



## MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

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

**Present :** B McEldowney (Vice Chair, acting Chair), P Baker, M Ball, J Bate, G Blackmoor, T Gillespie, V Harman, M Knight, P Masters, M Shephard

**In attendance:** Clerk – R Powell; Ms C Stark  
District Councillor S Webb and Mr Richard Clewer arrived during Agenda Item 13

**17/10-01** Chairman's welcome

In the absence of Cllr O Sweeting, Cllr B McEldowney took the Chair and welcomed all to the meeting

**17/10-02** Members' Apologies for absence

Apologies were received from Cllrs O Sweeting and N Ward and District Councillor B Cooper

**17/10-03** Co-option

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

Members were requested to consider the Co-option of Ms Collette Stark onto the Council. This was carried out by private ballot.

**It was agreed**, by a unanimous vote, that Ms C Stark be co-opted onto the Council.

Ms Stark signed the Declaration of Acceptance of Office and took her seat at the Council table.

**17/10-04** Open Forum

**4.1 Members of the Public**

No Members of the Public were present

**4.2 Worcs County Councillor for the Woodvale Division**

County Councillor Shirley Webb was not present at this point in the meeting.

**4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook Wards.**

District Councillor Brian Cooper had sent his apologies

District Councillor Shirley Webb was not present at this point in the meeting but had informed the Clerk she would be in attendance later in the evening, due to the need to attend another Parish Council meeting prior to this.

With the permission of the Council, this Agenda Item was considered at a later point in the meeting.

**4.4 Any other community representative**

No community representatives were present.

**17/10-05** The meeting was closed for Open-Forum and re-opened.

**17/10-06** Declarations of Interest

No member stated any declarable interest.

**17/10-07** Dispensations

No new requests for dispensations had been received.

**17/10-08** Approval of Minutes of previous council meeting

**It was agreed** to accept the minutes of the Full Parish Council meeting held 28/09/17 and these were duly signed by the Acting Chair

**17/10-09** Members' Questions

No questions had been provided

**17/10-10** Chairman's Report

In the absence of the Chair, there was no report.

**17/10-11** Clerk's Report: Emergency Actions, Update and List of Communications

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

The Clerk informed Members that there was an issue with a blocked drain at 53 Mayfield Close which had been reported to WCC but that this was potentially unadopted land.

There had been a request for a dog bin to be sited on the green area at Watercress Drive, but this was not possible as the area was unadopted. Cllr S Webb was looking to put one on the Stourbridge Road, as close as was possible to the area.

Another resident was concerned about a slippery substance on walkway slopes to Braces Lane Playing field which the Clerk was looking into. The same resident reported concerns with the height and position of the fence on the Co-op car park on Gibb Lane, which was actually for the residents of the flats above. The Clerk had passed this to the Assistant Clerk to action.

**11.2 Response form the Co-op regarding the suggested location of footpath**

A response had been received from Carolyn O’Leary (Estates surveyor and Estates Services) on behalf of the Co-op. The response included an apology if previous communications had not been responded to, and a holding reply that various parties needed speaking to regarding the request due to potential restrictions on the lease.

**11.3 Purchase of Defibrillator for the Village Hall**

The payment had been completed for the item and the unit was now with the company and ready to be installed. Claire Wing (Hall Manager) would now liaise with the company regarding this.

The Clerk had checked the concerns about a product recall in the defibrillator range and had been assured that the model purchased was not one of those that had been affected.

**11.4 Completion of Grant Application for Neighbourhood Plan**

A request for a grant had been completed and should be reviewed within 10 days of application being around 2<sup>nd</sup> November.

**11.5 Letter to businesses regarding suggested 20mph speed limit**

The letter had now been posted and had a three-week request for response so the application to WCC could be carried out following this.

**11.6 Reminder of the Pop Up Café event on 27<sup>th</sup> October 2017 between 2pm and 4pm at Catshill Village Hall**

The Clerk reminded Members of the event which was currently being attended by Cllr McEldowney and Cllr Gillespie

**11.7 Newsletters**

These had now been collected from the printers and were ready for distribution, as were the posters for the Bonfire event. The cost of the Newsletter was slightly more as it was a bumper edition with more pages, but a saving had been made due to only producing two of the three editions budgeted.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates October 2017; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Digital Inclusion Survey, West Mercia Police and Crime Commissioner Update, Wellbeing in Partnership Newsletter October 2017, Bromsgrove Advertiser, Bromsgrove and Redditch Funding Special, ‘In Touch’ news bulletin, New Horizons Winter 2017 Newsletter, Worcestershire Voices October Newsletter, Highways England traffic

17/10-12

Committee and Representatives Reports

***Background papers available***

Please note the Planning Committee scheduled for 19<sup>th</sup> October was cancelled due to lack of Planning Applications

**12.1 Finance and Staffing Committee – 12/10/17 (Cllr P Baker)**

**To note, the agreement of the sum of £1585 as a contribution towards the purchase of the Christmas Lights as delegated by the last Full Parish Council. The remaining £2000 to be provided by funding from Cllr S Webb**

**To note the agreement to use a company called Pockit.com to supply a prepay card to the Clerk for Parish Council purchases.**

Cllr P Baker summarised the main points of the meeting to Members, who also noted the above points.

