



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 20th October 2016, 7.30pm

Present : O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, M Ball, J Bate, G Blackmoor, T Gillespie, M Knight, P Masters, M Shepherd, N Ward

In attendance: Clerk – R Powell, One Member of the public

- 16/10-01** Chairman's welcome
Cllr O Sweeting welcomed all to the meeting including the Member of the Public in attendance.
- 16/10-02** Members' Apologies for absence
Apologies were received from Cllr P Callaway, County Cllr Sheila Blagg and District Cllrs Brian Cooper and Shirley Webb
- 16/10-03** Co-option
It was noted that there is currently one vacant seat on the Council which is hoped will be filled by Co-option.
- 16/10-04** Open Forum
- 4.1** The Member of the Public took the opportunity to address the Council in relation to concerns regarding speeding cars on the Stourbridge Road. The Chair informed the resident that there had been a Parishioner at the previous Full Parish Council with similar concerns. It was acknowledged that speed was an issue within the Parish with discussions including difficulty crossing roads, the perception of speed and its effect, the impact of heavy traffic, the effectiveness of enforcement and which methods were most successful. The Clerk informed the Member of the Public of progress and information gained so far in relation to speeding including the possible application for a 20mph speed limit around the Co-op and schools, the fact that flashing signs are not allowed to be replaced at present due to the Financial situation and the speed monitoring that would be taking place on Barley Mow Lane and the Stourbridge Road in the near future. The Member of the Public was thanked for his attendance and chose to stay for more of the meeting.
- 4.2** County Councillor Sheila Blagg had sent apologies. Her report had been circulated to Councillors. The report included reference to Silver Line Volunteers; Apprenticeships; Traffic Congestion; The Revised Winter Service Policy, Volunteering and the hearing of the Planning Application for the Veolia Site on Sandy Lane, Wildmoor at the County Council Planning Committee on 1st November. The Clerk emphasised that if Members wished to attend this meeting there was a need to inform Cllr Blagg as soon as possible to establish numbers.
- 4.3** District Councillor, Shirley Webb had sent her apologies and circulated a report relating to Maintenance information regarding the previously mentioned Defibrillators for the Parish, a request that had been made to sweep the road, clear leaves and removal of weeds around the War Memorial area prior to the Remembrance Service and quotes that had been provided for possible Skate Ramps for the village. District Cllr Brian Cooper had also sent his apologies.
- 4.4** No community representatives were present.
- 16/10-05** The meeting was closed for Open-Forum and re-opened.
- 16/10-06** Declarations of Interest
No member declared any declarable interest.
- 16/10-07** Dispensations

No new requests for dispensations had been received.

16/10-08 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Full Parish Council meeting held 29/09/16. The minutes were duly signed by the Chairman.

16/10-09 Members' Questions

No questions were received.

16/10-10 Chairman's Report

Cllr Sweeting reported that he had attended the Neighbourhood Plan Steering Group as an observer and that the newly appointed Chair and Vice Chair were doing an excellent job. The group was getting to grips with how the Neighbourhood Plan works and the flow chart action plan had been well received. The Group would carry out analysis of data from consultation and create working groups around these such as one for housing, one for environment and one for infrastructure. The latter would be a busy group with the increase in traffic through the Parish. Cllr Sweeting suggested the Parish Council should appoint a lead Councillor to monitor the situation with regards to traffic and speed.

The Neighbourhood Plan Website was up to date through the work of Dr Chris Fabray, however, the Council's own website needs updating when time permits.

The medal ceremony for the reading challenge held in the library had been a success and Cllr Sweeting felt the event should continue to be supported by the Council.

Cllr Sweeting had attended the Planning and Finance and Staffing Committee's which had been comprehensive and well run, with the latter going on well into the night with reports regarding the new Village Hall Supervisor, Assistant Clerk, Precept budget and reserve discussions and how to modify the current banking methods.

The organisation of the Bonfire Event was causing a lot of work and many emails had been received and sent regarding this. The Newsletter was now ready and looking good. It needed to be distributed as soon as possible and therefore Cllr Sweeting requested that each Councillor took their allocation that evening.

