

MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 29th January 2015, 7.30PM

Present : Parish Councillors, G Witcomb – Chairman, F Cook – vice-Chairman, P Baker, G Blackmoor, S Haynes, B McEldowney, P Masters, M Shephard
Following co-option at minute 15/01-03: M Ball, J Bate, O Sweeting, S Webb

In attendance: 4 members of the public prior to co-option
Clerk - Gill Lungley

15/01-01 Chairman's welcome – the Chairman welcomed all to the meeting

15/01-02 Members' Apologies for absence

Apologies were received from Cllr J Gray

15/01-03 Co-option update

Four applicants had been put forward for co-option.

It was agreed to co-opt as follows:

- Mrs Shirley Webb, Catshill Village ward
- Mr Michael Ball, Barley Mow ward
- Mrs Jill Bate, Barley Mow ward
- Mr Owen Sweeting, Marlbrook ward

The new members signed their Declaration of Acceptance of Office and took their seats.

15/01-04 Open Forum

- a) No members of the public were present
- b) **County Councillor for Woodvale**, Sheila Blagg, had provided an update relating to matters of note, including update on the mobile library service and library services at home; Green Lane flood alleviation; Toby Inn (Marlbrook) car parking; Your Life Your Choice website and The Care Bill.
- c) **District Councillors (Marlbrook)** John Ruck and Dr Brian Cooper had sent apologies; District Council members for Catshill had not responded to the invitation to attend.
- d) No other community representative was present

15/01-05 The meeting was re-opened.

15/01-06 Declarations of Interest

No member declared a Disclosable Pecuniary Interest. It was brought to the council's attention that the newly co-opted members, Cllr J Bate and Cllr O Sweeting, as members of the village hall management committee, would have an Other Disclosable Interest in the item relating to the Catshill Village Hall's request for funding support (minute no. 15/01-18.1)

15/01-07 Dispensations

No member had applied for a dispensation.

15/01-08 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Parish Council meeting held 27/11/2014 and they were duly signed by the Chairman.

15/01-09 Members' Questions

None put forward.

15/01-10 Chairman's Report

The report was circulated in advance of the meeting and referred to the parish internal ward boundary changes to take place from 7th May 2015.

15/01-11 Clerk's Report: Emergency Actions, Update and List of Communications

- a) **Electoral register.** The most recent Register complies with the new district ward arrangements showing Catshill North and Catshill South and thereby the new parish wards of Woodrow and Barley Meadow. The Marlbrook ward is renamed 'Lower Marlbrook'.
 - b) **Waiting Restrictions** (Double Yellow Lines) at Kempton Court have been confirmed.
 - c) **Community Speed Watch** – this is to be included in the parish council newsletter.
 - d) **Catshill War Memorial** – Royal British Legion would like the War Memorial to be cleaned and would like to work with the parish council on this.
 - e) **New Homes Bonus** update from Bromsgrove DC expected.
 - f) **The Dock, damaged bollard** is to be replaced by low-level wooden barrier which the Lengthsman has been asked to paint white.
 - g) **Transparency Code for Smaller Authorities.** In the wake of the abolition of the Audit Commission, this Code, for those authorities with an annual turnover of less than £25,000, was noted.
 - h) **Local Council Award Scheme.** The replacement of the Quality Parish Scheme has three tiers and it was mooted that the Parish Council may like to consider this in the future.
 - i) **Paper copies of agendas and minutes.** From 30/01/2015 it will be lawful to substitute the paper summons to meetings with an electronic summons, with the members' consent.
 - j) **Parish Polls consultation.** The Clerk had responded to this.
 - k) **Green Lane** flood storage area; work is in progress. The damaged doors to the sandbag shed will not be replaced as it will not be required on completion of the alleviation scheme.
 - l) **Beehive Close** Parking and pavement problems have been reported in this residential area. Members expressed concerns about poor parking in other areas, eg pavements blocked by parked cars and also by wheelie bins. It was suggested the police could be invited to a meeting to explain the situation regarding parking.
 - m) **Green Lane.** Resident is concerned about the reduction in street lighting after 12am. The Clerk had referred the complaint to WCC and bdht.
 - n) **Training arrangements** have been made for the newly co-opted members.
- Relevant correspondence available from the Clerk included: CALC updates Dec 2014 and Jan 2015; M5 J4 widening - traffic management updates*; Pact Bromsgrove North and Rural updates for November and December; Information about community-use defibrillators; CPRE newsletter (e-version); Holocaust Memorial Day Service at BDC 27/01/15; Amberol News; Glasdon News; Clerks and Councils Direct; Leigh Day planning consultants flyer.

* The M5 junction 4 improvement scheme was due to move into the next phase involving beam lift in early February. It was suggested movement around the island would be easier if the traffic lights were turned off.

Cllr P Masters would follow up on the proposed dedication stone for Diamond Jubilee garden.

15/01-12 Committee and Representative Reports

12a) **Finance & Staffing Committee** meeting 15/01/2015; draft minutes circulated to members.

