

ALVECHURCH PARISH COUNCIL

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Clerk – Tammy Williams

MINUTES OF THE PARISH COUNCIL MEETING

HELD MONDAY 10th JUNE 2019 AT 7PM

AT HOPWOOD COMMUNITY CENTRE REDDITCH ROAD HOPWOOD

19/018 Present: Councillors M Worrall (Chairman), J Cypher, P Freeman, A Helmore, S Lambert, T Wallis, A Willetts, N Wise & S Lewis (after Agenda Item 1)

In attendance: Tammy Williams (Clerk), R Peach (The Village), District Cllrs A English & K Van der Plank

This was the first Parish Council meeting chaired by Cllr Worrall. Cllr Worrall began the meeting by thanking everyone for voting him in as Chairman of the Parish Council. Cllr Worrall also congratulated the three District Councillors for winning their Wards and it was noted that the Parish Council looks forward to working with them too. Finally, Cllr Worrall thanked the former Chairman, Cllr Humphries, stating that Cllr Humphries had built a very high pedestal for future Chairmen to reach and that the Parish owes Cllr Humphries a huge debt of gratitude for all his hard work and achievements over his years as Chairman and we're delighted that he has agreed to remain as both a Parish Councillor and Vice-Chairman to the Parish Council.

The Parish Council also took time to thank former Councillors Rick Chima, Martin Ball and Adrian Smith who had stood down at the last election.

19/019 To Consider the Co-Option of New Councillors for the Hopwood and Alvechurch Wards (One Councillor for Each Ward)

Council **resolved** to defer the co-option of a new candidate to the Alvechurch ward until the July Parish Council meeting.

Samantha Lewis presented her reasons for wishing to become a Parish Councillor to Council. Council **resolved unanimously** to co-opt Samantha Lewis as ward representative for the Hopwood ward.

19/020 Apologies for Absence:

Cllr A Humphries (holiday)
Cllr S Baxter (NALC Meeting)

19/021 Declarations of Interest:

None noted.

It was noted that the Clerk had provided Councillors with a new Register of Interests document that needs to be completed and returned to the Clerk who will forward it on to the

Monitoring Officer at BDC. Cllr Worrall reminded Councillors that it was their responsibility to keep their Register of Interests up to date and to record their interests at meetings.

19/022 To Consider any Dispensations: Written Requests for Council to Grant a Dispensation to a Councillor (as per the Localism Act 2011, s33) Must Be With the Proper Officer Before the Meeting Starts

None noted

The Clerk reminded Councillors that anyone with an interest who still wanted to be involved in discussions at a meeting could apply for a dispensation under the Localism Act 2011, s33 by putting this request in writing to the Proper Officer prior to the start of the meeting. Council would then hear the reasons and vote on this request.

19/023 Reports from Alvechurch Ward, District and County Councillors

District Cllr C Hotham

Apologies received

County Cllr C Hotham

Apologies received

District Cllr Van der Plank

- Following notification of a reduction in timetabled bus services at peak times, District Cllr Van der Plank and Parish Councillors J Cypher and A Humphries met with Diamond Buses representatives. From these discussions Diamond Buses agreed to only cut one peak time journey and combine two others. It was noted that there needs to be greater promotion of bus travel as the service will be lost if it's not used.
- Has received many complaints about litter in the area. District Cllr Van der Plank has assisted one volunteer litter-picker with equipment provided by BDC.
- There is also a small pot of funding from BDC available to promote a cleaner, greener Alvechurch; more details to follow.
- Fly-tipping has been very bad over the last three weeks with a three-piece suite being dumped and also asbestos. District Cllr Van der Plank has been in touch with the Safer Neighbourhood Police team about this.
- The New Homes Bonus deadline is Friday 14th June at 5pm.
- Has received complaints about overspill parking from the station on surrounding roads.

Parish Councillors made the following points:

- Inspector King has committed himself to tackling fly-tipping. Mobile CCTV cameras would be a solution with the Police recommending wildlife cameras.
- Do the Independents hold the official opposition at BDC? There are 6 Independent and 5 Labour Councillors.
- Cllr Worrall noted that he had chased up the Worcestershire County Council representative about the Station Car Park. The consultants need to be chased up and then a meeting will be arranged.

