



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 28<sup>th</sup> April 2016, 7.30pm

**Present :** O Sweeting (Chairman), G Blackmoor (vice-Chairman), M Ball, J Bate, P Callaway, T Gillespie, M Knight, B McEldowney, P Masters

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

- 16/04-01** Chairman's welcome  
The Chairman welcomed all to the meeting.
- 16/04-02** Members' Apologies for absence  
Apologies were received from Cllrs M Shephard, P Baker and S Boxall-Southall. Also County Councillor S Blagg and District Councillor S Webb.
- 16/04-03** Co-option  
Members were made aware that there is currently 1 vacant seat on the Parish Council following resignation of Cllr Shirley Webb. A notice of Casual Vacancy will be issued by Electoral Services to be displayed for 14 days. Following this period, if there is no request for election from electors, the Council will be free to co-opt.
- 16/04-04** Open Forum
- 4.1 No Members of the Public were present.
  - 4.2 County Councillor Sheila Blagg had provided an Annual Report for April that had been circulated to Members. It included relevant information relating to The County; Demographics; the Economy; the Game Changer Programme; Financial Planning; and the Future.
  - 4.3 District Councillor for Marlbrook Ward, Brian Cooper, had sent his apologies. He had sent an email report in relation to investigations into the process of Enforcement regarding Singletons signage; circulated to Members.  
District Councillor for South Catshill Ward, Shirley Webb, had also sent apologies. Her report had been distributed to Members via email and hard copy and included information relating to Ivy Cottage Footpath; the fencing at Golden Cross Lane; an issue with parking at the junction of Julien Close off Gibb Lane, opposite Catshill First School; complaints regarding pot holes on Poets Court; a Car Park Task group set up by the Overview and Scrutiny board at BDC; Town Centre Manager; sale of land on Birmingham Road by Sainsburys, currently occupied by Co-op and What stores, to IM Properties.
  - 4.4 No community representatives were present.
- 16/04-05** The meeting was closed for Open-Forum and re-opened.
- 16/04-06** Declarations of Interest  
No member declared any declarable interest.
- 16/04-07** Dispensations  
No new requests for dispensations had been received.
- 16/04-08** Approval of Minutes of previous council meeting  
**It was agreed** to accept the minutes of the Full Parish Council 31/03/16
- 16/04-09** Members' Questions  
No questions were received.
- 16/04-10** Chairman's Report  
Cllr O Sweeting reported that the Council held the Annual Parish Meeting on 21<sup>st</sup> April and from comments received it was the best we ever had with good content and excellent reports from

the contributors from village life. Cllr Sweeting congratulated all those involved and who attended to provide reports. The subject of the scarcity of halls such as the Village Hall in Catshill throughout Worcestershire was the subject at the recent NALC meeting. NALC are to look into how people co-ordinate them within their villages and when research is complete they will roll out the reasons for success to all. Within Catshill and North Marlbrook we are lucky that people network and work together for a common need, which we need to continue to build on as the use of Village Hall premises is becoming scarcer and scarcer. Cllr Sweeting also reported that at the NALC meeting the importance of a register of Councillors' skills and training was stressed and this needs to be compiled to allow the Council to identify what courses they would like to be sent on. There are a number of training opportunities available and will be circulated to allow Councillors to identify what they would like to attend and which they have already been on.

In addition, an item discussed at NALC was the reasonable amount of permissive development that is taking place, with Solar Farms being the most significant within this using the more relaxed criteria for permissive development. A couple of Counties are currently contesting some of these builds and the result of these will be an example of how these issues can be progressed. In addition, Garden City developments are being created on Green Belt and the rules around developments such as these are being investigated.

Cllr Sweeting reported that the Interviews for Assistant Clerk to cover Planning and the Neighbourhood Plan had been completed and the successful applicant had been offered the role which she had accepted.

The Council urgently need to progress with the application for the Local Council Award Scheme. The Parish Council's aim is Foundation Award. Currently 66% of the Parish Councils in Worcestershire have already applied at various levels including Gold. There will be a survey of Council's generally being performed and it would be a shame if the Council were not on the ladder at all.

Members entered into some discussion regarding this.

