

ALVECHURCH PARISH COUNCIL

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Clerk – Tammy Williams

MINUTES OF THE PARISH COUNCIL MEETING

HELD MONDAY 14th MAY 2018 AT 7.00PM

AT HOPWOOD COMMUNITY CENTRE, REDDITCH ROAD, HOPWOOD

18/001 Present: Councillors A Humphries (Chairman), M Ball, R Chima, J Cypher, P Freeman, A Helmore, S Lambert, A Smith, A Wallis, A Willetts, N Wise & M Worrall

In attendance: Tammy Williams (Clerk), Richard Peach (The Village), District/County Cllr C Hotham, District Cllr K Taylor, Ron Rand

The Clerk opened the meeting.

18/002 Election of Chairman

It was **agreed unanimously** that Cllr A Humphries would be Chairman of the Parish Council.

18/003 Election of Vice Chairman

It was **agreed unanimously** that Cllr A Willetts would be Vice Chairman of the Parish Council.

18/004 Apologies for Absence

District Cllr Kate Van der Plank

18/005 Declarations of Interest

None

18/006 Reports from Alvechurch Ward, District & County Councillors

a. Report From County Councillor, C Hotham

- It was noted that the cost of setting up a new company to administer Worcestershire County Council's Children's Services would be better invested into improving Children's Services
- The footway on the garage side of Bordesley will be extended to link it to the new housing development at Weights Lane, Redditch; the cost will be paid by County Cllr Hotham's and District Cllr K Taylor's funding.

b. Report From District Cllr Kit Taylor in Respect of Alvechurch South Ward

- District Cllr Taylor has received some enquiries regarding the Herne Report and highways matters from Alvechurch South residents.
- District Cllrs Taylor & Griffiths will be meeting with Geoff Denaro, Leader of Bromsgrove District to discuss the situation in Alvechurch South.

- District Cllrs Hotham and Taylor are on a Steering Group which will be presenting a consultation report in July on how the District Council's green belt review will take place.
 - It was noted that 90% of Bromsgrove District is green belt and the green belt prevents the coalescent of settlements. The green belt review is for the benefit of Bromsgrove District and has nothing to do with Birmingham.
 - Cllr Taylor stated that if Birmingham wants to put houses in Bromsgrove then Birmingham needs to prove that there is no space in Birmingham and that includes brownfield sites.
 - Phillip Hammond has recently released money to West Midlands Combined Authority to build 215,000 houses in Birmingham which would create a surplus. From 2031 to 2016 there is a requirement of 25,000 houses and Bromsgrove District might be asked to take on some of that requirement.
 - Cllr Taylor advised that the study exists and Bromsgrove District Council has to look at it otherwise the Inspector will state that they haven't reviewed all available information.
- c. Report From County/District Councillor, C Hotham
- It was noted that resurfacing work is being carried out in Hopwood.
 - Further to a suggestion from Cllr Cypher to County Cllr Hotham, when the car park at Hopwood Services is extended then No Overnight Parking signs will be installed on the laybys on the A441. A councillor queried whether this proposal might be extended to include a time restriction during the day.

Cllr Humphries thanked the Clerk for all the papers prepared for this meeting.

18/007 To Approve the Minutes of the Previous Meeting Held on 12/03/18& the Extraordinary meeting held on 26th March 2018.

The Minutes were **agreed** by Council and signed by Cllr Humphries

18/008 Appointment of Committees

The Committee membership was discussed and agreed (see below) but in particular the following discussions were had:

Community Safety

It was noted that the Police used to provide more direct support but now attend Parish Council meetings instead. It was proposed and **agreed** that the Community Safety Committee would be suspended for 12 months and reviewed next year.

World War 1 Remembrance Working Group

The Parish Council received a request from the Ex-Services Association to assist them with the commemoration of the centenary of the end of the First World War. This Working Group would comprise of members of the Ex-Services Association, members of the Historical Society and Cllrs Humphries Lambert & Wise and they will meet to consider events.

Alvechurch Almshouse Trust

It was noted that the Almshouse Committee do not wish to fill the vacancy currently.

