



**MINUTES OF WYTHALL PARISH COUNCIL MEETING HELD ON THURSDAY 17<sup>th</sup>  
OCTOBER 2019, 7.30 PM at WYTHALL VILLAGE HALL**

**PRESENT:**

Cllr. Dianne Taylor	PC Chairperson
Cllr. Helen Cleaver	Vice-Chairperson
Cllr. Keith Yates	
Cllr. Sarah Hession	
Cllr. Les Turner	
Cllr. Omar Ahmed	
Cllr. Stephen Peters	
Cllr. Margaret Dempsey	
Cllr. Linda Wright	
Cllr. Sue Baxter	
Cllr. Kathryn Kingston	
Cllr. Ken Footman	
Cllr. Kathryn Powell	
Cllr. Philip Rattigan	
Cllr. Adam Kent	County Councillor

**ALSO, PRESENT:** Ms. Naazlin Somani Parish Clerk

**PUBLIC OPEN FORUM:**

Prior to commencement of the meeting there was a fifteen-minute period for public question time. This period is not part of the formal meeting and does not form part of the minutes themselves but a summary of the items raised included:

- Beating the Bounds: reported that the walk went well despite the rain and poor weather conditions. There were refreshments after the walk at Wythall House. Reported, that the full £100.00 in the budget was not used.
- Cemetery Fee: noted by a resident the potential increase to the Cemetery fees which were viewed as being excessive.
- Footpath maintenance: noted that County Councillor Hotham was investing £40k into footpath maintenance.
- Grit bins: a resident queried whether highways would fill the bins if they were on the highway.
- Lengthsman: a resident queried the working hours and arrangements of the Lengthsman.

**1. APOLOGIES**

Apologies of absence were received from Parish Councillor John Blewitt, District Councillor Geoff Denaro and County Councillor Charlie Hotham; these were agreed by all Councillors present.

## 2. DECLARATION OF INTERESTS

- 2.1. Noted, Councillors were reminded of the need to update their Register of Interests, if required.
- 2.2. Councillor Ken Footman declared a pecuniary interest in item 7.4.8 Wythall Cemetery Fee Proposal.
- 2.3. Councillors Sue Baxter, Helen Cleaver, Sarah Hession and Les Turner declared an interest in item 8 - Wythall Community Association, for which dispensations were in place. Councillor Sue Baxter declared an interest in item 7.4.10 – Clerks request to become a member of the SLCC.
- 2.4. No written requests for dispensations were presented for consideration.

## 3. COUNTY COUNCILLORS REPORTS

County Councillors provided the following reports:

**Cllr. Hotham:** Considered the written report, which had been forwarded to the Clerk. Noted, Councillor Hotham had pledged to use his £10k contribution from the highways fund to speed up work in Ann Road. Agreed, Councillor Hotham would be asked to consider Oaks Road, if funds were available.

**Cllr. Kent** reported on the following areas:

- **Broadband:** noted several schemes were running in the area. Residents who wanted to get involved were advised to contact Cllr. Kent.
- **Accidents on Hounsfild Lane:** noted, the accidents were triggering a response of action to be taken. The junction had been assessed by the Safety Officer and work was due to take place, this would include improvements to the signage.
- **Beaudesert Park:** noted an issue with Japanese Knotweed. Work was underway to clear and maintain the stream. A plan to maintain the Japanese Knotweed in future was also underway. Noted the long-term project of a retaining pond to alleviate future flooding.
- **Smart Water:** noted over 100 kits had been delivered.
- Councillor Sue Baxter queried rumours over the removal of the no.150 bus service. Councillor Kent was unaware of any changes to the service. Noted that the transport review would identify the bus strategy.
- Noted work was being undertaken to areas where there were overgrown hedges, the process for contacting landowners was noted.

## 4. DISTRICT COUNCILLORS REPORT

District Councillors provided the following reports:

**Cllr. Baxter:** Noted details of planning and the new Bromsgrove plan which included reviewing a 5-year plan for land supply. Noted details of the 'Two Minute Litter Pick Station' outside Bean 47, this had been positively received. The station would be moved around the village.

**Cllr. Hession:** Reported, an update on the diggers on Houdsfield Lane was expected tomorrow, 18<sup>th</sup> October. Noted revised plans had been submitted for the Lea Green Lane application. Noted, details of the year 8 school litter pick.

## 5. MINUTES OF THE PREVIOUS MEETING

**RESOLVED**, minutes of the meeting held on 19<sup>th</sup> September 2019 were received and approved as a correct record subject to the following changes:

- Cllr Denaro is a District Councillor not County.

## 6. MATTERS ARISING FROM THE MINUTES

No matters arising from the previous minutes were raised.

