



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 29<sup>th</sup> June 2017, 7.30pm

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

**In attendance:** Clerk – R Powell;

- 17/06-01** Chairman's welcome  
Cllr O Sweeting welcomed all present to the meeting.
- 17/06-02** Members' Apologies for absence  
Apologies were received from Cllr P Masters.
- 17/06-03** Co-option  
It was noted that there were two vacant seats on the Council which it was hoped would be filled by Co-option. Cllr Sweeting noted that there had been interest in the vacancies and it was hoped they would be filled soon.
- 17/06-04** Open Forum
- 4.1 Members of the Public**  
Mr Rob Underwood from Charlotte and Craig Saving Hearts Foundation was present at the meeting. He took the opportunity to show Members a model defibrillator and casing unit, talking through how it worked and showing a demonstration ahead of any decision the Parish Council were to make in purchasing one (Agenda Item 13.4).  
Cllr Sweeting thanked Mr Underwood for an excellent presentation.
- 4.2 Worcs County Councillor for the Woodvale Division**  
County Councillor Shirley Webb was in attendance and reported that she was settling into the County role. She would be on two committees – Children's services and Adult Social Care - and was looking forward to the challenge.
- 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.**  
District Councillor, Shirley Webb continued with her report informing Members that she had spoken to Mr Mike Webley about setting up Dementia Friends in the village and he was delighted that there was an interest being shown. There was an idea to set up an event where the police and fire services, alongside other provisions were available to talk with residents and Cllr Webb suggested that the Parish Council may also want a stall there. A meeting was to be set up to organise this. In relation to the defibrillator, there was believed to be training at Dodford in September so if Members wished to go ahead with the purchase, there may be a way of combining training. Cllr Webb reported that there had been a few issues around the ward but she had been in touch with the Clerk quite regularly.  
District Councillor Brian Cooper reported that the auditors were checking the finance portfolio but all figures were balanced for this year; Residents continued to raise issues regarding the Braces Lane junction and in relation to the bench that had been missing for some time on the Birmingham Road/Halesowen road junction, only one resident had request it be replaced. Due to this it was felt that maybe this was not the best location for the bench and that it could be relocated. If Members had any suggestions, Cllr Cooper requested they get in touch with Cllr Baker or the Clerk.  
Mr Underwood, Cllr Cooper and Cllr Webb left at this point in the meeting (20:01hrs)
- 4.4 Any other community representative**  
No community representatives were present.
- 17/06-05** The meeting was closed for Open-Forum and re-opened.
- 17/06-06** Declarations of Interest

No member stated any declarable interest.

**17/06-07**

Dispensations

No new requests for dispensations had been received.

**17/06-08**

Approval of Minutes of previous council meeting

**It was agreed** to accept the minutes of the Annual Parish Council meeting held 18/05/17. The minutes were approved page by page and duly signed by the Chairman.

**17/06-09**

Members' Questions

No questions were received.

**17/06-10**

Chairman's Report

The Chairman gave a report that included reference to a number of initiatives that the Council were involved with at present that were exciting but would be discussed throughout the Agenda. Cllr Sweeting had missed the Environment and Highways Committee in order to attend the local Rugby Club and Football Club cricket match. It was an excellent example of how differing disciplines can work together and a very enjoyable evening. Cllr Sweeting continued that there no longer seemed to be any scramblers on the fields at the bottom of Milton Road but that this may be due to the grass being long and making it difficult. Cllr Sweeting had not attended the Bromsgrove CALC in the hope that some younger Members would stand as Officers, however, he did intend to attend NALC. Cllr Sweeting had assisted with delivery of the leaflets for the Neighbourhood Plan workshop despite incurring a vehicle injury during this. The workshop itself was very professional with lots of questions being asked and excellent explanations being given. There were approximately 50 people in attendance so the event could be considered a success.

