



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 25th JANUARY 2018, 7.30pm

Present : Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), M Ball, T Gillespie, M Knight, M Shephard, C Stark, N Ward

In attendance: Clerk – R Powell; District Councillors S Webb and B Cooper; Ms Cheryl Welsh (Bromsgrove Centres Manager)

18/01-01 Chairman's welcome

The Chairman welcomed all present to the meeting

18/01-02 Members' Apologies for absence

Apologies were received from Cllrs J Bate, G Blackmoor, V Harman, P Baker and P Masters

18/01-03 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 was in attendance 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 began with apologies for missing a few of the Full Parish Council Meetings recently. He reported that the main focus at present was getting the budget ready for Council in February; the Council was pleased that the new Dolphin Centre was now open and already had over 1000 Memberships; discussions and rumours remained about the sports hall which was open and being used until any further agreement was made; Local Development Scheme 2018 had been approved by Council the previous evening. In relation to Marlbrook, nothing had been brought to his attention although several residents had contacted him about the proposed change of application from a cemetery to a Crematorium at Waseley Hills. District Councillor Shirley Webb's report had been circulated to Members. In addition, she reported there being a problem with the electrics to the Golden Cross Lane Car Park with no supply available to the lights; this area was to be resurfaced but it was unsure when. Cllr Shirley Webb thanked the Council for their assistance in the Christmas Lights Event, reporting that for the first one it was very successful. She also took this opportunity to thank Ms Cheryl Welsh for her assistance.

3.4 Any other community representative

Ms Cheryl Welsh took this opportunity to talk and offer advice to the Council about the process involved for setting up another Christmas Lights Switch on, ahead of their discussion regarding this in Agenda Item 14 of the meeting. It was advised that the best approach would be to devise a budget and see what each of the Village Hall, Parish Council and businesses can contribute. It would be beneficial for the Parish Council to take the lead on legislation and for meetings to be held regularly starting now. Ms Welsh congratulated the Council on the Christmas Meal for the Elderly that was held in December.

District Councillors Brian Cooper and Shirley Webb and Ms Cheryl Welsh left at this point in the meeting at 19:58hrs

18/01-04 The meeting was closed for Open-Forum and re-opened.

18/01-05 Declarations of Interest

No member stated any declarable interest.

- 18/01-06** Dispensations
No requests for dispensation had been received
- 18/01-07** Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Full Parish Council meeting held 23/11/17 and these were duly signed by the Chairman
- 18/01-08** Members' Questions
No questions were presented
- 18/01-09** Chairman's Report
Cllr Sweeting took this opportunity to congratulate all those involved in events since the last meeting. The Christmas Meal was very well received and the Christmas Light Switch on was considered a success. With all the events now in the Social Calendar it was now being suggested that the Events Committee be resurrected.
In relation to the CALC Executive, it was noted that the Clerk forwarded all reports made by the Executive Officer in regards to this and the Cllr Sweeting did not wish to repeat contents. Cllr Sweetings report included reference to the evidence of the good relationship the Parish Council seems to have with Planning Officers compared to other Councils; the positivity of the attention to detail and protocol of the Parish Council; apologies received by PCC for his inability to attend the CALC meeting but questions being sent via email for response, the latter being circulated to all Councils via NALC; the Parish Council's newly designed website and the work being put into it by the Clerk and Dr Chris Fabray (projected for Members to view); the work being put in by the Clerk in relation to the new GDPR (General Data Protection Regulations) and Data Protection Bill and how it should be implemented.
- 18/01-10** 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 had received communications including a request for a Councillor vacancy, request for the use of a football pitch and a further request for space to provide free e-learning. Each of these had been responded to accordingly.
- 10.2 Training update reminder** (document circulated)
The Clerk reminded all Councillors, including those not on email, to let her know the attendance dates at previous training as soon as possible.
- 10.3 General Data Protection Regulations**
The Clerk reported that she had read all information provided by CALC and ICO (Information Commissioners Office). The Clerk had also contacted Richard Levett at CALC about the possibility of training. It had been suggested this would be provided in March and the Clerk had been advised to hold off doing any more until more solid information was known about GDPR (General Data Protection Regulations) and Parish Council's including the role of Data Processing Officer.
- 10.4 Worcestershire Minerals Local Plan – 4th call for sites**
As the Council's response to the third call for sites was comprehensively researched and the response provided was that there weren't any, the Clerk had made the decision not to circulate the 4th Call for Sites.
- 10.5 Enterprise and Learning Bus**
The Clerk had been offered the opportunity for the bus to visit the Parish with some free courses and had requested further details.
- 10.6 Pavements**
The Clerk had been asked to put this on the Full Parish Council Agenda, however, following discussion at the Environment and Highways Committee it had been decided to wait until the works by Virgin Media were completed then assess the pavement provision.
- 10.7 Bonfire and Firework event 2018**
The Clerk had requested a quote for this year's event but unfortunately this was yet to be received.

