



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 29<sup>th</sup> September 2016, 7.30pm

**Present :** O Sweeting (Chair), P Baker, J Bate, P Callaway, G Blackmoor, M Knight, P Masters, B McEldowney, M Shephard, N Ward

**In attendance:** Clerk – R Powell, County Councillor Sheila Blagg, District Councillors Brian Cooper and Shirley Webb, One Member of the public; Ms Jenny Smith

16/09-01

Chairman's welcome

Cllr O Sweeting welcomed all to the meeting.

16/09-02

Members' Apologies for absence

Apologies were received from Cllr T Gillespie and Cllr M Ball

16/09-03

Co-option

It was noted that there is currently one vacant seat on the Council which is hoped will be filled by Co-option.

16/09-04

Open Forum

- 4.1** Ms Smith took this opportunity to speak to the Council regarding concerns of speeding on the Stourbridge Road. Reference was made to the large amount of 30 signs that could be found in Fairfield with comparison to the small amount on the Stourbridge Road. It was felt that people were not aware of the 30 limit as when they reach the 40 sign, cars are breaking, that should only have been going 30mph. The flashing 30 sign is reported as no longer working.  
Cllr Sweeting thanked Ms Smith for her contribution and concurred that both speed and parking are an issue within the Parish. Cllr S Blagg, who was present, was asked to comment.  
Cllr Blagg responded that checks had been carried out on the same stretch of road a couple of years ago. Cllr Blagg requested Ms Smith's details and the area of concern in particular and informed that the speed will be assessed in that area which may lead to a 30mph sign on the road. Unfortunately, flashing signs are not permitted to be replaced at present due to their price of £2500 and the current financial situation.  
Ms Smith was satisfied with the response.
- 4.2** County Councillor Sheila Blagg had submitted her report which had been circulated to Councillors. Cllr Blagg informed the Council that the Julian Close consultation was coming to an end soon and shouldn't be an issue due to the dangerous corner; speed marker trip signs were being put on Barley Mow Lane and the results will be reported back to the Council; Visual Team can come out and talk to the gentleman who has reported having issues navigating Barley Mow Lane to the Council.  
Cllr Blagg asked if there were any further issues and the Clerk informed of a recent parishioner complaint in relation to parking on Meadow Road which was discussed. It was suggested that contact with the head teacher would possibly lead to a note being put in the newsletter about parking and also to report to PC's as they are very good at acting on issues.  
There was a discussion regarding a hedge at Hinton Fields which was covering a 30mph sign but it was established that this was a privately owned hedge and therefore WCC cannot act on it.  
Cllr Blagg continued to report that the Alexander Hospital were in the news at the moment and a meeting had been held recently with high feelings. The Acute Trust in Worcester were still struggling to make ends meet.

Cllr Sweeting congratulated Cllr Blagg on her very comprehensive written reports  
Ms Jenny Smith left the meeting at this point (approx. 7:50pm)

- 4.3** District Councillor, Shirley Webb, informed the Council that she was looking to obtain funding for two defibrillators for the village with possible siting of the Meadows Pavilion and the Baptist Church. Cllr Webb queried if the Parish Council could monitor the units, which need regular inspections, and fund the maintenance. Cllr Webb reported that a training night would be set up and hopefully all associations in the village would be trained in CPR and use of the defibrillators.

Cllr Webb reported that there was not sufficient funding at present for the suggested skate ramp at Shelley Close Park but could be possible in the future. Members discussed issues with noise and that the views of local residents should be obtained prior to the request going further. It was suggested this could be carried out prior to the next round of funding in the Spring.

District Councillor for Marlbrook Ward, Brian Cooper, reported that the issue with the Braces Lane Park barrier being closed during football sessions should be resolved as Council Officers had been informed and they were now co-ordinating access to the keys; Enforcement are monitoring reports of inconsiderate parking on Lydiate Ash Road; there is currently no change in the settlement for BDC from the government and they are going to have a £3m deficit to deal with over the next 4 years. BDC are currently carrying out an efficiency savings plan, budget and medium term financial plan.

