



## MINUTES OF THE PARISH COUNCIL MEETING

Held at Catshill Village Hall

THURSDAY 25th May 2023, 7.00pm

**Present:** Cllrs B McEldowney (Chair), B Laniosh, S Osman, K Burgess, J Parry

**In attendance:** Clerk – Carol Blake

**Apologies** – Cllr P Masters

**Members not present:**

### 23/05-01 **Chairman's welcome**

The Chairman welcomed all present to the meeting

### 23/05-02 **To receive apologies from any Member unable to attend**

Cllr Masters sent apologies.

### 23/05-03 **To consider any applications for co-option**

None received.

### 22/05-04 **Open Forum**

#### **4.1 Members of the Public**

No members of the public attended the meeting.

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

Cllr Webb reported that the new pedestrian crossing outside the Coop on Barley Mow Lane has been erected and the loose chippings will be swept away.

Chadsworth School have agreed to take ownership of the Community Garden on Bracken Grove, they may request some funding from the Parish Council to help with this project in future.

The scouts have cleared the war memorial of wreaths and weeds.

Two of the VAS signs have been upgraded to 40mph rather than 30mph including the one owned by the Parish Council. One of these will be placed outside the Hotel on the Birmingham Rd.

The litter bin by the cage has been vandalised and has been reported. The area by the cage has been reported to Community Safety team and Cllr Webb will be setting up a PACT meeting to discuss this and will let the Parish Council know the date of the meeting.

The grass area at the back of Byron Way will be cut back in August because of skylarks nesting at this time of year.

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

Cllr McEldowney attended a meeting regarding the new committee structure at BDC after the elections and will keep the Parish updated on any issues discussed.

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

No update.

#### **23/05-05 Declarations of Interest**

None received.

**23/05-06 To re- open the meeting** Parish Councillors and the Executive Officer may only speak from this point forward

#### **23/05-07 Dispensations**

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

#### **23/05-08 Approval of Minutes of previous council meeting and previous matters arising**

**It was agreed** to accept the minutes of the previous Parish Council meeting held 30/03/2023 and meeting held on 18/05/2023. The Chairman then duly signed the minutes.

#### **23/05-09 Chairman's Report**

The Chairman updated members on the various meetings he had attended during the month. A thank you card was read out praising the Parish Council on the Coronation Weekend event which they attended and thoroughly enjoyed. Ex councillor Baker will send the clerk's completed appraisal and the Project Officer job description within the next month to complete his council tasks. Cllr McEldowney thanked Phil for his excellent public service to the Parish Council for over 20 years and wished him well for the future. Cllr McEldowney made reference to the White Goods Scheme; Chris Fabray had sent an email thanking the Parish Council for their recent grant towards the running of this scheme which had provided a number of residents with help during the current cost of living crisis.

**9.1 Unity Bank approver to be discussed – It was agreed** that all Councillors will be set up as Approvers so that there is sufficient cover each month. The clerk will contact Unity Bank to request the forms that need to be completed by Councillors.

**10.1 The payments and receipts report to 17/05/2023 was received and noted.**

The council’s accounts spreadsheet for May 2023 was circulated.

An excerpt from the council’s accounts spreadsheet for May had been sent along with the bank reconciliation to 17/05/2023, it is as follows:

Bank Reconciliation as at 17/05/2023			
Opening Cash Book balance		£102,483.02	
Add receipts between 1 April - 17 May 2023	25,669.05		
Less payments between 1 April - 17 May 2023	-15,445.08		
<b>Cashbook balance at 17 May 2023</b>		<b>£112,706.99</b>	<b>A</b>
<b>Bank statements at 17 May 2023</b>			
Unity Trust Bank	116,854.17		
Add Soldo Card	55.07		
Less unpresented cheques, as list below	4,202.25	<b>£112,706.99</b>	<b>B</b>
<b>Bank balances at 17 May 2023</b>			

**10.2 To present the report form the Independent Internal Auditor, Dianne Malley** - Clerk updated Councillors that the internal audit for 2022/2023 had been completed and the auditor had been pleased with her findings stating that the financial controls and reviews of records had all been sufficiently met.

**10.3 Annual External Audit** – To review and approve the completed Annual Governance Statement Section 1 as prepared by the Responsible Finance Officer - Clerk requested the Chairman’s signature for Section 1 of the AGAR, and it was duly signed.

**10.4 Annual External Audit** – To review and approve the completed Annual Accounting Statements 2022-2023 Section 2 as prepared by the Responsible Finance Officer - Clerk requested the Chairman’s signature for Section 2 of the AGAR and it was duly signed.

**10.5 Defibrillators Update** - The clerk reported that 2 defibrillators located at the Baptist Church and The Meadow were sent away to CU Medical to be updated, loan defibrillators were sent and replaced at the sites. Both of our defibrillators required new batteries and pads.

The one at the Baptist Church has been returned. The other one has been lost by the company and they have agreed to replace it free of charge next week.

