



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 30<sup>TH</sup> JULY 2015, 7.30pm

**Present :** Parish Councillors: O Sweeting (Chairman), G Blackmoor (Vice-Chairman), P Baker, M Ball, J Bate, T Gillespie, B McEldowney, P Masters, M Shephard  
County Councillor: S Blagg

**In attendance:** Clerk – R Powell, G Lungley

**15/07-01** Chairman's welcome

The Chairman welcomed all to the meeting

**15/07-02** Members' Apologies for absence

Apologies were received from Councillors M Knight, S Webb and District Councillor B Cooper

**15/07-03** Co-option

The parish council will continue to seek to co-opt suitable candidates.

**15/07 - 04** Open Forum

4.1 No members of the public were present.

4.2 **County Councillor for Woodvale division, Sheila Blagg** was in attendance at the meeting. Her report for July was circulated via email and hard copy. This detailed information regarding:

- the First Great Western Improvement Fund 2016-17 which welcomes bids from local rail services with suggestions of schemes that may benefit the community.
- A campaign has been created following a survey carried out by the Youth Cabinet and young people are invited to contribute to this via email ([youthcabinet@worcestershire.gov.uk](mailto:youthcabinet@worcestershire.gov.uk)), Facebook ([www.facebook.com/worcestershiroyouthcabinet](http://www.facebook.com/worcestershiroyouthcabinet)), Twitter (@youthcabinetW) and their blog ([www.worcestershiroyouthcabinet.tumblr.com](http://www.worcestershiroyouthcabinet.tumblr.com)).
- Acknowledgement to, and information on, the valuable support of volunteers within the Worcestershires libraries and museums and as tree wardens, parish path wardens, within the countryside and parks and transport schemes was given.
- Introduction to the Safe places initiative
- Information on a self reporting tool for highways available at [www.worcestershire.govuk/homepage/98/reportit](http://www.worcestershire.govuk/homepage/98/reportit)
- Verge maintenance debates were addressed.

In addition Sheila brought the council's attention to the Roadshow which is to be held in Bromsgrove on 18<sup>th</sup> August 2015 between 10.00am and 4.00pm. There will be three main themes on which consultation will be sought and information given:

- Devolution – the notion of combining councils
- Demand Management – Opinions on which top three categories should be awarded funding
- World Class Worcestershire – encouraging growth and development in Worcestershire.

There was a discussion regarding the distribution of funding to Youth Services and information provided that this funding is held by Children's Services.

4.3 **District Councillor for the Marlbrook Ward, Councillor Brian Cooper** had sent his apologies and informed the Council there was nothing new to report for the Marlbrook Area since his previous update in May/June. **District Councillor for Catshill South Ward, Councillor Shirley Webb** had also sent her apologies and provided a report which was circulated via email and hard copy. This detailed information regarding:

- Instances of cars for sale on Golden Cross Lane and Stourbridge Road have been dealt with by Bromsgrove District Councils Environmental Services Department. Stourbridge Road however is an ongoing matter and Councillor Webb is waiting for confirmation of the outcome from the Enforcement Officer. A suggestion has been made that the Environmental Services contact number be put into the next Parish Council Newsletter.
- A letter reminding residents to take in bins on Byron way will be re-issued in the near future although the problem has decreased.
- Due to staff changes the cutting of the grass verges in Catshill is approximately three weeks behind schedule. Councillor Webb has been advised they will be completed w/c 27<sup>th</sup> July.
- All contributions for the car park to alleviate Meadow Road Parking issues are now received (apart from the Parish Council donation) and work will commence at the beginning of August. Headteachers of both schools are delighted with the situation and will be informing parents of the parking situation from September when the new term starts. Parking will be available in the Crown Pub and the Social Club.

4.4 No other community representative was present.

**15/07-05** The meeting was closed for Open-Forum and re-opened.

**15/07-06** Declarations of Interest

No member declared any declarable interest.

**15/07-07** Dispensations

Two requests for dispensation have been received from Councillors J Bate and O Sweeting seeking dispensation to discuss and vote on Catshill Village Hall related issues. **Members agreed to approve** the dispensation requests.

**15/07-08** Approval of Minutes of previous council meeting

**It was agreed** to accept the minutes of the Annual Parish Council meeting held 25/06/2015 and they were duly signed by the Chairman.

**15/07-09** Members' Questions

None had been submitted.