Cllr Sweeting continued with his report stating that the website is virtually ready for launch and at the next Full Parish Council it will be introduced via the projector screen. Cllr Sweeting informed the Council that Neighbourhood Plans are gaining momentum throughout the country especially due to the afore mentioned permissive developments. A Neighbourhood Plan, if it has gone through referendum, has the potential to prevent these. Following the launch of the Neighbourhood Plan at the Annual Parish Meeting a reasonable cross section of people from the Village had expressed an interest in becoming part of the steering group, on which Cllr McEldowney would be initially taking the lead. Cllr Sweeting was personally very pleased with the response received.

Members entered into discussion regarding Neighbourhood Plans and Green Belt.

Cllr Sweeting continued to report that, via personal request, at next CALC meeting he would become assistant Chair and when the next vote takes place he had agreed to take the Chair of the Local CALC, allowing the very busy and hardworking Sue Baxter to step down. He therefore will be asking Councillors to attend the CALC meetings to put the views of Catshill and North Marlbrook Parish Council across.

**16/04-11**

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.**

Members noted the correspondence received during the month and engaged in a discussion regarding cars being parked on the pavement, establishing that it is not illegal until it restricts disabled access. The Parish Council would monitor this within the parish.

Members continued to discuss the request for litter picking in the contact log, on Milton road, and the role of the Parish Council employed litter picker who is managed by the Clerk. The litter picker has recently attended an appraisal with the Clerk who has established the exact areas covered, in order to contact Bromsgrove District Council and co-ordinate with their litter picker. Members moved on to discuss the Lengthsman, also managed by the Clerk.

**It was agreed** that the Clerk would circulate the monthly reports for the Lengthsman to Members to allow them to monitor the work being completed, in accordance with the Contract with Worcestershire County Council.

11.2 **War Memorial Update – Progress in relation to the Structural Survey of the Memorial**  
The Clerk has now successfully contacted S Bright and Sons and discussed the Structural Survey. It appears that since the last survey was completed by themselves there has been a change in staffing and, although very willing to complete the survey, they were unsure what it entailed and how much it should cost. With this in mind, the Clerk is reluctant to use their services and will obtain further information relating to other companies that could assist.

11.3 **Progress with employment of an Assistant Clerk – Due to issues with applicants withdrawing, the interviews were re-scheduled for 26<sup>th</sup> April 2016 from 17:00 to 20:00.**  
The interviews were extremely interesting. The four candidates, who had been shortlisted, reduced to 3 the day before interview due to a withdrawal of application. Following the interviews and consideration, the role was offered to Mrs Emma Bird who has accepted the position and is due to commence employment 9<sup>th</sup> May 2016.

11.4 **Newsletter update** – Additional requests to add articles have been received so the newsletter should be a very full edition. The Clerk is looking to produce the newsletter by the end of May. Unfortunately, due to workload the production of this has been delayed.  
Cllr Masters informed Members that he had sent all pictures and articles to Becky to jigsaw together.

11.5 **Website** – A meeting is to be scheduled for a hand over (suggested as May 10<sup>th</sup> but not confirmed as yet) and sign off of the website in May and an additional meeting with Dr Chris Fabray to begin adjustments to content and management of the site following this.  
The Clerk has already been in contact with Dr Fabray and made some alterations to the site with him but further work will need to be scheduled to conform to the original layout suggested by Cllr Masters and to comply with LCAS requirements. Photographs of Councillors will be needed. **It was agreed** that photographs of Members, the Clerk and Assistant Clerk would be taken at the next Full Parish Council meeting in May.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates April '16; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Neighbourhood Watch Alerts, Bromsgrove and Redditch Open Spaces, Healthwatch Worcestershire Annual Conference information, NHS/CQC Engagement Surveys, CPRE, Lubb and Sons Bulb Newsletter, Invitation from County Councillor Lucy Hodgson to volunteering in your community event, monthly newsletter relating to M5 junctions 4a to 6 smart motorways.

**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, £100 donation to Village Hall Committee, Registration of War Memorial Land, Letter to WCC re: 20mph speed limit, Letter to CAB regarding report.

