



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

THURSDAY 24th November 2016, 7.30pm

Present : B McEldowney (Acting Chair), P Baker, M Ball, J Bate, G Blackmoor, P Callaway, M Knight, P Masters, M Shepherd, N Ward

In attendance: Clerk – R Powell

- 16/11-01** Chairman's welcome
Cllr B McEldowney chaired the meeting in the absence of Cllr O Sweeting and welcomed all to the meeting.
- 16/11-02** Members' Apologies for absence
Apologies were received from Cllr O Sweeting, T Gillespie, District Cllr S Webb, B Cooper and County Cllr S Blagg
- 16/11-03** Co-option
It was noted that there is currently one vacant seat on the Council which is hoped will be filled by Co-option.
- 16/11-04** Open Forum
- 4.1** There were no Members of the Public present
 - 4.2** County Councillor Sheila Blagg had sent apologies. Her report had been circulated to Councillors. The report included reference to refusal of the Planning Application to construct and operate an Incinerator Bottom Ash Recycling Facility at Sandy Lane Quarry, Wildmoor, Bromsgrove; information in relation to the Sustainability Transformation Plan; Go ON Worcestershire online system for information; Street lighting column update programme; information about the Autumn Statement by the Chancellor of the Exchequer; Local Speed Surveys.
 - 4.3** District Councillor, Shirley Webb had sent her apologies and given a report that she would be meeting both Head teachers in the coming week regarding the parking on Meadow Road and Gibb Lane. Cllr Webb is also awaiting confirmation of funding for the defibrillators for the Parish but asked if there were any Parish Councillors who would be interested in the training that would be scheduled for January now.
Cllrs G Blackmoor, B McEldowney and J Bate expressed an interest in the training.
District Cllr Brian Cooper had also sent his apologies.
 - 4.4** No community representatives were present.
- 16/11-05** The meeting was closed for Open-Forum and re-opened.
- 16/11-06** Declarations of Interest
No member stated any declarable interest.
- 16/11-07** Dispensations
No new requests for dispensations had been received.
- 16/11-08** Approval of Minutes of previous council meeting
It was agreed to accept the minutes of the Full Parish Council meeting held 20/10/16. The minutes were duly signed by the Chairman.
- 16/11-09** Members' Questions
No questions were received.
- 16/11-10** Chairman's Report
In the absence of the Chairman, no report was received.

11.1 Parishioner Correspondence – To inform Members of the correspondence received during the month.

The Clerk informed Members of a query from a Parishioner in relation to issues she was having gaining Insurance for her home due to the company insisting the site was on a flood area, despite the location in an elevated position of the Parish. The Clerk had contacted Fiona McIntosh who had sent useful information regarding flooding areas and details of the Flood Forum, a charity that assists with matters such as this in relation to Insurance. The resident did not live in a known flood area.

The Clerk also reported contact from an elderly resident who lived in Green Lane and had been the victim of sandbags being removed from the shelter and thrown into his garden. He had also reported vandalism and noise being associated with the sand bag shelter and requested that it be removed now that the flood alleviation scheme was in place. The Clerk had made contact with Russell Peach from Grounds Maintenance who had removed the bags from the resident's garden. The sandbags were an Agenda Item later in this meeting.

11.2 Results of the Barley Mow Speed Assessment

The Clerk had circulated the report and the police had also been sent the information, however, as the data showed compliance with the 30mph Speed Limit, no further action was expected from this report.

Members discussed the report and its findings.

11.3 Perryfields Development - following comments made on the Bromsgrove Planning Portal in response to the Planning Application (circulated) Members are requested to inform the Clerk of main areas of concern ahead of a meeting with Simon Jones, Case Officer for the development.

The Clerk informed Members that Simon Jones had agreed to a meeting but asked which specific areas are of concern in case he needs to be accompanied by someone from a particular department eg: Highways. The Clerk had already informed Mr Jones that traffic was a concern. Members discussed issues and felt that air pollution and traffic were the main areas of concern.

