



**MINUTES OF THE ANNUAL PARISH COUNCIL
MEETING**
Held at Catshill Village Hall TUESDAY 21st May
2024, 7.00pm @ 19:00

Present: Cllrs B McEldowney (Chair), B Laniosh, K Burgess,
J Parry, P Masters, S Osman

In attendance: Clerk – Carol Blake

Apologies Cllr Osman

Members not present: M Amin, S Khafajizadeh, K Burgess

24/05-01 Election of Chairman

It was agreed by unanimous vote that Cllr B McEldowney should be Chair for the 2024/25 municipal year.

Cllr McEldowney duly signed the Declaration of Acceptance of Office

24/05-02 Election of Vice-Chairman

It was agreed by unanimous vote that Cllr Laniosh should be Vice Chair for the 2024/25 municipal year.

24/05-03 Chairman's welcome

The Chairman welcomed all to the meeting.

24/05-04 To consider any applications for co-option

It was agreed unanimously to co-opt Tessa Gillespie on to the Parish Council.

24/05-05 To receive apologies from any Member unable to attend

Cllr Osman had sent his apologies.

24/05-06 Open Forum

6.1 Members of the Public

No members of the public were present at the meeting

6.2 Worcs County Councillor for the Woodvale Division.

Cllr Webb could not attend this meeting as she had another meeting to attend.

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

Councillor McEldowney, Bromsgrove District (BDC) councillor for Catshill North Ward gave the following update. He has recently been appointed to the BDC cabinet and has been allocated the 'Climate Change and Leisure' portfolio. He provided brief updates on local issues that had been reported to him by Ward residents:

- 1). Willow Cottage 20 Woodrow Lane
- 2). 14 Wildmoor Lane, Catshill
- 3). ASB Lingfield Playing field at the rear of Golden Cross lane /Eliza Gardens/Elm Road.

6.4 Any other community representative

No update.

Declarations of Interest

None received

To re-open the meeting Parish Councillors and the Executive Officer may only speak from this point forward.

24/05-07

Dispensations.

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

24/05/-08

24/05-09

24/05-10 Approval of Minutes of previous council meeting and previous matters arising

It was agreed to accept the minutes of the previous Parish Council meeting held 25/04/2024. The Chairman then duly signed the minutes.

24/05-11 Chairman's Report

The Citizens Advice Bureau are currently involved in the Community Advice First Aid project following funding from Bromsgrove Council and are offering free training to local volunteers and staff who usually assist and support people within the Bromsgrove community. If any Parish Councillors would like to attend, then the email will be forwarded to them to arrange a suitable date to attend.

Concerns have been raised by residents and Councillors regarding the house at **20 Woodrow Lane**, it is in a very poor state and has been that way for many years due to on-going building work by the owner. The Police would be willing to organise a joint visit to the residence, along with the Parish Council, to discuss with the owner the possibility of issuing a community Protection Notice Warning (CPNW) with conditions to keep the aesthetics of the property to a reasonable standard. A visit from a structural expert is also required to assess the standard of work being carried out and whether it complies with building regulations.

14 Wildmoor Lane – Several representations have been made to Bromsgrove District Council Planning Department, both by the chair of Catshill and North Marlbrook Parish Council, and more recently as the Bromsgrove District Councillor for Catshill North Ward, about the poor state of this residence.

There have also been concerns raised about the risk to pedestrians using the adjacent pavement, which is literally next to a few feet drop. The owner has been spoken to and confirmed that he has received planning permission to build an extension at the location. He said that he had around 20 years to complete the work. Some work needs to be carried out on the sewage pipes which are connected to 14 and 16 Wildmoor Lane. The owner has received a quote from Severn Trent to have the work completed, there may also be a charge from Worcestershire County Council to partially close the road, whilst the sewage pipes are replaced. Sharing these costs had been discussed with the owners of 16 Wildmoor Lane, but they are reluctant to consider sharing these costs.

The chairman stated that there are no planning powers available to the Council to demand that the extant planning permission on this site is commenced or completed within a specific time. The Council cannot intervene in private matters concerning the ownership status of the site either. The options available to the Council, such as the potential service of a Community Protection Warning (CPW) or a Community Protection Notice (CPN), on the owner of the land, to basically require the owner of the land to take action to improve the state of the land. A further update from an official from the Planning Department has been received which stated that when this matter was previously investigated in September 2022 it was deemed that the state of the site did not warrant serving a CPW. This has now been passed over to a colleague, to reconsider whether the CPW process is now appropriate, given the time that has elapsed since September 2022 and the current appearance of the site. An update on this is awaited.

