



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 23rd November 2017, 7.30pm

Present : Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, M Ball, J Bate, G Blackmoor, V Harman, C Stark, N Ward
(Cllr Blackmoor arrived at 19:39hrs during Agenda Item 9 as approved by the Chair)

In attendance: Clerk – R Powell

- 17/11-01** Chairman's welcome
The Chairman welcomed all present to the meeting
- 17/11-02** Members' Apologies for absence
Apologies were received from Cllrs T Gillespie, M Knight, P Masters, M Shephard; District Councillor B Cooper and District and County Councillor S Webb
- 17/11-03** Open Forum
- 3.1 Members of the Public**
No Members of the Public were present
- 3.2 Worcs County Councillor for the Woodvale Division**
County Councillor Shirley Webb had sent her apologies and her report had been circulated to Members (see attached).
- 3.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.**
District Councillor Brian Cooper had sent his apologies and the Clerk read out the following report provided by himself:
"Marlbrook ward: As a result of the recent incidents of petty crime in Marlbrook, I contacted the police and I copied you into PC Barney Kelso's reply. I have heard nothing further. If there have been other incidents, let me know.
District Council: Quality Design Supplementary document. This is about to go out for consultation and will be sent to Parish Councils for their comments. Mike Dunphy, BDC strategic planning manager has said that he would visit PCs if they wished.
Budget for 2018-19. This is my major focus as portfolio holder. We aim to have no reduction in services but we have to implement our efficiency plan to allow us to cope with the reduction in central government funding."
District Councillor Shirley Webb had sent her apologies and her report had been circulated to Members.
- 3.4 Any other community representative**
No community representatives were present.
- 17/11-04** The meeting was closed for Open-Forum and re-opened.
- 17/11-05** Declarations of Interest
No member stated any declarable interest.
- 17/11-06** Dispensations
Members were asked to consider a written request for dispensation from Cllr V Harman in relation to Catshill Social Club (document circulated)
It was agreed to approve a dispensation for Cllr Harman to be allowed to stay and participate in any discussion and vote taken on business in relation to Catshill Social Club for a period of four years as it was deemed to be in the interests of all those living in the authority's area.
- 17/11-07** Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Full Parish Council meeting held 26/10/17 and these were duly signed by the Chairman

17/11-08 Members' Questions

The Clerk was asked to report the lights that were out on Golden Cross Lane Car Park by a Member. It was noted however, that the Clerk had already done so on numerous occasions and had also reported the pot holes on the same area.

17/11-09 Chairman's Report

Cllr Sweeting opened his report by thanking Cllr McEldowney for standing in for himself during his vacation. He also wished to thank Cllr McEldowney for his work in organising the Annual Bonfire Event which had taken a lot of care, thought and preparation.

Cllr Sweeting and Cllr McEldowney had attended training regarding being a Parish Council Chairman and also the 18th Annual General Meeting of the CALC Executive. The outgoing Chair of Bromsgrove CALC was appointed president of the Association and Cllr Sweeting had taken her role as Chair of Bromsgrove CALC.

Cllr Sweeting reported that the dominant issue at present was the theme for more professional Councils. The good work of NALC has raised the bar for Parish Councils in Westminster and around the Country it is being noted that Parishioners are becoming more aware and interested in knowing that their Parish Council is operating correctly.

Cllr Sweeting thanked Cllr Baker for his work on the Budget and also his work for Remembrance Sunday. Cllr Sweeting did note a slight hiccup that occurred on the day meaning the two wreaths for the Village Hall and Parish Council that had been purchased were not laid during the ceremony. This occurred afterwards.

Cllr Sweeting continued to report that there were now a significant number of Village Events from the Christmas Dinner, Bonfire and Remembrance Sunday events through to the Annual Parish Meeting which were all very well attended. These also being supplemented by a number of Village Hall Events and all culminating in other providers talking at our Annual Parish Meeting is commendable. The Chair had received comments from people who have lived in the Parish a long time that the village feel was returning, with comments to that effect also being received from Councillors. Cllr Sweeting noted that whilst the Parish Council carry out a vast amount of necessary infrastructure, monitoring and problem solving and has an excellent Neighbourhood Planning Group and hard working Committees, putting the feel good factor into the community in these difficult times is something we should all be very proud of.

