



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 26th April 2018, 7.30pm

Present : Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, M Ball, J Bate, T Gillespie, V Harman, P Masters, M Shepherd, N Ward,

In attendance: Clerk – R Powell; District Councillors S Webb and B Cooper

18/04-01

Chairman's welcome

The Chairman welcomed all present to the meeting

18/04-02

Members' Apologies for absence

Apologies were received from Cllrs G Blackmoor, M Knight and C Stark

18/04-03

Open Forum

3.1 Members of the Public

No Members of the Public were present

3.2 Worcs County Councillor for the Woodvale Division

County Councillor Shirley Webb was in attendance and reported numerous complaints regarding speeding especially on Golden Cross Lane, Braces Lane and the Stourbridge Road. Cllr Webb had been in contact with the police who were doing more regular checks especially on these main roads. She was also to meet with the Safer Roads Partnership and Highways and would also invite Members of near Parishes to send representatives. In the meantime, it was requested that the Council assist with identifying where signs and road markings etc were missing and needed.

The Clerk informed Cllr Webb of the Council's intention to purchase a flashing speed sign and asked where training could be acquired from if needed. Cllr Webb would send the Clerk the details but warned of a long waiting list for training. If a team could be identified this would reduce the waiting time.

Members discussed pot holes, drainage and speed of traffic generally with Cllr Webb.

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

District Councillor Shirley Webb reported that the lights on Golden Cross Lane remained out and there would need to be digging work to find out where the break in connection was, which would hopefully take place in the next couple of weeks. Resurfacing of the same had been scheduled for some point this year. In addition, an assessment had been made of locations for new yellow grit bins and possible green grit bins the results of which would be circulated as soon as possible.

District Councillor Brian Cooper would be looking into the details of how the grass was cut at this time of year with reference to the Marlbrook Ward. At Bromsgrove Council Cllr Cooper reported that it had been agreed that a Community Governance review would be carried out following the elections next year as it was well overdue; that Care leavers would be exempt from Council Tax payments until the age of 25 due to the lack of any other support; there was a modest surplus in the Finances this year but that there were concerns for 2019/20 when the funding would have to be repaid, although they were assured by the Secretary of State that this was being reviewed.

3.4 Any other community representative

No Community representatives were present

District Councillor Brian Cooper and Worcester County and District Councillor Shirley Webb left at this point in the meeting at 19:53hrs

- 18/04-04** The meeting was closed for Open-Forum and re-opened.
- 18/04-05** Declarations of Interest
No member stated any declarable interest.
- 18/04-06** Dispensations
No requests for dispensation had been received
- 18/04-07** Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Full Parish Council meetings held 22/02/18 and 29/03/18 and these were duly signed by the Chairman and Vice Chairman respectively
- 18/04-08** Members' Questions
No questions were presented
- 18/04-09** Chairman's Report
Cllr Sweeting began by thanking Member's for the extra effort carried out in the absence of the Clerk and Chairman for portions of time in the last months. Cllr Sweeting wished a special thank you to be recorded for the Assistant Clerk who worked extremely hard during this time including extra efforts in relation to the grant funding reporting and application. Cllr Sweeting also thanked Cllr McEldowney for chairing the previous Full Parish Council. It was noted that a situation such as the previous month emphasised the role of the Parish Clerk in co-ordinating and being the central point for Council activities and formal financial authorisations and that the Council were lucky to have the support of an Assistant Clerk.
Cllr Sweeting continued by reporting that he had chaired the meeting of Bromsgrove CALC during which two subjects domineered; speeding and the Greater Birmingham Strategic growth study. The meeting ran over time and these items would be included again in the next agenda for completion. It was Cllr Sweeting's first official Chairmanship of CALC and the attendance was extremely high compared to previous years, potentially due to the speakers, but was excellent to see.
Cllr Sweeting outlined for the new Councillors the contents of the Annual Parish Council meeting in May including the need to vote in a new Chair of the Council. Cllr Sweeting was willing to stand again if Members wished, however, he wanted to inform the Council of his scheduled holidays so they could make an informed decision.
- 18/04-10** Clerk's Report: Emergency Actions, Update and List of Communications
- 10.1 Parishioner Correspondence – To inform Members of the correspondence received during the last month.**
The Clerk had received concerns about the speed of cars on the Stourbridge Road which she had passed to Cllr Shirley Webb, who had reported on it in item 18/04-3.2.
The Clerk had also been copied into an email regarding concerns of Migrants being housed in the Travelodge in Marlbrook and subsequent issues from this. The Clerk had shared this information with Cllr B Cooper and Cllr S Webb who had carried out their own investigations. It had been confirmed that it was not the case that BDC had housed Migrants in this area and any concerns regarding behaviour should be reported to the police.
- 10.2 Internal and External Audit dates**
The Internal Auditor would be collecting books for audit on 21st May and returning them on 4th June, with all documentation to be with the External Auditor by 11th June
- 10.3 Neighbourhood Plan Grant Applications**
The Clerk specifically thanked the Assistant Clerk, Dr Chris Fabray and Cllr McEldowney for their hard work in the preparation of the end of grant report and new grant application.
The end of grant report had been submitted for the previous grant and a £117.00 underspend returned. The new application had been accepted and a grant of £4627 would be provided to cover the costs of printing and distributing the phase two questionnaire with the assistance of BDC as previously approved.
- 10.4 Receipt of Blachere Lights catalogue**

