



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 25th October 2018, 7.30pm

Present: Cllrs O Sweeting (Chair), P Baker, M Ball, J Bate, T Gillespie, V Harman, M Knight, C Stark, N Ward,

In attendance: Clerk – R Powell, District/County Councillor S Webb

18/10-01

Chairman's welcome

The Chairman welcomed all present to the meeting

18/10-02

Members' Apologies for absence

Apologies were received from Cllrs G Blackmoor, Cllr P Masters, Cllr B McEldowney, Cllr M Shephard and District Councillor B Cooper

18/10-03

Open Forum

3.1 Members of the Public

No Members of the Public were present

3.2 Worcs County Councillor for the Woodvale Division

Cllr Webb had previously circulated her report. During her verbal report she informed those present that the steps from the A38 to the path that leads past the balance pools were all to be improved rather than just the bottom couple. The vegetation would be cut back to reduce the tunnel effect. Cllr Webb had also had a meeting with the leader of WCC regarding the effect of traffic with pending developments, taking him around the Parish. In response he would speak to local Members more for their input in proposed developments. The Manager at Worcester Regulatory Services would attend the next meeting of the Parish Council if the Council wished, to discuss Air Quality.

Speed Monitoring continued around the Woodvale division and lines would be laid in Golden Cross Lane to gather more information for that area. There would be a meeting on 12th November 2018 at Catshill Methodist Church to share the findings. This would be followed by a drop in session on Monday 19th November with the Police in conjunction with Highways to discuss issue or concerns.

Members discussed concerns about children crossing the roundabout on Gibb Lane and using scooters in this area. It was suggested that the school be emailed with concerns.

It was agreed that attendance by the Manager of Worcester Regulatory Services at the next Full Parish Council meeting would be beneficial.

Cllr Webb left at this point in the meeting.

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

District Councillor B Cooper had sent his apologies; District Councillor Webb had included her report above

3.4 Any other community representative

No Community representatives were present

18/10-04

The meeting was closed for Open-Forum and re-opened.

18/10-05

Declarations of Interest

No member stated any declarable interest.

18/10-06

Dispensations

No requests for dispensation had been received

18/10-07

Approval of Minutes of previous council meeting

It was noted that Cllr Ward was not listed as present at the previous Full Parish Council, despite being so

It was agreed to accept the minutes, subject to this alteration, of the Full Parish Council meeting held 27/09/18.

18/10-08 Members' Questions

No questions were presented

18/10-09 Chairman's Report

Cllr Sweeting reported on a meeting he had attended with the Clerk and the Executive Officer from CALC regarding the future of the Village Hall; thanked Cllr Baker for his diligent work with the Royal British Legion to make the Remembrance Service a success; informed Members that the base had been laid for the erection of the Tommy Statue; thanked all Members for the achievements and hard work that had been carried out over the last 4 years and mentioned the impact of the success with extra work being carried out by the Clerks; mentioned the time consuming nature of the administration carried out for the achievement of Local Council Award Scheme, reminded Members of the Neighbourhood Plan Call for Sites Presentation to be held soon and commended the Assistant Clerk on the work and knowledge put into the Neighbourhood Plan process; informed the Council that he had spent the previous day at an SLCC conference with numerous Clerk's and was impressed that so many were seeking professional qualifications; concluded with a big thank you to the Clerks and requested that Members be aware that they are working to capacity, keeping that in mind when asking for things to be done.

18/10-10 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 thanks and praise for the computer course that had been held at the Hall with a wish to be included in the next one. This was passed to the gentleman who had run the sessions.

The Clerk had received concerns regarding the Parish Council involvement in the Green Belt review and the Neighbourhood Plan process; concerns about the Christmas Meal Event process, concerns about the smoking of drugs and fly tipping at the car park at the crown and a report of a 30mph speed sign that had been turned.

Each of these queries had been answered, progressed and escalated accordingly by the Clerk or Assistant Clerk.

