

ALVECHURCH PARISH COUNCIL
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Clerk – Tammy Williams

MINUTES OF THE PARISH COUNCIL MEETING

HELD MONDAY 22nd JULY 2019 AT 7PM

AT HOPWOOD COMMUNITY CENTRE REDDITCH ROAD HOPWOOD

19/034 Present: Councillors M Worrall (Chairman), S Baxter, J Cypher, P Freeman, A Humphries, S Lambert, S Lewis, T Wallis, A Willetts, N Wise (19:14) & S Hornsby (after Agenda Item 1)

In attendance: Tammy Williams (Clerk), District Cllr A English, PCSO M Hyder & 5 members of the public

The July 2019 Parish Council meeting had originally been arranged for 8th July but had been rescheduled to 22nd July 2019.

19/035 To Consider the Co-Option of One Councillor To the Alvechurch Village Ward

Standing orders were suspended so that Steve Hornsby could present his reasons for wishing to become a Parish Councillor to Council (Cllr Wise joined the meeting at 19.14 during the presentation). Council **resolved unanimously** to co-opt Steve Hornsby as ward representative for the Alvechurch Village ward.

Cllr Hornsby signed his Declaration of Acceptance of Office.

Standing orders remained suspended for PCSO M Hyder to provide Council with an update on crime figures for their area which includes Beoley, Wythall, Alvechurch and Hopwood (Appendix 1).

Next Jacqueline Perkes and Keith Williams addressed Council regarding Alvechurch Churches Together's request that the Parish Council purchases the telephone box on Bear Hill, Alvechurch (Appendix 2)

Finally, Noelin Hawkins told Council about the Ramblers' Association's Charter for Walking Neighbourhoods (Appendix 3)

Standing orders were resumed at this point.

19/036 Apologies for Absence:

Cllr A Helmore (holiday)

19/037 Declarations of Interest:

Cllrs Wallis & Wise in respect of Agenda Item 20. 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.

19/038 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

19/039 Reports from Alvechurch Ward, District and County Councillors

District Cllr C Hotham

Apologies received (unavailable as the meeting had been rescheduled)

County Cllr C Hotham

Apologies received (as above)

District Cllr Van der Plank

Apologies received

District Cllr A English

- Advised that she had queried the invoice for rubbish collection from Picnic in the Park but had been notified that this cost was discounted and had been free for many years. District Cllr English advised that she would press for free rubbish collections for community events in the future.
- Noted that the wildflowers on the grass verge by the station look beautiful and Cllr English had raised it as a possibility round the District. It appears that this may not be possible as a specialist mower is required and also there must be enough room for a 1 m clear border from the road for motorist visibility. The Clerk advised she will send details of a grant that might help facilitate this initiative in the future.
- District Cllr English had explored all avenues available to her but there's no legislation preventing the car boot sale being held in a field next to a busy roundabout in Bordesley.
- It was noted that District Cllr Van der Plank is leading on a Cleaner Greener Alvechurch initiative and there will be a meeting at 7pm on 31st July at The Red Lion Alvechurch.
- Furthermore, residents may have noticed that there are litter picker signs up round the village...it is hoped that residents will undertake a 2 minute litter pick in their neighbourhood to help keep the village clean. The District councillors are also hoping to install an A frame with litter pickers in it for residents to use.
- The District Councillors are hoping that CCTV cameras can be installed in fly-tipping hotspots in the District.
- The Independents have put forward a motion for the District Council to look at reducing food waste in the District.

The Chairman resumed standing orders.

19/040 To Approve the Minutes of the Previous Meeting Held on 10/06/2019

The Clerk advised that an amendment had been made to the minutes to reflect that Cllr Cypher wasn't at the meeting with Diamond buses as stated in the Draft minutes circulated and that also it was Cllr Worrall, not Cllr Cypher who had stated that the projects arising from the Community Action Group would need to be assessed and prioritised to reflect available financial and staffing resource. Council **resolved to approve** the Minutes and these were signed by the Chairman of the Parish Council.

19/041 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

Further actions to complete the garden will take place in the week commencing 15th July and these will include the second ROSPA Inspection and hopefully the installation of the plaque and moving position of the paddling pool safety notice. The Clerk to provide an update at the meeting.

b) Update on the Benches for the Bus Shelters, Hopwood

New benches have been installed in the bus shelters on either side of the A441, Hopwood and the old benches removed. Thanks to Worcestershire County Council and Bromsgrove District Council who helped move and install the benches for us.

c) Update on the Parish Council's New Homes Bonus Application

Bromsgrove District Council has confirmed receipt of our application and the Clerk advised that the Parish Council's grant application has been selected to go to Panel for consideration.

