



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 18th April 2019, 7.30pm

Present: Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, J Bate, G Blackmoor, T Gillespie, M Knight, P Masters, M Shephard, C Stark
In attendance: Clerk – R Powell

- 19/04-01** Chairman's welcome
The Chairman welcomed all present to the meeting
- 19/04-02** Members' Apologies for absence
Apologies were received from Cllr N Ward, Cllr V Harman, District/County Councillor S Webb, District Councillor Cooper
- 19/04-03** Open Forum
- 3.1 Members of the Public**
No Members of the Public were present
- 3.2 Worcs County Councillor for the Woodvale Division**
Cllr Webb had sent her apologies
- 3.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.**
- Cllr B Cooper had sent his apologies along with an email of thanks to the Parish Council for the working relationship that had been carried out during his term in office. Cllr Cooper was now to retire from BDC.
- It was agreed** that the Clerk should send words of thanks in return to Cllr Cooper.
- 3.4 Any other community representative**
No community representatives were present.
- 19/04-04** The meeting was closed for Open-Forum and re-opened.
- 19/04-05** Declarations of Interest
No member stated any declarable interest.
- 19/04-06** Dispensations
No requests for dispensation had been received. Dispensations were in place for Cllrs Sweeting and Bate in relation to the Village Hall and Cllr Harman in relation to Catshill Social Club. These would all expire at the end of April
- 19/04-07** Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Full Parish Council meeting held 28/03/19 and these were duly signed by the Chairman
- 19/04-08** Members' Questions
None received
- 19/04-09** Chairman's Report
Cllr Sweeting provided a short report for his last as Chair of the Parish Council, detailing that he would hand the Chain of Office over to the new chair on the meeting to be held on 16/05/19. The Chair informed Members that a clash with the usage of the hall between the scheduled Annual Parish Meeting and the European Elections had come to light. Members discussed the issue and the Baptist Church was suggested as an alternative venue for the Annual Parish Meeting

19/04-10 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 regarding a request for double yellow lines to be reinstated on Ash Drive and further requests for planning action at Willowbrook Garden Centre; this communication had been directed to County Councillor and MP with the Parish Council being copied in for information only. Finally, the Clerk had been made aware of a defamatory letter that had been published in the Standard.

10.2 Annual Parish Meeting

There would be two speakers at the Annual Parish Meeting with a theme of tackling loneliness; Someone from the Reconnections Project to raise awareness of the project that connects people with other people and activities which is aimed at the over 50's and; a representative from YMCA Worcestershire presenting feedback from young people about how it feels to be lonely and ideas of how to tackle this. The Annual Parish Meeting would be held on 23rd May and Agendas were now published. However, the change of venue would now have to be organised and re-published once confirmed.

10.3 LCAS Certificate

The Clerk and Cllr Sweeting had met with the Chair of the accreditation panel for the Local Council Award Scheme on Tuesday evening and photos had been taken of the presentation of the certificate, which was now framed and would be placed in the office.

10.4 IT and Website Agreement

Due to GDPR compliance, the need for continuity and safeguarding the future of the website and email system it was proposed that the website maintenance relationship became formalised through SMIS – the company that already hosts the web address.

A model agreement had been provided for consideration and circulated to Members. The agreement would allow for Dr Chris Fabray to continue to administer the sites in the manner he does at present, but it would allow for SMIS to take over this administration should this be needed in the future. A meeting would be organised to discuss pricing structure and what will be involved. This would include providing an email address for all Members dedicated to Parish Council business.

10.5 Highways Concerns

The Clerk had been asked by the Environment and Highways Committee to approach WCC Highways about the issue of the road ownership that affected Bourne Avenue, Springs Avenue, Chadcote Way and Woodrow Close and whether a letter should be sent to all residents to confirm the status of the land in that area. WCC Highways responded that it is all adopted highway, the signs were taken down and the parking company had been informed and had not returned therefore there didn't seem to be a need to write to all the residents now.