17/11-10 Clerk's Report: Emergency Actions, Update and List of Communications

10.1 Parishioner Correspondence – To inform Members of the correspondence received during the last month.

The Clerk informed Members that contact included a recommendation for additional PA system for the bonfire event which would be taken to the debrief meeting; a long email regarding various elements of A38 which had been forwarded to all District Councillors, Richard Clewer at Highways and WCC Shirley Webb; a request for bulbs to be planted in other areas of village which the Clerk would add to the Environments and Highways Agenda; compliments on Ivy Cottage planting; a complaint regarding mess left by Virgin media and mess in general down an alleyway in Bracken Grove which the Clerk had assessed and taken photos of and would be forwarded to Cllr Helen Jones to establish ownership of the area. The Parish Council litter picker had also been asked to attend the area. The Clerk had also received the offer of a hiking map link for the website which would be assessed during the update of the relevant page; and concerns from one resident over the length of time for the production of minutes and lack of display on noticeboards, which had been addressed.

10.2 Christmas Event Reminder and note of expenditure– Saturday 25th November 2017 3:30 to 5:30pm

The Clerk reminded Members of the event and informed them that Santa would be turning on the lights. The Clerk also noted that a £255 installation fee had been agreed under delegated powers, (as awarded to the Clerk, Cllr Baker, Cllr Sweeting and Cllr McEldowney at the last FPC), for BDC to erect the Christmas lighting, but that this was still within the budgeted amount.

10.3 Progress with purchase of Notice Board

The Clerk had been liaising with Catshill Social Club via Cllr Harman regarding the location of the board and it was to be sited between the two entrances. This could be erected by the company for a cost of between £250 and £350 dependent on ground work. Approval for this would be gained at the next Environment and Highways Committee, following which the board would be ordered.

10.4 Neighbourhood Plan Grant Application progress

No response had been received as yet so the Clerk had chased this as the delayed timing would now have an adverse effect on the project plan and time line

10.5 Bus Shelters

The Clerk had asked BDC Councillors if they knew of any imminent work they will be carrying out with regards to the bus shelters. If nothing was scheduled the Clerk was going to contact the environment team for cleaning and maintenance. Allen Farnsworth, the Lengthsman, would be attending all Parish Council owned bus shelters in the next week including the one that had been graffitied. The Clerk had been advised that a pressure washer would remove this. The Clerk had also taken photographs of the graffiti and reported it to the police.

10.6 Police Response to Crime in Marlbrook

The Clerk referred to District Councillor Brian Coopers report in relation to the response from Police to the Crime in Marlbrook. PC Kelso had responded that his team were aware of the crimes and had been carrying out more mobile patrols when they could. PC Kelso would also be attending the area.

The Clerk took this opportunity to report that the house of concern on Gibb Lane had been visited by an officer. It was in a bad state of repair but they had identified who lived there and Neighbours reported that they were very rarely in attendance, which is why the property looked as it did. The Clerk had asked who we would contact next to deal with the issue.

Members discussed Virgin Media works including the disruption and also the mess that had been made of the pavement with lines not being straight or level. It was noted that Marlbrook was being assessed as per Cllr Webb's report and it was suggested this should be extended to Catshill.

It was agreed that the Pavements would be added to the Agenda for the next Full Parish Council.

Relevant correspondence available from the Clerk: includes weekly CALC updates November 2017; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, PCC Newsletter, Parish Newsletter October 17, Wellbeing in Partnership Events, Wellbeing in Partnership Newsletter November 17, Basement Project Newsletter, Dementia Friends Elf Day, Highways England Bulletin

17/11-11

Committee and Representatives Reports

Background papers available

Please note the Finance and Staffing Committee scheduled for 16th October was cancelled due to lack of content for discussion. The Planning Committee this month is 30th November 2017