District Cllr A English

- Noted that Alvechurch South is a large Ward and District Cllr English is looking forward to working closely with District Cllr Van der Plank (Alvechurch Village).
- Will be meeting with Rowney Green Association members soon.
- Is on BDC's Planning Committee and expressed that the Alvechurch Parish Neighbourhood Plan is a great document and planning tool.
- Reported that she has received complaints about the risk arising from motorists turning right into the Bordesley Car Boot site which is in the field next to Cobbs Barn Farm roundabout on the edge of Bordesley. District Cllr English has met with the farmer to see if it's possible to site it in a different field. It was also noted that there are no licensing

requirements if fewer than 14 car boot events are held each year and as a result neither the Police or Highways have any powers to deal with the issues arising. Councillors briefly discussed the suggestions made to BDC about improving the transparency of the planning process for residents.

At 19.45 District Cllr Van der Plank left the meeting.

19/024 To Approve the Minutes of the Previous Meeting Held on 13/05/2019

The Clerk noted that there were some typing errors in the draft minutes that had been circulated and these had been subsequently addressed. Council **resolved to approve** the Minutes and these were signed by the Chairman of the Parish Council.

19/025 Appointment of Committees, to Include:

a) Finance & Resources Committee

Cllrs Cypher, Helmore, Humphries, Wallis, Worrall + Cllr Baxter

b) Planning Committee

Cllrs Cypher, Freeman, Lambert, Wallis, Wise, Willetts, Worrall

c) Youth Sport & Recreation Committee

Cllrs Cypher, Helmore, Humphries, Wallis, Wise + user representatives

d) Staffing Committee

Cllrs Helmore, Lambert, Wise, Wallis, Willetts

e) Christmas Arrangements Committee

Cllrs Lambert, Wise + Cllr Baxter (1/2 vacancies)

f) Remembrance Service Working Group

The clerk to write to the Alvechurch Churches about future arrangements now that the Ex-Services Association has disbanded.

g) To consider future arrangements for the Neighbourhood Plan Steering Group (decision required)

Cllr Cypher, with assistance from Cllr Humphries, had provided Council with a paper outlining a proposed Community Action Group which would look at developing various community actions arising from the Neighbourhood Plan and its policies. Cllr Worrall proposed to Council that the Neighbourhood Plan Steering Group had delivered a Neighbourhood Plan for Alvechurch Parish and it was a good time to disband the Steering Group and focus on the Community Actions laid out by Cllrs Cypher and Humphries. Council **resolved unanimously** to do this.

The Clerk will send a copy of this Community Actions Group paper to the District Councillors for their perusal.

The new Community Action Group would comprise of the former Steering Group members: Cllrs Cypher, Freeman, Humphries, Helmore & Worrall supported by other local representatives, former Parish Councillor Adrian Smith and Cllr Lambert to form part of the Health group.

Cllr Cypher stated that the Community Action Group will be made up of a number of sub-groups with the scope of each group needing to be defined and possible projects arising will need to be presented to Council and prioritised in terms of budget and resources available.

h) Community Health Consultation Group

Cllrs Cypher, Freeman, Humphries and Lambert plus District Cllrs and other external representatives.

i) Hopwood Play Equipment Working Group

It was noted that this project will be completed in July 2019 and therefore the Youth, Sport & Recreation Committee would represent this project now.

