



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 30th June 2016, 7.30pm

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

In attendance: Clerk – R Powell, District Councillors Brian Cooper and Shirley Webb, County Councillor Sheila Blagg and Mr Neil Ward

- 16/06-01** Chairman's welcome
Vice Chair Cllr B McEldowney chaired the meeting due to the absence of Cllr O Sweeting. Cllr B McEldowney welcomed all to the meeting.
- 16/06-02** Members' Apologies for absence
Apologies were received from Cllrs M Ball, P Callaway and O Sweeting
- 16/06-03** Co-option
Members took part in a signed ballot which resulted in the agreement to co-opt Mr Neil Ward onto the Council. Mr Neil Ward signed the Declaration of Acceptance of Office and took his seat on the Council.
- 16/06-04** Open Forum
- 4.1 No Members of the Public were present.
 - 4.2 County Councillor Sheila Blagg had provided a report for June that had been circulated to Members, which was expanded on during the meeting. It included relevant information relating to Superfast broadband, Devolution, Sustainability Transformation plans, JSNA District profiles for Early Years, Driving home project, Speeding and parking, the Veolia Bottom Ash Planning Application and Pinches Quarry information. It was also noted that a traffic regulation order was being processed for Julian Close that would hopefully provide a solution for restricted pavements and dangerous parking.
 - 4.3 District Councillor for Marlbrook Ward, Brian Cooper, reported that the leader of the Council had resigned on Tuesday so an election is taking place for new leader of the conservative group who in due course will become leader of the council. There was nothing to report regarding the revenue short fall and the devolution debate held on 9th June about BDC becoming a non-constituent member of the West Midlands Combined Authority had received much opposition but no decision. There were no issues to report in Marlbrook. The section 106 money was to be given to communities affected by growth with a deadline of 29th July to apply. Due to the lack of housing development in Marlbrook there was no money available for this area. District Councillor for South Catshill Ward, Shirley Webb, reported that there was money available for her area and reiterated that any requests be received by 29th July. Cllr Webb noted that she was looking into purchasing defibrillators for the village.
 - 4.4 No community representatives were present.
- 16/06-05** The meeting was closed for Open-Forum and re-opened.
- 16/06-06** Declarations of Interest
No member declared any declarable interest.
- 16/06-07** Dispensations
No new requests for dispensations had been received.
- 16/06-08** Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Annual Parish Council 26/05/16
- 16/06-09** Members' Questions

No questions were received.

16/06-10

Chairman's Report

Cllr B McEldowney read a report provided by Cllr O Sweeting which included thanks to all Councillors who had been involved in the delivery of the newsletters which had received some positive comments and had resulted in a new member of the Neighbourhood Plan group and a response to the Christmas dinner advert. Cllr Sweeting wrote that it was good to see the Assistant Clerk settling in well and that he was sure she would be an asset. He also reported that he had attended both the Planning and Finance and Staffing Committees which had both been chaired well with good constructive discussions and the latter going on into the night relating to the potential involvement of the Parish Council in running the Village Hall. There is interest being shown in the Council vacancies with hope that there would soon be a Full Council. The website is in final stages of production and social media will soon be added which Cllr Sweeting felt a vital component to progress.

16/06-11

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.

Members noted the communications received and discussed in particular the correspondence relating to the Balancing Pool and concerns that the trees that were planned to be planted in the area would inhibit flight access to the pools for birds. It was noted that the trees would not be planted in the vicinity of the pools but further away. Members also discussed the apparent success of the pools to date in alleviating the flooding.

11.2 War Memorial Update – Progress in relation to the Structural Survey of the Memorial and Land Registry

Mr A Bate had provided a report updating Members on the situation with the War Memorial. The process of registering the land that the Memorial stands on is ongoing. Three companies had been approached regarding the Structural survey; one had not replied, another no longer wished to be considered and the third continued to communicate but had not yet attended site. Mr Bate would continue to pursue this. In addition, the trees surrounding the Memorial continue to cause concern with approaches to the owner of the land from the Crown Pub not being responded to. Mr Bate would also continue to contact them as it was now known there was an intermediate owner that could be approached. It was noted that the War Memorial is a registered monument with the Imperial War Museum and is in the process of being assessed by English Heritage to be on their list of monuments which would provide certain benefits.

Members discussed the issue regarding the trees and in particular that which overhangs the pavement. It was thought that WCC may be able to assist with this and that BDC should also be contacted via Andrew Bucklitch.

