



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 27th June 2019, 7.30pm

Present: Cllrs B McEldowney (Chair), P Baker, G Blackmoor, T Gillespie, M Johnson, M Knight, P Masters, M Saunders, N Ward

In attendance: Clerk – R Powell, Mrs J Bate, Ms J Alderson, District/County Councillor S Webb

19/06-01 Chairman's welcome

The Chairman welcomed all present to the meeting

19/06-02 Election of Vice Chairman

It was agreed that Cllr M Knight should be the Vice Chair to the Council for the municipal year 2019-20

19/06-03 To consider any applications for Co-option

It was noted that there were currently 3 vacant seats on the Council. Applications for Co-option had been received by Mrs J Bate and Ms J Alderson and circulated to Councillors for consideration. Members took part in a private written ballot, as per the Council's Co-option procedure.

It was agreed by unanimous vote that both Mrs J Bate and Ms J Alderson be co-opted onto the Parish Council

Both signed their Declaration of Acceptance of Office and took their seats at the table.

19/06-04 To receive apologies from any Member unable to attend

Apologies were received from Cllr M Ball and District Councillor J Till

19/06-05 Open Forum

5.1 Members of the Public

No Members of the Public were present

5.2 Worcs County Councillor for the Woodvale Division

Cllr Webb had circulated a report (see attached). In addition to this she updated Members on the current position with the issue of the trees at the War Memorial as this was now back to the beginning of the process as there was a new Manager at the pub; progress with Catshill in Bloom; Neighbourhood Watch meeting to be held 28th June in the Village Hall; Police being keen to hold PACT meetings again; update on A38 improvements and a note that the transport survey for WCC was now live with a closing date of 13th September.

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

Cllr J Till had sent her apologies and her report had been circulated by the Clerk (see attached)

5.4 Any other community representative

No community representatives were present.

19/06-06 The meeting was closed for Open-Forum and re-opened.

19/06-07 Declarations of Interest

No member stated any declarable interest.

19/06-08 Dispensations

A dispensation request had been received from Cllr J Bate for a period of 4 years in relation to her stance on the Village Hall Committee.

It was agreed to grant the dispensation as presented

19/06-09 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Annual Parish Council meeting held 16/05/19 and these were duly signed by the Chairman

19/06-10 Members' Questions

None received

19/06-11 Chairman's Report

Cllr McEldowney provided a short report that included the process that had been followed in receiving the Clerk's resignation and subsequent actions agreed by the Extra-ordinary Finance and Staffing Committee in order to process the next steps in finding a replacement as quickly as possible. In addition, Cllr McEldowney discussed the Parish Council as a whole and the number of meetings versus productivity with a view to creating higher levels of output.

19/06-12 Clerk's Report: Emergency Actions, Update and List of Communications

12.1 Parishioner Correspondence – To inform Members of the correspondence received during the last month.

The Clerk had received communications regarding cutting the grass on the corner of Oak Road and Golden Cross Lane and the request for a dog dispenser there; a potential planning dispute; a transport request for a gentleman to assist in attending Men in Sheds and articles for the newsletter. All had been dealt with or escalated accordingly.

12.2 Co-op Walkway progress

Cllr Webb had managed to meet with a representative from the Co-op Head Office to discuss the Parish Council's concerns. The suggestion from the Parish Council to use the far side of the car park for a new walkway was deemed to be costly and not viable due to the lack of width available. However, another option of taking over the last car parking space and putting down yellow zig zag lines to walk on was thought to be possible which would only mean levelling the bank once the fence was removed. The landlord would need to be approached for this but Cllr Webb was hopeful.

The Clerk expressed her frustration at the situation which had been chased repeatedly for response for over two years by the Parish Council and the subsequent speed that an answer and visit was procured once District/County Council became involved.

12.3 Change in bank mandate

This was now in progress, the form had been uploaded and the Clerk was hopeful that the new signatories would be in place soon. Until this point, Cllr Masters and Cllr Baker would remain as signatories.

