



Council Members:	<i>Alvechurch ward:</i>	<i>P Freeman, A Helmore, S Hornsby, A Humphries, S Lambert, M Worrall, N Wise</i>
	<i>Hopwood ward:</i>	<i>S Lewis, A Willetts</i>
	<i>Rowney Green & Bordesley ward:</i>	<i>S Baxter, J Cypher, T Wallis</i>

MINUTES OF THE PARISH COUNCIL MEETING

HELD MONDAY 13th JANUARY 2020 AT 7PM

AT HOPWOOD COMMUNITY CENTRE REDDITCH ROAD HOPWOOD

Present: Councillors M Worrall (Chairman), A Humphries (Vice-Chairman), S Baxter, J Cypher, P Freeman, A Helmore, S Hornsby, S Lambert, T Wallis, A Willetts, N Wise

In attendance: District Cllr Annette English,
One member of the public
Sally Oldaker (The Village)
Support Officer, Gill Lungley

20/001 Apologies for Absence:
Received from Cllr S Lewis,
Reasons for absence are recorded in the attendance register.

20/002 Declarations of Interest:
None declared

20/003 Consideration of Dispensations
None received

Standing orders were suspended to allow for contribution from the following:

- 20/004 a) Members of the public**
No contribution at this point.
- b) Reports from Worcestershire County Council (WCC) Councillor and Bromsgrove District Council (BDC) councillors**
- .1 Annette English for Alvechurch South ward, BDC**
- **District Council colleagues** Charlie Hotham and Kate van der Plank apologised for non-attendance.
 - **Bonfires, Bear Hill** – a complaint about bonfires relating to the building work off Church Walk had been followed up. It would appear they are not hazardous; builder advises they aim to be finished by Christmas 2020.
 - **Post Office (Simply Fresh)** – regarding the proposal to re-site the Post Office in the building next to where it used to be in Bear Hill into a shop that is to be known as 'Simply Fresh' the planning officer is awaiting revised plans from Simply Fresh.

The Conservation Officer has commented on the reinstallation of chimneys. However, it appears the applicant is not taking on board the planning officer's comments and in the absence of any forward progress Mrs English suggests an alternative option for siting the Post Office should be considered.

- **Post Box** – due to the building works at the old Post Office (where the building is being converted into separate units) the post box was sealed off for the safety of postmen and pedestrians. It is not within the planning officer's remit to demand the post box be re-opened but they will contact the agent again.
- **Cleaner, Greener Alvechurch** – a meeting is to be held on 15/01/2020 at the Red Lion PH.

c) To receive reports from support organisations

There were no reports from support organisations however the member of the public was given the opportunity to comment, as follows (paraphrased):

- Amazed that the parish council has allowed the post office to close without putting something else in place, and that the parish council has allowed the post-box to be sealed off.
- The library is under threat and this along with the post office closure could suggest a combination of the two. It is an opportunity for interested parties; the same demographic use both the library and the post office.

Standing Orders were resumed.

20/005 Approval of the Minutes of the previous meeting

IT WAS RESOLVED to approve the minutes of the meeting held on 09/12/2019 and the Chairman undertook to sign them as a true and accurate record.

20/006 Clerk's report

In the absence of a Clerk, the Support Officer provided the following updates:

- a) The outstanding items carried over from ex-Clerk are noted and includes - Street Lighting Tender, Horse safety signs in Rowney Green, office pay-as-you-go mobile phone, Local Council Award Scheme action plan, change to banking arrangements. This will be worked through over the coming weeks.
- b) **Progress with signage at the Wiggin Memorial Playing Field:** the completed specification (as provided by Cllrs Humphries and Worrall) is to be forwarded from the parish council office to contractors to provide quotations.
- c) **Improvement to gate at Hopwood Community Centre:** the gate has been rehung and now opens without having to lift it off the ground. It would appear this work was arranged by agreement between a councillor and a friend. An invoice has been received for £150 and the council agreed to make the cheque payable to the individual rather than to the business.
- d) **Building work at 1 Bear Hill:** the old post office building is being converted to separate units, as reported on p6 The Village, January 2020. Before leaving, the previous clerk spent considerable time alerting the relevant authorities to safety concerns.
- e) **Council office hours:** in the absence of a Clerk, the members were notified of the revised hours – the Assistant Clerk is in the office for 5 hours each day Mon thru' Thurs inclusive and the office is open to the public between 9am – 11am on those days. The Support Officer's hours will vary but likely to include full days Monday and Thursday.

