



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 26th July 2018, 7.30pm

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

In attendance: Clerk – R Powell, District Councillor B Cooper

18/07-01

Chairman's welcome

The Chairman welcomed all present to the meeting

18/07-02

Members' Apologies for absence

Apologies were received from Cllrs G Blackmoor, V Harman, M Knight, M Shephard, N Ward and District/County Councillor S Webb

18/07-03

Open Forum

3.1 Members of the Public

No Members of the Public were present

3.2 Worcs County Councillor for the Woodvale Division

District and County Councillor Shirley Webb had sent her apologies

3.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.

District Councillor B Cooper was in attendance and reported from Marlbrook Ward that there was currently a dispute in relation to ownership of a hedge adjacent to 45 Braces Lane and Redland Close between WCC/BDC and the resident that was ongoing.

In relation to BDC Cllr Cooper reported that Homes England, a government body who promote the development of affordable housing, were providing money to the Council to develop the site of the old Council house; the figures for 2017/18 had been approved by the external auditors who gave an unqualified opinion; the decision had been made to demolish the old sports hall in Bromsgrove.

These issues were discussed and Members also raised with Cllr Cooper the state of the cemeteries currently in Bromsgrove

Cllr Cooper left the meeting at 19:43hrs

3.4 Any other community representative

No Community representatives were present

18/07-04

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

18/07-05

Declarations of Interest

No member stated any declarable interest.

18/07-06

Dispensations

No requests for dispensation had been received

18/07-07

Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Annual Full Parish Council meeting held 28/06/18 and these were duly signed by the Chairman

18/07-08

Members' Questions

No questions were presented

18/07-09

Chairman's Report

Cllr Sweeting provided a report that included his attendance at the CALC Executive on the 4th of the month which included a report from the Police Commissioner; praise for the Assistant Clerk from the Chairmans attendance at the Planning Committee expressing that he is a key component to the Council whom we are lucky to have; the vulnerability of the Village Hall Management Committee and the vision for the future with the potential request for the Parish Council becoming involved; attendance at the Finance and Staffing Committee and praise for the level of detail provided, including the Clerk's appraisal which reflected progress to date and that for the future.

18/07-10 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 correspondence about the Neighbourhood Plan, Speed issues on Golden Cross Lane, Vegetation to be cut back on paths near Braces Lane Playing fields, complaints about The Dock garden, issues with the border fence on Sedgefield Walk being damaged and concern about the loss of the Lollipop lady which were all in the process of being dealt with or were resolved.

10.2 News Magazines

The Clerk reported that these were now at the printers. 200 speed stickers were also on order to include in Barley Mow Magazines (x2 per household)

10.3 Neighbourhood Plan Update

Over 350 Questionnaires had been returned and there had been a significant number of questions from Parishioners who had visited the office or rung.

10.4 Litter Pick

The Clerk thanked those who attended the litter pick. Despite advertising on Facebook/website it was not as successful as hoped so an alteration of time/day may be beneficial for the next one. The route was fairly clear of litter but there were a huge amount of cigarette butts.

10.5 20mph recommended speed zone

Cllr Webb is looking into costings of suggested speed signs along meadow road and around the Co-op. The Clerk had asked how we apply to get the actual speed changed and was awaiting response. The Parish Council would probably be asked to assist with funding of suggested speed signs which is already budgeted for under the speed awareness initiative.

10.6 PACT

The Clerk was looking to organise one in Catshill if possible and was in communications with other local Clerks as the last was June 2017 in Dodford.

10.7 BDC/WCC reports

Cllr Jones had been and looked at Old Horse Course with Graham Cutler for bins and signs. Cllr Webb will fund the dog bag dispenser for there. Speed monitoring has been carried out in Golden Cross Lane and Braces Lane recently. The dog bin on Milton Road has been replaced with a normal bin which can be used for both. The 318 Bus service has been awarded to Keys coaches and he is having a meeting with residents to discuss routes etc. BDC will move signs for the Dock garden

Relevant correspondence available from the Clerk: includes weekly CALC updates July 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices July 2018, Wellbeing in Partnership Newsletter, Age UK Information and Services, Town and Parish Council July newsletter, Highways England traffic management bulletin, Bromsgrove Advertiser

18/07-11 Committee and Representatives Reports

Background papers available

Please note that the scheduled Planning Committee for this month was cancelled due to lack of applications

11.1 Finance and Staffing Committee – 19/07/18 (Cllr P Baker)

To include the agreement of Savings Account to be opened for Emergency Funds as recommended by the Committee.

