



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 28th June 2018, 7.30pm

Present: Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, J Bate, M Knight, P Masters, M Shephard, C Stark, N Ward

In attendance: Clerk – R Powell

18/06-01

Chairman's welcome

The Chairman welcomed all present to the meeting

18/06-02

Members' Apologies for absence

Apologies were received from Cllrs G Blackmoor, M Ball, T Gillespie, V Harman and District/County Councillor S Webb and District Councillor B Cooper

18/06-03

Open Forum

3.1 Members of the Public

No Members of the Public were present

3.2 Worcs County Councillor for the Woodvale Division

County Councillor Shirley Webb had sent her apologies and a brief report to the Clerk which was read out. Speed Monitoring was still active and the data would continue to be gathered over the next couple of months with a public meeting to be held in August (date to be advised). The Car Wash that had appeared at the Social Club had been notified to BDC Planning for advice. The Club have also stopped parents parking there during the day and Cllr Webb had asked the Committee for the money back which had been contributed to repairing the entrance when the school parents were to be using it. Legal Advice was being sought from BDC.

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

District Councillor Brian Cooper had sent his apologies.

3.4 Any other community representative

No Community representatives were present

18/06-04

The meeting was closed for Open-Forum and re-opened.

18/06-05

Declarations of Interest

No member stated any declarable interest.

18/06-06

Dispensations

No requests for dispensation had been received

18/06-07

Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Annual Full Parish Council meeting held 31/05/18 and these were duly signed by the Chairman

18/06-08

Members' Questions

No questions were presented

18/06-09

Chairman's Report

Cllr Sweeting praised Cllr Shephard for the watering of the Ivy Cottage Garden; reported on Bromsgrove CALC attended on 13th June to which he had been voted in as Chair and which was attended by Mike Dunphy, Strategic Planning Manager; informed the Council of his attendance at a GDPR seminar and thanked the Clerk and Cllr Baker for their work within this subject; reported that the Neighbourhood Plan Questionnaire had been delivered to households and he had received personal comments about it as well as seen some on Social Media; praised the

work of the Committees he had attended and informed the Council that the Catshill Online classes were going well.

18/06-10 Clerk's Report: Emergency Actions, Update and List of Communications

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

The Clerk had received correspondence about the Old Horse Course Estate and the lack of bins, dog signs and old lampposts. The Clerk had walked the area and this was an accurate assessment. It was established that BDC owned most of the area and BDHT part of it. The Clerk was awaiting a response from District Councillor Helen Jones as to what could be done about the bins and signs. County Councillor Shirley Webb had agreed to fund a dog bag dispenser for the area if the Parish Council would fill it. Cllr Webb would also speak to Highways about the lights.

10.2 News Magazines

Additional amounts had been ordered and distributed and there was now leftovers for other areas.

10.3 Neighbourhood Plan Update

The Phase 2 questionnaire had finally been distributed following much chasing and administration. It had been advertised on Facebook and the Website and the Clerk as hoping to counteract any negative/uninformed responses.

10.4 Local Council Award Scheme

The Clerk had read the relevant paperwork and once some final documentation was uploaded onto the website the Council could apply for the Foundation Award. The Clerk would be asking for resolutions of the Council as to content in July or Sep FPC which will then be sent to the assessors.

10.5 Audit – Exercise of Public Rights

Accounting books were made available for public inspection from 5th June to 16th July inclusive. Account information was sent to audit before the cut-off date of 11th June.

10.6 Speed updates

The assessments show that on the Stourbridge Road, 15% of drivers are travelling above 38.9mph and almost 60% of drivers are exceeding the 30mph speed limit, which has prompted the Stourbridge Road to be included as one of the new speed enforcement sites. The Lengthsman would also be cutting back the vegetation from around the 30mph VAS so that the speed enforcement could be carried out.

A resident had again asked about Barley Mow Lane and, following the Clerks contact, Cllr Webb had requested this be fitted in as soon as possible.

10.7 Completion of Litter Picker Appraisal

The Clerk had completed a Positive appraisal with the Litter Picker who continues to be proactive in her work and approach and is very aware of other issues in the environment which she reports independently or to the Clerk.