**15/07-10** Chairman's Report

Councillor Owen Sweeting reported on:

- the appointment of the new Clerk and outlined the previous Clerk's continued involvement as a Consultant to provide support and training, which will then be invoiced to the Council.
- The Chairman had attended the Executive CALC committee meeting at County Hall on 22/07/2015.
- It was noted that the sandbag store has been vandalised and will need attention.
- The Chairman has been in discussions with Dr Chris Fabage regarding a review of the Parish Council's website in order to make it more mobile and tablet friendly and generally easier to navigate and manage. **It was agreed** that a working party should be formed to engage in further discussions regarding this and shall involve Councillors P Baker, P Masters, O Sweeting and the Clerk where needed. A meeting would be arranged to include Dr Chris Fabage.
- The Chairman had attended the New Homes Bonus Meeting and put forward a presentation on behalf of the Parish regarding the grant application for funding for

a replacement bus shelter on the A38 near Golden Cross Lane/Braces Lane crossroads, which he felt was well received. It was suggested that BDC decision would be given by 9<sup>th</sup> September 2015.

#### **15/07-11** Clerk's Report: Emergency Actions, Update and List of Communications

- 11.1 **Visit from Sgt Richard Field** – Sgt Field will now attend the meeting scheduled for 24<sup>th</sup> September 2015.
- 11.2 **Local Council Award Scheme** – Due to the appointment of the new Clerk, confirmation that the Parish Council meets the requirements for this award shall be put to the next Parish Council Meeting.
- 11.3 **Lengthsman Footpath Clearance** – concerns about the overgrown footpaths at the rear of the Braces Lane Recreation ground have been addressed. A visit to site has been made and the Lengthsman contacted regarding the need for this still to be actioned. This should be attended on 24<sup>th</sup> July 2015 when he is next scheduled to be in the area.
- 11.4 **Resident Contact** – Following receipt of the newsletter, Parishioner Mrs Giles had contacted the Clerk with a request for Members to consider erecting a further bus stop on Gibb Lane opposite the school. This was discussed and to pass the request to the next Environment and Highways Committee.
- 11.5 **Progress Baptist Church Garden** – The Licence for this has been approved and was duly signed by the Chairman. Preparation of the land has been undertaken by moving the perimeter fence of the church and landscaping can now be organised.

It was noted that the Clerk had received an email from Steve Mobley informing of his position in the Council being made redundant and therefore a leaving date of 17<sup>th</sup> August 2015 being set. Members acknowledged the long term involvement and work Steve had undertaken for the community, in particular his help with the library services, and agreed a letter of thanks to this effect should be sent.

The Clerk also informed Members of emails received from Parishioners including:

- Parking problems on Birmingham Road, northwards from its junction with Halesowen Road, which had been forwarded to County Councillor Sheila Blagg
- A request for any progress made regarding double parking on Milton Road. This had also been forwarded to County Councillor Sheila Blagg and District Councillor Shirley Webb who had advised that a site visit would be carried out shortly from Parking Services to see how they can help the situation.

Relevant correspondence available from the Clerk: includes weekly CALC July 2015; weekly BDC Planning lists, WCC road works lists, Police & Crime Commissioner.

Emails received since last meeting relating to – WCC Minerals Plan, Annual Civic Service Invitation

#### **15/07-12** Committee and Representative Reports

- 12.1 **Finance and Staffing Committee** meeting held 16/07/2015, draft minutes noted. Committee Chairman is Councillor P Baker. The Policy review document was considered and approved. The committee considered the wording of the Donations Policy and agreed that no amendments should be made. Change of bank signatories, removal of previous chairman (G Witcomb) and addition of new Chairman (O Sweeting) was noted. It was also noted that the External Audit was now complete and an Unqualified opinion had been given. Advance notice to change of Audit procedure for 2016 was received. Arrangements for change of Personnel following recruitment of the new Clerk were reviewed.