12.4 Neighbourhood Watch and Smart Water

The Clerk outlined the intention of the District Council to start looking into both these items and their wish for the Parish Council to assist. This was something the Parish Council had spent considerable time researching and attempting to roll out in previous years without much success.

12.5 Dates of the period of Exercise of Public Rights

The Clerk had received correspondence that the Audit documentation had been received by the External Auditor. The Exercise of Public Rights had now been advertised and would run from Monday 17th June to Friday 26th July 2019.

Relevant correspondence available from the Clerk: includes weekly CALC updates June 2019; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter + extra, Basement Project Spring Newsletter, CPRE and AGM invite, Invite to Talk, Tea and Tech update, Lickey Hills Newsletter, A38

19/06-13 Committee and Representatives Reports

Background papers available

Please note the Planning Committee scheduled for 19th June was cancelled due to lack of content

13.1 Annual Parish Meeting – 23/05/19 (Cllr B McEldowney)

Cllr McEldowney reported on the meeting that had been held in the Baptist Church on 23rd May and was well attended by the various community groups from the Parish who gave reports. The speakers from the YMCA and Age UK Hereford and Worcester were also very good.

13.2 Planning Committee – 30/05/19 (Cllr T Gillespie)

To note any applications considered using delegated powers

Cllr Gillespie reported on the meeting which was again inquorate; this was becoming a problem but should improve now that more Members had joined the Council. Those present evoked the Standing Orders and continued the meeting but all decisions would need to be ratified at the next Committee meeting. However, delegated powers were used in order to be able to respond to the Planning Applications as deadlines needed to be met. Cllr Gillespie noted that there was as yet no decision on the Car Wash on the Working Mens Club but that it had been called in to BDC Planning Committee.

13.3 Environment and Highways Committee – 13/06/19 (Cllr M Ball)

In the absence of Cllr Ball, the Clerk reported on the decision to provide winter plants in the planters under the 'Welcome to Catshill' signs for a cost of £485 plus VAT using Plantscape. This would provide winter plants but also bulbs to come through in the Spring.

The Clerk informed the Council of the recommendation of the Committee to contribute half of the money towards 4 new speed signs to be located on Wildmoor Lane, Stourbridge Road, Golden Cross Lane and Braces Lane. There was money available in Capital funds that had been put aside for the installation of bus shelters. However, it was deemed that as speed was an emotive and highly discussed issue in the village, the money would be better spent in this way. To provide 50% towards the four signs would cost £6000.

Members discussed this situation including the effectiveness of the signs, whether all locations were needed, other ways of assisting in relation to speeding and whether temporary and moveable VAS had more of an impact, which would however, involve training and volunteers to man.

It was agreed that this be referred back to Environment and Highways, possibly in an Emergency meeting, to reassess the situation.

13.4 Extra-ordinary Finance and Staffing Committee – 18/06/19 (Cllr P Baker)

Cllr Baker reported on the Committee that had met to consider the Clerk's resignation and next steps including advertising, shortlisting and interviewing. In addition, Cllr Baker noted that the grade review that had previously been promised should be completed prior to the Clerk leaving.

It was agreed that Cllr Baker would circulate his report and recommendations to all Councillors and request feedback by the following Wednesday.

It was agreed that if all were in favour the grading would be agreed, if one Councillor was unsure, they would organise an Extra-ordinary meeting in order to consider it further.

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

- **Bromsgrove CALC – (Cllr B McEldowney/G Blackmoor)**

Cllr McEldowney and Cllr Blackmoor reported between them on the meeting that had elected Cllr McEldowney as the Chair of Bromsgrove CALC but had also included an update from Mike Dunphy (BDC Planning) regarding the Green Belt review, an update from Bromsgrove Partnership, a report from Cheryl Welsh, Town Centres Manager regarding police handling of offenders at local venues and a discussion regarding allocated sites for travellers.