COMMITTEES

FINANCE & RESOURCES

Cllrs Ball, Chima, Cypher, Helmore, Humphries, Wallis

PLANNING

Cllrs Ball, Chima, Freeman, Lambert, Wallis, Worrall (plus Cllrs Cypher and Wise if needed for quorum)

YOUTH SPORT & RECREATION

Cllrs Ball, Cypher, Humphries, Smith, Wallis, Wise

COMMUNITY SAFETY FORUM

suspended for review in May 2019

STAFFING

Cllrs Lambert, Wallis, Willetts, Wise

CHRISTMAS ARRANGEMENTS Cllrs Humphries, Lambert, Wise

WORKING GROUPS

NEIGHBOURHOOD PLAN STEERING GROUP Cllrs Cypher, Freeman, Helmore, Humphries, Smith, Worrall

WIGGIN DEVELOPMENT Cllrs Ball, Humphries, Lambert, Smith

COMMUNITY HEALTH Cllrs Cypher, Freeman, Humphries, Lambert

HOPWOOD PLAY EQUIPMENT Cllrs Cypher, Smith, Wallis

WW1 REMEMBRANCE WORKING GROUP Cllrs Humphries, Lambert, Wise

OTHER ORGANISATIONS

Alvechurch Almshouse Trust Cllr Worrall

Alvechurch Grammar School Trust Cllrs Lambert, Worrall

Alvechurch Village Hall Cllr Wise

Alvechurch Village Society Cllrs Smith, Humphries

Campaign to Protect Rural England (CPRE) (Dorothy Snaddon proposed as local member)

County Association of Local Councils (CALC) Cllrs Cypher, Humphries, Smith
It was noted that two councillor representatives could attend plus the Clerk. Cllr Smith has attended when available, as has Cllr Humphries. More Councillors may attend however only 2 voting rights exist.

Worcestershire CALC Executive Cllr Cypher, Humphries
As a larger Parish Council, APC has a representative. Bromsgrove Area CALC also has a rep (currently Cllr Cypher)

Hopwood Village Hall Committee Cllr Willetts

The Lounge Cllr Ball

18/009 Appointment of Representatives to outside bodies

CPRE

It was noted that Dorothy Snaddon attends CPRE Meetings as a local member.

ACTION POINT: Cllr Humphries to ask Dorothy Snaddon if she would update the Parish Council on the items discussed at CPRE meetings

18/010 Clerk's report: Including actions completed since last meeting, report of complaints, emergency expenditure and matters arising from previous meeting, including:

a. To note the upgrade to the street light at the bottom of Latimer Road and the completion of the Phase 2 Street Lighting Upgrade

Western Power and Prysmian moved the street light at the bottom of Latimer Road out of the resident's garden on to the footway in front. This denotes the end of Phase 2. The Clerk will bring quotations for Phase 3 for Council consideration to the June Meeting.

b. Update on Internal Audit

The Internal Audit was completed on 22nd April 2018. The Internal Auditor's report will be placed on the website with the finance papers for External Audit. The Clerk noted that in the

report reference was made that the Precept amount should be recorded in the minutes but the Clerk has checked and this was done therefore there are no notable actions arising from the Internal Audit review this year.

c. Update on the plumbing work undertaken at Hopwood Community Centre

A new 10 litre heater to provide hot water to both the ladies toilets and the disabled toilets at HCC has been installed. In addition, DDA Compliant taps have been installed on the sink in the disabled toilet, a lever valve has been installed in the showers and a double check valve has been installed on to the external tap.

d. Update on ROSPA Inspections at each of our playing fields

The ROSPA Inspections have taken place at each of our playing fields and reports received. The Clerk will bring these to either the June Parish Council Meeting or the June Youth Sport & Recreation Committee Meeting for consideration. All items raised are low risk and the Clerk has started to work through some of the recommendations such as replacing the No Dogs in Play Area sign at Rowney Green Playing Fields.

e. Update on the basketball hoop at Rowney Green Playing Fields

Bromsgrove District Council replaced the basketball hoop at Rowney Green Playing Fields on 10th May.