In relation to the donation to the Village Hall Committee, Cllr Sweeting reported that they would be running an Afternoon Tea for the Queens Birthday.

**16/04-12** Committee and Representatives Reports

***Background papers available***

12.1 **Planning Committee meeting held 14/04/16 (Cllr M Knight); draft minutes and Chairs Report circulated; to include information of progress made in the informal meeting for the Neighbourhood Plan**

Members noted the Minutes and Chairs report that had been circulated. No questions were asked in relation to this. Cllr M Knight reported that there was a meeting being scheduled with Enforcement if any Councillors wished to attend. Cllr M Knight would be questioning processes and policy in relation to the perceived differences between residential and Business applications etc. The general public appear to be being relied upon to Police situations relating to Planning Permission in relation to businesses and in particular, signage.

**It was agreed** that the date would be circulated by the Clerk to allow attendance.

Members discussed that some road signs appear to have the Bromsgrove District Housing Logo on and why this could be. The Clerk suggested that some roads are not adopted by WCC and that this may be a way of identifying them. Members discussed the need to know which roads are adopted and which aren't in relation to the Neighbourhood Plan that would soon be progressing, and also, how these roads are maintained.

**It was agreed** that the Clerk would investigate this.

Cllr B McEldowney reported on the progress with the Neighbourhood Plan. It had been launched at the Annual Parish Meeting in April and an article would be written by Cllr McEldowney for the newsletter allowing further promotion. This would then allow the Steering Group to begin to be assembled and a more detailed article could appear in the following newsletter. We want the steering group to decide how to run it, which could be Chaired by a member of the Public. Discussion was had about moving the venue of the Steering Group each meet to encourage more people to attend/join.

**It was agreed** that Cofton Hackett Parish Council would be invited to a meeting to discuss how they progressed their plan, if they were willing.

**It was agreed** to invite all those who had already shown an interest, to the next Neighbourhood Plan Informal meeting.

12.2 **Any other report** from Parish Council representatives including those for:

**NWWA** – Cllr G Blackmoor took this opportunity to report that she had attended the meeting of the NWW Association. It was reported that the group were to approach the Parish Council to gain funding for the gate to the Meadow.

**Annual Parish Meeting – 21/04/16 (Cllr O Sweeting)** This had been covered in the Chair's report at item 16/04-10.

**Marlbrook Tip Working Party** – The meeting had been at 5:30pm on the same evening as the Full Parish Council. Cllr B McEldowney reported that the Environment Agency were now involved and had provided a list of items that must be satisfied. The Environment Agency had worked on items with the owner that did not require Planning permission. Although some items require Planning Permission, no Planning Permission had been requested so far. He has the right to appeal but the 28 days have elapsed and no appeal has been lodged. The situation is a work in progress with some items being scheduled for completion in May next year. The Environment Agency will continue to work with the owner and if he doesn't comply they can intervene next year and then charge him. Next meeting has been postponed. If there are any questions, they can be submitted to the Council and they will address them. The working party will keep in contact via email.

**Catshill Village Hall AGM and Management committee – 18/04/16 (Cllr O Sweeting or Cllr J Bate)** Cllr J Bate reported on a successful AGM which was unfortunately not attended by any Visitors or the Public. All Members are standing again and they are still hoping to invite others onboard. The Village Hall is surviving, just about, with all maintenance programmes and things to be done. Unfortunately, the Hall Manager is having to give notice and the Committee feel they may have to split the duties currently undertaken by one person including meeting and greeting, cleaning and taking bookings to two people. An article for newsletter had been written regarding the need for more volunteers and also the tea party taking place between 2-4pm on 11<sup>th</sup> June to celebrate the Queens birthday. Cllr Bate referred to the flag that had been erected and kindly purchased by Gwynn Davies.

Cllr T Gillespie referred to the resignation of the Village Hall Manager stating she will be a hard act to follow, being so helpful, polite and efficient and would like to express her personal gratitude for all the help received from Lorraine.

**Barley Mow Lane** – Cllr M Ball reported that the situation with the untidy garden at Barley Mow Lane continued to improve, with a lot of the work being completed at the back of the property. Cllr Ball had offered to assist the elderly gentleman with moving some of the items.

