



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 16th May 2019, 7.30pm

Present : Cllr B McEldowney (Vice Chair), P Baker, M Ball, G Blackmoor, T Gillespie, M Knight, P Masters, N Ward,

In attendance: Mr O Sweeting, Clerk – R Powell, Mr M Johnson, Mr M Saunders

NB: Before the meeting commenced, all Members signed their Declaration of Acceptance of Office in the company of the Clerk.

19/05-01 Election of Chairman

Mr O Sweeting took the Chair to preside over the election of the new Chair to the Council.

It was agreed by unanimous vote that Cllr B McEldowney should be Chair for the 2019/20 municipal year.

Cllr McEldowney duly signed the Declaration of Acceptance of Office

At this point in the meeting, Cllr Sweeting was presented with a gift and card from the Parish Council for his services as Chair over the previous 4 years.

Mr O Sweeting then left the building.

19/05-02 Election of Vice-Chairman

This item was deferred until the next Full Parish Council meeting

19/05-03 To consider any applications for Co-option

The Parish Council currently have 5 vacant seats which it is hoped will be filled by Co-option. In attendance were Mr M Johnson and Mr M Saunders who had both submitted application forms and supporting information for Co-option, which had been circulated for consideration previously.

As per the Parish Council's Co-option procedure, Members took a private ballot to ascertain the result of the Co-option

It was agreed, unanimously, that Mr M Johnson and Mr M Saunders be co-opted onto the Parish Council

Both signed their Declaration of Acceptance of Office forms and took a seat at the table.

19/05-04 Open Forum

4.1 **Members of the Public**

No Members of the Public were present

4.2 **Worcs County Councillor for the Woodvale Division**

County Cllr Webb had sent her apologies. Her report had been circulated previously (see attached)

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

District Councillor Webb and District Councillor Till had sent their apologies.

4.4 **Any other community representative**

No Community representatives were present

19/05-05 Apologies

District Councillor Jo Till and County Councillor/District Councillor S Webb had sent their apologies

19/05-06 Declarations of Interest

No member stated any declarable interest.

Orders, and the Assistant Clerk had used his delegated powers to comment on the Planning applications. They had all been non contentious.

11.2 Neighbourhood Plan Steering Group – 01/05/19 (Cllr B McEldowney)

Cllr McEldowney reported on the meeting that had included a review of the Terms of reference, details of a recent meeting with BDC planning, the use of consultants in the future through the free Locality Scheme, updates from each of the working groups and the aim to have phase 3 consultation in spring next year. Cllr McEldowney wished to thank all Members of the Steering Group over the previous years, but in particular for all the hard work carried out by Mr Crysell, Mr Sharp and Mr Fabray.

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

- **Village Hall Management Committee**

A report had not been provided for the meeting.

19/05-12

To review Delegation Arrangements for the Clerk (document circulated)

The arrangements had been amended to include IT maintenance following the current laptop issues in order to allow autonomy to ensure the Council continued to run to capacity.

It was agreed to accept the delegation arrangements as presented

19/05-13

To review Terms of Reference and delegation for committees (document circulated)

The Clerk had made one alteration to the number of Members on the Finance and Staffing Committee due to the need for 4 signatories and 2 Internal Audit who could not be the same. A completely revised Events Working Group terms of reference had been provided.

It was agreed to accept the Terms of Reference and delegation for committees as presented.

19/05-14

Review of updated Asset Register (document circulated)

It was agreed to accept the contents of the Asset Register as presented

19/05-15

Confirmation of Insurance cover (document to be circulated)

Members noted the cover that was current and the new cover that would start on 1st June. The Clerk requested that all Members assist with reviewing the document in addition to the Clerk.

19/05-16

Review of any joint working arrangements (including legal agreements) with other local authorities, non for profit organisations and businesses (documents circulated)

16.1 Lengthsman Scheme, via Worcestershire County Council (to note amendment)

This had been reviewed in April with the new appointment

16.2 Village Hall Agreement

A yearly fee is paid in line with RPI increases for the use of the office, meeting rooms and hall.