County Councillor and both District Councillors left at this point in the meeting (8:05pm)

- 4.4** No community representatives were present.

**16/09-05** The meeting was closed for Open-Forum and re-opened.

**16/09-06** Declarations of Interest

No member declared any declarable interest.

**16/09-07** Dispensations

No new requests for dispensations had been received.

**16/09-08** Approval of Minutes of previous council meeting

**It was agreed** to accept the minutes of the Full Parish Council meeting held 28/07/16. The minutes were duly signed by the Chairman.

**16/09-09** Members' Questions

No questions were received.

**16/09-10** Chairman's Report

Cllr Sweeting reported that he had attended both Bromsgrove CALC and the CALC Executive meetings. At Bromsgrove CALC there was a talk by Mike Cadman regarding initiatives including identifying vulnerable people, signposting and taking appropriate action. Mike Dunphy was present and there seems to be local Parish Councils that are not happy with the services from his department but our experience disagrees with this.

Cllr Sweeting continued that he had been voted in as Vice Chair of Bromsgrove CALC. It was felt that these meetings are suffering due to lack of attendance and this was something that should be focussed on improving as it is a beneficial networking experience.

Members discussed who would attend Bromsgrove CALC now that Cllr Sweeting was Vice Chair. **It was agreed** that the Chair should view the Agenda and allocate an appropriate Councillor to attend depending on content.

Cllr Sweeting reported on the Executive Committee. There is a general consensus that these meetings are more professional and beneficial than they have ever been, which is down to the pioneers of the Committee who have enabled it to grow. Bromsgrove is not the only CALC that is suffering from low attendance with the general theme being that controversy causes numbers to rise, which again needs changing.

Cllr Sweeting continued that training is being pushed to create more professionalism and there is a potential capping of Parish Council Precepts which is already happening at County and District Level.

Worcester CALC is in the 3<sup>rd</sup> year of a 5-year plan attempting to remove the deficit. There will be a 5.21p increase per electorate and our contribution will go up by £68.08p. We have already contributed for two years and Cllr Sweeting suggested we continue to support this. Cllr Sweeting reported that he was delighted with the progress of the Neighbourhood Plan in our Parish, which is gaining momentum swiftly. The feedback from this Parish seems more enthusiastic than others and Cllr Sweeting thanked all involved. Cllr Sweeting had attended the Finance and Staffing, Planning and Environment and Highways Committees again and congratulated Chair's on well-run Committees. Cllr Sweeting concluded that the Parish Newsletter needs urgent input and compiling in the next couple of weeks maximum. He requested support from Councillors with this process.

#### **16/09-12.5 Newsletter**

With the agreement of the Council, this item was considered at this point in the meeting. It was emphasised that this next newsletter was the most important due to the publicising of the Bonfire and Remembrance Events. Cllr Masters informed Members of various ideas he had for content. These were discussed and allocated to Councillors to compile and send to the Clerk as soon as possible; preferably by Monday 3<sup>rd</sup> October.

#### **16/09-11 Clerk's Report: Emergency Actions, Update and List of Communications**

##### **11.1 Parishioner Correspondence – To inform Members of the correspondence received during the month.**

The Clerk verbally informed the Council of contact received that had included issues with car parks to recreation areas being closed, parking, lack of white lines on Cheltenham avenue and requests for minutes and responses to the current consultation documents and assistance with grant funding applications which had been politely refused due to work load.

##### **11.2 Progress in relation to the Structural survey of the War Memorial**

The Clerk referred to the report from Andrew Bate which had been circulated and informed the Council that the survey had now taken place (on 21<sup>st</sup> September) courtesy of Pullen and Sons, a statement covering the condition and structure of the memorial had been produced and the Council were now in possession of a valuation which would allow the War Memorial to be added to the Insurance.

