



MINUTES OF THE ANNUAL PARISH COUNCIL

MEETING VIA ZOOM

THURSDAY 29th April 2021, 7.00pm

Present: Cllrs B McEldowney (Chair), P Baker, I Hooper, B Laniosh, P Masters, D West

In attendance: Clerk – Carol Blake

Apologies: Cllr T Gillespie, Cllr Osman, Cllr Bate

Members not present: Cllrs G Blackmoor, J Alderson, M Johnson

21/04-01 Election of Chairman

It was agreed that Cllr McEldowney would remain Chairman for the coming year, he signed the Declaration of Acceptance at this point

21/04-02 Election of Vice Chairman

This item was deferred until next FPC

21/04-03 Open Forum

3.1 Members of the Public

No members of the public were present

3.2 Worcestershire County Council member for Woodvale Division

Cllr Webb discussed the VAS sign for Golden Cross Lane, it has been obtained, it is battery operated, it will be replaced within the next couple of weeks. The zip wire area will be updated with relevant equipment within the next two weeks. Christmas light switch on will be decided with PC later on in the year. PACT meetings will become a regular event again. A strategic transport assessment is going to be carried out which will encompass all of the Catshill area and will include all modes of transport. Action is needed due to speeding on Woodrow and Wildmore Rd, a priority sign is being considered for the latter. Another dog waste bin has been requested for Spencer Walk but no date for installing has been agreed to yet as it is BDHT land. Cllr Webb thanked everybody for their support throughout the year.

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

Cllr Till mentioned the on-going garage situation in Chadcote Way, she is monitoring the circumstances and will keep the PC updated on any progress or any repercussions.

Some road signs in the area are being replaced due to wear and tear. Bus stops at Lydiate Ash and Woodrow Lane need to be either removed or painted as they are very dilapidated and do not provide a very good impression when coming into Catshill.

Cllr Laniosh has spoken to the landowner by Battlefield Brook and he is in agreement that messages regarding litter, dog waste etc can be put up to help tidy up the area.

3.4 Any other community representative

None present.

21/04/04 To receive apologies from any Member not present – Cllr Gillespie, Cllr Bate and Cllr Osman sent apologies

21/04-05 Declarations of Interest

None raised

21/04-06 Dispensations

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

21/04-07 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the previous Parish Council meeting held 25/03/2021.

21/04-08 Clerk's update to include:**8.1 Agree insurance cover 2021/22**

The Clerk has received a quote for this year's insurance for £1201.43.

It was agreed to accept this quote as it has only increased by £13.55, document has numerous pages to it so the Clerk will send it all to Cllr Baker to look through it to ensure all PC assets are covered for all eventualities.

8.2 Agree Internet, Email and Social Media document (Internet only document shared)

The email policy was discussed and the Chairman explained that the PC email addresses need to be used for official business, this is required for GDPR and any Freedom of Information requests that PC may receive. Cllr Laniosh offered to help anybody who is having issues with setting up their account.

It was agreed to accept the email policy and the Clerk will overwrite the previous email policy with the new one.

It was agreed that the Communications group will work with Cllr Baker to review the Internet, Email and Social Media policy as it falls under their remit.

21/04-09 Finance**Payments and receipts report to 20/04/2021**

The Clerk reported that the Internal Auditor will be collecting the accounts for 20/21 next week. First half of the precept has been received.

Bank Reconciliation as at 20/04/2021			
Opening Cash Book balance		£86,117.87	
Add receipts between 1 April - 20 April 2020	35,500.00		
Less payments between 1 April - 20 April 2021	-7,343.74		
Cashbook balance at 20 April 2021		£114,274.13	A
Bank statements at 20 Apr 2021			
Unity Trust Bank	121,313.79		
Add Soldo Card	34.02		
Less unrepresented cheques, as list below	7,073.68	£114,274.13	B
Bank balances at 20 Apr 2021			

21/04-10 Review of council and staff subscriptions to be agreed

10.1 National Association of Local Councils – It was agreed to continue with this subscription

10.2 Society of Local Council Clerks (£173.00 for 2020) – It was agreed to continue with this subscription

10.3 Campaign to Protect Rural England (£36.00 for 2020) – It was agreed to continue with this subscription

10.4 Parish Online (Mapping Tool £126.00 for 2020) – This Subscription needs to be checked out with Chris Fabray as the Clerk has never used it.