19/05-17

Appointment of representatives to external bodies

Members appointed Cllr McEldowney as the WorcsCALC Executive Committee Member and Cllr Blackmoor as the Village Hall representative.

It was agreed that all additional appointments were deferred until the next Full Parish Council meeting.

Cllr Masters left the meeting at this point (20.10hrs)

19/05-18

Review of council and staff subscriptions

18.1 National Association of Local Councils includes WorcsCALC (£1317.02 for 2019/20)

It was agreed to continue with this subscription

17.2 Society of Local Council Clerks/Association of Local Council Clerks (£147 for 2019, ALCC paid by Clerk)

It was agreed to continue with this subscription

17.3 Campaign to Protect Rural England (CPRE) (£36 for 2019)

It was agreed to continue with this subscription

17.4 Parish Online (Mapping Tool) (£126.00 for 2019)

It was agreed to continue with this subscription

19/05-19 To decide membership of parish council committees and working parties

19.1 To consider the Chairman of the Council's position on each ie: ex-officio

It was agreed that due to the low Member numbers, the Chair would not be ex-officio so that he could be included in the quorum of the meetings

19.2 to include election of Chair and Vice Chair to each

It was agreed that Vice Chair of each Committee would be elected at the first meeting of each. It was agreed that Membership of Committee's would be reviewed at the next Full Parish Council once new Members had chance to consider the situation.

Current Membership was agreed as follows:

Committee/Group	Members (Chair = C)
Environment and Highways (6 inc Chairman, one from each ward and PPW (non-voting if not a Cllr)	Cllr Ball (C), Cllr McEldowney, Cllr Blackmoor, Cllr Knight, Cllr Masters, Cllr Johnson
Finance and Staffing (6 inc Chairman) <ul style="list-style-type: none">- Internal Audit Working Party (2 F&S Committee Members who are not signatories)- Policy and Procedure working party	Cllr P Baker (C), Cllr Gillespie, Cllr McEldowney, Cllr Knight, Cllr Saunders, Cllr Johnson
Planning (6 inc Chairman, one from each ward)	Cllr Gillespie (C), Cllr McEldowney, Cllr Masters, Cllr Saunders
Neighbourhood Plan Steering Group (Min 3 Parish Councillors, max 4, chair ex officio)	Cllr McEldowney, Cllr Ward, Cllr Knight, Cllr Blackmoor
Events Working Group (Min 3 Parish Councillors)	Cllr Ward (C), Cllr Baker, Cllr Johnson, Cllr McEldowney
Communications Working Group (Min 2 Parish Councillors and Clerk)	Cllr McEldowney, Cllr Masters, the Clerk

19/05-20 To set the schedule of meetings for the municipal year 2019/20

20.1 To agree to meet on the last Thursday of each month except August; December and the meeting referred to in 20.2.

This was agreed

20.2 To agree the date of the Annual Parish Council Meeting as 21st May 2020

This was agreed

20.3 To agree the date of the Annual Parish Meeting as 2nd April 2020 (being before the Easter break)

This was agreed

20.4 To agree the number of meetings for each Committee and the dates of the same. All Committee meetings to be held in Catshill Village Hall Committee Room

It was noted that at the previous Full Parish Council, the reduction of Committee meetings had been agreed on a trial basis for a year.

Committee Dates were agreed as follows:

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	Thursday 13/06/19, 13/02/20
Finance & Staffing	Thursday 10/10/19, 12/03/20
- Internal Audit working party	- Quarterly; dates to be agreed (daytime)
- Policy and Procedure Working Party	- Quarterly; dates to be agreed (daytime)
Planning	20/06/19, 18/07/19, 22/08/19, 19/09/19, 24/10/19, 21/11/19, 12/12/19, 23/01/20, 20/02/20, 19/03/20, 23/04/20, 14/05/20
Events Working Group	Monday 20/05/19, 09/09/19, 13/01/20
Neighbourhood Plan Steering Group	As agreed between members
Communications Working Group	As agreed between members

NB. Dates proposed are subject to alteration throughout the year. Additional meetings to be added if needed.