The Clerk was in receipt of the catalogue to order the four additional lights for the Christmas display on the lampposts. Suggested pricings would be presented to the Finance and Staffing Committee. Cllr S Webb had informed the Clerk that an invoice for 5 of the agreed 8 units that had been secured to the lampposts to make the lights work would be received, with the remainder being funded by Cllr Webb. The 9th incorrectly installed unit would be removed.

10.5 General Data Protection Regulation

The Clerk had spent a large proportion of time reading and analysing the toolkit provided by NALC and had produced an action plan from it. Statements from the Information Commissioners Office emphasised that they were looking for a demonstration that progress was being made towards embedding the right processes, therefore the fact that the Council could provide a document such as this would be beneficial. The Council could then show that although they would not be compliant by 25th May, there was a clear plan to becoming so. It was still advised not to appoint a Data Protection Officer at present. All Councillors would need to be trained in GDPR so the Clerk would circulate any opportunities for training that were received to all Members.

10.6 Ivy Cottage Garden Replant

As per delegated powers from the last Full Parish Council, the Clerk and Cllr Sweeting had agreed the quote for £889.15 to replant the Ivy Cottage garden. Although the plants had been cut down, the roots and base still remained so stripping the bed remained necessary and therefore there was no alteration to the quote.

10.7 Lengthsman Contract Renewal

At the last Full Parish Council Members had agreed to tender the role of Lengthsman if the current Lengthsman wished to retire. On further investigation, he wished to retain some parishes, Catshill being one of them.

It was agreed to award the contract to the current Lengthsman for the coming year and discuss the tender of the role in time for the next financial year at the Finance and Staffing Committee.

10.8 Clarification of costings for the storage unit

Delegated powers had been given to the Clerk, Cllr Sweeting and Cllr McEldowney to approve the final spend in relation to the unit, following clarification of what had been included already ie: guttering etc

It was clarified that at the Finance and Staffing Committee a total spend of £3560 to include the purchase of the unit at £2520 and labour at £1040 had been agreed and recommended to the Full Parish Council. However, at that following Full Parish Council, although the whole amount was discussed, agreement was only formally given for the unit cost. Therefore, at the March Full Parish Council the final instalment for labour needed to be agreed.

As the labour amount was in the original figure of £3560, Cllr Sweeting, Cllr McEldowney and the Clerk had authorised the final spend in relation to the works.

The full amount spent on the storage unit was £3560 including VAT that could be reclaimed and was under the budgeted amount.

Relevant correspondence available from the Clerk: includes weekly CALC updates April 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Wellbeing in Partnership April, Highways England traffic Management Bulletin, Bromsgrove Advertiser, Worcestershire Voices April 18, Healthwatch Worcestershire bulletin, Executive Officer Report to area, NALC's GDPR Toolkit

18/04-11 Committee and Representatives Reports

Background papers available

11.1 Neighbourhood Plan Steering Group- 04/04/18 (Cllr B McEldowney)

The meeting and subsequent emails have been focused on the finalisation of the level 2 questionnaire, which includes identification of certain green belt areas that may be suitable for development. The grant application, as previously approved by the Parish Council, had been

submitted and was successful. BDC would be assisting in the production of the questionnaire due to their facilities in relation to printing and mail merge, allowing the questionnaires to be distributed to the whole of the Parish. Unfortunately, it had been realised that the incentive prize that was originally to be included would not be viable due to the anonymity of the returns. The project was currently running around 3 months behind schedule.