Playing field and stream golden cross lane /Eliza gardens/Elm Road:

Residents that back onto the playing field and stream on Golden Cross Lane /Eliza Gardens/Elm Road etc are experiencing increasing disturbance at night from youths smoking substances and trying to gain access to private gardens via broken down fences skirting the tree and hedge line in the playing field area. Cllr Shirley Webb has been asked to confirm who this fence belongs to. If it belongs to Bromsgrove District Council, then the Chairman will make a formal complaint to them about the damaged fence. The resident has been asked, in future, if he or his neighbours witness any people causing a disturbance, causing ASB, or committing other offences, to report this directly to the police or submit an online report to West Mercia Police.

Some of the litter bins in the Village have been overflowing with rubbish, outside the old Spar shop and on the Meadow, the team responsible for the area have been contacted and have confirmed that the bins are not council owned/managed bins, the green bin outside the shop is the shops responsibility and the Meadow site is not the councils nor is it a site the Council are paid to empty.

Cllr Laniosh coordinates litter picking in the area and has requested that any volunteers that come forward to help with litter picking are provided with his details so that litter picks can be organised for particularly untidy areas.

The Citizens Advice Bureau are currently involved in the Community Advice First Aid project following funding from Bromsgrove Council and are offering free training to local volunteers and staff who usually assist and support people within the Bromsgrove community. If any Parish Councillors would like to attend, then the email will be forwarded to them to arrange a suitable date to attend.

11.1 Committees and Attendees for this year.

It was agreed that the Committees for this year will be:

The Chairman will attend all Committee meetings

All Parish Councillors will rotate for the Events Committee.

Planning Environment and Highways Committee consists of – Cllr Laniosh, Cllr Masters, Cllr Osman, Cllr Parry, Cllr Gillespie.

Finance and Staffing Committee consists of – Cllr Burgess, Cllr Osman, Cllr Gillespie.

Comms Committee consists of – Cllr Laniosh, Cllr Masters.

The chair of each committee will be agreed in the first committee meeting that takes place.

Finance

12.1 The payments and receipts report to 14/05/2024 was received and noted.

The council's accounts spreadsheet for May 2024 was circulated.

An excerpt from the council's accounts spreadsheet for May had been sent along with the bank reconciliation to 14/05/2024, it is as follows:

24/05-12

Bank Reconciliation as at 14/05/2024		
Opening Cash Book balance		£105,931.00
Add receipts between 1 April - 14 May 2024	5,681.75	
Less payments between 1 April - 14 May 24	-8,185.85	
Cashbook balance at 14 May 2024		£103,426.90
Bank statements at 14 May 2024		
Unity Trust Bank	108,608.25	
Add Soldo Card	31.14	
Less unpresented cheques, as list below	5,212.49	£103,426.90
Bank balances at 14 May 2024		

12.2 To present the report from the Independent Internal Auditor, Dianne Malley - Clerk updated Councillors that the internal audit for 2023/2024 had been completed and the auditor had been pleased with her findings stating that the financial controls and reviews of records had all been sufficiently met.

12.3 Annual External Audit – To review and approve the completed Annual Governance Statement Section 1 as prepared by the Responsible Finance

Officer - Clerk requested the Chairman's signature for Section 1 of the AGAR, and it was duly signed.

Annual External Audit – To review and approve the completed Annual Accounting Statements 2023-2024 Section 2 as prepared by the Responsible Finance Officer - Clerk requested the Chairman's signature for Section 2 of the AGAR and it was duly signed.

Summer Quotation for Ivy Cottage Garden – The clerk reported that this year's summer quotation is £1271.42 an increase of £194.31 on this time last year.

It was agreed to accept the figure but after the Summer the Ivy Cottage raised bed will be redesigned as it is in need of an update.

Items for Discussion

13.1 Defib Maintenance – The clerk reported that the defibs were updated last Summer but it was highlighted that they should be checked by all Councillors and Clerk when walking passed just as a general check that they are in working order.

