



## MINUTES OF THE PARISH COUNCIL MEETING

Held at Catshill Village Hall

THURSDAY 27<sup>th</sup> May 2021, 7.00pm

**Present:** Cllrs B McEldowney (Chair), P Baker, I Hooper, S Osman, B Laniosh, P Masters, J Anderson, T Gillespie, G Blackmoor

**In attendance:** Clerk – Carol Blake

**Apologies –** Cllr D West

**Members not present:** Cllr M Johnson

**21/05-01 Chairman's welcome**

The Chairman welcomed all present to the meeting

**21/05-02 Election of Vice Chairperson**

**It was agreed** that Cllr Gillespie would continue as vice chairperson

**21/05-03 To receive apologies from any Member unable to attend**

Cllr Dean West sent his apologies

**21/05-04 Open Forum**

**4.1 Members of the Public**

No members of the public were present

**4.2 Worcestershire County Council member for Woodvale Division**

Cllr Shirley Webb reported that she had attended a meeting with the Highways engineer and will email Cllr Hooper with an update to share with all Parish Councillors. But the main points raised were about the speeding issues within the area and how to slow drivers down. Ideas that have been discussed, are having white lines and bollards put on Wildmore Lane at the junction with Cobnall Road. The VAS signs that are not currently working will be removed. Speed repeater signs cannot be displayed on lampposts where there is street lighting present, which generally indicates that there's a 30mph speed limit, unless signs tell you otherwise and the Parish Council (PC) would have to obtain permission from Bromsgrove District Council to do this anyway. Cllr Webb suggested that the PC could purchase their own stickers to place on wheelie bins or lampposts in the area.

Cllr Laniosh requested that the next Newsletter could include an article explaining the difference between Parish Councillors, District Councillors and County Councillors. There was some negativity about an article published in the previous newsletter, regarding new housing developments and some residents were unaware of who is responsible for what. It was also requested that this information be posted on local social media.

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

Cllr Till reported on the garden on Bracken Grove which should be ready for the Summer. The fly-tipping of waste by the garages in Chadcote Road has nearly been cleared and the area is now looking a lot better.

Cllr Laniosh thanked Cllr Webb and Till for the work done on the play area off Milton Rd which has been tidied up and equipment renewed.

#### **4.4 Any other community representative**

None present.

**21/05/05 To re- open the meeting** Parish Councillors and the Executive Officer may only speak from this point forward

**21/05-06 Declarations of Interest**  
None raised

**21/05-07 Dispensations**  
No member had submitted a request for dispensation to any agenda item.

**21/05-08 Approval of Minutes of previous council meeting**  
**It was agreed** to accept the minutes of the previous Annual Parish Council meeting held 29/04/2021 and they were signed by the Chairman.

**21/05-09 Chairman's Report**  
The Chairman reported that Cllr Jill Bate has formally resigned from the Parish Council. He thanked her for her public service.  
Thanks were given to everybody who helped with the work at the Baptist Garden on 9<sup>th</sup> May.  
Meetings that were attended by the Chairman during May included the Communications group, an update on Catshill Can which was previously called Bromsgrove Deal, where there were updates on ideas for community events such as summer fetes etc.  
The Chairman attended Catshill War Memorial on Saturday 15<sup>th</sup> May and laid a wreath on behalf of the Parish Council, to commemorate the centenary of the Royal British Legion.  
A local resident, Frank Cook, has sent a letter to the PC regarding the proposed Perryfields development article, which was printed in the last newsletter. He requested that his letter was read out in this meeting, but all Parish Councillors had been sent a copy of the letter and have read it and agreed that it did not need to be read out at the meeting. Cllr Baker has also previously replied to Frank Cook via email.  
**It was agreed** in principle for the Clerk to claim the working from home allowance which SLCC have provided guidance on, this will be ratified at the next Finance and Staffing Committee meeting

**9.1 Keep Britain Tidy – Great British Spring Clean –** The Chairman asked if Parish Councillors wanted to become involved in this scheme which begins on 28<sup>th</sup> May but **it was agreed** that the Parish Council do have their own litter picker and also do have days that they set aside to clear up litter in the area. Keep Bromsgrove Beautiful is on-going within the area so on that basis it was decided that PC does not need to be part of this campaign as well.

