



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 29th October 2015, 7.30pm

Present : Parish Councillors: O Sweeting (Chairman), G Blackmoor (Vice-Chairman), P Baker, J Bate, T Gillespie, M Knight, B McEldowney, P Masters, M Shephard

In attendance: Clerk – R Powell, Cllr S Blagg, Cllr B Cooper

15/10-01 Chairman's welcome

The Chairman welcomed all to the meeting

15/10-02 Members' Apologies for absence

Apologies were received from Cllr S Webb and Cllr M Ball

Cllr G Blackmoor arrived at this point in the meeting (19:32)

15/10-03 Co-option

The Parish Council will continue to seek to co-opt suitable candidates. It was noted that a few people had expressed interest in the positions.

15/10-04 Open Forum

4.1 No members of the public were present.

4.2 **County Councillor for Woodvale division, Sheila Blagg** was in attendance. Her report for October was circulated via email and hard copy and included items regarding WCC launching a new hub to help apprentices; the launch of a new careers website; The Disability Hate Crime Awareness Conference taking place on Wednesday 14th October 2015; a new contact number for Adult Social Care 01905 768053; the EU Grant Funding Conference for Small and Medium sized Enterprises on 16th October 2015; the funding of a competition to encourage innovative proposals for how sand and gravel pits can be restored and used; and update on the position of the Environment Agency Permit for Sandy Lane quarry; the Aviva cycling tour of Britain arriving in Worcestershire on 4th October 2015; a public vote for Community Catalysts, a Worcestershire based project, to win additional funding; and information on devolution .

Cllr Sheila Blagg commented:

- Devolution is appreciated and well received by 5 councils across Worcestershire, with Redditch being outside this.
- Two posts with signs have been removed, one being on Barley Mow Lane due to being dangerous and rotten. Cllr Blagg noted that it is illegal to have signs stating no horse riding or cycling unless there is a Byelaw to state this. The District Council will investigate if there is one currently. It was also noted that there are posts available for use to replace those removed.

Members engaged in a discussion regarding costs and the siting of further signs.

It was agreed that the Parish Council were to consider in totality where/which signs were needed and the Clerk would then forward this in writing to Cllr Blagg.

- At this point in the meeting Cllr S Blagg was asked if WCC have decided which powers they want devolving and Cllr Blagg commented that each district has an input over what can be devolved, for example, WCC want planning to be included. If the Parish Council have any ideas on this it can be suggested by the Chairman at the next CALC meeting.

4.3 **District Councillor for Marlbrook Ward, Brian Cooper**, was in attendance and apologised for not attending previous meetings due to other commitments. He commented:

- It had been a cross party decision not to proceed with the Combined Authority at present but BDC are engaging with County Council regarding this.

- Hanover Street/ George Street car park is being developed
- There has been helpful interaction with the Planning Inspector and the Bromsgrove Plan is now moving forward.
- Although it is unknown as yet what the government grant will be there is no current intention to withdraw services by BDC
- Regarding Marlbrook in particular, Braces Lane playing field is now being used. There has been some minor damage to the changing rooms but more grills have been erected and it is being monitored.

District Councillor for Catshill South Ward, Councillor Shirley Webb had sent her apologies and forwarded her report which had been circulated to Members via email and hard copy. It included information regarding Cllr Webb's first Ward Surgery held on 17th October 2015; letters distributed to relevant residents of Byron Way regarding their bins; thanks to the developers of Ivy Cottage for their co-operation with the situation with the footpath which will hopefully be solved by Christmas; Barley Mow Lane – Golden Cross Lane alleyway signs.

Following this item Cllrs S Blagg and B Cooper left the meeting.

15/10-05 The meeting was closed for Open-Forum and re-opened.

15/10-06 Declarations of Interest

No member declared any declarable interest.

15/10-07 Dispensations

No requests for dispensations had been received.

