



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 26<sup>th</sup> January 2017, 7.30pm

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

**In attendance:** Clerk – R Powell; Assistant Clerk – J Quinn

- 17/01-01** Chairman's welcome  
Cllr O Sweeting welcomed all present to the meeting including Jim Quinn as new Assistant Clerk to the Council.
- 17/01-02** Members' Apologies for absence  
Apologies were received from Cllrs T Gillespie and J Bate, District Cllrs S Webb and B Cooper
- 17/01-03** Co-option  
It was noted that there is currently one vacant seat on the Council which is hoped will be filled by Co-option. There had been some interest expressed in the role.
- 17/01-04** Open Forum
- 4.1 Members of the Public**  
There were no Members of the Public present
- 4.2 Worcs County Councillor for the Woodvale Division**  
County Councillor Sheila Blagg was present and her report for December and January had been circulated (see attached).  
Cllr O Sweeting opened this section by explaining that Cllr Blagg would not be standing for election again this year and would be moving to be nearer her daughter. It was expressed that Cllr Blagg had been a good friend to the Council and she would be missed.  
Cllr Blagg thanked Cllr Sweeting for his words and went on to report that there were currently a lot of consultations. In relation to the Minerals plan, it would be worthwhile feeding into the Consultation to allow views to be known about the minerals but also the restoration process afterwards. It was noted that the Divisional Fund needed spending prior to March 20<sup>th</sup> and a request was made by Cllr Blagg for any ideas on contribution needs from the Council.
- 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.**  
District Councillor, Shirley Webb had sent her apologies and given a report that the defibrillators should be fitted in the next couple of weeks and training for this had been organised for 7<sup>th</sup> February with the only payment being the request for a small donation to be made to the defib charity.  
District Cllr Brian Cooper had also sent his apologies.
- 4.4 Any other community representative**  
No community representatives were present.
- 17/01-05** The meeting was closed for Open-Forum and re-opened.
- 17/01-06** Declarations of Interest  
No member stated any declarable interest.
- 17/01-07** Dispensations  
No new requests for dispensations had been received.
- 17/01-08** Approval of Minutes of previous council meeting  
**It was agreed** to accept the minutes of the Full Parish Council meeting held 24/11/16. The minutes were duly signed by the Chairman.
- 17/01-09** Members' Questions

No questions were received.

**17/01-10**

Chairman's Report

The Chairman provided a report as attached.

During this report the opportunity was taken to show all Members of the Council the Media that had been created for the Neighbourhood Plan process including a short video and PowerPoint presentation (available on request)

**17/01-11**

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

**11.1 Parishioner Correspondence – To inform Members of the correspondence received during the last two months.**

The Clerk informed the Council that the only correspondence received was in relation to the length of time that the diversions and barriers were in place around Catshill following the Remembrance service and that on querying with the Company they were clearing the equipment that day and apologised that due to the nature of the event they had a backlog of collection.

**11.2 Progress with the Garden Tender Process**

The Clerk informed Members that in excess of 21 expressions of interest had been received and the Clerk had also contacted BCC to make them aware of the opportunity. Due to the volume of emails and calls the Clerk had not mailshot other contractors as previously agreed. The Clerk thanked Cllr Shephard who had met four of the Contractors to show them the gardens in question. It was hoped that the volume of interest would create a decent number of tenders to allow comparison. A meeting was to be held on Thursday 2<sup>nd</sup> February to open and record the Tenders. The results and suggested contractor to employ would be brought to the FPC at the end of February for approval.

**11.3 To note the presence of a Partnership Van at Bournheath Village Community Centre for a PACT community engagement event 9:30am – 14:30am on 25<sup>th</sup> March 2017.**

The Police information van will possibly be joined by the Fire Service and Worcestershire Community Safety Partnership. Bournheath would be providing refreshments throughout the event and this would replace a PACT meeting.

**11.4 To note the Final Decision in connection with the removal of Public Payphones from your local area.**

The relevant documentation had been circulated which showed that the recommendations and objection made by the Parish Council for the removal of the phone box on Woodrow Lane had been accepted by BDC and added to the document which would form the Final Notification to BT

**Relevant correspondence available from the Clerk:** includes weekly CALC updates December 2016/January 2017; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner Reports and Newsletters, Bromsgrove Advertiser, CPRE newsletter, Lickey Hill's Society Newsletter, Worcestershire Voices newsletter, Wellbeing in Partnership Newsletter, Superfast Worcestershire Communications, BDC Plan 2011-2030 link, M5 J4A to J6 Closure programme

**17/01-12**

Committee and Representatives Reports

***Background papers available***

**12.1 Environment and Highways Committee – Meeting held 08/12/16.**

Draft Minutes had been circulated to Members and Cllr Shephard reported on these.

