



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 25th July 2019, 7.30pm

Present: Cllrs B McEldowney (Chair), G Blackmoor, T Gillespie, M Johnson, P Masters,

In attendance: Shirley Webb – member for BDC Catshill South ward & WCC Woodvale division
Visiting Speaker Celia Arthur
Clerk – R Powell and C Blake (new appointee)

19/07-01 Chairman's welcome

The Chairman welcomed all present to the meeting

19/07-02 To Consider any applications for Co-option

No current applications – Members reminded to be actively looking to recruit

19/07-03 To receive apologies from any Member unable to attend

Apologies were received from Cllr P Baker, Cllr M Ball, Cllr M Knight

19/07-04 Open Forum

4.1 Members of the Public

No Members of the Public were present

4.2 Shirley Webb – WCC member for Woodvale Division & BDC member Catshill South ward

Summary of report:

- Libraries – closely monitoring the report with special interest in Catshill library future;
- Whitford Vale – detailed traffic assessments are required;
- Infrastructure meetings – relating to the A38.
- Management of trees at the War Memorial – discussions ongoing with the pub and North Worcestershire Water Management team.
- Catshill in Bloom – positive feedback from hanging baskets.
- Bracken Grove – security gates up and use to be monitored.
- County Council roadshows continue for next few weeks.
- Neighbourhood Watch – Pencilled in for 5th September; Catshill and North Marlbrook NW scheme – online scheme.

Mrs Webb left the meeting at 20:03

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

Coun S Webb report as above; no other representation present

4.4 Any other community representative

Grant Request – Celia Arthur was attending in support of a grant application on behalf of “Bluwave Community Transport” which has been running for a year based in Redditch and covering Bromsgrove and Redditch. One third of the people using the Community transport reside within the Catshill and North Marlbrook Parish area and use the service to attend hospital appointments, exercise classes etc. Volunteer drivers are paid 50p a mile. The grant request is for £500.

Ms Arthur left the meeting at 20:11

It was recommended to signpost Age UK (Bromsgrove rep) to Celia.

It was agreed to bring forward consideration of the grant request which Members discussed and, as the scheme relates to the 'loneliness' initiative, it was **AGREED** to grant an initial payment of £500 with review.

It was also recommended to include an article on this in the Parish Magazine.

19/07-05 Open Forum session was ended, and the meeting was re-opened.

19/07-06 **Declarations of Interest**

No member declared any declarable interest.

19/07-07 **Dispensations**

No member requested a dispensation.

19/07-08 **Approval of Minutes of previous council meeting**

It was agreed to accept the minutes of the previous Parish Council meeting held 27/06/19 and these were duly signed by the Chairman.

19/07-09 **Members' Questions**

None received

19/07-10 **Chairman's Report**

- A new Clerk, Mrs Carol Blake, has been appointed following the shortlisting and interview process and is receiving training/mentoring from an experienced clerk. The Chairman thanked the councillors involved in the recruitment process and Mrs Powell for being present at this meeting.
- Neighbourhood Watch meeting held 28th June: a local scheme is wanted and the preference is for small initiatives in local roads and streets. Possibility to create a top down approach for the parish council to co-ordinate.
- County Association of Local Councils Executive Committee met on 10th July; there was training at Malvern (CALC HQ) on Saturday.
- New email accounts for all Parish Councillors. Guidance will be provided to advise individual councillors how to set up their new email accounts. Everyone needs windows 10 to use it and there are issues with Apple computers. Emails to personal accounts will cease.

Cllr Masters left the meeting at 20:37.

19/07-11 **Clerk's Report on delegated actions, update and list of communications**

11.1 Parishioner Correspondence

- concern about a children's home being opened on Birmingham Road and the impact on neighbours due to the number of children to be home unaccompanied in the day – resident's email was sent to Shirley Webb (county councillor) but the parish council was copied into the response.
- adoption of roads Thirsk Way (WCC issue: residents wish to have Virgin superfast broadband installed but Virgin will not do this until the roads have been adopted).6

11.2 New Clerk Appointment and Training

Carol Blake now in place and brings a wealth of admin, Council and finance experience being supported by experienced clerk.

