



## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 18<sup>th</sup> May 2017, 7.30pm

**Present :** Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), J Bate, G Blackmoor, T Gillespie, P Masters, M Shephard, N Ward

**In attendance:** Clerk – R Powell;

- 17/05-01** Election of Chairman  
By majority vote Cllr Owen Sweeting was re-elected Chairman for the 2017/18 municipal year and he signed the required Declaration of Acceptance of Office.
- 17/05-02** Co-option  
It was noted that there were two vacant seats on the Council which it was hoped would be filled by Co-option
- 17/05-03** Election of Vice Chairman  
**It was agreed** to appoint Cllr Bernard McEldowney as Vice-Chair for the 2017/18 municipal year.
- 17/05-04** 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**  
New Worcester County Councillor Shirley Webb had sent her apologies but wished it to be reported that she was really looking forward to working with the Parish Council at both a District and County Level in the coming year.
- 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.**  
District Councillors, Shirley Webb and Brian Cooper had sent their apologies.
- 4.4 Any other community representative**  
No community representatives were present.
- 17/05-05** Apologies  
The meeting was closed for Open-Forum and re-opened. Apologies were received from District Councillor and County Councillor Shirley Webb, District Councillor Brian Cooper and Cllrs P Baker and M Knight
- 17/05-06** Declarations of Interest  
No member stated any declarable interest.
- 17/05-07** Dispensations  
No new requests for dispensations had been received. Cllr O Sweeting and Cllr J Bate had a standing dispensation in relation to the Village Hall
- 17/05-08** Approval of Minutes of previous council meeting  
**It was agreed** to accept the minutes of the Full Parish Council meeting held 27/04/17. The minutes were approved page by page and duly signed by the Chairman.
- 17/05-09** To review Delegation arrangements (document circulated)  
**It was agreed** to accept the delegation arrangements to the Clerk as presented.
- 17/05-10** To review the Terms of Reference for Committees (document circulated)  
The Clerk had removed a line from the Planning Committee Terms of Reference. All other Terms of Reference remained the same.  
**It was agreed** to accept the Terms of Reference as presented.

- 17/05-11** To decide the membership of Parish Council Committees and Working Parties, including the election of Chair and Vice Chair to each

Memberships to committees and working parties was agreed as below:

<u>Committee</u>	<u>Members</u>
Environment & Highways (6 including Chairman)	M Shephard (Chair), G Blackmoor (Vice Chair) M Ball, P Masters, B McEldowney, O Sweeting, N Ward
Finance and Staffing (5 including Chairman)	P Baker (Chair), T Gillespie (Vice Chair) J Bate, B McEldowney, M Shephard, O Sweeting
Planning (6 plus Chairman)	T Gillespie (Chair), B McEldowney (Vice Chair) J Bate, M Knight, P Masters, M Shephard, O Sweeting
Communications ( 2 Parish Councillors plus Clerk)	P Masters, O Sweeting and Clerk
Neighbourhood Planning Steering Group (Min 3 Parish Councillors)	M Knight, B McEldowney, N Ward (P Masters, J Bate, G Blackmoor happy to assist where needed)
Bonfire Working Party (Min 2 Parish Councillors)	G Blackmoor, B McEldowney (P Masters to help where needed)
Christmas Meal Working Party (Min 2 Parish Councillors)	N Ward, J Bate (G Blackmoor and T Gillespie to help where needed)

- 17/05-12** To note the updated Policy Review Calendar and review of the following (documents circulated)

- 12.1 Standing Orders (last reviewed January 2017)**
- 12.2 Financial Regulations (last reviewed January 2017)**
- 12.3 Complaints Procedure (last reviewed January 2017)**
- 12.4 Freedom of Information policy (last reviewed January 2017)**
- 12.5 Data Protection policy (last reviewed October 2016)**
- 12.6 Press and Media Policy (last reviewed February 2016)**
- 12.7 Code of Conduct (last reviewed May 2017)**

It was agreed to approve all the above policies as presented

- 17/05-13** Review of Asset Register

Members noted the addition of items to the asset register.

It was agreed to accept the document as presented.

- 17/05-14** Review of any joint working arrangements with other local authorities

- 14.1 Lengthsman Scheme, via Worcestershire County Council**

It was agreed to accept the document as presented.