12.2 **Planning Committee** meeting held 23/07/2015, draft minutes noted. Committee Chairman is Cllr M Knight. The committee considered one application 15/0543, (log 639) and had no issues of concern relating to this planning application, recording 'No Comment' via Bromsgrove District Council's public access website. It was noted that application 15/0598, (Log 640) was actually situated outside the Parish Boundary and therefore required no comment. The planning log was reviewed; members noted recent Planning Authority decisions relating to Log numbers 612, 634 and 638, which have all been granted. A condensed Planning Log format displaying new Planning Notifications and Decisions Made since the last Planning Meeting was produced by the Clerk and it was agreed that this would be a useful document. It was noted that that no further correspondence had been received regarding the advertising boards on Lydiate Ash Road and Halesowen Road and whether planning permission was required for them. It was agreed that this should be pursued, with the addition of photographs to support the enquiry

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

- **Newsletter** All copies had now been delivered and members of the public had made comment on how well it was collated and presented. It is generally felt that the Newsletter has been well read. It was suggested that the next Newsletter, due out in October, should make reference to and welcome the new residents within the area. The Clerk reported that Parishioner Mr Tranter had been in contact regarding a photograph in the Newsletter which he thought was his Grandmother, requesting more information and any further photographs. Councillor P Masters agreed to contact Mr Tranter regarding this. It was agreed that Councillors G Blackmoor, J Bate, T Gillespie and B McEldowney would conduct the Summer Gardens Competition on 02/08/2015 including 35 Cheltnam Avenue which had been nominated.
- **Marlbrook Tip** Councillor B McEldowney reported: Site checks have been conducted to measure CO2 and Methane emissions and are reported to be of no concern. The Environments Agency have concerns over the lack of progress being made as Planning Permission has not yet been gained and it is a criminal offence for the site to not be complete by the January deadline. The Enforcement Notice that has been made to remove vehicles from the site also prevents these being replaced with others. The working party have requested access for a site visit which has been denied.
- **North West Ward Association** Councillor G Blackmoor: no recent meeting to report upon.
- **Catshill Village Hall** Councillor O Sweeting reported on the recent management committee meeting including:
  - A screen and projector to be installed on 02/08/2015
  - In relation to the New Homes Grant, Mr A Bate has spoken to the Council looking for funding of £10,000 for Solar Panels to reduce running costs
  - Emergency lighting in the hall is due for servicing
  - Following complaints about the external Smoking Unit was falling off, a new one is to be installed
  - A drain is to be installed to help prevent the car park flooding in heavy downpours
- **Worcestershire CALC** – Executive Committee held 22/07/2015 was attended by O Sweeting as reported in minute no. 15/07-10.
- **War Memorial Working Party** Councillor P Baker reported: Mr A Kelly has raised funds to clean, re-ink and re-paint the War Memorial. There is a need for the safety of the trees surrounding the memorial to be assessed and a query as to whom the Land on which both the memorial and the trees belongs. It was agreed that further

investigations into this should be made with Land Registry. The next meeting of the Working Party is 12<sup>th</sup> August 2015 at 7:30pm.

- **Grant Funding Meeting for Replacement Bus Shelter** Councillor O Sweeting reported as per minute no. 15/07-10

### **15/07-13** Finance

#### **13.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment**

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payments schedule for July, as below, was approved.

#### **13.2 To consider amending the administrator to the Parish Council's bank accounts**

Councillors noted the need to remove former Clerk G Lungley as administrator to the Parish Council's bank accounts. It was agreed that:

- a) With effect from 1<sup>st</sup> August, Rebekah Powell be;
- b) The key contact for the Parish Council's bank accounts with Unity Trust Bank;
- c) Authorised to view and submit payments to the Parish Council's account with Unity Trust Bank
- d) An authorised telephone user able to make enquiries and authorise transfers between Parish Council's accounts with Unity Trust Bank;
- e) Authorised to apply for an ALTO card serviced from the Parish Council's current account with Unity Trust Bank;
- f) The declarations and undertakings required by Unity Trust Bank on the application forms associated with (a) to (e) to be agreed.

### **15/07-14** Request for £100 funding for repairs to Social Club Car Park as per circulated email from District Councillor Shirley Webb

Members approved the funding request and acknowledged Councillor Webb's proactive approach and work involved in this project.

### **15/07-15** Consideration of the consultation being carried out by Bromsgrove District Council on a revised Statement of Principles under the Gambling Act 2005.

Members noted the changes to this document including the designated authority for the protection of children from harm which has been named as Worcestershire Safeguarding Children Board for this purpose.

### **15/07-16** To note and provide comment on, if appropriate, Proposed Prohibition of Waiting Order for Birmingham Road/Alvechurch Highway, Lydiate Ash

Following discussion Members noted that this was very necessary and agreed with the Order.