19/05-21 To note the review dates of the following policies and documents (circulated):

- 21.1 Standing Orders (February 2019)**
- 21.2 Financial Regulations and Financial Controls (February 2019)**
- 21.3 Complaints procedure (February 2019)**
- 21.4 Freedom of Information Policy (February 2019)- subject to ongoing amendments**
- 21.5 Privacy Policy (Data Protection) (May 2018 scheduled for review July 2019)**
- 21.6 Data Breach (scheduled for July 2019)**
- 21.7 Document Retention Policy (scheduled for update July 2019)**
- 21.8 Employee Appraisal Policy (April 2019)**
- 21.9 Member Employee Protocol (January 2017 – bi annual review scheduled for July 2019)**
- 21.10 Internet, Email, Recording and Social Media Policy (February 2019)**
- 21.11 Publication Scheme (February 2019)**

Nb. Further policy review dates to be found in the policy review calendar (circulated)

Members noted the review dates of each of the above. A Policy working party was scheduled for July 2019, the first of quarterly meetings in order to ensure regular reviews of policies without taking time from the Finance and Staffing Committees.

19/05-22 To review the following policies (circulated):

22.1 Code of Conduct

It was agreed to accept the Code of Conduct as presented

19/05-23 Finance

23.1 Annual Audit To receive and note the report from Independent Internal Auditor (documents circulated)

The Internal Audit had been extremely positive. The Clerk referred to a recommendation that the Council identify a pension scheme ready for automatic enrolment should it be needed. It was noted that an agreement had already been made with the Local Government Pension Scheme that they would be used in such a situation. The Clerk was the only current employee eligible for the scheme and the LGPS had been contacted and an opt out form completed and returned.

23.2 Annual Audit To review and approve the completed Annual Governance Statement as prepared by the Responsible Finance Officer. (documents circulated)

Members reviewed the document as presented.

It was agreed to approve the Annual Governance Statement as prepared by the Responsible Finance Officer

The document was duly signed

23.3 Annual Audit To review and approve the completed Annual Accounting Statements 2018-19 as prepared by the Responsible Finance Officer (documents circulated)

Members reviewed the documents as presented, including the Annual Accounting Statements 2018-19, explanation of variances and the bank reconciliation.

It was agreed to approve the Annual Accounting Statements 2018-2019 as prepared by the Responsible Finance Officer.

The document was duly signed.

23.4 To note the current financial situation and bills for payment

To include a review of expenditure under Section 137 of the Local Government Act 1972.

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

The Clerk explained that the only section 137 money that had been spent during 2018-19 was for the Remembrance Wreath and a pot and plant for Cllr Callaway's memorial. The S137 allocation for 2019-20 was £8.12 per elector.

23.5 To appoint 4 Members of the Finance and Staffing Committee as bank signatories

It was agreed that Cllr McEldowney, Cllr Baker, Cllr Knight and Cllr Gillespie would be signatories.

It was agreed that Cllr Masters would continue with authorisations alongside Cllr Baker in the meantime.

19/05-24 To review arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future

The Clerk informed the Council that an eligible Council is one which has resolved to adopt the General Power of Competence, with at least two thirds of its members being elected and the clerk holding an appropriate qualification. The Clerk explained that she should complete the qualification in October 2019. The General Power of Competence gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

19/05-25 To appoint Councillors and set a date for the Summer Garden Competition assessment
It was agreed to defer this to the Environment and Highways Committee

19/05-26 To consider methods of response to each of the following communications from the Police Crime Commissioner

26.1 Invitation to participate in Town and Parish Council Survey (closing date 11th August)

It was agreed that Cllr McEldowney would respond to this survey on behalf of the Parish Council.