Cllr Sweeting had attended the Planning Committee which was very well chaired by Cllr T Gillespie and assisted by Jim Quinn in his role of Assistant Clerk. Jim was showing expertise and was extremely good for the Council.

There was now a new landlord at the Crown Pub who was talking more about the land around the pub and it seemed it would now be a lot easier for the Parish Council to negotiate and register the land at the War Memorial now that he was working with us. The Hunters Walk sign had been turned around and put in situ and the area at the back of the pub was now flatter although in need of generally tidying up around the water area. It was possible that in future discussions may be had in relation to the Parish Council assisting in tidying that area and exposing the water.

Finally Cllr Sweeting congratulated the Clerk on a successful audit.

**17/06-11**

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 Members of a resident request for the tidying up of the land under the notice boards on the Old Birmingham Road at the top of Braces Lane with the addition of a flower box. This was to be discussed later in the meeting (Agenda Item 15)

In addition, there had been a query received about a football pitch booking that the Clerk had forwarded to the appropriate people, reports of potholes on Green Lane which the Clerk had reported to WCC and concerns about the Garages on Springs Avenue.

**11.2 Receipt of thank you card from ex County Councillor Sheila Blagg (document circulated)**

Members noted the receipt of the card.

**11.3 Use of weed killer on verges**

The Clerk had received communication that the weed killer was used to kill the weeds and also keep the grass from growing over the pedestrian walk way. BDC have a responsibility to keep the path ways clear for pedestrians. If the Parish Council did not want to have this done in the

Village then the Parish Council would have to take responsibility for strimming all the edges and this would have to be confirmed legally also.

#### **11.4 Neighbourhood Watch information (documentation circulated)**

The Clerk had spoken to a lady who already co-ordinated Neighbourhood Watch in the Marlbrook area. Each co-ordinator has a certain number of houses, or a street, that they look after. PC Barney Kelso had informed that there was a Bromsgrove Neighbourhood Watch Facebook Page that people can use if they are interested in beginning a Neighbourhood Watch and it was felt this was the most effective way of co-ordinating it. The Clerk suggested including an article in the newsletter signposting people to it.

#### **11.5 BDC works and reports**

The Clerk had reported the pot holes on the car park on Golden Cross Lane and the lights that were out and which should be attended soon.

Cllr Webb had reported pot holes and overgrown shrubbery in various parts of the Parish and lighting issues on Shelley Close.

The Crown pub car park was now available to use for schools and Cllr Webb was organising a clean up group with the schools to clean the entrances where the cars will be parking.

In relation to the Parish Council idea of a path near the Balance Pools, Cllr Jones had met onsite with officers and the Clerk would be having a meeting with Martin Lewis from the Leisure and Culture department who manage the land.

The Clerk had also chased the tarmacking of the gravel area at Ivy Cottage Gardens.

#### **11.6 Police Correspondence**

The Clerk had emailed PC Barney Kelso regarding the concerns the Parish Council had in relation to the garden and house on Gibb Lane. A response was awaited.

#### **11.7 Internal Audit Response**

The Clerk had received a positive report from the Internal Auditor which had been circulated to Councillors. All audit paperwork had now been with Grant Thornton for some time and the exercise of Public Rights ended on July 18<sup>th</sup>.

#### **11.8 Progress with Co-op Car Park request**

The contact provided for this from Head Office had not yet responded to the request regarding the implementation of a walk way across the Co-operative Store Car Park. The Manager of the Co-op had also tried to progress this herself without any success so the Assistant Clerk had now sent a further letter to Co-op Property Group Co-ordinator and a response was awaited.

#### **11.9 Interest in Dementia Friends**

Cllr Webb, along with other interested parties would be looking into setting up some dementia friends sessions. Mike Webley from the Alzheimer's society was delighted that we want to start this in Catshill and would speak to his Manager to arrange a meeting. The Clerk requested that anyone who was interested in attending or assisting from the Parish Council should inform her so she could pass the information on

#### **11.10 Speed signs**

Cllr Webb had been carrying out investigations into the speed signs that flashed the speed that the car was going, for implementation. The Clerk had assisted with this finding information from other Clerks regarding maintenance, running and installation costs. The latter seemed to be high and further discussion and research was needed.