### **15/07-17** To note the Public Information Exhibition from 29<sup>th</sup> July 2015 regarding the All Lane Running Scheme on M5 Junctions 4a-6, prior to construction commencing onsite Autumn 2015.

The Clerk reported: The works will commence August 2015, with main works late September to early October and overnight closures during this time. The works will create a permanent additional traffic lane using the hard shoulder and in addition mandatory variable speed limits will improve and control the flow of traffic at busy periods. The document claims that reducing congestion, removing major bottle necks and improving journey time reliability will help business in the area be more efficient. There will be significant environmental impact on:

- Ecology – Greater crested newts have been found in the area and mitigation work will ensure habitat and lifecycle remains protected during construction, taking place under a licence granted by Natural England.
- Noise – resurfacing will be carried out in low noise material.

- Landscape and views – These will change minimally for residents. Signage will be kept away from properties. Any areas of vegetation lost during construction will be restored, thus reducing visual impact.

The Parish Council have subscribed to receive further email updates regarding this.

At this point in the meeting the previous Clerk, G Lungley, received a gift presentation from the Councillors in appreciation of her hard work and dedication to the Parish.

**15/07-18** Items for the next meeting

- 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.
- Discussion regarding Devolution for the North of the County and the Parish having a 'voice' in this process.
- Dedication stone for the Diamond Jubilee Garden

**15/07-19** Date, time and venue of next meeting

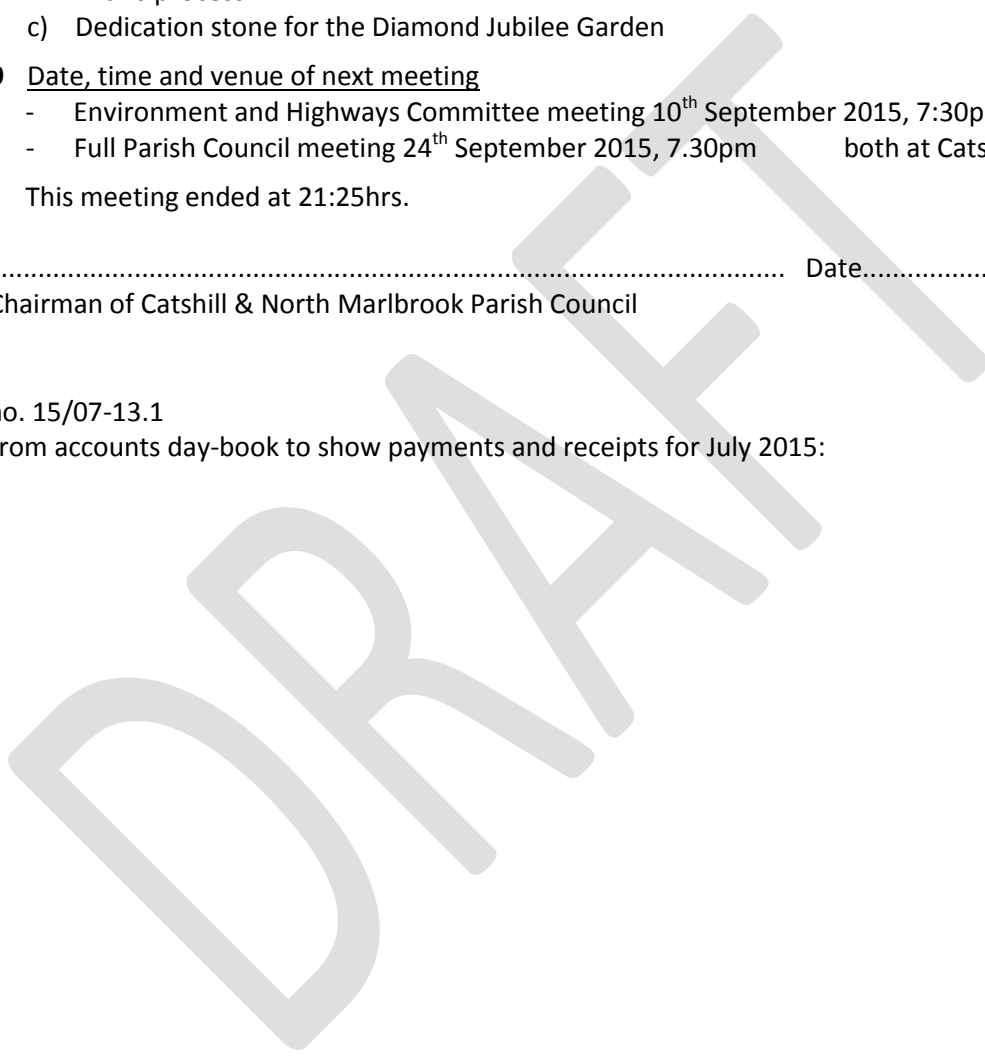
- Environment and Highways Committee meeting 10<sup>th</sup> September 2015, 7:30pm
- Full Parish Council meeting 24<sup>th</sup> September 2015, 7.30pm both at Catshill Village Hall

