



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 28th July 2016, 7.30pm

Present : O Sweeting (Chair), P Baker, M Ball, P Callaway, G Blackmoor, M Knight, P Masters, M Shephard, N Ward

In attendance: Clerk – R Powell, District Councillor Brian Cooper

- 16/07-01** Chairman's welcome
Cllr O Sweeting welcomed all to the meeting.
- 16/07-02** Members' Apologies for absence
Apologies were received from Cllrs B McEldowney, J Bate and T Gillespie, District Councillor S Webb and County Councillor S Blagg
- 16/07-03** Co-option
It was noted that following the expiration of the Casual Vacancy notice, this vacancy could now be filled by Co-option.
- 16/07-04** Open Forum
- 4.1** No Members of the Public were present.
 - 4.2** County Councillor Sheila Blagg had sent her apologies.
 - 4.3** District Councillor, Shirley Webb, had sent apologies.
District Councillor for Marlbrook Ward, Brian Cooper, reported that there were issues with littering and fly-tipping on the Alvechurch Highway, with the suggested response being the purchase of additional bins and the erection of signs threatening fines for such action in the unofficial laybys. There is also a broken bench that is very old and needs replacing on the corner of Birmingham Road and A38 Halesowen Road. Cllr Cooper reported that a new leader had been elected following Cllr Sherry's resignation and that a new cabinet should be announced the following week. Cllr Cooper informed the Council that the Inspector had produced responses from the Bromsgrove District Plan and had posted online for responses and that there was no news on the Support Grant which is to be lost over the next 3 years. Members engaged in some discussion with Cllr Cooper regarding the suggested Combined Authority.
Cllr Cooper left the meeting at this point at 19:40hrs.
 - 4.4** No community representatives were present.
Cllr P Baker took this opportunity to draw the Council's attention to a news report regarding the new Perryfields development with a view to the Council being aware of advancements in this area and becoming more actively involved in the future if needed.
- 16/07-05** The meeting was closed for Open-Forum and re-opened.
- 16/07-06** Declarations of Interest
No member declared any declarable interest.
- 16/07-07** Dispensations
No new requests for dispensations had been received.
- 16/07-08** Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Full Parish Council meeting held 30/06/16. The minutes were duly signed by the Chairman.
- 16/07-09** Members' Questions
No questions were received.
- 16/07-10** Chairman's Report

Cllr Sweeting thanked Cllr B McEldowney for chairing the June meeting in his absence, welcomed Cllr N Ward to the Council and praised the Clerk for well written minutes. Cllr Sweeting went on to report that he had attended the recent CALC AGM at County Hall where the subject matter was mainly appointing officers for the new season. NALC will require extra funding and will suggest a 1.9% increase in the affiliation fee which equates to an increase from 6.6p to 6.73p per elector. It was very evident that there was a renewed interest in Neighbourhood Planning following an increased likelihood that the Local Plan will finally be adopted with a Green Belt review to follow. Cllr Sweeting attended Catshill and North Marlbrook's initial Neighbourhood Plan meeting and reported that it was successful. It is the intention of our Local CALC to set up a group consisting of representatives of the larger settlements to try to work out where we would prioritise any future developments in the area. CALC had set targets for last year which had been met including 5 new Councils with certificates of Competence and 5 new Councils signed to the Lengthsman Scheme. Cllr Sweeting attended both the Finance and Staffing Committee and the Environment and Highways Committee which were both busy meetings and would be reported on later. Attendance at the meeting from Catherine Simcox as a representative of the Meadow had produced some thoughts regarding the Bonfire event, but this again would be commented on in the relevant report.

Cllr Sweeting suggested that the Council support the Big Friendly Read competition being run in the Village by Catshill Library to the value of £50 and also volunteer a Member of the Council to give out medals.

It was confirmed that, in line with other Councils, the front face of the Parish Council Office would be closed during the month of August and also the last two weeks of December. This was not something new, but Cllr Sweeting felt it required a little clarification. The Parish Clerk would still be available by telephone, during normal office hours, and email, during this period. There are a couple of meetings arranged for the month of August including Planning and shortlisting and interview for the Village Hall Vacancy. Cllr Sweeting also suggested it is a good idea for Councillors to make themselves visible around the village during this period.

16/07-11

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 communications received.

11.2 Bus shelter – confirmed date of supply and erection of the bus shelter on A38

The Clerk informed Members that, as reported at the Environment and Highways Committee, delivery of the shelter to the Bromsgrove Depot should happen on 1st August with an expected installation date of 4th and 5th August.

11.3 Progress by WCC with consultation on proposed prohibition of waiting order – junction of Julian Close and Gibb Lane.

The Clerk reported that following a request from Cllr S Blagg in response to complaints about parking, as she referred to at the last FPC, Traffic Management are proposing a Prohibition of Waiting Order around the junction of Julian Close and Gibb Lane. This has been sent to Police for comment with a requested response of 5th August so the consultation can continue.