16/10-11 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 informed Members of a query from a Parishioner in relation to the ownership, and in turn, the maintenance, of a section of grass in Ferndale Close.

11.2 Newsletter progress

The Clerk informed Members that the Newsletter was now complete and Cllr Sweeting had collected them that day. Assistance with distribution was requested, with the inclusion of a flyer to be inserted advertising the Christmas Meal for the Elderly, Isolated and Alone.

11.3 Information relating to Car Insurance for Parish Councillors when using their cars for Parish Business

A review of policies had led to concerns that if Members were involved in a car accident they wouldn't be covered by their Insurance if they were on business for the Parish. Cllr Sweeting had made enquiries regarding this and established that if Members were not being paid for the job function they should still be insured however, most companies would like to be informed that voluntary work was being undertaken and would then add a line to relevant policies. There is no charge even if you are being paid for mileage. If Councillors individually wish to be added to the Council's Zurich Insurance to cover their No Claims Bonus, it is approximately £13.43 per person and it is suggested that Members could potentially cover this cost.

11.4 Progress with Remembrance Service road closure

The Road Closure Order had now been received and the Clerk would be erecting them at key points of the route within the next few days.

11.5 Councillor Training and the introduction of a Skills Matrix

The Clerk informed Members that Cllr Callaway would be co-ordinating the creation of a Skills Matrix for the Council which would allow a database to be kept of key skills that Members have from previous work or hobbies, to allow easy and effective distribution of tasks to the best person within the Council. The Clerk also reminded Members that a list of training that had been carried out by each person needed to be collated to provide evidence of professionalism within the Council. Once old training had been recorded the Clerk would then be able to keep the information up to date with any future training.

Relevant correspondence available from the Clerk: includes weekly CALC updates October 2016; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Bromsgrove Advertiser, CPRE newsletter, Wellbeing in Partnership newsletter, Fields in Trust newsletter, Worcestershire Voices E Bulletin, Neighbourhood Watch updates

16/10-12

Committee and Representatives Reports

Background papers available

12.1 Planning Committee – Meeting held 06/10/16; draft minutes circulated

Cllr M Knight asked Members if there were any questions regarding the minutes; non were received. Cllr Knight informed the Council that they were awaiting action on signage within the village.

12.2 Neighbourhood Plan Working Group and Steering Groups meetings held 05/10/16 and 19/10/16; draft minutes to be circulated. To include reference to meeting held with Mr Mike Dunphy (Strategic Planning Manager, Planning and Regeneration, Bromsgrove District Council) 12/10/16

Cllr B McEldowney reported that there was a need to engage in consultation with the Community to inform them that the plan is being approached and gain any views on issues within the Parish. A small working group had been formed which met on 5th October and discussed how to progress. Each Member had been given different responsibilities e.g.: presentation, leaflet, PowerPoint in order to engage in an Open Forum. Actions will then be reported back to the next meeting. Dr Chris Fabray and Paul Fisher (Chair and Vice Chair) had met with Mike Dunphy and showed him the action plan for progression which aimed for a two-year completion date. Mike seemed very happy with the suggestion. The Clerk informed Members that the letter and map proposing the designated area had been sent to Bromsgrove District Council.

The Member of the Public left at this point in the meeting (20:13hrs)

12.3 Finance and Staffing Committee – meeting held 13/10/16

Cllr P Baker reported that the Precept had been considered at this meeting and following this, he had researched some anomalies in the formulas in the Spreadsheet which had been circulated. Cllr Baker explained his findings and requested any feedback from Councillors as to the maximum increase in Expenditure/Precept they would be happy with. Responses were to be given to Cllr Baker outside this meeting.

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

• **Village Hall Management Committee meeting held 10/10/16**

Cllr J Bate reported that the new Village Hall Supervisor, Claire Wing, was settling in well and had attended her first meeting. The Committee were awaiting the money for the toilet refurbishment but it should be received by the end of the month. The issue with the trees on the perimeter was ongoing and then money would be spent on guttering. Cllr Ward was going to look at the light that needed maintenance and the weeds in the car park needed attending.