This meeting ended at 21:25hrs.

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

Minute no. 15/07-13.1

Excerpt from accounts day-book to show payments and receipts for July 2015:



Date	Date	Date	Chq No	Details	Receipts	Payments (gross)	VAT Paid, to be reclaimed
Jun/July		R6		Bank Interest - 1st quarter	12.34		
	037		300781	Allen Farnsworth - Lengthsman, June 2015		202.00	
	038		300782	Meadowfields GM - grounds maintenance June 2015		218.10	36.35
	039		online	Mr N Williamson - repair to S'bridge Road bus shelter		175.70	
	040		online	Mr N Williamson - repair to war memorial gate		66.50	
	041		s/o	Mrs J Hallett - salary, July		125.60	
		R7		BT Refund	21.77		
		R8		WCC Lengthsman Refund	597.00		
	042		d/d	EE Office Mobile		22.21	3.70
	043		online	Thomas Horton - Licence legal advice		420.00	70.00
	044		online	Heron Press - Newsletter printing		395.00	
	045		online	Grant Thornton - Annual Audit		240.00	40.00
	046		d/d	Talk Talk - Office phone and broadband (setup)		51.06	
	047		online	Mrs J Hallett - salary owed		12.40	
	048		online	G Lungley - Expenses inc. postage, printer ink, retirement gift		314.71	5.08
	049		online	G Lungley - Consultant fee		552.78	
	050		online	R Powell - Salary July		500.72	
				sub-total	16,946.94	13,772.34	596.07
<b>Bank Reconciliation and budget comparison as at 28/07/2015</b>							
Finances at start of year	36,402.66						
Add receipts	16,946.94					Bank a/c as at 28/07/2015	22,205.53
		53,349.60				Deposit a/c, Co-op	20,628.15
Less payments		13,772.34				Less unrepresented cheques	3,256.42
		39,577.26					39,577.26
							-
<b>RECEIPTS</b>		<b>Budget 2015/16</b>	<b>actual to date</b>			<b>u/p cheques</b>	
Precept		27,319	13,660				
DCLG CTSG		1,897	1,897	<b>Petty Cash Account</b>		019	32.45
Interest		40		<b>Alto prepay card operated by the Clerk</b>		035	75.00
Lengthsman*		2,104			£.p	037	202.00
Donations/other/grants		500		Balance as at 31/03/2015	244.00	038	218.10
Newsletter advertising		200	150	Purchases during April:		039	175.70
VAT refund		2,800	609	Postage (agendas)	12.97	040	66.50
Reserve Fund		6,900		<b>New balance as at 30/04/2015</b>	231.03	043	420.00
		41,760.00	16,315.83	Purchases during July:		044	395.00
<b>PAYMENTS</b>				Postage (agendas)	12.97	045	240.00
Staff Costs	16,400		5,483	Printer Inks	93.15	046	51.06
Administration inc office re	2,800		867	<b>New balance as at 28/07/2015</b>	124.91	047	12.40
CALC inc travel expenses to	950		907			048	314.71
Audit	360		360			049	552.78
Training	300		50			050	500.72
Insurance	750		708				
Members expenses	400		65				
Elections	1,500		-				
Grants : NWWA, Scouts, Yo	2,000		2,000				
Events - Fun Day/R Sunday/	1,000		300				
Communications - newslett	2,000		395				
Gardens (includes water)	3,200		561				
War Memorial (includes el	200		97				
Lengthsman	2,400		783				
Environment eg maintenanc	1,200		251				3,256.42
Neighbourhood Plan	200		-				
Capital Projects *	6,000		350	<b>All funds allocated as:</b>	£		