11.4 Withdrawal of ALTO Card by Unity Trust Bank

The Clerk reported that from 1st September 2016 the ALTO card, provided by Unity Trust Bank will no longer be available. This is the card that the Clerk uses to purchase items such stationary etc. The card is supplied by an external provider and Unity Trust Bank have received notification that the provider is withdrawing from the prepaid card market. Unity stated that they are very disappointed that the service can no longer be made available and that unfortunately, there is no direct replacement available. There is the opportunity to use the Unity Corporate MultiPay Card which is charged at £3 per month and is partnered with Lloyds bank and MasterCard. The Clerk informed Members that the £50 admin fee would be waived for current Alto Card Customers.

11.5 Parish Council Website progress and addition of Facebook

The Clerk informed Members that the Parish Council are now live on Facebook and requested that any Members on the Social Media site 'like' the page to allow it to begin networking. There is now a direct link from the website to the Facebook Page. The website changes are continuing and Mr Chris Fabray has completed everything he can without the assistance of the Clerk or Paul. The photographs of Members taken at the previous FPC had been uploaded but the remainder need obtaining, in particular for Cllr Ward who has no photograph at all.

11.6 Creation of ALCC for Clerks

The Clerk reported that a motion for creating a separate trade union, named the Association of Local Council Clerks (ALCC) was agreed by members of the SLCC at the Extraordinary General Meeting on the 10th June 2016. ALCC is the only independent Trade Union dedicated to supporting people working in the Local Council Sector across England and Wales. It is stated that the ALCC is committed to serving the interests of their members and standing for their right to be respected, listened to and treated fairly whilst at work. It is priced at £10 per year and as an SLCC Member the Clerk would get the first year free. Councils can pay membership for their employee's but it was felt by the Clerk that this is something the individual should do unless the Council felt strongly to the different.

11.7 War Memorial Update

The Clerk reported that the Secretary of State for Culture, Media and Sport has decided to add Catshill and North Marlbrook war memorial to the List of Buildings of Special Architectural or Historic Interest. The War Memorial is now Grade II Listed following the assistance of Andrew Bate. Listing helps to mark a building's significance and celebrate its special architectural and historic interest. It brings specific protection so that its special interest can be properly considered in managing its future. Andrew Bucklitch, BDC Tree and landscape officer had been contacted regarding the trees around the War Memorial. He had suggested that the Cypresses at the rear are inside the gate and therefore the responsibility of whoever owned the War Memorial. The Clerk had expressed concerns that, as the Parish Council do not yet own the land, if they then made any alterations to the trees, the Crown Pub could then claim ownership and result in some confrontation. It was Andrew's view that proof of ownership would have to be provided in a case such as that and due to the fact that the Parish Council had been maintaining the site they would be in a stronger position. Andrew also reported that in relation to the Willow trees, Worcestershire Highways were pursuing the matter and it was understood that they had recently met with the licensee and sent letters to him and Greene King requiring them to make the trees safe.

Relevant correspondence available from the Clerk: includes weekly CALC updates July '16; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Safer Neighbourhood Team Monthly Newsletter, Neighbourhood Watch Alerts, monthly newsletter relating to M5 junctions 4a to 6 smart motorways, Wellbeing in Partnership newsletter July, Fields in Trust Working in Partnership E-zine, Worcester Voices E-bulletin

Items Carried Forward: Contact to Social Club in relation to the siting of a notice board, obtaining a quote for notice boards, obtaining quote for place name signs, ordering trees from Woodland Trust Free Tree Programme, Handrail and steps between A38 / Lingfield Walk, Investigations into Asset Register values, Meeting dates document, leaflet promoting the Council

16/07-12

Committee and Representatives Reports

Background papers available

12.1 Planning Committee meeting held 07/07/16; draft minutes and Chairs Report circulated.

Members noted the minutes of the meeting. Cllr M Knight reported that the Committee are still pursuing the issue in relation to signage within the Village. Members had no questions relating to the report.

12.2 Neighbourhood Plan Meeting held 21/07/16; draft notes circulated

Cllr M Knight reported on the meeting in the absence of Cllr B McEldowney. He informed Members that the presentation provided at the meeting by Cllr Nick Forknell from Lickey and Blackwell Parish Council was excellent. A number of points were raised in the meeting about how to progress. It is suggested that the group have 12 Members, 8 from the Neighbourhood and 4 Parish Councillors. It was also suggested that the Neighbourhood Plan will need a separate website. Members discussed the availability of grant funding.

12.3 Environment and Highways Committee meeting held 14/07/16; draft minutes were to follow this meeting

Cllr G Blackmoor, who had chaired the meeting in the absence of Cllr M Shephard, reported that it was a lively meeting. It was attended by Members of the public and included discussions in relation to the trees at the Balancing Pool, the request for a zebra crossing and a volunteer working party for litter picking and clearance. Cllr G Blackmoor also referred to the discussion had with Ms Catherine Simcox from the NWWA in relation to the bonfire event currently organised by the Parish Council in conjunction with the Scouts. It had been suggested that this was the biggest event on the Meadow in the year and that as the NWWA association was a charity it may be that they wish to manage the event in the future. Members discussed this suggestion.