Attention was drawn to Dog Litter bins with a request to find out and ensure that all litter bins were marked appropriately so residents were aware that dog waste could also be placed in these. A member of the public had approached Cllr Shephard during his walk of the Parish with the Contractors regarding the state of the pavement in relation to dog waste.

**It was agreed** to refer the issue back to the Environment and Highways Committee.

**It was agreed** to add an article to the newsletter relating to dog fouling.

It was suggested that a campaign could be launched and that another dog bag dispenser would be beneficial in the vicinity of the Co-op.

Members took the opportunity to discuss issues with scramblers and motorbikes churning up the ground and muddying the paths near the Kingfisher.

**It was agreed** to find out who owned the land in an effort to tackle this issue.

Cllr Baker informed Members that he had been in touch with District Councillor Shirley Webb who would be looking into re-orienting the sign for the Hunters Walks near the War Memorial and correcting the direction sign.

### **12.2 Finance and Staffing Committee – meeting held 12/01/17**

Draft minutes were not yet available for this meeting but Cllr Baker reported on the main points.

**To include agreement of:**

- **The final Precept amount**

It was noted that the Government Minister had requested that Parish Council's should monitor the rise in their precept if they were not taking on new tasks and responsibilities. It was noted that this Parish Council were taking on new tasks and therefore could justify the increase in Precept and that this was also influenced by there being no DCLG support grant provided this year.

**It was agreed** that the Precept amount for the next municipal year would be £42346. With the Council Tax Base Figure of £2338.14 this creates an average Band D precept of £18.11 for the year, an increase of £1.95 for the year from £16.16.

- **The decision to pay the deposit to commit to the usual Firework Display to the final value of £2500 to be held on Saturday 4<sup>th</sup> November 2017.**

It was noted that there was the opportunity to purchase a more expensive display synchronised to music but that the Finance and Staffing Committee did not feel this was appropriate to our event.

Members discussed the need for a debrief around the event and noted the popularity and success of the event. The Clerk informed Members of the loss of deposit 28 days after payment due to the date that the fireworks would be sourced from China.

**It was agreed** to pay the deposit for the event.

### **12.3 Neighbourhood Plan Steering Group – meeting held 18/01/17.**

**To include the ratification of the Co-option of Cllr N Ward to the group as a representative of the Council**

Cllr McEldowney reported on the meeting. All Media and documents had been provided and shown to Members.

It was noted that the last month had been spent devising the above mentioned media. In addition, three main areas had been identified to begin to focus and collate evidence on which would then be amended and broadened as data was collated. Three working groups had been suggested as Infrastructure, Housing and Environment. Leads had been identified as Cllr N Ward and Mr P Crysell respectively for the first two groups with a lead for the Environment Group yet to be identified. Cllr B McEldowney explained the consultation process and a request was made for all Councillors to complete the questionnaire which was now available to assist with fine tuning the data analysis of the results.

**It was agreed** that Cllr N Ward should be co-opted to the Group as a representative of the Council following the resignation of Cllr J Bate from the Steering Group.

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

- **Bromsgrove CALC – 15/12/16**

Details of this had been covered in the previous Chair's report at Agenda Item 17/01-10

- **CPRE – 10/01/17**

Cllr B McEldowney reported that the meeting had discussed the Local Plan and housing needs including the fact that sites for 4700 had been identified, with some completed, but that 2300 remained to be identified. A Green Belt review would be carried out in order to allocate some of this as development sites and there may also be a need to accommodate overspill from Birmingham and Redditch. This is then significant in relation to the Neighbourhood Plan. The Transport Consultation had also been discussed with suggestion of expanding M42, Junction 1.

Members discussed the issues.

- **Village Hall Management Committee – 16/01/17**

CLlr Sweeting reported that the ladies toilet refurbishment was well under way and should be complete by the end of the month. The Village Hall had added a little more money to the project in order to install a hand dryer, fan, enhanced baby changing and splash backs. It was noted that the Hall Supervisor/cleaner was settling in well. When looking at audit systems in relation to the Parish Council assisting with the employment and administration of the Hall Supervisor it seemed unnecessarily messy. The process would now be looked at again from the beginning. CLlr Sweeting went on to report that Andy and Jill Bate had taken a sabbatical with a possibility that they would not both return to the Village Hall Committee. However, it was noted that when a further Member resigns in February the Management Committee would be low although the hall itself remained busy. The Meadow was also having a similar problem with regards to low Committee Members.