It was agreed to invest the Emergency funds in the Beverly Building Society at a rate of 0.55% interest.

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

- **CALC Executive – (Cllr O Sweeting)**

Cllr Sweeting had reported on this in his Chairmans report (18/07-9)

- **Village Hall Management Committee – (Cllr J Bate)**

Cllr Bate provided a report that included the continued booking success of the hall and new enquiries; intention to gain quotes for a blind to the window at the end of the hall now letting in more light since the foliage was removed; completion of CCTV and strip lighting estimated for August; pot holes and supporting structures to be created in the front of the hall for flag pole and Christmas Tree; work needing to be done for Christmas lights; estimates being obtained for redecoration of the hall throughout; table top sale to be held on last Saturday in September and discussion made about the possibility of the Village Hall being taken over by the Parish Council, to which an investigation of pros and cons was agreed.

- **Document Retention Training – (Cllr B McEldowney)**

This looked at the impact of the FOI and Data Protection Act on Parish Councils and the slight conflict between the two. GDPR ensures the compliance with both of these. It was a useful session and Cllr McEldowney had obtained a hand out which he had passed to the Clerk.

- **Internal Quarterly Financial Audit – (Cllr T Gillespie)**

Cllr Gillespie reported on an excellent set of accounts, in which no mistakes were found.

- **Events Working Groups – Progress to date, to include any agreements needed.**

Members engaged in discussion about some of the events.

It was agreed that delegated powers be given to Christmas Meal Working Group (Cllr Sweeting, Cllr Ward and the Clerk) for the final decision relating to the catering of this event.

Cllr Baker outlined the lack of advancement with any form of re-enactment that had been looked into for the WW1 Commemorations. Members were provided with a document from CALC that detailed a 6ft metal Tommy Statue which could be purchased for £750 and it was determined that this would be a good use of the money put aside for this special year and a lasting tribute. This would be sited within the railings at the war memorial site

It was agreed that Cllr Baker would go ahead and purchase the statue on behalf of the Parish Council to enable delivery in time for November.

- **News Magazine - (Cllr P Masters)** To include agreement of date for next article deadline.

It was agreed that all articles needed to be submitted to the Clerk by 1st October

- **Summer Gardens Competition Assessment – (Cllr J Bate/ Cllr C Stark)**

The winners were: Bronze to 79a, Barley Mow Lane, Silver to 4, Green Lane, Catshill and Gold to 15, Cottage Lane, Marlbrook. The gardens were judged not only by look but by the work that had gone into the creation.

18/07-12 Finance

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

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for July 2018, as below, was approved.

12.2 To note purchases made throughout the month

It was noted that the Clerk had purchased additional speed stickers for wheelie bins using delegated powers with Cllr Knight and Cllr Sweeting to enable all houses in Barley Mow Lane to have two. Also, two new mobile phone contracts had been obtained as previously agreed, and would be paid by Direct Debit following the initial one off payment.

12.3 To agree the transfer of £300 to the Pockit Account this month rather than £200 due to increased usage

It was noted that soon the Clerk would be making a staples order, but also wanted to obtain the stones for the gardens and as the Pockit account was limited, the Clerk had found it necessary to use her own funds again this month.

It was agreed that £300 be transferred to the Pockit Account.

18/07-13 Discussion and agreement of retaining barrier for the Remembrance garden at The Dock
To include the provision of delegated powers if deemed necessary

Members discussed the issue with the garden with the Clerk informing them of her meeting onsite with the gardener. It was established that if a wall was permissible then this would be the better option.

It was agreed that delegated powers be given to the Clerk, Cllr Sweeting and Cllr Knight to progress with the retaining barrier within the budget allocated for the job in the specific reserve.

