



MINUTES OF THE PARISH COUNCIL MEETING

held at CATSHILL VILLAGE HALL

GOLDEN CROSS LANE, CATSHILL, B61 0JZ

Thursday 28th February 2019, 7.30pm

Present: Cllrs O Sweeting (Chair), B McEldowney (Vice Chair), P Baker, J Bate, G Blackmoor, T Gillespie, M Knight, P Masters, N Ward

In attendance: Clerk – R Powell, District/County Councillor S Webb

NB: Cllr Baker left the room at the start of the meeting and returned during Agenda Item 9

19/02-01 Chairman's welcome

The Chairman welcomed all present to the meeting

19/02-02 Members' Apologies for absence

Apologies were received from Cllrs M Sheppard, M Ball, C Stark, V Harman and District Councillor B Cooper

19/02-03 Open Forum

3.1 Members of the Public

No Members of the Public were present

3.2 Worcs County Councillor for the Woodvale Division

Cllr Webb reported that the County Budget had been set a couple of weeks previously; Cllr Webb was having regular infrastructure meetings; work was beginning on the A38 in the middle of April introducing a new feeder lane to turn right into Barley Mow Lane as part of a 5 phase approach over the next 10 years; Catshill in Bloom now had a project manager appointed and funding had been applied for; the tree officer was talking to the Crown about the trees near the War Memorial; and the library consult finished that day with a meeting scheduled for the following week with officers.

Cllr Webb left the meeting following this section.

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

District Councillor B Cooper had sent his apologies for the meeting.

3.4 Any other community representative

No community representatives were present.

19/02-04 The meeting was closed for Open-Forum and re-opened.

19/02-05 Declarations of Interest

No member stated any declarable interest.

19/02-06 Dispensations

No requests for dispensation had been received. Dispensations were in place for Cllrs Sweeting and Bate in relation to the Village Hall and Cllr Harman in relation to Catshill Social Club

19/02-07 Approval of Minutes of previous council meeting

It was agreed to accept the minutes of the Full Parish Council meeting held 31/01/19 and these were duly signed by the Chairman

19/02-08 Members' Questions

None received

19/02-09 Chairman's Report

Cllr Sweeting provided a report that included his attendance at the Committees that month; the achievement of the LCAS Foundation Award and intention to photograph the certificate presentation and write a newspaper article; upcoming elections and a briefing to be held on 13th March regarding this; successful installation of notice boards; indication of the need to agree on

planters for under the 'Welcome to Catshill' signs; progress with purchase of stones to identify the Parish Council gardens; issues to be addressed in the Agenda in relation to the progress of the Neighbourhood Plan; issues with a major water leak in the Village Hall; the retirement of key personnel in CALC and a suggestion that a thank you letter is written and the news that Cllr Sweeting would not be standing at the upcoming elections in May. Cllr Baker arrived at this point in the meeting.

19/02-10 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 communications regarding litter on Alvechurch Highway, dog mess on the Meadow, request for hedge cutting in the alleyway from Barley Mow Lane to Golden Cross Lane and contact from developers regarding the Neighbourhood Plan. Each was dealt with by the Clerk or escalated appropriately.

10.2 Installation of Noticeboards

Two boards had now been installed featuring the Parish Council logo – one on the Village Hall and one outside the Social Club on Meadow Road hence covering the lower half of the Parish.

10.3 Completion of Assistant Clerk Appraisal

A successful appraisal had been carried out for the Assistant Clerk who continues to be an asset to the Parish Council. As per the Finance and Staffing Committee a pay scale point would be awarded in April.

10.4 Local Council Award Scheme Success

The Parish Council had been awarded the Foundation Award in Local Council Award Scheme. The Chairman of the accreditation panel would be coming to make a presentation, with a photo opportunity. The award is valid for four years but the Parish Council needed to maintain the level of professionalism throughout that time. Following the four years, the Parish Council must reapply, but could aim for the Quality level next. The Clerk explained that many of the elements for this were already in place. An article was in the Parish Magazine about the achievement and a press release had been agreed.

10.5 Elections information

The Clerk explained important information about the election process to Members. The Elections would be on 2nd May with this council retiring on the 4th day after the elections and new councillors taking office on 7th May. The notice of the election for Bromsgrove would go up on 22nd March and this would also begin the Purdah period.

