



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 21st MAY 2015, 7.30PM

Present : G Witcomb – retiring Chairman
Elected Parish Councillors: P Baker, M Ball, J Bate, G Blackmoor, M Knight,
B McEldowney, P Masters, M Shephard, O Sweeting, S Webb

In attendance: County Councillor Sheila Blagg
1 member of the public up to minute no. 15/05-02
Clerk - Gill Lungley

Prior to the start of the meeting, all newly elected parish councillors signed and delivered their Declarations of Acceptance of Office.

15/05-01 Election of Chairman

The retiring Chairman, Gordon Witcomb chaired the first item of business.

It was agreed to appoint Cllr O Sweeting as Chairman and he duly signed the Chairman's Declaration of Acceptance of Office.

The retiring Chairman handed the Chain of Office to the newly appointed Chairman who in turn presented the retiring Chairman with a gift from the Parish Council in recognition of the many years of service he has given to the council and parish residents. Upon leaving Gordon thanked the councillors he has worked with during his tenure as both councillor and Chairman.

15/05-02 Co-option

The newly elected parish councillors had been elected unopposed and with three vacant seats; one vacancy in the Lower Marlbrook ward and two vacancies in the Woodrow ward. The vacancies have been advertised since 16/03/2015 when the notice of elections was posted on the notice boards and online and since 10/04/2015 when the non-contested election notices had been issued. The period of notice will continue until the seats are filled by co-option by the parish council or by Bromsgrove District Council if the parish council fails to do so. One candidate had been put forward for co-option to the Lower Marlbrook ward.

It was agreed to consider the co-option at this meeting.

It was agreed to co-opt Tessa Gillespie to represent the Lower Marlbrook ward.

Cllr T Gillespie signed the Declaration of Acceptance of Office, was welcomed as a member and took her seat at the council table.

15/05-03 Election of Vice-Chairman

It was agreed to appoint Cllr G Blackmoor as Vice- Chairman for the 2015/16 municipal year.

15/05-04 Open Forum/ Ward Member Reports

The meeting was adjourned to hear from County and District ward representatives:-

County Councillor Sheila Blagg (Woodvale) reported as follows:

- Written report for May had been circulated.
- The concerns of a Braces Lane resident regarding hedge cutting and verge maintenance were being addressed.
- Unrestricted parking is now allowed on the highways-owned land in front of Marlbrook ph.
- Parking restrictions have been approved for the area around the Alvechurch Highway and Lydiate Ash Road crossroads.

The Catshill Social Club car park will be locked during the day from the end of May 2015 meaning parents will not be able to park there when dropping off/collecting children from school.

District Councillor Dr Brian Cooper (Marlbrook)

Coun Cooper had sent apologies for non-attendance; his printed report was circulated to the meeting.

District Councillor Shirley Webb (Catshill South) reported as follows:

- BDC's Mucky Pup campaign seems to be working well in Catshill Meadow.
- Owners of neglected refuse bins in Byron Way, Spenser Walk and Poets Court had been contacted.
- The police are to conduct a speed awareness campaign around Catshill where various roads will be targeted.
- The Crown ph will be asked to consider opening its car park for parents to use as an alternative to the Social Club.

District Councillor Helen Jones (Catshill North): no report.

15/05-05 The meeting was re-opened; there were no apologies.

15/05-06 Declarations of Interest None.

15/05-07 Dispensations None.

15/05-08 Approval of minutes of previous Parish Council meeting

It was agreed to accept the minutes of the Parish Council meeting held 30/04/2015 and they were duly signed by the Chairman.

15/05-09 To Review Delegation Arrangements (delegation to the Clerk)

It was agreed to include recent delegations covering the annual bonfire and fireworks event; arrangements for the new garden at The Dock; arrangements for the termly newsletter.

15/05-10 To review Terms of Reference for Committees

The Terms of Reference for Committees were reviewed and agreed.

15/05-11 To decide membership of committees and working parties

Chairman is ex officio member to all committees.

Committee	Members
Environment and Highways	M Ball, G Blackmoor, B McEldowney, P Masters, M Shephard, S Webb
Finance & Staffing	P Baker, J Bate, B McEldowney, M Shephard
- Internal Audit w/party	- To be appointed by Finance & Staffing committee
Planning	T Gillespie, M Knight, B McEldowney, P Masters, M Shephard
Working Party	
Annual bonfire & fireworks	M Ball, G Blackmoor, B McEldowney, S Webb
War Memorial	P Baker, M Ball, G Blackmoor, P Masters

15/05-12 Review of Standing Orders and Financial Regulations

It was agreed to continue with the Standing Orders as adopted in November 2013 reviewed and amended in October 2014, and with the Financial Regulations as adopted May 2014.

