



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 31ST MARCH 2016, 7.30pm

Present : O Sweeting (Chairman), G Blackmoor (vice-Chairman), P Baker, M Ball, J Bate, S Boxall-Southall, T Gillespie, M Knight, P Masters, M Shephard

In attendance: Clerk – R Powell, District Councillor Brian Cooper, Mr Andrew Bate and Mr Patrick Callaway

16/03-01

Chairman's welcome

The Chairman welcomed all to the meeting.

16/03-02

Members' Apologies for absence

Apologies were received from Cllr B McEldowney

16/03-03

Co-option

Members unanimously agreed to co-opt Cllr P Callaway onto the Council. Cllr Callaway signed the Declaration of Acceptance of Office Form and took a seat with the Council at this point.

16/03-04

Open Forum

- 4.1 No Members of the Public were present.
- 4.2 County Councillor Sheila Blagg had provided a report for March that had been circulated to Members. It included relevant information relating to Child Exploitation Awareness Day; Worcestershire Skills Show on Wednesday 9th March 2016; British Heart Foundation fundraising walk on April 17th 2016; request for volunteers in Worcestershire; West Midlands Rail Franchise Consultation; Worcestershire Acute Hospital Services; The Pearl Izumi Tour Series cycle race in Worcestershire in May; Western Bypass Report; Refusal of a disabled parking space on Green Lane; Starting Well 'All Age Prevention Strategy' and the Woodland Trust Free Tree programme.
- 4.3 District Councillor Brian Cooper was in attendance. He reported that it was quiet at present within the Marlbrook area. Cars parking in Lydiate Ash Road remains an issue but County Council have now extended the double yellow lines to make crossing the road safer. Officers have been asked to look at parking. Cllr Cooper reported regarding his investigations into the Singletons Signs and had established from Bromsgrove Planning Officers that the signs were on private land, not detrimental to highways safety and therefore there was no cause for objection to be made. Cllr Cooper went on to inform Members that the revenue support grant issues were still not resolved with Bromsgrove being disadvantaged from the settlement for the next three years. The Planning department are now out of designation and turning around the department. In relation to licensing, three policies had been approved including one for taxi companies meaning there can now be a distinction between hackney, private hire or dual licence. A policy for sex establishments has been passed although Cllr Cooper pointed out that there are no establishments designated under law that exist in the Bromsgrove District. Worcestershire Acute Hospitals trust is under special measures with concerns about the Community Mental Health trust; the budget is being reduced which means Mental Health will be reconfigured over Primary and Secondary Health. Cllr Cooper then answered Members questions which related to the Singletons signs, including the fact that one of the signs is on Highways land and whether the nursery were aware of the process they should follow. Cllr Cooper agreed to speak to the Planning Department for further clarification and expressed that Enforcement was an issue in the whole district.
Cllr Cooper left at this point in the meeting (19:52hrs)

4.4 Mr Andrew Bate presented a report in relation to the Catshill War Memorial, which was also provided as a hard copy to the Clerk and the Chairman. Mr Bate reported that the Memorial had been erected in 1927 for a price of £250 and would be a community asset if the Council register the land. Mr Bate is in possession of a VCR of the opening ceremony which, with the Council's permission, he would like to transfer to DVD in order to show on the screen in the Village Hall at relevant events. To this point it had been discovered that no person or organisation, had registered the land and Mr Bate suggested that the Council use their powers to register the land. The Memorial itself has now been registered with various websites and companies that provide funding for War Memorials, including the Imperial War Museum, English Heritage and registration with the War Memorials Trust being underway. Mr Bate had requested that the current owners of the Crown Pub pay attention to the dangerous branches and trees around the site, but despite the support of District Councillor Shirley Webb, to date there had been no response.

Suggestions made by Mr Bate for the future of the War Memorial included Insurance against damage, long term maintenance and the purchase of 'sweet water' anti-vandalism paint. In addition, if the Memorial site is registered, Sandra Taylor of 'Remember the Fallen' would like to be informed in relation to her database. As a note, Mr Bate informed the Council that Bromsgrove District Council currently do not have a Memorial Officer.

16/03-05 The meeting was closed for Open-Forum and re-opened.

16/03-06 Declarations of Interest
No member declared any declarable interest.

16/03-07 Dispensations
No new requests for dispensations had been received.

16/03-16 To agree, as per the report received from Mr Bate, the Registration of Land in the location of Catshill War Memorial by the Parish Council
With the agreement of the Council, this item was discussed at this point in the meeting. **It was agreed** that the Council should go ahead and register the Land on which the War Memorial stands.
It was agreed that if there were any cost or solicitor implications involved in the process, this would be brought back to the Parish Council in a subsequent meeting.