11.4 Meadow Road Parking Concerns

The Clerk relayed concerns that had been reported by residents regarding the parking on Meadow Road. This in turn had been reported to the Safer Neighbourhoods Team who would pay a passing interest when possible. It had also been reported to relevant contacts in BDC/WCC. The Clerk had also contacted Mr Essenhigh (Headteacher at Catshill First and Middle School) who had agreed to send out correspondence in the school newsletter to parents about considerate parking. He also suggested that from experience, the local businesses such as Harris Coaches, Clock shop etc cause some parking issues and asked for them to be approached too. BDC/WCC have actively attended the property of the residents who complained and visited the area. District Cllr S Webb had a meeting with both Headteachers scheduled that week. She had already met with the Head of Chadsgrove School regarding the parking issues. Their building work will be finished in December which would mean they will have more space at the back to park. In the meantime and going forward Cllr S Webb had met with the Manager of the Crown Pub and an agreement had been gained to use their back car park, accessing it from the main road. It was reported that there is a lot of undergrowth, weeds etc and generally needs clearing out. The school are willing to get a group together to help clear it and Cllr S Webb requested assistance from any Members of the Parish Council who would be willing to help. Cllr S Webb herself would be helping and would let the residents know of when the work will be completed at the school just to keep them informed.

The Clerk informed Members that there would be yellow lines put around the bend of Meadow Road between the Social Club and a couple of houses around number 15, however this would take some time as the TRO will need to go through the allocated process. Residents had been advised.

Members discussed the Crown Car Park in relation to safety of cars moving across it. They also discussed the parking issues now being felt in Woodbank Drive with a suggestion that yellow lines may be needed there in the future.

The Clerk took this opportunity to inform Members of a suggested event to be held in Bournheath with a visiting Police Information Van. The Clerk for the Parish had requested that Parish Councils take part and support the venture.
Members discussed the event.
It was agreed to include any promotional material on the website and in newsletters etc.

11.5 Assistant Clerk Appointment

The Clerk reported that, following the approval of the Sickness and Absence Policy at this meeting, the draft contract and associated paperwork had been drawn up and collated and was ready to send subject to approval from Cllr O Sweeting and Cllr P Baker. If this process could be completed prior to the 1st December then Mr Quinn would attempt to attend some of the meetings scheduled for December, as an observer, with a view to starting properly in the role in January.

Relevant correspondence available from the Clerk: includes weekly CALC updates November 2016; weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner Report, Bromsgrove Advertiser, CPRE newsletter, Worcestershire Wellbeing Network and ways to Wellbeing Events 2017, Worcestershire Voices E Bulletin, Neighbourhood Watch updates, Superfast Broadband update, Annual Community Emergency Parish Forum -Oct 16 notes, Wellbeing in Partnership Newsletter, WCC Corporate Plan, Officer recommendations ahead of the Planning and Regulatory Committee on 1st November regarding the construction and operation of an Incinerator Bottom Ash Recycling Facility at Sandy Lane, Wildmoor.

16/11-12

Committee and Representatives Reports

Background papers available

12.1 Neighbourhood Plan Working Group – meeting held 09/11/16

Cllr B McEldowney reported that this first Working Group had been established to develop materials for the first stage of consultation, including leaflets, presentations, documents, banners and questionnaires. The Level 1 questionnaire, that Cllr McEldowney had been tasked with, should be a short document to tease out the issues that would form part of the Neighbourhood Plan. The next Working Group on 7th December would hopefully finalise all these documents for approval by the Steering Group in January. Consultation events would then be organised.

The Clerk noted here that a request for funding had been received from the Neighbourhood Plan Group prior to application from external sources as this money would have a timescale for use and was deemed more beneficial later in the process. The request had been made for £2000 from the Parish Council to cover the production of the materials mentioned in the report above. Members discussed the request including areas that were underspent in the current budget and would allow for coverage of this cost.