**9.2 Precept Surplus Spending –** The Chairman will write an article for the next newsletter regarding the precept surplus. He has already received some suggestions from local residents for spending the surplus money, such as on benches, trees to commemorate

those who lost their lives in the pandemic etc. Cllr Laniosh suggested looking at the data from questionnaires that have been completed by residents recently, in relation to the 'Catshill Can' project, with a view to identifying other possible spending ideas.

**Action** - Cllr Laniosh will obtain a definitive list of clubs in the area which will be put on PC website

**21/05-10 Clerk's report on delegated actions, update and list of communications**

**General Correspondence received:**

Weekly CALC updates ; weekly BDC planning lists, WCC road works lists and reports,

**10.1 Summer planting quote – It was agreed** to accept the quote of £1116.36 which is an increase of £52.85 from last year to provide summer plants for the Ivy Cottage garden.

**10.2 To review and approve Balances and Reserves policy – It was agreed** that the policy is a true and fair reflection

**10.3 To review and approve Charitable and Other Donations Policy – It was agreed** that the policy is a true and fair reflection

**10.4 To review and approve Equal Opportunities Policy – It was agreed** that the policy is a true and fair reflection

**10.5 To review and approve Privacy Policy – It was agreed** that the policy is a true and fair reflection

**21/03-11 Finance**

**11.1 To present the report from Independent Internal Auditor, Dianne Malley**

The audit report was received, the precept issue has been highlighted by the Auditor, no other issues were found.

**11.2 Annual External Audit -To review and approve the completed Annual Governance Statement as prepared by the Responsible Finance Officer – It was agreed** that the Annual Governance statement is fair and was approved

**11.3 Annual External Audit -To review and approve the completed Annual Accounting Statements 2020-2021 as prepared by the Responsible Finance Officer – It was agreed** that statements were fair and were approved.

**11.4 The payments and receipts report from the Clerk was received and noted**

The council's accounts spreadsheet for May 2021 was circulated see page 662 below.

An excerpt from the council's accounts spreadsheet for May had been sent along with the bank reconciliation to 20/05/2021, it is as follows:

Bank Reconciliation as at 20/05/2021			
Opening Cash Book balance		£86,117.87	
Add receipts between 1 April - 20 May 2020	35,500.00		
Less payments between 1 April - 20 May 2021	-11,202.30		
<b>Cashbook balance at 20 May 2021</b>		<b>£110,415.57</b>	<b>A</b>
<b>Bank statements at 20 May 2021</b>			
Unity Trust Bank	114,125.18		
Add Soldo Card	4.24		
Less unrepresented cheques, as list below	3,713.85	<b>£110,415.57</b>	<b>B</b>
<b>Bank balances at 20 May 2021</b>			
<b>Unrepresented cheques:</b>			
	v015	662.57	
	v016	177.60	
	v017	1,201.43	
	v020	240.00	
	v021	144.00	
	v022	237.60	
	v023	180.00	
	v024	445.00	
	v026	387.76	
	v028	14.39	
	v029	23.50	
		£3,713.85	

## 21/05-12 Items for Discussion

**12.1 Parish Council email accounts – Cllr Gillespie** – Cllr Gillespie is having issues with her PC email account and has asked that the Clerk send any agendas and minutes to her personal email account for that reason. The Chairman stated that PC needs to comply with GDPR and Data Protection rules and felt it was unwise to do this.

**It was agreed** that Cllr Laniosh will help with sorting this out for her.

**12.2 Newsletter Items – Cllr Masters** - It was agreed that Cllr Hooper would provide an article on the Baptist Garden and Cllr McEldowney would provide an article on the Centenary service of the Royal British Legion commemoration at the war memorial.

**12.3 Action Plan – Cllr Baker** – No update on this at present

**12.4 Update from Footpaths Group – Cllr Laniosh** – Cllr Laniosh held a meeting with Cllr Hooper, Cllr Baker and Malcolm Shepherd to discuss various footpaths and rights of way in the area which was very productive. Cllr Baker is leading a walk, meeting in the car park at Crown pub at 18:45 on 28/06/2021, walking towards the cemetery and on

the cycle path which should take about an hour and a half. The rights of way will be looked at along the way too.

