

ALVECHURCH PARISH COUNCIL

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Clerk – Tammy Williams

MINUTES OF THE PARISH COUNCIL MEETING

HELD MONDAY 11th MARCH 2019 AT 7PM

AT HOPWOOD COMMUNITY CENTRE REDDITCH ROAD HOPWOOD

18/153 Present: Councillors A Humphries (Chairman), M Ball (arrived at 19.07), J Cypher, A Helmore, S Lambert, P Freeman, A Smith, T Wallis, M Worrall, A Willetts & N Wise

In attendance: Tammy Williams (Clerk), S Oldaker (The Village), County Cllr C Hotham

18/154 Apologies for Absence:
Cllr R Chima (personal reasons)

18/155 Declarations of Interest:
None noted

18/156 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

18/157 Reports from Alvechurch Ward, District and County Councillors
District Cllr K Taylor

Apologies received as District Cllr Taylor was at two other meetings. District Cllr Taylor sent a report which conveyed the following points:

- Sent congratulations to the Parish Council following the ratification of the Alvechurch Parish Neighbourhood Plan
- Thanks for APC's public support of the BDC Strategic Planning Team
- Planning issues in the District including the planning application for 25 houses at Lye Meadow, Alvechurch
- The District Council budget was approved and will result in an increase in council tax.
- The Corporate and Communities Overview & Scrutiny Panel will be considering a brief headline report on the libraries consultation.

District Cllr K Van Der Plank

Apologies received.

District & County Cllr Hotham

Arrived late due to attendance at a BDC Planning meeting. The following points were made:

- Update on the library consultation
- Update on Mayfield Farm

- Advised that the road surface works on the A441, Hopwood will take place overnight.
- Noted that he will be attending a meeting with Parish Council representatives and Alan Amos (WCC) regarding issues on the A441, Hopwood
- Noted that roundels and arrows on the road surface, Ash Lane, Hopwood will be removed due to noise issues when cars drive over them.

18/158 To Consider the County Council's Road Closure of the A441, Birmingham Road, Hopwood From its Junction With Longbridge Lane to its Junction With B4120 Redditch Road from 4th April 2019 (Anticipated Duration 15 Days) for Road Resurfacing Works

It was noted that the County Council had issued a Road Closure Notice however this work would be undertaken at night and therefore the local impact would be minimal. The Clerk has posted the Road Closure Notice on Facebook so that local residents are aware.

18/159 To Consider the Minutes of the Previous Meeting Held on 11th February 2019
The minutes were approved by Council and signed by the Chairman.

18/160 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 pollarding of the conifers at Rowney Green Playing Fields

Blue Sky Arboriculture had to reschedule their pollarding of the conifers but the work has now been completed.

b) Update on the grit bins for Robins Hill Drive and Rowney Green

The Clerk is advised that the application for a new grit bin in Rowney Green has failed both the County and Parish grit bin assessments. The Clerk has notified the Rowney Green Residents Association and will speak to them about the next available steps for them. In the meantime, the Clerk will purchase the grit bin(s) to be funded by the County Councillor's divisional fund.

c) Update on the bus shelter benches either side of A441, Hopwood

The County Council's Parish team has advised that the benches currently on Rowney Green Playing Fields are too heavy for manual lifting on to and off a vehicle. The Clerk will review alternative options to resolve this situation.

d) Update on the 2019 Elections and the Parish Candidates Briefing at BDC on 13th March

Councillors are reminded that they have been provided with the Electoral Commission's timetable to the May elections and a CALC guide to elections. There is a Parish Candidates Briefing at 6pm at Parkside Bromsgrove for Councillors. Councillors wishing to attend that should let the Clerk know as soon as possible please.

Key dates are as follows:

The District Council will publicise the Election not later than Tuesday 26th March. Nomination forms and notices will be delivered to the Council and the Notices must be displayed on our website and on Noticeboards on that day – any Councillors willing to help put up notices around the Parish please let the Clerk know.

Councillors will then need to complete their Nomination Forms getting them Proposed and Seconded by someone who resides in the Ward that you wish to represent. The Elections Team at Bromsgrove recommend that Councillors make an appointment to get their Nomination Forms checked by a member of their team. Nomination forms must be submitted to Bromsgrove District Council by 4pm on Wednesday 3rd April. This is also the deadline for the withdrawal of nominations as well. Please get a receipt when you submit them. We are advised that there will be no exceptions and no extensions to that deadline.

The statement of who is standing for our Parish elections will be published no later than 4pm on 4th April.