It was agreed that £1000 would be available to the Neighbourhood Plan Group at present and a further request could be made in the New Year if needed.

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

- **CALC AGM and Parish Conference – 26/10/16**

Cllr B McEldowney reported on the Conference which included talks on the following: Neighbourhood Planning Talk – A Tool developed to assist with Ecology, Historic Environment and Flooding; LCAS push with presentation from Councils who have achieved it; Community Transport Officer- Information about a scheme that includes voluntary car schemes, community buses and dial a ride to allow people access to facilities they wouldn't otherwise be able to get to; Adult Services (Assistant Director Anne Clark) asking the question 'Your Parish, a good place to grow older' – including the need to enhance areas already used, encouraging 'pop in and welcome home' schemes when residents return from hospital and a push to become a Dementia Friend as a Parish; Envirosort presentation about how recycling is carried out and that the site is open to visits from public groups. The final talk was from Claire Marchant, Chief Executive of WCC, who introduced the draft plan then highlighted the main focuses for Parishes including being Champions of people based initiatives ie; Dementia Friend and Safeguarding

awareness and encouragement of ideas for how to grow 'Community capacity' and Innovation. This was followed by the CALC AGM with a talk from Sue Baxter entitled 'What NALC does for us' and highlighting the support available. Elections to office were then carried out. All Agenda Items were agreed including opposition to Council Tax Referendum Principles with a request for Parish Council's to approach their MP regarding the proposals.

- **Bonfire Event – 05/11/16**

Cllr B McEldowney reported a significant increase in takings this year with the result that the event should break even. Cllr McEldowney thanked the Clerk for all her hard work in relation to the event particularly in relation to First Aid Cover which was difficult to source this year. Cllr McEldowney also thanked all Councillors who turned up to help on both days. A debrief was to be organised to address certain issues such as the amount of Stewards/volunteers needed, issues with toilets as the event becomes more popular, failing lights at the entrance, use of more powerful head torches, longer mike cables being needed and the broken amplifier which will need repair. There was reference to the fact that, despite the signage, some personal sparklers were taken into the event which was dealt with on the night.

It was noted that the event ran well, the first aid was needed but only for minor injuries, the first aid cover provided was upgraded for free by the company, the attendance was high without advertisement in the paper, the 'no waiting' cones assisted with keeping the exit clear and leaving the event seemed slower this year, G Force were fantastic at their role of firework display and that emails had been received from Parishioners thanking all involved in the event.

- **Remembrance Service – 13/11/16**

Cllr P Baker reported that the event went well again and that advance planning and experience paid off. Cllr Baker thanked Cllr Ward for his assistance delivering the leaflets relating to the road closure. A couple of minor points would be fed into the next meeting relating to readings but were solved as much as possible on the day. Cllr Ward and Mr A Bate showed a video of the unveiling of the War Memorial during the event and it was acknowledged that the poem by Wilfred Owen that was read by a boy from the Middle School was done so from memory and that he should be congratulated for a wonderful reading. The assistance on the day with the Social Club worked well and the room was set up for the next part of the service within 5 minutes due to the amount of helpers. The lights on the War Memorial were turned on a week prior to the event and switched off last week. They would then be turned on again for the Christmas period. Cllr Baker felt the event honoured the men who gave everything for us.

16/11-13 Finance

13.1 To receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment; spreadsheet for November circulated

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedules for November, as below, were approved.

13.2 To consider moving mobile network and to agree the addition of an additional handset and tariff for use by the Assistant Clerk

The Clerk informed the Council that the current mobile network being used did not have very good coverage when the Clerk was at home meaning that sometimes calls were missed. The best network coverage for that area was O2 who had quoted £22.00 approximately per month to include a handset and unlimited calls and texts. The current payment being made was approximately £20.88 per month. The Clerk suggested either two new handsets or one new and pass the old handset to the Assistant Clerk.