- 17/05-15** Appointment of representatives to external bodies

- 15.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove Area meeting (all members invited to quarterly meetings but only 2 members to vote)**

It was agreed that at the FPC prior to the CALC meeting an agreement would be gained as to who would attend, depending on the items on the Agenda.

- 15.2 WorcsCALC Executive Committee (1 Member)**

It was agreed that Cllr O Sweeting would continue to be the representative at the four meetings a year

- 15.3 Catshill Village Hall Management Committee (1 Member)**

It was agreed that Cllr J Bate would continue to be the representative

- 15.4 North West Ward Association (Catshill Meadow ) ( 1 Member)**

It was agreed that Cllr G Blackmoor would continue to be the representative

- 15.5 Marlbrook Tip Working Party**

It was agreed that the Clerk would find out from Cllr B Cooper if there was to be a meeting scheduled soon regarding this.

It was agreed that Cllr B McEldowney would continue to be the representative

**17/05-16** Review of Insurance Cover (documents circulated)

**To agree which level/type of cover to purchase**

The Clerk had provided two quotes from Zurich and Came and County who were a brokers and had compared various companies, recommending Hiscox Insurance Company.

The Clerk outlined the differences in the policies to Members.

It was agreed to accept the quote for Insurance cover from Zurich.

**17/05-17** Review of Council and Staff subscriptions

Members noted and agreed subscription to each of the following:

**17.1 National Association of Local Councils includes WorcsCALC – £1179.42 for 2017/18**

**17.2 Society of Local Council Clerks - £141 for 2017**

**17.3 Campaign to Protect Rural England (CPRE) - £36 for 2017**

**17/05-18** To set the schedule of meetings for the municipal year 2017/18

**Members agreed to :**

**18.1** Meet on the last Thursday of each month except for August and December

It was agreed to move the meeting that would be scheduled for 30<sup>th</sup> November to the week before and move the Planning Committee accordingly, due to the Clerk being unavailable for that date. The Clerk would confirm the dates with the Hall Manager.

**18.2** the date of 12<sup>th</sup> April 2018 for the Annual Parish Meeting

**18.3** committee dates as follows:

<u>Committee</u>	<u>Dates of Meetings</u>
Environment and Highways	15/06/17; 07/09/17; 11/01/18; 08/03/18
Finance and Staffing	20/07/17; 12/10/17; 16/11/17; 08/02/18; 10/05/18
- Internal Audit Working Party	- Quarterly; dates to be agreed
Planning	22/06/17; 13/07/17; 24/08/17; 21/09/17; 19/10/17; 30/11/17; 14/12/17; 18/01/18; 15/02/18; 22/03/18; 19/04/18; 24/05/18
Communications	As agreed by Members
Neighbourhood Plan Steering Group	As agreed by Members
Bonfire Working Party	As agreed by Members
Christmas Meal Working Party	As agreed by Members

**17/05-19** Clerks update and list of communications

**19.1 Parishioner Contact Log**

The Clerk had received numerous complaints from residents regarding the use of scramblers around Shelley Close Park area and antisocial behaviour around the Milton Road area. Cllr Baker had also received complaints and was liaising with PC Barney Kelso. Both PC Kelso and PC Simon Cadawaller had been invited to the FPC to discuss the best approach but had been unable to attend.

It was agreed that the Police would be asked to provide an article for the next newsletter.

Cllr McEldowney would be attending the upcoming PACT meeting

The Clerk had also had interest in a vacancy on the Parish Council but unfortunately the gentleman had not been living in the area long enough and had been encouraged to reapply in January 2018.

The Clerk had also received a complaint regarding the height of the bushes at Ivy Cottage Gardens but these had subsequently been cut and the Clerk now felt they were of a height that did not obstruct the view around the corner.

**19.2 To note the need for some authorised corrections to the FPC minute numbering**

During preparation for audit, the Clerk had noticed some number repetition and missing numbers within the FPC minutes. The advice received from CALC was to amend the pages, initial them and minute the action.

**19.3 To note the receipt of Parish Council and Neighbourhood Plan Steering Group Identity badges**

All Councillors were now in receipt of identity badges. The lanyards would be distributed once received from the printers.

