



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 22nd February 2018, 7.30pm

Present : Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, T Gillespie, M Knight, P Masters, C Stark,

In attendance: Clerk – R Powell; District Councillors S Webb

18/02-01

Chairman's welcome

The Chairman welcomed all present to the meeting

18/02-02

Members' Apologies for absence

Apologies were received from Cllrs J Bate, G Blackmoor, N Ward, M Ball, M Shepherd and District Councillor B Cooper

18/02-03

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 had sent his apologies and informed the Clerk that there was nothing to report for the Marlbrook Ward. However, the main activity of the District Council this month has been preparation of the budget. The Council had produced a balanced budget for 2018/19, despite the loss of all the Revenue Support Grant from central government and rising costs. This was passed on 21st February. Unfortunately, it would mean a rise of 2.99% in Bromsgrove District's Council Tax in 2018/19. This equates to £6.29 annual increase on a band D house. There will be no reductions in services delivered by the District Council.

Worcester and District Councillor Shirley Webb was in attendance and had circulated her report (attached).

3.4 Any other community representative

No Community representatives were present

Worcester County and District Councillor Shirley Webb left at this point in the meeting at 19:36hrs

18/02-04

The meeting was closed for Open-Forum and re-opened.

18/02-05

Declarations of Interest

No member stated any declarable interest.

18/02-06

Dispensations

No requests for dispensation had been received

18/02-07

Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Full Parish Council meeting held 25/01/18 and these were duly signed by the Chairman

18/02-08

Members' Questions

No questions were presented

18/02-09

Chairman's Report

Cllr Sweeting reported the work he had been carrying out with the Clerk, reading through and shredding old documents from the filing cabinet in the office to prepare for the new Data Protection criteria with a clean set of files. In addition, the new storage facility was hopefully to be commissioned which would create more space for storing equipment and archiving, in turn creating a more sensible office space.

The Chairman also reported on his attendance at the Finance and Staffing Committee where numerous documents were vetted, updated and agreed and a presentation was given by a gentleman wishing to 'get people on line'; the Planning Committee which included looking at a consultation on a new design criteria document for which the Chair specifically thanked Cllr Knight; his imminent attendance at a Planning Meeting with BDC accompanied by Cllr Gillespie and McEldowney and a meeting to receive the final report in relation to the Landscape Capacity and Character Assessment Study commissioned by the Parish Council on behalf of the Neighbourhood Plan Steering Group.

18/02-10 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 no communications this month.

10.2 Purchase of Parish Mobile Phones – Parish mobile phones were in the process of being set up for both Clerk and Assistant Clerk with 02, meaning a change of service provider. This had been agreed in the November Full Parish Council, but as prices had changed since then the Clerk used delegated powers with the Chairman and the Chair of Finance to agree the new pricing. It would now be an upfront cost of £36 inc VAT for the two handsets then £39.19 per month for 500 minutes, unlimited texts and 500mb of data

10.3 Website update including request for completed training dates reminder

The website is now almost complete. The Clerk had worked very hard to try and push the production forward and now there were only two pages left to complete. The site had been streamlined to ensure only relevant data was included, nothing that could become out of date (as relevant for GDPR) and has everything the Council needs to apply for LCAS. This included a training page of attended courses and the Clerk requested that all Councillors ensure that this was kept up to date through herself.

10.4 Ivy cottage raised bed

The Clerk had reminded Russell about stripping the bed which he did promptly following this. The Clerk had originally asked him to leave the silver plants so that there was some colour remaining but on reflection these had also been removed as they looked bedraggled and messy.

10.5 Whole Council training

The Clerk had been in contact with Caroline Sutton to arrange for Gill Lungley to attend and carry out whole Council training, which would assist those with no training at present or who need a refresher. This was costed at £100 per hour plus mileage. The Clerk requested feedback as to preference of training programmes.

10.6 Annual Parish Meeting

Invites and Agendas would be produced for this in the coming week. The Clerk had secured the attendance of Caroline Webster, Senior Technician, Community Risk from H&W Fire Service to talk about the importance of having appropriate, correctly fitted smoke detection, how to prevent fires from starting, how to ensure you have an escape plan in place and how support can be given to potentially vulnerable households by carrying out a free Home Fire Safety Check. Dr Chris Fabray would also be offered an opportunity to promote the progress with the Neighbourhood Plan.

The Clerk reported that she had now attended Data Protection and GDPR training which had made the Council responsibilities clearer. It was imperative that all Councillors are aware and trained so the Clerk would be distributing useful information. 25/05/18 is the deadline for compliance.