11.2 Annual Parish Meeting – 12/04/18 (Cllr O Sweeting)

The meeting was fairly successful. The speakers were good and the audience seemed to appreciate the content. However, due to recent events with the Clerk, the meeting was not promoted as much as usual. In addition, it had fallen within the school holiday which meant that a large number of people had registered their apologies. Future meetings would aim to avoid this.

11.3 Planning Committee – 19/04/18 (Cllr T Gillespie)

Cllr Gillespie provided a report on the meeting (See attached)

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

• **Village Hall Management Committee – Cllr J Bate**

In addition to Cllr Bate's report (see attached) Members were made aware that the new village hall website was now live

• **News Magazine – (Clerk)**

The news magazine was all ready to go to print. To enable success of three newsletters this year, Members now needed to begin consideration for the next articles. It was suggested that in each edition there was 'news from a Committee' as this magazine included one from Planning and was reflective of the work the Parish Council carries out.

Cllr Masters thanked all who had contributed to the magazine and re-iterated that the next one now needed to begin to go to production.

18/04-12 Finance

12.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment; spreadsheet for year end to 31st March and April were provided

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for March and April 2018, as below, was approved.

Members noted the over and underspend compared to the budget at year end.

It was agreed to pay NALC/CALC £1243.93 including £738.54 for 1306 electors capped to CALC and £357.68 to NALC, both being beneficial organisations.

It was agreed to transfer £300 to the Pockit Account this month for purchases to be made by the Clerk

12.2 To agree delegation of powers to the Finance and Staffing Committee to review quotes for Parish Council Insurance and select the best value product for the year ahead.

As this had gone to tender last year, the Parish Council could remain with the same insurance provider this year. The Clerk would submit the costings from Zurich for approval to the Finance and Staffing Committee.

18/04-13 To agree the adoption of Standing Orders that reflect changes provided by NALC

It was agreed to delegate this to the Finance and Staffing Committee

18/04-14 To agree the action plan for the Council's progression to General Data Protection Regulation Compliance

To include an update on progress to date (Cllr Baker/Clerk)

Cllr Baker was looking into a Data Breach policy and would work with the Clerk to action the plan.

It was agreed to delegate this to the Finance and Staffing Committee

18/04/15 To discuss the planting of a tree or shrub in memory of the late Cllr P Callaway

Members discussed this including where to position and which type of tree/plant to select

It was agreed to delegate this decision to the Environment and Highways Committee. Members were invited to submit any ideas for position or variety of plant/tree.

18/04-16 To consider if the Council wishes to assist NALC by providing a contribution to the consultation on unauthorised developments and encampments

It was agreed to delegate this item to the Planning Committee

18/04-17 To review the following policies and documents

- **Risk Assessment and Risk Management**
- **Insurance Policy**
- **Asset Register**

It was agreed to delegate the review of these documents to the Finance and Staffing Committee

18/04-18 Items for the next meeting

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

18/04-19 Date and time of next meetings:

- Finance and Staffing Committee – 10/05/18
 - Planning Committee – 24/05/18
 - Annual Parish Council Meeting – 31/05/18
- * 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

PLANNING CTTEE REPORT FOR FPC 26/04/18

There has been one Planning Committee meeting since the last FPC. Just 3 applications were received, which were straightforward, although one generated comment, as it was an addition to an existing horticultural centre in the greenbelt.

All applications considered at previous meetings have been approved by BDC but concern was expressed at the lack of feedback from District Council particularly where the Planning Committee had proposed alterations and the application had been approved.

The committee has no idea whether its comments were noted, acted upon or just disregarded.