26.2 Offer of assistance with the Smart Water initiative to include 25% funding for a chosen area

It was agreed to defer this item

26.3 Letter following the Roads Focus meeting in November 2018 and actions arising

It was agreed that Cllr McEldowney and the Clerk would co-ordinate a response

19/05-27 Items for next meeting: Members to advise items for consideration at the next meeting

19/05-28 Date, Time and Venue of Next Meeting : Thursday 27th June 2019, 7.30pm at Catshill Village Hall

This meeting ended at 20:39 hrs

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

Minute no. 19/05-4.2 Cllr Webbs report from County Council

Worcestershire Council Council

Annual Report

This has been a very challenging year for Worcestershire County Council. We started looking at a budget with a shortfall of £18m; this we are relieved to report has reduced to £2.8m. 70% of our County Council Budget is spent on 4% of our population; it is right and proper that we look after the most vulnerable in our Communities the young and the old but this does mean that we as a County Council have to look closely at how we deliver our services. We will now take you through some of the headlines from this year:-

Worcestershire has been successful in its bid for Government Funding to test and explore 5G Connectivity. 5G is the next generation of mobile technology. When 5G becomes available in the UK, it is expected to have a profound impact on the way people live their lives. As many as 1.4 billion 5G connections are predicted by 2025; it is fantastic that Worcestershire is leading the Way in this new technology. The Worcestershire 5G Consortium, led by Worcestershire County Council and the LEP Board launched the first-ever British 5G factory trials at the Worcester Bosch factory in the last month.

Electric Trains were launched in Bromsgrove on 29th July; there are now up to five trains per hour travelling to and from Birmingham during peak times and between two and four during off-peak.

You may recall that Worcestershire County Council's Cabinet approved recommendations for the development of a wholly owned Council Company as the alternative delivery model to deliver Children's Social Care. The Company name is "Worcestershire Children First."

The Authority is making significant improvements in its delivery of Children's Services and this has been recognised in the latest monitoring visits by OFSTED. For the new school term in September 2018, 91.4% of young people in Worcestershire were offered a place at their first choice secondary school. For primary school, 92.5% were given a place at their first choice school.

The NHS celebrated its 70th Birthday this year and so too did our Adult Social Care Provision. A 70th Birthday Card signed by Members at County Hall was handed over to the Health Secretary in December by Cllr Hardman Cabinet Member for Adult Social Care, and Richard Keble, the Assistant Director of Adult Social Services. The aim of the trip was to highlight that more needs to be done by Central Government to better fund adult social care in Worcestershire and across the Country. Worcestershire County Council was crowned Council of the Year at the West Midlands Energy Efficiency Awards. Through the implementation of a 'spend to save' scheme and installing Energy efficiency measures, the County Council reduced gas and electricity cost for their Corporate sites by £125,000 compared to the previous year.

Summer resident shows were held across the County. These annual roadshows give Councillors and Officers the opportunity to meet and speak with residents, answer questions and raise awareness of the services that the Council provides. We will provide the Clerk to

the Parish Council with a list of this year's Roadshow dates when it is published. Your views are most important.

Libraries within our County Council Divisional area remain a priority to us both. We will continue to lobby hard on maintaining the current provision. We believe very strongly that libraries are about far more than just books, they offer the opportunity for people to interact and connect with the wider community.

Finally, we would like to take this opportunity to thank everyone for their continued support.

Karen May

Shirley Webb

Clent Hills Division

Woodvale Division

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swebb2@worcestershire.gov.uk

www.worcestershire.gov.uk / report for any issues, ie potholes

Minute No. 19/05-11.1 Cllr Gillespie's Planning Committee Report

Annual Report of the Planning Committee 2018/19

8 meetings were scheduled for 2018/19. Two were cancelled for lack of work. During the year there were only two contentious planning applications, to which local residents objected.

One was in North Marlbrook where neighbouring residents complained that the build did not comply with the granted planning application. We submitted a complaint on their behalf and the District Council Planning Committee refused their retrospective application. The main issue here was privacy.

The second was in Catshill for a car wash service. They are already operating but planning permission has not yet been granted.

Local residents complained that they were already operating so we sought advice from the Planning Department, who informed us that this is allowed but, if planning permission is refused, they will have to dismantle everything and return the site to as it was pre application. The main issues here were environmental and increase in traffic together with safety because of its proximity to the school

The meeting about the Bromsgrove District Council Plan Review scheduled for last year has not taken place because the Planning Committee decided that it was no longer necessary as those residents and councillors, who are preparing the Local Plan, have identified the land in Catshill suitable for development and the Planning Officers will have sight of this.