10.2 BDC/WCC reports on actions

- The Dropped kerb in Aintree Close had been realigned
- As per Cllr Webb's report, the Pathway from the A38 through to the Balance Pools had been inspected and the hard standing laid around 10 years ago was still visible although covered in leaves. WCC were arranging for the trees to be cut right back to allow the area to dry out and it would be re-assessed next year. The steps from the A38 would be increased further and finished with a small slope and rail to the bottom. The vegetation would be cut back to the bank and the steps cleared of leaves.
- Blake road had now been swept
- The Christmas light infrastructures had been erected but one was completely covered with a tree from a resident's garden. The Clerk had been asked to request the tree be cut by the Lengthsman but, the Clerk felt this would mean cutting too much of the tree away. The Clerk had therefore asked for it to be relocated. This would cost the same amount as erecting (£250) but Cllr Webb was assisting with getting this rectified if possible.
- Most of the 'Welcome to Catshill' signs had now been erected. One had to be removed as it was in the wrong place and the Clerk would be having a meeting with Highways to locate this and the last sign.

10.3 Clerk CiLCA registration

The Clerk had enrolled as per contract requirements and had until October 2019 to complete.

10.4 Speed Meeting Details –

The meeting was to be held at 10:30am on Monday 12th November 2018 at Catshill Methodist Church, Golden Cross Lane and would include representatives of Safer Road Partnerships, Safer Neighbourhood Team, WCC highways and community safety.

Relevant correspondence available from the Clerk: includes weekly CALC updates October 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter, Bromsgrove Advertiser, NALC Newsletter, Police Crime Commissioner newsletter, New Horizons leaflet, Traffic Management bulletin, CPRE Campaigns, Active Kitchen details, Suitcase Stories details, Men in Sheds details

18/10-11

Committee and Representatives Reports

Background papers available

Please note that the scheduled Finance and Staffing Committee for this month was cancelled due to lack of content

11.1 Planning Committee – 18/10/18 (Cllr T Gillespie)

Cllr Gillespie reported that the meeting on Thursday was a little sparse in attendance and was only just quorate. Cllr Gillespie reminded Members that the Planning Committee meetings are held at 7:00pm and that in future reminders would be added to the notifications of meetings. All three applications considered were given ascent by the committee and of those notices received by BDC only one had been refused, which was for a new 2 bed dwelling in Wildmoor Road. The Committee had also considered the Issues and Options Consultation and the results would feed into the report response. Cllr Gillespie reported how invaluable the Assistant Clerk was to the Committee.

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

- **Events updates to include:**

- **Bonfire (Cllr B McEldowney)**

In Cllr McEldowney's absence it was reported that the organisation for this was going smoothly but that volunteers were needed and should wear their High Viz jackets. Delegated powers had been used to authorise the purchase of a secure money box to hold the money in as per the risk assessment for the event to the value of £40.

- **Remembrance (Cllr P Baker) – to include the erection of the Tommy Figure**

The erection of the Tommy had been referred to in the Chair's report at 18/10-09. The organisation for the Remembrance event was going ok. Blackwell Band would be playing some extra music at the end of the service at the Memorial. There had been some dispute over the order and content of the service, but this had now been resolved. Leaflets would go through doors of those affected by the road closure when the news magazines were delivered. In relation to the road closure, any cyclists would be asked to dismount if they wished to pass through.

- **Christmas Light Switch On (Cllr O Sweeting)**

The organisation for the event was discussed. Volunteers were requested for the event and it was noted that the electricity would be attended at the Village Hall the following week. It was noted that a 'plunger' was needed to simulate the turning on of the lights. It was agreed that Mr Bate from the Village Hall Committee would be asked to look into this construction.

- **Christmas Meal Event (Cllr N Ward) - to include use of delegated powers to decide on a full catering package**

It was reported that following on from the concerns at the last meeting, delegated powers had been used to purchase an additional level of catering that would allow the company to dish up and serve the meals to the hatch. The final total to include crockery, cutlery, food, service and a 'return dirty' option was £900.00.

The Parish Council News Magazine had been used to promote the event. It was estimated with the presents, drinks and glass hire that the event would cost an overall of £1250.