## 7. MINUTES OF COMMITTEE MEETINGS

### 7.1. PLANNING COMMITTEE

**RESOLVED**, that the minutes of the Planning Committee meeting held on 7<sup>th</sup> October be received.

### 7.2. COMMUNITY SERVICES COMMITTEE MEETING

**RESOLVED**, the minutes of the Community Services Committee meeting held on 3<sup>rd</sup> October 2019 be received and approved as a correct and accurate record and the interim actions of the Committee endorsed subject to the amendments noted at the meeting.

Queried the cost of filling grit bins over the winter period. Agreed that clarification was needed on the purchase of the grit.

Reported, Highways had been contacted regarding trees that were blocking street lights, it had been confirmed that Highways would review the trees and cut back trees, where required.

Noted, the cost of additional streetlight had not yet been received from Prysmian, they were due to assess the locations and provide the Parish Council with a report for the open day.

- 7.2.1. Noted, an update on the Christmas Light competition. It had been agreed at the Community Services meeting that Councillor Margaret Dempsey and Katheryn Powell would judge the competition. Agreed Councillor Kathryn Kingston would also judge the competition.

Agreed that the criteria for entries was impact, relevance and effort. The three categories had previously been agreed as businesses, complexes and private residence. Noted prizes would be confirmed at a later meeting.

- 7.2.2. A discussion on the review of allotment fees did not take place.

### 7.3. CEMETERY WORKING GROUP

**RESOLVED**, the notes of the Cemetery Working Group held on 3<sup>rd</sup> October 2019 be received and approved as a correct and accurate record subject to updating the time the meeting closed.

#### 7.4. FINANCE COMMITTEE

**RESOLVED**, the minutes of the Finance, Policy and Resources Committee meeting held on 9<sup>th</sup> October 2019 be received and approved as a correct and accurate record and the interim actions of the Committee endorsed.

7.4.1. Parish Council Open Day: Reported, there were two options available for the Parish Council Open day:

- **Option 1:** To take place at Woodrush Community Hub on Wednesday 13<sup>th</sup> November 2019. Noted that there was no fee for use of the hub. The open day would take place in the youth centre.
- **Option 2:** To take place at Park Hall, Wythall Community Association on 25<sup>th</sup> November 2019. Noted that the fee was £80.00.

Discussed, options for the Open Day. Agreed, Woodrush Community Hub was more central and would perhaps attract a different demographic.

**RESOLVED** that the Parish Council Open Day would take place on Wednesday 13<sup>th</sup> November 2019 at Woodrush Community Hub. Agreed that the Open Day would run from 13:00 hrs to 20:00 hrs.

7.4.2. Considered **RECOMMENDATION** of the Finance Committee to proceed with the Bromsgrove Place Team for Lenghtsman Services. **RESOLVED** that the Council move forward with Bromsgrove Place Team for Lenghtsman Services subject to a Service Level Agreement.

7.4.3. Considered the Clerks report, tabled at the meeting detailing the locations of the grit bins on the following roads in Wythall, Hadley Close, Fallstaff Avenue and Silver Birch Drive. Reported, a consultation letter would be circulated to all residents on the roads to gain feedback on the siting of the bins and to ensure that there were no objections.

**RESOLVED:** that the Clerk move forward with the purchase of the grit bins following consultation with residents. Agreed that the Clerk would look at current arrangements for the purchase and storage of grit and the filling of the grit bins.

7.4.4. Considered **RECOMMENDATION** of the Finance Committee in relation to the grant application received from the British Legion Limited for the resurfacing of the Carpark. **RESOLVED** that the Parish Council does not award a grant in view of insufficient community benefit. (vote 13 for and 1 abstention)

7.4.5. Considered **RECOMMENDATION** of the Finance Committee to undertake an interim audit of all internal controls. Noted details of an internal auditor, as recommended by the Worcester Association of Local Councils, and costs pertaining to the Audit.

**RESOLVED**, DKE Audit Services, internal auditor and independent examiner be appointed to undertake an interim audit of all internal controls of the Parish Council and Cemetery. Noted that the fee for the audit was £245.00.

- 7.4.6. **RESOLVED** that the payments for October 2019 be approved. Suggested that the payment for the traffic crossing needed to be reallocated to the GPOC budget.
- 7.4.7. **RESOLVED** that the transfer of £20,000.00 (twenty thousand pounds) from the CCLA account to the current account for payment of October 2019 invoices be ratified.
- 7.4.8. **RESOLVED** to note and accept the bank reconciliation for September 2019 and budget figures, to date.
- 7.4.9. Noted, Councillor Ken Footman left the room prior to the discussion commencing. Considered **RECOMMENDATION** of the Finance Committee relating to the Wythall Cemetery fee proposal.

Councillor Sarah Hession proposed that the Council accept the new fees put before the meeting with a view to implementing them at the start of the next financial year 2020-21. The proposal was seconded by Councillor Philp Rattigan (vote 11 for and 3 against).

Agreed that the open day would be used to publicise the fees and the new fees would be published in advance of implementation.