- **Village Hall Management Committee – (Cllr G Blackmoor)**

As Cllr J Bate was now present and a Member of the Village Hall Committee she reported on matters that remained fairly similar to previous reports – decoration of the hall being planned in August, funding being sought for the Car park, ongoing dispute regarding the adjoining fence, installation of lights and security cameras.

- **Website Agreement Meeting – 17/06/19 (Cllr B McEldowney/Clerk)**

To include agreement of the recommended fees for the administration of the website and Council emails (document circulated)

It was agreed to pay the amount outlined for the Website maintenance and administration and the contract as presented.

Cllr M Saunders left the meeting at this point (21:08hrs)

- **To note correspondence in relation to the Whitford Road Development (Cllr P Baker)**
Cllr Baker reported that plans had been submitted to develop the site with 450 houses. It had been noted that all impact assessments carried out finished at Barnsley Hall Island and did not cover Catshill. The Whitford Vale Voice group had carried out a report on Catshill and the effect traffic from the new development would have at peak periods. WCC Shirley Webb had requested that County officers include Catshill in their assessments and Cllr Baker explained that the developer could be asked to pay for it if funding was a concern to WCC.
- **Neighbourhood Plan Update (Cllr B McEldowney)**
Cllr McEldowney reported on the current situation with the Neighbourhood Plan, expressing thanks to Dr Chris Fabray for the work carried out in order to apply for technical support which was free and would assist with providing more evidence regarding research into housing needs and a site assessment audit.
- **Newsmagazine (Cllr P Masters)**
It was noted that ideally the newsmagazine needed to go out towards the end of July to allow time for the next magazine to be out advertising the events in the Autumn/Winter periods. The Clerk had ideas for content as did Cllr Masters. Any/all contributions would be appreciated, especially as the Clerk would be leaving around this time.

19/06-14 Finance

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

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

14.2 To agree the transfer of £740 to the Pockit Account to facilitate the purchase of two new Parish Council Laptops (as previously agreed 19/05-10.2)

It was agreed to transfer £740 to the Pockit Account for this purpose, the funding being lower than that previously agreed.

14.3 to consider grant request applications as follows (documents circulated):

14.3.1 Catshill Village Hall

It was agreed that the Clerk would request more detail about the grant requirements due to the large sum being requested. The item was deferred.

14.3.2 BluWave Community Transport

Members discussed the application and did not feel that sufficient information had been supplied to allow a decision to be made. However, it was noted that the company itself fitted well with the Parish Council's previous decision to provide funding to groups that would support lonely or isolated people

It was agreed that the Clerk would contact the company and request a meeting to allow further discussions to take place. This item was deferred.

19/06-15 To appoint representatives to external bodies (as deferred from the APC)

It was agreed as follows:

15.1 WorcsCALC, Executive Committee (1 member) - Cllr B McEldowney

15.2 Catshill Village Hall management committee (1 member) - Cllr G Blackmoor

15.3 North West Ward Association (Catshill Meadow) (1 member) - Cllr G Blackmoor

15.4 Marlbrook Tip working party (1 member) - Cllr McEldowney

15.5 Dementia Friends Group (1 Member) - Cllr M Johnson

15.6 Catshill Growing (1 Member) - Cllr T Gillespie, Cllr G Blackmoor

19/06-16 To review membership of Committees and Working parties (as deferred from APC)

It was agreed that Membership would be 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 PPW – Mr M Shepheard to be approached
Finance and Staffing (6 inc Chairman) - 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, Cllr J Bate, Cllr J Alderson
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

19/06-17 To agree the Action Plan for the Council for the coming year

It was agreed to accept the Action Plan as circulated

19/06-18 To agree date, time and judges for the Summer Garden Competition (as deferred from E&H)

It was agreed that the judges would be Cllr Bate, Cllr Gillespie and Cllr Blackmoor. The same rules as previous years would apply

It was agreed that the judges would agree a date and time amongst themselves.