Relevant correspondence available from the Clerk: includes weekly CALC updates February 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Wellbeing in Partnership Feb 2018 plus extra newsletter, Highways England traffic Management Bulletin, Bromsgrove Advertiser, Witness Statistics report, Lickey Hills Society Newsletter, CPRE, Worcestershire Voices Feb 18.

18/02-11

Committee and Representatives Reports

Background papers available

11.1 Neighbourhood Plan Steering Group – 31/01/18 (Cllr B McEldowney)

Cllr McEldowney reported that a major update of the Neighbourhood Plan website had been performed and the Level 2 questionnaire was still in the process of being finalised. The responses to this would require a team of people to analyse due to the content. Investigations into how cost efficiently the questionnaire could be distributed were taking place.

11.2 Finance and Staffing – 08/02/18 (Cllr P Baker)

To include discussion and decisions regarding:

- **Computer Literacy Classes**
- **Purchase of a lock up for Parish Storage as per the budget**

Cllr Baker reported on the presentation given by the gentleman who wished to set up the computer literacy classes but had no space to provide this and no funding. It was noted that the Village Hall was available for hire to facilitate this and that the Village Hall Committee could offer it at half price.

It was agreed that once the gentleman had established uptake for the venture, the Parish Council would fund a month's trial hire for the Committee Room.

It was noted that the total for the lock up would be £2520 to include a 10% deposit of £250.

It was agreed to accept the recommendation of the Finance and Staffing Committee to purchase a lock up. The value of £2520 was agreed.

11.3 Planning Committee – 15/02/18 (Cllr T Gillespie)

As Cllr Gillespie had sent apologies for this Committee, Cllr Knight informed the Council that the Assistant Clerk had expressed concerns with BDC about an application being passed before the deadline date agreed for comment by the Parish Council. He also outlined the responses that were proposed to the Draft High Quality Design SPD consultation including the fact that where possible there should be gardens in the front of houses and that rear gardens should back onto other gardens or open spaces and that driveways should be made of permeable materials. Dale Birch from BDC would be in attendance at the Planning Committee in March subject to sufficient applications.

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

- **Perryfields Development Meeting with BDC/WCC officers – 30/01/18 (Cllr T Gillespie)**

Cllr Gillespie reported that this was a very interesting meeting and that the development seemed an exciting one. Concerns were concentrated on traffic flow through Catshill, to which it was not felt a satisfactory answer had been received. The Assistant Clerk had since registered the Council's objection to the development. Members took this opportunity to discuss the impact of the Whitford Road development on the Perryfields Development.

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

Cllr Sweeting reported in the absence of Cllr Bate, that the temporary closure of the disabled toilet had been necessitated due to the need for the light to be fixed. Cllr Sweeting then outlined the plans for the preparations for the base of the storage facility next to the current garage, for which the Village Hall would pay for all modifications to the ground now that the Parish Council had agreed to fund the unit. He continued to report that a gardener had been employed to attend 4 times a year.

- **Newsletter** – (Clerk)

The Clerk outlined ideas for articles which would be distributed and allocated to Councillors. Production would now be delayed until the end of March to allow for inclusion of the Neighbourhood Plan Covering letter for the questionnaire. It was discussed that the newsletter was now a lot thicker than it used to be.

It was agreed to rename the newsletter, the Parish Magazine

18/02-12 Finance

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

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for February 2018, as below, was approved, including the use of delegated powers to fund the production of the new website.

12.2 To note the rates of pay update for minimum wage

It was noted that the National Minimum Wage was now £7.38 with the National Living Wage at £7.83. All staff were currently paid above these rates.

12.3 To agree the cost of installation (between £250 and £350) for the notice board to be situated on the Social Club car park

It was agreed to fund the installation of the notice board

12.4 To agree the application for grant funding to the value of £5000 for the Neighbourhood Plan questionnaire production and distribution

It was noted that the Chair of the Neighbourhood Plan had approached BDC for assistance with this important element of the plan. The funding would cover printing of an A4 questionnaire to be distributed to each household in the Parish, a covering letter, provision of a prepaid envelope and assistance with mailing etc. and was pivotal to the success of the plan. It was noted that this could only be applied for once the end of grant reporting for the previous funding had been completed.

It was agreed to apply for grant funding to the value of £5000 for this element of the Neighbourhood Plan.

18/02-13 To discuss and agree the creation of an Events Steering Group, rather than a Committee

It was noted that a Committee required the attendance of the Clerk at each meeting, with Agendas and Minutes created. Due to the current workload of the Clerk this would not be possible. It was noted that a Steering Group with a clear Terms of Reference would be more beneficial, with Working Groups to assist. This would also allow non Parish Council Members to join, with someone appointed to take notes and make Agendas. It was also noted that clear lines of communication with the Parish Council would be needed and any decisions of the Parish Council in relation to the Steering Group would be recorded.