13.2 Remembrance removal of sleepers and retaining wall addition – Cllr Masters asked for a site visit to discuss the options open to update the area and gain quotes for the work. Cllr Osman agreed to do a site visit and will let Cllr Masters know of the date to arrange a meeting.

13.3 Chatty Benches update – Cllr Laniosh informed members that he had met with Cllr Masters and inspected the areas that had been highlighted for the preference of the location of the benches and have tweaked some of the recommendations due to some of the locations that had been suggested.

24/05-13

It was agreed to go ahead with 3 benches, one located at Lingfield Walk by the footpath; Braces Lane Garden and Braces Lane Recreation Ground. Permission needs to be obtained from Bromsgrove District Council before the Parish Council can order the benches. Cllr Burgess has agreed to store the benches when necessary.

Cllr Masters and/or Cllr Laniosh will speak to any residents that will be affected by the bench location such as the one being placed on Braces Lane. **It was agreed**, after a discussion, that the Lowther Benches were the ones that were preferred, they will have plaques made for them with the Parish Council logo and a Chatty Bench theme.

13.4 Update on COVID Memorial Garden quotes - Cllr Webb is attending a Teams meeting on Thursday to discuss this project and will report back on progress.

13.5 Bus Shelter Meadow Rd – Cllr McEldowney will be requesting permission from Bromsgrove Council to locate a new bus shelter in this area.

13.6 Stickers Quotes for Dog Waste Dispensers and Benches – Cllr Osman – A
quote for 100 heavy duty stickers 10x7cm with the Parish Council logo included would be approx. £131.00. Cllr Laniosh will send Cllr Osman a high-resolution image of the logo so that Cllr Osman can finalise the quote and can be discussed in the next meeting.

13.7 Racking for lock-up - Cllr Osman has 31st May booked to start on the work, he will remove any rubbish from the lock-up and measure up the area to get prices for the racking.

24/05-14 Committee and Representatives Report

News Magazine – Cllr Masters asked for any contributions for the next edition of the magazine to be sent to him for inclusion.

14.2 Junior Councillors - Cllr Laniosh requested that Cllr Parry take over the role of Junior Councillors organiser from June, Cllr Parry was happy to do this.

14.3 Footpaths Report – Cllr Laniosh reported that two kissing gates and a stile had been fitted by the Footpaths group since the last meeting.

Meeting finished @ 21:02

**Date and time of next meeting: Full Parish Meeting 27th June
at the Village Hall @ 19:00**

24/05-13

Excerpt from May Spreadsheet

May 24	How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
Worcestershire County Council		R1	Lengthsman Refund March 2024	301.75			-
O2	d/d	V013	office mobile		18.79	3.13	15.66
Water Plus	d/d	V014	Water Ivy Cottage Gardens		7.91		7.91
Talk Talk	d/d	V015	Broadband for office		52.95	-	52.95
EON	d/d	V016	Electricity for War Memorial		95.68		95.68
JRB Enterprise Ltd	BACS	V017	5 Boxes of Dog waste bags		164.94	27.49	137.45
Meadowfields Ground Maintenance	BACS	V018	Maintain shrubs at gardens in April 2024		237.60	39.60	198.00
Zurich Insurance	BACS	V019	Annual Insurance		1,195.02		1,195.02
Meadowfields Ground Maintenance	BACS	v020	Maintain shrubs at gardens in March 2024		237.60	39.60	198.00
Worcestershire CALC	BACS	V021	CALC Membership		1,491.99	180.67	1,311.32
West Mercia Police		R2	Grant for Road Safety Scheme	5,380.00			
Catshill Games Hub	BACS	V022	Grant for Games Hub		840.00		840.00
Salaries	S/O	v023	Salaries		825.34	-	825.34
Mrs C Blake	BACS	v025	Guidelines		30.00	-	30.00
Soldo	BACS	v026	Top up debit card		50.00		50.00
Soldo card	Soldo	v027	Amazon- Clear wallets and a4 paper		10.38		10.38
			Microsoft monthly fee		7.99		7.99
			Microsoft monthly fee		7.99		7.99
			Zoom monthly fee		15.59		15.59
DM Payroll Services Ltd	BACS	V028	Audit fee		190.00		190.00
			subtotal May/2024	5,380.00	5,429.77	290.49	5,139.28
			total for year to date	5,681.75	8,185.85	421.15	7,764.70