19/06-19 To appoint a lead Councillor to respond to the Consultation on Amendment to Bromsgrove District Council Hackney Carriage and Private Hire Penalty Points Scheme (document circulated)

Closing date for consultation: Friday 26th July 2019

It was agreed that the Parish Council would submit a response in agreement with the change in the rules allowing penalty points to be issued for leaving an engine running. No lead Councillor was required.

19/06-20 To consider the Police Crime Commissioners offer of assistance with the Smart Water initiative to include 25% funding for a chosen area (document circulated) (as deferred from APC)

It was noted that even with the discount offered, the funding needed to apply this to the whole of the Parish would be too high. It was possible to fund a section but Members needed to be aware that if a certain area was targeted this had the potential to push crime elsewhere. It was also noted that substantial research had been carried out into this provision previously and when Parishioners had been consulted there had been no uptake

It was agreed to defer this item for consideration at another meeting of the FPC or E&H Committee.

19/06-21 Items for the next meeting

Members were requested to inform the Clerk of any items for the next meeting.
Members discussed briefly the need to consider how to encourage Parishioners to become more involved with Parish Council initiatives.

19/06-22 Date and time of next meetings:

- Planning Committee – 18/07/19 (7:00pm)
- Full Parish Council Meeting – 25/07/19 (7:30pm)
- All meetings at Catshill Village Hall

This meeting ended at 21:35 hrs

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

Minute no. 19/06-5.2 Cllr Webb's report

Councillor Shirley Webb

Worcestershire County Council

Bromsgrove District Council

June 2019 Report

WCC Residents Roadshow dates and locations:

- West Fest 2019 (Malvern) – 29 June
- Hanbury Show (Redditch) - 6 July
- Evesham River Boat Festival (Wychavon) – 13 July
- Worcester Food Festival – 27 July
- Bromsgrove Saturday Market – 3rd August
- Wythall Carnival– 11 August
- Kidderminster Saturday Market – 17 August

At this year's events we will be informing members of the public about the soon-to-be launched Council-owned company for children's services, Worcestershire Children First. We will be supporting the work of our Adult Services teams to encourage people to plan for their futures and we will also be informing residents about the infrastructure projects that are taking place closest to each of the above locations. We had a specific roadshow for Adult services which I attended in Bromsgrove the last two weeks, it was very well attended and residents were delighted with the information provided.

The Worcestershire Passenger Transport Strategy documents and consultation is now live.

For full details follow the link <http://www.worcestershire.gov.uk/passengertransportstrategy>

This week we welcome Ofsted inspectors to County Hall as they undertake a standard Inspection of Local Authority Children's Services (ILACS). Inspectors will be onsite until Friday 28 June and will focus on practice and the difference we are making for children and families.

The local Safer Neighbourhood Team are regularly monitoring speeding traffic around the villages. Safer Roads Partnership has advised they are experiencing staff problems which is why we haven't had enforcement for a while. I am looking at some new VAS signs, which show the actual speed you are travelling, in particular for replacing the two signs which have stopped working in Wildmore Lane and Stourbridge Road.

Catshill In Bloom is coming together nicely, you may have seen the new planters which have been planted by the local Scouts group and Chadsgrove School. We have a few more projects planned, Bracken Community Garden, Meadows Park entrance, and the Pharmacy all to be planted and maintained by the children of the local schools and the scouts groups. We also have some planted hanging baskets which we have offered to all the business in the area, free of charge and installed as part of the in bloom project.

Neighbourhood Watch – after talking to residents in Catshill and Wildmore who stressed their concerns of crime and burglaries in the area, I have arranged a meeting to discuss setting up neighbourhood watch. The Police Crime Commissioner will be attending to answer any questions along with the local Safer Neighbourhood Team. Friday 28th June at Catshill Village Hall 630pm.