15/05-13 Review of any joint working arrangements with other local authorities

- a) Lengthsman Scheme via Worcestershire County Council – agreed to continue.
- b) Bournheath Parish Council – agreed to continue shared administrative arrangements

15/05-14 Appointment of representatives to external bodies

- a) Worcestershire County Association of Local Councils, Executive Committee – Cllr O Sweeting
- b) Worcestershire County Association of Local Councils, district meeting - meetings are open to all members to attend, any two of whom can vote if required.
- c) Catshill Village Hall Committee – either of Cllr O Sweeting or Cllr J Bate
- d) North West Ward Association – Cllr G Blackmoor
- e) Marlbrook Tip – either of Cllr B McEldowney or Cllr T Gillespie
- f) Safer Neighbourhoods team – Cllr S Webb

Written reports to be provided to the Clerk for circulation as soon as possible after attendance at each meeting.

15/05-15 Review of Asset Register

This was accepted and it was noted that the poles purchased November 2014 for displaying banners at the Catshill Meadow (permanent installation) should be added.

15/05-16 Confirmation of arrangements for Insurance cover in respect of all insured risks

The insurance schedule was agreed.

15/05-17 Review of council's and staff subscriptions to other bodies

- a) Worcestershire County Association of Local Councils/National Association (£856.79)
- b) Society of Local Council Clerks (£189 annual cost shared with Bournheath PC, based on hours worked ratio of 7:3)
- c) Campaign to Protect Rural England (CPRE) annual subscription £36.

These subscriptions were agreed.

15/05-18 Review of policies

The following policies were agreed:

- a) Complaints Procedure
- b) Freedom of Information
- c) Data Protection
- d) Press and Media Policy

15/05-19 To set the schedule of meetings for the municipal year 2014/15

- a) **It was agreed** to meet on the last Thursday of each month excepting August and December.
- b) **It was agreed** to arrange the Annual Parish Meeting for Thursday 21st April 2016.
- c) **It was agreed** to set committee dates as below:

Committee	Dates of meeting
Environment and Highways	11/06/2015; 10/09/2015; 03/12/15; 10/03/2016
Finance and Staffing	16/07/2015; 08/10/2015; 12/11/15; 07/01/2016; 12/05/16
- Internal Audit working party	- At least biannually; to be agreed
Planning	As and when required / within 21 days of plan notification
Working parties	As and when required

15/05-20 Clerk's update and communications

1. Lingfield Walk – water leak. Severn Trent Water claim the water does not contain any chlorine and is therefore not from their pipes but could be from an underground spring; North Worcestershire Water Management claim the water does contain chlorine and they are making further efforts to find the source of the leak.

2. Training for new councillors. The schedule of training organised by Worcestershire CALC for new councillors was circulated.

Correspondence e-mailed to members includes:

- **WorcsCALC** updates for May
- **WorcsCC** weekly road-works updates
- **BDC** weekly planning lists
- **Worcestershire Voices** weekly bulletins.
- Reminder of Parish Conference at County Hall on 4th June 2015 from 5pm
- Invitation to Bromsgrove area CALC meeting at BDC offices on 10th June 2015 at 6.30pm

15/05-21 Reports from representatives to other meetings

CLlr B McEldowney reported on the school car parking concerns; there appeared to have been some miscommunications and no progress had been made.

15/05-22 Finance

22.1 Annual Audit The independent internal auditor had returned the books and provided a report which was circulated to all members and noted. The Annual Return would be sent to the External Auditor before 01/06/2015. Public notice of the audit had been given via the parish council notice boards and to date no member of the public had yet taken the opportunity to view this year's accounts. The Clerk was thanked for her book-keeping.

22.2 Current financial position was noted along with the bills for payment, see below.

22.3 Bank Signatories **It was agreed** to alter the bank signatories by removing G Witcomb as an authorised signatory and adding CLlr O Sweeting.

15/05-23 New Homes Bonus

It was agreed to meet on 26/05/2015 to progress an application for funding via the New Homes Bonus scheme (£87,000 is available from Bromsgrove DC to the district's community groups and parish councils affected by new homes building). The clerk was authorised to submit an application for funding following instruction from the working party meeting.

15/05-24 Items for the next meeting

Members were reminded to submit articles for consideration in the next newsletter.

15/05-25 Date, time and venue of next meeting

Parish Council Meeting on 25th June 2015, 7.30pm at Catshill Village Hall
This meeting ended at 21:30 hrs.

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

Date	Voucher ref no.		Chq no.	Details	Receipts	Gross	recoverable
	Payment	Receipt				Payments	VAT
May 15		R3		Newsletter advertising	30.00		
	010		300776	Lengthsman, April 2015		192.00	
	011		Online	Independent internal audit		160.00	
	012		Online	NALC – LCAS registration		60.00	10.00
	013		d/d	War memorial electricity, 1 st ¼		31.57	1.50
	014		300777	Grounds Maintenance, April 2015		218.10	36.35
	015		d/d	Office mobile phone, May 2015		20.62	3.44
	016		Online	Stationery		100.51	16.75
	017,018		s/o	Salaries, May 2015		947.80	
				Sub-totals for May 2015	30.00	1,730.60	68.04
				Running total	15,586.50	5,625.56	190.47