10.8 Date of Parish Council Litter Pick

The Parish Council Litter Pick would be carried out on 14th July at 11:00am, meeting at the Village Hall. Everyone was welcome and it would be advertised on Facebook and the Website too.

10.9 Petition to keep the Elgar Archives in Worcester

The Elgar Foundation, responsible for the archives, has made the decision to relocate the collection to the British Library in London from their current location at the Elgar Birthplace Museum in Broadheath despite efforts to keep them in Worcestershire. A strong case has been made for the collection to remain in Worcester at The Hive. A petition is now available online

Relevant correspondence available from the Clerk: includes weekly CALC updates June 2018; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices June 2018, Crime Commissioner update, Wellbeing in Partnership Newsletter, Wellbeing Theme Group Report, Bromsgrove CALC request for volunteers, Invite to 'Fly the Flag for Armed Forces Day', Lickey Hills Society Newsletter,

18/06-11

Committee and Representatives Reports

Background papers available

11.1 Events Steering Group – 13/06/18 (Cllr N Ward)

To include ratification by Full Parish Council of the Terms of Reference as agreed at the meeting

Cllr Ward outlined the dates of the various events – Christmas Light Switch on 1st December, Bonfire Event on 3rd November, Christmas Meal 21st December, Remembrance Service on 11th November. A request for assistance at any/all of these events was made.

It was agreed to ratify the Terms of Reference for this Group as presented.

11.2 Environment and Highways Committee – 14/06/18 (Cllr M Knight)

To include agreement of the purchase of a notice board for the front of the Village Hall and increase in payment for the Lectern Notice Board as recommended by the Committee.

It was agreed to purchase the two notice boards as per the quotes presented.

11.3 Planning Committee – 21/06/18 (Cllr T Gillespie)

To include discussion in relation to A4 frames blocking pavements and car parked on bridge for sale (Stourbridge Road) and any associated actions

Cllr Masters had chaired the meeting due to the Chair and Vice Chair being absent. Cllr Masters outlined the meeting and some discussion was had regarding the proposals from BDHT to demolish garages and build homes.

It was agreed that the Clerk would contact BDC Planning Officers about the A Frames on the pavements and the cars for sale on the bridge on Stourbridge Road.

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

- **Bromsgrove CALC – (Cllr O Sweeting)**

Cllr Sweeting had reported on this in his Chairmans report

- **News Magazine** – Members were encouraged to submit their articles for the newsmagazine within the next two weeks

- **Summer Gardens Competition Assessment** – this had not been completed to date but would be shortly.

18/06-12 Finance

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

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for June 2018, as below, was approved.

12.2 To note purchases made throughout the month

It was noted that the Clerk had purchased speed stickers for the wheelie bins to be distributed with the news magazine and the remaining Christmas Lights which would be invoiced on receipt.

12.3 To note the receipt of the VAT refund

It was noted that £2058 had been received for the months from Dec 16 to January 18. The Clerk had altered the way she now administered VAT claims and was now ready to submit a half yearly claim in July.

12.4 To agree the opening of a Savings Account for the Council's Emergency Fund (Cllr P Baker)

This item was deferred.

18/06-13 To review and agree the Action Plan for the year (document circulated)

It was noted that a review of the Clerk's job grade be added to the Action Plan

It was agreed to accept the Action Plan following this addition.

18/06-14 To agree to provide the refill bags and request the litter picker to fill a dog bag dispenser on the 'Old Horsecourse Estate' if installation is funded by County Cllr Webb

This was following Parishioner concerns about various items in the area included in the Clerks report (10.1).

It was agreed to provide refill bags for the dispenser and that the Clerk could agree the positioning of the unit.

18/06-15 To agree the following (Cllr P Baker):

15.1 Privacy Notices

It was agreed to accept the privacy notices as presented

15.2 Consent Forms

It was agreed to accept the consent form as presented.