**RESOLVED** that the revised cemetery fees be adopted and implemented from the start of the 2020-21 Parish Council financial year. Revised fees:

Full burial:

- Purchase or reservation (resident): £2400.00
- Interment into a full burial plot: £ 600.00
- Re-opening of a full burial plot: £ 600.00

Interment of Ashes:

- Purchase or reservation (resident): £ 720.00
- Interment into an ashes plot: £ 280.00
- Re-opening for the interment of ashes: £ 280.00 - £600.00  
depending on requirements for the re-opening.

Fees for the erection of a memorial and the scattering of ashes would remain the same.

Fees for the grave digger were additional and ranged between £80.00 for ashes to £280.00 for a full burial.

Fees for non-residents were 4 x that of a resident to purchase the plot. Interment fees were the same. The reservation of plots for non-residents would remain the same until a review had taken place.

- 7.4.10. Considered **RECOMMENDATION** of the Finance Committee for the Clerk and Councillor Rattigan to attend Cemetery Management Training with CALC. **RESOLVED** to approve that the Clerk and Councillor Philip Rattigan attend the training.
- 7.4.11. Considered **RECOMMENDATION** of the Finance Committee to support the Clerks request to become a Member of the SLCC. **RESOLVED** that the Clerks request to join the SLCC be supported and that the Parish Council pays the membership fee.
- 7.4.12. To discuss No. 37 Sliver Street – **noted that this was discussed at the end of the meeting in confidential.**

## 8. GRANT APPLICATION FROM WCA

Considered the additional information provided by Wythall Community Association, circulated previously in relation to their request for financial support.

Councillor Sarah Hession proposed that the Council give no grant to Wythall Community Association. The proposal was seconded by Councillor Margaret Dempsey. Councillors voted on the proposal with an outcome of 4 for and 8 against the motion was not accepted.

Councillors raised concern, if no grant was awarded it would be perceived that the Council were not supporting the park and its facilities. Noted that the Council had awarded large grants previously.

Councillor Sarah Hession proposed that £2k be awarded toward the repair of the tractor. Councillor Linda Wright put forward a counter proposal to award Wythall Community Association £1k per month subject to conditions. Agreed, the conditions of the grant to be:

- Wythall Community Association would be required to provide invoices and receipts for expenditure against the grant;
- The grant would be paid to the value of receipts received, to a maximum of £1k per month;
- The grant was to be used towards the maintenance of and making improvements to the park and carpark facilities;
- The grant could not be used to pay wages or utilities; and
- The grant would be award from October to March and a review would take place at the end of the financial year.

The proposal was seconded by Councillor Helen Cleaver. Councillors voted on the proposal with an outcome of 8 for; 2 against; 4 abstentions. The motion was held.

**RESOLVED** that the Council award Wythall Community Association a grant of £1k per month from October to March subject to the conditions detailed above.

## 9. DEMENTIA

Reported that the community plot involving the users of the Dementia café would be trialled.

Reported that a second café was to be launched taking place on the first Wednesday of each month. The format would differ and would be branded 'Soup and a Bap with a Chat'.  
Noted that the café was an opportunity for people to get together.

Noted, Councillors who wanted to participate training for Dementia friends needed to contact Councillor Dianne Taylor.

#### **10. TO RECEIVE COMMENTS FROM PARISH COUNCILLORS**

The following were noted and raised:

- £355.55 was raised at the Council Macmillan Coffee Morning.
- Remuneration Committee – Councillors travel expenses known. Chairman's allowance is an honorarium which falls outside remunerations panels remit.
- Parish Tax – questioned how much BDC collects in parish tax. Some additional tax back could be used to aid local associations. It was currently not shared with Parish's due to the risk associated. This was being followed up by Councillor Sue Baxter.
- Noted, the school had put forward an application for a funding plan for adoption of the station. Judging was due to take place on 26<sup>th</sup> October 2019 and looked positive.

#### **11. DATE OF NEXT MEETING**

The next Council meeting is scheduled to take place on Thursday 21<sup>st</sup> November 2019.

#### **12. TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS**

Agreed, in terms of schedule 12A, Local Government Act 1972, the following items were likely to disclose exempt information relating to the establishment and contractual matters and it was, therefore, recommended that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press were excluded.

#### **13. No. 37 SILVER STREET**

Reported that the Clerk had visited 37 Silver Street to review the work which had been highlighted on the survey report. Noted that the internal damage was ok and at this time did not need work.

Agreed that the lease was due to be reviewed and fixed. The Council also needed to consider the future location of the Parish Office, once the lease on the current office expired.

**RESOLVED** to move forward with a 9-year lease with 3-year break clause and rent review after 5 years to a maximum percentage. Agreed legal advice would be obtained. Agreed grounds maintenance was the responsibility of the tenant.

Meeting closed at 9.45