Owen will raise this at the next Calc meeting

A local planning officer is to attend one of the Planning meetings to advise whether or not we are following proper guidelines so that BDC will take note of our comments

Village Hall report

Notes on matters from the AGM held on 23rd April 2018

1. All officers and management committee members agreed to continue.
2. Donna Ramlal will take over the treasurers role from I. Hooper
3. Ian Hooper and O. Sweeting continue to take on the physical aspects of maintenance; A. Bate to take on a research role(for goods and services)
4. Hire rates to remain as is- £15/hour for the main room and £7/hour for the small room. Regular hirers get a £1 discount/hour.
5. Maintenance work still ongoing :-
 - a) New strip lights will be exchanged for old fluorescent tube units.
 - b) New entrance ramp and enhanced entrance area
 - c) CCTV cameras 4 off have been fitted and 2 more are still to be fitted.
 - d) New smoke alarms are to be sourced and fitted.
 - e) New storage building has been erected- financed by the PC.
 - f) Portable appliance testing will be done soon
 - g) Weeds and other inappropriate growth are being attacked but long term there needs to be a continuing gardening regime.
6. There is a need to advise the principal hirer that they are responsible for advising their guests of the FIRE arrangements in the Hall. Details are posted just inside the foyer entrance. Namely, the position of the escape exits, fire alarm bells, extinguishers, fire blanket etc. To be incorporated in T&C's.
7. Fund raising/Events are being considered, such as a more modern dance/disco event at the Social Club – arrangements are still at an early stage.

J.Bate Mrs. Village Hall Management Committee

Minute no. 18/04-12.1March 2018:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
Mar-18	V168		online	One Creative Environments Ltd - Landscape and Character Assessment Report for Neighbourhood Plan first installment		1800	300
	V169		online	One Creative Environments Ltd - Landscape and Character Assessment Report for Neighbourhood Plan second installment		1320	220
	V170		online	One Creative Environments Ltd - Landscape and Character Assessment Report for Neighbourhood Plan Final installment		240	40
	V171		d/d	Talk Talk - Office phone and broadband (February 2018)		42.2	
	V172		d/d	EE - Office mobile (March 2018)		21.4	3.57
	V173		d/d	Unity Trust Bank Service Charge		18	
	V174		online	Lengthsman February 2018		192	
	V175-177		online/ s/c	Salaries		1329.78	
	V178		online	HMRC - PAYE submission quarter 4		264.16	
	V179		online	Groundwork UK -Repayment of unspent Grant for Neighbourhood Plan Lanscape, Character and Capacity Assessment Study		117	
	V180		online	Worcestershire CALC - Training		30	5
	V181		online	Worcestershire CALC - Training		84	14
	V182		300931	Clrs - Travel expenses		31.5	
		R12		WCC Lengthsman Scheme Re-imburement		396.98	
		R13		WCC Lengthsman Scheme Re-imburement		198.49	
sub-total					54327.82	47824.4	2514.98

Bank Reconciliation and budget comparison as at 31/03/18				
Finances at start of year	50,195.66		Bank a/c as at 31/03/18	58,547.52
Add receipts	54,327.82		Pocket Account	200.00
		104,523.48	Deposit a/c, Co-op (closed February 2018)	
Less payments		47,824.40	Less unrepresented cheques	2,048.44
		56,699.08		56,699.08
				0.00
RECEIPTS	Budget 2017/18	actual to date	u/p cheques	
Precept	42,346	42,346	V174	192.00
DCLG CTSG	-	-	V175	774.56
Interest	300	6	V176	398.22
Lengthsman*	2,104	1,797	V177	157.00
Donations/other/gra	500	10,089	V178	264.16
Newsletter advertising	300	90	V179	117.00
VAT refund	2,000		V180	30.00
Reserve Fund	6,000		V181	84.00
	53,550.00	54,327.82	V182	31.50
				2,048.44
PAYMENTS				
Staff Costs	21,500	14,843		
Administration inc office	4,000	3,940		
CALC inc travel expenses	1,200	1,042		
Audit	400	470		
Training	1,500	310		
Insurance	1,000	851		
Members expenses	400	472		
Elections	1,500	-		
Grants : NWWA, Scouts,	2,600	3,387		
Events - Fun Day/R Sunda	3,500	4,193		
Communications - newsle	1,350	1,100		
Gardens (includes water)	2,500	2,447		
War Memorial (includes e	1,000	271		
Lengthsman	2,500	2,321	budget/precept (intended expenditure)	13,258.52
Environment eg mainten	500	1,492	Specific reserve (capital expenditure)	13,729.00
Neighbourhood Plan	2,000	4,854	Emergency Reserve (fixed capital)	31,760.00
Capital Projects *	6,000	3,291	Discretionary Reserve	-
Section 137	100	25		58,747.52
VAT paid		2,515	unrepresented cheques	2,048.44
			balance	56,699.08
Total	53,550.00	47,824.40		