It was agreed that the Clerk should go ahead with the network transfer and new phone purchase.

13.3 Following the response made regarding the Referendum Principles to 'The 2017/18 Local Government Finance Settlement, Technical Consultation Paper'; in particular in relation to paragraph 3.3 'Council Tax Referendum Principles for Parish and Town Councils', Members to consider writing to our MP in relation to this. (Template circulated)

Members discussed the template provided and the previous response given by the Parish Council to the Referendum Principles

It was agreed that Cllr Baker would prepare a letter along the lines of the response already given and circulate to Members for approval prior to it being issued by the Clerk.

- 16/11-14** To receive feedback from Members in relation to the suggested figures for the 2017/18 budget and to review/agree the following:
- **Action Plan for the upcoming year**
 - **overall budget and precept calculation.**
- (supporting documents circulated)**
 Members discussed the document and the proposed Precept of £42346. It was noted that a quarter of a percent decrease would be effected for every £100 taken off the final amount. In order to lower the suggested increase, removing £200 from £42346 to create a Precept of £42146 was discussed. Three areas were identified where this reduction could possibly be affected. **It was agreed** to reduce the amount of Precept to £42146 and that Cllr Baker would identify the areas to remove £200 and circulate the amended document, although it was noted that the decrease would be negligible in relation to individual payments made by Parishioners. Members discussed the Action Plan provided by the Clerk. **It was agreed** to accept the plan as provided.
- 16/11-15** To consider the proposal from BT to remove Public Payphones from the Local Area – Responses to be received by BDC before 5pm on 28th November 2016 and to take into account Annex 1 guidance Factors from Ofcom. There are two suggested sites in Catshill and North Marlbrook (Relevant Documents Circulated)
- The Clerk informed Members that contact had been made with the Case Officer to determine if any phone box could be adopted or if this was restricted to a particular type as it was felt that the document provided was not clear on this. However, since this contact had been made, which was suggested in relation to the phone box on Meadow Road with the idea of installing the defibrillator being sourced by Cllr S Webb, discussions between herself and the Clerk had since decided that due to technicalities this was not the best place to site the defibs and therefore there was no real need to adopt the box. It was noted that the phone box on Woodrow Lane, whose removal was proposed, had been used in excess of 300 times and that due to the location of the box in an area of residency where less homes were owned, the Ofcom Annex document would allow for objection to its removal. The phone box outside Chadsgrove School had a significantly lower usage. **It was agreed** that the removal of the box outside Chadsgrove School would not be opposed but that the Parish Council would oppose removal of the box on Woodrow Lane.
- 16/11-16** To consider the removal of the Sand Bag Store at Green Lane following the success of the Balancing Pools
- Members discussed the situation in relation to the complaint from the elderly resident. **It was agreed** to review the situation with a view to removing the sandbags in the spring. As they were sited in this position due to the request of residents, a letter would be sent to people in the area to explain why they were being removed.
- 16/11-17** To agree the adoption of the Sickness and Absence Policy for the Council (draft document circulated)
- It was noted that previous to the meeting a couple of Councillors had suggested adjustment to the document
It was agreed to adopt the document subject to these alterations.
- 16/11-18** To consider the purchase and erection of a sign on the service road in Gibb Lane to encourage reduction of speed in the area. – Following complaints made by residents in relation to speed and parking in this service lane, District Councillor Shirley Webb and Richard Clewer (Highways) have attended the area. It is suggested that a sign be provided that states ‘Parish Council, Please drive slowly on the service road’.
- The Clerk informed Members that a sign roughly 400mm square would cost approximately £50.

Members discussed the road in question and the suggested application currently in process in relation to the 20mph speed limit that would hopefully cover that stretch of road.

It was agreed that the Parish Council would not be providing a sign of this nature on the service road due to the aforementioned application for a 20mph speed limit.