**10.6 Summer Quotation for Ivy Cottage** - No quote received to date.

**10.7 General Power of Competence Update** - The clerk has been consulting with Society of Local Clerks (SLCC) to try and get clarity as to whether the GPC can be used in the Parish. The criteria is that 2/3rds of Councillors.

need to have been elected and the clerk needs to be qualified. After the election in May 2/3rds of our current Parish Councillors have now been elected and the Clerk is qualified but SLCC are unsure whether it should be 2/3rds of all Councillors i.e. 13 positions which includes current Parish Councillor vacancies so they have advised that the Parish do not use the GPC which can be challenged if it turns out that it should not be used.

## **23/05-11 Items for Discussion**

**11.1 Christmas Lights and Halloween** – Cllr Parry suggested extending the Christmas lights from the Village to the Ivy Cottage Garden. She has obtained 3 quotes and proposed to use MK Illuminations who have been very helpful and have excellent customer service. **It was agreed** by all to use this supplier their quote was £4191 for 3 extra lamppost lights and brackets for fitting.

Cllr Parry requested up to £700 to organise a Halloween event at the Village Hall on 31st October between 3:00 and 5:00 pm. This will include doorstep princesses, decorations, food etc.

**It was agreed** by all to accept £700 for the budget for this event, the clerk will contact the village hall manager initially to see if the hall is available on that date and time.

**11.2 Letters to Heaven** – **It was agreed** in principle to purchase 2 post boxes at an approximate cost of £180 each, one for Christ Church and the other one for North Bromsgrove Cemetery. Cllr Parry agreed to maintain the boxes. This will be an agenda item for next month to discuss further and have final costs.

**11.3 Donation to First School for bulbs and Equipment for planting** – Cllr Osman requested that this item be removed as it has not been progressed any further.

- 11.4 Discussion re dog poo in the area** – Cllr Laniosh agreed to print and distribute cards in the area to remind and educate people on the importance of picking up their dog waste and the health risks if they do not. The scouts will be putting up bag holders made from parts of drainpipes in the area to try and help with this issue.
- 11.5 COVID Memorial Garden – Cllr Masters** No update so deferred until next meeting
- 11.6 Ideas for the municipal year 2023/2024** – Deferred to next meeting.

## **23/05-12 Committee and Representatives Report**

- 12.1 News Magazine – Cllr Masters** – No update
- 12.2 Junior Councillors** - Cllr Laniosh reported that Cllr Parry and Cllr Burgess will attend the next meeting to be held on 17<sup>th</sup> July.
- 12.3 Footpaths Working Party** – Cllr Laniosh reported that the group now have 8 people to help, they had worked on a collapsed footpath off New Lane this month and the next project is to work on the steps by Millennium Way
- 12.4 Events Update Cllr McEldowney/Parry** Cllr McEldowney attended the last events meeting. It was discussed that the scouts would like to run this year’s bonfire event on their own, but this has not been agreed to yet.
- 12.5 Environmental, Highways and Planning – Cllr Osman** A meeting is organised for 19<sup>th</sup> June online.

**Meeting finished @ 21:02**

**Date and time of next meeting: Parish Council Meeting 29<sup>th</sup> June in the Village Hall @ 19:00**

## Excerpt from May Spreadsheet

May-23	How paid	invoice ref V/R	Description	Receipts	Payments Gross	Paym VA
O2	d/d	v015	office mobile		17.28	
Water Plus	d/d	v016	Water Ivy Cottage Gardens		7.23	
Salaries for May	BACS	v017	PO Salary May 2023		948.78	
JRB Enterprise Ltd	BACS	v020	10 Boxes of Dog waste bags		327.60	54
Meadowfields Ground Maintenance	BACS	v021	Maintain shrubs at gardens in March 2023		237.60	39
Meadowfields Ground Maintenance	BACS	v022	Maintain shrubs at gardens in April 2023		237.60	39
DM Payroll Services Ltd	BACS	v023	Internal Audit fee 2022/23		180.00	
Chris Cooke	BACS	v024	Lengthsman April 23		244.50	41
Birmingham City Council	BACS	v025	Ivy Cottage Plants		1,077.11	179
Talk Talk	d/d	v026	Broadband for office		49.95	
EON	d/d	v027	Electricity for War Memorial		83.20	
WEL Medical Ltd	BACS	v028	Pads for Defibrillator		79.08	13
WEL Medical Ltd	BACS	v029	Battery for Defibrillator		204.00	34
Lindsay Peniston	BACS	v030	King's Coronation Expenses for Methodist Church		612.43	
Vicky Lawton	BACS	v031	King's Coronation Expenses for Christ Church		53.55	
Soldo card	Soldo	v032	Amazon- Clear wallets and dividers		6.18	
			Microsoft monthly fee		7.99	
			Zoom monthly fee		15.59	
			Amazon - A4 paper		11.85	
			Microsoft monthly fee		7.99	
<b>subtotal May/2023</b>				-	4,409.51	404
<b>total for year to date</b>				<b>25,669.05</b>	<b>15,445.08</b>	<b>1,439</b>