It was suggested that a way of gaining more Members may be to write to individual organisations in the village and ask if there was anyone they could nominate to join the Committees.

- **Update regarding the ongoing situation of the resident garden in Barley Mow Lane**

CLlr Ball reported that not much progress had been made due to the bad weather but that the resident continued to tidy the area. It was noted that another site in the Village; a garden on Gibb Lane; was also in a similar state.

**It was agreed** that CLlr M Ball could look into this also.

CLlr Ball reported that he had drafted a letter to the Co-op and handed it to the Clerk to send. The Clerk reported that this was yet to be typed but would be processed as soon as possible.

CLlr N Ward took this opportunity to inform Members of the success of the Christmas Meal that had been organised and that thanks should be given to Dr Chris Fabray and the Clerk for organising it. It had cost approximately £1000 to run the event to include food and gifts and also involved volunteers, entertainment and a Father Christmas. It was noted that this was an excellent article for inclusion in the newsletter and that it had been commented by attendees that it was a delightful event and the best held in Catshill for 60 years.

CLlr Ward suggested that the Parish Council should take on this event in the future.

**It was agreed** that CLlr Ward should take the lead in organising the event on behalf of the Parish Council in the future.

#### 17/01-13 Finance

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

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

#### 17/01-14 To appoint lead Councillors and/or Committees to research and provide a response on behalf of the Parish Council to the following Consultations:

- **Worcestershire Minerals Local Plan Third Stage Consultation (including third call for sites)**

Closing Date for Consultation: 8<sup>th</sup> March 2017

All information about the Consultation is available at:

[www.worcestershire.gov.uk/minerals](http://www.worcestershire.gov.uk/minerals)

**It was agreed** that CLlr O Sweeting would research the consultation and provide feedback as to any relevant comment at the next Full Parish Council.

- **Future of Acute Hospital Services in Worcestershire Public Consultation**

Closing date for Consultation: 30<sup>th</sup> March 2017

All information about the Consultation is available at: [www.worcsfuturehospitals.co.uk](http://www.worcsfuturehospitals.co.uk)

CLlr P Callaway relayed his view of the consultation having read the document.

**It was agreed** that no further comment was needed in relation to this.

- **Worcestershire's Local Transport Plan 4 (LTP4) 2017-2030**

Closing Date for Consultation: 17<sup>th</sup> March 2017

All information about the Consultation is available at:

[http://www.worcestershire.gov.uk/info/20055/strategies\\_plans\\_and\\_bids/806/the\\_local\\_transport\\_plan](http://www.worcestershire.gov.uk/info/20055/strategies_plans_and_bids/806/the_local_transport_plan)

**It was agreed** that Cllr N Ward would research the consultation and provide feedback as to any relevant comment at the next Full Parish Council Meeting.

- 17/01-15** Opportunity for discussion and consideration of becoming involved in the following:
- **Community Speed Watch Programme in relation to the Stourbridge Road following receipt of the Speed Survey results**  
Members discussed the information received.  
**It was agreed** to place an article in the newsletter to gain any possible interest from the Community in becoming involved in the project.
  - **Provision for the elderly within the Parish**  
It was noted that this was an area that the Parish Council should become involved in but that it would need a lead Councillor to co-ordinate, organise and research.  
**It was agreed** to await a new Member to join the Council before allocating this as all current Members have individual roles.
- 17/01-16** To improve the current Catshill and North Marlbrook website content  
**Suggested approach to allocate individual pages to Members of the Council to rewrite or research content.**  
The Clerk reported that although the website design was new, the content was old and out of date. The main work was needed under headings of 'Home', 'About the Parish Council' and 'Local Information'.  
**It was agreed** that Cllr Masters would assist with the update of the website, which could be written individually at home then sent to the Clerk who would forward it to Dr Chris Fabray for uploading to the website.  
  
Cllr Masters took this opportunity to discuss the newsletter. The Clerk was hoping to get three editions out this year and therefore the aim was for distribution in March and collation in the middle of February.  
Members discussed ideas for content.  
**It was agreed** that Cllr Masters would allocate articles to individual Councillors to write as this had worked so well with regards to the last newsletter.
- 17/01-17** To agree the movement of the Annual Parish Council Meeting in May from Thursday 25<sup>th</sup> May 2017 to Thursday 18<sup>th</sup> May 2017 to allow attendance by the current Chair of the Council  
**It was agreed** to move the meeting to Thursday 18<sup>th</sup> May 2017
- 17/01-18** Items for the next meeting  
Members are requested to submit any suggestions to the Clerk prior to the next meeting
- 17/01-19** Date and time of next meetings:
- Meeting to consider Tenders from Garden Contractors 02/02/17
  - Planning Committee 09/02/17
  - Full Parish Council Meeting 23/02/17
  - All Parish Committees and Meetings at 7:30pm, Catshill Village Hall