**Relevant correspondence available from the Clerk:** includes PCC Newsletter April 2017, NRSWA reports, weekly CALC updates May 17, weekly Planning Lists May 17, Wellbeing in Partnership Newsletter May 2017, Worcestershire Voices E-bulletin, Bromsgrove Advertiser, Neighbourhood Watch alerts, M5 J4a to M6 Closures, Fieldwork: CPRE's latest campaigning news and ideas

**17/05-20** Committee and Representative Reports

**Background Papers available**

**20.1 Finance and Staffing Committee – 11/05/17 (Cllr P Baker) document circulated; draft minutes to follow**

In the absence of Cllr Baker, Cllr Sweeting reported on this meeting.

**To include agreement of the division of Specific and Emergency Parish Council Reserves as recommended by the Committee**

Members considered the document prepared by the RFO and the recommendations of the Finance and Staffing Committee

**It was agreed** to divide the Specific and Emergency reserves as recommended by the Finance and Staffing Committee

**To include agreement of the use of Beverley Building Society for the Parish Council Savings Account, with interest rate of 0.25%, as recommended by the Committee.**

**It was agreed** to use the Beverley Building Society for the Parish Councils Saving Account.

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

**CPRE North Worcestershire Meeting – 09/05/17 (Cllr B McEldowney)**

Cllr McEldowney reported from the meeting that had included discussions regarding planning applications, the fact that 247 comments had been made in relation to the Whitford Bale application, the impact the issues with the Transport Plan would have on planning applications, the fact that the Neighbourhood Plans in Lickey and Blackwell and Cofton Hackett were struggling, information about the new Metro Mayor, the Manifesto from the CPRE had been given to all political parties and that a spring walk would be held on the 10<sup>th</sup> June at 2pm.

**Catshill Village Hall Management Committee – 15/05/17 (Cllr O Sweeting)**

Due to the return of Cllr J Bate, she reported on this item including the fact that the toilets were now nearly completed, there would be new lighting in all areas shortly and that the next project was to try and tidy the front entrance of the building by maintaining disabled access but slabbing the area and adding guttering to the canopy so that it doesn't drip. The Village Hall has a lot of competitors for venues in the Village but is Financially stable at present with bookings being as expected for the time of year. Cllr Bate reported that the Hall Manager, Claire Wing, was highly valued and had taken over with a lot of enthusiasm including bringing two new people onto the Committee. Cllr Sweeting was in the process of trying to clear the back area of the Village Hall and the garage as there was a problem with storage and new shelves were to be installed. The end of the drive was being left for nature and bees due to the type of plants growing there. The Committee continued to work hard and there remained much more to do with the hall including the neighbouring trees growing through the guttering and causing a leak but a builder was to look at that in the near future.

**Internal Accounts Scrutiny, quarter 4 (Cllr T Gillespie)**

Cllr Gillespie reported that this was a quick process and went very well. The Clerk added that she was looking to add some items to the Internal Audit process to ensure complete coverage.

**Neighbourhood Plan Workshop – 13/05/17 (Cllr B McEldowney)**

Cllr McEldowney reported that this had been held the previous Saturday between 11am and 2pm at the Village Hall. It had been advertised in both the Bromsgrove Standard and the Advertiser as well as in the usual locations. 30 people had attended but more had been expected. Only 17 of these completed questionnaires as the others had already previously done so. There was a steady flow of people and they seemed pleased with what was there but the numbers in attendance were disappointing. The meeting of the Steering Group scheduled for June had been brought forward to the end of May in order to discuss how to improve attendance. This may include a leaflet drop to houses. There were now 105 questionnaires completed but more were needed. The Workshop had been very professional and a lot of feedback was gained from each of the stands. The business questionnaire had also been circulated.

Members discussed the workshop including the need for all present to fill in a questionnaire and encourage their family and friends to do so.

**17/05-21** To consider and provide comment regarding the proposal for a disabled parking space on Aintree Close, Catshill (document circulated) (Views to be submitted by 23<sup>rd</sup> May 2017)

Members discussed the space including proximity to the house and the ability of other blue badge holders to use it.