11.3 Commencement of organisation of Remembrance Service Event

The Clerk reported that Beaumont Traffic Management had been contacted regarding the event which will be on 13th November this year. They were hopeful that they could support but asked for further contact at the end of August to confirm and would also then be able to advise of any monetary implications. The road closure application had also been sent to WCC. There was a meeting to be held on 21st July in relation to this organised by Cllr P Baker with relevant parties.

11.4 Bus Shelters – Progress in relation to the shelter being obtained through the New Homes Bonus Grant from last year to be sited on Birmingham Road and the suggested shelter on Golden Cross Lane

The Clerk had received the go ahead from the Senior Engineer at BDC for ordering the bus shelter for the A38 Birmingham Road. There was an estimation that the installation could occur on 4th/5th August and the Clerk was in process of organising delivery with the supplier, co-ordinating this also with the depot due to limited space and the need for a fork lift truck to unload the item.

The Clerk had received feedback regarding the proposed bus shelter for Golden Cross Lane.

It was agreed to discuss this further at the upcoming Environment and Highways Committee.

11.5 Identification badges for the Council

The Clerk had not progressed as far as anticipated with this but informed Members that she was looking into lanyards with the Council logo and name on them to be used with a replaceable card in a holder.

11.6 Litter Picker Role – Clarification as to the situation relating to the Parish and BDC Litter Picker routes

The Clerk outlined a meeting that had taken place between herself, Graham Cutler from BDC and Alan Eades, BDC Litter picker. Clarification had been received as to how the Parish Litter picker role had first been established and how the reasons behind this had now changed. The Clerk co-ordinated with them to ensure that the Parish Litter picker was being used to the most advantage.

11.7 Progress with application for 20mph speed limit around Co-op area to encompass the entrances to schools in Catshill, including a decision to be made in relation to contact with residents

Mr Essenhigh, Head teacher for Catshill First and Middle School, was in the process of chasing the letter of support for the proposal, that was to be sent by the Governors. It was noted by Members that a 20mph speed limit pilot was being carried out by WCC to establish effectiveness which would inform the development of a formal County wide policy on sign-only 20mph speed limits. No new schemes would be investigated in the interim but would be added to the list for future consideration post adoption of the new policy. There is no time line for the pilot so the Clerk requested Members consider if they would approach parishioners now to gain views regarding the proposal from the Parish Council or if it was felt this was too early in the process and would raise expectations prematurely.

It was agreed to defer this decision to Environment and Highways Committee.

11.8 Beehive Close grassed area – contact from BDC in relation to the land being unadopted

The Clerk had been approached by Graham Cutler from BDC who had asked if the Parish Council wished to adopt the area of land at the end of Beehive Close as it was currently unowned and therefore BDC were unable to maintain it, despite complaints received from residents. BDC did not wish to adopt the area but would be happy to assist with maintenance if the Parish Council did so.

Members noted the comments and it was agreed that it would be discussed at the next Environment and Highways Committee

It was agreed that the Clerk could gain the information of any residents who had complained and write to them informing them that the situation was being considered but this would not be a quick process.

11.9 Situation with New Homes Bonus Grant 2016/17

It was noted that there was up to £16,000 available for Catshill North and South Wards at present. However, the Clerk informed the Council that the previous discussions regarding applying for another new bus shelter would not be valid due to the criteria for the application. This stated that ideas and suggestions should be invited from residents about how they would like to see the money spent – not just asking them if they support a specific project. This then invalidated the idea for the bus shelter. It was noted that money in reserves could allow for progress with bus shelters and that a closing date of 29th July did not allow for further consultation.

Relevant correspondence available from the Clerk: includes weekly CALC updates June '16; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Neighbourhood Watch Alerts, , monthly newsletter relating to M5 junctions 4a to 6 smart motorways, Healthwatch Worcestershire Annual Conference Invitation, Fields in Trust, Worcestershire Voices, Superfast Worcestershire Summer Newsletter, Wellbeing in Partnership,

Items Carried Forward: Contact to Social Club in relation to the siting of a notice board, obtaining a quote for notice boards, obtaining quote for place name signs, ordering trees from Woodland Trust Free Tree Programme, Handrail and steps between A38 / Lingfield Walk, Investigations into Asset Register values, Meeting dates document, leaflet promoting the Council

16/06-12

Committee and Representatives Reports

Background papers available

12.1 Planning Committee meeting held 09/06/2016; draft minutes and Chairs Report circulated.

Cllr M Knight noted an amendment to the Chairs report as Log 670 should read there were no material issues with the application. There was to be a meeting with WCC in relation to signs within the village, which would be followed by a meeting to be organised with BDC to allow better understanding.