*Lengthsman, actual WCC refund amount allocated for year to 03/2018 is £2104.00
 §137 limit is £7.57 x total no. of electors 5,220 = £39,515.40

April 2018:

Date	Voucher no.	Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
Apr-18		R1		Bromsgrove DC - precept, 1st half 2018/19	23133		
		R2		Worcester County Council Lengthsman Refund Jan and Feb 2018	307.08		
	V001		d/d	Talk Talk - Office Phone and Broadband (March 2018)		40.17	
	V002		d/d	EE - Office Mobile (April 2018)		22.27	3.71
	V003		online	Knight Building and Roofing - Garage base, guttering and lighting (as per F&S 08/02-13, FPC 18/02-11.2 & FPC 18/03-12.4 Dencroft Garages - Final payment for supply of garage (as per F&S 08/02-13, FPC 18/02-11.2)		1040	
	V004		online	Lengthsman March 2018		2270	378.33
	V005		online	Worcestershire CALC - CALC membership/ NALC fee		192	
	V006		online	SMIS Ltd - Website rebuild (Clerk/Chairman delegated powers, reported FPC 18/01-09, FPC 18/02-12, FPC 18/04-12)		1243.93	147.71
	V007		online	Locum Clerk for March FPC due to Clerks absence from bereavement		234	39
	V008		online	Worcestershire County Council - Hire of 300932 Middle School car park for Bonfire Event		64.9	
	V009					25	
	V010		online	Clr - Expenses from FPC (Sundries)		2.99	
	V011		online	Clerks expenses (Stamps, sundries, Ink for printer from Staples (inc VAT))		160.92	19.85
	V012-14		online/ s/c	Salaries		1111.87	
	V015		Pockit	Staples - HP Printer and ink		184.79	30.8
				sub-total	23440.08	6592.84	619.4

Bank Reconciliation and budget comparison as at 25/04/18			
Finances at start of year	56,699.08	Bank a/c as at 25/04/18	79,908.22
Add receipts	23,440.08	Pockit Account	£15.21
	80,139.16	Deposit a/c, Co-op (closed February 2018)	
Less payments	6,592.84	Less unrepresented cheques	6,377.11
	73,546.32		73,546.32

RECEIPTS	Budget 2017/18	actual to date		u/p cheques
Precept	42,346	23,133		
DCLG CTSG	-	-		V182 31.50
Interest	300	-		V003 1,040.00
Lengthsman*	2,104	307		V004 2,270.00
Donations/other/grants	500	-		V005 192.00
Newsletter advertising	300	-		V006 1,243.93
VAT refund	2,000	-		V007 234.00
Reserve Fund	6,000	-		V008 64.90
	53,550.00	23,440.08		V009 25.00
PAYMENTS				V010 2.99
Staff Costs	21,500	1,177		V011 160.92
Administration inc office	4,000	552		V012 748.37
CALC inc travel expenses	1,200	1,096		V013 206.50
Audit	400	-		V014 157.00
Training	1,500	-		
Insurance	1,000	-		6,377.11
Members expenses	400	-		
Elections	1,500	-		
Grants : NWWA, Scouts,	2,600	-		
Events - Fun Day/R Sunda	3,500	25		
Communications - newsle	1,350	-		
Gardens (includes water)	2,500	-		
War Memorial (includes e	1,000	-		
Lengthsman	2,500	192	budget/precept (intended expenditure)	28,426.93
Environment eg mainten	500	-	Specific reserve (capital expenditure)	16,797.00
Neighbourhood Plan	2,000	-	Emergency Reserve (fixed capital - 75% of Precept)	34,699.50
Capital Projects *	6,000	2,932	Discretionary Reserve	-
Section 137	100	-		79,923.43
VAT paid		619	unrepresented cheques	6,377.11
			balance	73,546.32
Total	53,550.00	6,592.84		

*Lengthsman, actual WCC refund amount allocated for year to 03/2019 is £2104.00
S137 limit is £7.86 x total no. of electors 5,223 = £41052.78