Members discussed how sometimes these signs can tempt drivers to go faster and that there were also signs that flashed up a red or green face which may be more beneficial.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates June 2017; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, M5 J4A to J6 updates and newsletters, NRSWA, Fields in Trust Love your park, CPRE Campaigns, Lickey Hills Society Newsletter, One year in office PCC Newsletter, Worcestershire Healthwatch Annual Conference invite, Bromsgrove Advertiser, Worcestershire Voices ebulletin June 2017, Healthwatch Worcestershire June 2017 bulletin, Highways England Oldbury Viaduct update, Basement Project AGM invite, Children and Young People's plan survey, Wellbeing in Partnership June 2017 bulletin, Youth provision booklet.

**17/06-12** Committee and Representatives Reports

**Background papers available**

**12.1 Environment and Highways Committee – 15/06/17 (Cllr M Shephard); draft minutes to follow**

Cllr Shephard reported that the Ivy Cottage Garden was now finally planted with over 750 plants that were good quality and looked attractive. He would be looking for volunteers for watering in the dry spells. Cllr Shephard mentioned that the trees need to be ordered from the Woodland Trust Free Tree Programme and he had a group of volunteers who were willing to come and assist with the planting.

**12.2 Planning Committee – 22/06/17 (Cllr T Gillespie); draft minutes to follow**

Cllr Gillespie reported that there had been nothing controversial from the last two meetings and that nothing was coming up on the Planning List

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

- **PACT Meeting – 06/06/17** Due to a mix up with communications, the PACT meeting was not attended by the Parish Council. The Clerk noted that the next meeting was due to be hosted in Catshill.
- **Neighbourhood Plan workshop – 24/06/17 (Cllr B McEldowney)**  
The leaflets that had been circulated helped with attendance and approximately 55 people came to the event. Cllr McEldowney thanked all that attended including Claire Wing, the Hall Manager, and that assisted with the distribution of the leaflets and flyers. 201 completed questionnaires had now been received and a further 50 were needed. Analysis would be started by the end of July once these were collated. The project was going well.
- **Village Hall Management Committee 26/06/17 (Cllr J Bate)**  
Cllr J Bate reported that maintenance issues including lighting, guttering, facias and weeds etc were ongoing, awaiting quotes or maintenance. Improvements being looked at included the completion of the CCTV on the village Hall which could only currently be played back in the hall but was hoping to be extended to ipads and iphones. Quotes were being awaited for the clean-up of the main entrance to include new slabbing and guttering on the canopy. It was hoped focus on the village hall would be enhanced by the dementia friendly and defib initiatives. It had been decided to increase the hourly rate for the booking of the hall by £1 with the continued discount to regular users. Bookings were fairly good at present, there was a need to sell Fridays, but Claire Wing was very good at generating enthusiasm. Upcoming fundraising events included the usual Christmas Fayre in November and ideas for a tea dance and Halloween Party in the Autumn, all dependent on good will, volunteers and energy.  
Claire Wing would be cleaning the office and a window cleaner would be employed to wash the door to this office and all the UPVC on the Village Hall.
- **Newsletter**  
Cllr Masters had sent a list of articles that could be included in the upcoming newsletter and the Clerk projected the suggested 'old photo' for all Members to see. The Clerk requested any volunteers to write articles for the newsletter.

**17/06-13** Finance

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

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

**13.2 To approve the purchase of a small safe for the office (document circulated)**

It was agreed that the Clerk should choose any of the safes suggested within the document for purchase.