f. Update on the fly-tipping by the former bakery at the bottom of Bear Hill

Following receipt of complaints from residents, the Parish Council contacted Environmental Services at Bromsgrove District Council about the fly-tipping outside the former bakery. Environmental Services advised that the matter had been passed on to Enforcement and has subsequently been resolved.

g. Update on Standing Orders and Financial Regulations for the Parish Council

CALC has advised that there are new model Standing Orders and Financial Regulations. The Clerk will review these and bring them to the next Parish Council meeting for consideration

h. Update on the budget allocated by Worcestershire County Council in respect of the Lengthsman Scheme for the 2018/19 financial year

Worcestershire County Council has advised that it has maintained the Lengthsman's Budget in 2018/19 financial year to £3178.00 "despite increasing financial pressures." The Clerk notes from the Minutes in May 2015 that the Lengthsman's rate was last set in May 2014. The Clerk will add reviewing the Lengthsman's rate in line with the budget recently provided by Worcestershire County Council and the Parish Council's Highways budget on to the next Finance & Resources Agenda.

i. Update on the tree surveys at The Wiggin Memorial Playing Fields

The Clerk has received the report in respect of the tree surveys conducted at the end of March/beginning of April. This will also be on the agenda for further discussion in June.

j. Update on the Parish Council's progress on eliminating fly-posting in Alvechurch

Further to Council's request, the office has written to The Red Lion twice regarding the fly-posting on their fence; the Assistant Clerk has also raised this with Bromsgrove District Council.

k. Update on the District Council's arrangements for representation of Alvechurch South

The Parish Council is exchanging emails with District Cllr Kit Taylor regarding the District Council representation in Alvechurch South. It is expected that a proper follow up to this correspondence will be brought to the June Parish Council meeting.

l. Update on residents' complaints regarding loud bangs heard in and around Alvechurch

The Parish Council did receive two complaints regarding loud bangs in and around Alvechurch. The Parish Council referred these concerns on to Worcestershire Regulatory Services.

18/011 Finance & Administration

a. To receive a list of invoices for payment and consider any exceptional items

The Clerk reviewed the list provided and Councillors **approved** the payments.

b. To consider the Parish Council's adherence to General Data Protection Regulations (GDPR), to include:

i. To consider an update received from CALC in respect of Parish Councils and appointing a Data Protection Officers (DPO)

The Clerk noted that in a recent CALC Newsletter it stated that the Government has tabled an amendment to its own Data Protection Bill to exempt Parish Councils in England from having to appoint a DPO. However, later on in the newsletter it states that appointing one may be regarded as good practice. The Information Commissioner Officer (ICO) does state that organisations can share a DPO. The Clerk asked CALC if the fines would still apply and if so, would they be the same amount as for other organisation in the event of a breach if a Parish Council didn't appoint a DPO now. CALC replied that it is likely that the amendment will be passed into law; councils are expected to be able to show that they are preparing for the new regulations but not that they are absolutely compliant with them. It was noted that it seemed unlikely that a council would be criticised, let alone fined for not having a DPO. Councils will still be expected to comply with all the other aspects of the new regulation, so breach of those could result in a fine but that the Information Commissioner has stated that the regime is intended to be proportionate and fair so that would likely apply to fines and other aspects of it.

ii. To consider the Data Map & Privacy Notices to be implemented in respect of GDPR

The Clerk had prepared a Data Map and prepared two Privacy Notices: one for staff and councillors and the other for the general public for council consideration. The Council **approved** these documents unanimously.

ACTION POINT: The Clerk to arrange for these documents to be added to and available on the Parish Council's website.

iii. To consider the adoption of a Document Retention Policy

The Clerk had prepared a document retention policy based on CALC's model Document Retention Policy and included a document retention timeframe of 2 years for general correspondence. Councillors **approved unanimously** the adoption of this document to be reviewed annually.