Cllr Ward again gave apologies to those present regarding the mix up with the meeting in the summer. The next Steering Group meeting would be 14th November at 19:00hrs

- **Meeting with Richard Levett re: possible involvement with Village Hall** (report circulated) 10/10/18 (Cllr O Sweeting)

The Clerk had provided a report (see attached) and Cllr Sweeting re-iterated that this was the beginning of the investigations as to the best way forward.

Members voiced concerns about the impact of the process on the Clerk's role and workload.

- **Village Hall Management Committee – 15/10/18** (Cllr J Bate)

The Village Hall continued to take new bookings, which were making up for those lost. They didn't have the footfall they would have liked for the table top sale and the Halloween Party would go ahead despite limited numbers of bookings. The Village Hall had a lot of events and jobs to complete in the run up to Christmas so all bigger issues were to be left until after Christmas

- **News Magazine –** (Cllr Masters)

Cllr Masters had sent a report to be read out in his absence, which thanked everyone for their input into another excellent newsletter and reiterated the need for swift delivery due to the date of the upcoming bonfire event which was detailed in there. Cllr Masters asked that if anyone went to any of the upcoming events, they took photographs ready for the next edition.

Cllr Masters would be available to carry out the sound sections of the bonfire event, Christmas Lights Switch on and would also assist at the Remembrance Service Event.

18/10-12 Finance

12.1 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 Clerk explained the payments including payments for the new notice boards which were required as 50% before install and 50% after, purchase of a new Local Council Administration handbook via delegated powers with the Clerk and Chairman, payment of the Chairmans allowance and £21 for the Parish Council Remembrance wreath. Purchase orders for the catering at the Christmas Meal and the new Cash Box for the bonfire event had been sent. The payment schedule October 2018, as below, was approved.

12.2 To consider paying an additional £100 to that previously agreed in order for the Clerk to continue with the CiLCA qualification. The cost from 1st October rose from £250 to £350. It was agreed to fund the additional payment

12.3 To note the End of Grant submission to Groundworks Ltd for the Neighbourhood Plan Steering Group

The Clerk had returned the End of Grant report and the Parish Council would be repaying £692.35 underspend.

18/10-13 To confirm by resolution that the Parish Council holds on file, or publishes on its website, the appropriate documentation in order to apply for the Local Council Award Scheme Foundation Award (document circulated detailing appropriate documentation)

It was resolved that the Parish Council, holds on file, or publishes on its website, the appropriate documentation in order to apply for the Local Council Award Scheme Foundation Award.

It was agreed that the Parish Council had in place a Disciplinary procedure, being the only document not seen by the panel.

It was agreed that the Clerk request the internal audit to be uploaded to the website as soon as possible as per recommendation.

- 18/10-14** To finalise comments from the Parish Council in response to Bromsgrove District Council's 'Issues and Options' consultation (deadline for response 19th November 2018). Available: <http://www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/bromsgrove-district-plan-review/issues-and-options-consultation.aspx>
The Clerk reported that the Neighbourhood Plan Group and the Planning Committee had agreed comments to be submitted
There were no additional comments to be added from Members present at the meeting
- 18/10-15** To note the response provided on behalf of the Parish Council to the 'Bus Scrutiny Task Group' (deadline for response 22/10/18) (Cllr M Knight) (document circulated)
Cllr Knight had collated comments and submitted a response to the Clerk who had forwarded it to the task group.
It was agreed that an article should be added to the next news magazine promoting the use of the bus service.
- 18/10-16** To appoint Members to judge the 'Best Dressed Window Competition' on Thursday 29th November 2018
It was agreed that Cllr Gillespie and Cllr Bate would co-ordinate with the Manager of the Village Hall and organise a time for the judging to take place
- 18/10-17** To consider the Parish Council's involvement and approach to the 'Combatting Loneliness' initiative (documents circulated)
Members discussed the document, which was noted to be a complex but excellent, with lots of great ideas. It was noted that unfortunately, people did not wish to be seen as lonely which could cause issues with attendance at organised events. It was also noted that it needed people to drive and organise these events, in addition to funding
It was agreed that the Parish Council would promote the grant facility that it has available and give seed funding to any group that wished to start an initiative that would be aimed at this group, in particular to practical events rather than just discussion groups.
It was agreed that this would be promoted in the news magazine and that existing groups that may help tackle loneliness would also be advertised.
- 18/10-18** Items for the next meeting
Members were requested to inform the Clerk of any items for the next meeting
- 18/10-19** Date and time of next meetings:
- Neighbourhood Plan Steering Group – 7/11/18 (7pm)
 - Events Steering Group – 14/11/18 (7pm)
 - Finance and Staffing Committee – 15/11/18 (7:30pm)
 - Planning Committee – 22/11/18 (7pm)
 - Full Parish Council Meeting – 29/11/18 (7:30pm)