It was agreed to create an Events Steering Group, rather than a Committee.

18/02-14 To note the response made on behalf of the Parish Council in relation to Bromsgrove District Council Hackney Carriage and Private Hire Consultation (closing date 16h February 2018)

Members noted the response submitted by Cllr Baker on behalf of the Parish Council relating to qualifications of the drivers and the use of tinted windows in the cabs.

18/02-15 To review the decision to go 'paperless' and its effect on the Council

It was noted that the workload of the Clerk and Assistant Clerk were greatly reduced by the use of email communication of documents rather than in hard copy format, which also had an impact in monetary terms in the form of time and administration costs.

It was agreed that all documentation and Agendas, for both Full Parish Councils and Committees, would be emailed to Members of the Council who had this facility. No hard copies of Agendas would be distributed other than to those Councillors without email facility

18/02-16 Items for the next meeting

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

18/02-17 Date and time of next meetings:

- Environment and Highways Committee – 08/03/18
 - Planning Committee – 22/03/18
 - Full Parish Council – 29/03/18
- * All meetings at Catshill Village Hall, 7:30pm unless otherwise stated

This meeting ended at 21:18 hrs

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

Minute no. 18/02-3.2
Report from County Councillor Shirley Webb

County Councillor Shirley Webb

Woodvale Division

Brief February 2018 Report

Fairfield Plans are coming together for some dropped kerbs at the roundabout and outside the village hall. Date for work to be carried out will be advised.

I met with Barn (they run the BURT bus) to discuss services in the villages which they currently operate. FCVA will be hosting a meeting with Barn for residents to discuss their issues with this service.

Catshill Village Unfortunately BDC are still experiencing problems with the lights in the car park at Golden Cross Lane, new connections are to be made. Also in this year's budget (still to be approved) we have included resurfacing for the car park.

Dodford Fockbury Road footpath issue. BDHT has created a new exit for residents. The school has complained of parking in front of the footpath. I have asked BDHT if they can move the footpath sign now to the new exit.

Bournheath & Dodford Horse & Rider signs – starting to be placed now.

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 gulley's to help with the drainage. Notifications of exact dates will go out in the usual way. This has now been postponed until August due to the flood work in Bournheath where road closures will be in place. New date to be confirmed soonest.

Wildmore Sandy Lane and Wildmore Lane – WCC has raised a maintenance clean up of the roads urgently.

18/02-12.1 Excerpt from accounts day-book to show payments and receipts for February 2018:

Date	Payment Voucher	Receipt Voucher	Chq No	Details	Receipts	Payments (gross)	VAT Paid
Feb-18	V150		d/d	Waterplus (water supply Ivy Cottage Gardens)		11.11	
	V151		d/d	Npower electricity supply to War Memorial		61.10	2.91
	V152		online	JRB Enterprise Ltd - Dog waste bags x 10 boxes		259.20	43.20
	V153		online	Allen Farnsworth - Lengthsman January 2018		192.00	
	V154		online	Dencroft Garages - 10% deposit for supply of garage to use as Parish Council storage facility		252.00	
	V155		d/d	Talk Talk - Office Phone and broadband (January 2018)		41.72	
	V156		d/d	EE - Office Mobile (February 2018)		21.40	3.57
	V157		online	Mr Carl Knowles - Bonfire Expenses (patch for Bonfire banner to change date)		34.02	5.67
	V158		online	Dr Chris Fabray - Neighbourhood Plan Expenses (Smart Survey Analysis Tool November - January)		180.00	30.00
	V159		online	Catshill Village Hall - half payment for new website set up		58.00	
	V160		online	G Force Fireworks Ltd - Deposit for Firework Display 2018		275.00	
	V161		online	Worcestershire CALC - Training for Clerk		30.00	5.00
	V162		online	Mrs Rebekah Powell - Clerk salary February (to include 2.5hrs overtime)		803.11	
	V163		online	Mr James Quinn - Assistant Clerk salary February		181.32	
	V164		s/o	Mrs J Hallett - Litter Picker Salary February		157.00	
	V165		online	Mrs J Hallett - Litter Picker travel expenses		18.90	
	V166		online	Society of Local Council Clerks - Annual subscription for Clerk as per minute number 17/10-13.2		121.00	
	V167		online	Society of Local Council Clerks - Data Protection Webinar (Clerk training)		30.00	
		R11		Transfer of savings due to closure of Co-op Deposit Account - Interest Accrued	5.51		
				Adjustment: NWWA money from Bonfire wrongly allocated			
				sub-total	53,732.35	42,334.36	1,932.41