##### **11.3 To update the Council on the situation in relation to the Assistant Clerk; related to item 12.1**

The Clerk informed Members that there had currently been 9 requests for applications with a closing date of 3<sup>rd</sup> October. It was proposed to shortlist as soon as possible following this date.

##### **11.4 Summer Reading Challenge Medal Presentation at Catshill Library 01/10/16 at 10:00am**

The Clerk reported that the library were pleased with the donation of £50 as suggested at the previous Full Parish Council. They have used it to book Suzi Budd who will provide a short Roald Dahl themed entertainment for the children and families at 10am followed by the medal presentation. This will be carried out by Cllr Sweeting and photographed by Cllr Baker. The Clerk suggested that any other Councillors who wished to attend would be most welcome as the Library were looking forward to meeting Members.

##### **11.5 Establishment of new Neighbourhood Plan Website**

The Clerk informed Members that the Neighbourhood Plan Steering Group is progressing well. Dr Chris Fabray has created a new website for the plan that was authorised by the Clerk and Cllr Sweeting under delegated powers over the summer at a cost of £144 for Annual Webhosting and database maintenance and domain name registration. It is a much needed vehicle to promote the NP and use as an evidence base for the project. The size and amount of material that will eventually be needed was the reason for the creation of the additional site which has been produced in the same style and theme as the main Parish Council site. Dr Chris Fabray has created and will maintain it free of charge. <http://www.catshillandnorthmarlbrookplan.org.uk/>

### **11.6 Progress with events to include: Remembrance Sunday, Bonfire and Christmas with the elderly, isolated and alone**

Christmas Meal – The Clerk reported that we have received three more responses and a further possible through a telephone call meaning we now have 13/14 attendees to date. It was requested that if anyone could nominate someone then please help with this task as it is proving to be a ‘word of mouth’ exercise. The Clerk will be working on a leaflet to add inside the Newsletter to attempt a final push prior to Christmas.

Remembrance Sunday – The Clerk was continuing to chase regarding the road closure and had received assurance that it was going to consultation soon with an urgent push due to the requests. Beaumont Traffic are happy to assist again and the Clerk needs to contact them again once the official road closure notice is received.

Bonfire – The balance was to be paid within the finances that month for the Fireworks, along with the cheque for the hire of the car park. Cllr B McEldowney and Carl Knowles have had a meeting regarding the event which will be discussed later in the meeting.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates August and September 2016; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Bromsgrove Advertiser, CPRE newsletter, Lickey Hills Local History Society and Lickey Hills Society forthcoming events, Bromsgrove North and Rural newsletter, Wellbeing in Partnership newsletter, Highways England Updates M5 Junction 4a to 6 smart motorways, Healthwatch Worcestershire open meeting invitation and bulletin, Fields in Trust newsletter, Statement of Modifications to CIL Draft Charging Schedule Regulation, Safer West Mercia Plan Consultation

16/09-12

Committee and Representatives Reports

***Background papers available***

**12.1 Extraordinary Finance and Staffing Committee** – Meeting held 15/08/16; draft minutes circulated

Cllr P Baker suggested that all items discussed in the meeting were to be covered at different points in the Agenda

**12.2 Planning Committee** meeting held 11/08/16 and 08/09/16; draft minutes to be circulated. To include reference to meeting held with Mr Matthew Austin (Bromsgrove Place Team Leader) and Mr Paul Hurlstone (Enforcement Officer) on 8<sup>th</sup> September 2016 at 1400hrs in relation to seeking clarification around signage and flyposting within the Parish – notes circulated.

Cllr Knight noted the minutes and report and requested any questions, of which there were non. Cllr Knight suggested outstanding matters included awaiting the sweep of the Village from Paul Hurlstone in relation to signage. Members discussed the issue with A boards on the grass at the end of Golden Cross Lane, the removal of which could affect the businesses in that road.