20/007 Finance & Administration

- .1 List of Invoices for payment authorisation and note any emergency expenditure
Notice of this had been sent to the Chairman and was believed to have been sent to all council members.
The list is appended at page 111.
- .2 To note all items of expenditure and income for December 2019
Notice of this had been sent to the Chairman and was believed to have been sent to all council members. It is the same list as that appended at page 111.
- .3 To note the 3rd quarter financial position
This had been circulated to all members and was noted: summary attached at p 112.
- .4 To authorise a named officer to be the Council's bank account administrator
It was **AGREED** that the officer acting as the Clerk at the time would be the default administrator for all bank accounts. It was noted the number of signatories needs to be augmented to at least four members of the council and that the Council has previously approved opening a current account with Unity Trust Bank.
- .5 To agree the Precept for 2020/21 of £135,700 (likely band D impact of £58.42pa)
Having agreed the draft budget at its meeting on 09/12/2019 members now claimed this was not the actual budget and they could not therefore identify the precept demand from it. Instead the Finance and Resources Committee was tasked with reviewing the draft budget and thereby the precept for 2020/21 for ratification by the council at the next meeting on 10/02/2020.

20/008 To agree dates of future meetings for 2020/21

Notice of this had been sent to the Chairman and was believed to have been sent to all council members and was agreed.
Essentially the timetable retains the current structure of full council meetings on the second Monday of each month; Planning Committee meets on the first Monday of each month and both the Finance & Resources Committee and the Youth, Sport and Recreation Committee meet roughly quarterly.
It was noted the Planning Committee's meeting on the first Monday of May this year would not be hindered by the Bank Holiday which has been moved to Friday 8th May in recognition of VE Day 75th anniversary.

20/009 To consider appointment of new website

At this point in the meeting it was realised that, apart from the Chairman, members had not received the supporting notes to the agenda. For this reason, this item was referred for consideration by the Finance and Resources Committee meeting on 20/01/2020 for recommendation to the next meeting of the council on 10/02/2020.

20/010 To receive reports from:

A Committee / sub-committee / working party

10.1 Planning Committee meeting held 06/01/2020

Six applications had been considered. There had been discussion relating to the planning appeal, dismissed by the Planning Inspectorate, arising from the application to build ten houses on land to the rear of Smedley Crooke Place, Hopwood. Members had noted with concern that the land had been designated in the decision report as 'previously developed' but were pleased that the parish council's Neighbourhood Plan policies had been upheld.
There was also concern expressed in that meeting about a comment made by the Planning Officer in the report granting planning permission to application reference 19/01359/FUL re Arosa, The Holloway that members perceived as stating the parish council's Neighbourhood Plan policy H2(f) was out of date.

The committee also received a report on the recent meeting between council members and the District Council's Head of Planning Services. The successful referendum held on the Lickey and Blackwell and Cofton Hackett Parish Councils' Local Plan was noted, and it was agreed to send congratulations to them.

10.2 Community Action Group A meeting is likely to be held 06/02/2020.

B External bodies

10.3 Almshouses Trust

Cllr M Worrall: the parish council appointed member (Desmond Thomas) to the vacancy had attend and made a useful contribution. A recent power outage had resulted in Western Power Distribution attending to repair the transformer that is in the adjacent field.

10.4 Alvechurch Grammar School Trust

Cllr S Lambert: the most recent meeting was 07/01/2020 where it was noted that as the Trust is not giving away enough funding it will seek to promote itself via an improved website and forging better links with local schools.

10.5 Alvechurch Village Hall

Cllr N Wise: the management committee meets next week; there has been a delay to the installation of the railings.

20/011 To note correspondence received

Most of the correspondence received via email is forwarded to members and for the preceding month includes:

- a) WCC Funding for Communities via Open4Communities
- b) Alvechurch Almshouses Trust requiring confirmation of trustee appointment
- c) Training for councillors on Planning via BDC Senior Planning Officer
- d) Citrus Energy, ethical energy consultants
- e) NALC Conference 17/03/2020
- f) Community Clean-up Fund
- g) Worcestershire County Council (WCC) consultation relating to a proposal to introduce Restriction of Waiting Mon-Fri 8am-6pm at various intervals on the north west side of Station Road. This was prior notification consultation and had not yet reached the public consultation stage. Members had been notified on 09/12/2019, too late for consideration at that day's Council meeting. The Chairman explained it had been hoped the county councillor would be present at this meeting to discuss further but in his absence it would be discussed at this point in the meeting.