ACTION POINT: The Clerk to arrange for this policy to be added to and available on the Parish Council's website.

iv. To consider the completion of a Direct Debit Instruction in respect of the annual fee for our ICO registration

The Clerk advised that she had registered the Parish Council with ICO and the fact that we have CCTV at Rowney Green Playing Fields. Signage is now in place at the Pavilion. The first payment will be made by cheque but Clerk recommended that future fees should be made by direct debit. Council **agreed unanimously** to pay future fees by direct debit.

v. To note the Clerk's upcoming CALC Training in respect of GDPR

The Clerk advised Council that she will be attending a GDPR training session at County Hall on 23rd May. Cllr Wallis stated that he would also attend the training session with the Clerk. The Clerk advised Councillors that if they had any questions, to let the Clerk know and she will pose those at the training session.

ACTION POINT: The Clerk to register Cllr Wallis on the training session. **The Clerk** to ask at the training session whether Councillors can have copies of the Electoral Roll still for canvassing purposes at Election Time.

c. To receive an update on the Finlay Church Memorial Garden to include:

The Clerk advised that she had received an update from Andy de Comyn that he had recently installed a weir out of concrete blocks with a sloped edge to facilitate the sweeping of silt and rubbish over the weir as and when. Andy de Comyn had attempted to rod out a diverter pipe but had come up against a solid object somewhere near the bridge. Andy noted that the water was now about 5" deep and as such Andy would revisit the paddling pool to install "small roundish paving slabs and cement the stepping stones to them. This will lift the stepping stones out of the water and also stop any rocking."

i. **To consider revised quotations in respect of resurfacing the paddling pool edges at the Wiggin Memorial Playing Fields**

The Clerk advised Council that following the Council's instruction for a local company to resurface the paddling pool edges at the Wiggin Memorial Playing Fields, the Clerk had been unable to speak with the company who hadn't returned calls, ansamachine messages or emails. As such, the Clerk had contacted other companies that carry out resin bonded stone work to obtain new quotations to undertake the work. One of these companies had advised that they didn't think that resin bonded stone was a suitable surface for paddling pool area as the resin bond surface is mixed with an anti-slip product which over time would wear away causing the area to be a slip hazard and as such the contractor suggested that natural lime stone would be the best choice. A Councillor had recommended that the Clerk approach ROSPA about the suitability of resin bonded stone in this environment and ROSPA advised:

"I think the advice from the manufacturer is correct and so the council will need to consider their options. Clearly, cost is a big factor, but they must consider the long-term costs associated with having to renew or refurbish surfaces, against the up-front higher cost of a more durable surface. In any case, the site will need appropriate maintenance to ensure it remains free from algae and other slipping hazards which can accumulate around water and in the proximity of trees. Other options are available, including concrete, but the limestone is likely to be the better long-term solution."

A Councillor advised that the resin-bonded stone can be comprised of a coarser resin and recommended that the Clerk request samples of a coarser grade of resin for Council consideration. The Councillor noted that there were also inherent problems with slabs and algae development as well. The Clerk should also clarify the guarantees provided by each contractor.

ACTION POINT: The Clerk to obtain samples of a coarser mix of resin bond stone for Council consideration and also to clarify guarantees provided.

d. **To consider improvements to the security at the Wiggin Memorial Playing Fields**

The Clerk provided Councillors with quotations for a standard overhead barrier powder coated in green, heavy planters to restrict access in the car park to smaller vehicles and a design by a local company to create a bespoke overhead barrier at the entrance to the Wiggin Memorial Playing Fields. Councillors considered the options and concerns were raised about the bin lorry being able to access the Wiggin car park in order to turn around to drive back down Meadow Lane rather than reverse back down it if an overhead barrier is installed. Subject to clarification from Environmental Services about how the bin lorry would safely leave Meadow Lane, a proposal was raised to install the bespoke overhead barrier at the entrance to the Wiggin Memorial Playing Fields. Eight councillors voted in favour of installing an overhead barrier and three voted against therefore the motion was carried.