15/09-08 Approval of Minutes of previous council meeting

The Clerk informed the Council that a correction needed to be made to a misleading statement within the minutes at item 12.2 and that it should read that 'sites' have been identified by Worcestershire County Council for use in Bromsgrove for the Worcestershire Local Minerals Plan and this 'includes' Wildmoor Quarry. This is also relevant to the Planning Committee minutes from 27/08/15.

It was agreed to accept the minutes of the Full Parish Council meeting held 24/09/2015 and they were duly signed by the Chairman.

15/10-09 Members' Questions

Cllr M Knight had submitted the following question to be considered by the Council:

Please could Members provide their thoughts on the possibility of a 20mph speed limit to be enforced on Golden Cross Lane and Gibb Lane to facilitate Catshill residents (especially the elderly and disabled) who wish to use the co-op store at peak times, and the possibility of approaching District and County Councillors to this effect?

Members engaged in discussion regarding this and other relevant traffic issues within that area including the school and traffic from the new Perryfields estate.

It was agreed that Cllr M Knight formulate a specific proposal for the next Full Parish Council Meeting for approval.

15/10-10 Chairman's Report

Cllr O Sweeting reported on:

- Congratulations to the Parish Council for their part in the successful result of the Ivy Cottage Footpath
- The Land Lord of the Crown Inn has discussed with Cllr Sweeting the situation of the trees in the car park and around the War memorial. He has asked his gardener to attempt to trim back some of the more dangerous branches around the War Memorial if his equipment allows.

Members discussed the issue of the trees and land registry of the Memorial. It was suggested that Peter Mobley had reported on the donation of the land to the village by Mitchell and Butler in his History of Catshill.

It was agreed that the Clerk should investigate this.

- At both the CALC meeting and the NALC conference Digital and Social Media featured largely. Over 70% of Councils use this as a major tool in communication and consultation.
- The new National Chairman for NALC has carried out a lot of work over the last 12 months on improving the image of Parish Councils. The aim is to project a more professional image with trained Councillors and qualified Clerks.
- Devolution is progressing speedily giving potentially more power and responsibility to the ground floor councils and a larger work load for the Clerks. From attending the networking sessions it appears that other Counties are further ahead in this field have co-operation between Town/District/Parish Councils.
- To move forward as a Council we require the General Power of Competence of which one criteria is for a qualified Clerk. This is something the Clerk is working on. Of the Local CALC only 14 out of the 135 Councils have declared themselves eligible.
- Precepts are being discussed at present. The Chair drew the Members attention to a sheet circulated detailing an average precept for the country provided by NALC at the AGM.

15/10-11 Clerk's Report: Emergency Actions, Update and List of Communications

- 11.1 **Ivy Cottage Progress Report** – Following meetings with Richard Clewer from Highways, Worcester County Councillor Sheila Blagg and the land owner it has been agreed that the Co-op will give some of their land to WCC and move their boundary backward in order to create the space to facilitate a standard width pathway. There is a legal process involved in this, which they hope is just an exchange of letters, but if all goes to plan with this they hope to carry out the work before Christmas. In the interim, the footpath will be made safe.
- 11.2 **Bonfire and Fireworks Event** – Posters have been distributed throughout shops and notice boards to advertise the event. Any additional volunteers would be welcomed. Payments authorised by the Clerk as per Delegated powers include skip hire, hire of the meadows and an advert in the Bromsgrove Standard.
- 11.3 **Remembrance Day Event** – All road closure signs are now in place on lampposts at relevant junctions. Flyers detailing closures have also been delivered to affected houses. The lighting has been checked by Cllr P Baker and the War Memorial will be illuminated for the two weeks prior to the event.
- 11.4 **New Homes Bonus Scheme** – At the meeting held on 7th October, the Cabinet agreed the recommendations put forward by the New Homes Bonus Community Grants Panel and £3500 has been awarded to the Parish. Contact will be made shortly to inform of the next step in the process of receiving the funds.
- 11.5 **SLCC Conference** – A report regarding the Clerk's attendance at the Society of Local Council Clerks Conference 15-17/10/15 was circulated to members. The Clerk drew attention in particular to the availability of funding for the Neighbourhood Plan which will allow outsourcing up to £8,000; a fine of £500,000 and criminal proceedings are applicable if data protection is breached, with an update on the 8 principles of the Data Protection Act for the Members information; the new procedures for Audit in 2018 including the creation of a sector led body to procure and appoint auditors on behalf of Parish Councils. Councils can choose to opt out of the scheme and appoint their own Auditor/independent Audit panel but this is not really for the smaller Councils as it is costly and consists of the drawing up of contracts. The new system for Audit means that the Clerk sets the date for exercise of Public Rights during a single 30 working day period that must include the first ten working days of July. There is no advance notice needed of this process and all objections MUST be raised in that period. In addition,