11.3 Removal of Welcome to Catshill Sign on Wildmoor Lane

County Councillor Shirley Webb had received reports that the sign was blocking the exit from a parishioner's drive and with speeds of 47 mph being recently recorded there the sign was removed almost immediately. Highways are to re-install in a suitable place. Sign currently in safe storage with the planter.

11.4 Laptops, emails and website agreement

Website agreement now in place as signed by SMIS and the Chairman. It is suggested that a service level agreement is taken up for other IT maintenance issues.

There is a new email address for the parish council's Clerk; the Assistant Clerk's email has been fixed and the new laptops are in use.

A parish council email address has been created for all Councillors on email. This will be issued, and Councillors will have a two week deadline in which to set it up (a helpline will be available). From that agreed date all correspondence relating to the parish council will only be sent to that email address. It will be Councillors' responsibility to log in and check emails and maintain the system.

11.5 Training from Worcestershire County Association of Local Councils

Clerk has been in contact with WCALC about the provision of training here at Village Hall due to low attendance at other venues. It is VERY important that Councillors are trained in Parish Council workings. Suggested that other Parishes can be invited in order to split costs. Looking to sort for Sep/Oct.

19/07-12

Committee and Representatives Reports

12.1 Neighbourhood Plan Steering Group – 17/07/19 (Cllr B McEldowney)

Welcomed Ian Hooper to meeting. Reviewed membership of working groups, ensuring that each had a Councillor. Received a report on the use of consultants for technical surveys – housing needs and site assessment. Update on infrastructure strategy – all part of the evidence base.

Planning Committee – 18/07/19 (Cllr T Gillespie)

To note any applications considered using delegated powers

Elected Cllr Alderson as Vice Chair and welcomed Cllr Saunders to committee.

- Royal Oak alterations to side timber cladding extension on conservatory roof was supported.
- Dropped kerb at 385 Stourbridge Rd was supported.
- Resurfacing and extending parking area at Willowbrook Garden Centre was supported.
- Car wash at Working Men's Club – no decision yet.
- Extensions to 4 Cottage Farm Lane approved.
- 143 Woodrow single storey extension approved although objection because of proposed flat roof.
- 20 Woodrow awaiting update.

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

- **Village Hall Management Committee – (Cllr G Blackmoor/J Bate)**
Money based issues and work in progress. Haven't got enough workers or money.
- **Neighbourhood Watch Meeting – 29/06/19 (Cllr B McEldowney)**
Representative from PCC, Margaret Sherry, BDC Cllrs S Webb and J Till, and Parish Cllr M Johnson with spokespeople from NW scheme – mentioned website, Facebook, stickers and leaflets. Asked about how to roll out. Nothing been agreed to date. NW is a good thing in principle but how to encourage is difficult.

- **CPRE AGM – 04/07/19 (Cllr B McEldowney)**

Did not attend

To note any relevant updates in relation to:

- **Whitford Vale Development**
- **Trees at War Memorial**
- **Library Consultation** (Reported during County Councillor’s report above)
- **Newsmagazine** (Cllr P Masters)

19/07-13

Finance

- 13.1 The payments and receipts report of the Clerk (Responsible Finance Officer) was received and noted.**

Bills for payment were approved.

The council’s accounts spreadsheet for July was circulated see page 572 below.

- 13.2 New signatories for the council’s bank account**

The new signature mandate has been put into place. The new Clerk will be the new Administrator with view and submit authority only.

A new Pockit (debit card) account for the new Clerk is to be opened and the old one closed.