18/06-16 To appoint a lead Councillor to respond to Lickey & Blackwell and Cofton Hackett's draft Neighbourhood Development Plan Consultation

Any suggestions for comments to be submitted to this lead

It was agreed that Cllr McEldowney would respond to this consultation.

18/06-17 Items for the next meeting

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

18/06-18 Date and time of next meetings:

- Planning Committee – 12/07/18
 - Finance and Staffing Committee – 19/07/18
 - Full Parish Council – 26/07/18
- * All meetings at Catshill Village Hall, 7:30pm unless otherwise stated

This meeting ended at 20:25 hrs

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

Minute no. 18/06-12.1 Excerpt from accounts day-book to show payments and receipts for June 2018:

Date	Payment Voucher no.	Receipt Voucher no.	Chq No	Details	Receipts	Payments (gross)	VAT Paid
Jun-18	V038		online	Lengthsman May 2018		210	
	V039		online	Royal Mail - Response Plus License for NP Phase 2 Questionnaire distribution		116.4	19.4
	V040		d/d	TalkTalk - Office phone and broadband June 2018		40.91	
	V041		d/d	EE - Office Mobile June 2018		22.27	3.71
	V042		online	HCI Data Limited - renewal of domain name until August 2020		84	14
	V043		online	Heron Press - Reprint of 50 Newsmagazines		56	
	V044		Pocket	Staples-stamps, Smartwheelie - 30mph speed sticker trial (50 pack)		127.5	
	V045		online	Assistant Clerk - Travel expenses to GDPR Seminar at County Hall		16.2	
	V046, 48 and 49		online & s/	Salaries - June 2018		1288.19	
	V047		online	Litter Picker Expenses for Travel and bin bags		35.72	
	V050		online	HMRC - PAYE submission quarter 1		418.47	
		R4		HMRC VAT refund	2,057.84		
	V051			Adjustment - Inaccuracy in Pocket account statement causing £65.00 overspend (related to V026)		- 65.00	
				sub-total	30,124.92	13,887.25	820.51

Bank Reconciliation and budget comparison as at 26/06/18					
Finances at start of year	56,699.08			Bank a/c as at 26/06/18	75,175.55
Add receipts	30,124.92			Pocket Account	£11.18
		86,824.00			
Less payments		13,887.25		Less unrepresented cheques	2,249.98
		72,936.75			72,936.75
					-
RECEIPTS	Budget 2018/19	actual to date		<u>u/p cheques</u>	
Precept	46,266	23,133		V009	25.00
DCLG CTSG	-			V038	210.00
Interest	300			V039	116.40
Lengthsman*	2,104	307		V042	84.00
Donations/other/grants	500	4,627		V043	56.00
Newsletter advertising	270			V045	16.20
VAT refund	2,000	2,058		V046	310.15
Reserve Fund	9,500			V047	35.72
	60,940.00	30,124.92		V048	157.00
PAYMENTS				V049	821.04
Staff Costs	21,000	4,445		V050	418.47
Administration inc office	4,300	1,007			2,249.98
CALC inc travel expenses	1,100	1,096			
Audit	500	170			
Training	1,500	22			
Insurance	900	918			
Members expenses	400	-			
Elections	1,500	-			
Grants : NWWA, Scouts, Youth	2,000	14			
Events - Fun Day/R Sunday	3,500	525			
Communications - newsletters	1,540	476			
Gardens (includes water)	2,300	431			
War Memorial (includes electricity)	1,000	53			
Lengthsman	3,000	602	budget/precept (intended expenditure)		23,690.23
Environment eg maintenance	3,600	279	Specific reserve (capital expenditure)		16,797.00
Neighbourhood Plan	1,000	97	Emergency Reserve (fixed capital - 75% of Precept)		34,699.50
Capital Projects *	11,700	2,932	Discretionary Reserve		-
Section 137	100	-			75,186.73
VAT paid		821	unrepresented cheques		2,249.98
			balance		72,936.75
Total	60,940.00	13,887.25			

*Lengthsman, actual WCC refund amount allocated for year to 03/2019 is £2104.00
 S137 limit is £7.86 x total no. of electors 5,223 = £41052.78