Cllr Humphries declared that as a resident of Station Road he had a conflict of interest and that he is concerned by the proposals which:

- will have a knock-on effect;
- will displace residents' parking;
- will hinder the WCC work on station parking improvements;
- could encourage more speeding, not less

The Chairman had previously spoken to the county councillor who had pointed out the scheme is a betterment and although not ideal believed there should be a degree of support for it. Additionally, if it fails to solve the problem then it will be put right. There was disappointment that WCC has not advanced the station car park feasibility study.

The district councillor was asked to comment: can see argument for both sides but agrees with the county councillor's position as the 'lesser of two evils' since the current situation is dangerous for drivers with no passing space.

In the response to the consultation WCC would be asked how they intend to carry out the wider consultation.

The Chairman reported on two items of correspondence:

- h) A local resident wishes to meet to discuss litter and associated issues.

- i) An anonymous letter had been received in which it appeared the author had misunderstood the report in The Village magazine of Bordesley's 'brown river'. The Chairman clarified this had not been a reference to the River Arrow but instead to the lack of drainage capacity along the A441 during torrential rainfall.

20/012 Around the Parish – councillors reported as follows:

All parish – Cllr J Cypher: Emergency Plan - had contacted village hall representatives and residents' associations and is arranging to meet with WCC Emergency Plan officers as he is keen to establish how contact with key personnel will be made in the absence of, for example, electricity.

Rowney Green – Cllr J Cypher: with regard to the car parking proposals, had signed up for information on funding sources and asked for this to be on the agenda for the next meeting of the Youth, Sport and Recreation Committee.

Hopwood – Cllr A Willetts: nothing to report.

Bordesley – Cllr S Hornsby:

- a) North Worcestershire Water Management Team had recommended a 2-pronged approach to deal with the 'brown river', ie inability of drains along A441 to deal with water-flow during heavy rainfall, which is to (1) arrange for the drains to be jetted (not sure if Severn Trent Water or WCC will do this) and (2) discuss with the landowner the run-off from the adjacent fields.
- b) The Council had agreed to new lighting in Bordesley in 2020 and Cllr S Hornsby asked if this was going to happen and whether the instruction for replacement had been issued. Minute no. 19/129.6 refers.
- c) It is believed the increase in traffic through Bordesley is due to the cancellation of local trains and loss of confidence in the local service.

Alvechurch

Cllr N Wise: plea for reinstatement of street light in Tanyard Lane car park.

Cllr A Humphries: asked about progress of the proposed 20-mph scheme through Alvechurch village centre. It was agreed the Support Officer would ask the highways liaison officer about progress.

Cllr S Lambert: a) had gathered information locally that a feasibility survey was being conducted for broadband improvements in the village and b) alerted members to the annual Alvechurch Wassail that was to take place on 01/02/2020 starting at The Crown and finishing at the Weighbridge.

Cllr P Freeman: asked whether the road drains are regularly cleaned out. It was agreed the Support Officer would ask for the drain cleaning schedule to establish when the parish would next be visited and the county councillor would be notified.

Cllr M Worrall: had met residents of Branden Road to progress the issue with the drains.

20/013 Resolution to exclude members of the public and the press.

RESOLVED to exclude members of the public and the press to discuss matters relating to members of staff and staffing requirements.

Public Bodies (Admission to Meetings) Act 1960, s1(2)

The members of the public left the meeting.

20/014 To discuss the following staffing matters

- a) Appointment and terms of appointment of Interim Clerk
The Support Officer had been asked to provide cover until a new Clerk is appointed. It was **AGREED** that the Support Officer would continue in the current role and take on essential duties as required to allow the council to function appropriately and would stay in post for one month after the new Clerk had taken up the post.

- b) To agree the process for appointment of new Clerk, to include identifying members to the appointment committee, dates of interviews, delegated authority to appoint and agree terms of appointment should the committee agree to appoint.

It was **AGREED** that Cllrs S Baxter, A Humphries and A Wallis would comprise the interview panel with the Support Officer facilitating the process.

It was **AGREED** to delegate authority to appoint a new Clerk to this panel.

- c) To agree, should it not be possible to appoint, to delegate authority to the Interim Clerk to re-advertise the position.

This was not considered at this time.