Recommendations

- a) Precept Following information received from BDC that the DCLG precept support grant amounting to £1,897 would be passed on in 2015/16 and that the tax base would be 2,257.84 it was recommended to set the precept requirement for 2015/16 at £27,319. This amount will raise Band D contributions to the precept of £12.10pa.
It was agreed to set the precept for 2015/16 at £27,319.
- b) Election costs BDC had notified that the possible costs of a contested stand-alone election would be £2 per elector (£3 per postal voter); the shared costs (with district council etc) of a contested election would be less but not yet definitely known and the Clerk was asked to find out the actual costs to the Parish Council of an election on 7th May if there are more nominations than seats.
There will be elections for the district council and parliament on the same day.

c) To note the changed parish council member representation across the parish. Following the boundary changes to the district's wards, the parish wards had also changed to give Woodrow ward (coterminous with the district's Catshill North ward), Barley Meadow (coterminous with the district's Catshill South ward) and Lower Marlbrook, part of the district council's Marlbrook ward. The parish council representation across the wards are now 3 members for Woodrow, 8 members for Barley Meadow and 2 members for Lower Marlbrook, as detailed in The Bromsgrove (Electoral Changes) Order 2014; SI 18/2014.

d) Policy review The following policies were recommended for adoption:

- Dignity at Work (Member/Officer Protocol), Jan 2015;
- Health and Safety, Jan 2015;
- Insurance, Jan 2015;
- Risk Assessment and Management, Jan 2015

It was agreed to adopt the above policies.

e) To appoint Cllr M Shepherd to the accounts scrutiny role

It was agreed that Cllr M Shepherd would take on the internal scrutiny role.

f) The investment account has been reviewed.

It was agreed to renew the annual investment with Co-operative Bank and that annual interest accruing to end of March would be re-invested in the account.

g) **Members noted** the NALC/SLCC national salary award has been agreed.

h) **Members noted** funds would be vired to meet budget overspend.

12b) **Any other report** from parish council representatives including those for:

- Bromsgrove Area CALC (Cllr F Cook) - the meeting held 10/12/2014 had been attended by BDC officers from Electoral Services, Financial Services and from Planning Services.
- School car parking (Cllr McEldowney) – the Social Club is preparing quotations for the car park repairs.
- Marlbrook Tip (Cllr McEldowney) - update on the history of the site to present day, that a Lickey resident's complaint to the Local Government Ombudsman had been upheld and that it will be some months before the results of an engineer's report are known.
- North West Ward Association, trustee for Catshill Meadow – no report.
- Catshill Village Hall (Cllr G Blackmoor) – reported on attendance at recent management committee meeting.

15/01-13 Planning Consultation

13.1 The following applications, notified since the last parish council meeting, had been commented upon by the collation of members' 'round-robin' responses.

| Log no. | App. No. | Address | Proposal |
|---|----------|--|---|
| 617 | 14/0790 | 276 Stourbridge Road Catshill B61 9LQ | Rear two storey extension, new pitched roof over existing side extension |
| Commented 18/12/2014: The Parish Council would comment that this is a large extension on an already extended house which will therefore have some impact locally, but there is an adequate driveway to accommodate any extra cars and the parish council does not therefore offer any objection to the application. Planning permission was granted by BDC 05/01/2015 | | | |
| 618 | 14/0921 | 103, Wildmoor Lane Catshill | Approval of reserved matters (appearance, landscaping layout, & scale) of application 11/0871 |
| Commented 18/12/2014: Members' comment relates only to the requirement to ensure all parking is kept on site and not to use Wildmoor Lane for parking, for the off-road parking area, visibility splay and access way via Wildmoor Lane to be diligently maintained and for all work to be in keeping with surroundings. BDC Decision yet to be made | | | |

| | | | |
|--|---------|--|---|
| 619 | 14/0860 | 49 Cottage Lane, Marlbrook B60 1DT | Kitchen extension to side of house and porch canopy roof |
| Commented 18/12/2014: No objection to this application and see it as a tasteful extension that should add to the character of the neighbourhood. Planning permission was granted by BDC 22/01/2015 | | | |
| 620 | 14/0920 | 19 Cottage Lane Marlbrook B60 1DU | Construction of a pitched roof on an existing rear flat roof extension and a pitched roof on an existing flat roof canopy on front elevation. |
| Commented 12/01/2015: No objection. BDC Decision pending. | | | |
| Members commented at this meeting on the following applications: | | | |
| 621 | 14/1001 | 3 Four Oaks Drive Marlbrook B61 0SF | Single storey extension to side of house for kitchen/dining area |
| Parish Council Comment: no comment | | | |
| 622 | 14/0904 | 37 Cottage Lane B60 1DT | Re-roofing and extension to form additional bedrooms |
| Parish Council Comment: no comment | | | |
| 623 | 14/1012 | 11 Golden Cross La B61 0LQ | Erection of two storey side extension and single storey rear extension |
| Parish Council Comment: no comment | | | |
| Members agreed to delegate comment on the following application to the Planning Committee, to meet on 05/02/2015: | | | |
| 624 | 14/1009 | 99 Woodrow Lane B61 0PQ | Proposed 5 dwellings on land to the rear of 99 Wildmoor Lane, Bromsgrove, B61 0PQ |

13.2 Enforcement Issues Cllr F Cook reported on his concerns relating to the management of planning enforcement issues within the parish.