10.8 Audit/Finance Training and PKF LittleJohn LLP Webinar 2017/18 External Auditor Update for Smaller Authorities

The Clerk had attended training regarding the new audit procedures and general finance regulations, the content of which had confirmed the process the Parish Council already undertake, in addition to gaining a few new process ideas.

The Clerk had also registered for the PKF LittleJohn LLP Webinar but due to her son's illness was unable to attend. However, the link to the whole presentation remained available and the Clerk would go through it in her own time.

The Clerk took this opportunity to mention the newsletter and suggested three months of distribution; March, July and October. The Clerk also requested assistance with its creation.

Relevant correspondence available from the Clerk: include includes weekly CALC updates December 2017/January 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, PCC Newsletter, Worcestershire Voices December/January, HWW December bulletin, Fields in Trust newsletter, Wellbeing in Partnership, Lickey Hills Society Newsletter, Bromsgrove Advertiser, Carers Careline January 2018, CPRE Campaigns, Highways England Traffic Management Bulletin, Worcestershire Minerals and Waste Authority Monitoring Report 15.s 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

18/01-11

Committee and Representatives Reports

Background papers available

11.1 Environment and Highways Committee - 11/01/18 (Cllr M Shepherd)

Cllr Shepherd reported that the Committee had agreed to buy 50 speed stickers on a trial basis for the wheelie bins as a traffic calming reminder. The Lengthsman contract had been reviewed and agreed without amendment. The Emergency Plan was almost complete but needed a list of resources included such as available 4x4's, chainsaws etc. It had also been agreed at the meeting to look into the purchase of a mobile speed radar sign.

It was agreed that the Clerk would email around the plan again

It was agreed that an article be included in the newsletter requesting resources available from Parishioners.

11.2 Planning Committee – 18/01/18 (Cllr T Gillespie)

Cllr Gillespie reported that there were no contentious planning applications except for that at Wildmoor Lane where houses were going up behind those already there. The Committee had registered their concerns due to the number of houses and the access to the entrance. It was noted that there were concerns regarding the Perryields Development and that a meeting had been organised with Planning Officer to gain greater understanding. In addition, a training session had been set up with a Planning Officer who would attend a Planning Committee and look through some actual Planning Applications.

Cllr Baker had made a representation at the meeting around concerns about paved frontages which had been discussed, but deemed to be low priority.

It was agreed that an article be written for the newsletter to raise awareness regarding paved frontages.

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

- **Christmas Meal Event – 22/12/17 (Cllr N Ward)**

Cllr Ward reported on the huge success of the event and that guests would like the Council to be thanked for the provision. Cllr Ward gave individual thanks to all involved with the organisation, listing their roles in the provision. It was noted that the expenditure of the event had been carried out under budget.

- **CALC Executive – 17/01/18 (Cllr O Sweeting)**

Cllr Sweeting had included this item in his Chair's report

- **Village Hall Management Committee – 22/01/18 (Cllr J Bate)**

Cllr Sweeting reported in the absence of Cllr Bate, including the intention to tidy the outside of the Village Hall and relocate the sand bag store to gain further parking at the back of the car park; issues with lack of storage and concerns around Health and Safety in relation to this; research being carried out into providing a unit for either storage or a Parish Council Office and that quotes would be provided at the upcoming Finance and Staffing Committee; imminent repair of toilet roll holders, installation of smoke alarms and provision of soap dispenser in the men's toilet.

- **Quarterly Internal Audit – 22/01/18 (Cllr J Bate)**

It was noted that unfortunately, due to the illness of the Clerks son, this was yet to be carried out.