Candidates can deliver nomination forms to BDC elections officers by hand from 22nd March until 3rd April at 4pm. Elections officers will check forms in advance of this, but an appointment would need to be made so it was advised not to leave it to the last minute. If you change your mind about standing the form must be with the Returning Officer by 4pm on 3rd April. The Statement of persons nominated will be posted by 4pm on 4th April and the Clerk would be advertising these on the noticeboards, website and it would also be in the BDC offices and their website. Candidates would get a letter confirming nomination. The notice of poll will be issued by 24th April. Forms were available from the Clerk, the Elections team or via the Electoral Commission website. They must be completed properly and signed by two supporters who must reside in the ward you are standing for. Candidates can now suppress their home address Home address must be signed by someone who knows the candidate. Consent to nomination form cannot be signed before 3rd April and must be signed by the same person who signs the home address form.

Relevant correspondence available from the Clerk: includes weekly CALC updates February 2019; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter, Community First February Newsletter, Public Sector Executive online

19/02-11 Committee and Representatives Reports

Background papers available

11.1 Neighbourhood Development Plan Steering Group – 13/02/19 (Cllr B McEldowney)

Cllr McEldowney had provided a report as attached.

Members noted the different options provided for progression from the District Council and that a further meeting was to take place to discuss our suggested way forward. Cllr McEldowney would attend this.

11.2 Finance and Staffing Committee – 14/02/19 (Cllr P Baker)

To include consideration of the recommendation of the group in relation to the following:

- **Lengthsman Appointment**
- **NALC payscales for employees**
- **Library Consultation response**

Cllr Baker reported to Members that the meeting had considered amended Standing Orders and that these now allowed for substitutions to be made for attendance at Committees with sufficient prior notification. The Lengthsman appointment had been agreed in favour of the recommendation made by the working party who had carried out the selection and interview process. Discussion had been made regarding the future of the library with a number of actions agreed including looking at other venues, discussion with stakeholders etc with a view to taking a well-developed plan to County Council which may encourage flexibility. The Committee had agreed to pay increases to staff in accordance with the NALC pay scales. A review of the Clerks paygrade was needed which would hopefully be completed along with the appraisal before the next Full Parish Council meeting.

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

- **Village Hall Management Committee – 18/02/19 (Cllr J Bate)**

Cllr Bate reported on repairs that would be carried out to doors, facias, locks on doors, repainting that would be carried out in the Summer, that the flag pole had been re-established, that gates were to be re-installed on the entrance to the car park, that the fence would be reviewed for replacement.

Cllr Sweeting reported on a major water leak that was being experienced currently beneath the Village Hall. Severn Trent, private contractors and insurance company were involved in resolving the issue.

- **Newsletter – (Cllr P Masters)**

Cllr Masters reported that there were some interesting articles in the magazine and therefore it should be a good issue. They would need delivering as soon as possible after printing to avoid the Purdah period.

The Summer news magazine was the next edition and would be well after the election.

Cllr Masters thanked the Clerk for the work carried out towards the edition and reminded others to collect any articles they could, which could also be put onto social media and the website

19/02-12 Finance

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

The current financial situation, including comparison of budget to actual income and expenditure to date, was noted. The payment schedule for February, as below, was approved. Members noted that the charge for the lone worker service would be £2.33 per month from 1st April.

12.2 To note the rise in tariff for the Parish Council mobiles (02)

It was noted that the tariff was to rise in line with RPI at 2.5%

12.3 To consider renewing the Parish Council's CPRE membership

The clerk informed Members that CPRE had been established in 1926 and since then had 'given the nation green belts, established national parks, lead the way on the idea of regeneration of derelict urban sites, spearheaded the campaign for the introduction of 5p carrier bags' amongst other achievements.

Members discussed the group.

It was agreed to give £36 to CPRE in order to re-establish Membership

It was agreed that the Clerk would request if any articles that were seen from the company could be reproduced if needed by the Parish Council, if useful to the Neighbourhood Plan.

12.4 To consider the length of the display required for this years Bonfire and Firework event and subsequently an appropriate budget

Members discussed that the length of the show and the display itself seemed lesser this year.

It was agreed to a budget of £3025 being a 10% rise in pricing

It was agreed to ask for the show to be lengthened

Cllr Baker left at this point in the meeting at 20:54pm

12.5 to consider providing funding of £1000 in order to assist with resurfacing the path at the bottom of the new steps from the A38. Cllr Webb to offer funding of £1500 to assist

Members discussed this at length including how the quote had been arrived at and who would carry out the work.