13.3 Planning information would be referred to the Planning Committee meeting on 5/2/15.

15/01-14 Resolution to confirm eligibility of the Clerk to join the Local Government Pension Scheme

It was agreed under the Local Government Pension Scheme Regulations 2013 Part 1 Regulation 3(b) and Part 2 of Schedule 2, to confirm the Clerk's eligibility, as a contributory employee, to enrol in the Local Government Pension Scheme. The class of employee so enrolled is the Clerk to the Council.

15/01-15 To seek funding support from the District Ward Members' Fund

Members agreed to defer this item to the next meeting.

Point of order: the time being 21:25hrs **it was agreed** to suspend Standing Order 3w and continue with the meeting until all business had been dealt with.

15/01-16 Adoption of Horse Course Estate

It was agreed to support the County Councillor's wish that Taylor Wimpey (developers) finish the estate to the standard required by Worcestershire County Council prior to adoption.

15/01-17 Publicity for parish council elections, May 2015

Information about the elections would be included in the parish council's Spring 2015 newsletter, to be prepared for the end of February. Worcestershire CALC would be providing guidance leaflets which can be forwarded to anyone requesting information.

15/02-18 Financial Report

18.1 Grant Request from Catshill Village Hall for £1,500 towards the installation of a canopy over the rear entrance of the Hall and the parish council office.

It was agreed to delegate the decision on this request to an extraordinary meeting of the Finance and Staffing Committee on 05/02/2015.

18.2 Grant Request from Bromsgrove and District Citizens' Advice Bureau.

It was agreed to grant £500 to the Bromsgrove and District Citizens' Advice Bureau.

Local Government Act 1972, s142 (2A)

18.3 Renewal of web domain name "catshillmusicfestival.co.uk"

It was agreed to renew the web domain name "catshillmusicfestival.co.uk" for £10.

18.4 Cost Sharing (Clerk's expenses)

It was agreed to share with Bournheath Parish Council the cost of the Clerk's attendance at the SLCC Practitioners' Conference as a day delegate on 5th and 6th March. The conference cost to this council, worked out on a proportional basis relating to paid hours worked, would be £119.

18.5 Current Financial position

It was agreed to approve the finances presented to date, including the third quarter's review of actual receipts and payments compared to budget.

The bills presented for payment as per schedule below, were approved.

15/01-19 Items for the next meeting

No new items were proposed at this time.

15/01-20 Date, time and venue of next meeting

The next Parish Council Meeting will be on 26/02/2015, 7.30pm at Catshill Village Hall

This meeting ended at 21:50 hrs.

Signed Date.....

Chairman of Catshill & North Marlbrook Parish Council

Minute no. 15/01-18.5

Excerpt from accounts day-book to show payments and receipts for Dec 2014 & Jan 2015:

| Voucher reference no. | | | | | Gross | | |
|-----------------------|-----------|------------|---------|--|----------|----------|----------|
| Date | Payment | Receipt | Chq no. | Details | Receipts | Payments | VAT paid |
| Dec 2014 | v075 | Adjustment | | Invoice duplicated | | -35.00 | |
| | v084 | Adjustment | | Invoice £217, but chq £192 | | -25.00 | |
| | v095 | Adjustment | | Invoice £37.45, chq £31.05 | | -6.40 | |
| | v096 | Adjustment | | Invoice £360.71, should be £378.07 | | 17.36 | |
| | v106 | | 300763 | Newsletter design and layout | | 50.00 | |
| | v107 | | Online | Christmas tree lighting | | 120.00 | 20.00 |
| | v108 | | d/d | Office mobile phone | | 20.40 | 3.40 |
| | v109 | | d/d | Office landline and broadband, Dec | | 43.31 | 7.51 |
| | 110 & 111 | | s/o | Salaries, Dec | | 947.80 | |
| | v112 | | 300764 | Lengthsman, December | | 217.00 | |
| | | R16 | | Bank interest, December 2014 | 10.86 | | |
| Jan 2015 | v113 | | d/d | Office landline and broadband, Jan | | 37.98 | 6.33 |
| | v114 | | d/d | Office mobile phone | | 20.40 | 3.40 |
| | | R17 | | Lengthsman re-imburement | 796.00 | | |
| | 115 & 116 | | s/o | Salaries, Jan 2015 | | 947.80 | |
| | v117 | | 300765 | Member's travel expenses (CALC) | | 14.40 | |
| | V042 | Adjustment | | Unpresented cheque (cancelled) | | -31.95 | |
| | v118 | | 300766 | Salary update and expenses | | 51.15 | |
| | v119 | | online | Miscellaneous items/stationery/postage | | 315.78 | 22.89 |
| | | | | | | | |
| | | | | Subtotal for Dec and Jan | 806.86 | 2,705.03 | 63.53 |