



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 25<sup>th</sup> February 2016, 7.30pm

**Present :** Cllrs O Sweeting (Chair), G Blackmoor (Vice-Chair), M Ball, J Bate, M Knight, B McEldowney and M Shephard

**In attendance:** Clerk – R Powell, Michael Dunphy (Strategic Planning Manager for Planning and Regeneration, BDC), Rosemary Williams (Principal Strategic Planning Officer, BDC), Worcestershire County Councillor Sheila Blagg and 1 member of the public

**16/02-01** Chairman's welcome

The Chairman welcomed all to the meeting.

**16/02-02** Members' Apologies for absence

Apologies were received from Cllrs S Boxall-Southall, P Baker and S Webb and District Cllr B Cooper

**16/02-03** Co-option

There is currently 1 vacancy on the Council. The Parish Council will continue to actively seek to co-opt a suitable candidate.

**16/02-04** Open Forum

4.4 Mr Michael Dunphy, Strategic Planning Manager for Planning and Regeneration, was invited to speak first at this point in the meeting. His attendance had been requested at the meeting to provide an overview and starting point for the Council regarding the Neighbourhood Plan. Mr Dunphy explained that due to the time allocated within the Agenda, this overview would be brief but that he had previously sent out some useful links to the Clerk, which had been circulated to the relevant Councillors involved. Mr Dunphy expressed that the Neighbourhood Plan is the Parish's plan, not the District Council's plan with their involvement being to check the legality of what is produced. The Neighbourhood Plan cannot change Green Belt or large scale strategic planning but can deal with issues within the Parish. At the end of the Neighbourhood Plan process is a referendum in which 50% of people need to vote 'yes' or the process must begin again. Mr Dunphy emphasised the fact that the Neighbourhood Plan should be community led and have input from parishioners in order to be successful and combat any controversy that may be encountered. Mr Dunphy outlined the process including public consultation and evidence gathering to inform policies, the possibility of creating a whole plan or parts to be constructed later, the fact that the Neighbourhood Plan can be commenced despite the District plan still being under investigation, the need for a steering group to include parishioners as well as Parish Councillors and the examination that is part of the legal process. Mr Dunphy also informed the Council of the fact that Bromsgrove District Council can help with the process but also need to check compliance at the end to different legislation.

Mr Dunphy then answered questions from members including whether to use information from the previous created Parish Plan, the advantages and disadvantages to creating a plan and how long Neighbourhood Plans last for.

Following this Cllr Sweeting thanked Mr Dunphy and Ms Williams for their attendance. They both left the meeting at this point.

4.1 The member of the public that was present was then invited to speak. Mr Gwynn presented the Council with a document and pictures to support his request for the closure of a footpath on his land, which he talked through for the Council. The Council were then able to ask him questions to facilitate their decision.

Mr Gwynn was thanked for his attendance and advised that the Council would be considering his request further on in the Agenda.

Mr Gwynn chose to leave the meeting at this point, 20:11 hrs

- 4.2 County Councillor for Woodvale division, Sheila Blagg was present and invited to speak at this point in the meeting. Her February report had been circulated and including information regarding Budget settlement; Prevention Survey; Solid Wall Insulation; a visit from an acclaimed Poet to Bromsgrove Library; Fostering Campaign 2016; Wildmoor Quarry and Speeding and Parking Nuisance. The latter of these articles referred to speed limit changes in 'Third Road' which Cllr Blagg asked to be deleted as this was in error. Over and above the report that had been circulated to members Cllr Blagg informed the Council that the Toby Carvery had made another approach to try and regain the land that belongs to Highways on the corner of Braces Lane, but Highways were not minded to agree to the request due to the impact a previous closure of the space had had on car parking as it is used for car sharing. In addition, there is a speed survey on the Birmingham Road which starts just past the nursery and proceeds to the point just before the Birmingham Road meets the Halesowen Road. Finally Cllr Blagg informed Members of a prosecution that had taken place for the illegal dumping of waste, namely salt, at Wildmoor Quarry, risking significant harm to vulnerable ground water supplying Bromsgrove. The licence for the Quarry is for Mineral Extraction and not for landfill or tipping and despite this being the second occasion of dumping in a period of 8 years, the lack of a heavy fine had been disappointing. Members engaged in discussion with Cllr Blagg regarding the Quarry including the fact that monitoring of the water system is retrospective and the fact that Worcester County Council are currently investigating whether the businesses operating on the Quarry are paying business rates or are operating illegally, which is what is suspected. The operator of the Quarry wants landfill permission and an area sectioned off for business use but this is not allowed in Green Belt.
- Cllr Blagg was thanked for her attendance and left the meeting following this item at 20:23 hrs.
- 4.3 District Councillor for Marlbrook Ward, Brian Cooper and District Councillor for Catshill South Ward, Councillor Shirley Webb, had both sent their apologies.