10.6 Elections Information

Notices of uncontested election have been put in all the notice boards. The Parish Council would have 8 Councillors from May 7th in the new Council and therefore 5 seats available. Posters had been put on notice boards, website and facebook advertising the vacancies which were in the Barley Meadow Ward and the Woodrow Ward. The Clerk had already been approached by one gentleman regarding this.

The Clerk reminded Members that if they stood for election they must return an expenses form by 30th May. Failure to do so by then would result in not being permitted to sit at Council and vote and fines being imposed. The form must be returned even if no expenditure was incurred.

It was agreed that the Clerk would download the forms and give to Members.

The Clerk used this opportunity to thank those Members that would no longer be part of the Parish Council and handed out framed certificates to each.

Relevant correspondence available from the Clerk: includes weekly CALC updates April 2019; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter, Bromsgrove Advertiser, News from 'The Shed', New Horizons update, Safe and Well info, Peoples Parliament Growing Old Day

19/04-11

Committee and Representatives Reports

Background papers available

Please note that Planning Committee for this month will be held on 25th April as previously agreed. Cllr Gillespie however, provided a report as to the last Planning Committee held in March (see attached). Members discussed that the Car Wash was still in operation despite a planning application not yet being approved. It was agreed that Cllr Gillespie would report this to the Planning Department.

11.1 Events Working Party – 11/04/19 (Cllr N Ward)

Cllr Ward was absent from the meeting but had sent a short report to Cllr Sweeting. Cllr Sweeting reported that the Mid-Summer event would now be planned for the following year, the group were looking into a Village Hall/Parish quiz to be held in September and dates had been agreed for all other events as per the previous Parish Council meeting.

11.2 Finance and Staffing Committee – 11/04/19 (Cllr P Baker)

To note recommendations to the Council in relation to Insurance

Cllr Baker reported on a meeting that was very much 'business' based. This included successful completion of the Clerks appraisal, consideration of key policies with the rest being referred to the Policy Working Party and consideration of the quote for Insurance. The quote received had been a small increase on the previous year including all events. It had been agreed that the premium would be paid and then a full review of services available to the Parish Council from other companies would be carried out in 12 months' time.

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

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

Cllr Bate reported that both the Parish Council Office door and the rear door to the kitchen had been replaced with an appropriate lock for a fire door, new gates had been installed on the entrance, a new stop cock had been installed, fascia boards had been replaced in the kitchen, PAT testing had been carried out and the CCTV was now working. Ongoing work included decorating, fencing, drive resurfacing and Catshill Growing/in Bloom. The Village Hall were hoping to be involved in some events to enable fund raising.

- **Library Meeting with Volunteers – 10/04/19 (Cllr P Baker)**

Cllr Baker reported that most of the volunteers were present at the meeting and all enjoy the role they play with the low level of work. If the proposals were to go ahead then their responsibilities would need to change and there was a general consensus that they didn't want to take more on. This could cause a problem as even if the money was raised to keep the library open, there may be issues with the management. As yet there had been no report back from the consultation which may give changes, therefore an additional meeting following this would be important. If there was a successful outcome, the volunteers had some ideas for how to improve the service, including the footfall. A successful outcome was hoped for.

19/04-12 Finance

12.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment; spreadsheet for year end to March 31st 2019 and April circulated

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The end of year budget comparison was noted and the Capital budget allocation was agreed. The payment schedule for April, as below, was approved including the payment to G Force Fireworks, salary increases and the amendment of a standing order.

12.2 To consider quotes for the planting of the Ivy Cottage Garden raised bed

The Clerk had circulated the quote from Birmingham City Council at £847.92 plus VAT and read out the breakdown of details as to what this included. The Clerk informed Members of the quote to the value of £950 plus VAT as received from the Gardener. Members discussed the options.

It was agreed to accept the quote from Birmingham City Council.