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

- **Dementia Friends Pop Up Café** – 27/10/17 (Cllr T Gillespie)
In the absence of Cllr Gillespie, Cllr McEldowney reported on the event, which was attended by MP Sajid Javid and was a good event to kick start the initiative, although not as many were in attendance as expected.
- **Planning Training** - 30/10/17 (Cllr T Gillespie)
In the absence of Cllr Gillespie, Cllr McEldowney reported that the meeting was useful and worthwhile with three members of the Planning Department in attendance and a presentation provided, that had been circulated to Members.
- **Bonfire Event** – 04/11/17 (Cllr B McEldowney)

Cllr McEldowney reported that the event went well and there were plenty of volunteers from the Parish Council and the Scouts. A debrief would be held to discuss the event including some issues in relation to the collecting and storing of the money, timing of the event, emergency lighting and the situation with the toilets. The Scouts would be gaining half of the proceeds as previously agreed.

- **Remembrance Service – 12/11/17 (Cllr P Baker)**

Cllr Baker reported that overall the service went well, which was aided by the Planning beforehand. A few hiccups with the service would need to be discussed for next time. Comments had been made that people would like to hear more of the Blackwell Band, which would be reviewed. The British Legion did well with the catering.

Cllr Baker reported that he was working hard with Mr Bate to schedule a re-enactment for September 2018 to commemorate WW1. It was unsure at this point if anything else would happen on this day due to lack of resources. More information would follow.

- **CALC AGM – 15/11/17 (Cllr B McEldowney)**

Cllr McEldowney reported on the event attended by himself and Cllr Sweeting. It was a worthwhile event with various market place stalls to start then various presentations including; Cllr Derek Killingworth who is the Chairman of the Association and gave a presentation focusing on the need for training and communication between Parish Councils; Claire Felton (Legal Officer) who gave an update on DPI's, Register of Interests and predetermination; Presentation from the new President, Sue Baxter, including the need to engage with communities, train Councillors and Clerks, create professional Councils, share good practices, learn from others and look for funding streams

- **Village Hall Management Committee – 16/11/17 (Cllr J Bate)**

Cllr Bate reported on two fairly successful events in the form of a Halloween Party for the children and a Tea Party on Remembrance Weekend for adults. Cllr Bate wished to thank all who supported them, including Cllr Shirley Webb. Cllr Bate went on to report that the Village Hall was rapidly running out of space to store anything. The garage had recently been reshelved but was again overfull and the loft had also been opened for storage. A lot of the content were in relation to the Parish Council and there was to be a suggestion of getting another storage area

Cllr Sweeting assisted the report by outlining an idea to also create a bigger Parish Council Office as the one at present was not fit for purpose. There was an idea to convert the garage into the Parish Council Office and storage for the Parish Council and then obtain a prefabricated structure for additional storage. This idea was in the planning phase, would need agreement between the Hall and the Parish Council and would have a cost implication.

- **Christmas Meal - to be held 22/12/17 (Cllr N Ward)**

Cllr Ward reported that plans were moving forward. An advert had been put in the newsletter and letters for people who attended last year would be going out within the next couple of weeks. The order for the cutlery etc had been organised and passed to the Clerk for processing and Cllr Ward had approached different shops to see what they could offer in terms of food. There were currently volunteers but Cllr Ward requested anyone else who wished to help to let him know as the more help they had the better.

Cllr Ward expressed concern about the process of upfront expenditure for events such as these. The Clerk explained that unfortunately there was no way of money being withdrawn from the Parish Council Account to give to people in advance. If this event was to continue in the future then it would be useful for accounts to be set up with shops that were used in order to pay for the event via invoice.

17/11-12 Finance

12.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment; spreadsheet for November circulated

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

12.2 to agree the Action Plan, suggested budget and therefore Precept for the coming Financial Year 2018-19 (documents circulated)

Members reviewed the documents provided by the Clerk.

It was agreed to accept the Action Plan for the upcoming year

It was agreed to accept the budget and Precept as presented to the value of £46,266

17/11-13 To note the response to the WCC Planning Valuation Document Review as provided on behalf of the Council by Planning Committee Members

Members of the Planning Committee had reviewed the document under delegated powers. A response of 'No comment' had been provided on behalf of the Council.