This meeting ended at 21:20 hrs

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

Minute no. 17/01-13.1

Excerpt from accounts day-book to show payments and receipts for December 2016 and January 2017:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments
December		R13		WCC Lengthsman refund	1180.22	
	111		online	Allen Farnsworth Lengthsman - November 2016		192
	112		300911	Singletons - Christmas Tree		90
	113-115		online and s/o	Salaries and Litter Picker Expenses		849.57
	116		d/d	Talk Talk - Office Phone and Broadband (Nov)		38.87
	117		d/d	EE Office Mobile (Dec)		20.88
	118		online	Mr O Sweeting - Chairmans allowance (as per minute 15/10-14)		400
	119		online	HMRC - PAYE/NI third quarter 2016/17		127.81
	120		online	Royal British Legion Lickey End Branch - Donation for Remembrance Wreath		25
	121		d/d	Severn Trent Water		27.19
				sub-total	43999.07	30119.13
January	122		300912	Dr Chris Fabray - Expenses for Neighbourhood Plan		39.03
	123		online	Allen Farnsworth Lengthsman - December 2016		192
	124		d/d	Worcestershire Telecare, Lone Worker support		33.23
	125		300913	Meadowfields Ground Maintenance Ltd - establishment of new bed at Catshill Baptist Church		264
	126		300914	Meadowfields Ground Maintenance Ltd - November 2016		218.1
	127-131		online and s/o	salaries, litter picker expenses and Clerk expenses		1275.39
	132		d/d	Unity Trust Bank Service Charge		18
	133		d/d	Talk Talk - Office Phone and Broadband (Dec)		39.96
	134		d/d	EE Office Mobile - Jan		20.88
		R14		WCC Lengthsman Refund	425.22	
		R15		Re-imburement of Clerks salary for work carried out on behalf of Village Hall (7 hours - see 086)	87.08	
				sub-total	44511.37	32219.72

Bank Reconciliation and budget comparison as at 23/01/17					
Finances at start of year	37,017.28				
Add receipts	44,511.37			Bank a/c as at 23/01/17	30,483.96
		81,528.65		Deposit a/c, Co-op	20,936.72
Less payments		32,219.72		<b>Less unrepresented cheques</b>	<b>2,111.75</b>
		49,308.93			49,308.93
					0.00
<b>RECEIPTS</b>	<b>Budget 2016/17</b>	<b>actual to date</b>			
Precept	38,386	37,513		u/p cheques	90.00
DCLG CTSG	873	873		<b>Petty Cash Account</b>	122 39.03
Interest	300	11		<b>Alto prepay card operated by the Clerk</b>	123 192.00
Lengthsman*	2,104	2,329		£.p	124 33.23
Donations/other/grants	500	3,459		Balance as at 01/04/16	125 264.00
Newsletter advertising	300	240		Summer Competition Vouchers	126 218.10
VAT refund	2,000			Stationary and Toner order	127 47.25
Reserve Fund	4,000			Stationary, Ink and Printer Drum order	128 125.60
	48,463.00	44,424.29		<b>Balance as at 29/06/16</b>	129 218.66
<b>PAYMENTS</b>				Refunded as of R6 AND R7	130 139.11
Staff Costs	21,500	11,006			131 744.77
Administration inc office	3,000	3,583			- 0.00
CALC inc travel expenses	980	967			
Audit	380	370			
Training	1,000	30			
Insurance	730	962			
Members expenses	400	422			
Elections	1,500	-			
Grants : NWWA, Scouts,	2,500	675			
Events - Fun Day/R Sund	3,500	3,212			
Communications - news	1,200	930			
Gardens (includes water	2,000	2,385			
War Memorial (includes	1,000	173			
Lengthsman	2,400	1,785	budget/precept (intended expenditure)		17330.78
Environment eg mainten	1,200	389	Specific reserve (capital expenditure)		11,041.43
Neighbourhood Plan	200	33	Emergency Reserve (fixed capital)		20,936.72
Capital Projects *	4,000	3,615	Discretionary Reserve		-
Section 137	100	25			<b>49,308.93</b>
VAT paid		1,660	unrepresented cheques		2,111.75
			balance		<b>47,197.18</b>
<b>Total</b>	<b>47,590.00</b>	<b>32,219.72</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					