19/026 Appointment of Representatives to Outside Bodies:

a) Alvechurch Almshouse Trust

Cllr Worrall

b) Alvechurch Grammar School Trust

Cllrs Lambert & Worrall

c) Alvechurch Village Hall

Cllr Wise

d) Alvechurch Village Society

Cllr Helmore & Humphries

e) Campaign to Protect Rural England (CPRE)

Last year this was Dorothy Snaddon. The clerk to ask Dorothy if she would be happy to continue to

f) County Association of Local Councils (CALC)

Cllrs Cypher & Humphries

It was noted that two councillor representatives could attend plus the Clerk. More Councillors may attend however only 2 voting rights exist.

g) Worcestershire CALC Executive

Cllr Cypher

h) Hopwood Village Hall Committee

Cllr Willetts

i) The Lounge

Cllr Wise

19/027 Clerk's report: Including actions completed since last meeting, report of complaints, emergency expenditure and matters arising from previous meeting, including:

a) Update on the Finlay Church Memorial Garden

The Lovelock tree and bench have now been installed on concrete bases at the Wiggin Memorial Playing Fields. The Clerk is in receipt of the plaque to be installed next to the Lovelock Tree but this needs sturdier supports which Andy de Comyn is sourcing and providing. The Church family are sourcing a supplier and engraver for the locks and after that has been resolved they would like to hold an opening ceremony for bereaved families, friends and Councillors with the press in attendance.

b) Update on the benches for the bus shelters, Hopwood

The Clerk is now arranging for the Bromsgrove District Council Place Team to move these from Rowney Green to Hopwood

c) Update on Elections Expenses Return

The Monitoring Officer has confirmed receipt of these forms

d) Update on the Councillors' Acceptance of Office forms

These have now all been received

e) Update on the Parish Council's insurance arrangements

The Clerk has finalised arrangements with BHIB to take out a three-year insurance contract with AVIVA with effect from 1st June 2019

f) Update on the Parish Council's New Homes Bonus application

The Supporting Officer has completed the New Homes Bonus application for a storage unit at the Wiggin Memorial Playing Fields. The application is now with District Cllr Van der Plank for completion prior to the deadline.

g) Update on the Parish Council's response to BDC's Consultation on CCTV Infrastructure in Bromsgrove District

The Clerk has submitted a response on behalf of the Parish Council.

h) Update on the streetlights along Swans Walk

Tree surgery has been undertaken along Swans Walk in order for lights to be replaced. Also, Prysmian has instructed Western Power to attend to one light.

i) Update on horse safety signs in Rowney Green

The Clerk has reminded the Highways Representative that these signs had been requested and agreed last year and the Representative is in the process of sourcing these signs

j) Update on the signs for the end of Meadow Lane regarding the overhead barrier

Highways has installed a sign at the end of Meadow Lane depicting the height restriction of 2.1m

k) Update on the tree surgery undertaken at the Wiggin Memorial Playing Fields

The tree surgeon has undertaken most of the tree work at the Wiggin. At the time, he noted and the Clerk inspected deadwood in some trees which wasn't in the survey, most probably because it was undertaken in the winter and without leaves on the trees and may not have been as noticeable. The trees concerned were along the main route towards the Horse Chestnut avenue and we felt it was important to remove these dead branches due to high pedestrian traffic in this area. Also, at the same time a member of the public, former Cllr Smith, advised that there were branches hanging down from one of the Horse Chestnut trees and so the Clerk requested that these be removed as well for public safety. The tree surgeon had originally quoted to cut down T49 with a TPO on it. As the authorisation hadn't been received and this was deemed necessary for health & safety reasons this additional work was set against the cost of cutting down T49 instead. The TPO application to cut down T49 has since been authorised by the BDC Tree Officer. The tree surgeon and the Clerk also reviewed another tree which was suggested in the Tree Survey, might need tree surgery and the Supporting Officer has submitted a TPO request to the Tree Officer for this one as well. Finally, there is another tree that the survey suggested might be necessary to remove, that is a tree leaning on the bridge on the boardwalk. The tree surgeon has compiled a quote for all three trees to be considered at the next YSR Meeting.

l) To note vandalism to play equipment at the Wiggin Memorial Playing Fields

The Caretaker noted during his weekly checks that a chunk of the swing from the sling shot rotator appears to have been torn off. A new swing seat costing £57.21 net has been ordered from Sutcliffes.

m) Outstanding items: street lighting tender, pitch maintenance at the Wiggin Memorial Playing Fields, actions from ROSPA reports, Christmas Arrangements meeting, Assistant Clerk & Caretaker annual appraisals, Staffing Committee meeting, BDHT Letter.