- **2018/19 Budget Consultation Meeting for Voluntary and Community Sector Organisations – 24/01/18 (Cllr O Sweeting or Cllr P Baker)**

Cllr Baker had circulated a report in relation to this

18/01-12 Finance

- 12.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment; spreadsheets for December and January circulated**

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for December 17 and January 18, as below, was approved.

- 12.2 to note the acquisition of the Pockit.com card and to agree to transfer £200 per month, when needed for use by the Clerk for expenses**

It was agreed to authorise the transfer of £200 per month, when needed, for use by the Clerk for administration expenses.

- 12.3 To agree the appointment of DM Payroll Services Ltd Internal Audit Services for Financial Year 2017/18 at the value of £170 (document circulated). To also note the offer of Data Processing Officer services from the same company.**

It was agreed to appoint DM Payroll Services Ltd for their Internal Audit Service for the Financial year 2017/18

It was agreed to delay an appointment of a Data Processing Officer until further information was received from CALC

- 12.4 To note the price quoted for the production and installation of 'Welcome to Catshill' signs for the Parish and agree purchase £130 plus installation.**

It was noted that the Environment and Highways Committee had agreed the purchase of 5 of these signs subject to the pricing being brought to Full Parish Council. The expenditure was well within the budgeted amount. It was also noted that, depending on the location of the signs, Highways may be able to cover the installation.

It was agreed to purchase 5 signs at the cost of £130 plus installation.

18/01-13 To agree the implementation of an Events Committee

It was agreed to create an Events Committee

It was agreed that Cllr Neil Ward would be elected Chair of the Events Committee

It was noted that Cllrs Collette Stark, Tessa Gillespie, Bernard McEldowney and Mick Ball would be interested in being Members of this Committee.

Cllr M Shephard declared an interest in this Committee as he was the co-ordinator of Events for the Methodist Church which may have an impact if events were proposed for the same dates and times.

18/01-14 To discuss and agree the involvement of the Council in the Christmas Events to include the Christmas Lights Switch on Event and the Christmas Meal Event

It was agreed that the Council would provide the Christmas Meal Event again this year

It was agreed that the Council would be involved in the Christmas Lights Switch on again this year.

18/01-15 To appoint a lead Councillor to respond to the following consultation on behalf of the Parish Council

- Bromsgrove District Council Hackney Carriage and Private Hire Consultation
Closing date for comment Friday 16th February 2018

It was agreed that Councillor Baker would provide a report on behalf of the Council

18/01-16 Items for the next meeting

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

18/01-17 Date and time of next meetings:

- Perryfields Development Meeting – 30/01/18, 4pm
- Neighbourhood Plan Steering Group – 31/01/18, 7:00pm
- Finance and Staffing Committee – 08/02/18
- Planning Committee – 15/02/18
- Full Parish Council – 22/02/18

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

This meeting ended at 21:03 hrs

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

Minute no. 18/01-3.2
Report from County Councillor Shirley Webb

County Councillor Shirley Webb - Woodvale Division

Happy New Year to you all and I do hope you all enjoyed a wonderful Christmas.

Just a quick update for the start of 2018

Fairfield meeting with the Portfolio Holder Cllr Amos postponed until January due to the adverse weather, to discuss school crossing and dropped kerbs.

I also have a meeting with WCC and Fairfield School to discuss a walking bus (Still looking for volunteers to help, please do get in touch).

I will be meeting with Barn (they run the BURT bus) to discuss services in the villages which they currently operate. I am also in contact at WCC regarding the 318 bus service, currently being suspended end of February. I will advise update asap.

Catshill Village enjoyed their very first Christmas Light switch on and what a successful event it was. Over 200 people attended on a very cold afternoon / evening. There were a few hiccups with the new lights, we only managed to get 2 of the 4 fitted due to the bad weather but we are now organised for this year. Date proposed is 24th November 2018. Many Thanks to Fairfield First School for their beautiful singing and Stars Dance Academy for entertaining us with their wonderful dancing.

Defib update – Catshill Baptist Church defib now fitted near to the entrance of the church.

Dodford HGV's using the lanes. Unfortunately, we cannot stop HGV's coming through the villages to get to the relevant businesses. We can only advise the drivers via signs of the best route to take.

