

Present : Cllrs G Witcomb (Chairman), Mrs G Blackmoor, D Carter, Mrs A Glendenning, A Kelly, M Knight, P Masters, Mrs M Owen, A Pugh

In attendance : Clerk Mrs G Lungley

09/056 Election of Chairman

It was agreed to elect Cllr G Witcomb to the office of Chairman

09/057 Apologies

Apologies for absence were accepted from Cllr Mrs J Brown (work commitments), P Baker (family commitments), M Shephard (annual leave), M Tingle (family commitments)

09/058 Declarations of Interest As per registration book –

Cllr D Carter – interest relating to NWWA
Cllr A Kelly – interest relating to Catshill Fun Day

09/059 Appointment of Vice-Chairman

It was agreed to elect Cllr M Knight to the office of Vice Chairman.

09/060 Appointment of Committees and Working Parties

Chairman and Vice-Chairman are ex-officio members of all committees.

Environment and Highways	Glenys Blackmoor, Alan Kelly, Paul Masters, Margaret Owen, Malcolm Shephard, Martin Tingle
Events	Glenys Blackmoor, Dale Carter, Anne Glendenning, Alan Kelly, Paul Masters
Parish-Plan sub-committee	As above + Julia Brown and community representatives
Finance	Phil Baker, Margaret Owen, Martin Tingle
Planning	Glenys Blackmoor, Dale Carter, Alan Kelly, Paul Masters, Malcolm Shephard
Staffing	Phil Baker, Glenys Blackmoor, Dale Carter
Appeals Committee	Appointed by this committee – any three from the remaining pool of parish councillors
Working Parties	
Website & IT	Alan Kelly, Paul Masters, Alan Pugh
Youth	Glenys Blackmoor, Julia Brown, Dale Carter, Anne Glendenning, Paul Masters, Alan Pugh

09/061 Appointment of representatives to other bodies

It was agreed to appoint as follows:

Worcestershire County Association of Local Councils – Executive Committee: Cllr G Witcomb
Worcestershire County Association of Local Councils, Bromsgrove Area Committee two voting members: Cllrs Mrs G Blackmoor and G Witcomb (all welcome to meetings)
Bromsgrove District Parish Councils’ Forum: Cllrs A Pugh and G Witcomb
Parish Footpath Officer: Cllr M Shephard

09/062 Appointment of Independent Internal Auditor

It was agreed to appoint Mrs D Malley MAAT to act as the independent internal auditor.

09/063 Appointment of internal auditor from within the Parish Council

It was agreed to appoint three members to share this role: Cllrs M Knight, Mrs M Owen, M Tingle.

09/064 Open Forum

County Councillor Mrs S Blagg and District Councillors A Blagg and Dr Lord sent apologies. The Clerk was asked to write thanking Mr and Mrs Blagg for their attendances at parish council meetings and particularly the written reports from Mrs Blagg which are much appreciated.

Representations from members of the public as appended.

09/065 Minutes of previous meeting

The minutes of the meeting held 30/04/09 were amended, approved and signed. The amendment related to 09/049b (page 13) the Staffing Committee having delegated power only to adopt the salary review whilst subscription to the lone –worker protection scheme and adoption of the Health and Safety Policy were to be forwarded to the full council for approval.

09/066 Chairman’s Report

The report was circulated.

09/067 Communications received

The list of various communications was circulated; it included mention of the closure of Woodrow Lane for pavement works and members noted works were continuing.

09/068 Councillors’ Questions

The Lengthsman would be asked to cut back overhang along Stourbridge Road between churchyard and the Plough & Harrow. The contractor was required to cut back the shrubbery in the Ivy Gardens.

09/069 Reports from Committees etc.

- a) **Planning Committee:** the last meeting (04/06/2009) had been inquorate; comments had therefore been submitted by the clerk via delegated powers following full consultation with all members and were reported to this meeting.
- b) **Environment & Highways Committee:** as per the meeting held 14/05/2009; members had met with contractors for the bus shelters and a quote was expected.
- c) **Events Committee:** as per the meeting held 21/05/2009; items related to the upcoming Catshill Fun Day, thanks to Cllr A Kelly for his work towards publication of the newsletter, preparations for this year's Remembrance Day parade.
- d) **IT and Website:** Cllr P Masters demonstrated the changes to the website via laptop and projector.
- e) **Youth Group:** meeting held 21/05/2009. Cllr Mrs Glendenning advised progress concerning the proposed skate park and summer disco, the latter to be a Halloween dance.

It was proposed to change the status of the Youth Group to a committee; this would be included on next month's agenda.

09/070 NWWA Grant Request

It was agreed to provide funding of £350 to NWWA towards the costs of the annual Fun Day.

09/071 Bromsgrove District Parish Councils' Charter

It was agreed to support the recommendations put forward by Cllr P Baker.

09/072 Health and Safety Policy

It was agreed to adopt the Health and Safety Policy; one member abstained from voting.

09/073 Staff Safety

It was agreed to subscribe to the TeleCare Lone Worker Monitoring Service for a period of 12 months.

09/074 Annual Return

The independent internal auditor had completed the annual internal audit and a copy of her report had been circulated to members; recommendations concerning the amount of fidelity

insurance cover and details for inclusion on the asset register would be referred to the Finance Committee.

It was agreed to approve the Statement of Accounts and the Annual Governance Statement for the financial year ending 31/03/2009.

09/075 Finance Report and bills for payment

The report as circulated was accepted.

09/076 Items for consideration at next meeting / community information

- A 250 year-old oak tree had been cut down in Milton Road due to infirmity but the trunk had been left; it was suggested that this remain in situ to be carved as 'public art'.
- Tesco Express, Braces Lane – despite the presence of the new bollards drivers continue to be parked on the pavement.

09/077 Date and time of next meeting

The next Parish Council Meeting is to take place on Thursday 25th June 2009 at 7.30pm.

This meeting ended at 9.25pm

Signed..... Date.....
Chairman of Catshill & North Marlbrook Parish Council 25th June 2009

Appendix

Minute no. 09/064 – Adjournment for Public Question Time

- One member of the public asked about the new rate of travel expenses that councillors can claim (£0.61 per mile), and how such rates are set.
- One member of the public reminded all present of the start time of the Catshill Fun Day – 1pm on Saturday 13th June.