

**CATSHILL AND NORTH MARLBROOK PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
THURSDAY 29th MAY 2008, 7.40PM
CATSHILL VILLAGE HALL, GOLDEN CROSS LANE, CATSHILL**

Present : Cllrs G Witcomb (Chairman), P Masters (Vice-Chairman)
P Baker, G Blackmoor, J Brown, D Carter, A Glendenning, M Knight, M Shephard

In attendance : Clerk, G Lungley

08/001 Election of Chairman

It was agreed to elect Cllr G Witcomb to the Chair.

08/002 Ratification of appointment of new clerk

The appointment of Mrs Gill Lungley to the role of Clerk to the Council and Responsible Financial Officer as agreed by the Personnel Committee was ratified.

08/003 Election of Vice-Chairman

It was agreed to elect Cllr P Masters as Vice-Chairman.

08/004 Apologies

Apologies for absence were accepted from Cllr A Pugh (holiday)
It was noted that no apologies had been received from Cllr T Rigg, who had not attended any parish council business for 6 months and whose term of office had therefore expired.

08/005 Declarations of Interest There were none

08/006 Appointment of committee membership

It was agreed to committee membership as follows:

Finance Cllrs P Baker, M Knight, M Tingle, G Witcomb

Planning Cllrs G Blackmoor, D Carter, M Knight, P Masters, M Shephard

08/007 Appointment of group membership

It was agreed to membership of groups as follows:

Environment & Highways Cllrs M Knight, P Masters, M Shephard, M Tingle, G Witcomb

Youth Cllrs G Blackmoor, D Carter, A Glendenning, P Masters, A Pugh

Personnel Cllrs P Baker, G Blackmoor, G Witcomb

Appeals Cllrs D Carter, M Knight, G Witcomb

Parish Plan Cllrs P Baker, G Blackmoor, J Brown, A Glendenning, P Masters,
G Witcomb

Website & IT Cllrs P Masters, A Pugh

08/008 Appointment of Parish Footpath Officer

It was agreed to appoint Cllr M Shepheard to Parish Footpath Officer (Public Rights of Way).

08/009 Appointment of CALC representatives

It was agreed G Witcomb would attend Worcestershire County Association of Local Councils meetings of the Executive Committee on behalf of C&NMPC; any/all C&NMPC members could attend CALC district committee meetings, but only two could vote. Next district meeting to be held at BDC Council Chamber 4th June 2008, 6.30pm.

08/010 Approval of Annual Return & receipt of updated Annual Budget

The updated budget was circulated to show end of year figures.

The Annual Return including the end-of-year bank reconciliation, statement of accounts and Annual Governance Statement was approved on the assurance of the Finance Committee.

08/011 Finance Report

Bank Balance : Unity Trust as at 30/04/2008 £49,600.40

The following payments were approved and signed:

<u>Vchr no.</u>	<u>Cheque no.</u>	<u>Payee</u>	<u>Net</u>	<u>VAT</u>	<u>TOTAL</u>
009	300206	Mrs J Hallett – litter picker	8.21		8.21
010	300207	NWWA – Grant for Catshill Fun Day 21/06/08	300.00		300.00
011	d/debit	Orange – office phone (May 08)	21.31	2.85	24.16
012	s/order	Mrs J Hallett – litter picker salary (exc PAYE)	114.50		115.40
013	300208	C-B Mowers – Ivy Gardens etc maintenance, April	80.00	14.00	94.00

08/012 Report from Youth Group No report

08/013 Report from Environment & Highways Group

The group had met 18/05/2008, minutes of the meeting were circulated with the following items put before the meeting:

- Best Hanging-Basket/Container competition to be judged w/c 14/07/2008; prizes to be 1st £25, 2nd £15, 3rd £10. Cllr P Masters will advise all involved with the specific date for judging; commercial premises are not to be included.
- Drainage issues – Cllr M Shepheard is to meet with BDC officer John Bailey.
- Removal of BT payphones: advice received via BDC re 'BT's proposed re-alignment of provision to meet consumer demand'. The two payphones proposed for removal from this parish are sited on Old Birmingham Road opposite Marlbrook Lane, & Birmingham Road outside the Marlbrook PH; members had no comment to put forward.
- Review of highways (state of roads and pavements) – members were reminded of the need to present a united policy and not to promote sites on an ad hoc basis. It was agreed to meet for a site visit to prioritise those areas most in need of attention before the County Councillor's meeting with HPU in November.

08/014 Report from Planning Committee

The committee had met 08/05/08 and 29/05/08; no matters to report.

08/015 Report from Personnel Committee

Cllr P Baker reported policies and procedures were under review; the disciplinary and grievance procedures had been finalised and the health & safety policy had yet to be done.

08/016 Website & IT

Cllr P Masters would be updating the website, to include pictures of George Wagstaff and the parish of yesteryear.

08/017 Councillors' Feedback

- Cllr A Glendenning – it was being proposed for the Catshill Fun Day on 21st June 2008, to arrange for a 'podcast' via Creative Community Networks (a Community Interest Company), but the costs for this were not yet known.
- Cllr A Pugh had requested members' assistance for the Parish Council's stand at the Fun Day from 11.00am onwards.
- Cllr P Masters was to address concerns about misdirected e-mails.
- Cllr J Brown – Parish Plan; the draft plan had been revised for the next meeting on 2nd June 2008 at 7.00pm from which it was hoped to produce copies for distribution at the Fun Day. Members agreed to produce 500 copies.

08/018 Correspondence

Items received but not otherwise referred to as attached list.

08/019 Miscellaneous and items for next agenda

- Mr D Prust was thanked in advance for the organisation of the Fun Day.
- The Clerk would contact Local Council Services for councillor training sessions.
- BDC had written to say there had been no call for an election following the vacancy created by ex-councillor J Bromhead and the parish council could therefore co-opt a replacement.

08/020 Time and Date of Next Meeting

The next Parish Council meeting will be held on Thursday 26th June 2008 at 7.30pm.

This meeting ended at 9.30pm

Signed..... Date.....
Chairman of Catshill & North Marlbrook Parish Council 26th June 2008