**12.5 Update regarding Solar Lights and Summer Fete – Cllr Osman** – The quote and pictures of the solar lights from Reddilight will be emailed to all. The price for each panel is £1525 exc VAT, it includes a 4-year warranty and also a battery. The 4 units would therefore be a total cost of £6100 exc VAT. The posts will need to be installed, which will be an additional cost.

**It was agreed** that Cllr Osman would contact Cllr Webb to obtain the cost of the posts so that the PC can clarify the total cost of the project then decide whether they wish to proceed. In the meantime Cllr Osman will obtain another 2 quotes in line with official procedures.

Cllr Osman will contact Catherine Simcox regarding the Summer fete idea and she will hopefully be able to provide contacts for churches and other local groups etc so that we can identify who else might be interested in getting involved with it.

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**21-05-13     Committee and Representative Reports.**

**To include any relevant feedback from working group leads:**

**13.1 Neighbourhood Plan Steering Group – (Cllr McEldowney)** **It was agreed** in the NPSG meeting that Cllr Osman would be appointed Lead Councillor for this group from now on.

Richard Eccles was also co-opted onto the Steering Group.

**13.2 Environment and Highways Committee – (Cllr Hooper)** – An electrician recently visited the War Memorial site as there was a problem with the electrics tripping out. He tested the lighting, which appeared to be okay, but discovered that there was a problem with the timer. **It was agreed** that Cllr Hooper would purchase a new timer. Cllr Hooper reported on the state of the gate at the War Memorial as it has to be lifted up to be opened, so he will be obtaining 3 quotes in order that we can arrange to get the gate fixed in due course.

Quotes have also been requested for purchasing our own speed sign. We are awaiting quotes for polycarbonate replacement for bus shelters and quotes for painting the bus shelters

**13.3 Whitford Vale and Perryfields Development – (Cllr Baker)** – An independent inquiry is currently underway between the developers and BDC.

**13.4 Planning Committee** – No meetings

**13.5 Finance and Staffing Committee – (Cllr P Baker)** – No meetings

**13.6 Newsletter and Events Committee – (Cllr P Masters)** – Nothing else to add on this.

**13.7 Village Hall Management Committee – (Cllr Bate)** – Nothing to report

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This meeting ended at 21:13 hrs

**21/05-14 Date and time of next meeting: FPC Meeting 24/06/2021 @ 19:00 in the Village Hall**

## Excerpt of spreadsheet May 2021

May-21	How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
Salaries	BACS	v015-016	Salaries for May 2021		840.17	-	840.17
Zurich Municipal	BACS	v017	Insurance cover 2021-22		1,201.43	128.72	1,072.71
Talk Talk	d/d	v018	Office phone and broadband - April 2021		44.45		44.45
O2	d/d	v019	office mobile		20.48	3.41	17.07
Allen Farnsworth	BACS	v020	Lengthsman - May 2021		240.00		240.00
Meadowfields Ground Maintenance	BACS	v021	Maintain shrubs at gardens March 2021		144.00	24.00	120.00
Meadowfields Ground Maintenance	BACS	v022	Maintain shrubs at gardens in April 2021		237.60	39.60	198.00
DM Payroll Services Ltd	BACS	v023	Internal audit review 2020/21		180.00		180.00
Heron Press	BACS	v024	Spring 2021 Newsletter		445.00		445.00
Soldo	BACS	v025	Top up debit card		50.00		50.00
CIlr Ian Hooper	BACS	v026	Reimbursement for Catshill Baptist Garden work		387.76	33.33	354.43
Mrs C Blake	BACS	v027	Expenses for Zoom Monthly Sub		14.39	-	14.39
Daren Lacey	BACS	v028	Wreath for Centenary Service		23.50	-	23.50
Soldo Open Spaces Sub	Soldo	v029	Open Spaces Yearly Sub		25.00	-	25.00
Soldo CPRE Sub			Open Countryside yearly Sub		36.00		36.00
Stinky Ink			Stinky Ink Black Cartridge		10.79	1.8	8.99
Soldo Monthly Fee			Microsoft monthly sub		7.99		7.99
			subtotal April-May/2020	-	3,858.56	230.86	3,627.70
			total for year to date	35,500.00	11,202.30	1,191.40	10,010.90