The Clerk is working with the Support Officer to publicise the Parish Council elections for potential Parish Council candidates.

e) Update on the Internal Audit arrangements for the 2018/19 financial year

The clerk instructed the Internal Auditor and the date for audit is confirmed as Friday 26th April.

f) To remind Councillors of the last submission date for Expenses Claims

Any Councillors wishing to make an expenses claim for the 2018/19 financial year need to submit this to the Clerk by Wednesday 20th March please.

g) Update on the Christmas Light switch on arrangements for 2019

The date for the Christmas Light switch on has been confirmed as 6th December 2019 with the Bromsgrove Town Crier officially switching the Christmas lights on.

h) Update on the tree surgery quotations at the Wiggin Memorial Playing Fields

The Support Officer has contacted tree surgeons to obtain quotations to undertake the proposed tree surgery at the Wiggin Memorial Playing Fields

i) Update on the tennis courts at Rowney Green Playing Fields

The Clerk and/or Support Officer will contact the grounds maintenance contractor regarding the annual jet wash of the tennis courts. The Support Officer has advised that she will also speak a tree surgeon regarding the roots from the conifers affecting the tennis court surface.

j) Update on the Alvechurch Parish Neighbourhood Plan

The Parish Council received a Decision Notice that confirmed that at the full council meeting of Bromsgrove District Council meeting on 27th February 2019, Bromsgrove District Council has decided to make the Alvechurch Parish Neighbourhood Plan 2011-2030 part of the Development Plan for the District following the outcome of the referendum on 10th January 2019.

k) Update on the arrangements for the Annual Parish Meeting

The Annual Parish Meeting will be held at The Baptist Church, Red Lion Street, Alvechurch on 8th April at 7pm. Half an hour of the meeting will be dedicated to a hustings for the District Council candidates.

l) Update on the Library Stakeholder meeting held on 28th February 2018

A meeting was held between County representatives, First and Middle School representatives and members of the Working Group. The Working Group will continue to speak with County representatives about the Library Consultation process.

m) Update on the Parish Council's noticeboard at Bordesley and to note thanks to a resident for their help

The Clerk would like to extend thanks to a member of the public who has donated a noticeboard to replace the vandalised noticeboard at Bordesley.

n) Update on the Parish Council's health and safety arrangements

The Clerk accompanied the assessor from Qube Environmental on 27th February whilst water safety assessments were undertaken at Rowney Green Pavilion, the Parish Council office and Hopwood Community Centre. Reports for each site will be issued to Council shortly.

o) Outstanding items: Tender exercise for street lighting, signage costs & writing to the Diocese of Worcester

18/161 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 the Hopwood Play Equipment Working Group's Proposed Tender Document and the Next Steps for its Progression

Council was provided with a copy of the Working Group's Tender Document. The following alterations were proposed and **agreed**:

- To include a pedestrian access to the play equipment from the car park.
- Contractors can take down part of the bund in order to let machinery on to the site but this must be reinstated at the end of the project.
- The contractor will be responsible for the overall security of the site particularly the locking up of the gate and building at the end of the day.
- The inclusion of "Added Value" into the Scoring of Tenders section. This was allotted a 10% scoring criteria and Play Equipment was reduced to 50% from 60% accordingly.

- Bromsgrove District Council's Parks & Recreation Officer had provided additional wording for the definitions of each part of the Scoring of Tenders sections and these were approved for inclusion.
- Before and after pictures of previous projects from Reference Sites would be appreciated

The Clerk will make the necessary alterations to the Tender document, email it to play equipment companies as identified by the Working Group and list the contract on the Government's Contract Finder website so that it can be accessed widely by any company.

c. **To consider the Costs for Advertising the Tender in the Local Newspaper in with APC's Adopted Financial Regulations**

It was **agreed** that the Proper Officer could also advertise an Invitation to Tender for the installation of new play equipment at Hopwood Playing Fields in the Redditch Standard at a cost of £182+vat.

d. **To Consider the Costs of Providing Offsite Computer Backup for Three Staff Members**

It was **agreed** that the Clerk could instruct Boxer Enterprises Ltd to provide offsite computer backup at a cost of £234 + vat for 12 months. It was noted that the Parish Council had already made a partial payment this year for backup for two staff members so the actual cost to be paid now will be £136.50 + vat.

e. **To Consider the Parish Lengthsman Arrangements for the 2019/20 Financial Year**

The Clerk advised that so far the Bromsgrove District Council Lengthsman arrangements had worked well. It was **agreed** that the Parish Council would instruct Bromsgrove District Council to continue to provide Lengthsman services at a cost of £15 per hour and no travel expenses.

It was also noted that the Clerk had received expressions of interest from three local people and it was suggested that the Clerk contacts these people to see if they might be interested in being a maintenance/handyperson for the Parish Council in the future if deemed necessary.

