



MINUTES OF THE PARISH COUNCIL MEETING

Held Online

THURSDAY 03rd December 2020, 7.00pm

Present: Cllrs B McEldowney (Chair), J Alderson, J Bate, P Baker, I Hooper, S Osman,

In attendance: Clerk – Carol Blake

Members not present: Cllrs N Ward, G Blackmoor, T Gillespie, P Masters, M Johnson,

20/12-01 Chairman's welcome

The Chairman welcomed all present to the meeting

20/12-02 To receive apologies from any Member unable to attend

Cllr J Till and Cllr S Webb sent apologies

20/12-03 Open Forum

3.1 Members of the Public

No members of the public were present

3.2 Worcestershire County Council member for Woodvale Division

Cllr Shirley Webb updated on Test and Trace which is based on Stourbridge Rd and there will be a base set up at the train station soon. Here To Help is still active. There has been a Business Employment Officer appointed at Bromsgrove District Council who will be solely dealing with issues relating to redundancies and such like caused by the pandemic. BDC are working with Foodbanks in the area and Happiness Hampers will be delivered on 14/12/2020.

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

None present

3.4 Any other community representative

None present.

20/12/04 To re- open the meeting Parish Councillors and the Executive Officer may only speak from this point forward

20/12-05 Declarations of Interest

None raised

20/12-06 Dispensations

No member had submitted a request for dispensation to any agenda item.

20/12-07 To consider any applications for Co-option

Cllr Ball has now officially resigned and Cllr Saunders has been disqualified due to persistent absence from meetings and the vacancies have been advertised online.

20/12-08 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the previous Parish Council meeting held 05/11/2020.

20/12-09 Chairman's Report

9.1 Bromsgrove Deal – Bromsgrove Deal, a new community development initiative supported by the Bromsgrove Partnership Board and intended to work initially with the Catshill community on a variety of community-led initiatives, linked broadly to health and wellbeing objectives. Catshill is a pilot site, with other projects likely to follow eventually in other parts of the district that have county libraries – they are intended to have a new role as hubs for community learning and development. A small working group has been formed to develop the project aims, method and its introduction to the Catshill community.

9.2 Email Accounts – Still experiencing problems. Many email accounts are not being regularly checked. There is limited capacity so emails need to be regularly checked then either immediately deleted or saved then deleted, to ensure adequate space to receive new emails. Very frustrating that despite previous reminders this remains an ongoing problem. Creating extra work for Chris Fabray, the clerk and Chairman. Cllr Baker suggested buying more space.

It was agreed that Chairman and Clerk would be the only ones who would need extra capacity which they already have.

9.3 Ratification of War Memorial Lights during Winter Months Chairman talked about keeping light switched on until 28th March which is when the clocks change.

It was agreed by PC to keep light switched on and pay electricity for this period with a contribution from Cllr Webb.

Cllr Baker raised the issue of how many people are now involved in War Memorial who should not be, for example somebody has changed the light, Cllr Webb now has the key to the War Memorial. This should not happen the ownership of the War Memorial and everything belonging to it belongs with the Parish Council and this needs to be made clear in case of any future issues.

9.4 Foodbank Donation to be Ratified – **It was agreed** that due to lack of response from Morrisons to organise bulk buy and deliveries that PC would instead make a £600 cash donation. Cllr Baker will inform Catshill Foodbank of this decision and obtain BACS details. The payment will be made to them when BACS details are received and then asap.

9.5 Aforestation Project (Maydencroft Ltd) Vounteer to respond to comment on their plan – Chairman asked for a volunteer to comment on the plan on behalf of PC, no volunteers so he asked that if anybody wants to respond to inform Clerk and if not no response will be made to it from PC.

9.6 Dates to be agreed for future Environmental & Highways Committee Meetings – It was agreed that Cllr Osman and Cllr Hooper would join this Committee due to Cllr's leaving and a date was set for the next meeting for Wednesday 13th January @ 19:00 online. The Clerk will set an agenda and send an invite nearer the time.

20/12-10 Clerk's report on delegated actions, update and list of communications

10.1 Speeding Complaints

Several residents had raised issues regarding speeding in the area again. Heron Press had sent a card thanking PC for their continued support during the pandemic.

General Correspondence received:

Weekly CALC updates November 2020; weekly BDC planning lists, WCC road works lists and reports, Wellbeing in Partnership.

20/12-11 Finance

11.1 Payments and receipts report to 20/11/2020

An excerpt from the council's accounts spreadsheet for November had been sent along with the bank reconciliation to 20/11/20209 is as follows:

Bank Reconciliation as at 20/11/2020			
Opening Cash Book balance		£68,644.30	
Add receipts between 1 April - 20 Nov 2020	55,229.00		
Less payments between 1 April - 20 Nov 2020	-31,944.73		
Cashbook balance at 20 Nov 2020		£91,928.57	A
Bank statements at 20 Nov 2020			
Unity Trust Bank	96,997.11		
Soldo Card	86.96		
Less unpresented cheques, as list below	5,155.50		
Bank balances at 20 Nov 2020		£91,928.57	B

Clerk updated PC that amount of £1248 has been received into the Bank Account, this relates to New Homes Grant that Cllr Osman secured and needs to be spent by Sept 2021 otherwise it has to be paid back.

11.2 To agree draft budget for 2021/2022 and thereby agree precept (document sent) –

The budget plan for 2021/22 had been sent and the precept identified for ratification at this council meeting. The document was discussed.