I have accepted a position on BDC cabinet, looking after the Portfolio for Health and Wellbeing and Strategic Housing. I am looking forward to working with the various groups that come under this portfolio.

Please remember to report any issues relating to Worcestershire County Council (highways, potholes, flooding issues) on

www.worcestershire.gov.uk / report

Shirley Webb

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swebb2@worcestershire.gov.uk

07818 516682

Minute no. 19/06-5.3 Cllr Till's report for Catshill North

Catshill North Report - Cllr J Till

Firstly may I apologise for not being attend tonight but I have sent over a short report for you of what I have been looking into

Since the last Parish Meeting I have been working closely with Cllr Shirley Webb to arrange the Neighbour Hood Watch meeting we are holding tomorrow night in the Parish Hall, we have had a good response from residents & hopefully we will se some of you there.

I am also looking into areas in the ward that we can open up as community gardens and incorporate into Catshill in Bloom. We do have an area in Bracken Grove that appears to be suitable, more to follow on this but would be looking at putting in raised beds for plants, flowers & vegetables. This would be maintained by 6th Scouts as an ongoing project for them & residents if happy to join in. We have spoken to the local police who are happy with our plans. The area would have a coded gated entrance that only residents, Catshill in Bloom, Scouts & the council old have access to. Community Gardens are a great way to bring people together, and can reduce crime in the area. If anyone would like to get involved please contact me on my council email address.

I have also been looking at the 5 garage sites in the ward around Bourne/Springs/Chadcote.

Having re-photographed each plot I have a meeting planned in July with the legal department at the council. Hopefully I can try and get something moving with this area as I know its been an area of concern for a long time with residents in the area.

If anyone does want to discuss any matters with me, please get in touch & I will do my best to assist.

Regards, Jo

Minute no. 19/06-14.1 Extract from Account for June 2019

	Payment	Receipt				
Date	Voucher	Voucher	Chq No	Details	Receipts	Payments (gross)
	no.	no.				
Jun-19	V029		online	Lengthsman April 2019		200.00
	V030		online	Lengthsman May 2019		200.00
	V031		online	Catshill Baptist Church - Hire of hall for NPSG meeting and Annual Parish Meeting		69.00
	V032		online	Plantscape Ltd - Hire, planting and watering of planters under Welcome signs (As per FPC 19/03-14)		859.20
	V033		online	Meadowfields Ground Maintenance Ltd - Garden Contract March 2019		237.60
	V034		online	Meadowfields Ground Maintenance Ltd - Replace broken railings Baptist Church Fence		30.00
	V035		online	Meadowfields Ground Maintenance Ltd - Garden Contract April 2019		237.60
	V036		online	Meadowfields Ground Maintenance Ltd - Garden Contract May 2019		237.60
	V037		online	Meadowfields Ground Maintenance Ltd - Replace 6 railings at Baptist Church Garden		42.00
	V038		online	Bullivant Media - Advert for Clerk in Bromsgrove and Redditch Standard and online for two weeks (As per Extraordinary Finance and Staffing Committee 18/06/19)		542.40
	V039		online	JRB Enterprises Ltd - Dog Bag refills x 10 boxes		259.20
	V040		d/d	Talk Talk - Office phone and broadband - May 2019		49.65
	V041		d/d	02 - Office mobiles x 2		39.36
	V042		Pockit	Staples - Ink for printer, Royal Mail - Payment for prepaid return envelope from NP questionnaire distribution 05/18		82.02
	V043		online	Litter Picker expenses April and May		14.85
	V044		online	Clerks expenses - Sundries for Annual Parish Meeting and post fix for dog bag dispenser		12.92
	V045-47		online and s/	Salaries		1,334.70
	V048		online	HMRC - PAYE submission quarter 1		300.30
				adjustment V024 reads £162.80 here but £163.00 s/o was paid		0.20
				sub-total	25,334.00	12,124.59