19/04-13 To appoint a lead Councillor, if necessary, to respond to NHS Long Term Plan consultation
Closing date for consultation: 1st June 2019

Available at: <https://healthwatchherefordshire.co.uk/hw-nhs-long-term-plan/>

Focus group scheduled for 1st May 2019 10-12am Bromsgrove

It was agreed that the Parish Council would not take part in this consultation as it seemed to be aimed at individual users.

19/04-14 To consider WCC Traffic Regulation Order to provide a disabled persons parking place on The Dock, Catshill (document circulated)

It was agreed to support the application

Cllr Sweeting took this opportunity to thank all Members for their hard work and support during his Chairmanship – he had really enjoyed the experience.

Cllr Baker offered formal thanks for Cllr Sweeting’s excellent Chairmanship and hard work over the four years. Also to Cllr Shepherd who had been a long serving Member, Chair of Environment and Highways and Footpaths officer. Cllr Baker also thanked all other Members who would be leaving the Council in May.

19/04-15 Items for the next meeting

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

19/04-16 Date and time of next meetings:

- Planning Committee – 25/04/19 (7:00pm)
- Annual Parish Council Meeting – 16/05/19 (7:30pm)
- Annual Parish Meeting – 23/05/19 (Refreshments from 7:00pm, meeting from 7:30pm)
- Planning Committee – 30/05/19 (7:00pm)
- All meetings at Catshill Village Hall

This meeting ended at 20:17 hrs

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

Minute no. 19/04-11 Cllr Gillespie’s report on Planning Committee March 2019

PLANNING COMMITTEE REPORT MARCH 2019

The meeting was held on March 21st 2019.

Our first application was from Catshill Working Men's Club for a change of use of part of the car park to a Hand Car Washing Service.

Members of the general public attended and made their objections known regarding noise, queuing traffic, pollution of the nearby brook from chemicals used and air pollution from idling cars' exhaust fumes.

We discussed the Application but the Committee decided not to give it support for the reasons listed above

We looked at 3 other applications and gave all three our support.

Of the 5 other applications which had since been before the District Planning Committee 4 were approved by BDCPC (one of which we had been unable to support) and one, which we had not supported, was refused.

Dale Birch, development manager for Bromsgrove District Council was finally able to attend one of our Planning Committee meetings after several requests.

We were interested to hear his advice regarding the way we reached our planning decisions.

He gave us some advice on how to approach the applications but said that on the whole we were doing a good job and reaching our decisions for the correct planning reasons.

Tessa Gillespie

Minute No. 19/04-12.1 Excerpt from accounts day book to show payments and receipts for Year end to 31st March 2019 and April 2019

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
31st March 20	V200		d/d	Unity Trust Bank - Service charge		18.00	
				sub-total	65,131.78	58,741.32	3,272.83
Bank Reconciliation and budget comparison as at 31/03/19							
Finances at start of year	56,699.08				Bank a/c as at 31/03/19		66,132.76
Add receipts	65,131.78				Pocket Account		£201.53
			121,830.86				
Less payments			58,741.32		Less unrepresented cheques		3,244.75
			63,089.54				63,089.54
						0.00	
RECEIPTS		Budget 2018/19	actual to date			u/p cheques	
Precept		46,266	46,266			V168	132.98
DCLG CTSG		-				V189	445.00
Interest		300				V192	200.00
Lengthsman*		2,104	2,221			V193	225.00
Donations/other/grants		500	11,104			V194	740.00
Newsletter advertising		270	180			V195	821.04
VAT refund		2,000	5,361			V196	194.24
Reserve Fund		9,500				V197	157.00
		60,940.00	65,131.78			V198	16.74
PAYMENTS						V199	312.75
Staff Costs		21,000	16,255				3,244.75
Administration inc office		4,300	4,347				
CALC inc travel expenses		1,100	1,096				
Audit		500	470				
Training		1,500	320				
Insurance		900	1,041				
Members expenses		400	400				
Elections		1,500	-				
Grants : NWWA, Scouts, etc		2,000	3,106				
Events - Fun Day/R Sundaes		3,500	4,677				
Communications - newsletters		1,540	1,957				
Gardens (includes water)		2,300	2,409				
War Memorial (includes electricity)		1,000	273				
Lengthsman		3,000	3,147	budget/precept (intended expenditure)	19,917.77		
Environment eg maintenance		3,600	2,728	Specific reserve (capital expenditure)	11,717.02		
Neighbourhood Plan		1,000	5,297	Emergency Reserve (fixed capital - 75% of Precept)	34,699.50		
Capital Projects *		11,700	7,882	Discretionary Reserve	-		
Section 137		100	63		66,334.29		
VAT paid			3,273	unrepresented cheques	3,244.75		
				balance	63,089.54		
Total		60,940.00	58,741.32				
*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							