It was agreed, via a show of hands, that £1000 would be provided to complete the path at the bottom of the A38 steps. Cllr Blackmoor requested it be minuted that she did not vote in favour of this motion.

19/02-13 To appoint a lead Councillor to respond to the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan submission

Closing date for response: 29th March 2019

It was agreed that Cllr McEldowney would be appointed as lead Councillor

19/02-14 To consider and agree the method of providing planters at the 'Welcome to Catshill' signs and notice boards within the Parish

The Clerk had provided differing quotes from Amberol and Plantscape for renting planters, a planting provision and buying the planters outright. The Clerk had requested testimonies from a few of the Parish Councils that had used the planting service. Only one had responded but in an overall positive way towards the provision. It was reported that the gardener was currently on holiday but wished to provide a quote. Both Singletons and Willowbrook Garden Centre had been approached but no quotes had been received to date.

Local Parish Council's had informed the Clerk, when asked, that they used local garden centres to plant their pots and volunteers to maintain them.

The Clerk had contacted a local charity called 'Where Next' who provided opportunities for disabled and disadvantaged people to have real work, asking for a quote.

It was agreed to delegate the decision to the Environment and Highways Committee, allowing the Gardener the opportunity to quote.

19/02-15 **It was agreed** to consider this item at the end of the meeting

19/02-16 To consider placing an article in the local papers or a leaflet within the newsmagazine regarding the successes of the Parish Council.

It was agreed that due to time constraints relating to Purdah and the content of some of the articles in the newsmagazine covering this, that an article would not be placed in the paper.

19/02-17 To agree a date for the next Events Steering Group Meeting and suggested dates for events

It was agreed to hold the Events Steering Group on Monday 11th March 2019 at 19:00hrs

It was agreed that the Events Steering Group would agree the dates of the events.

It was noted that the Bonfire event was already booked for 2nd November due to its proximity to Bonfire night and that the Remembrance Event would be held on 10th November, being Remembrance Sunday

19/02-18 To agree amended meeting dates for the Annual Parish Meeting and the Annual Parish Council meeting in May

It was agreed that the dates would be as follows:

Annual Parish Council Meeting – 16th May 2019

Annual Parish Meeting – 23rd May 2019

Therefore, the Finance and Staffing Committee would be moved to 11th April 2019

It was agreed, due to Clerk holiday and the preference of Members to have the Clerk at the meeting, that the Full Parish Council meeting in April be moved to 18th April and the Planning Committee to the 25th April.

- 19/02-15** To consider matters relating to the Neighbourhood Development Plan progress including:
15.1 Revision to the Terms of Reference to include requirement for Councillors to be in working groups and need for official meeting notes to be provided
15.2 Way forward for the Neighbourhood Development Plan

As agreed, this item was considered now.

It was noted that the Terms of Reference amendments would be considered at the next Steering Group meeting and reported back accordingly, meaning no decision needed to be made at present.

The steps for the progress of the Neighbourhood Development Plan had been discussed previously following Cllr McEldowney's report at Agenda Item 11.1.

19/02-19 Items for the next meeting

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

19/02-20 Date and time of next meetings:

- Environment and Highways Committee – 14/03/19 (7:30pm)
 - Planning Committee – 21/03/19 (7:00pm)
 - Full Parish Council – 28/03/19 (7:30pm)
- * All meetings at Catshill Village Hall

This meeting ended at 21:28 hrs

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

Minute no. 19/02-11.1 Cllr McEldowney's report of Neighbourhood Development Plan Steering Group

NEIGHBOURHOOD PLAN UPDATE

FULL PARISH MEETING 28/02/19

That the current plan be reviewed in detail and

- That a more comprehensive approach to site development be adopted
- That independent consultants be appointed (through the free of cost facility provided by Locality)
- That suitable sites for development be identified instead of actually identifying specific sites
- That all evidence based work carried out so far be reviewed in order to identify and fill any gaps
- That the Phase 3 consultation be delayed pending the outcome of the review

- That a further meeting be held with Bromsgrove District Council's Strategic Planning Officers to gain commitment to this revised approach

It was noted that Dr Fabray had prepared a site pro-forma for collecting and collating, on a site by site basis, evidence in respect of all sites in the neighbourhood Plan area. It was also noted that more evidence was required in respect of traffic movements, especially as this had been identified as a major concern.