Members discussed possible next steps but **agreed** to defer decisions to the next meeting.

16/04-13 Finance

**Decisions Required**

- 13.1 **to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (spreadsheet to be circulated);**

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payments schedule for additional payments in March following the last meeting to end of year and April, as below, was approved. The Clerk explained that the bank reconciliation and set up of New Financial Year budget would be provided for April at the next meeting following a meeting with her Mentor. It was requested that a pie chart showing visual expenditure be provided to Members to allow easier understanding of where money had been spent.

**It was agreed** that a pie chart would be provided in the future, possibly quarterly or for the end of year.

- 13.2 **To agree an over budget payment for the Insurance cover for 2016/17, currently quoted at £733.14 (budget of £730) prior to the addition of the War Memorial. Actual amount to be confirmed following discussions with company by Clerk.**

Members asked the Clerk how much the last years payment had been. The Clerk reported that the Council had paid £708.40. The Clerk could not at this point identify what specific services the Insurance covered as this item was to pre-empt the new higher price following discussions. The Clerk would send a report to the Council following discussions. It was also noted that additional companies would be approached next year for alternative quotes, which had been diarised to complete by the Clerk. It was too late this year to approach new companies. One Member suggested Leicester and County.

- 13.3 **To inform the Council that Unity Trust Bank will be charging £6.00 per month Service Tariff (£72.00 per year), charged quarterly from 04/06/16 and ceasing credit interest on Current Accounts. To discuss implications to budget and next steps.**

Members **agreed** to defer this item to the next Finance and Staffing Committee.

16/04-14 To identify, and vote for, a Vice Chair for each of the Finance and Staffing and Environment and Highways Committees

Members agreed the following Vice Chairs for each Committee:

Finance and Staffing Committee Vice Chair – Cllr T Gillespie

Environment and Highways Committee Vice Chair - Cllr G Blackmoor

Planning Committee Vice Chair had previously been agreed as Cllr B McEldowney as per minute number 16/03-19

16/04-15 To consider the 'Tesco Bags of Help Grant' and any suggestions for how this could be used to benefit Catshill and North Marlbrook

Members discussed ideas including 'Route 5' at the end of Milton Road, which needed some attention, Gates for Meadow and also hard core for the steps next to Miu Miu Restaurant and Hilton Hotel.

Members referred to a previous application made by the Parish Council to the Hilton Hotel regarding a repair to the hand rail on the aforementioned steps which appear to be on the Hotel's Land. The Manager at the time had agreed to progress this but no further action had been taken. It was discussed that following May 9<sup>th</sup> 2016 the Hotel would no longer be owned by Hilton and that this would be a good opportunity to re-approach the Management regarding the matter.

16/04-16 Items for the next meeting.

Members to inform the Clerk prior to the next meeting of items for discussion.

16/04-17 Date and time of next meetings:

- Finance and Staffing Committee – This meeting was now to be rescheduled as diarised by the Chair of Finance and Staffing, Chair of the Council and the Clerk



Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
Apr-16		R1		Bromsgrove DC - precept, 1st half 2016/17	19,629.50		
		R2		BP Services newsletter payment Autumn 2015	60.00		
		R3		WCC Lengthsman Refund 2015/16	723.28		
	001		d/d	TalkTalk - Office phone and broadband - April 2016		37.78	
	002 & 003		online&s/o	Salaries April 2016		863.97	
	004		300879	NALC Good Councillors Guide 2016 hard copies		50.78	
	005		d/d	Worcestershire Telecare, Lone Worker service		33.23	5.54
	006		300880	NALC Membership/CALC Fee		1,090.38	123.78
	007		online	Mrs J Hallet - Litter picking expenses		22.95	
	008		online	Mrs R Powell - Clerk Expenses (sundries for meetings)		21.74	
	009		d/d	EE-Office Mobile		20.88	3.48
	010		300881	CPRE Annual Membership		36.00	
	011		300882	Donation to Village Hall for Queens Birthday Event		100.00	
	012		online	Alto Card Pre Pay Card commencement		250.00	
				sub-total	20,412.78	2,527.71	132.80