Several months ago, we invited Dale Birch, the Bromsgrove Development Manager to attend one of our meetings to discuss with us whether or not we are making our decisions according to Planning Guidelines. I am pleased to say that, in the main, we are.

I would like to take this opportunity to thank the members of the Planning Committee for their support and dedication and, on behalf of all the members of the Committee I would like to thank the Assistant Clerk, Jim Quinn. he keeps us focussed and provides us with excellent advice to assist us in coming to a reasoned decision on all the applications, which come before us.

May 2019

T Gillespie

Chairman, Planning Committee

19/05-23.4 Extract from Account for May 2019:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
May-19	V012		d/d	Waterplus - water at Ivy Cottage Gardens		14.59	
	V013		online	Worcestershire CALC - CALC/NALC affiliation fee 2019-20		1317.02	158.78
	V014		online	MVA Computer services - Resolve laptop issues		80	
	V015		online	Amazon payments for NP SG ink and paper		72.7	12.12
	V016		online	Clerks expenses (Tesco - ink for printer, Dunelm - frames for Cllr and LCAS certificate)		77.94	
	V017		d/d	Npower - War Memorial Electricity		74.46	3.55
	V018		online	DM Payroll Services Ltd - Internal Audit fee		180	
	V019		Pocket	Staples - Ink for printer, folders, stamps		72.31	9.61
	V020		online	Birmingham City Council- Ivy Cottage Garden replant (FPC 19/04-12.2)		1017.5	169.58
	V021		Pocket	CPRE - Annual membership fee (FPC 19/02-12.3)		36	
	V022		d/d	Talk Talk - Office phone and broadband - April 2019		54.95	
	V023		d/d	02 - Office mobiles x 2		39.36	
	V024-27		s/o and on	Salaries May 2019		1211.45	
	V028		online	Zurich Municipal - Insurance cover 2019-20 (F&S 19/04-10)		1174.73	
				adjustment to reflect the s/o not authorised in time for Litter picker salary April (V009/V025)		-6	
				sub-total	25334	7375.99	409.09

Bank Reconciliation and budget comparison as at 16/05/19						
Finances at start of year	63,089.54			Bank a/c as at 16/05/19		86,174.72
Add receipts	25,334.00			Pocket Account		£129.22
		88,423.54				
Less payments		7,375.99		Less unrepresented cheques		5,256.39
		81,047.55				81,047.55
						-
RECEIPTS	Budget 2018/19	actual to date			u/p cheques	
Precept	50,596	25,298			V012	14.59
DCLG CTSG	-				V013	1,317.02
Interest	300				V014	80.00
Lengthsman*	2,104				V015	72.70
Donations/other/grants	1,000	36			V016	77.94
Newsletter advertising	300				V017	74.46
VAT refund	2,000				V018	180.00
Reserve Fund	3,500				V020	1,017.50
	59,800.00	25,334.00			V021	36.00
PAYMENTS					V024	162.80
Staff Costs	21,000	2,571			V025	6.00
Administration inc office	4,600	457			V026	207.36
CALC inc travel expenses	1,200	1,158			V027	835.29
Audit	500	180			V028	1,174.73
Training	1,500	30				5,256.39
Insurance	1,000	1,049				
Members expenses	400	-				
Elections	1,500	-				
Grants : NWWA, Scouts, etc	1,500	-				
Events - Fun Day/R Sunday	5,000	303				
Communications - newsletters	1,200	-				
Gardens (includes water)	2,300	863				
War Memorial (includes electricity)	500	71				
Lengthsman	3,000	10	budget/precept (intended expenditure)	27,639.94		
Environment eg maintenance	2,500	216	Specific reserve (capital expenditure)	20,717.00		
Neighbourhood Plan	3,000	61	Emergency Reserve (fixed capital - 75% of Precept)	37,947.00		
Capital Projects *	9,000	-	Discretionary Reserve	-		
Section 137	100	-		86,303.94		
VAT paid		409	unrepresented cheques	5,256.39		
			balance	81,047.55		
Total	59,800.00	7,375.99				

*Lengthsman, actual WCC refund amount allocated for year to 03/2019 is £2104.00
S137 limit is £8.21 x total no. of electors 5,223 = £42880.83