Cllr Gillespie thanked Clerk for Finance work throughout the year.

#### 9.4 To decide on contractor to plant the Ivy Cottage Garden for winter

Two quotations had been received of which:

**It was agreed** to award the contract for winter planting of the Ivy Cottage Garden to Birmingham City Council at a cost of £880.82.

#### General Correspondence received:

Weekly CALC updates August and September 2020; weekly BDC planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, Wellbeing in Partnership August and September 2020.

### 20/09-10 Finance

#### 10.1 Payments and receipts report to 20/09/2020 with related budget comparison

An excerpt from the council’s accounts spreadsheet for September had been sent along with comparison to budget to September 2020, **see pages 619 - 620 below.**

The bank reconciliation to 20/09/2020 is as follows:

Bank Reconciliation as at 20/09/2020			
Opening Cash Book balance		£68,644.30	
Add receipts between 1 April - 20 Sept 2020	26,643.00		
Less payments between 1 April - 20 Sept 2020	-22,263.54		
<b>Cashbook balance at 20 Sept 2020</b>		<b>£73,023.76</b>	<b>A</b>
<b>Bank statements at 20 Sept 2020</b>			
Unity Trust Bank	77,750.50		
Add Soldo Card and adj -	37.67		
Less unpresented cheques, as list below	4,689.07		
<b>Bank balances at 20 Aug 2020</b>		<b>£73,023.76</b>	<b>B</b>

### 20/09-11 Items for Discussion

#### 11.1 War memorial Railings

Cllr Hooper has been to look at the railings and he is concerned that they will eventually cause health and safety issues if nothing is done to secure around that area to keep them upright. PC has received some funding from Rotary Club of £500 and Cllr Webb has also said she would contribute. PC formally accepted that they would provide some funding too on the basis that Cllr Hooper would draw up some plans and specifications of what is required and then proceed to obtain 3 competitive quotes and this would then be discussed in more detail in the next meeting. Cllr Bate agreed to send copies of the current quotations that her husband has also acquired.

#### 11.2 Virtual Remembrance Day

It was agreed that signs would need to be erected on the War Memorial nearer the time to inform residents that the normal Remembrance Day service will not be taking place this year due to the pandemic.

#### 11.3 Christmas tree

A 15ft Christmas tree needs to be ordered for outside the Village Hall. Cllr Gillespie will contact Cllr Webb in the first instance before placing the order. Cllr Gillespie will also contact

both Singletons and Willowbrook to see if they would be willing to donate the tree for the area and report back to what has been agreed and/or ordered.

**20/09/12 Committee and Representative Reports.**

**To include any relevant feedback from working group leads:**

- 12.1 Neighbourhood Plan Steering Group** – Cllr McEldowney provided a brief update regarding the Neighbourhood Plan and project plan and dates for residents to drop-in to the Village Hall events to obtain more information and ask questions if needed.
- 12.2 Finance and Staffing Committee** – Cllr Baker will be looking at figures for next year’s budget and will present them for discussion in the next FPC meeting. Cllr Baker requested that Policies should also be added to the agenda for discussion in the next FPC meeting.
- 12.3 Planning Committee** – Cllr Gillespie updated on 50 Wildmoor Lane which has been granted.

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

- 12.4 Village Hall Management Committee – (Cllr G Blackmoor/J Bate)**  
Cllr Bate has received feedback from the Village Hall Manager that some users are leaving the Hall in an appalling state after using it. The Village Hall Manager has sent out emails reminding all users of the requirement to clean the Hall when they finish using it. Cllr McEldowney thanked Cllr Hooper for setting up the green lights in the Village Hall in aid of recycling week.
- 12.5 CPRE**– No meeting
- 12.6 Whitford Vale and Perryfields Development**– as mentioned in the Bromsgrove District Councillors report above (min no. 20/09-03.3)

**20/09-13 Date and time of next meetings:**

It was agreed that the next FPC meeting will take place online on 5<sup>th</sup> November 2020 @ 19:00 as Clerk is on holiday at the end of October and requires more notice to prepare for it.