**12.3 Neighbourhood Plan Steering Group Meeting** – held 14/09/16

Cllr B McEldowney reported that Dr Chris Fabray had been elected as Chair of the Group and Mr Paul Fisher as Vice Chair. It was a very constructive meeting and it was felt that when Mr Paul Crysell could attend he would be extremely helpful due to his work background. The 5<sup>th</sup> October would be the first working group looking at timelines and process including the need for the creation of Power Point Presentations and A Board displays. Cllr B McEldowney also made reference to the documents that had been circulated for Agenda Item 15 of this meeting, being that these Terms of Reference and Line Structure needed agreeing by the Council.

**It was agreed** to consider Agenda Item 15 at this point in the meeting.

**It was agreed** to accept the Terms of Reference and Line Structure Documents for the Neighbourhood Plan Steering Group as presented.

The Clerk informed Members that following further research by Dr Chris Fabray, numerous questions had been raised and therefore a meeting with Mr Mike Dunphy (BDC Strategic Planning Manager, Planning and Regeneration) had been organised to air these queries on 12<sup>th</sup> October which would be attended by the Clerk, Mr Fisher and Dr Fabray.

#### **12.4 Environment and Highways Committee meeting held 15/09/16**

Cllr M Shephard reported that the Baptist Church garden was being problematic this year. It is the first year of establishment and it has not done well due to a mixture of vandalism, weed growth and issues with watering. Currently watering is carried out by filling a watering can at the Ivy Cottage Garden site and carrying it across and this is not sufficient. The Baptist Church had been approached but could not provide watering or a tap. The next step for the garden will be to lay bark and purchase some more prickly bushes to deter it being used as a thorough-fare. It was noted that Cllr M Knight wished to remove himself as a member of this Committee and Cllr N Ward would like to join it. **This was agreed.**

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

- **Village Hall Management Committee meeting held 05/09/16; to include update relating to employment of Village Hall Supervisor.**  
Cllr J Bate reported that the Village Hall Committee had employed a delightful lady named Claire Wing into the vacancy for Village Hall Supervisor. Claire is very enthusiastic, lives locally, meets all the criteria and Loraine is to mentor her until the end of the year. Two members of the Committee (Mr and Mrs Millward) had unfortunately resigned. Andrew and Jill had gained funding from BDC to the value of £6500 to refurbish the ladies toilets and baby corner. Another year they will attempt the same for the gentlemen's. It had entailed a lot of work to satisfy the Council before they would release the money.
- **CALC Executive Meeting held 14/09/16**  
This was covered within the Chair's report at Agenda Item 10.
- **Newsletter**  
With the agreement of the Council, this item was covered earlier in the meeting following the Chair's report.
- **Bonfire meeting held 19/09/16**  
**It was agreed** that this could be covered at Agenda Item 17 later in the meeting
- **Update regarding the ongoing situation of the garden in Barley Mow Lane, including contact with Environmental Health in relation to advice as to how to proceed (Cllr M Ball)**  
To include consideration by the Council of any further agreed action if necessary  
Due to the absence of Cllr M Ball, this item was deferred to the next meeting.

16/09-13

Finance

**Decisions Required**

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

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedules for August and September, as below, were approved.

#### **13.2 To note the response from the treasurer at CAB in relation to the error in recording grant payments made by the Parish Council and to agree any donation to be made this Financial year**

The letter of response from the treasurer at CAB had been circulated. The Clerk confirmed that her investigations following this were in line with his findings.

**It was agreed** to donate £500 to Bromsgrove and Redditch Citizens Advice Bureau.

16/09-14

To consider and agree to the date of the next Full Parish Council.

It is suggested that this could be held on Thursday 20<sup>th</sup> October 2016 to allow the Chairman to preside as he will also be unavailable for the November FPC.

**It was agreed** to move the date of the next Full Parish Council forward to 20<sup>th</sup> October 2016.

16/09-15

To discuss and agree the draft documents relating to the Neighbourhood Plan

To include Terms of Reference and Line Structure for the Steering Group, circulated by email and had copy where appropriate

With the agreement of the Council, this Agenda Item was considered earlier in the meeting.