The Clerk informed Members that since the agreement for the expenditure of the lights it had been discovered that those agreed were not available for order at present due to the lead time. Other lights, of a small star design, were available in red and blue. The Clerk felt it prudent to point out, however, that these were more expensive than those originally agreed. Cllr Webb would be in attendance later in the meeting if there were any further questions about the lights. Members discussed that delegated powers could be given to the Clerk, Chair of Finance and Vice Chair and Chair of the Council to make the final decision on this.

**It was agreed** that this would happen and that further discussion would be had once Cllr Webb was in attendance.

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

- **Village Hall Management Committee – 02/10/17 (Cllr J Bate)**

Cllr Bate reported that lights had been replaced and the Committee were looking into further fundraising including a Halloween night for the children and an Afternoon Tea party to tie in with Remembrance Day. The Committee had appointed a new treasurer and assistant treasurer for security and continuity. They were very pleased with the Hall Managers energy and enthusiasm. The Committee were aware that a lot still needed to be done, including tackling the weeds around the Hall.

A member asked if there was any progress with putting gates on the entrance to the car park. It was noted that no further decision had been made on this and that funding and narrowing the entrance would be major factors if it was considered.

- **WW1 Commemoration Meeting (Cllr P Baker)**

Cllr Baker reported that they were now considering doing this in September. It was to hopefully include military historians and armed forces groups to keep it in context. It was hoped it could be done with minimal expense and they would possibly look for any national pot of money for additional funding.

- **Upcoming Bonfire Event (Cllr B McEldowney)**

Cllr McEldowney reported that the main item to bring to the meeting was the need for volunteers at the event. This included to assemble the bonfire, to man the car park, collect money and steward. Cllr McEldowney would send out an email to gain volunteers.

17/10-13 Finance

**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 schedule for October, as below, was approved.

**13.2 to agree the payment of the Clerk's Annual Subscription to the Society of Local Council Clerks (£121.00). To note the Clerk has paid her own subscription to Association of Local Council Clerks.**

**It was agreed** to pay the Annual Subscription to the Society of Local Council Clerks

At this point in the meeting Cllr S Webb and Mr Richard Clewer arrived. **It was agreed** to now consider Item 4.3 of the Agenda.

Cllr S Webb reported that they were currently working on the TRO for Meadow Road and Woodbank Road which should be operational by mid-November. The bus stops on Gibb Lane would also be done in this process.

Members took this opportunity to ask questions.

Mr Clewer was asked if he could help with the Parishioner concern about the fence at the Ivy Cottage/Co-op Car Park but it was noted that this was a BDC issue. However, Highways would look at getting the 'slow' sign repainted on the road in this vicinity.

Cllr Webb was asked if there was any progress with the issue of the Cemetery gate. It was reported that the workers were currently closing the gate in the week, but the weekend was an issue. The Bereavement Manager would be contacting all concerned and asking if they would prefer a padlock or key code so that they could shut and lock the gate on their way out.

Mr Richard Clewer was asked about speed signs on the A38 as it was noted there were some, but more were needed. It was noted that this was a temporary speed limit that had been applied for as part of the road works at Junction 2, and that although the applicant usually orders the signs, this had not been done in this instance. Mr Clewer was aware of the need for more. It was noted that the Police don't enforce temporary speed limits.

The Clerk took the opportunity to thank Mr Clewer for the tarmac that had been put down under the notice board outside Braces Lane Tesco, which now made the area much tidier.

Members engaged in a discussion with Cllr Webb and Mr Clewer about the Christmas Lights.

When asked if the businesses could contribute to the lights it was noted that they were already assisting with the event by putting on their own displays. It was noted that the lights would be an investment for the village and that overall people were in favour of the Christmas Event being held. It was noted there would be a cost for erecting the lights and it was advised that the Clerk contact a local Parish for who they use to erect their light displays.

**It was agreed** to provide delegated powers to the Clerk, Chair, Vice Chair and Chair of Finance to deal with the light display and that only four lights should be purchased this year. This would allow for four additional lights of the Parish Council's choice to be ordered the following year.

Cllr Webb and Mr Clewer left at this point in the meeting.