This meeting ended at 20:25 hrs

Signed ..... Date.....  
Chairman of Catshill & North Marlbrook Parish Council 25/09/2020

Excerpt of spreadsheet Sept 2020

Sep-20			Description	Receipts	Payments Gross	Payments VAT	Payments Net
Talk Talk	d/d	v073	Office phone and broadband - Aug 2020		42.95		42.95
O2	d/d	v074	office mobiles		40.42	6.74	33.68
Npower	d/d	v075	Electricity at War Memorial		79.36	3.78	75.58
Allen Farnsworth	BACS	v076	Lengthsman Aug		255.00		255.00
Chris Fabray	BACS	v077	Monthly Survey Aug fee		42.00	7.00	35.00
Chris Fabray	BACS	v078	3500 A5 Stapled Brochures paid to solopress		370.95	-	370.95
Meadowfields Ground Maintenance	BACS	v079	Maintain shrubs at gardens Aug 2020		237.60	39.60	198.00
Heron Press	BACS	v080	Self seal envelopes		282.00	47.00	235.00
Heron Press	BACS	"	Autumn Newsletter		450.00		450.00
Bernard McEldowney	BACS	V081	Paid for green slimline floodlights for recycle week		25.13	3.99	21.14
PKF Littlejohn	BACS	v082	External Audit 2019/20		360.00	60.00	300.00
Royal Mail	BACS	v083	Response Plus Service		119.40	19.90	99.50
Redditch Borough Council	BACS	V084	Printing A3 Neighbourhood Plan documents		509.32	84.89	424.43
Redditch Borough Council	BACS	v085	Printing of various booklets		102.00	17.00	85.00
Salaries	s/o	V086	LP salary Sept 2020		1,309.40	-	1,309.40
Rotary Club		R3	Funding for War Memorial railings	500.00			
Carol Blake	BACS	v089	Expenses incurred Sept		569.93	92.59	477.34
Chris Fabray	BACS	V090	Posters NP		18.78	3.13	15.65
Chris Fabray	BACS	V091	Posters NP		18.78	3.13	15.65
Chris Fabray	BACS	V092	Posters NP		18.78	3.13	15.65
				500.00	4,851.80	391.88	4,459.92
			<b>Total for year to 31/03/2021</b>	<b>26,643.00</b>	<b>22,263.54</b>	<b>1,629.31</b>	<b>20,634.23</b>

Budget Summary up to Sept 2020

<b>RECEIPTS to date 20/09/2020</b>	<b>Agreed budget 2020/2021</b>	<b>Budget summary</b>	<b>Actual as at 20/09/2020</b>
Precept	51,866	51,866	25,933.00
Interest	-	-	
Lengthsman reimbursement	2,104	2,104	210.00
Donations / grants	-	-	500.00
Newsletter advertising	180	180	
VAT Refund	2,500	2,500	
Other income	-	-	
Capital Reserve Fund	15,850	15,850	
<b>Total receipts</b>	<b>72,500.00</b>	<b>72,500.00</b>	<b>26,643.00</b>
<b>PAYMENTS to date 20/09/2020</b>			
Staff Costs	16,700	16,700	7,618.30
Administration	4,600	4,600	790.73
CALC	1,400	1,400	1,269.43
Auditor Fees	500	500	480.00
Training	2,000	2,000	-
Insurance	1,200	1,200	1,187.88
Chairman's Allowance	400	400	-
Elections / by-elections	1,500	1,500	-
Grants/Donations	3,000	3,000	1,000.00
Events	7,050	7,050	
Communications	2,500	2,500	2,065.00
Gardens	2,700	2,700	2,746.11
War Memorial	300	300	141.04
Lengthsman	2,800	2,800	915.00
Environment	1,700	1,700	436.00
Neighbourhood Plan	3,000	3,000	1,984.74
Capital Projects	18,000	18,000	-
S.137	150	150	-
Payments: Revenue Budget	<b>69,500</b>	<b>69,500</b>	20,634.23
<b>VAT paid</b>		-	1,629.31
<b>Total payments</b>	<b>69,500</b>	<b>69,500</b>	22,263.54