16/03-08 Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Full Parish Council 25/02/16 following the addition of P Masters to the list of people present at the meeting.
At this point in the meeting Cllr P Baker apologised for missing the date to respond to the West Midlands Rail Franchise Report, however, he noted that it was an extremely technical report and unlikely that smaller organisations would have commented.

16/03-09 Members' Questions
Cllr G Blackmoor took this opportunity to speak to Members about contact she had been receiving from Parishioners regarding the raise in Precept. It was suggested that the Parish are not aware of all the work that the Council carry out which is generated by the Precept and that an article should be added to the Newsletter for information.
Members also discussed attending community groups to enlighten people as to the work of the Parish Council.
It was agreed that lifting the image of the Parish Council should be an item on an upcoming Agenda to allow discussion.

16/03-10

Chairman's Report

The Chairman reported that the Council were moving along with objectives discussed last year but at a somewhat slower pace than anticipated. There is now a dynamic new website under construction which, at the next meeting, would hopefully be ready to demonstrate almost in its entirety. There had been considerable problems with the Domain etc which means the cost of the website is in excess of £500 but without the assistance of SMIS and the Fabray family this cost would be considerably higher. Dr Chris Fabray has volunteered to manage the website as he does for the Village Hall, wanting to assist the Council in whatever way he can. He will be carrying this out free of charge due to his interest in websites, computers and helping the community. A few updates are needed such as new photographs of Councillors. Cllr Sweeting reported that the Council had started to put a team together that will implement the Neighbourhood Plan, with a mission statement for focus and Cllr B McEldowney taking the lead. It had been suggested that no more than four Parish Councillors be involved. Cllr Sweeting went on to report that there had been a reasonable response to the advert for the Assistant Clerk role and that interviews would be taking place shortly, therefore the next time the Council meet there should be a new team member in place. The newsletter was now overdue and Parishioners are asking when it can be expected. Cllr Sweeting had attended all Sub Committees and would like to congratulate the Chairs on how these are being run. There had been no NALC meeting to report on this month.

16/03-11

Clerk's Report: Emergency Actions, Update and List of Communications

- 11.1 Parishioner Correspondence** – To inform Members of the correspondence received during the month. Excerpt from Parishioner Contact Log to be circulated.
The Clerk reported that no log had been circulated due to no contact being made this month. However, Parishioners had been contacting Cllr Sweeting extensively regarding the new fence that had been erected on Golden Cross Lane in addition to an enquiry for assistance regarding the acquisition of a burial plot.
- 11.2 War Memorial Update** – Progress in relation to the Structural Survey of the Memorial
Unfortunately there has been a lack of progress to date with this item. The Clerk had contacted S Bright and Sons by telephone and email but to date had received no response. The Clerk would continue to investigate.
- 11.3 Progress with employment of an Assistant Clerk** – The advert was placed in the CALC updates and on their website, with the Bromsgrove and Redditch Standards and on their websites, on the Village Hall Website and in the Parish Notice Boards with a closing date of 18th March 2016 and short listing held on 24th March 2016. Seven applications had been received for the role and the Clerk, Cllr Sweeting, Cllr Baker and Cllr Knight carried out the short listing process on 24th March. Four applicants had been shortlisted for interview which was to be held on the evening of Thursday 7th April 2016 with Cllr Sweeting, Cllr Knight and the Clerk as the agreed small interview panel.
- 11.4 Response from local schools regarding the request for support for the suggested 20mph speed limit enforcement**
Both Headteachers for all three schools (Mr P Essenhigh and Ms Rattley) have expressed their support of the idea of the 20mph speed limit. Mr Essenhigh is to take it to Governors after the Easter Holiday and Ms Rattley will pen a letter as soon as possible.
- 11.5 Progress with arrangements for Annual Parish Meeting** – Agendas have been written and put in Notice Boards, Michael Dunphy (Strategic Planning Manager for Bromsgrove and Redditch) has confirmed attendance and the process has begun to contact community groups to attend and offer reports.
All district Councillors have been invited to attend as has our County Councillor. The informal Neighbourhood Plan committee are to put together a small slide show for the evening and

posters will need to be produced with the mission statement that Cllr Sweeting requested response on.