**13.3 To consider the request for a grant from Bromsgrove and Redditch Citizens Advice Bureau (documents circulated)**

It was agreed that the sum of £600, the same as the previous year, be granted to the CAB.

**13.4 To consider the purchase of a defibrillator to be located at the Village Hall at a cost of £1600 from 'Charlotte and Craig Saving Hearts Foundation' (rrp £2300)**

Members discussed the acquisition, including the need and importance of the training and the amount of funds available in the budget.

**It was agreed** to purchase a defibrillator to be located at the Village Hall at the cost of £1600.

**13.5 To agree the purchase of a notice board for locating on the Social Club car park (document circulated)**

The Clerk projected images of the suggested designs for consideration.

**It was agreed** to purchase the lectern style notice board, as per the documentation.

**13.6 To finalise and agree the purchase of the stones for the Parish Gardens. To include final confirmation of the names of the gardens and approval of the design (documents circulated)**

The Clerk projected suggested designs for the stones.

**It was agreed** to use the design that did not include the Parish Council logo, but used wording instead.

**Members agreed** the names of the gardens as Remembrance Garden, Ivy Cottage Gardens, Diamond Jubilee Garden and Barley Mow Garden.

**17/06-14** To discuss and consider becoming a part of the 'We don't buy crime' initiative which also provides Smart Water at a reduced rate for the Parish (document circulated)

The Clerk outlined the initiative which could provide Smart Water at a reduced rate for the Parish. The document outlined its effectiveness but would leave the Parish Council with a funding cost of approximately £22,000 for the houses in the Parish. The Clerk had been advised that Housing Trusts will fund it for their residents and that the PCC could support the initiative with funding. It was advised that around 75% would need funding. The majority of households would need to take part in order to become a designated Smart Water Area and have signs installed around the Parish.

Members discussed the suggestion including the investigation of funding streams to assist.

It was suggested that the Parish Council Newsletter could be used to ascertain if Parishioners were interested and that the Parish Council could act as a conduit for the delivery of packs if necessary but that this was potentially the most that could be done.

It was agreed to defer the item to another meeting to allow time for collation of more information.

**17/06-15** To consider the Parishioner request for the addition of gravel and a flower box beneath the notice board by Tesco Express, Old Birmingham Road

The Clerk had been in contact with Richard Clewer at Highways who didn't feel it was advisable to narrow the path any more at this location so he would not be in favour of issuing a street furniture licence. When the Clerk requested gravelling or tarmacking it was suggested that only tarmacking would be permissible here which would need funding and the support of County Councillor Shirley Webb. Richard was to have a look at the site and let us know the decision.

Members discussed the daffodils that had once been planted on the grass by Cottage Lane and the gardens at the bottom of Braces Lane as areas of gardens in the North Marlbrook area.

It was suggested that if funding was needed for tarmacking then Tesco could be approached and that Cllr M Knight could lead with this. The Clerk requested that this be put on hold until she heard from Richard Clewer.

**17/06-16** To receive and agree suggested comments to be provided in response to the Draft Revised Street Trading Policy for Bromsgrove District Council (documents circulated) – Cllr N Ward to report Closing date for responses 31<sup>st</sup> July 2017

Cllr N Ward reported that it was an uncontentious document, there was only really the florists to consider on the Marlbrook Pub car park and that there had never been any complaints about this that he was aware. It was recommended that no comment was needed for this document.

**17/06-17** To consider making comment regarding the proposed cuts at Evesham and Malvern Fire Stations and, if necessary, to appoint a lead Councillor (document circulated)

Members discussed the implications of commenting on proposals out of the Parish Council area but it was suggested that Fire Appliances from that area would respond to major incidents in the Parish and that support should be given to the services.