We have now agreed not to allocate specific sites for housing. The feedback from BDC Planning Department is that they will not support these allocations. It is thought they are concerned about legal action being taken by various developers who will object if the sites do not include sites, which they want to develop. BDC would have to pay the legal costs of defending such actions even though it is our Neighbourhood plan. We will identify ten possible sites for housing. A formula for assessing the viability of these sites will be formulated in conjunction with BDC Planning Department. A traffic light system will be used:

Green: Suitable

Amber: Possibly suitable

Red: Not suitable

A meeting with BDC Planning Department is being arranged. Cllr McEldowney will be attending with the Chair and Vice Chair of the Neighbourhood Development Plan Steering Group. We will also engage the services of Independent Consultants to assess what we are doing. There will be no cost implications for the PC. This will be covered under the grant facility

Cllr Bernard McEldowney

28th February 2019

Minute no. 19/02-12.1 Excerpt from accounts day book to show payments and receipts for February 2019

	Payment	Receipt				
Date	Voucher	Voucher	Chq No	Details	Receipts	Payments (gross)
	no.	no.				
01/02/2019		R14		Worcester County Council - Lengthsman Scheme re-imburement October to November 2018	416.88	
		R15		HMRC - VAT return refund, Feb 18 to Dec 18	3,302.87	
	V174		online	Bonfire banner vinyl stickers for dates (2018 and 2019)		18.00
	V175		Pockit	Staples - Magnets for new notice boards		15.24
	V176		online	Lengthsman January 2019		200.00
	V177		online	Noticeboards Online Ltd - Final payment for notice boards outside social club and on Village Hall - 50% after fitting		1,525.80
	V178		online	JRB Enterprise Ltd - Purchase of dog bag refills and a dog bag dispenser for Old Horse Course Estate using funding provided by Cllr Webb (already received - R9)		395.40
	V179		d/d	Npower - Electricity for War Memorial		81.00
	V180		online	SLCC - Managing Council Elections Webinar for the Cler		72.00
	V181		online	Mrs R Powell - Clerks expenses (Staples Ink, Paper, Pens		131.70
	V182		online	Mr Neil Ward - Expenses for decorations for Christmas		23.15
	V183		d/d	Talk Talk - Office phone and broadband January 2019		42.05
	V184		d/d	02 - Office mobiles x 2		35.93
	V185-187		online and s/o	Salaries		1,198.57
	V188		d/d	Unity Trust Handling Charge- for banking cash following		25.50
				sub-total	64,674.90	55,519.60

Bank Reconciliation and budget comparison as at 28/02/19						
Finances at start of year	56,699.08			Bank a/c as at 28/02/19		69,193.45
Add receipts	64,674.90			Pocket Account		£201.53
		121,373.98				
Less payments		55,519.60		Less unrepresented cheques		3,540.60
		65,854.38				65,854.38
					-	0.00
RECEIPTS	Budget 2018/19	actual to date				u/p cheques
Precept	46,266	46,266				V168 132.98
DCLG CTSG	-					V174 18.00
Interest	300					V176 200.00
Lengthsman*	2,104	2,014				V177 1,525.80
Donations/other/grants	500	10,854				V178 395.40
Newsletter advertising	270	180				V180 72.00
VAT refund	2,000	5,361				V181 131.70
Reserve Fund	9,500					V182 23.15
	60,940.00	64,674.90				V185 821.04
PAYMENTS						V187 220.53
Staff Costs	21,000	14,753				3,540.60
Administration inc office	4,300	4,243				
CALC inc travel expenses	1,100	1,096				
Audit	500	470				
Training	1,500	320				
Insurance	900	1,041				
Members expenses	400	400				
Elections	1,500	-				
Grants : NWWA, Scouts, Y	2,000	3,106				
Events - Fun Day/R Sunda	3,500	4,677				
Communications - newsle	1,540	1,512				
Gardens (includes water)	2,300	2,409				
War Memorial (includes e	1,000	273				
Lengthsman	3,000	2,722	budget/precept (intended expenditure)	22,361.79		
Environment eg mainten	3,600	2,728	Specific reserve (capital expenditure)	12,333.69		
Neighbourhood Plan	1,000	5,297	Emergency Reserve (fixed capital - 75% of Precept)	34,699.50		
Capital Projects *	11,700	7,266	Discretionary Reserve	-		
Section 137	100	63		69,394.98		
VAT paid		3,143	unrepresented cheques	3,540.60		
			balance	65,854.38		
Total	60,940.00	55,519.60				

*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