**It was agreed** the Clerk would clarify the use of the space for an individual or any resident use.

**It was agreed** that the Clerk should find out how spaces were removed once redundant.

**It was agreed** that the implementation of a disabled parking space should go ahead.

**17/05-22** To consider and agree the next course of action to shore up the edge of the Garden at the Dock

Members discussed the situation at present and the issue in relation to walling the area due to the large tree stump on the border line and lack of knowledge of utilities underground.

**It was agreed** that the land should be regraded in the area and that established plants should be planted

**It was agreed** that the Clerk would establish if the new Baptist Church would have an outside tap in order to assist with the upkeep of the garden.

**17/05-23** Finance

**23.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (spreadsheet for May to be circulated)**

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

It was noted that the Clerk should be thanked for all her hard work in relation to the end of year accounts, audit documents and submissions to Grant Thornton.

**17/05-24** Items for the next meeting

Members to contact the Clerk with any items for consideration at the next meeting

**17/05-25** Date, time and venue of next meeting:

Full Parish Council to be held on Thursday 29<sup>th</sup> June 2017, 7:30pm at Catshill Village Hall

This meeting ended at 21:25 hrs

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

Minute no. 17/05-23.1

Excerpt from accounts day-book to show payments and receipts for May 2017:

Date	Voucher no.	Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
May-17	V018		online	Newsquest Media Group - Neighbourhood Plan drop in event advertising		326.32	54.38
	V019		online	Bromsgrove Standard - Neighbourhood Plan drop in event advertising		180	30
	V020		300917	Meadowfields Ground Maintenance Ltd - March 2017		237.6	39.6
	V021		300918	Meadowfields Ground Maintenance Ltd - April 2017		237.6	39.6
	V022		online	Allen Farnsworth Lengthsman - April 2017		192	
	V023 - 25		online/so	Salaries		1141.97	
	V026		d/d	EE Office Mobile - May 17		21.4	3.57
				sub-total	21362.6	6739.84	342.48

Bank Reconciliation and budget comparison as at 16/05/17					
Finances at start of year	50,195.66				
Add receipts	<b>21,362.60</b>			Bank a/c as at 16/05/17	46,225.91
		71,558.26		Deposit a/c, Co-op	21,171.61
Less payments		<b>6,739.84</b>		<b>Less unrepresented cheques</b>	<b>2,579.10</b>
		64,818.42			64,818.42
					0.00
<b>RECEIPTS</b>	<b>Budget 2017/18</b>	<b>actual to date</b>			
Precept	42,346	21,173		u/p cheques	
DCLG CTSG	-			V007	172.98
Interest	300			V011	33.23
Lengthsman*	2,104			V013	36
Donations/other/eg	500	190		V018	326.32
Newsletter advert	300			V019	180.00
VAT refund	2,000			V020	237.60
Reserve Fund	6,000			V021	237.60
	<b>53,550.00</b>	<b>21,362.60</b>		V022	192.00
<b>PAYMENTS</b>				V023	803.39
Staff Costs	21,500	2,308		V024	181.58
Administration inc off	4,000	415		V025	157.00
CALC inc travel expens	1,200	1,042		V026	21.40
Audit	400	-			2579.1
Training	1,500	-			
Insurance	1,000	-			
Members expenses	400	-			
Elections	1,500	-			
Grants : NWWA, Scou	2,600	296			
Events - Fun Day/R Su	3,500	500			
Communications - nev	1,350	420			
Gardens (includes wat	2,500	396			
War Memorial (includ	1,000	-			
Lengthsman	2,500	384	budget/precept (intended expenditure)		19937.52
Environment eg maint	500	180	Specific reserve (capital expenditure)		15,700.00
Neighbourhood Plan	2,000	457	Emergency Reserve (fixed capital)		31,760.00
Capital Projects *	6,000	-	Discretionary Reserve		-
Section 137	100	-			<b>67,397.52</b>
VAT paid		342	unrepresented cheques		2,579.10
			balance		<b>64,818.42</b>
<b>Total</b>	<b>53,550.00</b>	<b>6,739.84</b>			
*Lengthsman, actual WCC refund amount allocated for year to 03/2018 is £2104.00					
S137 limit is £7.57 x total no. of electors 5,220 = £39,515.40					