20/015 Date and time of next meetings –

- Christmas Arrangements Committee 16/01/2020, 9.30am
- Finance & Resources Committee 20/01/2020, 7.30pm
- Planning Committee 03/02/2020, 7.30pm
- Ordinary Parish Council 10/02/2020, 7pm

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Chairman – Alvechurch Parish Council

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Date

Minute no. 20/007(i) Payments list for month:

Alvechurch Parish Council						
PAYMENTS LIST, DECEMBER 2019						
Voucher	Chq no.	Description	Supplier	Net	VAT	Total
365	5299	grant	Incredible Edible	200.00	0.00	200.00
388	5281	safety measures at Xmas lights	West Midlands Care Team	60.00	0.00	60.00
389	5279	Office refreshments	Groewood Farm Dairy	7.00	0.00	7.00
390	5280	christmas lights event	Mr R Yarnell	11.26	0.00	11.26
391 - 393	5283	street lighting electricity	SSE	480.57	98.84	570.41
394	5284	Prizes for Xmas Lights event	Branded-4u	41.85	8.37	50.22
395	5285	Ctkr Duties Bin Emptying	idg garden services	125.00	0.00	125.00
396 - 399	5285	dog bin emptying	idg garden services	200.00	0.00	200.00
400	5286	noticeboard o/s Geo Rd office	Mr J Penn	58.59	0.00	58.59
401	5277	Plumbing repairs, Pavilion	Morgan Plumbing & Heating Ltd	220.00	0.00	220.00
402	5288	advertising, Xmas edition	Platform Publishing & Media	100.00	20.00	120.00
403	5289	Pitch improvement, Hopwood	Hosking Ground Maintenance	38.00	7.60	45.60
404	5290	donations, Xmas Lights event	The Alzheimers Society	60.00	0.00	60.00
405	5281	safety measures	West Midlands Care Team - item duplicated	0.00	0.00	0.00
406	5291	licence	Scribe	385.00	77.00	462.00
407	5292	mileage	T Williams	3.06	0.00	3.06
408	5292	deposit	T Williams	25.00	0.00	25.00
409	5292	Prizes, Xmas Lights event	T Williams	51.00	0.00	51.00
410 - 413	5293	lengthsman	Bromsgrove District Council	960.00	0.00	960.00
414	5294	assistant clerk travel expenses	Mrs C Mason	12.60	0.00	12.60
415	5294	sundries	Mrs C Mason	15.00	0.00	15.00
416	5294	stationery & refreshments	Mrs C Mason	4.30	0.00	4.30
417	5296	Ctkr duties Cleaning	Andlin Cleaning & Maintenance Ltd	816.00	0.00	816.00
418 - 420	SO	Business Rates	Bromsgrove District Council	470.00	0.00	470.00
421	SO	Support Officer	Mrs G Lungley	1,165.00	0.00	1,165.00
422 - 424	SO	Salaries	Salary payments, (November)			
425	DD	Internet and email	Inty Cascade	28.20	5.64	33.84
426	SO	Photocopier	Midshire Communications Ltd	4.41	0.88	5.29
427	SO	Telephone	TalkTalk Business	39.15	7.83	46.98
428	SO	clerks salary	see below			
429	5297	advertising, Clerks position	W M Jobs	220.00	44.00	264.00
430	5298	Postage & Packaging, defib	WEL Medical Ltd	5.95	1.19	7.14
431	5300	Water rates	Waterplus	53.07	0.00	53.07
432	5301	email software	Boxer Enterprises Ltd	30.00	6.00	36.00
433 - 436	DD	Pension/Salary/NI/PAYE	Salary payments, see below			
437 - 438	SO	salary payments for January	not included in this month's total			
439 - 444	5303	Pension/Salary/NI/PAYE	Salary payments, see below			
		v424, v433-436, v439-444	Salary totals inc pension and NI/PAYE	6153.91	0.00	6,153.91

Minute no. 20/007.3

Alvechurch Parish Council							
Summary of Receipts and Payments, 3rd Quarter							
Summary - Cost Centres Only							
Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration	12.00		-12	25,459.00	16,853.83	8,605	8,593
Bank Interest and charges	50.00	55.25	5				5
Car park				920.00	300.00	620	620
Employment costs				62,123.48	48,650.84	13,473	13,473
Grants	270.00	270.00		8,270.00	8,000.00	270	270
Highw ays	3,100.00	963.30	-2,137	8,383.00	3,249.87	5,133	2,996
Misc income	8.36	8.36					
Precept	112,453.98	118,076.68	5,623				5,623
Projects					309.00	-309	-309
Reserves							
Sports & recreation	46,880.00	5,789.30	-41,091	70,940.00	54,975.00	15,965	-25,126
Staff & Councillor expenses				2,250.00	629.76	1,620	1,620
Street lighting				22,000.00	4,681.49	17,319	17,319
Youth funding				1,000.00		1,000	1,000
NET TOTAL	162,774.34	125,162.89	-37,611	201,345.48	137,649.79	63,696	26,084
Total for ALL Cost Centres		125,162.89			137,649.79		
V.A.T.		13,656.18			11,236.24		
GROSS TOTAL		138,819.07			148,886.03		