ACTION POINT: The Clerk to clarify with Bromsgrove District Council's Environmental Services department about the bin lorry's access and exit of Meadow Lane in the event of an overhead barrier being installed and then to bring the proposal back to the June Parish Council Meeting for final consideration

e. **To consider maintenance required to a street light on Birmingham Road, Hopwood**

The Clerk advised that following a request from a member of the public to cut back vegetation that was obscuring a street light on the Birmingham Road, Hopwood near the bus stop, Prysmian attended the street light and established that the concrete column was in poor condition and needed replacing. It was established that the street light was on Highways land and as such Highways cut back the vegetation but declined to take over ownership of the street light which is the only Parish Council light within a line of Worcestershire County Council Highways lights. As such Worcestershire County Council provided the Parish Council with a cost for removing the light altogether or to upgrade it. A Councillor noted that there wasn't a street light at the bus stop opposite. A Councillor proposed that the Parish Council remove and disconnect the street light at a cost of £884.56. A Councillor noted that this would likely incur a partial/total road closure and as such there

would be costs incurred for this as well. Seven councillors voted in favour of removing the street light, 3 councillors voted against the motion and one councillor abstained. The motion to remove the street light was carried.

ACTION POINT: The Clerk to instruct Worcestershire County Council to disconnect and remove this street light.

f. **To consider quotations received to jet wash the tennis courts at Rowney Green Playing Fields**

Eleven Councillors voted in favour and one voted against hiring a jet washer at £120.00 per week + vat + £15.00 each way for delivery & collection and employing Hosking Ground Maintenance to carry out a jet wash of the tennis courts at a cost of £80 for 4 hours work. The motion was carried.

g. **To consider quotations received to provide insurance cover for the Parish Council**

The Clerk had contacted Zurich and two insurance brokers and the details of three insurance quotations were provided to Council. Council voted unanimously to purchase the Aviva Insurance policy for a one-year term at a cost of £2110.37

h. **To consider possible funding opportunities in respect of the 2018 BDC New Homes Bonus grant**

The Clerk advised that Bromsgrove District Council had emailed the Parish Council with this year's New Homes Bonus allocation. Council **agreed** to apply for funds to improve the play equipment at Hopwood Playing Fields and also to delegate the completion of the application form to the Responsible Financial Officer and the members of the Hopwood Playing Fields Working Group.

i. **To consider maintenance required in respect of the boardwalk at the Wiggin Memorial Playing Fields**

This item was deferred to the June Youth Sport and Recreation Committee Meeting.

j. **To consider the Wiggin Development Working Group's recommendation in respect of tendering for new play equipment at the Wiggin Memorial Playing Fields**

It was noted that new play equipment would be purchased using Section 106 monies and the process of selecting potential equipment and contractors has been supported by Bromsgrove District Council. The tendering process was undertaken through ESPO, a national tendering database. The Working Group members had recently met to review the 5 tenders received using the criteria document previously agreed by Council and following completion of that process the Working Group would recommend instructing Sutcliffes to install the equipment proposed in their design, although the Working Group would like to negotiate the change of one piece of equipment (the runaround disc). Council **agreed unanimously** to instruct Sutcliffes to install the new equipment proposed in their design and to let the Clerk negotiate a change of the runaround disc for another piece of equipment at a similar cost.

ACTION POINT: The Clerk to instruct Sutcliffes and to put the details of the new play equipment on the Parish Council's website.

ACTION POINT: The Working Group Members to consider a launch party for the new play equipment post installation which is hoped to be around the beginning of the summer holidays. The Working Group to also work with The Village Magazine to report on the new equipment for the Parish.

County Cllr Hotham left the meeting at 9.15pm.

18/012 To consider arrangements in respect of World War 1 Centenary events in Alvechurch Parish

It was noted that a Working Group had been established at the beginning of the meeting and this Working Group would meet to discuss the arrangements in due course and report back to the next Parish Council meeting.

18/013 Committees/Sub Committees/working parties

Reports from Committees and minutes circulated since last meeting

- a. **To receive an update from the Finance & Resources Committee Meeting held on 27th March 2017**

It was noted that the Finance Committee discussed Quarter 4 budget against expenditure. Please see the Minutes on www.alvechurch.gov.uk for further details.

