CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

THURSDAY 27th MAY 2010, 7.30PM

CATSHILL VILLAGE HALL, GOLDEN CROSS LANE, CATSHILL

Present : Councillors P Baker , G Blackmoor, F Cook, Dr J Grey, A Kelly, P Masters, M Millward, M Owen, M Tingle, G Witcomb

In attendance : Clerk - Mrs G Lungley

10/027 Election of Chairman

Two proposals for the post of Chairman; following a secret ballot the Clerk declared Cllr G Witcomb elected by majority of those voting and he duly signed the Acceptance of Office.

10/028 Apologies

Apologies for absence were accepted from Cllrs J Brown, M Knight (business commitments), M Shepheard (family commitments)

10/029 Declarations of Interest As per Declarations of Interest book

10/030 Election of Vice-Chairman

Cllr A Kelly was elected to the position of Vice-Chairman

10/031 Appointment of Committees and working party

Chair and Vice-Chair ex officio members to all committees	
Environment & Highways	Cllrs G Blackmoor, F Cook, P Masters, M Millward, M Owen, M Shepheard, M Tingle
Events	Cllrs P Baker, G Blackmoor, J Grey, P Masters, M Millward
Finance	Cllrs P Baker, M Owen, M Tingle
Planning	Cllrs F Cook, P Masters, M Millward, M Shepheard
Parish Plan Working Party	Cllrs G Blackmoor, J Brown, F Cook, J Grey
Staffing	Cllrs P Baker, G Blackmoor, M Knight

Chairman's initials……..

10/032 Appointment of representatives to other bodies It was agreed as follows:

- Worcestershire County Association of Local Councils (WorcsCALC) Area Committee meetings – Cllrs G Witcomb and G Blackmoor to attend in voting capacity, if not attending then other members would substitute. Cllr G Witcomb to attend the WorcsCALC Executive Committee meetings.
- Bromsgrove Area Parish Councils' Forum – all members to be notified, open attendance
- Parish Footpath Officer – Cllr M Shepheard
- North West Ward Association – Cllr G Blackmoor

10/033 Appointment of independent Internal Auditor

It was agreed to re-appoint Diane Malley MAAT.

10/034 Appointment of parish council internal audit function

It was agreed to appoint Cllrs M Owen and G Witcomb to carry out regular checks.

10/035 Open Forum

There were no members of the public present. County Councillor S Blagg had provided a written report, with apologies for absence. Members commented as follows:

- Golden Cross Lane's pavement outside the shops had not been satisfactorily completed;
- The entrance to the car park off Golden Cross Lane had not been finished;
- The new footbridge off Church Road, over the stream had been 'over-engineered'.

10/036 Minutes of previous meeting

The minutes of the Parish Council meeting held 29/04/2010 were approved and signed.

10/037 Chairman's report

This was circulated and accepted.

10/038 Correspondence received

Correspondence received, not otherwise mentioned, was listed and available to view.

10/039 Clerk's update

a) The new bus shelter, Stourbridge Road had been installed; there are concerns about damage to the new base incurred during installation.

Chairman's initials……..

b) The notice board at the Ivy Memorial Gardens had been vandalised requiring the order and re-fit of new locks.

c) Explanation relating to resignation of parish councillors – that a written resignation, once submitted and received by the Chairman, cannot be 'withdrawn' but must be acted upon.

d) All members received a copy of the Parish Council's …
   - Freedom of Information publication scheme
   - Finance Regulations
   - Receipts and payments summary for the financial year ended 31/03/2010

10/040 Reports from Committees etc.

a) Pl**anning Committee**: meeting held 13/05/2010; minutes circulated and augmented by report from Cllr A Kelly committee chairman, including training seminar to be held 01/07/2010 and notification of planning application (log 460) requiring the next committee meeting to be held on 10/06/2010.

b) **Events Committee:** meeting held 13/05/2010; minutes circulated and augmented by report from Cllr A Kelly the committee chairman regarding debrief on the VE Day event held 08/05/2010 which raised £50 for Combat Stress, preparations for the Catshill Fun Day on 12/06/2010, plans progressing for a Catshill music festival and the newsletter.

   It was agreed to place the order for newsletter printing for £615

   It was agreed to purchase 50 x promotional mugs for the 'Fun Day' at £1.35 each.

c) **NWWA – Cllr G Blackmoor:** a variety of actions were to be taken following the recent committee meeting including the installation of bird boxes, bike racks and railings, improvements to the pavilion, and seeking to prevent under-age drinking.

d) **PACT meeting held 10/05/2010**: this related mostly to youth related and anti-social behaviour concerns.

10/041 Creation of committee or working party with responsibility for communications

It was agreed to form a group under the umbrella of the Events Committee to be responsible for communications, to include Cllrs A Kelly and P Masters.

10/042 Parish Council meeting dates

It was agreed to continue to meet on the last Thursday of each month except for August and December, and in an election year to meet within 14 days of the election.

10/043 Catshill Annual Bonfire

It was agreed to support this year's annual bonfire event with the costs likely to be in the region of £2,500; the Events Committee was delegated the authority to negotiate on behalf of the parish council.

Chairman's initials……..

10/044 Training on parish council matters

The Clerk would provide an outline of the training programme.

10/045 Finance report

The latest finance update was circulated and the bill payments as advised by the Clerk were accepted and signed.

10/046 Community Information

BDC were to host an event to consider providing awards for access to local businesses etc. on 4th June 2010.

10/047 Date and time of next meeting

The next Parish Council meeting is to take place on Thursday 24th June 2010 at 7.30pm.

This meeting ended at 9.10pm

Signed..... Date.....
Chairman of Catshill & North Marlbrook Parish Council 24th June 2010

Chairman's initials……..