uring a 1-1 briefing more information as to the Clerk's qualification was gained and discussion had regarding completing this and LCAS. An Action Plan with potential dates will be drawn up to facilitate this and should fit with the overall Action Plan that the Council needs to create.

11.5 **Letter to Steve Mobley** – Communication has been made with the Catshill Library in order to forward the 'Thank you' card to Mr Mobley.

11.6 **Correspondence relating to the Combined Authority** – update as to the current position regarding the Combined Authority. The scheduled special Bromsgrove Council meeting for consideration of proposals for the West Midlands Combined Authority on 7th October did not consider the proposal as it was considered that there was not enough information available at the time to decide the issue. A summary of the feedback received from the public consultation was forwarded to Members via email and hard copy. Of the 165 responses received 5 were duplicates and support for Bromsgrove joining the Combined Authority was split as:

32 (20%) Yes, 120 (75%) No and 8 (5%) Don't know of which 157 (98%) responses were from residents of Bromsgrove.

11.7 **Parishioner Correspondence** – To inform Members of the correspondence received during the month. Members have received a copy of the Parishioner Contact Log. This is a way of the Clerk keeping track of the process made with Parishioner contact but also achieves one element of the LCAS criteria. The Clerk will include an update in each Full Parish Council Meeting in order for Councillors to be aware of the interaction that is being had with residents in Catshill

In addition:

- It has been requested that Councillors resign the contract for Social Club Car Park due to an amendment in clause 2 where the wording has been changed.

The Agreement was duly signed by Cllr O Sweeting and Cllr B McEldowney.

Relevant correspondence available from the Clerk: includes weekly CALC October 2015, weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner reports. Emails received since last meeting relating to – Potential West Midlands Combined Authority, Worcestershire CALC AGM Agenda, Superfast Worcestershire Partnership Update, Digital Inclusion Correspondence

Items Carried Forward: Further investigation as to Land Registry in relation to the War Memorial

15/10-12 Committee and Representative Reports

12.1 **Finance and Staffing** Committee meeting held 08/10/15, draft minutes circulated to Members via email and hard copy. Cllr P Baker reported on the meeting which included the setting of the budget for 2016/17. This included consideration of the need for Clerk training, Councillor training, the need for a Neighbourhood Plan, incremental salary increase for the Clerk and proposals to increase working hours due to workload and the addition of the new garden to the Council's assets. Members discussed areas of the budget including the receipt of money from Invoices relating to the Parish Newsletters.

With the agreement of the Council item 15/10-14 was considered at this point in the meeting.

It was agreed to accept the budget and the related precept as presented.

Cllr P Baker moved to thank the Clerk, and the previous Clerk, for their efforts in compiling the information for the budget and was supported in this.

12.2 **Planning Committee** meeting held 22/10/15, draft minutes circulated to members via email and hard copy. Cllr M Knight reported on the meeting, noting Members comments on Log 648 as 'no comment' and Log 649 regarding Worcestershire County Council's application for Chadsgrove school. Members commented that they have no concerns about the Schools

application but would like it noted that there are concerns about the future of the Greenbelt if the school is closed in the future and the possibility of the land being put to other usage. In addition Cllr Knight noted that Log number 645 had been granted, issues with the Singletons signage were now being investigated by the Community Safety Enforcement team and that Members had agreed that attendance by a Planning Officer at a future planning meeting to discuss the criteria for terracing would be beneficial. It has also been suggested that a half an hour slot be added to future Planning Committee meetings in order for training to be given to Members in areas such as Green Belt.