**It was agreed** that Cllr M Ball would take lead on responding to this proposal

**17/06-18** To consider, and appoint lead Councillors, for the following consultations (documents circulated):

- **Consultation on NJC Pay Claim for 2018-19 – deadline for comment 31<sup>st</sup> July 2017**  
It was agreed that Cllr P Baker would take the lead on this consultation
- **Consultation on New Fire Governance Proposals – deadline for comment 11<sup>th</sup> September 2017**  
It was agreed that Cllr M Ball would take the lead on this consultation

**17/06-19** Items for the next meeting.

Cllr N Ward had expressed a wish for the budget for the Christmas Meal to be considered at the next FPC

**17/06-20** Date and time of next meetings:

- Finance and Staffing Committee – 13/07/17
- Planning Committee – 20/07/17
- Full Parish Council – 27/07/17
  - All meetings at Catshill Village Hall, 7:30pm unless otherwise stated

This meeting ended at 21:19 hrs

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

Minute no. 17/06-13.1

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

|      | Payment    | Receipt |                |  |          |          |                 |
|------|------------|---------|----------------|--|----------|----------|-----------------|
| Date | Voucher    | Voucher | Chq No         | Details  | Receipts | Payments | VAT Paid        |
|      | no.        | no.     |                |  |          |          |                 |
| June | V027       |         | online         | Allen Farnsworth Lengthsman - May 2017   |          | 192      |                 |
|      | V028       |         | online         | Bromsgrove Printing Co. Ltd - Lanyards/id's  |          | 18       | 3               |
|      | V029       |         | d/d            | N Power - war memorial electricity   |          | 68.6     |                 |
|      | V030       |         | online         | Mrs Diane Malley - Internal Audit review   |          | 170      |                 |
|      | V031       |         | online         | Bullivant Media - NP workshop advert in Bromsgrove Standard  |          | 180      | 30              |
|      | V032       |         | online         | Worcestershire CALC - Chairmans Training   |          | 30       | 5               |
|      | V033       |         | 300919         | Meadowfields Ground Maintenance Ltd - May 2017   |          | 237.6    | 39.6            |
|      | V034       |         | online         | JRB Enterprise Ltd - dog bag refills x 8 boxes   |          | 227.94   | 37.99           |
|      | V035       |         | online         | JRB Enterprise Ltd - dog bag dispensers x 3, posts and fixings   |          | 440.22   | 73.37           |
|      | V036       |         | online         | Dr Chris Fabray - Display boards and stands - initial use NP workshop  |          | 796.74   | 132.79          |
|      | V037       |         | online         | Dr Chris Fabray - Neighbourhood Plan purchases including posters, flyers, leaflets, stationary, catering and analysis tool from April to June 2017 |          | 950.97   | 109.67          |
|      | V038       |         | online         | Bromsgrove Printing Co. Ltd - Neighbourhood Plan questionnaires x 1000   |          | 48       |                 |
|      | V039       |         | online         | Bromsgrove Printing Co. Ltd - Neighbourhood Plan questionnaires x 2000   |          | 82       |                 |
|      | V040       |         | online         | Mrs J Hallett - Litter Picker expenses including travel, bin bags and litter picker purchase   |          | 34.26    |                 |
|      | V041       |         | online         | Mrs R Powell - Clerks expenses including stationary, postage and balloons for NP workshop  |          | 144.25   |                 |
|      | V042       |         | d/d            | Talk Talk - Office Phone and Broadband (May 2017)  |          | 44.65    |                 |
|      | V043       |         | d/d            | EE - Office mobile - June 17   |          | 21.4     | 3.57            |
|      | V044       |         | online         | HMRC - PAYE submission quarter 1   |          | 234.96   |                 |
|      | V045 - 047 |         | s/o and online | Salaries   |          | 1119.81  |                 |
|      | V048       |         | online         | Mr O Sweeting - re-embursement for payment of labour for removal of sand bag store and contents  |          | 40       |                 |
|      | V049       |         | online         | Zurich Municipal - Annual Insurance renewal  |          | 850.73   |                 |
|      |            |         |                | sub-total  |          | 21362.6  | 12671.97 777.47 |

