



ANNUAL PARISH COUNCIL MEETING
HELD at CATSHILL VILLAGE HALL
GOLDEN CROSS LANE, CATSHILL, B61 0JZ
THURSDAY 19th MAY 2011, 7.30PM

Present : Councillors G Witcomb (Chairman) G Blackmoor P Baker F Cook
 P Masters M Shepherd M Tingle

In attendance : Clerk - G Lungley

11/05-01 Election of Chairman

Members elected Cllr G Witcomb to chair the council for another year and he duly signed the declaration of acceptance of office.

11/05-02 Apologies

Apologies for absence were accepted from Cllr J Gray

11/05-03 Co-options

There are 5 vacant seats on the council (Catshill Village Ward 1, Barley Mow Ward 2, Marlbrook Ward 2). **It was agreed** to co-opt Alan Kelly to represent the Marlbrook Ward.

Members agreed to advertise via various media for new members.

11/05/-04 Declarations of Interest

None

11/05/-05 Appointment of Vice-Chairman

Members elected Cllr F Cook to the office of Vice-Chairman.

11/05-06 Previous Minutes

It was agreed to accept the minutes of the meeting held 28/04/2011.

11/05-07 Annual Business

- **Review of delegation to the Clerk** – accepted
- **Appointment to committees** – it was noted that the following appointments are temporary and the committees' Terms of Reference relating to membership are to be suspended until the Council has its full complement of members.
It was agreed to combine the Finance Committee with the Staffing Committee.

Environment and Highways	GB, FC, PM, MS, MT, GW
Events	GB, PB, JG, AK, PM, GW
Finance and Staffing	PB, FC, MT, GW
Planning	GB, PB, FC, PM, MS, MT, GW

The meeting schedule was agreed so that Environment & Highways and Events committees would meet approximately every 6 weeks, Finance to meet quarterly, Planning to meet as required.

- **Appointment to working parties / groups**

Parish Plan Group	GB, FC, AK
Communications and IT	GB, PM, GW
- **Appointment of representatives to other bodies**

Worcestershire CALC	GB, GW
Worcestershire CALC Executive	GW
District Parish Councils' Forum	attendance by all members is allowed
Parish Footpath Officer	MS
North West Ward Association	GB
- **Appointment of Independent Internal Auditor**

It was agreed to re-appoint Diane Malley to the role
- **Appointment of internal auditor**

It was agreed to appoint Cllr M Tingle to this role; additionally members agreed to delegate a review of the cheque signatories to the Finance Committee
- **Review of Complaints Procedure**

It was agreed to accept this with two amendments.
- **Review of Press and Media Policy**

It was agreed to accept this with one amendment.

11/05-08 Open Forum

County Councillor S Blagg had sent apologies for non-attendance and had provided a report.

11/05-09 Chairman's report None provided

11/05-10 Clerk's update and list of correspondence received not otherwise mentioned

The Clerk provided a list of communications received and retained for view.

11/05-11 Reports from Committees and Representatives

No committee had met since the last parish council meeting.

Cllr Witcomb reported on the recent Worcestershire County Association of Local Councils' Executive Committee meeting (this parish council is entitled to a seat on the committee due to the size of the electorate being more than 4,000), where there had been a number of personnel changes due to the recent elections.

11/05-12 Planning Notifications

In the absence of any planning committee due to the election period, the full council considered the following applications:

Log no.	application	Address	Proposal
505	11/0360	10 Churchstone Close B61 9HL	Proposed first floor side extension
Comment: Concerned this will create a terracing effect.			
506	11/0370	Catshill Dental Surgery Golden Cross Lane, B61 0LA	Proposed 2-storey rear extension to dental surgery to create a new staff rest room and decontamination rooms
Comment: No comment			
507	11/0390	1 Cottage Lane, B60 1DP	Single storey ground floor extension
Comment: No comment			

11/05-13 Parish Plan adoption

It was agreed to adopt the amended plan and put the recommendations into action. It was also agreed that alterations to the Plan over time would be acceptable where necessary.

11/05-14 Annual Audit

The report provided by the Independent Internal Auditor was circulated and noted.

11/05-15 Worcestershire County Council Agreement

Members would review WCC's proposals and forward any comments to the clerk for submission by 29/07/2011.

11/05-16 Councillor Training

The clerk will arrange training dates and notify all members, as well as inviting other parish councils to attend.

11/05-17 Request for support

NWWA had requested support for submitting a planning application for new play equipment on the Catshill Memorial Meadow. Members noted this would incur an increase in the clerk's hours. The principle regarding installation of play equipment on this site had already been supported by this council.

11/05-18 Financial Report

The financial update was circulated; the clerk was asked to include figures showing the amount in reserves for future meetings.

Payments were approved and signed.

11/05-19 Items for the next meeting

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

11/05-20 Date, time and venue of next meeting

Thursday 30th June 2011 at 7.30pm at Catshill Village Hall.

This meeting ended at 9.40pm

Signed Date.....
Chairman of Catshill & North Marlbrook Parish Council 30/06/2011