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)
Apr-19		R1		SLCC Enterprises - Refund for 50% of Elections Webinar due to high volume of attendance	36.00	
		R2		Bromsgrove District Council - 1st half of Precept	25,298.00	
	V001		d/d	Talk Talk - Office phone and broadband - March 2019		44.45
	V002		d/d	02 - office mobiles x 2		38.40
	V003		d/d	Worcestershire Telecare Ltd - Lone Worker service		35.10
	V004		online	JRB Enterprises Ltd - Dog bags x 10		259.20
	V005		online	Worcestershire CALC - Clerk post elections training		30.00
	V006		online	Lengthsman services - £10 petrol missed from last months invoice payment		10.00
	V007		online	salary April 2019, to include overtime from March (SCP scale point rise as per Finance and Staffing Committee 19/02 - 16)		232.83
	V008		online	salary April 2019 (cost of living rise only as per Finance and Staffing Committee 19/02-16)		835.29
	V009		s/o	salary April 2019 (National Living Wage rise applied as informed Finance and Staffing Committee 19/02-16)		163.00
	V010		online	Litter picker expenses March 2019		8.21
	V011		online	G Force Fireworks Ltd -Deposit for Firework display as per FPC 19/02-12.4)		302.50
				sub-total	25,334.00	1,958.98

Bank Reconciliation and budget comparison as at 15/04/19					
Finances at start of year	63,089.54			Bank a/c as at 15/04/19	88,139.16
Add receipts	25,334.00			Pocket Account	£201.53
		88,423.54			
Less payments		1,958.98		Less unrepresented cheques	1,876.13
		86,464.56			86,464.56
				-	0.00
RECEIPTS	Budget 2018/19	actual to date		u/p cheques	
Precept	50,596	25,298		V003	35.10
DCLG CTSG	-			V004	259.20
Interest	300			V005	30.00
Lengthsman*	2,104			V006	10.00
Donations/other/grants	1,000	36		V007	232.83
Newsletter advertising	300			V008	835.29
VAT refund	2,000			V009	163.00
Reserve Fund	3,500			V010	8.21
	59,800.00	25,334.00		V011	302.50
PAYMENTS					1,876.13
Staff Costs	21,000	1,239			
Administration inc office	4,600	106			
CALC inc travel expenses	1,200	-			
Audit	500	-			
Training	1,500	30			
Insurance	1,000	-			
Members expenses	400	-			
Elections	1,500	-			
Grants : NWWA, Scouts, Youth	1,500	-			
Events - Fun Day/R Sunday	5,000	303			
Communications - newsletter	1,200	-			
Gardens (includes water)	2,300	-			
War Memorial (includes electricity)	500	-			
Lengthsman	3,000	10	budget/precept (intended expenditure)	29,676.69	
Environment eg maintenance	2,500	216	Specific reserve (capital expenditure)	20,717.00	
Neighbourhood Plan	3,000	-	Emergency Reserve (fixed capital - 75% of Precept)	37,947.00	
Capital Projects *	9,000	-	Discretionary Reserve	-	
Section 137	100	-		88,340.69	
VAT paid		55	unpresented cheques	1,876.13	
			balance	86,464.56	
Total	59,800.00	1,958.98			

*Lengthsman, actual WCC refund amount allocated for year to 03/2019 is £2104.00