19/028 Finance & Administration

a. To Receive A List of Invoices for Payment and Consider Any Exceptional Items

The cheque List was reviewed, approved and signed by the Chairman of the Parish Council.

b. To Consider Section 1 – Annual Governance Statement 2018/19 of the Annual Return

The Clerk read each of the eight statements in Section 1 to Council and they **agreed** Yes to each box with No responded to Box 9. The Clerk and the Chairman signed Section 1 of the Annual Return.

c. To Consider Section 2 – Accounting Statements 2018/19 of the Annual Return

Council **approved** Section 2 of the Annual Return and the Responsible Financial Officer and the Chairman signed the form.

d. To Consider a Request for Financial Assistance Towards the Surface Water Charge Levied for the Sports & Social Club Car Park

Council discussed this application noting that there was a tri-part agreement between the Parish Council, BDC and the Sports & Social Club in respect of the maintenance of the car park and that along with annual budgets from the Parish Council, there is also a ring-fenced donation from BDC to pay for this. The discussion acknowledged that whilst the contract doesn't state that the Council is responsible for paying for water rates, the Parish Council has provided a grant to the Sports & Social Club to assist with surface water charges in the

past. However, as this isn't part of the agreement and the Council agreed in agenda item 18/117c that it didn't want to breach the budget ceiling for grants in the 2019/20 financial year, Council stated that the Clerk should ascertain whether alternative budgets could be used to provide the funding, such as from our ring-fenced or 19/20 car park budget. Council also asked the Clerk to obtain further information, in line with the Parish Council's Grants Policy, from the Sports & Social Club for it to consider at the July Parish Council meeting and to confirm the ring-fenced car park budget.

e. **To Consider the Bank Signatories Arrangements for the Parish Council**

Council **resolved** that it would maintain the current arrangements of two bank signatories until the Finance Committee has reviewed the Supporting Officer's proposal for a change to electronic banking.

f. **To Consider the Parish Council's Policies to Include:**

i. **Complaints Policy**

The Clerk to review Cllr Cypher's emailed comments and revert to Council at the July Parish Council Meeting

ii. **Freedom of Information Policy**

This item was deferred to the July Parish Council meeting

iii. **Scheme of Delegation**

Council **resolved** to adopt this policy

iv. **Lone Working Policy**

Council **resolved** to adopt this policy

g. **To Consider the Office Risk Assessment**

Council **resolved** to adopt this risk assessment

h. **To Consider the Resale Cost of the Bound Copies of the Alvechurch Parish Neighbourhood Plan and Design Statement**

Council **resolved** to charge £25 each.

i. **To Consider a Request for Maintenance to the Football Pitches at Hopwood Playing Fields and the Wiggin Memorial Playing Fields**

The Clerk advised that she had met with the Grounds Maintenance Contractor and some of the football managers whose teams play on our pitches to discuss the condition of the pitch. With regards to the pitch at Hopwood, the Grounds Maintenance Contractor advised that approximately 100 tonnes of top soil would need to be imported onto an area of particular concern and then it would need to be re-seeded and set aside for 18 months for the grass to be properly established. The football representatives stated that they need to be able to fit a large pitch on that site and therefore this proposal was not viable at this time but might be in two years' time. Estimated cost: £2000.

The Grounds Maintenance Contractor recommends digging a trench and filling it with pea gravel to resolve the surface water issues for the pitch at the Wiggin. Estimated cost £1000.

This is to be debated further at the YSR Committee meeting.

j. **To Consider the Quotations Received in Respect of the Rowney Green Pavilion Electricity Contract**

The Clerk provided Council with energy comparison quotes and Council **resolved** to enter into a 3-year contract with SSE to supply electricity to the Pavilion.

k. **To Consider the Quotations Received in Respect of the Broadband and Telephone Contract for the Office**

This item was deferred until the July Parish Council Meeting.

l. **To Consider the Quotations Received in Respect of a Photocopier Contract for the Office**

This item was deferred until the July Parish Council Meeting.