It was agreed to contact the NWWA and offer a formal invitation to come to the meeting and discuss the fireworks.

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

- **Village Hall Management Committee meeting held 11/07/16 to include meeting relating to employment of Village Hall Supervisor/cleaner held 7th July**

Cllr O Sweeting reported in the absence of Cllr J Bate. There was nothing further to report. The Council are aware of the proposal to employ a Village Hall Supervisor/cleaner on behalf of the Village Hall and the reorganisation that is to be involved. The advertisement would go in the paper this week.

- **PACT meeting held 20/07/16**

Cllr B McEldowney was not present to report on the meeting

- **CALC Executive Meeting held 20/07/16**

Cllr O Sweeting had covered this in his Chairman's report (minute 16/07-10)

- **Remembrance Day Service Meeting held 21/07/16**

Cllr P Baker reported that the arrangements were very much as the previous year. He also reported that there was the possibility of obtaining money to spend on the surgery of the trees around the War Memorial as per Alan Kelly. Members discussed that the Parish Council cannot spend money on other people's land unless it will benefit the people of the Parish, which the surgery of these trees was deemed to do.

- **Research in relation to IBA Planning Application at Sandy Lane**

Cllr T Gillespie was not present to report on the research

- **Update regarding the ongoing situation of the garden in Barley Mow Lane, to include consideration by the Council of any further agreed action if necessary.**

Cllr Ball reported that the gentleman has been clearing the back of the property but there are now 4 or 5 cars that potentially need removing. Cllr Ball had attended the site a couple of times recently but had been unable to gain a response. He intended to approach the gentleman again at the beginning of the following week. Members discussed how to progress with the situation.

It was agreed that Cllr Ball would obtain the advice and opinion of Environmental Services as to how best to progress with the situation.

16/07-13

Finance

Decisions Required

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

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for July, as below, was approved.

13.2 To approve the attendance of the Clerk at the Annual SLCC Conference in October at a cost of £115 + VAT per day for three days attendance

Following consideration of the Agenda for the event, it was the Clerk's view that attendance at this year's conference would not be the best use of the Council's time and resources.

It was agreed by Members that the Clerk and Chairman could decide if this was an event that the Clerk would attend.

16/07-14

To discuss any projects that Councillors feel would be of benefit within Catshill and North Marlbrook

To include consideration of ways in which to gain the views of the residents also

Members discussed this Agenda Item. Suggestions included investigation into who owned the land that the bollards were sited on at the top of Golden Cross Lane with a view to getting them replaced with quality, uniform structures. It was also suggested that Lingfield Walk green area was currently wasted land and that Councillors should consider the site prior to the next meeting for any ideas of ways to use it to benefit.

16/07-15

To consider ideas for raising the profile of the Council

Members discussed engaging with groups that meet in the Village by providing a presentation as to what the Parish Council is and what they do. It was also suggested that Parish Council employees such as the Litter Picker and Lengthsman could wear high visibility jackets with the Council logo whilst working.

16/07-16

To advise the Clerk of any training that Councillors have previously attended to enable a training log to be created and maintained

Document circulated with suggested training that has taken place

Members noted the document and it was suggested that they contact the Clerk following the meeting to provide any relevant update

16/06-17

Items for the next meeting.

Members are invited to submit any suggestions for items for the next meeting to the Clerk

16/07-18

Date and time of next meetings:

- Finance and Staffing Committee – to be arranged
- Planning Committee – 11/08/16 and 22/09/16 (latter date subject to change)
- Environment and Highways Committee – 15/09/16
- Full Parish Council – 29/09/16 * All at 7:30pm, Catshill Village Hall

- Bromsgrove Area Meeting – 14/09/16

This meeting ended at 21:27 hrs

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

Minute no. 16/07-13.1

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

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
Jul 16	039		300889	Allen Farnsworth Lengthsman - June 2016		204	
	040		online	North West Ward Association - payment for meadow hire for		270	
	041		online	HCI Data Limited - renewal of website domain name for two		83.76	13.96
	042		300890	Catshill Village Hall - deposit for Key for Assistant Clerk		10	
	043		d/d	Worcestershire Telecare, Lone Worker service		33.23	5.54
	044		300891	Meadowfields Ground Maintenance Ltd - June		218.1	36.35
	045		300892	Cllr Shepheard - expenses for tap to connect to supply at Ivy Cottage Gardens to allow watering of raised bed		6.99	1.16
	046-049		online and s/o	Salaries		1095.99	
	050		d/d	EE- Office mobile		20.88	3.48
	051		d/d	Talk Talk - office phone and broadband (June)		38.42	
				cash book adjustment: 029 withdrawn as no official invoice		-796.08	-132.68
		R5		Re-imburement from Bourneheath PC for dog bags	164.5		
				sub-total	20588.32	10861.94	469.65