* All meetings at Catshill Village Hall

Date for your diary:

Saturday 3rd November 2018 – Bonfire and Fireworks Event at the Meadow, 6pm

Sunday 11th November 2018 – Remembrance Service at the Social Club, 10am

This meeting ended at 21:20 hrs

Signed Date.....

Chairman of Catshill & North Marlbrook Parish Council

Catshill & North Marlbrook Parish Council, minutes

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Chairman's initials

Meeting to discuss future involvement of the Parish Council in the Village Hall

10th October 2018 at 13:30hrs - Catshill Village Hall Committee Room

Present: Cllr O Sweeting (in capacity of Village Hall Chair), Mr Richard Levett (CALC Executive Officer), Mrs R Powell (Clerk to the Council)

The purpose of the meeting was to ascertain the future of the Village Hall and the capacity of the Parish Council to assist in ensuring its longevity.

Prior Research:

The Open Spaces Act 1906, s7 allow Parish Councils to accept or purchase land for the purpose of the enjoyment of the public and also allow for the provision of halls and community centres for the same. A model deed is available from NALC to assist with the process if needed. (Baker, A and Clayden, P, 2013, p266 and 274)

The Public Trustee Rules 1912 (as amended) allows the Parish Council to 'accept, hold and administer or act as a holding trustee for a charitable trust for the general benefit of the locality' (Baker, A and Clayden, P, 2013, p133) whilst the Charities Act 2011, s298 allows transference of property to the Parish Council by Trustees who hold the property for public purpose, as long as they obtain the permission of the Charity Commission (Baker, A and Clayden, P, 2013, p133)

Meeting:

This report highlights the initial discussions that were had in relation to the future involvement of the Parish Council in the Village Hall. The options identified are detailed below but are all subject to further investigation and all would need permission of the Charity Commission. In addition, prior to any final decision, legal advice should be sought to ascertain if plans to proceed were viable and if any issues could be identified. CALC currently have an offer available with Kidwells Solicitors to allow a free initial consultation to Parish Council's which may be useful. Cllr Sweeting was also already in touch with a firm that had handled all Village Hall transactions in the past.

Option 1 – To transfer the ownership of the Village Hall to the Parish Council in its entirety. This would probably involve a need to sell the Village Hall to the Parish Council with a value obtained. This was the most secure option for the future of the Village Hall as there would always be a Parish Council.

Option 2 – Vary the constitution of the Village Hall to allow the Parish Council to become the sole trustee. The Parish Council could then set up a Village Hall Management Committee to include the current trustees. This would be the second most secure route but would be dependent on the information in the constitution.

Option 3 – Using what was thought to be the current allowances in the constitution, the current trustees could delegate responsibility of the hall to the Parish Council. The Parish Council would then set up a Management Committee but would need to ensure that they continued to appoint trustees who were willing to continue delegating the responsibility.

Option 4 – Replace all Trustees with Parish Councillors. Install terms into the documentation that it was a condition that Trustees must also be Parish Councillors.

As previously stated, all of the above options would need further investigation before pursuing. This report is to establish the options available and allow discussion.