19/029 To Consider the ROSPA Report in Respect of the Wiggin Memorial Playing Fields

It was noted that there were no significant actions arising from this report and this will be discussed further at the June Youth, Sport and Recreation Meeting, in particular the need for signage near the play area

19/030 Committees/Sub Committees/Working Parties

a) Reports from Committees and minutes circulated since last meeting

i. To Consider an Update on the Hopwood Play Equipment Project at Hopwood Playing Fields

The Clerk provided Council with an update that the Supporting Officer had met with a representative of Play & Leisure Ltd on site to discuss the installation of the play equipment. We are advised that the equipment had been purchased and would be installed in early July. The Caretaker has delivered a letter to all residents whose houses adjoin the Playing Fields. A Councillor queried whether a letter had been posted to the household who own the allotment that is situated next door to the Playing Fields.

iii. To Receive an Update from the Picnic in the Park Committee (PIP)

The Committee will hold a debriefing meeting on Friday. The Lounge has reported that this year was the most successful year they'd had and positive feedback had also been received from other stallholders. BDC collected the bins late this year. The introduction of a half hour parking permit went well. The Parish Council congratulated the organisers on another successful event.

iv. To Receive an Update on the Planning Meeting held on 3rd June 2019

Please see Minutes for further details.

iv.i To Receive an Update from the Allotment Association Annual General Meeting on 13th May 2019

It was noted that only around 10 ploholders attended the meeting. A slight change to the constitution has been agreed to include rules on weedkiller use and details about equipment being left on the plot.

b. Reports From Representatives To Outside Bodies

i. An update on a Meeting Held With the Clinical Commissioning Group (CCG) Representatives

Cllrs Humphries, Cypher, Lambert and Freeman attended a meeting with representatives from Redditch & Bromsgrove and Solihull CCGs. It was noted that they are looking to reduce the number of CCGs but overall the impression given by the CCG representatives was of a lack of understanding about how these changes will impact on Alvechurch patients who reside in Worcestershire and would technically fall under Redditch & Bromsgrove CCG but whose medical practice is based in Birmingham and is therefore covered by Birmingham and Solihull CCG.

19/031 To Consider Resident's Complaints and Queries, as Received

a) A Member of the Public's Notification of Funding Available from the Police & Crime Commissioner

The Clerk advised that she had received an email from a Hopwood resident who advised that he had been a long-standing campaigner for a fixed speed camera on the A441 in Hopwood. The resident had recently received a letter from the Police & Crime Commissioner advising that Community Groups can apply for funding for these sorts of projects. Council advised that this should be passed to Cllr Humphries to discuss with members of the Community Action Group.

19/032 Around the Parish – to Consider Developments and Issues Raised by Councillors Present as they Relate to Hopwood, Rowney Green, Bordesley and Alvechurch

a) Bordesley

- None noted

b) Alvechurch

- It was noted that the borders along the Village Green were in need of attention and it was suggested by a Councillor that shrubs which are lower maintenance are planted instead. Cllr Helmore volunteered to champion solutions for this.

- Cllr Worrall advised that he had attended a meeting with Tranter Road residents and a representative of North Worcestershire Water Management. There are still issues of water leaks on two Branden Road properties' front drive. The meeting was positive and Cllr Worrall stated that progress is being made to hopefully resolve the problem.

c) Hopwood

- The state of the footways between Hopwood and Alvechurch was raised again and in particular, how hard these are to navigate on a mobility scooter, paired with the issues arising from overgrown hedges as well.
- It was noted that the Appeal for the Land South of Karenswood had taken place in May.

d) Rowney Green

- It was noted that the footballers hadn't replaced the memorial bench for Mr Rippington that was vandalised beyond repair last year. The Responsible Financial Officer will include this in the Autumn discussions about budgets for next year.

19/033 Date and time of next meeting: the next meeting will be on 8th July 2019 at 7pm at Hopwood Community Centre, Redditch Road, Hopwood.

This meeting ended at 9.50pm.

Signed..... Date.....
 Chairman, Alvechurch Parish Council

