



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 30th January 2020, 7.30pm

Present: Cllrs B McEldowney (Chair), J Alderson, P Baker, M Ball, J Bate, G Blackmoor, I Hooper, M Johnson, P Masters, S Osman, N Ward

In attendance: Mrs Shirley Webb, Woodvale division member for Worcs County Council
J. Till, North Catshill, South Catshill and Marlbrook Wards.
Clerk – Carol Blake

Members not present: Cllrs T Gillespie, M Saunders

20/01-01 Chairman's welcome

The Chairman welcomed all present to the meeting

20/01-02 To receive apologies from any Member unable to attend

Apologies were received from T Gillespie

20/01-03 Open Forum Standing Orders were suspended for the duration of this item.

3.1 Members of the Public

No Members of the Public were present

3.2 Worcestershire County Council member for Woodvale Division

PACT meeting booked for 12/03/20 Village Hall, 6:00

Catshill in bloom mtg planned, looking at setting up a youth club 11+ Sami agreed to be the lead on this for PC. Work has started to increase traffic lanes at Lydiate Ash and M42. Update on Perryfields development, which will include War Memorial roundabout being domed and increase width of it to try to slow traffic. All current plans on developments will be sent via email. Cllr Baker raised the issue of the proposal of a bypass to reduce traffic issues in Catshill, comments can be put online or highlighted to Cllr Webb, Phil suggested an exhibition to advertise the developments for Villagers to attend, Sami suggested a data request regarding traffic issues, consultation can be put on our website to advertise and put in next Newsletter.

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

Ms Jo-Anne Till, District Councillor for North Catshill reported on her involvement with fellow district councillor on the housing developments and current plans. She updated on a meeting re garages in Spring Avenue, reminder of litter pick on Saturday morning in Catshill

Both Councillors left the meeting.

3.4 Any other community representative

None present.

20/01-04 Declarations of Interest

Mrs J Bate declared she has another Disclosable Interest in matters relating to Catshill Village Hall, as a member of the management committee.

20/01-05 Dispensations

No member had submitted a request for dispensation to any agenda item

20/01-06 Previous minutes

It was agreed to accept the minutes of the previous Parish Council meeting held 28/11/2019 and these were duly signed by the Chairman.

20/01-07 Chairman’s Report

- Fence at Baptist Church has now been repaired, Bernard will chase up the School concerned regarding pupils involved to come and apologise to PC.
- Attended Events meeting regarding this year’s events which have been agreed on.
- Attended a data back-up meeting and discussed plan in case of emergency data recovery.
- Attended CPRE meeting and updated on this.
- Attended a meeting regarding speeding in Wildmoor Lane and the option to borrow a portable speed gun to monitor speed and paint speed limit on the road to remind drivers of the limit in the area
- The Chairman attended CALC and updated members on main topics from the event.
- Councillors reminded to use PC email addresses and not personal email addresses, also to ensure they are reading everything that is sent to them as this is the only way the Clerk communicates information to them.

20/01-08 Clerk’s report on delegated actions, update and list of communications

8.1 Parishioner Correspondence – To inform Members of the correspondence received during the last month. The Clerk had received communications regarding tidying up the Baptist Garden. Correspondence and phone calls regarding Christmas meal event and Thank You’s from various people who attended and thoroughly enjoyed the event. Donation from a gentleman who attended too. Donation of food from Co-op and SPAR. All dealt with by the Clerk.

8.2 Relevant correspondence available from the Clerk: includes weekly CALC updates November 2019; weekly updates from BDC Planning lists, WCC road works lists and reports, Public Sector Executive online

8.3 CALC Update on Code of Conduct – Document was circulated prior to meeting and all agreed they had read it and agreed to it

8.4 Update on speeding Wildmoor Lane 15/01/20 – speed sign has been out for over a year and PC will be taking over ownership to change battery by Lengthsman, suggested cycle lane each side of the road to minimise the width of the road, speed signs to be painted on road, suggestion of portable speed cameras as a deterrent, needs to be discussed in Highways mtg to obtain a strategy, speed signs, air quality, portable speed device which we can borrow from Richard Clewer

20/01-09 To propose and agree Committee Dates for 2020/2021:

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	Thursday 13/02/20, 19/11/20, Need 4 meetings per year, discuss extra dates
Finance & Staffing	Thursday 12/03/20, 08/10/20
<ul style="list-style-type: none"> - Internal Audit working party - Policy and Procedure Working Party 	Quarterly; dates to be agreed (daytime)
	Quarterly; dates to be agreed (daytime)

Planning	23/01/20, 20/02/20, 19/03/20, 23/04/20, 14/05/20, 18/06/20, 23/07/20, 20/08/20, 17/09/20, 22/10/20, 19/11/20, 17/12/20, 21/01/21, 18/02/21, 18/03/21
Events Working Group	Monday 18/05/2020, 14/09/20, 11/01/21
Neighbourhood Plan Steering Group	As agreed between members
Communications Working Group	As agreed between members
Annual Parish Council Meeting	28 TH MAY 2020??