End of Report

Rebekah Powell

Clerk to the Council

Minute No. 18/10-12.1

Excerpt from accounts day book to show payments and receipts for October 2018

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
01/10/2018	V102		d/d	Worcestershire Telecare Ltd - Lone worker scheme		35.10	5.85
	V103		online	Allen Farnsworth - Lengthsman September 2018		210.00	
	V104		online	ClIr N Ward - Expenses payment for purchase of Christmas Meal Event Presents for attendees		150.00	
	V105		online	Newsquest Media Group - Advertising Call for Sites for NP in Bromsgrove advertiser and online		180.00	30.00
	V106		online	Mrs J Hallett - Litter picker travel expenses		9.00	
	V107		d/d	O2 - Payment for office mobiles x2 (September)		38.40	6.40
	V108		d/d	Talk Talk - Office phone and broadband (September)		50.60	
	V109		online	Groundwork Ltd - Repayment of underspend from Grant awarded for NP Phase 2 questionnaire consultation		692.35	
	V110		300935	Mr D Webb - Design and editing of newsmagazines x 3 editions		150.00	
	V111		online	SLCC - Purchase of Arnold-Baker on Local Council Administration, Eleventh edition (reduced rate for members) as per delgated powers with Chairman of Council		108.79	0.80
	V112		online	ClIr O Sweeting - Chairmans allowance as per FPC November 17 (17/11-12.2)		400.00	
	V113		online	Notice boards online LTD - Payment for new noticeboards at Village Hall and Social Club. 50% due in advance.		1,525.80	254.30
	V114		online	Redditch Skip Hire Ltd - Skip for bonfire event		226.00	37.67
	V115		Pocket	SLCC - CiLCA qualification registration (Minute No. 18/05-25)		350.00	
	V116		300934	The Royal British Legion - Payment for wreath for Remembrance Service		21.00	
	V117-119		online and s/o	Salaries		1,248.82	
	V120		d/d	Unity Trust Bank Service Charge		18.00	
		R10		Bromsgrove District Council - 2nd half of p	23,133.00		
				sub-total	54,196.42	36,803.03	2,074.57

Bank Reconciliation and budget comparison as at 23/10/18						
Finances at start of year	56,699.08			Bank a/c as at 23/10/18		79,116.78
Add receipts	54,196.42			Pocket Account		£282.55
		110,895.50				
Less payments		36,803.03		Less unrepresented cheques		5,306.86
		74,092.47				74,092.47
						-
RECEIPTS	Budget 2018/19	actual to date			u/p cheques	
Precept	46,266	46,266			V102	35.10
DCLG CTSG	-				V103	210.00
Interest	300				V104	150.00
Lengthsman*	2,104	923			V105	180.00
Donations/other/grants	500	4,770			V106	9.00
Newsletter advertising	270	180			V109	692.35
VAT refund	2,000	2,058			V110	150.00
Reserve Fund	9,500				V111	108.79
	60,940.00	54,196.42			V112	400.00
PAYMENTS					V113	1,525.80
Staff Costs	21,000	9,485			V114	226.00
Administration inc office	4,300	2,241			V115	350.00
CALC inc travel expenses	1,100	1,096			V116	21.00
Audit	500	470			V117	821.08
Training	1,500	113			V118	157.00
Insurance	900	918			V119	270.74
Members expenses	400	400				5,306.86
Elections	1,500	-				
Grants : NWWA, Scouts, Y	2,000	14				
Events - Fun Day/R Sunda	3,500	3,588				
Communications - newsle	1,540	1,067				
Gardens (includes water)	2,300	1,976				
War Memorial (includes e	1,000	105				
Lengthsman	3,000	1,462	budget/precept (intended expenditure)	31,049.64		
Environment eg maintena	3,600	646	Specific reserve (capital expenditure)	13,650.19		
Neighbourhood Plan	1,000	5,177	Emergency Reserve (fixed capital - 75% of Precept)	34,699.50		
Capital Projects *	11,700	5,949	Discretionary Reserve	-		
Section 137	100	21		79,399.33		
VAT paid		2,075	unpresented cheques	5,306.86		
			balance	74,092.47		
Total	60,940.00	36,803.03				

*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