16/11-19 To note any responses Member wish to make in relation to the Draft Statements of Community Involvement Consultation from BDC Comments to be made by 5th December 2016 (documents

circulated) **Both Councils have revised their 2006 Statements of Community Involvement to reflect changes to the national Planning System and methods of engagement used by the Councils on planning matters in Bromsgrove and Redditch. The SCIs cover both planning policy documents and planning applications.**

Members discussed the document. It was noted that it was a good document and that there was no response to be made.

It was agreed that the Clerk would circulate the document to Members of the Neighbourhood Plan Group for information.

16/11-20 Items for the next meeting.

During this Agenda Item it was agreed to suspend Standing Orders to allow time for discussion.

Members engaged in discussion relating to a possible Weight Limit to be allocated to Meadow Road and throughout the village. It was suggested that this could be something to look at alongside or following the application for the 20mph speed limit. This would be an item for discussion in a future meeting.

16/11-21 Date and time of next meetings:

- Planning Committee – **01/12/16 Members noted the cancellation of this Committee due to lack of applications.**
 - Neighbourhood Plan Working Group – 07/12/16
 - Environment and Highways Committee – 08/12/16
 - Finance and Staffing Committee – 12/01/17
 - Planning Committee – 19/01/17 (subject to alteration dependent on Applications Received)
 - Bonfire Event Debrief Meeting – To be arranged
 - Full Parish Council – 26/01/17
- * All Parish Committees and Meetings at 7:30pm, Catshill Village Hall

This meeting ended at 21:33 hrs

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

Minute no. 16/11-13.1

Excerpt from accounts day-book to show payments and receipts for November 2016:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments	VAT Paid
November	090		online	Pulseine Ambulance Services Ltd - Bonfire Event First Aid		200	
	091		d/d	N Power - War Memorial Electricity Supply		57.76	2.84
	092		online	Heron Press UK - Autumn Newsletter production		405	
	093		online	Parish Online - mapping service renewal subscription		117.6	19.6
	094		300903	Allen Farnsworth Lengthsman - November 2016 (to include removal of bush from resident garden as requested)		227	
	095		online	Zurich Municipal - Addition of War Memorial to Insurance		174	
	096		online	Zurich Municipal -Insurance cover for Bonfire Event		54.76	
	097		300904	Meadowfields Ground Maintenance Ltd - October 2016		218.1	36.35
	098		online	Mr C Knowles - Bonfire Expenses		374.1	
	099		300905	Mr D J Webb - Design of Newsletters Spring/Summer and		100	
	100		300906	Cllr B McEldowney - Bonfire Expenses and Travel Expenses		105.78	11.66
	101		300907	Catshill Village Hall Annual Rent - Office and rooms		1198.5	
	102		d/d	EE Office Mobile (Nov 16)		23.36	3.89
	103		d/d	Talk Talk - Office Phone and Broadband (Oct)		35.89	
	104,105 & 107		s/o & onlin	Salaries and Litter Picker Expenses		870.37	
	106		online	Clerk Expenses - Stationary, sundries and SLCC Membership		244.02	
	108		300908	Alvechurch Parish Council - Clerk Training (3m's)		20	
	109		300909	Bromsgrove Library - Grant for Summer Reading Challenge as		50	
	110		300910	Citizens Advice Bromsgrove - Grant agreed as per September		500	
		R9		Bonfire takings (£3022.71)and re-imburement for Village Hall Supervisor Advert from Village Hall Committee (£261.60)	3284.31		
		R10		Welcome Hall Newsletter adverts - Spring/Summer and Autumn	120		
		R11		Redditch YMCA - Newsletter advert for Catshill Youth Club 'Thirst' in Spring/Summer edition	30		
		R12		BP Services - Advert in Spring/Summer Newsletter	30		
				sub-total	42,818.85	28,347.81	1,549.96