Members discussed ways of further promoting the event. It was suggested that the Agenda be sent to the Bromsgrove Advertiser at an approximate price of £50 as per the Village Hall AGM Advert that had been entered. In addition, the Agenda would be put up in shops

Relevant correspondence available from the Clerk: includes weekly CALC updates January '16; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Invitation to the Induction Service of Reverend Simon Gudger on Saturday 16th April 2016 at 2:30pm followed by Afternoon Tea at Chadsgrove School,

Emails received since last meeting relating to – Worcestershire Voices E Bulletin, Neighbourhood Watch Alerts, Lickey Hill's Society Newsletter, Worcestershire Minerals and Waste Annual Monitoring Report 2014-2015, Invitation to the Civic Charity Dinner Dance, Election information for PC Barrie Sheldon, Worcestershire Minerals Local Plan Call for sites Response Document

Items Carried Forward: Letter to Catshill Methodist Church re: parking issues on Golden Cross Lane, Further investigations into the purchase of badges for the Council

16/03-12 Committee and Representatives Reports

Background papers available

12.1 Environment and Highways Committee meeting held 10/03/16 (Cllr O Sweeting); draft minutes circulated

Due To the illness of Cllr M Shephard, this meeting had been chaired by Cllr Sweeting. Cllr Sweeting referred to the minutes provided and that no further elaboration was needed. Questions were welcomed but not received at this point in the meeting.

12.2 Planning Committee meeting held 17/03/16 (Cllr B McEldowney); draft minutes to be circulated; to include information of progress made in the informal meeting for the Neighbourhood Plan

Cllr M Knight reported due to the absence of Cllr B McEldowney from this meeting. Cllr M Knight referred to a declaration of interest he had made at the Planning Committee in relation to the Catshill Baptist Church Planning Application which had led to Cllr B McEldowney chairing the Committee. Cllr M Knight outlined the main points of the minutes provided and requested any questions, but non were received. In relation to the Neighbourhood Planning Informal meeting, Cllr M Knight informed members that a steering group was being created which had been suggested to include six people, four of which were to be Councillors; however, this was subject to change with further interest. The Neighbourhood Planning idea would be launched at the upcoming Annual Parish Meeting in order to begin to ascertain the interest of the public in formulating the plan. It was suggested that an article be included in the Parish Newsletter but felt that this would probably not be produced in time. Cllr M Knight had provided handouts to Members detailing information on Neighbourhood Planning. It was suggested that the Steering Group should have representatives from each committee on it. Members engaged in discussion regarding this.

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

• **Bromsgrove Area CALC meeting – 09/03/16 (Cllr O Sweeting)**

Cllr O Sweeting reported that this meeting was dedicated to Planning and Enforcement issues. All parish councils took issues to the meeting and it was decided during the meeting that it would be better to talk generally about Planning rather than talking about individual problems. It was reported that Ruth Bamford was keen to be contacted directly in relation to any issues that Council's may be encountering. Previously it was practice for the Chairman to attend these

meetings with another Councillor. Cllr Sweeting would introduce this method again if Members were interested.

- **Catshill Village Hall management committee – (Cllr O Sweeting or Cllr J Bate)**

Cllr J Bate reported that the Village Hall Committee Annual General Meeting was to be held on 18/04/16 and all were welcome to attend. The Committee had purchased a flag and pole for the Queen's birthday and on 11/06/16 a tea party would be held at the Village Hall in celebration of Her Royal Highness' 90th birthday. It was re-iterated that the Committee was in need of new, and possibly younger, members to join.

- **Newsletter (Cllr P Masters)** Cllr P Masters requested additional assistance with this edition of the Newsletter due to illness and personal issues at present. The graphic work would continue to be completed by Dave Webb and photographs were already available for use. A lot of content had already been collated but assistance was needed in writing some of the articles. It was emphasised that Cllr P Masters wished to continue with the project in the future. It was suggested that Cllr M Knight/B McElDowney could assist with an article relating to the Neighbourhood Plan, Cllr J Bate in relation to the Village Hall, Cllr O Sweeting and G Blackmoor in relation to the Parish Council and its role.

It was agreed that all articles be sent to the Clerk for collation and the Clerk would then co-ordinate the production.

- **Clerk's Conference Stratford Upon Avon – 26/02/16 (Clerk)**

The Clerk reported that the Conference had been extremely informative, especially presentations relating to tax and VAT which was invaluable. In addition the Planning presentation was also beneficial in relation to co-ordinating with large scale developments and was available to be sent to Councillors if needed.

- **Update regarding the ongoing situation of the garden in Barley Mow Lane - (Cllr M Ball)**

It was noted that the clearance of the site was progressing well and no further action was needed at this point.