17/11-14 To appoint a lead Councillor to attend future meetings of the Consultative Forum on local roads (document circulated)

Members discussed how useful this would be to the Parish as it was predominantly focused on traffic problems that do not impact Catshill and North Marlbrook much. It was possible that the impact of the Perryfields development could be discussed in the meetings and it was deemed that useful information in relation to research for the Neighbourhood Plan on traffic volume and speeding could possibly be obtained. It was also beneficial to support neighbouring Parish Councils

It was agreed that Cllr Baker and Cllr Ward would attend a meeting and establish its relevance to the Parish.

17/11-15 To consider the proposed document 'Wonderful Worcestershire Leisure Ride or Ramble' (document circulated)

Members discussed and evaluated the document provided.

It was agreed to appoint Cllr G Blackmoor as a lead Councillor for a response to the proposal

17/11-16 Items for the next meeting

Members were requested to inform the Clerk of any items for the next meeting

Cllr Sweeting took this opportunity to remind Councillors that any communications with others is to be made via the Clerk

In addition, Members were reminded that the Parish Office would be closed for two weeks at the end of December.

The Chair of the Council wished all Members a Merry Christmas, this being the last meeting before the holiday.

17/11-17 Date and time of next meetings:

- Planning Committee – 30/11/17
- Neighbourhood Plan Steering Group – 06/12/17, 7:00pm
- Planning Committee – 14/12/17 (subject to cancellation if nothing to consider)
- Environment and Highways Committee – 11/01/18
- Planning Committee – 18/01/18
- Full Parish Council – 25/01/18

* All meetings at Catshill Village Hall, 7:30pm unless otherwise stated

This meeting ended at 21:08 hrs

Signed Date.....

Chairman of Catshill & North Marlbrook Parish Council

Minute no. 17/11-12.1

Excerpt from accounts day-book to show payments and receipts for November 2017:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
November		R7		WCC - Lengthsman Scheme re-embursement	810.96		
		R8		WCC Grant from Councillor Shirley Webb for Christmas Lights	2000		
		R9		Bonfire Event Gate takings	4982.79		
	V109		online	Allen Farnsworth - Lengthsman October 2017		192	
	V110		300929	Mr D J Webb - Design and layout for Spring and Autumn/Winter 2017 newsletter		100	
	V111		300930	Meadowfields Ground Maintenance Ltd - October 2017		237.6	39.6
	V112		online	Pulseline Ambulance Services Ltd - First Aid Cover (x2) for Bonfire Event		200	
	V113		online	Getmapping Plc - Parish Online Annual Subscription		117.6	19.6
	V114		d/d	EE - Office Mobile		21.4	3.57
	V115		d/d	Talk Talk - Office Phone and Broadband - October 2017		44.09	
	V116		online	Cllr O Sweeting - Chairmans allowance (as per budget and Precept agreed 17/01-12.2)		400	
	V117, V119, V120		s/o and online	Salaries November 17		1113.08	
	V118		online	Mrs J Hallett - Litter Picking Expenses		16.2	
	V121		online	Mrs R Powell - Clerks expenses		276.4	24.17
			correcti	V078 should be £65.30 with £3.13		-17.02	-0.79
				sub-total	50,809.84	29,835.32	1,437.77

