

WYTHALL PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY, 21ST JUNE 2018
AT THE VILLAGE HALL, ALCES TER ROAD, AT 7.30 PM.

<u>PRESENT:</u>	Cllr.Mrs.D.Taylor	Chairman
	Clr.Mrs.S.Baxter	Vice Chairman
	Cllr.D.Bibbings	
	Cllr.Mrs.H.Bibbings	
	Cllr.K.Footman	
	Cllr.S.Peters	
	Cllr.Mrs.S.Stewart	
	Cllr.L.Turner	
	Cllr.Mrs.C.E.Webb MBE	
	Cllr.K.Yates	
	Miss P.Harrison	Executive Officer

District Cllr.Denaro was also in attendance.

Attending as members of the public were Dr.C.Whittaker and Mr.B.Thornton.

Prior to the commencement of the Meeting Mrs.Sarah Oakley addressed the Council regarding the Tidbury Green Community Fibre Project and their attempt to get improved and faster internet service to the Tidbury Green and Dickens Heath area but also some parts of Wythall Parish Council. Details can be found on the Parish Website.

Prior to opening the Meeting the Chairman announced her intention to invoke SO 10(a)(xi) at the end of the Agenda due to the confidential nature of the business to be discussed (item 14 refers)Finance Minutes.

1. **APOLOGIES:** reasons for absence were noted and accepted from the following:
Cllr.Helen Cleaver; Cllr.Mrs.Kingston; Cllr.Rattigan; Cllr.Mrs.Hession and Cllr.Miss Wright.

County Cllrs.Kent and Hotham and tendered their apologies but submitted written reports as per attached.

2. (a) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**
None.

- (b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**

Cllr.Mrs Baxter)	Wythall Community Association	Trustee/Member
Cllr.Cleaver)		
Cllr.Turner)		

Current Dispensations held by these Councillors in respect of WCA.

Cllr.Mrs.Taylor

Cheque List/Chairman's Allowance

Chairman

3. **COUNTY COUNCILLORS' REPORTS:** See attached.

Cllr.Bibbings stated he was a little disappointed in some of the latter comments in Cllr.Kent's report as they appeared to be somewhat personal.

Cllr.Mrs.Taylor wished it to be minuted that when she had been made aware as to the flooding in parts of Wythall she made contact with the EO (who was ill at the time) suggesting opening the Parish Office, although being aware it was a Bank Holiday and the gates to the site would be closed as the Doctors would not be working that day. A decision was taken that help was needed at the properties affected and it appeared that this was being well taken care of by all the relevant services etc. who did an excellent job as did Cllr.Denaro and Cllr.Kent.

4. **DISTRICT COUNCILLORS' REPORTS:**

Cllr.Denaro referring to the recent flood expressed thanks to the emergency teams such as BDHT; Social Services etc. nnce the "alert" was raised everyone flew into action and the following days North Worcestershire Water were out checking on all those flooded and they had a new "drop box" on their website for residents to report on.

The main problem appeared to be the fact that in Wythall the drains are "mixed" whereas in adjacent areas such as Dickens Heath they have separate drains.

Cllr.Turner referred to the fact that during that particular weekend, he had only just returned from a holiday abroad and that Sue Hanley of Bromsgrove District Council had formally apologised for not having given out a warning.

A Licensing Committee had been held when changes were considered to the draft Statement of Licencing Policy which refers to sales of alcohol – changes are due from 1st April next year. There were no changes made to the draft which was accepted and the Parish Council will be consulted in due course.

Cllr.Peters commented on the Consultation Document relating to the Draft Revised Statement of Principles 2019-2022 Gambling Act 2005. There appeared to be nothing that specifically affected Wythall.

Cllr.Mrs.Baxter read out the following statement –

"I would like to thank Cllr.Denaro, Leader of Bromsgrove District Council and County Cllr.Kent for the help and support that they gave to my residents during the recent devastating floods. I was away at the time and for the whole period that I was away I received no telephone calls, emails or text messages from any residents, Officers or Councillors which I think is a testament to their excellent response to this local emergency. The aftermath of the floods will be with us for many months and, since returning home, I have supported and will continue to support my residents during this difficult time."

5. **MINUTES OF PREVIOUS MEETING:****Resolved 24/2018:**

The Minutes of the Annual Meeting held on the 17/5/2018 were noted and accepted as a true record of matters discussed with one amendment:

Page 606 – Finance(g) should read:

“to note that Cllr.Footman had undertaken to review all Terms of Reference for Committees”

6. **MATTERS ARISING FROM PREVIOUS MINUTES:** None.7. **COMMITTEE REPORTS:****COMMUNITY SERVICES****Resolution 25/2018:**

- (a) it was agreed the Parish Council should enter the Cemetery of the Year Award 2018.

ACTION: EO to complete entry forms.

- (b) to accept the quotation from Swiftwell Environmental Ltd in respect of raising the canopies of the trees at the Cemetery to afford the Red Robin hedge more light at a cost of £400 plus VAT.

ACTION: Confirm with Swiftwell Environmental Ltd.

- (c) to accept the recommendation from the Committee regarding the spending Of the Tesco Bags Grant as follows:

Notice Board/Swift well	Drakes Cross	£320.00
Notice Board/Swiftwell (No legs required)	Cnr.Silver Street	£320.00
Signs/Baker Ward	Two	40.00
Roadside Bench/Garden Centre	Hollywood Lane	£275.00
Installation costs/Swiftwell		<u>45.00</u>
AMOUNT OF GRANT		£1000.00

ACTION: EO to arrange as above.