16/09-16

To note comments and responses, if any, to the following documents:

**16.1 Scrap Metal Dealers Act 2013 - Consultation on Draft Scrap Metal Licensing Policy and Guidelines** – deadline for comment 30<sup>th</sup> September 2016 and circulated to Councillors via email

Councillors had no comments to make regarding this consultation

**16.2 Bromsgrove Sports Development team Survey** – to find out which sports and activities are already happening in the area, but also any activities that aren't available that Bromsgrove Sports Development Team can help support and set up. Available at:

<https://www.surveymonkey.co.uk/r/YBJSKBD> Circulated by email and responded to by Cllr P Baker.

Cllr Baker reported that when completing this survey, it had become clear that it was aimed at individuals rather than groups. Cllr Baker had completed the survey to the best of his ability but had also contacted BDC regarding the document to engage with them regarding the two aims of facilities and delivery within the Parish. Cllr Baker will inform the Council of any further responses regarding this.

**16.3 Inspector's Proposed Main Modifications to the Bromsgrove District Plan** – circulated by email and hard copy and discussed at the Planning Committee 08/09/16. Consultation deadline 21/09/16

All Councillors had been circulated the document and allowed the opportunity to respond. Cllr M Knight reported that, following consideration, no comment had been made to this document. It was noted that the only part of the document that could be commented on was the suggested modifications and not the whole thing.

At this point in the meeting Members engaged in discussions about the impact of the Perryfields development on the Parish including concerns regarding provisions for traffic volume.

**It was agreed** to add this as an Agenda Item at the next Full Parish Council to allow for further discussion.

16/09-17

To consider future management of the revenue for the Bonfire and Firework event

Following assessment of the budget allocation for this year in relation to community events, it is suggested to donate the proceeds from the event to the NWWA charity

To note; during this Agenda Item it was agreed, with reference to Standing Orders, to extend the meeting time by 15 minutes.

Members engaged in discussion regarding this including practicalities of collection of money, technicalities in relation to revenue and donation and the future of the Bonfire event.

**It was agreed** to defer this item until following this year's debriefing session, which was to include a NWWA representative, once the future administration and running of the Bonfire Event was established.

Cllr B McEldowney reported from the meeting he had from Carl Knowles on 19/09/16, as per the decision of the Council to consider Agenda Item 12.5 at this point in the meeting. This included discussion around the following points - that the sale of Glow Sticks was to be discussed with the Scouts following a minor incident at the previous years event; the collection of money; the use of clickers to estimate the number of people in attendance; the existing site capacity; the need for cones at the event. It was suggested that the price of the Bonfire Event could be increased slightly.

**It was agreed** for the price of the Bonfire Event to remain the same as the previous years for this event.

**16/09-18** As per the Environment and Highways Committee, held 15<sup>th</sup> September 2016; To consider the suggestion to carry out investigations regarding the adoption of Land at the end of Beehive Close  
Due to time, this item was deferred until the next meeting of the Full Parish Council

**16/09-19** Items for the next meeting.

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

**16/07-20** Date and time of next meetings:

- Redditch Borough Council and Bromsgrove District Council Parish Community Emergency Planning Forum – 12/10/16, 18:00 hrs, Bromsgrove District Council, Parkside
  - Finance and Staffing Committee – 13/10/16
  - Planning Committee – 06/10/16
  - CALC AGM – 26/10/16, 19:00hrs, Council Chamber, County Hall, Worcester
  - Full Parish Council – 20/10/16
- \* All Parish Committees and Meetings at 7:30pm, Catshill Village Hall