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

20/01-10 Finance

10.1 Agreed the final Band D calculations provided and agreed budget for 2020/2021 and thereby agree precept (document circulated) All read and agreed that increase to precept by 2.5% to £51866 for 20/21 and agreed budget Band d properties will increase 2.23% this year.

10.2 Notification of the payments and receipts report to 20/01/2020 and related budget comparison. Note all bills for payment are as approved in the budget.

Bank Reconciliation as at 20/12/2019			
Opening Cash Book balance		£63,089.54	
Add receipts between 1 April - 20 Dec 2019	53,914.22	63,089.54	
Less payments between 1 April - 20 Dec 2019	-45,238.69		
Cashbook balance at 20 Dec 2019		£71,765.07	A
Bank statements at 20 Dec 2019			
Unity Trust Bank	77,001.45		
Add Pockit Card	11.20		
Less unpresented cheques, as list below	£5,247.58		
Bank balances at 20 Dec 2019		71,765.07	B

Bank Reconciliation as at 20/01/2020			
Opening Cash Book balance		£63,089.54	
Add receipts between 1 April - 20 Jan 2020	54,240.02		
Less payments between 1 April - 20 Jan 2020	-48,581.61	63,089.54	
Cashbook balance at 20 Jan 2020		68,747.95	A
Bank statements at 20 Jan 2020			
Unity Trust Bank	71,987.58		
Add Pockit Card	11.20		
Less unpresented cheques, as list below	£3,250.83		
Bank balances at 20 Jan 2020	-	£68,747.95	B

10.3 Report on War Memorial land documentation from Sami Osman - Land is currently unregistered, can get it registered with a statement from PC, but as it is a public monument this may be a stumbling block, but would cost approx. £1000 plus VAT, this looks as though it would not be agreed to as nobody owns it and is totally unregistered. Law protects it as nobody can register it or change it in any way as it is a monument for the public. **SAMI WILL OBTAIN THE LAW AND RIGHTS ACT TO RECORD FOR NEXT MTG.**

10.4 Ratification of War Memorial light on during Winter months – It was agreed in principle with Shirley that the light would be kept on during Winter months. **It was agreed PC will pay electricity bill, THIS WAS RATIFIED BY PC.**

Switch off date was agreed to be end of Feb. Ian to look at whether an LED light would make a big difference.

Point of Order: The time being 9.30pm it was agreed at this point in the meeting to extend the meeting by 20 minutes (to comply with Standing Orders).

10.5 Community Clean Up Funding (document circulated) closing date 10/02/20 to apply, Bernard asked for ideas to be emailed to him before the closing date – Glenys suggested funding bulbs for the gardens.

10.6 Update on Baptist Church Garden and fence and Wildmoor planter – Shirley Webb mentioned, rubbish is being left in the garden, need smaller shrubs, check the contract as Mick feels that this is not being looked after, also fence is creating a problem as the kids are kicking the fence down and getting into the garden.

20/01-11 Committee and Representatives Reports

11.1 **Events Working Group** To include any relevant feedback from working group leads:

- **Christmas Meal Event** – 20/12/2019 (Cllr N Ward) 44 people turned up, local entertainers to be arranged for this year as Entertainer did not show up this year

- **Dates for Events for 2020**

31/10 Bonfire Event

08/11 Remembrance Day Ian Hooper to take over from Phil this year

28/11 Christmas Lights

18/12 Xmas Party

06/05 VE Celebration at Village Hall- more thought to be given to this event

11.2 Jackie Alderson updated on NP:

NP meeting update, draft plan done and hoping to go to public consultation before Summer, there will be a presentation to PC re NP so an Extraordinary meeting to be arranged to update PC on how they are doing and what is happening and to answer any questions and understand the direction this is taking

11.3 **WorcsCALC Bromsgrove Area Committee** – (Cllr G Blackmoor)

Update on meeting, presentation re CCTV in Bromsgrove, new CCTV system would be digital and could bid for new cameras in the area, not sure of the fund that PC would have to put towards this. Portable cameras can be applied for to get these where there are hotspots such as Baptist Garden.