18/162 To Consider the Recommendation From the YSR Committee to Provide Meadow Lane Residents With the Code for the Overhead Barrier

Council did **not resolve** to provide the code to Meadow Lane residents.

a) **To Consider further Information Received Regarding the Council's Policy of Opening and Closing the Overhead Barrier at the Wiggin Memorial Playing Fields**

Council debated a list of alternative options that the Clerk had provided Council regarding the issues arising from the overhead barrier at the entrance to the Wiggin Memorial Playing Fields. It was noted that whilst the Parish Council had notified all three emergency services in the case of the Ambulance Services the code hadn't been attributed to all Meadow Lane addresses. This had now been resolved. It was **agreed** that Council would provide Meadow Lane residents with the code to the padlock on request only so that the Council could balance the protection of the Playing Fields from incursions with the needs of residents in the nearby vicinity.

18/163 To Receive an Update from Cllr Worrall Regarding the Drainage Issues on Branden Road

Cllr Worrall reminded Councillors that in his capacity of ward representative, he had previously assisted a resident in Branden Road with the engagement of North Worcestershire Water Management, Severn Trent and Network Rail with drainage issues. He had recently received notification that this resident's neighbour was also having drainage issues and in fact this was disrupting her front drive.

b) **To Consider Approving Further Dialogue Between Cllr Worrall, Network Rail and North Worcestershire Water Management Representatives**

It was **agreed** that Cllr Worrall could continue to discuss the drainage issues arising in Branden Road with Network Rail and North Worcestershire Water Management.

- c) **To Consider Writing to the Canal and Rivers Trust Regarding Blocked Drains Running Under Their Land Between the Canal and Railway Line**

It was **agreed** that the Clerk and Cllr Worrall would compose a letter and send this to the Canal and Rivers Trust.

18/164 To Consider Further Parish Council Involvement In Meetings With Key Stakeholders Regarding Station Car Park Improvements

It was **agreed** that Cllrs Worrall and Humphries would continue to be involved with meetings with key stakeholders regarding station car park improvements.

18/165 Committees/Sub Committees/Working Parties

a) Reports from Committees and minutes circulated since last meeting

- i. **To Receive an Update from the Planning Committee Meeting Held on 4th March 2019**

Please see Minutes for further details.

- i.i **To Consider the Planning Committee's Recommended Changes and Improvements to Bromsgrove District Council About What Information Should be Provided to Residents Regarding the Planning Process**

The Planning Committee had proposed a document recommending changes to improve how residents are communicated to about planning applications of interest to them. This document was **approved and agreed** by Council.

- i.iii. **To Consider Arranging a Meeting with BDC's Planning Department Regarding These Recommended Changes**

It was **agreed** that Cllr Worrall and members of the Planning Committee would request a meeting with Bromsgrove District Council's Planning Department.

- ii. **To Receive an Update from the Youth Sports and Recreation Committee**

Please see Minutes for further details.

- iii. **To Receive an Update from the Picnic in the Park Committee**

It was noted that the proceeds from this year's Picnic in the Park event would be donated as follows: 50% to Hopwood Play Equipment and 50% to The Lounge. Judging of the Logo competition has been carried out.

b. Reports From Representatives To Outside Bodies

It was noted that there would be a CALC Area Meeting on 13th March and that Cllrs Cypher, Humphries and Smith would be attending.

18/166 To Consider Resident's Complaints and Queries, as Received

- a) **To Note a Resident's Communication to the Parish Council Regarding the Lack of Crossing on the A441 in light of the Installation of the New Play Equipment at Hopwood Playing Fields**

It was noted that a resident had contacted the Parish Council expressing concerns about the lack of crossing on the A441, Hopwood and that Cllr Humphries had responded confirming that the Parish Council has been lobbying Safer Roads Partnership and the County Council since 2012 in a bid to try to secure funding for a crossing and speed reduction measures on the A441. This has resulted in regular speed monitoring of the A441 by a temporary speed camera during the last three years but to date, a crossing hasn't been installed due to funding issues.

18/167 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**

None noted

c) Hopwood

A letter has been sent regarding the state of the footways

d) Rowney Green

None noted

18/168 To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of agenda items 16 & 17 which contains confidential employee information:-

“RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, Section 1 Sub-Section 2 a body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature from that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.”

Council resolved to exclude the Press and Public.

18/169 To Consider the Proposed Salary Increases for the 2019/20 Financial Year as Agreed by The National Joint Council for Local Government Services to be Implemented from 1st April 2019

Council **agreed** the proposed salary increases for the Clerk, Assistant Clerk, Caretaker and Supporting Officer.

18/170 To Consider Revised Standing Orders in Respect of Staff Salaries

Council **approved** a standing order in respect of the payment of the Supporting Officer's monthly salary.

18/171 Date and time of next meeting: the next meeting will be on 13th May 2019 at 7pm at Hopwood Community Centre, Redditch Road, Hopwood.

This meeting ended at 9.30pm.

Signed..... Date.....

Chairman, Alvechurch Parish Council