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

- **Newsletter** Cllr P Masters reported: Thanks to all Councillors who delivered the newsletters. The content for the next newsletter is already being collated and Cllr Masters made a request for any ideas to be contributed.
In addition, with the agreement of the council, Cllr Masters reported at this point on the Website Development Working Party 14/10/15 – Cllrs P Masters and O Sweeting had held a very productive meeting with South Midlands Internet Services and the website would now be sharper, simplified and easier to use and maintain. It will also be mobile and tablet friendly. Cllr Masters also informed Members that Social Media will be integrated into the website allowing the Clerk to post information on Facebook, Twitter and the website simultaneously. He also reassured Members regarding the way the system works with one way messaging. Members discussed the issue of personal email addresses being visible when replying to emails sent via the website. A data protection issue was noted here and it was something that SMIS will be looking into. It was suggested that the new site be launched in the New Year. New photographs of Councillors and the Clerk would be needed and an email would be sent out to inform Members in advance of this happening.
- **Catshill Village Hall** Cllr J Bate reported that there had been no meeting in October
- **Website Development Working Party 14/10/15** Cllr P Masters reported during the Newsletter item as above.
- **Bromsgrove Emergency Planning Forum 28/10/15** Cllrs T Gillespie and B McEldowney reported: The meeting was very interesting and focused on creating an Emergency Plan for the Parish. The Parish is a community and the plan looks to find people who can assist in an Emergency such as burst mains, flooding, snow and storms. The plan also identifies aid centres such as the school or churches and the effects an emergency would have on the community in terms of support, welfare and care. Members discussed some examples given at the forum. The template has been provided and will be passed to the Clerk who will forward it to Members. Richard Osborne was present at the meeting and is responsible for Water Management. He has requested to attend a future Parish Meeting in order to discuss hot spots with regards to this. In addition, special sand bags had been over ordered and free stocks were available to Parish if needed.
It was agreed that the Emergency Plan would be looked at by the Environment and Highways Committee.

15/10-13 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 October, as below, was approved.

13.2 To approve the following for the secure operation of the council's bank account, following the resolution at meeting held 30/07/2015, minute no. 15/07-13.2 to change the administrator to the Parish Council's Bank Account and in direct relation to the removal of Gill Lungley as a 'User':

- 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;
- c) The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

Due to this, these minutes are to be signed by two authorised signatories on behalf of the organisation.

It was agreed to approve the above clauses and the minutes will be signed by two authorised signatories.

- 13.3 Authorised signatories to complete and sign forms relating to:
- a) ALTO Mastercard prepaid card closure and re-open with current Clerk details
 - b) Internet banking services in order to add Cllr O Sweeting as a user
 - c) Telephone banking to add current Clerk as a user

Authorisation of these forms was agreed and the forms were duly signed by the relevant signatories – Cllrs O Sweeting, P Masters and P Baker

15/10-14 To consider the Parish Council’s budget for 2016/17 and agree precept
With the agreement of the Council this item was considered at item 15/10-12.1

15/10-15 To consider the possibility of a Community Event to mark the celebrations of the Queen’s 90th Birthday in June 2016
This item was deferred to the next Full Parish Council meeting

15/10-16 To consider the need for the Parish Council to begin the use of Social Media
This has already been actioned with the support of SMIS and discussed in item 15/10-12.3

15/10-17 Items for the next meeting
Cllr M Knight’s proposal for a new 20mph speed limit to be enforced on Golden Cross Lane and Gibb Lane as per item 15/10-09

- 15/10-18** Date, time and venue of next meetings
- Planning Committee – 05/11/15 and as and when required
 - CALC AGM at Worcester County Hall – 25/11/15
 - Full Parish Council Meeting – 26/11/15

all meetings at Catshill Village Hall

This meeting ended at 21:31hrs.