12.2 Finance and Staffing Committee meeting held 16/06/2016; draft minutes circulated. With the agreement of the Council Agenda Item 14 could also be considered at this point in the meeting.

Cllr P Baker reported that it had been a busy meeting. In relation to the employment of a Village Hall Manager/Cleaner that had been discussed, it was noted that the job description and person specification were currently in draft form and that another meeting of the Trustees was to be held on 11th July to consider these.

It was noted that Cllr T Gillespie was not recorded on the minutes of the meeting despite her attendance, which would be rectified by the Clerk.

12.3 Communications Working Party meeting held 27/06/16

Cllr P Masters reported that the Newsletter had been successful and work had already started on the next one. He encouraged other Members to make a note of anything they wished to add and provide photos if possible.

Cllr P Masters reported that the Clerk and himself had met with Dr C Fabray to go through concerns. Some alterations had already been made with further scheduled and content to be revised. Cllr P Masters apologised for the length of time it had taken to get this point. It was noted that Facebook and Twitter would be built into the site and that it now worked on mobile phones and tablets. The banner that had been causing some issues had been moved from all pages but the home page to allow visitors to see easily that information changed as they moved through the site.

12.4 Any other report from Parish Council representatives including those for:

- **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 had provided a written report in his absence. He had visited the garden again and was happy that the gentleman in question was making progress in tidying up the garden and improving the image.

It was agreed not to make any further decisions until Cllr Ball was present

- **Newsletter report** This was reported at item 12.3 above.

16/06-13

Finance

Decisions Required

- 13.1 **to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (spreadsheet to be circulated);**

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

- 13.2 **Following receipt of the Annual Report for CAB Bromsgrove and Redditch as requested; to consider their request for a grant. Previous years the Parish Council has provided a £500 grant**

It was noted that there was a discrepancy in the report provided that stated that Catshill and North Marlbrook Parish Council had donated £400 the previous two years as opposed to the £500 the Council thought they donated.

It was agreed that the Clerk would investigate this and report back to the FPC, with a letter to be sent to CAB if there was indeed an error.

It was agreed to donate the same sum as last year to CAB Bromsgrove and Redditch

- 16/06-14** To consider assisting the Village Hall Trustees by the Parish Council employing a Hall Manager/Cleaner on their behalf as per the Finance and Staffing Committee (Cllr J Bate)
Minutes from the Extraordinary Village Hall Management Meeting circulated

Cllrs P Baker and J Bate informed the Council of the discussions had at the Finance and Staffing Committee in relation to this request.

It was agreed that the Parish Council would employ a Manager/Cleaner on behalf of the Village Hall.

It was agreed that Cllr J Bate, O Sweeting, P Baker and the Clerk would meet to discuss the advert, job descriptions, personal specifications and further intricacies involved.

- 16/06-15** To identify, and vote for, a Chair and Vice Chair for each Committee (Finance and Staffing, Planning, Environment and Highways)

It was agreed that the Chair and Vice Chair of each Committee would be:

Environment and Highways – Cllr M Shephard (Chair), Cllr G Blackmoor (Vice Chair)

Planning – Cllr M Knight (Chair), Cllr B McEldowney (Vice Chair)

Finance and Staffing – Cllr P Baker (Chair), Cllr T Gillespie (Vice Chair)

- 16/06-16** To identify Lead Councillors to co-ordinate the Annual Bonfire Event.

This role will include analysis of procedures on the night and the development of Finance and General risk assessments as per the Finance and Staffing Committee

It was agreed that Cllr B McEldowney, P Masters and G Blackmoor would be involved in the Bonfire event.

- 16/06-17** To consider the reduction of hard copies of Agenda documentation for Councillors with access to email

The Clerk informed Members of the time and money that is spent in collating hard copy documents for meetings, including the ink and paper implications.

It was agreed that those Members with access to email would now only receive the Agenda as a hard copy document. All other documents would be received by email. Members without email would continue to receive all documents in hard copy form as usual. This would be a 6-month trial and be reviewed after this period. The projector would now be used to view documents.