**16/02-05** The meeting was closed for Open-Forum and re-opened.

**16/02-06** Declarations of Interest  
No member declared any declarable interest.

**16/02-07** Dispensations  
No new requests for dispensations had been received.

**16/02-08** Approval of Minutes of previous council meeting  
**It was agreed** to accept the minutes of the Full Parish Council 28/01/16.

**16/02-09** Members' Questions  
No questions were presented.

**16/02-10** Chairman's Report  
The Chairman reported that although he had intended to report on the NALC meeting he had attended, anything he could have informed the Council of had since been comprehensively reported by CALC. The Council's website production had started moving forward and although was not in a position to show council yet, those who had seen it to this point approved of it. The Chairman continued to state that the Good councillor guide for 2016 that had been circulated was an excellent document. In relation to the recruitment of new Assistant Clerk, this was progressing well and the advert would be shortly ready to go to press. Andrew Bate had been carrying out extensive investigations in relation to the Land Registry and associated issues with the War Memorial. He had now received a report back from Land Registry who have no record of that piece of land being owned by anyone so it is available for registration. Andrew Bate would be invited to attend the next Full Parish Council to present his information. Members engaged in short discussion regarding the War Memorial and the surrounding trees.

**16/02-11** Clerk's Report: Emergency Actions, Update and List of Communications

**11.1 Parishioner Correspondence – To inform Members of the correspondence received during the month. Excerpt from Parishioner Contact Log to be circulated. To include update on progress at Churchstone Close regarding former resident correspondence.**

The Clerk informed the Council of Parishioner correspondence received including requests for assistance with navigating the Worcester website to access Agendas and for assistance with organising a Christmas event for vulnerable people. In addition the Clerk had corresponded with a parishioner regarding the origin of the name of his road and another to assist with the removal of debris following a car crash. Finally, there had been very little progress at Churchstone Close. Worcester County Council would like to be able to help but feel any measure will be frustrated by the divisions in the close. The residents are very divided between those supporting traffic regulation and those against. The residents at the opposite end believe they will be adversely affected if parking is restricted at the end where Mr Davenport lives. The police have been asked to speak to the resident causing the problems as it is anti social behaviour.

**11.2 New Homes Bonus Grant – Correspondence with BDC regarding the erection of the Bus shelter**

The Clerk had spoken to Matthew Mead, Senior Engineering Technician who had agreed progression with the planned bus stop. The Clerk was to contact GO Shelters to obtain a revised quote for supply and delivery only and arrange delivery to the Bromsgrove Depot. BDC would then organise removal, installation and any traffic regulations orders that were needed.

Matthew had agreed to contact the finance department to ascertain the process in regards to payment using the grant.

Members engaged in discussion regarding the bus shelter to be replaced and the fact that although it had been difficult to establish who was responsible for it prior to the application for the grant, it had now been repaired and renovated.

**11.3 Erection of fencing along slip road on Golden Cross Lane**

The Clerk reported that WCC had actioned the erection of a picket fence along the area of road previously identified by a parishioner as having issues with parking using some material available from another job that could be reallocated within the 2015-16 financial year. It had been requested by Cllr Blagg that correspondence be sent to the Minister of the Methodist Church requesting that the congregation respect concerns from residents regarding parking on the grass verge on the highway side of Golden Cross Lane where there will be no fence.

Members engaged in discussion regarding this issue, namely that there was adequate parking at the church and that Members had not witnessed parking as described.

**It was agreed** that the Clerk would contact Cllr Blagg and inform her that until further evidence was obtained, the letter would not be sent.

**11.4 War Memorial Update – Insurance and Structural Survey have been investigated.**

The Clerk reported that the War Memorial was not currently being insured by the Parish Council but will be added to the Insurance renewal which is due in May. As maintenance on the memorial is carried out by the Parish Council using Precept it is within the interests of the parish to protect the memorial using the Council's insurance. The structural survey was due in Dec 2014 but there is no record of this being completed. This is thought to be because there was a general clean up scheduled to be completed and it was assumed this would include a structural survey. Investigations result that this did not happen but it has been suggested that contact with S Bright and Sons may provide a document as they may not have cleaned it and carried out work if it is structurally unsafe. Delegated powers had been awarded to the Clerk to gain quotes and progress with this if needs be.