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

Minute no. 15/10-13.1

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

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gro	VAT Paid
Oct	077		300855	Allen Farnsworth - September 2015		192.00	
	078		d/d	TalkTalk - Office phone and broadband - September		31.84	
	079		300856	Meadowfields GM Ltd - Ground Maintenance September 2015		218.10	36.35
	080		online	Heron Press - Autumn Newsletter		395.00	
	081		online	Mrs R Powell Clerks Expenses inc. Travel to SLCC, Ink, Stationary, Overtime September		302.57	11.89
	082		300857	North West Ward Association - Hire of Meadow for Bonfire		200.00	
	083		d/d	EE - Office Mobile		20.62	3.44
	084		online	Bromsgrove Standard - Bonfire Advert		120.00	20.00
	085		d/d	TalkTalk - Office phone and broadband - October		27.58	
	086		online	Worcester CALC - Councillor training - 15/10/15		30.00	5.00
	087		online	Worcester CALC - Councillor training - 14/10/15		30.00	5.00
	088		S/O	Mrs J Hallet - Salary October 2015		125.60	
	089		online	Mrs R Powell - Salary October 2015		717.11	
	090			Cash book correction ref:026			
		R9		Bromsgrove DC - precept, 2nd half 2015/16	13,659.50		
		R10		Bank Interest - 2nd quarter	7.27		
				sub-total	30,613.71	22,336.01	778.66
Bank Reconciliation and budget comparison as at 27/10/2015							
Finances at start of year	36,402.66						
Add receipts	30,613.71				Bank a/c as at 27/10/15	26,448.41	
			67,016.37		Deposit a/c, Co-op	20,628.15	
Less payments			22,336.01		Less unrepresented cheques	2,396.20	
			44,680.36			44,680.36	
						0.00	
RECEIPTS	Budget 2015/16	actual to date				u/p cheques	
Precept	27,319	27,319				073	119.54
DCLG CTSG	1,897	1,897				076	44.30
Interest	40	20		Petty Cash Account		077	192.00
Lengthsman*	2,104	597		Alto prepay card operated by the Clerk		079	218.10
Donations/other/grants	500	22		Balance as at 31/03/2015	£.p 244.00	080	395.00
Newsletter advertising	200	150		Purchases during April:		081	302.57
VAT refund	2,800	609		Postage (agendas)	12.97	082	200.00
Reserve Fund	6,900			New balance as at 30/04/2015	231.03	084	120.00
	41,760.00	30,613.71		Purchases during July:		085	27.58
PAYMENTS				Postage (agendas)	12.97	086	30.00
Staff Costs	16,400	7,823		Printer Inks	93.15	087	30.00
Administration inc office re	2,800	1,500		New balance as at 30/08/2015	124.91	089	717.11
CALC inc travel expenses to	950	907					2,396.20
Audit	360	360					
Training	300	233					
Insurance	750	708					
Members expenses	400	65					
Elections	1,500	247					
Grants : NWWA, Scouts, You	2,000	2,100					
Events - Fun Day/R Sunday/	1,000	2,800					
Communications - newslett	2,000	840					
Gardens (includes water)	3,200	1,685					
War Memorial (includes el	200	125					
Lengthsman	2,400	1,369					
Environment eg maintenanc	1,200	446					
Neighbourhood Plan	200	-					
Capital Projects *	6,000	350		All funds allocated as:	£		
Section 137	100	-		Specific Reserve for capital projects	10,000		
VAT paid		779		Exceptional Expenditure Reserve	20,324		
				Discretionary Reserve	14,356		
Total	41,760.00	22,336.01					

*Lengthsman, actual WCC refund amount allocated for year to 03/2016 is £2104.28
S137 limit is £7.36 x total no. of electors 5,220 = £38,419.20