16/03-13

Finance

13.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The Clerk highlighted elements of the spreadsheet to Members including payments relating to the closure of the Alto card and salary amendments. The payments schedule for March, as below, was approved.

13.2 To consider the request for a grant from the CAB following a request for their annual report. In previous years a £500 grant has been awarded. As per the Finance and Staffing Committee it was suggested that any grant be deferred until after the start of the next Financial year due to an overspend in the current grant budget.

The Clerk informed Members that despite repeated telephone calls to the relevant number she had been unable to contact Mr Cooper to request the report that the Finance and Staffing Committee had requested prior to making a decision regarding funding. The Clerk highlighted, when questioned, elements of the letter that referred to how the money was spent. Members also discussed the total amount awarded to CAB the previous year and the large amount of this that was received from Catshill and North Marlbrook Parish Council, considering if the amount should be amended if awarded.

It was agreed that the Clerk would write a letter to Mr Cooper requesting the report for the previous year prior to any final decision being made in order to understand the amount needed, and bring it to a subsequent Full Parish Council.

13.3 To note re-investment of funds into the Co-operative Fixed Rate Savings Account

The Clerk had received a confirmation letter from Co-op that the Council have successfully re-invested £20,936.72 which includes a £308.57 accrued Interest reinvestment. A future Full Parish Council meeting will include the request for revision of the Investment policy to allow re-investment of interest. This was considered the best way forward as per the Finance and Staffing Committee rather than transferring the interest to the Unity Trust Bank Account. The new balance is not reflected in this month's finance spreadsheet as the Clerk had not yet received a statement with the specific details on.

13.4 To note progress with Unity Trust Banking Forms

The Clerk had received confirmation that she now had access to telephone banking and could now view and submit payments under her own login on the Unity trust bank site. At present Cllr Masters and Cllr Baker are still the only listed internet banking signatories on the site but this is due to the need for Cllr Shephard and Cllr Sweeting to provide email addresses, as the Clerk had received confirmation by letter that they are now able to view and authorise online. The Alto card, as previously mentioned, had been closed in the previous Clerk's name and a new one with amended details should be received shortly. This will mean there will no longer be a need for Clerks expenses as a breakdown on the Finance sheet.

13.5 Update on Internal Account Scrutiny performed by Cllr S Boxall-Southall

The Clerk and Cllr Boxall-Southall completed three financial quarters of Account Scrutiny which can be reported as successful with no anomalies. The final quarter will be completed following the End of Year calculations.

When questioned, Cllr Boxall-Southall confirmed the above and reported 'no discrepancies' to Members.

13.6 To consider the re-enrolment to membership of CPRE with the agreement of an annual membership fee as necessary. Currently the Council pay £36.00 per year but there are varying options which had been circulated to Members.

Members discussed this item and decided that the subscription could be useful for the Neighbourhood Planning that is to be pursued.

It was agreed that the Clerk should continue with the subscription at the price of £36.00.

13.7 To agree the payment of £525 for services provided by SMIS in the construction of the new Parish Council Web Site

It was agreed to pay SMIS the sum of £525 for services provided in relation to the Parish Council Website.

16/03-14 To note correspondence regarding the North Bromsgrove Cemetery – Infrastructure Extension
Following discussion regarding the spacing of the headstones, **it was agreed** that no further information was required in regards to this.

16/03-15 To consider a request for support from a parishioner to relocate a footpath on their land
A query was made as to why this item was on the Agenda, due to a decision being made in the previous Full Parish Council. The Clerk informed Members that the comments that the Parish Council had made referred specifically to the closure of the path and since this had been fed back to the parishioner they had subsequently provided more information and requested a response in relation to the relocation of the path rather than closure.
In light of the new information provided, Members discussed the request for support of the relocation of the footpath in question, including the original reasons provided in support of any action being taken.

It was agreed, after careful consideration, that relocation of the path would not address any of the problems and therefore the previous comment stands in that the Council do not feel they can support the application for either closure or relocation of the path.

16/03-16 To agree, as per the report received from Mr Bate, the Registration of Land in the location of Catshill War Memorial by the Parish Council
With the agreement of the Council, this was discussed following Agenda Item 7 at the beginning of the meeting.

16/03-17 To agree the purchase of 100 HM Queen Elizabeth II 90th Birthday Commemorative medals
It was agreed during this item to suspend Standing Orders in order to continue for an additional 15 minutes over the two hour period and conclude the Agenda.

Members discussed the quality and origin of the medals and the company they were produced by. Following a lengthy debate it was decided that the money that was suggested to be used on the medals should be donated to the Village Hall Committee.