We are in the process of arranging traffic monitoring strips in Yarnold Lane. Lines and Slow signs to be painted in the lanes also, weather permitting.

Bournheath & Dodford Horse & Rider signs planned to be placed end of January, weather permitting.

Priory Road, Dodford, proposed repairing of the footpath still to be confirmed, possibility of repairing structurally outside The Old Post Office.

Yellow Grit Bins - After the adverse weather in December it has come to my attention that some WCC yellow grit bins may be in the wrong place, or we may need more where more properties have been built. We will be assessing the whole of my division within the next couple of months. I would appreciate if the Chairman of the Environment Committee and or Chairman of parish council or resident's associations could advise within their own areas of the need for more or movement of old ones. Green grit bins can be purchased from WCC, responsibility of refilling etc to be maintained by the parish council or resident's association.

Rocky Lane – we will have a road closure in March 2018 to enable WCC with the hedge / trees cut back, kerb placed in some areas along the bank and 3 new gully's to help with the drainage. Notifications of exact dates will go out in the usual way.

Open for Business

Worcestershire County Council has signed a new contract with co-funding partner BT Group, which extends the Superfast Worcestershire programme into a third phase, to reach some of the county's more remote communities.

As a result of further investment, the programme has announced a £6.2 million expansion which is expected to expand the superfast broadband roll-out to a further 5,300 Worcestershire homes and businesses.

When work is complete, more than 96 per cent of Worcestershire homes and businesses will be able to access superfast broadband (speeds over 24Mbps). Work on the new phase will begin early this year and upgrades are due to be completed in 2019. It builds on the two earlier stages of the programme.

Network delivery partner Openreach will be using a mixture of technologies, including Fibre to the Premises (FTTP) technology capable of delivering ultrafast download speeds of up to 1 Gigabit per second (Gbps) and upload speeds of up to 220Mbps. The roll-out will focus on increasing speeds to local businesses, in line with Worcestershire County Council's commitment to being 'Open for Business'. Around 90% of structures completed in the third phase will be FTTP.

Children and Families

The Council employs around 350 Social Workers in Worcestershire. Working with children, families and vulnerable adults, social workers make a difference to people's lives every single day, often in difficult circumstances.

This month the Council is dedicating a whole week to celebrate the achievements of Social Work teams and the work that they do.

Worcestershire County Council's Celebrating Social Workers Week will begin on Monday 15 January. During the week there will be workshops everyday run by guest speakers to help improve skills and build stronger connections across Children and Adult departments. There will also be a Celebration Event when a series of awards will be presented.

The Social Work Academy will be launched during the week. The Academy will help social workers to develop their careers and showcase best practice. It will be a hub for social work training in the county.

Health and Wellbeing

The Council has been actively supporting the 16 Days of Action, White Ribbon campaign to tackle domestic violence.

This year the campaign sought to raise awareness of the Domestic Violence Disclosure Scheme (DVDS). This is also known as Clare's Law. Clare Wood was murdered in February 2009 by a man

she met on an internet dating site who had a history of violence. Clare's Law aims to prevent domestic abuse by offering men and women a process through which they can ask the police about the background of their new partner.

Social media activity to promote the campaign in Worcestershire was seen by more than 78,000 people.

You can find out more about support available and Clare's Law on our website <<http://www.worcestershire.gov.uk/domesticabuse>>.

Council News

Paul Robinson is to be Worcestershire County Council's new Chief Executive. Councillors unanimously approved the appointment at an extraordinary meeting of the council last month.

Mr Robinson is currently the Chief Executive of Derby City Council. He has held senior positions at a number of local authorities. He joined Derby City Council in 2008 and became the council's Chief Executive in 2015.

Mr Robinson will take up his new post in Worcestershire in the spring.