- 13.3 As per the recommendation of the Neighbourhood Plan Steering Group Chair, to agree the acceptance of a quote from One Creative Environments Ltd (Worcestershire) for the sum of £3500 including VAT and expenses, to conduct a Landscape Character and Capacity Assessment to provide detailed evidence for the Neighbourhood Plan. To note that a Grant Application has been submitted to 'Neighbourhood Planning and Community Building Programme' for the same value. (document circulated)**

It was noted that other quotes received were for £11,000 and speculative at £17,500.00

**It was agreed** to accept the quote from One Creative Environments Ltd to the value of £3500

- 17/10-14** To ratify the Neighbourhood Plan Steering Group Terms of Reference as reviewed at their September meeting. (document circulated)

**It was agreed** to accept the minor alterations to the Neighbourhood Plan Steering Group Terms of Reference and therefore the whole document.

- 17/10-15** To note the comments submitted on behalf of the Parish Council in response to:

- **Consultation on The 2018/19 Local Government Finance Settlement, Technical Consultation Paper – deadline for comment 26/10/17 (Cllr P Baker)**

**Available at**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645012/2018-19\\_Local\\_Government\\_Finance\\_Settlement\\_-\\_technical\\_consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645012/2018-19_Local_Government_Finance_Settlement_-_technical_consultation.pdf)

Cllr Baker reported that the original reason for replying was due to capping of Precepts and the idea of holding a referendum for Parish Councils which was only part of the consultation.

Cllr Baker had replied to the whole of the document as faithfully as he could. (see attached)  
Cllr Baker was thanked for his time in completing this document.

**17/10-16** To discuss the purchase of speed stickers for wheely bins on certain roads in the Parish (as deferred from Full Parish Council 28/09/17) In addition to consider further investigation into/the purchase of Radar Speed Feedback Signs (document circulated)

Members discussed both options.

**It was agreed** to defer this item to the next meeting of the Environment and Highways Committee

**17/10-17** To identify the following:

- **A lead Councillor for Catshill and North Marlbrook Dementia Friends Group**

**It was agreed** that Cllr V Harman would be the lead for this group

- **A lead Councillor for Catshill in Bloom**

**It was agreed** that Cllr G Blackmoor would be the lead Councillor for this group.

- **A Parish Council representative to join the group judging the 'Best Dressed Window Competition' for Christmas.**

**It was agreed** that Cllr C Stark would be the Parish Council representative for this.

**17/10-18** Opportunity to discuss the Council's thoughts on the contract between BT and WCC (as identified as an item at Full Parish Council 28/09/17)

Members no longer wanted to discuss this item

**17/10-19** Items for the next meeting

Members were requested to inform the Clerk of any items for the next meeting

**17/10-20** Date and time of next meetings:

- Finance and Staffing Committee – 16/11/17

- **Full Parish Council – 23/11/17**

- Planning Committee – 30/11/17

\* **Please note the change of usual date with FPC and Planning Committee**

- All meetings at Catshill Village Hall, 7:30pm unless otherwise stated

This meeting ended at 21:00 hrs

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

Minute no. 17/10-13.1

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

	Payment	Receipt					
Date	Voucher	Voucher	Chq No	Details	Receipts	Payments (gross)	VAT Paid
	no.	no.					
October	V093		online	Allen Farnsworth - Lengthsman September 2017		192	
	V094		300928	Meadowfields Ground Maintenance Ltd - September 2017		237.6	39.6
	V095		online	Worcestershire CALC - Clerk training - Budget setting		25	
	V096		online	JRB Enterprise Ltd - Dispenser refill waste bags (x 10 boxes)		259.2	43.2
	V097		d/d	Worcestershire Telecare Ltd - Lone worker system		33.85	5.64
	V098		d/d	Talk Talk - Office Phone and Broadband - September 17		41.36	
	V099		d/d	EE - Office mobile		21.4	3.57
	V100		online	Heron Press Uk - Autumn/Winter newsletter Bumper edition		580	
	V101		online	Lichfield Safe Centre Ltd - Safe for office (as per minute 17/06- 13.2)		190.8	31.8
	V102		online	Dr Chris Fabray - Neighbourhood Plan Expenses to include inks and analysis tool		157.49	26.25
	V103-105		online and s/o	Salaries		1166.96	
	V106		online	Mrs R Powell - Clerks expenses including inks, postage and purchase of Hammerite etc for bench renovation		161.24	13.03
	V107		d/d	Unity Trust Bank Service Charge		18	
	V108		d/d	Water plus - Water at Ivy Gardens		11.88	
		R6	online	Bromsgrove District Council - 2nd half of Precept	21,173.00		
				sub-total	43,016.09	27,133.97	1,351.62