- b. **To receive an update from the Picnic in the Park (PIP) Committee in respect of the 2018 Event**

It was noted that the Minutes from recent PIP Committee Meetings had been circulated to all Councillors and that the last Committee Meeting prior to this year's event had taken place last Wednesday. Cllr Wise advised that there would be a lot of stalls at this year's event and that the Committee needed volunteers to Marshall the event. Cllr Wise advised that Hopwood Tree Surgeons would be carrying out a tree climbing demonstration and the Clerk requested the updated risk assessment and public liability insurance policy for this element of the event. Cllr Wise requested a key for the bollard and the Clerk confirmed that arrangements had been made to pass on the key to a Committee Member.

- c. **To consider having a stall for the Parish Council at PIP**

It was **agreed** that the Council wouldn't have a stall at this year's event.

- d. **To receive an update on the Planning Meetings held on 26th March, 9th April & 9th May 2018**

It was noted that three applications had been considered in March, 4 in April and 9 in May at the Planning Committee meetings and that an appeal from Simply Fresh had been lodged with Bromsgrove District Council which was anticipated would take three or four months to process. The Assistant Clerk has raised a complaint with Bromsgrove District Council after it was discovered that all our correspondence regarding a breach in planning had been lost.

- e. **To receive an update from the Neighbourhood Plan Steering Group**

It was noted that the Neighbourhood Plan had been submitted to Bromsgrove District Council (BDC) and BDC officers are meeting with Steering Group Members at the office on Wednesday.

ACTION POINT: Cllr Smith to confirm the meeting with BDC.

- f. **To receive an update from the Christmas Arrangements Committee Meeting held on 19th April 2018**

Cllr Lambert advised that the Committee Members had met recently to consider the arrangements for the 2018 Christmas Light Switch On and a couple of dates were being considered. Possible ideas under consideration are: providing more adult food at the switch on, having a synchronised light switch on with the Baptist Church and a tea party with Santa at The Lounge. A Councillor queried whether the Committee had considered the suggestion to have a best decorated house competition this year?

ACTION POINT: The Christmas Arrangements Committee to consider holding a best decorated house competition

- g. **To consider the 2018 Annual Parish Meeting and arrangements for future Annual Parish Meetings**

Councillors noted that the Baptist Church and its central village location was a much better venue for the Annual Parish Meeting. A Councillor suggested having a panel of Councillors behind the Chairman to take any questions from the floor but it was noted that this had been discussed before and that there was merit in having councillors sprinkled around the room. Cllr Humphries confirmed that the Baptist Church was happy to provide the venue for the Annual Parish Meeting next year.

- h. **To receive an update from the Hopwood Play Equipment Working Group Meeting held on 26th April and the meeting with the Playdale representative on 27th April 2018 and to consider a proposal regarding the location of a football pitch at Hopwood Playing Fields**

The residents on the Working Group had already leafleted Hopwood homes about the plans to improve the play equipment at Hopwood Playing Fields. The Working Group will be

having a stall at PIP to raise awareness of the Working Group's fundraising activities. A first draft of a letter to send to local businesses to ask for donations towards the Working Group's target of £30,000; another draft letter is in progress to be sent to Hopwood Park Services as well. It was noted that Welcome Group raise funds for Children in Need but is hoped that Welcome Group will recognise that this is for the benefit of local children in the vicinity of their Services. The available area to install new equipment at Hopwood Playing Fields is limited by the bund and the football pitches, including one pitch which will need to be moved to be safely distant from the play equipment. The Working Group also noted that they are waiting on a design proposal from Playdale to be presented at Picnic in the Park.

i. To receive an update on the Emergency Plan regarding responses received from Community Centres & Halls

Cllr Cypher expressed thanks to all managers of community centres and halls in each of the settlements in the Parish including: Hopwood Village Hall, Alvechurch Village Hall, The Baptist Church, The Ark, Rowney Green Village Hall, Hopwood Community Centre and Rowney Green Pavilion. A couple of the centres were happy to accommodate pets with wings or in water but none wanted to house four-legged pets in the event of an emergency so it was anticipated that pets and their owners would be sent to Hopwood Community Centre or Rowney Green Pavilion.