| Bank Reconciliation and budget comparison as at 27/06/17                        |                       |                       |  |                                   |                    |
|---|-----------------------|-----------------------|--|-----------------------------------|--------------------|
| Finances at start of year   | 50,195.66             |                       |  |                                   |                    |
| Add receipts  | <b>21,362.60</b>      |                       |  | Bank a/c as at 27/06/17           | 42,694.66          |
|   |                       | 71,558.26             |  | Deposit a/c, Co-op                | 21,171.61          |
| Less payments   |                       | 12,671.97             |  | <b>Less unrepresented cheques</b> | <b>4,979.98</b>    |
|   |                       | <b>58,886.29</b>      |  |                                   | <b>58,886.29</b>   |
|   |                       |                       |  |                                   | -                  |
| <b>RECEIPTS</b>   | <b>Budget 2017/18</b> | <b>actual to date</b> |  |                                   | <b>u/p cheques</b> |
| Precept   | 42,346                | 21,173                |  |                                   |                    |
| DCLG CTSG   | -                     |                       |  | V011                              | 33.23              |
| Interest  | 300                   |                       |  | V027                              | 192.00             |
| Lengthsman*   | 2,104                 |                       |  | V028                              | 18.00              |
| Donations/other/eg  | 500                   | 190                   |  | V030                              | 170.00             |
| Newsletter advert   | 300                   |                       |  | V031                              | 180.00             |
| VAT refund  | 2,000                 |                       |  | V032                              | 30.00              |
| Reserve Fund  | 6,000                 |                       |  | V033                              | 237.60             |
|   | <b>53,550.00</b>      | <b>21,362.60</b>      |  | V034                              | 227.94             |
|   |                       |                       |  | V035                              | 440.22             |
| <b>PAYMENTS</b>   |                       |                       |  | V036                              | 796.74             |
| Staff Costs   | 21,500                | 3,688                 |  | V037                              | 950.97             |
| Administration inc off  | 4,000                 | 1,287                 |  | V038                              | 48.00              |
| CALC inc travel expens  | 1,200                 | 1,042                 |  | V039                              | 82.00              |
| Audit   | 400                   | 170                   |  | V040                              | 34.26              |
| Training  | 1,500                 | -                     |  | V041                              | 144.25             |
| Insurance   | 1,000                 | 851                   |  | V044                              | 234.96             |
| Members expenses  | 400                   | 25                    |  | V045                              | 157.00             |
| Elections   | 1,500                 | -                     |  | V046                              | 188.25             |
| Grants : NWWA, Scou   | 2,600                 | 296                   |  | V047                              | 774.56             |
| Events - Fun Day/R Su   | 3,500                 | 500                   |  | V048                              | 40.00              |
| Communications - nev  | 1,350                 | 420                   |  |                                   |                    |
| Gardens (includes wat   | 2,500                 | 594                   |  |                                   | 4979.98            |
| War Memorial (includ  | 1,000                 | 69                    |  |                                   |                    |
| Lengthsman  | 2,500                 | 576                   | budget/precept (intended expenditure)  |                                   | 16406.27           |
| Environment eg maint  | 500                   | 777                   | Specific reserve (capital expenditure) |                                   | 15,700.00          |
| Neighbourhood Plan  | 2,000                 | 1,580                 | Emergency Reserve (fixed capital)      |                                   | 31,760.00          |
| Capital Projects *  | 6,000                 | -                     | Discretionary Reserve                  |                                   | -                  |
| Section 137   | 100                   | -                     |  |                                   | <b>63,866.27</b>   |
| VAT paid  |                       | 777                   | unrepresented cheques                  |                                   | 4,979.98           |
|   |                       |                       | balance                                |                                   | <b>58,886.29</b>   |
| <b>Total</b>  | <b>53,550.00</b>      | <b>12,652.09</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                  |                       |                       |  |                                   |                    |