10.5 Open Spaces (£45.00 for2020) - It was agreed to continue with this subscription

21/04-11 To review Terms of Reference and delegation for Committees (documents shared)
It was agreed Terms of Reference were a true reflection of committee meetings that are held.

21/04-12 Committee and Representatives reports

12.1 Planning Committee – Cllr Gillespie - No report

12.2 Neighbourhood Plan Steering Group– Cllr McEldowney – No meeting held.
It was agreed that Cllr West would join this Committee.

12.3 Environment and Highways – Cllr Hooper updated that the light at the War Memorial is tripping out the electrics, he is organising for an electrician to look at this.

The Memorial Garden footpath is being laid on 8th May, painting has been completed and Cllr Hooper is looking at maybe a metal border rather than something that can be used as a seating area.

Cllr Baker has been looking at what rights of way have been lost in the area in the last hundred years and then identifying which paths would be worth pursuing to make them back into rights of way for walkers.

It was agreed that Cllr Osman, Cllr Laniosh, Cllr Hooper and Cllr Baker would arrange a meeting with Malcolm Shepherd, who is currently the Paths Officer for PC, to talk about the best way forward and take this on board for the PC. If training is also required then this will be pursued and reported back to FPC.

It was agreed that Cllr West will join this Committee.

12.4 Any Other Report, including those for:

- **Village Hall Management Committee** – Cllr Hooper updated that bookings are coming through for the Village Hall rooms with social distancing being adhered to. The Hall Manager is leaving in Sept so there will be a new Manager in place by then

- **Communications Group – Cllr Masters** reported that the group has had a good look at the PC website and they have highlighted some improvements that could be made.
It was agreed that Cllr Masters will contact Chris Fabray tomorrow to discuss the improvements and report back.
It was agreed that the next Newsletter will be produced mid July.

21-04-13 Appointment of Representatives to External Bodies

13.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote) – Cllr McEldowney and Cllr Laniosh will attend

13.2 WorcsCALC, Executive Committee (1 member) - Cllr McEldowney will attend

13.3 Catshill Village Hall management committee (1 member) – Cllr Bate/Cllr Hooper will attend

13.4 North West Ward Association (Catshill Meadow) (1 member) It was discussed that Cllr Blackmore usually attended this meeting, Cllr Baker will contact her to see if she would like to continue to attend, if not then Cllr Masters will attend to represent the PC.

21-04-14 To decide membership of parish council committees and working parties,

14.1 To consider appointment of Substitute members for Committees – **It was agreed** to discuss when dates of Committees have been decided on.

14.2 To agree Chair and Vice Chair to each Committee – **It was agreed** to leave as it is at the moment.

<u>Committee</u>	<u>Number of members</u>
Environment & Highways	6 including Chairman, one from each ward and PPW (non-voting if not a Councillor)
Finance & Staffing - Internal Audit working party - Policy and Procedure Working Party	6 including Chairman - 2 Finance & Staffing committee members (non signatories)
Planning	6 plus Chairman, one from each ward
Neighbourhood Plan Steering Group	3 Parish Councillors, max 4, Chairman as ex-officio
Events Working Group	Min 3 Parish Councillors

21-04-15 To set the schedule of meetings for the municipal year 2021/2022

15.1 To agree to meet on the least Thursday of each month except August and December

15.2 To agree the date of the Annual Parish Meeting (if applicable this year)

15.3 To agree the number of meetings for each Committee and the dates of the same

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	As required
Finance & Staffing - Internal Audit working party - Policy and Procedure Working Party	- Quarterly; dates to be agreed (daytime) - Quarterly; dates to be agreed (daytime)
Planning	As required
Events Working Group	Adhoc group – Dates as and when required
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

21/04-16 Date and time of next meeting: 27th May @ 19:00

Meeting Finished @ 21:03