.2 To receive updates from Sub Committees, Working Parties & Other Council Meetings

a. To receive an update on a Highways Meeting held on 23rd April 2018

It was noted that a meeting had taken place at the end of April however it was suggested that this item would be deferred until the June Parish Council meeting and would incorporate an item on the meeting between Cllrs Humphries and Worrall and West Midlands Trains about the station car park.

18/014 To consider residents complaints and queries, as received:

a. A resident's request for a grit bin on Robins Hill Drive

It was noted that a resident had visited the Parish Council office to request a new grit bin be sited near the entrance of Robin Hills Drive as the resident advised that there is a sharp bend on an incline which made it dangerous in icy conditions. It was noted that the previous request made to the Parish Council this year for a grit bin was deferred to the budget process in November for consideration.

b. A resident's complaint regarding the amount of litter that he is collecting around Alvechurch

The Clerk advised that this had been referred to BDC's Environmental Services team for a response. In the meantime, the Parish Council expressed appreciation to the resident for the efforts made to keep the village tidy and it was suggested that perhaps this resident could join AVS who arrange litter picks in and around the village.

c. A member of the public's request to carry out metal detecting

Councillors expressed concerns about giving a member of the public permission to dig up our playing fields particularly as there are football pitches on each of the fields. As such Council **agreed** that permission to metal detect on our land would not be granted and that the member of the public would need to approach individual land owners to dig up private land.

18/015 Around the Parish - to Consider Developments and Issues Raised by Councillors Present as They Relate to Hopwood, Rowney Green, Bordesley and Alvechurch

a. Bordesley

Nothing was noted.

b. Hopwood

Nothing noted.

- c. Alvechurch
 - i. A report on the progress made on the state of the station car park will be reported at the June Parish Council meeting.
 - ii. A Councillor advised that negotiations regarding the flooding on Branden Road may require either Worcestershire County Council or Severn Trent to dig up a resident's drive to undertake further investigations into the causes.
 - iii. A resident had approached a Councillor regarding the possibility of having a farmers' market in Alvechurch. It was suggested that the resident email the Clerk to raise this matter further.
- d. Rowney Green

A resident had approached a Councillor regarding the height of conifers at Rowney Green Playing Fields.

ACTION POINT: The Clerk to add this to the YSR Agenda

18/016 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 and 18 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.”

18/017 To consider the terms and conditions for the Parish Clerk and Responsible Financial Officer

Cllr Willetts, Chairman of the Staffing Committee updated Council on the Clerk's annual appraisal and the Council reviewed the Clerk's contractual terms and conditions.

18/018 To consider staff pay rises as jointly recommended by NALC and the SLCC
Council **agreed unanimously** to adopt the staff pay rises as jointly recommended by NALC and the SLCC.

18/019 To receive an update on the current staffing arrangements in the Parish Council Office

The Clerk provided Council with an update on the current staffing arrangements at the Parish Council Office.

18/020 Date and time of next meeting: The next Parish Council Meeting will be held on Monday 11th June 2018 at 7pm at Hopwood Community Centre, Redditch Road, Hopwood.

This meeting ended at 9.53pm

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

Chairman, Alvechurch Parish Council

File Note to 18/017 To consider the terms and conditions for the Parish Clerk and Responsible Financial Officer

Following the Clerk's annual review, the Chairman of the Staffing Committee, Cllr Willetts recommended the increase of the pay scale for the Clerk to SCP 35 as per the Confidential Minutes on 8/5/17:

17/021 "It was **agreed** that the Clerk would begin on SCP 34 and this would be reviewed in 12 months' time with the successful completion of audits and a review by the Staffing Committee, the SCP could then be increased to SCP 35. As the decision to formally offer the role was made on 7th March 2017, the changes in salary and pension contributions would be backdated to that date."

Cllr Willetts noted that the Clerk had successfully completed the audits last year and had also completed ILCA in the preceding year. Cllr Willetts stated that the Clerk had carried out her work in a more than excellent manner. The Clerk is aiming to begin Cilca next year.

Councillors **agreed unanimously** to increase the Clerk's pay scale to SCP 35 with effect from 7th March 2018.

DRAFT