



**Members of Catshill & North Marlbrook Parish Council  
are summoned to attend the  
Parish Council Meeting at Catshill Village Hall on  
Thursday 29<sup>th</sup> September 2016 starting at 7.30pm**

**AGENDA**

1. Chairman's welcome
2. To receive apologies from any member unable to attend
3. Co-option  
There is currently one vacant seat on the Council which the Council hope to fill by Co-option.
4. **Open Forum** : official business is suspended in order to receive representations / reports from:
  - 4.1 Members of the public.
  - 4.2 Worcs County Councillor for the Woodvale Division; August update circulated
  - 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook wards.
  - 4.4 Any other community representative
5. To re-open the meeting NB: Members of the Public are very welcome to stay for the whole meeting but unless the Chairman directs otherwise only Parish Councillors and the Executive Officer may speak from this point forward.
6. Declarations of Interest Members are asked to -
  - a) Update their register entry on the Members' Register of Interests where necessary;
  - b) Declare any Disclosable Pecuniary Interests (DPI) in items on the agenda and their nature (a DPI relates to anything on the member's entry in the Members' Register of Interests);
  - c) Declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.Councillors who have declared a DPI or an ODI must leave the room for the relevant item unless granted a dispensation on specific grounds to stay/speak/vote; the request for a dispensation must be put in writing to the Clerk in advance of the meeting.
7. Dispensations To consider any written request for dispensation from a member.
8. Previous minutes To approve the minutes of the Parish Council meeting held 28/07/16
9. Members' Questions Where possible Members are asked to submit questions in advance of the meeting, particularly if a detailed response is expected.
10. Chairman's Report
11. Clerk's report on delegated actions, update and list of communications
  - 11.1 **Parishioner Correspondence** – To inform Members of the correspondence received during the month. Excerpt from Parishioner Contact Log to be circulated.
  - 11.2 **Progress in relation to the Structural survey of the War Memorial**
  - 11.3 **To update the Council on the situation in relation to the Assistant Clerk; related to item 12.1**
  - 11.4 **Summer Reading Challenge Medal Presentation at Catshill Library 01/10/16 at 10:00am**
  - 11.5 **Establishment of new Neighbourhood Plan Website**
  - 11.6 **Progress with events to include: Remembrance Sunday, Bonfire and Christmas with the elderly, isolated and alone**

**Relevant correspondence available from the Clerk:** includes weekly CALC updates August and September 2016; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Bromsgrove Advertiser, CPRE newsletter, Lickey Hills Local History Society and Lickey Hills Society forthcoming events, Bromsgrove North and Rural newsletter, Wellbeing in Partnership newsletter, Highways England Updates M5 Junction 4a to 6 smart motorways, Healthwatch Worcestershire open meeting invitation and bulletin, Fields in Trust newsletter, Statement of Modifications to CIL Draft Charging Schedule Regulation, Safer West Mercia Plan Consultation

12 Committee and Representatives Reports

***Background papers available***

- 12.1 **Extraordinary Finance and Staffing Committee** Meeting held 15/8/16 (Cllr P Baker); draft minutes circulated
- 12.2 **Planning Committee** meeting held 11/08/16 and 08/09/16 (Cllr M Knight); draft minutes to be circulated. To include reference to meeting held with Mr Matthew Austin (Bromsgrove Place Team Leader) and Mr Paul Hurlstone (Enforcement Officer) on 8<sup>th</sup> September 2016 at 1400hrs in relation to seeking clarification around signage and flyposting within the Parish – notes circulated.
- 12.3 **Neighbourhood Plan Steering Group Meeting** held 14/09/16 (Cllr B McEldowney) draft notes to be circulated
- 12.4 **Environment and Highways Committee** meeting held 15/09/16 (Cllr M Shephard); draft minutes to be circulated.
- 12.5 **Any other report** from Parish Council representatives including those for:
- Village Hall Management Committee meeting held 05/09/16 (Cllr J Bate); to include update relating to employment of Village Hall Supervisor.
  - CALC Executive Meeting held 14/09/16 (Cllr O Sweeting)
  - Newsletter (Cllr P Masters)
  - Bonfire meeting held 19/09/16 (Cllr B McEldowney)
  - Update regarding the ongoing situation of the garden in Barley Mow Lane, including contact with Environmental Health in relation to advice as to how to proceed (Cllr M Ball)
    - To include consideration by the Council of any further agreed action if necessary

***Decision Required***

13 Finance

***Decisions Required***

- 13.1 to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (spreadsheet for August and September to be circulated);
- 13.2 To note the response from the treasurer at CAB in relation to the error in recording grant payments made by the Parish Council and to agree any donation to be made this Financial year
14. To consider and agree to the date of the next Full Parish Council.  
It is suggested that this could be held on Thursday 20<sup>th</sup> October 2016 to allow the Chairman to preside as he will also be unavailable for the November FPC.
15. To discuss and agree the draft documents relating to the Neighbourhood Plan  
To include Terms of Reference and Line Structure for the Steering Group, circulated by email and had copy where appropriate
16. To note comments and responses, if any, to the following documents:
- 16.1 **Scrap Metal Dealers Act 2013 - Consultation on Draft Scrap Metal Licensing Policy and Guidelines** – deadline for comment 30<sup>th</sup> September 2016 and circulated to Councillors via email
- 16.2 **Bromsgrove Sports Development team Survey** – to find out which sports and activities are already happening in the area, but also any activities that aren't available that Bromsgrove Sports Development Team can help support and set up. Available at: <https://www.surveymonkey.co.uk/r/YBJSKBD> Circulated by email and responded to by Cllr P Baker.
- 16.3 **Inspector's Proposed Main Modifications to the Bromsgrove District Plan** – circulated by email and hard copy and discussed at the Planning Committee 08/09/16. Consultation deadline 21/09/16
17. To consider future management of the revenue for the Bonfire and Firework event  
Following assessment of the budget allocation for this year in relation to community events, it is suggested to donate the proceeds from the event to the NWWA charity
18. As per the Environment and Highways Committee, held 15<sup>th</sup> September 2016; To consider the suggestion to carry out investigations regarding the adoption of Land at the end of Beehive Close
19. Items for the next meeting.

20. Date and time of next meetings:

- Redditch Borough Council and Bromsgrove District Council Parish Community Emergency Planning Forum – 12/10/16, 18:00 hrs, Bromsgrove District Council, Parkside
  - Finance and Staffing Committee – 13/10/16
  - Planning Committee – 20/10/16 (to be confirmed)
  - CALC AGM – 26/10/16, 19:00hrs, Council Chamber, County Hall, Worcester
  - Full Parish Council – 27/10/16 (to be confirmed)
- \* All Parish Committees and Meetings at 7:30pm, Catshill Village Hall

**Catshill & North Marlbrook Parish Council**, Catshill Village Hall,  
Golden Cross Lane, Catshill, BROMSGROVE B61 0JZ  
tel: 01527 873266 / 07813 671899  
e-mail: [clerk@catshillandnorthmarlbrook-pc.gov.uk](mailto:clerk@catshillandnorthmarlbrook-pc.gov.uk)  
website: [www.catshillandnorthmarlbrook-pc.gov.uk](http://www.catshillandnorthmarlbrook-pc.gov.uk)

Rebekah Powell  
Clerk to the Council 16/09/16

Councillors: O Sweeting (Chairman), B McEldowney (Vice-Chairman), P Baker, M Ball, J Bate, G Blackmoor,  
P Callaway, T Gillespie, M Knight, P Masters, M Shepherd, N Ward