11.4 **Finance and Staffing Committee** – 14/11/2019 (Cllr P Baker)

PC agreed the budget for 2020/21 which is now set, as recommended by the Finance committee in November

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

- **Village Hall Management Committee** – (Cllr J Bate) Craft Fayre, Claire needs to be checked to make sure that dates are available for meetings to take place such as NP extraordinary mtg.
- **Newsletter for articles for March/April** (Cllr P Masters) Paul will email me what needs to be included to be apportioned between Councillors. Firm dates will be confirmed in next FPC meeting and paying for delivery.
- **CPRE** - (Cllr B McEldowney) Updates on meeting regarding local issues
- **To note any relevant updates in relation to:** (Cllr P Baker)
 - **Whitford Vale Development** - District Council will have to have a mtg to discuss this. Perryfields – changes to drainage and sewers.

20/01-12

Date and time of next meetings:

- Environment and Highways 13/02/20
- Finance and Staffing 12/03/20
- Planning 20/02/20
- Events Working Group 18/05/20
- Full Parish Council Meeting 27/02/20
- Annual Parish Council Meeting – Date to be confirmed

This meeting ended at 21:52 hrs

Signed
Chairman of Catshill & North Marlbrook Parish Council

Date.....
03/02/2020

Minute no. 20/01-10.2

Catshill and North Marlbrook Parish Council – excerpt from accounts spreadsheet for part-December and January 2020.

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v145	Monthly Survey Fee Oct		42.00	7.00	35.00
v146	Monthly Survey Nov		42.00	7.00	35.00
v147,V159-60, V165	Salaries		1,415.24	-	1,415.24
v148	LP expenses, Oct 2019 (20 miles @ .45p) plus 20p owed from Aug		9.20	-	9.20
v149	Annual Rent of Office and Meeting Rooms for 2020		1,321.06		1,321.06
v150	Envelopes for Neighbourhood Plan Questionnaires		44.18	7.36	36.82
v151	Lengthsman Nov 2019 inc rubbish removal, petrol		230.00		230.00
v152	Dog bags x 20 boxes		482.40	80.40	402.00
v153	Loos for Bonfire Event		180.00	30.00	150.00
v154	Office Expenses		40.67	0.50	40.17
v155	Replace damaged pickets at Baptist Hall Garden		42.00	7.00	35.00
v156	Maintain shrubs at gardens in Oct		237.60	39.60	198.00
v157	Office phone and broadband - Nov 2019		46.31		46.31
v158	Office mobiles NOV		39.36	6.56	32.80
v161	LP expenses, Nov 2019 (19 miles @ .45p)		8.55	-	8.55
v162	Lone Worker service		36.35	6.06	30.29
V163	Grenke Leasing for Copier		120.00		120.00
V164	Christmas lunch event		1,104.00	184.00	920.00
v166	Debit card for Office		100.00		100.00
	subtotal Nov/Dec to 20/12/2019	-	5,540.92	375.48	5,165.44
	total for year to date	53,914.22	45,238.69	2,437.29	42,801.40

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v167	Lengthsman Dec 2019 inc rubbish removal, petrol		235.00		235.00
v168	Mentoring and training Carol Blake Oct-Dec19		223.45		223.45
v169	Monthly Survey Dec fee		42.00	7.00	35.00
v170, v171, v183	Salaries Jan 2020		1,168.28	-	1,168.28
V172	Office phone and broadband - Dec 2019		50.68		50.68
V173	Office mobiles Dec		39.94	6.66	33.25
V180	Bank handling charge Bonfire takings		13.50		13.50
v175	Grenke Leasing for Copier -January		76.97	12.83	64.14
v176	Mileage Expenses and Xmas Event expenses		433.85		433.85
v177	Response Plus Service		2.74	0.46	2.28
v178	Training Cllr Anderson		30.00		30.00
R7		75.00			
R8		250.80			
V179	Bank charge, 3rd quarter		18.00	-	18.00
v180	Winter Planters		480.00	80.00	400.00
v181	Envelopes, bands, highlighters, pens		37.86	6.31	31.55
v182	Monthly Survey Jan fee		42.00	7.00	35.00
v184	PAYE & NI Qtr 2		203.90	-	203.90
v185	PAYE & NI Qtr 3		244.75	-	244.75
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	subtotal Dec/Jan to 20/01/2020	325.80	3,342.92	120.26	3,222.63
	total for year to date	54,240.02	48,581.61	2,557.55	46,024.03

DRAFT