**11.5 Tesco Bags of Help Scheme – Correspondence from the scheme as identified that unfortunately the Parish Council were unsuccessful in obtaining the grant applied for at this time.**

The Clerk reported that this was due to the wide number of applications received and that the application submitted did not demonstrate the need for the project as strongly as others

**11.6 Progress with advertising for Assistant Clerk – Job description, Personnel Specification and Advert have been reviewed by the Finance and Staffing Committee and Planning Committee Chairman.**

The Clerk reported that the advert would hopefully go to print in the next two weeks with short listing to take place on 24<sup>th</sup> March and Interviews in early April. Cllr Sweeting, Cllr Knight and the Clerk would form the interview panel. Cllr P Baker had carried out investigations as to pay scale and made suggestions using a tool that ascertains pay scales for Clerks.

**11.7 Progress of research into Neighbourhood Planning Grant Application - The Department for Communities and Local Government have increased the level of funding available to all groups from £8,000 to £9,000 from 1 April 2016. There are two strands of funding available – Technical Support and Neighbourhood Planning Grant.**

The Clerk outlined to the Council the different funding strands available and which would be most beneficial to the Council. In light of the information from Mr Dunphy, it was suggested that application for a grant was delayed until the time in the Neighbourhood Plan that would incur the most expenditure, due to the time restraint for spending the grant.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates January '16; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner.

Emails received since last meeting relating to – Worcestershire Voices E Bulletin, Neighbourhood Watch Alerts

**Items Carried Forward:** Letter to schools requesting support for 20mph speed limit enforcement, Application for Locality Fund to be deferred until after the attendance of an advisor on Neighbourhood Plan at FPC (process begun through research)

**16/02-12** Committee and Representative Reports

**12.1 Planning Committee meeting held 18/02/16 (Cllr M Knight); draft minutes to be circulated**

Cllr M Knight received no questions in relation to the Chairs report which had been circulated. He informed the Members that there was an amendment on the report for the next Planning Committee date to the 17<sup>th</sup> March 2016. Members engaged in discussion regarding the decision for the application for additional parking on the Topaz site.

**12.2 Finance and Staffing Committee meeting held 18/02/16 (Cllr P Baker); draft minutes to be circulated**

Cllr Baker had sent his apologies therefore no discussion was had regarding this Agenda Item.

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

• **Worcs Parish Conference – 24/02/16**

Cllr B McEldowney reported that the meeting included four different presentations. The first was from Claire Merchant, Chief Executive of Worcester County Council in relation to devolution. Worcester County Council had decided to work independently in conjunction with the six local District Councils. They were unsure if the Council will be allowed to work on its own in the future, but until government states otherwise, they are working on the basis that it might be allowed. Additional presentations included Emergency Planning in relation to flooding and contingency plans, Section 106 money and CIL and how the money will be allocated and finally a presentation from Highways regarding street scape design.

**It was agreed** that the Clerk would circulate a copy of the presentations to Councillors for information.

• **Catshill Village Hall management committee – 08/02/16**

Cllr J Bate reported that the Committee are continuing with maintenance and repair issues and trying to tidy up the boundaries. The Annual General Meeting for the Village Hall would be held in April. Bookings are progressing well. The lights, including Emergency lighting, have been replaced. For information, the macerator which had previously been reported as needing a replacement had instead been fixed by means of new pipe work. The Committee have been

working on ideas to attract new people and may be recruiting members using an article in the Parish Newsletter.

- **Update regarding the ongoing situation of the garden in Barley Mow Lane– To include consideration by the Council of any further agreed action if necessary.**

Cllr M Ball reported that the resident had continued to remove debris from the garden which was now clear behind the hedge. There was an issue with a large van that is in the driveway but the resident was hoping to move this shortly. Cllr Ball had communicated with the resident regarding the removal of three additional broken down cars that are located within the garden. **It was agreed** that Cllr Ball should continue communications with the resident on behalf of the Parish Council prior to any formal letter being sent.

- **West Midlands Rail Franchise Report – consultation deadline 22/03/16**

Cllr P Baker had sent his apologies to the meeting therefore the report would be circulated to Councillors.

16/02-13 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 February, as below, was approved.

16/02-14 To consider a request for support from a parishioner to close or relocate a footpath on their land

Members discussed the issue presented including consideration of the details provided verbally during Open Forum and the documentation the Council were in possession of. Members noted that it was unfortunate that the path crossed the land but that there was evidence from the information presented that the footpath was well used. In addition it was felt that other measures could be taken to assist in the management of the pathway such as the erection of signs in relation to the dog fouling and straying from the pathway, which may alleviate some of the problems the parishioner was encountering.

**It was agreed** that at this time the Council were unable to support the application to close the footpath and the Clerk should communicate with the parishioner to this effect.

16/02-15 To consider the opportunity to apply for New Homes Bonus Grant 16/17

With the agreement of the Council this item was deferred to the next meeting.