This meeting ended at 21:45 hrs

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

Minute no. 16/09-13.1

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

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)
August 2016	052		300893	Allen Farnsworth Lengthsman - July 2016		192
	053		300894	Bibby Factors Manchester Ltd - bus shelter, A38		3708
	054		d/d	npower - war memorial electricity supply		56.35
	055		online	Clerk expenses (stationary - ink, envelopes, stamps)		62.26
	056-059		online	Salaries and Litter picker expenses		987.74
	060		300895	SMIS LTD - Annual Webhosting and database maintenance and domain name registration for NP		144
	061		d/d	Talk Talk - office phone and broadband (July)		39.3
	062		d/d	Talk Talk - office phone and broadband (August)		39.82
	063		d/d	EE- Office mobile		20.88
	064		online	Bullivant media - Village Hall Supervisor Advert on		261.6
				Cash book adjustment: V001 duplicate invoice from March 2016 for Talk Talk. Therefore payment made on 1st August was for V149 not V001 as allocated.		-37.78
				sub-total	20588.32	16336.11

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)
September	065		online	Birmingham City Council - planting of bed at Ivy		796.08
	066		online	Grant Thornton - fee in respect of 2016 Annual		240
	067		300896	Allen Farnsworth Lengthsman - August 2016		202
	068		d/d	Information Commissioners Office -Data protection registration, annual renewal		35
	069		online	Bullivant Media - Advert for Assistant Clerk		345.6
	070		300897	Catshill Middle School - Hire of car park for		25
	071		d/d	Talk Talk - office phone and broadband		39.59
	072		online	HMRC - PAYE/NI second quarter 2016/17		71.39
	073, 075,076		online	Salaries, Clerk overtime and Litter picker expenses		964.6
	074		online	Clerks Expenses - Norton Antivirus Yearly Subscription		24.99
	077		d/d	EE - Office mobile		20.88
	078		online	G Force Fireworks Ltd - Balance for firework display 5th November		2200
		R6		Alto Card Refund	3.72	
		R7		Alto Card Fee Refund	6	
				sub-total	<b>20598.04</b>	<b>21301.24</b>

Bank Reconciliation and budget comparison as at 27/09/2016			
Finances at start of year	37,017.28		
Add receipts	<b>20,598.04</b>		Bank a/c as at 27/09/16
		57,615.32	20,196.01
		21,301.24	Deposit a/c, Co-op
			<b>20,936.72</b>
Less payments			Less unrepresented cheques
		36,314.08	<b>4,818.65</b>
			36,314.08

RECEIPTS	Budget 2016/17	actual to date		u/p cheques
Precept	38,386	19,193		065 796.08
DCLG CTSG	873	437	Petty Cash Account	066 240.00
Interest	300	11	Alto prepay card operated by the Clerk	067 202.00
Lengthsman*	2,104	723	£.p	068 35.00
Donations/other/grants	500	174	Balance as at 01/04/16	069 345.60
Newsletter advertising	300	60	Summer Competition Vouchers	070 25.00
VAT refund	2,000		Stationary and Toner order	071 39.59
Reserve Fund	4,000		Stationary, Ink and Printer Drum order	072 71.39
	<b>48,463.00</b>	<b>20,598.04</b>	Balance as at 29/06/16	073 799.50
			Refunded as of R6 AND R7	074 24.99
				076 39.50
				078 2,200.00
				<b>4,818.65</b>
<b>PAYMENTS</b>				
Staff Costs	21,500	6,881		
Administration inc office	3,000	1,635		
CALC inc travel expenses	980	967		
Audit	380	370		
Training	1,000	-		
Insurance	730	733		
Members expenses	400	6		
Elections	1,500	-		
Grants : NWWA, Scouts	2,500	125		
Events - Fun Day/R Sund	3,500	2,470		
Communications - news	1,200	425		
Gardens (includes water	2,000	1,229		
War Memorial (includes	1,000	118		
Lengthsman	2,400	982		
Environment eg mainten	1,200	389		
Neighbourhood Plan	200	-		
Capital Projects *	4,000	3,615		
Section 137	100	-		
VAT paid		1,358		
<b>Total</b>	<b>47,590.00</b>	<b>21,301.24</b>		

\*Lengthsman, actual WCC refund amount allocated for year to 03/2017 is £2104.00  
S137 limit is £7.36 x total no. of electors 5,220 = £38,419.20