- 16/06-18** To discuss and provide opinion in relation to the IBA Planning Application at Sandy Lane Quarry (Cllr T Gillespie Lead) Email and hard copies of information relating to the application circulated to Members for consideration.

Members discussed the fact that due to a specialist being involved, Bourneheath Parish Council have a created a comprehensive case. It was noted that any comments made by Catshill and

North Marlbrook Parish Council should reflect any potential impact the development would have specifically on Catshill in order to be of most benefit to the procedure. It was felt that the main impacts could potentially be environmental including ground water levels and water quality. Further research was to be completed in order to be in full possession of the facts. The closing date for letters to the Planning Department is 15th July 2016.

16/06-19 Items for the next meeting.

Members were invited to consider any projects they feel would be of benefit within Catshill and North Marlbrook for consideration by the Council

Members are invited to submit any suggestions for items for the next meeting to the Clerk

16/06-20 Date and time of next meetings:

- Finance and Staffing Committee – to be arranged
- Planning Committee – 07/07/16 (Members to note the change of date please)
- Environment and Highways Committee – 14/07/16
- Full Parish Council – 28/07/16 * All at 7:30pm, Catshill Village Hall
- Bromsgrove Area Meeting – 14/09/16
- Executive Committee- 20/07/16

This meeting ended at 21:23

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

Minute no. 16/06-13.1

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

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
Jun 16	026		300886	Allen Farnsworth Lengthsman - May 2016		192	
	027		d/d	EE- Office mobile		20.88	3.48
	028		d/d	Talk Talk - office phone and broadband		31.57	
	029		online	Birmingham Ciry Council - Ivy Cottage Garden Replant		796.08	132.68
	030		online	Heron Press - Newsletter production		425	
	031		300887	Meadowfields Ground Maintenance Ltd - April		218.1	36.35
	032		300888	Meadowfields Ground Maintenance Ltd - May		218.1	36.35
	033-036		S/O and online	Salaries, payrise and overtime		1553.38	
	037		online	HMRC - PAYE/NI first quarter 2016/17		204.45	
	038		D/D	Severn Trent Water - Supply to Ivy Cottage Garden		20.34	
		R4		Interest	11.04		
				Cash book adjustment: 019 should read £125.60		-62.8	
				sub-total	20423.82	9676.65	541.84

Bank Reconciliation and budget comparison as at 28/06/2016					
Finances at start of year	37,017.28				
Add receipts	20,423.82			Bank a/c as at 28/06/16	30,347.02
		57,441.10		Deposit a/c, Co-op	20,936.72
Less payments		9,676.65		Less unrepresented cheques	3,519.29
		47,764.45			47,764.45
RECEIPTS	Budget 2016/17	actual to date			
				u/p cheques	
Precept	38,386	19,193		149	37.78
DCLG CTSG	873	437		Petty Cash Account	026 192.00
Interest	300	11		Alto prepay card operated by the Clerk	029 796.08
Lengthsman*	2,104	723		£.p	030 425.00
Donations/other/grants	500			Balance as at 01/04/16	031 218.10
Newsletter advertising	300	60		Summer Competition Vouchers	032 218.10
VAT refund	2,000			Stationary and Toner order	034 31.40
Reserve Fund	4,000			Stationary, Ink and Printer Drum order	035 1,211.42
	48,463.00	20,423.82		Balance as at 29/06/16	036 184.96
PAYMENTS					037 204.45
Staff Costs	21,500	3,761			3,519.29
Administration inc office	3,000	570			
CALC inc travel expenses	980	967			
Audit	380	170			
Training	1,000	-			
Insurance	730	733			
Members expenses	400	-			
Elections	1,500	-			
Grants : NWWA, Scouts,	2,500	100			
Events - Fun Day/R Sund	3,500	-			
Communications - newsli	1,200	425			
Gardens (includes water	2,000	1,047			
War Memorial (includes	1,000	64			
Lengthsman	2,400	384			
Environment eg mainten	1,200	389			
Neighbourhood Plan	200	-			
Capital Projects *	4,000	525		All funds allocated as: £	
Section 137	100	-		Specific Reserve for capital projects	5,000
VAT paid		542		Exceptional Expenditure Reserve	38,386
				Discretionary Reserve	4,378.45
Total	47,590.00	9,676.65			47,764.45
*Lengthsman, actual WCC refund amount allocated for year to 03/2017 is £2104.00					
S137 limit is £7.36 x total no. of electors 5,220 = £38,419.20					