Bank Reconciliation and budget comparison as at 24/10/17			
Finances at start of year	50,195.66		
Add receipts	43,016.09		
		93,211.75	Bank a/c as at 24/10/17
Less payments		27,133.97	Deposit a/c, Co-op
		66,077.78	Less unrepresented cheques
			3,127.26
			66,077.78
			-
<b>RECEIPTS</b>	<b>Budget 2017/18</b>	<b>actual to date</b>	<b>u/p cheques</b>
Precept	42,346	42,346	V078 82.32
DCLG CTSG	-		V083 15.80
Interest	300		V085 25.00
Lengthsman*	2,104	390	V093 192
Donations/other/§	500	190	V094 237.6
Newsletter advert	300	90	V095 25
VAT refund	2,000		V096 259.2
Reserve Fund	6,000		V097 33.85
	53,550.00	43,016.09	V100 580
<b>PAYMENTS</b>			V101 190.8
Staff Costs	21,500	8,432	V102 157.49
Administration inc off	4,000	1,764	V103 235.4
CALC inc travel expens	1,200	1,042	V104 157
Audit	400	470	V105 774.56
Training	1,500	110	V106 161.24
Insurance	1,000	851	
Members expenses	400	41	3,127.26
Elections	1,500	-	
Grants : NWWA, Scou	2,600	896	
Events - Fun Day/R Su	3,500	2,775	
Communications - nev	1,350	1,000	
Gardens (includes wat	2,500	2,220	
War Memorial (includ	1,000	229	
Lengthsman	2,500	1,361	budget/precept (intended expenditure) 23464.04
Environment eg main	500	1,060	Specific reserve (capital expenditure) 13,981.00
Neighbourhood Plan	2,000	1,787	Emergency Reserve (fixed capital) 31,760.00
Capital Projects *	6,000	1,719	Discretionary Reserve -
Section 137	100	25	69,205.04
VAT paid		1,352	unrepresented cheques 3,127.26
			balance 66,077.78
<b>Total</b>	<b>53,550.00</b>	<b>27,133.97</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

Minute No. 17/10-15

Response to Consultation on 2018/19 Local Government Finance Settlement, Technical Consultation Paper (Cllr P Baker)

**Annex C: Summary of consultation questions**

Question 1: Do you agree that the government should continue to maintain the certainty provided by the 4-year offer as set out in 2016-17 and accepted by more than 97% of local authorities?

We are a parish council so proposals do not affect us but a 4 year offer even if unsatisfactory does at least allow for forward planning for high tier councils.

Question 2: Do you agree with the New Homes Bonus allocations mechanism set out above?

As a parish council we are not directly involved with the New Home Bonus but we do get to bid for any funds for any money available is welcome. However we would prefer this to new new money rather than making up for shortfalls in other sources in income.

Question 3: Do you agree that the approach should be based on data collected by the Planning Inspectorate? If you disagree, what other data could be used?

Yes

Question 4: Do you agree with the proposed appeal/challenge procedure for the dataset collated by Planning Inspectorate? If you disagree, what alternative procedure should be put in place?

It appears to be unnecessarily complex and the mechanism should not taken account of who gave the planning permission or if by appeal

Question 5: Are there alternative mechanisms that could be employed to reflect the quality of decision making on planning applications which should be put in place?

In the past we have unhappy with the system of planning appeals and any mechanism that overrides otherwise sound local decisions.

Question 6: Which of the two mechanisms referenced above do you think would be more effective at ensuring the Bonus was focussed on those developments that the local authority has approved?

There is no yes or no answer! Repeat that we believe bonus payments should be paid regardless of who approved.

Question 7: Do you think that that the same adjustments as elsewhere should apply in areas covered by National Park Authorities, the Broads Authority and development corporations? **No comment.**

Question 8: Do you think that county councils should be included in the calculation of any adjustments to the New Homes Bonus allocations? **Yes**

Question 9: Do you have views on council tax referendum principles for 2018-19 for principal local authorities? **Yes. We are opposed to the principle of referenda for local councils and that also applies to principal authorities.**

Question 10: Do you have views on whether additional flexibilities are required for particular categories of authority? What evidence is available to support this specific flexibility?

We oppose the setting of any principles for council tax increases by parish councils. The amounts are relatively small and most parish and town councils require some flexibility on a year by year basis to their precept and any restrictions would be a retrograde step.

Question 11: What factors should be taken into account in determining an Alternative Notional Amount for Combined Authority mayors? **No comment**

Question 12: Do you agree with the proposed approach to correcting the reduction in relevant county councils' income from the Adult Social Care precept?

We oppose the takeover of Fire & Rescue Service by PCCs so a little academic. However we would support any changes that would ensure that the income for adult social services is not adversely affected.

Question 13: Do you have any comments on the impact of the proposals for the 2018-19 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments. **No.**