Minute No. 18/01-12.1

Excerpt from accounts day-book to show payments and receipts for December 2017 and January 2018:

draft

	Payment	Receipt				
Date	Voucher	Voucher	Chq No	Details	Receipts	Payments (gross)
	no.	no.				
Dec-17	V122		online	Blachere Illumination - Christmas lights for Golden Cross Lane		1566
	V123		online	Mr Neil Ward - Expenses Claim for purchase of presents for Christmas Meal Attendees		174
	V124		online	Allen Farnsworth - Lengthsman November 2017		192
	V125		online	Worcestershire CALC - Cllr Training x 2 attendees		60
	V126		d/d	Talk Talk - Office Phone and Broadband - November 2017		51.71
	V127		d/d	EE - Office Mobile December 2017		21.4
	V128		online	Bromsgrove Printing Co. Ltd - leaflets for Remembrance Service Road Closures		7.5
	V129		d/d	Water Plus - Water supply at Ivy Cottage Gardens		17.06
	V130		online	JRB Enterprises Ltd - 10 cases of Dog Bags		259.2
	V131		online	Sixth Bromsgrove Scout Council - Half of this years Bonfire takings as per FPC 17/02-12.3		2491
	V132-134		s/o	Salaries December 2017		1215.99
	V135		online	HMRC - PAYE submission quarter 3		258.56
	V136		online	Catshill Village Hall - Annual Rent including RPI % increase of 3.9%		1245.24
		R10		Groundwork UK - Grant for Neighbourhood Plan Landscape, Character and Capacity Assessment Study	2917	
				sub-total	53726.84	37394.98
Date	Payment	Receipt	Chq No	Details	Receipts	Payments (gross)
	Voucher	Voucher				
	no.	no.				
Jan-18	V137		online	Evolved Hire Group - Birmingham Catering Hire: Christmas Meal for the elderly		246.54
	V138		d/d	EE - Office Mobile January 2018		22.4
	V139		d/d	Talk Talk - Office Phone and Broadband - December 2017		43.88
	V140		online	Allen Farnsworth - Lengthsman December 2017		192
	V141		d/d	Worcestershire telecare Ltd - Lone Worker Service		33.85
	V142		online	Mr Neil Ward - Christmas Meal for the elderly: food and decorations		38.45
	V143		online	Mr Owen Sweeting - Christmas Meal for the elderly: food/drink		285.04
	V144		online	Mr and Mrs A Bate - Christmas Meal for the elderly: food/drink		127.67
	V145		online	Mrs Rebekah Powell - Clerks Expenses: Stationary		151.77
	V146-148		online	Salaries January 2018		1052.9
	V149		d/d	Unity Trust Bank Service Charge		18
				sub-total	53726.84	39607.48

Bank Reconciliation and budget comparison as at 24/01/18					
Finances at start of year	50,195.66				
Add receipts	53,726.84			Bank a/c as at 24/01/18	45,271.63
		103,922.50		Deposit a/c, Co-op	21,171.61
Less payments		39,607.48		Less unrepresented cheques	2,128.22
		64,315.02			64,315.02
					0.00
RECEIPTS	Budget 2017/18	actual to date		u/p cheques	
Precept	42,346	42,346		V137	246.54
DCLG CTSG	-			V140	192.00
Interest	300			V141	33.85
Lengthsman*	2,104	1,201		V142	38.45
Donations/other/§	500	10,089		V143	285.04
Newsletter advert	300	90		V144	127.67
VAT refund	2,000			V145	151.77
Reserve Fund	6,000			V146	714.58
	53,550.00	53,726.84		V147	181.32
PAYMENTS				V148	157.00
Staff Costs	21,500	12,089			2128.22
Administration inc off	4,000	3,623			
CALC inc travel expens	1,200	1,042			
Audit	400	470			
Training	1,500	160			
Insurance	1,000	851			
Members expenses	400	441			
Elections	1,500	-			
Grants : NWWA, Scou	2,600	3,387			
Events - Fun Day/R Su	3,500	3,890			
Communications - nev	1,350	1,100			
Gardens (includes wat	2,500	2,435			
War Memorial (includ	1,000	213			
Lengthsman	2,500	1,937	budget/precept (intended expenditure)		20,702.24
Environment eg main	500	1,276	Specific reserve (capital expenditure)		13,981.00
Neighbourhood Plan	2,000	1,787	Emergency Reserve (fixed capital)		31,760.00
Capital Projects *	6,000	3,039	Discretionary Reserve		-
Section 137	100	25			66,443.24
VAT paid		1,842	unrepresented cheques		2,128.22
			balance		64,315.02
Total	53,550.00	39,607.48			

*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