18/07-14 To note the responses provided to the following:

• **Lickey & Blackwell and Cofton Hackett's draft Neighbourhood Development Plan**

Cllr McEldowney had previously circulated his comprehensive response to this document which included general advice on presentation, grammar etc but also made reference to the lack of consideration given to developments around the area that would have an effect on the Parishes and the fact that no sites for housing had been allocated.

• **Consultation on Scoping Opinion 18/000040/SCO**

The Assistant Clerk had replied to this following collation of comments from the Council, thanking for the consult and expressing concern about possible traffic movements along Wildmoor Lane.

18/07-15 Items for the next meeting

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

18/07-16 Date and time of next meetings:

- Planning Committee – 23/08/18 at 19:00hrs (subject to applications)
- Planning Committee – 13/09/18
- Environment and Highways Committee – 20/09/18
- Full Parish Council Meeting – 27/09/18

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

This meeting ended at 20:50 hrs

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

Minute no. 18/07-12.1 Excerpt from accounts day-book to show payments and receipts for July 2018:

Date	Voucher no.	Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
Jul-18	V052		online	Allen Farnsworth - Lengthsman June 2018		235	
	V053		online	Birmingham City Council - Ivy Cottage Garden planting		889.15	148.19
	V054		online	JRB Enterprise LTD - Dog bag refills x 10 boxes		259.2	43.2
	V055		d/d	EE Office Mobile - July 2018		22.27	3.71
	V056		d/d	Talk Talk - Office phone and broadband July 2018		41.66	
	V057		d/d	Worcestershire Telecare-Lone worker support		35.1	5.85
	V058		online	Worcestershire CALC - GDPR seminar x 5 people		50	
	V059		Pockit	Staples - Ink, O2 - one off payment for new mobile phones x 2		128.74	15.06
	V060		d/d	Unity Trust Bank - Service charge		18	
	V061, 63 and 65		online and s/o	Salaries		1172.48	
	V062		online	Litter picker expenses		7.65	
	V064		online	Clerks expenses (Prizes for Summer Garden Competition x 3, 200 Smartwheelie Stickers)		201.5	
		R5		Phoenix Carpets - Advert in Spring newsletter		60	
				sub-total	30,184.92	16,948	1,036.52

Bank Reconciliation and budget comparison as at 24/07/18					
Finances at start of year	56,699.08			Bank a/c as at 24/07/18	72,703.64
Add receipts	30,184.92			Pocket Account	£82.44
		86,884.00			
Less payments		16,948.00		Less unrepresented cheques	2,850.08
		69,936.00			69,936.00
					-
RECEIPTS	Budget 2018/19	actual to date		<u>u/p cheques</u>	
Precept	46,266	23,133		V052	235.00
DCLG CTSG	-			V053	889.15
Interest	300			V054	259.20
Lengthsman*	2,104	307		V057	35.10
Donations/other/grants	500	4,627		V058	50.00
Newsletter advertising	270	60		V061	194.44
VAT refund	2,000	2,058		V062	7.65
Reserve Fund	9,500			V063	157.00
	60,940.00	30,184.92		V064	201.50
				V065	821.04
PAYMENTS					2,850.08
Staff Costs	21,000	5,625			
Administration inc office	4,300	1,228			
CALC inc travel expenses	1,100	1,096			
Audit	500	170			
Training	1,500	72			
Insurance	900	918			
Members expenses	400	-			
Elections	1,500	-			
Grants : NWWA, Scouts, Youth	2,000	14			
Events - Fun Day/R Sunda	3,500	575			
Communications - newsle	1,540	476			
Gardens (includes water)	2,300	1,172			
War Memorial (includes e	1,000	53			
Lengthsman	3,000	837	budget/precept (intended expenditure)	21,289.58	
Environment eg mainten	3,600	646	Specific reserve (capital expenditure)	16,797.00	
Neighbourhood Plan	1,000	97	Emergency Reserve (fixed capital - 75% of Precept)	34,699.50	
Capital Projects *	11,700	2,932	Discretionary Reserve	-	
Section 137	100	-		72,786.08	
VAT paid		1,037	unrepresented cheques	2,850.08	
			balance	69,936.00	
Total	60,940.00	16,948.00			

*Lengthsman, actual WCC refund amount allocated for year to 03/2019 is £2104.00
 S137 limit is £7.86 x total no. of electors 5,223 = £41052.78