



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 25th JUNE 2015, 7.30pm

Present : Parish Councillors: O Sweeting – Chairman, G Blackmoor - vice-Chairman, P Baker, M Ball, J Bate, T Gillespie, M Knight, B McEldowney, P Masters, S Webb

In attendance: One member of the public
Clerk - Gill Lungley

15/06-01 Chairman's welcome – the Chairman welcomed all to the meeting

15/06-02 Members' Apologies for absence

Apologies were received from Cllr M Shephard

15/06-03 Co-option

It would appear that Bromsgrove District Council has no intention of calling another election to fill the two vacancies (Woodrow ward). The parish council will continue to seek to co-opt suitable candidates.

15/06-04 Open Forum

- a) No public comments were made.
- b) **County Councillor for Woodvale division**, Sheila Blagg, had sent apologies for non attendance; her monthly update for June was circulated in advance of the meeting.
- c) **District Councillor for Catshill South ward**, Coun Shirley Webb, reported on:-
 - Meeting with Sgt Richard Field to carry out speed monitoring in Golden Cross Lane and Stourbridge Road; the latter is subject to more attention, having shown a greater number of speeding offences. It was suggested Sgt Field would be willing to attend the next meeting of the parish council.
 - Discussion with PC Kelso (Safer Neighbourhoods Team) about the infrequency of PACT meetings which, when held, are not well attended and the preference for street surgeries.
 - The Co-op is due to open at the Ivy Cottage site on 1st October 2015; neighbours had been notified by SW.
 - Meeting with the Executive Head at Catshill Middle School to progress the car parking issue; CMS and Chadsgrove schools are willing to contribute an equal amount towards patch repairs of the Social Club car park and SW has applied for a similar amount via unused district councillor funding (part of the Council Tax Support Grant funding). This leaves a small difference between the cost of the repairs and the funds available and SW therefore stated that a request would be submitted to the Parish Council for the difference.
 - The Crown ph has confirmed that the unused car park, currently locked, would be made available for parents to use, but its use would be purely for this purpose only and locked at all other times. It was drawn to SW's attention that an agreement should be drawn up to regularise the position.
- District Councillor for Marlbrook ward**, Coun Brian Cooper, had sent apologies and an update stating the state of Braces Lane is a cause of concern and he has asked the County Council to resurface it, that the roads/pavements in the ward are not disabled friendly and that the district council now has an 'environment team' that deals with rubbish issues. Coun Cooper also asked if the overgrown footpath between A38 / Braces Lane rec / Cottage Lane could be cut back.
- d) No other community representative was present

15/06-05 The meeting was closed for Open-Forum and re-opened.

15/06-06 Declarations of Interest No member declared any declarable interest.

15/06-07 Dispensations No member had applied for a dispensation.

15/06-08 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Annual Parish Council meeting held 21/05/2015 and they were duly signed by the Chairman.

15/06-09 Members' Questions

None had been submitted.

15/06-10 Chairman's Report

Cllr O Sweeting reported on the Clerk's resignation and the process undertaken by the Finance and Staffing Committee to recruit a replacement. The committee had produced a short-list of five from the completed application forms, to be interviewed on Wednesday 1st July.

Cllr O Sweeting, with other members of the parish council, had attended training at Bromsgrove DC on the Code of Conduct and Interests, which he would recommend to all members.

15/06-11 Clerk's Report: Emergency Actions, Update and List of Communications

- 11a) **New Homes Bonus** – the Clerk had submitted the grant application for funding for a replacement bus shelter on the A38 near Golden Cross Lane/Braces Lane crossroads; BDC will consider applications on 27/07/2015 and make their final decision on 02/09/2015.
- 11b) **Annual Bonfire and Fireworks** – the fireworks and Catshill Meadow playing field have been booked for 31/10/2015; Cllr B McEldowney is to work with project manager Carl Knowles.
- 11c) **Local Council Award Scheme** – the one outstanding requirement for meeting the Foundation Award is an Action Plan for the year ahead; this is to be considered at the next PC meeting.
- 11d) **Golden Cross Lane (part)** – concerns about the health and safety of the wall, pavement and rubbish bins opposite Catshill Village Hall were passed on to Environmental Services in whose opinion the wall is not dangerous but they would follow up on the issue of the pavement and rubbish bins.
- 11e) **Stourbridge Road (part)** – concerns about the sale of cars on grass verge/roadside have been passed to Worcestershire Regulatory Services. Members noted that more cars for sale had appeared on other local roads, some sharing the same contact details. There was discussion about the legality of this activity and the actions that could be taken to stop it.