- (d) to accept the quotation received from Creative Paving (amended as original was for only half of the job) in the sum of £2900 in respect of widening the block paved path leading from Paddocks Road up to the War Memorial.
(Committee Minutes 6.6.2018 detail all quotations received)

ACTION: Advise successful company accordingly and ensure work carried out well before November.

- (e) to authorise the organisers of the Wythall & Hollywood Fun Run to use the Parish Council lampposts to advertise the event taking place in July conditional upon the signs being removed thereafter.

ACTION: Advise permission granted.

- (f) to accept the Minutes of the Meeting held on the 6.6.2018 having noted and endorsed the interim actions taken by the Committee.

FINANCE POLICY AND RESOURCES COMMITTEE:

Resolution 26/2018:

- (a) to approve the following in respect of the Annual Return 2017/2018:
- (i) Annual Governance Statement (Section 1)
 - (ii) Accounting Statements (Section 2)
 - (iii) Annual Internal Audit Report (Page 5)

Each section having been read out individually and agreed by those Councillors present.

ACTION: The EO to submit the Annual Return 2017/2018 to the External Auditors.

- (b) to note and accept the figures in respect of Bank/Budgets for May 2018.
- (c) to award a grant of £12000 to Wythall Community Association to assist with maintenance of the Park i.e. litter picking; mowing; toilet cleansing etc.on the following basis:
 Payment to be divided into ten monthly payments of £1200 each on the understanding that the Association provides monthly Accounts demonstrating the financial viability for the forthcoming month. The figures to be monitored by the Executive Officer and, if there are any concerns, these to be raised with the Finance Committee/Full Council for them to decide whether to continue with the payment of the grant. At the five-monthly stage of this arrangement Council would expect to receive an update on the recovery plan.
 This grant being awarded un the General Power of Competence Grant (Local Government Act 1972 Section 7).
 A vote was taken on the substantive motion and carried with one abstention, Cllr.Mrs.Stewart.

ACTION: The EO to write to the Association as above.

- (d) to accept the schedule of payments in respect of June 2018.
- (e) to ratify in retrospect the transfer of £20000 from the CCLS Investment Account to the Lloyds Current Account.
- (f) to note the details of expenditure in respect of the Chairman's Allowance 2017/2018 as provided by Cllr.Mrs.Baxter.

- (g) to ratify in retrospect the expenditure duly authorised in accordance with Financial Regulations in respect of urgent repairs to the flat roof of 37 Silver Street (former Parish Office) totalling £540 plus VAT.
- (h) to adopt the following as presented:
 - (i) Data Retention/Management Policy
 - (ii) Data Protection Policy
 - (iii) Data Protection/Privacy Notice
- (i) to accept the recommendations put forward by Cllr.Footman in respect of the following:
 - (i) Terms of Reference/Community Services
 - (ii) Terms of Reference/Personnel Committee/Handling of Staff Matters
 - (iii) Terms of Reference/Planning Committee

It was agreed to re-name the Risk & Governance Sub-Committee to Risk Sub-Committee and to continue to meet at regular intervals rather than as Cllr.Footman suggested include in monthly Finance Agenda. It was agreed the Sub-Committee should make sure that all risks are considered and be risk aware when making any decisions.

ACTION: Amend all as above.

- (j) to note that Cllr.Mrs.Baxter and the Executive Officer would be attending a Meeting at the Community Association to discuss arrangements in respect of the “Battles Over” Celebrations and how the Parish Council could be involved. This meeting will also be attended by a representative of the Wythall Branch of the British Legion. A report would be given at the next Finance Meeting.

ACTION: Report for Finance Meeting.

- (k) to pursue the staging of a “Public Forum” to be held in September if possible at a venue to be agreed.

ACTION: Commence arrangements for an “Open Day”

- (l) to accept the Minutes of the Meeting held on the 7th June 2018 having noted and endorsed the interim actions taken by the Committee.

PLANNING:

Resolved 27/2018:

- (a) to note the Minutes of the Meeting held on the 11th June 2018 and the applications dealt with under Standing Orders for Committees (4(d) Parish Standing Orders.

8. **DEMENTIA FRIENDLY COMMUNITY:**

Cllr.Mrs.Taylor gave an update as to the latest activities which were still proving to be very popular especially the Café.

9. **ITEMS OF PAROCHIAL INTEREST FOR INFORMATION ONLY:**

- (a) Cllr.Peters reported that he had completed a Questionnaire relating to transport matters.
- (b) Cllr.Footman queried when the Consultation would commence on the Local Plan and was informed this had been deferred until September.
- (c) Mr.Max Field had announced his retirement as Chairman of PACT. The Chairman would thank him, on behalf of the Council, for all his work in this respect.

At this point the Chairman invoked Standing Order 10(a)x1)

Acquisition of land for new Cemetery:

The Executive Officer gave an update as to the latest situation and it was agreed that any further work on acquiring land should put on hold and investment opportunities should re-addressed.

The Chairman reinstated Standing Orders

10. **DATE OF NEXT MEETING:** Thursday, 19TH July 2018 at 7.30 pm.

The Meeting closed at 9.35 pm.

SIGNED:.....CHAIRMAN

DATED: 19TH JULY 2018

Items raised by members of the community prior to the commencement of the Meeting:

- (a) Dr.Whittaker queried the work the Parish Lengthsman was contracted to carry out and reported a new Facebook Group had been formed in Barnt Green called "Pride in own area".