It was agreed that £100 should be donated to Catshill Village Hall Committee to use as they saw fit in relation to their upcoming Queen's celebration.

16/03-18 As per the Environment and Highways Committee, to identify a lead Councillor or Councillors to commence the Emergency Plan on behalf of the Council

With the agreement of the Council this was deferred and referred to the Environment and Highways Committee.

16/03-19 To identify, and vote for, a Vice Chair for each of the Finance and Staffing, Environment and Highways and Planning Committees
It was agreed that Cllr B McEldowney would become Vice Chair of the Planning Committee. All other appointments were deferred to the next meeting.

16/03-20 Items for the next meeting
None

16/03-21 Date, time and venue of next meetings
- Planning Committee – 14/04/16
- Annual Parish Meeting – 21/04/16
- Full Parish Council – 28/04/16

* All at 7:30pm
all meetings at Catshill Village Hall

This meeting ended at 21:45

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

Minute no. 16/03-13.1

Excerpt from accounts day-book to show payments and receipts for March 2016:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
March	141		online	Bullvient Media - advert for Assistant Clerk		345.60	57.60
	142		300876	Allen Farnsworth - February 2016 Lengthsman		192.00	
	143		d/d	TalkTalk - Office phone and broadband - February 2016		32.32	
	144		d/d	EE - Office mobile		21.56	3.59
	145+146+152		online	Salaries and litterpicking expenses		917.67	
	147		online	HMRC - PAYE/NI Fourth quarter 2015/16		8.18	
	148		online	Mrs G Lungley - Training for Clerk		119.12	
	149		d/d	TalkTalk - Office phone and broadband - March 2016		37.78	
	150		300877	Allen Farnsworth - March 2016 Lengthsman		192.00	
	151		300878	Clr B McEldowney Travel Expenses Parish Conference		15.75	
		R16		Prepaid Card refund (Alto Card in last Clerks name)	74.78		
	153		online	Clerk expenses - Stationary		83.92	13.99
	154		d/d	Npower - war memorial supply		27.04	
	155		online	Alto Card Closure fee		5.00	
				sub-total	34,721.72	34,423.45	1,272.39

Bank Reconciliation and budget comparison as at 29/03/2016							
Finances at start of year	36,402.66						
Add receipts	34,721.72				Bank a/c as at 29/03/16		17,859.20
			71,124.38		Deposit a/c, Co-op		20,628.15
Less payments			34,423.45		Less unprinted cheques		1,786.42
			36,700.93				36,700.93
						-	0.00

RECEIPTS	Budget 2015/16	actual to date		u/p cheques	
Precept	27,319	27,319		141	345.60
DCLG CTSG	1,897	1,897	Petty Cash Account	142	192.00
Interest	40	30	Alto prepay card operated by the Clerk	145	752.87
Lengthsman*	2,104	1,381	£.p	147	8.18
Donations/other/grants	500	2,289	Balance as at 31/03/2015	148	119.12
Newsletter advertising	200	180	Purchases during April:	149	37.78
VAT refund	2,800	1,626	Postage (agendas)	150	192.00
Reserve Fund	6,900		New balance as at 30/04/2015	151	15.75
	41,760.00	34,721.72	Purchases during July:	152	39.20
PAYMENTS			Postage (agendas)	153	83.92
Staff Costs	16,400	12,924	Printer Inks		
Administration inc office re	2,800	3,703	New balance as at 30/08/2015	124.91	
CALC inc travel expenses to	950	907			1,786.42
Audit	360	360			
Training	300	357			
Insurance	750	708			
Members expenses	400	528			
Elections	1,500	247			
Grants : NWWA, Scouts, You	2,000	2,231			
Events - Fun Day/R Sunday/	1,000	3,779			
Communications - newslett	2,000	840			
Gardens (includes water)	3,200	2,884			
War Memorial (includes el	200	189			
Lengthsman	2,400	2,521			
Environment eg maintenanc	1,200	623			
Neighbourhood Plan	200	-			
Capital Projects *	6,000	350	All funds allocated as:	£	
Section 137	100	-	Specific Reserve for capital projects	10,000	
VAT paid		1,272	Exceptional Expenditure Reserve	20,324	
			Discretionary Reserve	6,377	
Total	41,760.00	34,423.45		36,700.93	

*Lengthsman, actual WCC refund amount allocated for year to 03/2016 is £2104.28

S137 limit is £7.36 x total no. of electors 5,220 = £38,419.20