16/02-16 To consider the need for Business Cards and/or badges for Members to use when representing the Council

Members discussed the suggestion of the use of some form of identification for Councillors. It was noted that some Councillors were already in possession of badges from previous year.

**It was agreed** that there was a need for identification and that the Clerk should carry out further research as to the best way forward.

16/02-17 To discuss items to be implemented into an Action Plan for the Council

With the agreement of the Council, this item was deferred until the next meeting.

16/02-18 Items for the next meeting

Members were invited to contact the Clerk with any additions to the next Agenda.

16/02-19 Date, time and venue of next meetings

- Planning Committee and Neighbourhood Planning Sub Committee – 17/03/16
- Worcester Area CALC – 09/03/16
- Environment and Highways Committee – 10/03/16
- Full Parish Council – 31/03/06

\* All at 7:30pm

all meetings at Catshill Village Hall

This meeting ended at 21:30

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

Minute no. 16/02-13.1

Excerpt from accounts day-book to show payments and receipts for February 2016:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
February	129		300871	Meadowfields GM Ltd - to plant a new bed area at Baptist Church to include maintenance from 01/04/16-31/10/16		738.00	123.00
	130		300872	Meadowfields GM Ltd - to take Christmas tree to tip		36.00	6.00
	131		300873	Clr B McEldowney expenses for travel to Budget Consultation, County Hall - 35miles @ 0.45p per mile		15.75	
	132		300875	Mr N Williamson - Maintenance to bus stop and parish notice board (ref: 1516023)		122.40	
	133		online	Clerks expenses - stationary, postage, overtime for February		313.87	30.07
	134		300874	Allen Farnsworth - January 2016 Lengthsman		192.00	
	135		online	SLCC - Clerk training - Practitioners Conference Day delegate		108.00	18.00
	136		d/d	EE - Office Mobile		22.00	3.67
	137		online & s/o	Salaries - February 2016		842.71	
	139		online	G Force Fireworks - deposit payment		300.00	
	140		online	Mrs J Hallet - tax refund as per P6 from 26/01/16		254.80	
		R15		HMRC VAT refund	1,016.47		
				sub-total	34,646.94	32,425.51	1,197.21

Bank Reconciliation and budget comparison as at 23/02/2016					
Finances at start of year	36,402.66				
Add receipts	<b>34,646.94</b>			Bank a/c as at 23/02/16	21,669.81
		71,049.60		Deposit a/c, Co-op	20,628.15
Less payments		32,425.51		<b>Less unpresented cheques</b>	<b>3,673.87</b>
		<u>38,624.09</u>			<u>38,624.09</u>
				-	0.00
<b>RECEIPTS</b>	<b>Budget 2015/16</b>	<b>actual to date</b>			<b>u/p cheques</b>
Precept	27,319	27,319			125 33.23
DCLG CTSG	1,897	1,897		<b>Petty Cash Account</b>	126 717.11
Interest	40	30		<b>Alto prepay card operated by the Clerk</b>	129 738.00
Lengthsman*	2,104	1,381		£.p	130 36.00
Donations/other/grants	500	2,214		Balance as at 31/03/2015	131 15.75
Newsletter advertising	200	180		Purchases during April:	132 122.40
VAT refund	2,800	1,626		Postage (agendas)	133 313.87
Reserve Fund	6,900			<b>New balance as at 30/04/2015</b>	134 192.00
	<u>41,760.00</u>	<u>34,646.94</u>		Purchases during July:	135 108.00
<b>PAYMENTS</b>				Postage (agendas)	137 125.60
Staff Costs	16,400	11,879		Printer Inks	138 717.11
Administration inc office re	2,800	3,252		<b>New balance as at 30/08/2015</b>	139 300.00
CALC inc travel expenses to	950	907			140 254.80
Audit	360	360			<u>3,673.87</u>
Training	300	357			
Insurance	750	708			
Members expenses	400	513			
Elections	1,500	247			
Grants : NWWA, Scouts, Yo	2,000	2,231			
Events - Fun Day/R Sunday/	1,000	3,779			
Communications - newslett	2,000	840			
Gardens (includes water)	3,200	2,884			
War Memorial (includes el	200	162			
Lengthsman	2,400	2,137			
Environment eg maintenanc	1,200	623			
Neighbourhood Plan	200	-			
Capital Projects *	6,000	350		<b>All funds allocated as:</b>	£
Section 137	100	-		<b>Specific Reserve for capital projects</b>	10,000
VAT paid		1,197		<b>Exceptional Expenditure Reserve</b>	20,324
				<b>Discretionary Reserve</b>	8,300
<b>Total</b>	<b>41,760.00</b>	<b>32,425.51</b>			<b>38,624.09</b>
*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					