Members questioned if there would be a Christmas tree outside the hall this year and discussed the purchase of additional lights. It was noted that last year's tree was too tall and a shorter one would be more manageable.

Cllr Sweeting would approach the Village Hall Committee regarding the Finance of additional outdoor lights.

- **Redditch Borough Council and Bromsgrove District Council Parish Community Emergency Planning Forum – meeting held 12/10/16**

Cllr B McEldowney had attended the meeting and reported that only 4 Parish Councils were represented and there would be consideration in the future of linking it with another forum. The meeting discussions included the following: flood alleviation work – sandbags were available if needed; North Worcestershire Water Management could provide water sacks; WCC could attend a Council meeting and discuss the Flooding Response Plan if Members wished; A copy of the Flood Response Plan could be requested and would be redacted; discussion regarding flood hot spots; the need to get any grit bins topped up; access to Keep Warm, Keep Well Leaflets; the suggestion of Emergency Grab bags and that the Household Emergency Plan would be on the website in November. It was established that most Councils are not doing an Emergency Plan due to it being difficult to co-ordinate and create and that BDC should hold many of the details anyway.

- **Update regarding the ongoing situation of the resident garden in Barley Mow Lane, including contact with Environmental Health in relation to advice as to how to proceed (deferred from Full Parish Council 29/09/16) To include consideration by the Council of any further agreed action if necessary**

Cllr M Ball reported that the big lorry has now been moved but he suspected that the person in question may be back in hospital as the car had not moved for some time. A discussion with the resident’s neighbour established that Environmental Health had already been approached and no action was taken. Cllr Ball had provided the resident with a number for a scrap metal dealer to assist with the removal of further cars, which were of concern if they contained fuel.

It was agreed for Cllr Ball to continue to monitor the situation in the current method.

16/10-13

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 October circulated

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

13.2 To agree the payment of this year’s subscription to SLCC for the Clerk

The Clerk informed Members that the fee for this year would be £131

It was agreed to fund the subscription.

16/10-14

To discuss the upcoming Bonfire Celebrations on 5th November in order to ensure adherence to guidelines provided by Zurich, the Parish Council’s current Insurance Company (document circulated)

It was agreed to consider this item later in the meeting

16/10-15

To agree a response to ‘The 2017/18 Local Government Finance Settlement, Technical Consultation Paper’; in particular in relation to paragraph 3.3 ‘Council Tax Referendum Principles for Parish and Town Councils’ Closing date for responses is 28th October 2016. Document and relevant questions to be circulated

Cllr Baker had carried out extensive research and suggested responses to each of the questions posed.

Members considered each answer in detail.

It was agreed to use all responses provided by Cllr Baker in their entirety.

Cllr Sweeting expressed thanks to Cllr Baker for a very articulate response.

16/10-16

To discuss the request from Cllr Shirley Webb for the Parish Council to fund the maintenance, and monitor the use of, two defibrillators that are hopefully to be obtained for the Parish (as per Minute 16/09-4.3)

It was noted that the cost of the two defibrillators would be £150 every 5 – 6 years to replace the batteries and £30 for each set of pads that needed replacing. This would need to happen after each use.

It was agreed to fund the maintenance and monitor the use of the two suggested defibrillators.

16/10-17 As per the Environment and Highways Committee, held 15th September 2016; To consider the suggestion to carry out investigations regarding the adoption of Land at the end of Beehive Close (deferred from Full Parish Council 29/09/16)

Members considered the plot of land as shown by the Clerk using Google Earth, taking note of the fact that it is Parish Council Policy to adopt unowned land, and discussed suggested options.

It was agreed to carry out investigations regarding the adoption of the piece of land.

16/10-14 To discuss the upcoming Bonfire Celebrations on 5th November in order to ensure adherence to guidelines provided by Zurich, the Parish Council's current Insurance Company (document circulated)

Members considered this item at this point in the meeting.

It was noted that there had been some difficulty obtaining First Aid Cover this year. Cllr McEldowney informed Members of the various items that needed purchasing to ensure fulfilment of Health and Safety and operating requirements. Cllr McEldowney also requested the names of volunteers to assist during the set up, the event and the clean up the next day.