The recommendations included:

- Biggest increase will be in staffing costs to £21.5 k this is due to Jim leaving next year and a Project Assistant being sourced, to support Planning and NP and an increase in hours
- Loss of Lone Worker scheme due to Clerk and Assistant working from home but this to be reinstated when required
- Increase by 0.64% on last year's budget which is in line with inflation
- Band D houses increase to approx. £22.10 from £21.96

It was reviewed and agreed to accept the Precept and Budget for 2021/2022 as recommended and thanks to Clerk from Cllr Baker for her work and input.

11.3 Date in December to be agreed for Finance and Staffing Meeting and to consider and note review of outstanding policies including risk assessment policies – It was agreed that the Finance and Staffing Committee would be deferred to 21st January to include Cllr Alderson who has agreed to join the Committee too. Clerk was asked if she could cover the small Planning Applications that Jim deals with whilst his replacement is found. Clerk will ask for a procedural document from Jim to get some detail on what that entails and let Cllr Baker know whether this is feasible as she reminded PC that she is currently studying for ILCA qualification too. Cllr Baker said that any extra hours would be regarded as overtime.

It was agreed that Cllr Baker continues reviewing and updating risk assessment and policies and this will also be discussed in the next Finance and Staffing Committee early 2021.

11.4 Approval from PC of:

- **Freedom of Information policy (document sent) It was agreed** to accept amendments
- **Employee Appraisal (document sent) It was agreed** with document being amended to include COVID situation and appraisal can be done online, via phone or email
- **Internet, email, recording and social media policy (document sent) It was agreed** to accept amendments to this policy.

11.5 Review 20/21 Asset Register (document sent) It was reviewed and agreed that additions to 20/21 asset register were a true reflection to date.

- 11.6 Local Medical Charity, Cobalt and NHS partnership** – update and appeal – Donation and Grants Policy to be discussed (grants donation and policy sent) **It was agreed** that this charity only fulfils 3 out of the 14 criteria that is stipulated in PC's Donation and Grants policy so was refused. Clerk agreed to inform the Charity of PC decisions and reasons why.

20/12-12 Items for Discussion

12.1 Christmas Tree Order update – Cllr Gillespie

Cllr McEldowney reported that two Christmas trees had been provided from Willowbrook Garden Centre free of charge. Thanks were given to Cllr Gillespie on obtaining them, also thanks to Cllr Hooper and Owen Sweeting for helping to erect the trees.

12.2 War Memorial Update – Cllr Hooper

It was agreed that Cllr Hooper would contact the Company who are carrying out the works now they have been provided with the deposit payment and see when work will begin and provide update on that to PC.

Committee and Representative Reports.

20/12/13 To include any relevant feedback from working group leads:

- 13.1 Neighbourhood Plan Steering Group** – Cllr McEldowney provided a brief update regarding the Neighbourhood Plan, the Plan now requires a formal sign off from PC before it is sent to Bromsgrove District Council. This will probably need to be an Extraordinary Meeting in January. Cllr McEldowney will contact Chris Fabray to decide on best date and then confirm with PC.

- 13.2 Planning Committee** – No report provided

Any other report from Parish Council representatives including those for:

13.3 Village Hall Management Committee

Cllr Hooper updated that Village Hall will be reopening for selected users from next week. It has been cleaned and roof spaces in the main hall, foyer and above the meeting rooms have been insulated so it is hoped that this will provide a saving on fuel bills in future.

- 13.4 Whitford Vale and Perryfields Development**– Cllr Baker raised concerns that the figures being used by BDC on predicted pollution levels and excess traffic are over 6 years old and are not a true reflection on what is likely to happen if this development goes ahead. He feels strongly that BDC needs to take this issue fully on-board and raise the status of this issue on behalf of residents as it is likely to have a big impact on Catshill area. Cllr Baker will respond to the inadequacies of the reports and email back to PC.

This meeting ended at 20:54 hrs

20/12-14 Date and time of next meetings: FPC 28/01/2021 @ 19:00

Excerpt of spreadsheet Nov 2020

Nov-20							
Talk Talk	d/d	v120	Office phone and broadband - Oct 2020		44.45		44.45
O2	d/d	v121	office mobiles		40.42	6.74	33.68
Waterplus	d/d	v122	water at Ivy Cottage Gardens		21.34		21.34
Allen Farnsworth	BACS	v123	Lengthsman Oct		200.00		200.00
Chris Fabray	BACS	v124	Monthly Survey Oct fee		42.00	7.00	35.00
JRB Enterprise Ltd	BACS	v125	Dog waste bags		259.20	43.20	216.00
Meadowfields Ground Maintenance	BACS	v126	Maintain shrubs at gardens Oct 2020		237.60	39.60	198.00
Daren Lacey	BACS	V127	Wreath for Remembrance Service		22.50	-	22.50
Royal Mail	BACS	V128	Response Plus Service		48.10	8.02	40.08
Plantscape Ltd	BACS	V129	Planters Winter		480.00	80.00	400.00
SLCC	BACS	V130	ILCA fees		118.80	19.80	99.00
All-Tech Midlands Ltd	BACS	V131	Deposit payment for war memorial work		2,059.20	343.20	1,716.00
Salaries Nov	S/O	V132	Salaries		1,197.46		1,197.46
HMRC	BACS	V135	PAYE & NI quarter 3		191.64	-	191.64
Clr Ian Hooper		R7	Donation to War Memorial work	200.00			
Worcestershire County Council		R8	Donation to War Memorial work	500.00			
SLCC	BACS	V136	SLCC Membership fees		173.00	-	173.00
Worcestershire County Council		R9	Lengthsman reimbursement Jul - Aug 2020	505.00			
Parish Online	BACS	v137	Annual Payment 300 per year		126.00	21.00	105.00
				1,205.00		568.56	4,693.15
			Total for year to 31/03/2021	55,229.00	31,944.73	2,498.28	29,446.45

DRAFT