- 13.3 To note the agreement of the Clerk’s salary grade review carried out by Cllr P Baker**

Following circulation of Cllr Baker’s recommendation, it had been agreed to award the previous Clerk, Mrs Powell, two additional spinal column points and back date the pay to April 2019 which will be reflected in August’s pay (via invoice).

- 13.4 To note the price reduction offered by Plantscape for the Winter planters**

Plantscape also offered to quote to plant the Ivy Cottage Garden for Winter for which other quotes would be sought.

- 13.5 To consider grant request applications deferred from previous council meeting (documents circulated)**

13.5.1 Catshill Village Hall request for £2,500

This is time critical due to need for the work to be carried out at a total cost of £12000. Funding had been diverted to fix a burst pipe. It was noted that the council’s grants fund is only £1,500 but it was believed funds could be used from reserves as the Village Hall is such a vital part of the community.

Agreed to provide a grant of £2,500 to Catshill Village Hall

13.5.2 BluWave Community Transport

Discussed and agreed in agenda item 4.4 above, to grant to Bluwave Community Transport an initial payment of £500 with review.

- 13.6 To consider and agree the quotes for the first aid cover for this year’s Bonfire Event**

As the quote had not yet been provided it was

AGREED to delegate authority to make the decision on this matter for purchase to the Clerk working with the Chairman and vice-Chairman.

19/07-14

To appoint representatives to Worcs CALC Bromsgrove area meeting

Cllr G Blackmoor volunteered to attend on behalf of the council.

19/07-15

To appoint a Lead Councillor to respond to Worcestershire’s Passenger Transport Strategy Consultation

Available at: <http://www.worcestershire.gov.uk/passengertransportstrategy>.

Closing date: 13/09/19

Cllrs B McEldowney, G Blackmoor and M Johnson would respond; the link would be sent to all members should they also wish to complete it.

19/07-16 Items for the next meeting

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

19/07-17 Date and time of next meetings:

- Planning Committee – 22/08/19 (7:00pm) only if needed
- Events Working Group – 09/09/19 (7:00pm) – venue to be arranged by Chair
- Planning Committee – 19/09/19 (7:00pm)
- Full Parish Council Meeting – 26/09/19 (7:30pm)
- All meetings at Catshill Village Hall

This meeting ended at 21:13 hrs

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

Minute no. 19/07-13.1

Catshill and North Marlbrook Parish Council – excerpt from accounts spreadsheet for July 2019

V048		online	HMRC - PAYE submission quarter 1		300.30	
			adjustment V024 reads £162.80 here but £163.00 s/o was paid		0.20	
			sub-total	25,334.00	12,124.59	836.84
Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
	R3		Worcester County Council - Lengthsman Scheme reimbursement April to May 2019	414.03		
V049		online	Allen Farnsworth - Lengthsman Scheme June 2019 (to include rubbish removal and petrol for jobs requested by WCC - Invoice to WCC sent)		240.00	
V050		Pockit	Amazon - 2 x Lenovo ideapad laptops (one for Clerk/one for Assistant Clerk) (as per FPC 19/05-10.2) plus £1.00 fee for using mastercard		740.96	123.32
V051		online	Clerk expenses - Purchase of Office 365 for both laptops from Amazon (as authorised by Cllr P Baker, Cllr B McEldowney and Cllr M Knight)		57.95	9.66
V052		online	Clerk final salary		392.84	
	R4		Worcester County Council - Lengthsman Scheme reimbursement June 2019	247.00		
V053		D/D	UTB Bank charge		18.00	
V054		D/D	Talk Talk		53.35	
V055		D/D	o2		39.36	6.56
v056		online	litter pick expenses, June 2019 (18 miles @ .45p)		8.10	
v057		s/o	Litter picker Salary June 2019		162.80	
v058		online	Planning assist Salary June 2019 to include overtime accrued for April/May/June 2019		247.01	
v059		online	SMIS - annual web hosting and update service for PC and Neighbourhood Plan websites		1,668.00	278.00
			sub-total	25,995.03	15,752.96	1,254.38