It was agreed to allow Cllr McEldowney sufficient funds to purchase the equipment needed to the value of £60.

16/10-18 Opportunity for Councillors to discuss views on the Perryfields development

Members engaged in a short discussion regarding this, particularly relating to increased traffic implications.

It was agreed to defer this item to a future meeting.

16/10-19 Items for the next meeting.

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

16/10-20 Date and time of next meetings:

- Parish Conference and CALC AGM – 26/10/16. 18:00hrs at Worcester County Hall
 - Planning Committee – 03/11/16
 - Finance and Staffing – 10/11/16
 - Neighbourhood Plan Steering Group and Working Groups – To be confirmed
 - Full Parish Council – 24/11/16
- * All Parish Committees and Meetings at 7:30pm, Catshill Village Hall

Upcoming Events

- Bonfire Event – 05/11/16 Gates open 18:00hrs
- Remembrance Service – 13/11/16 Service at Social Club 10:00am, Memorial Service at Monument 10:40am

This meeting ended at 21:33 hrs

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

Minute no. 16/10-13.1

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

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
October	079		d/d	Worcestershire Telecare, Lone Worker service		£33.23	£5.54
	080		300899	Meadowfields Ground Maintenance-July		£218.10	£36.35
	081		300900	Meadowfields Ground Maintenance-August		£218.10	£36.35
	082		300901	Meadowfields Ground Maintenance-September		£218.10	£36.35
	083		online	Worcester CALC - Clerk Training (Clerk Gathering)		£10.00	
	084		300902	Allen Farnsworth Lengthsman - October 2016		£192.00	
	085		d/d	EE-Office Mobile (Oct 16)		£20.88	£3.48
	086-088		online and s/o	Salaries, including Clerk overtime and 7 hours Village Hall Administration		£1,099.32	
	089		d/d	Unity Trust Bank Service Charge		£18.00	
		R8		Bromsgrove DC - precept, 2nd half 2016/17	18,756.50		
				sub-total	39,354.54	23,328.97	1,475.62

Bank Reconciliation and budget comparison as at 17/10/16					
Finances at start of year	37,017.28				
Add receipts	39,354.54			Bank a/c as at 17/10/16	34,342.86
		76,371.82		Deposit a/c, Co-op	20,936.72
Less payments		23,328.97		Less unrepresented cheques	2,236.73
		53,042.85			53,042.85
					-
RECEIPTS	Budget 2016/17	actual to date			
Precept	38,386	37,513		u/p cheques	
DCLG CTSG	873	873		067	202.00
Interest	300	11		Petty Cash Account	070
Lengthsman*	2,104	723		Alto prepay card operated by the Clerk	079
Donations/other/grants	500	174		£.p	080
Newsletter advertising	300	60		Balance as at 01/04/16	081
VAT refund	2,000			Summer Competition Vouchers	082
Reserve Fund	4,000			Stationary and Toner order	083
	48,463.00	39,354.54		Stationary, Ink and Printer Drum order	084
PAYMENTS				Balance as at 29/06/16	085
Staff Costs	21,500	7,980		Refunded as of R6 AND R7	086
Administration inc office	3,000	1,698			087
CALC inc travel expenses	980	967			088
Audit	380	370			
Training	1,000	10			
Insurance	730	733			
Members expenses	400	6			
Elections	1,500	-			
Grants : NWWA, Scouts	2,500	125			
Events - Fun Day/R Sunday	3,500	2,470			
Communications - newsletter	1,200	425			
Gardens (includes water)	2,000	1,774			
War Memorial (includes)	1,000	118			
Lengthsman	2,400	1,174	budget/precept (intended expenditure)		23,301.43
Environment eg maintenance	1,200	389	Specific reserve (capital expenditure)		11,041.43
Neighbourhood Plan	200	-	Emergency Reserve (fixed capital)		20,936.72
Capital Projects *	4,000	3,615	Discretionary Reserve		-
Section 137	100	-			55,279.58
VAT paid		1,476	unrepresented cheques		2,236.73
			balance		53,042.85
Total	47,590.00	23,328.97			
*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					