Relevant correspondence available from the Clerk: includes weekly CALC updates May/june 2015; weekly BDC Planning lists, WCC road works lists, Police & Crime Commissioner; also

- E-mail from new Civil Contingencies & Resilience Manager (Emergency Planning)
- Request from Unity Trust Bank regarding the Financial Services Compensation Scheme

Items carried forward: Dedication stone for Diamond Jubilee Garden

15/06-12 Committee and Representative Reports

- 12a) **Finance and Staffing Committee** meeting held 01/06/2015, draft minutes noted. Committee Chairman is Cllr P Baker. The committee considered the recruitment procedure for a new Clerk and agreed to meet again on 22/06/2015 to short-list the applications with interviews arranged for 01/07/2015. The committee has delegated authority to appoint the most suitable candidate.
- 12b) **Planning Committee** meeting held 11/06/2015, draft minutes noted. Committee Chairman is Cllr M Knight. The committee considered one application 15/0385, (log 638) and (1) raised concerns relating to ad hoc advertising signs installed on the highways and (2) discussed the position regarding the application for change of use at the fast-food premises known as MiuMiu on A38 near to crossroads with Golden Cross Lane, which is to go before the next meeting of the district council's planning committee.
- 12c) **Environment and Highways Committee** meeting held 11/06/2015, draft minutes noted. Committee Chairman is Cllr M Shephard. It was noted that:-
 - repairs in progress to the Stourbridge Road bus shelter base and the War Memorial gate;
 - all parish council bus shelters are to be cleaned;
 - legal advice has been appointed to approve the proposed garden licence.

- 12d) **War Memorial Working Party**, Cllr P Baker reported: fund-raising events have produced funding towards the maintenance costs and an alternative quotation has been obtained for the work that is required including re-lettering of the inscribed names. It was suggested there should be a collection at this year's Remembrance Sunday service. It was noted that grant funding is available and this would be investigated along with finding out who is responsible for the trees that surround the site.
- 12e) **Newsletter**, Cllr P Masters reported: the Summer 2015 issue is ready for printing and should be ready for distribution after 3rd July. Members undertook to deliver throughout the parish and Cllr P Masters was commended for his work.
- 12f) **Marlbrook Tip**, Cllr B McEldowney reported: the next meeting of the Tip committee will be held next week at Bromsgrove DC offices. It would appear the Tip owner has until January 2016 to submit an application to import topsoil to make the site safe.
- 12g) **North West Ward Association**, Cllr G Blackmoor: no recent meeting to report upon.
- 12h) **Catshill Village Hall**, Cllr O Sweeting reported on the recent management committee meeting.
- 12i) **Bromsgrove Area CALC committee meeting**, no members had attended on 10/06/2015. The Clerk and Cllr B McEldowney had attended the Parish Conference at County Hall on 04/06/2015 on the theme of 'Digital Parishes'.

15/06-13 FINANCE

- 13.1) The Clerk had provided information relating to this year's budget and precept figures to the bank regarding the Financial Service Compensation Scheme.
- 13.2)** In furtherance of the agreement to change the authorised Bank signatories, as per minute no. 15/05-22.3, **members agreed** as follows:
- a) The amendments to the Mandate for the operation of the bank accounts , payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
 - b) The bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in section 3 and may disclose any information relating to the account to any such person;
 - c) The Bank is under no duty to make enquiries before acting on the instruction of any person named in section 3 (of the notification form);
 - d) The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.
- 13.3)** It was noted the contract for the office landline and broadband had been reviewed and re-allocated to an alternative provider.
- 13.4) The current financial situation, including comparison of budget to actual income and expenditure to date, was noted.
- 13.5) The payments schedule for May/June, as below, was approved.

15/06-14 Items for the next meeting

- a) To consider BDC's revised Statement of Principles under the Gambling Act 2005
- b) To consider the Action Plan for the current year in order to progress with the application for the Foundation Level of the Local Council Award Scheme.

15/06-15 Date, time and venue of next meeting

- Finance & Staffing Committee meeting 16th July 2015, 7.30pm
- Parish Council meeting 30th July 2015, 7.30pm both at Catshill Village Hall

This meeting ended at 20:55hrs.

Signed Date.....

Chairman of Catshill & North Marlbrook Parish Council

Minute no. 15/06-13.5

Excerpt from accounts day-book to show payments and receipts for May/June 2015:

2015	Voucher reference no.					Gross	Recoverable
Date	Payment	Receipt	Chq no.	Details	Receipts	Payments	VAT
May		R4		Theatre Train - newsletter advertising	120.00		
June	019		d/d	WorcsTelecare - lone worker support		32.45	5.41
	020		d/d	BT - office landline and broadband		42.21	7.03
	021		300778	Grounds Maintenance - May		218.10	36.35
		R5		HMRC - VAT refund	609.33		
	022		online	Catshill village hall - grant		1,000.00	
	023		online	WCC Pension Fund - (May)		263.76	
	024		online	Newsquest - recruitment advert		388.32	64.72
	025		d/d	ee - office mobile phone, June 2015		20.62	3.44
	026		online	Birmingham CC - garden re-plant		694.08	115.68
	027		300779	Lengthsman, May 2015		197.00	
	028		d/d	Severn Trent Water - Ivy Cottage garden		15.65	
	029		online	Deposit for fireworks display 31/10/2015		300.00	
	030		300780	Worcestershire CALC - induction training		60.00	10.00
	031,032		s/o	Salaries, June 2015		954.20	
	033		online	WCC Pension Fund - (June)		263.76	
	034		online	HMRC - PAYE/NI first quarter 2015/16		277.79	
	035		online	Bus shelter cleaning/maintenance		75.00	
	036		d/d	BT - office landline and broadband, June		47.06	7.84
				Running total for year	16,315.83	10,475.56	440.94