Bank Reconciliation and budget comparison as at 22/11/17					
Finances at start of year	50,195.66				
Add receipts	50,809.84			Bank a/c as at 22/11/17	52,889.05
		101,005.50		Deposit a/c, Co-op	21,171.61
Less payments		29,835.32		Less unrepresented cheques	2,890.48
		71,170.18			71,170.18
					0.00
RECEIPTS	Budget 2017/18	actual to date		u/p cheques	
Precept	42,346	42,346		V094	237.6
DCLG CTSG	-			V109	192
Interest	300			V110	100
Lengthsman*	2,104	1,201		V111	237.6
Donations/other/	500	7,172		V112	200
Newsletter advert	300	90		V113	117.6
VAT refund	2,000			V116	400
Reserve Fund	6,000			V117	157
	53,550.00	50,809.84		V118	16.2
PAYMENTS				V119	181.52
Staff Costs	21,500	9,562		V120	774.56
Administration inc off	4,000	2,055		V121	276.4
CALC inc travel expens	1,200	1,042			2,890.48
Audit	400	470			
Training	1,500	110			
Insurance	1,000	851			
Members expenses	400	441			
Elections	1,500	-			
Grants : NWWA, Scou	2,600	896			
Events - Fun Day/R Su	3,500	3,096			
Communications - nev	1,350	1,100			
Gardens (includes wat	2,500	2,418			
War Memorial (includ	1,000	212			
Lengthsman	2,500	1,553	budget/precept (intended expenditure)		28319.66
Environment eg main	500	1,060	Specific reserve (capital expenditure)		13,981.00
Neighbourhood Plan	2,000	1,787	Emergency Reserve (fixed capital)		31,760.00
Capital Projects *	6,000	1,719	Discretionary Reserve		-
Section 137	100	25			74,060.66
VAT paid		1,438	unrepresented cheques		2,890.48
			balance		71,170.18
Total	53,550.00	29,834.53			

*Lengthsman, actual WCC refund amount allocated for year to 03/2018 is £2104.00
S137 limit is £7.57 x total no. of electors 5,220 = £39,515.40

Minute No. 17/11-3.2

**County Councillor Shirley Webb
November Report**

Catshill

Christmas lights switch on planned for 25th November at the Village Hall. Many thanks to the Parish Council, Village Hall Committee and Town Centres Manager for all their help coordinating everything. Also the local businesses for their cooperation in Best Dressed Window.

Dementia Friends Café was a great success and we will be arranging further meetings after Christmas, again many thanks to the Parish Council for their input and to the Village Hall providing the facilities free of charge.

Catshill in bloom – we will continue with meetings in January 2018

Speed monitoring was done with the SNT in Wildmore Lane – speeds recorded from 23 – 38 mph. More lines to be painted and more signs ordered.

Enforcement officers have been requested to visit Julien Close regarding parking on yellow lines.

Work has now started on the Meadow Road TRO – yellow lines painted.

Bus stop yellow box's also painted. Still work to do on the service Road at Gibb Lane.

Marlbrook

Complaints about Virgin Media works, working with BDC we will be arranging a clean up operation and charging back to VM. All works will be checked and reviewed by WCC and discussed with VM.

Speed monitoring along Braces Lane was done with the SNT – speeds recorded from 23 – 33. More lines and slow down to be painted as well as warning signs Bend Approaching ordered.

Bournheath

Traffic Regulation Order now in process.

Speed monitoring still to be organised, looking at dates in December with the SNT.

Dodford

Footpath – Dodford inn pack sent to PC from WCC for application re mapping.

Priory Road footpath repairs, will be placed on a list for repairing but will be prioritised according to footfall.

Rocky Lane – hedges and trees to be cut back in January and part of the bank kerbed, this will unfortunately mean a road closure as three more gulleys will be put in at the same time to help with the flooding issues at the bottom of the lane towards Stourbridge Road.

Trip Rail licence will be applied for and sent to PC accordingly (Priory Rd Warbage Lane junction)

Slow down warnings still to be painted and strips to be placed in Yarnold Lane. All requested.

Fairfield

I have a meeting soon to discuss various issues in the village with the highways portfolio holder. Dropped kerb request near the Bournheath Roundabout on Stourbridge Road. School crossing and patrols.

I am also talking to the school about a walking school bus. WCC will take out a risk assessment of the route and I will provide funding for the equipment required. Working with Councillor Sherrey at BDC to tidy up the layby and footpath. The school will continue to advise parents to be mindful of parking.

Speed monitoring took place with the SNT on Stourbridge Road. I have advised my findings to FCVA and the PC. Going forward we are also arranging for some strips to be put down to monitor traffic / speed at the entrance to Fairfield from Stoneybridge Island and Catshill. SNT has provided more signs for the village regarding parking.

I would like to wish you all a wonderful Christmas and Happy New Year and I look forward to working with you in 2018.

End of Report