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

The Clerk confirms that responses from Councillors have been submitted to Bromsgrove District Council. It was requested that the Parish Council could visit the CCTV Monitoring Centre and this remains outstanding. The Clerk will chase this request up.

e) Update on the Street Lights Along Swans Length

The Clerk noted that she had erroneously referred to Swans Length when in fact this update relates to streetlights in Swans Walk. The Clerk advised that Western Power has now restored power to all streetlights along Swans Walk.

f) Update on the Horse Safety Signs in Rowney Green

The Clerk advised that these have been ordered and the Clerk will continue to chase Worcestershire County Council's Highways Representative to have these installed.

g) Update on the External Audit Process for the 2018/19 Financial Year

The Clerk confirmed that the External Auditors acknowledged receipt of the Parish Council's audit submission. The Exercise of Public Rights has been advertised and ends on Friday 26th July 2019. Furthermore, the External Auditor has asked for further information on the differences between the Total Receipts in the 2017/18 and 2018/19 financial year. The Clerk will respond this week.

h) Update on the Replacement Sling Shot Swing Seat & the ROSPA Report Actions

The Supporting Officer has arranged that Sutcliffes will replace the sling shot swing seat. The Supporting Office also referred the annual ROSPA Inspection Report to Sutcliffes who replied with the following comments about the actions listed:

"One of our Sales Managers inspected the outdoor gym equipment and could not find any damage, faults or issues with the items that had been raised.

I also contacted The Great Outdoor Gym Company who design and manufacture the equipment and they stated the following: The Chest press/Seated Row is designed to do 2 different movements, so one pair of arms are supposed to be in the extended position and the other pair are supposed to be in the resting position.

It is exactly the same with the Lat Pull down/Shoulder Press machine where there are 2 different movements, so one pair of arms are supposed to be raised and the other pair are supposed to be lower.

The RoSPA report states shrinkage of the wet pour surface and this is actually a rubber mulch type of surface. I have reported the shrinkage to the rubber mulch suppliers and they have visited site to assess the problem highlighted. Once they send me a response with their recommendations, I will get straight back to you.

RoSPA highlighted a slight depression in the rubber mulch under the Low Rotator and this will be monitored over the coming months. The reason for this is that the ground can be very wet and water will rise from underneath. If this does get worse we will install additional groundworks underneath.

The loose bolts reported should be covered under general maintenance but if there are any problems, we will resolve when our Contracts manager calls to fit the Overhead Rotator seat."

i) Update on the Sports & Social Club's Request for Financial Assistance Towards Surface Water Charges for the Car Park

The Clerk advised that a copy of our grant application form was passed to a representative of the Sports & Social Club and the Clerk has spoken to him subsequently. The Club is compiling the required information and will send it to the Clerk shortly.

j) Outstanding Items: 96 Items on to-do list including Street Lighting Tender, Christmas Arrangements Committee Meeting and actions from last Christmas Arrangements Meeting, Replacing Bus Shelter Windows

It was requested that the Supporting Officer notifies ROSPA that there is a difference of opinion between their assessor and the Supplier of the gym equipment to ascertain our ongoing responsibilities where this is concerned.

19/042 Finance & Administration

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

The Clerk advised that on the cheque list was a payment to have the burglar alarm serviced at Hopwood Community Centre as a resident had complained that the alarm had gone off in the night on two separate occasions. Also, the Clerk advised that a cheque had been raised again for a grant payment to Knit and Natter as they had returned the original cheque because they do not have a bank account in that name. The RFO advised that as such the cheque had been re-written to Alvechurch Village Hall as the grant application was for financial support with the cost of hall hire for their fundraising group to meet. The RFO advised that this payment would appear on a cheque list at the August meeting as the RFO wanted to make sure that she correctly amended the 2018/19 financial year accounting records which had already been submitted to the External Auditor.

i) To Note an Internal Transfer of Funds Between Accounts to Pay for the Hopwood Play Equipment Project and to Consider the Responsible Financial Officer's Recommendation to Transfer the Additional Funds Required Between Bank Accounts

In anticipation of the £36,000 invoice for the new play equipment at Hopwood Playing Fields, the RFO transferred £10,000 between the 30-day High Interest Account to the Deposit account. Council resolved unanimously that the RFO could transfer the remaining £26,000 from the 30-day account to the Deposit account.

b) To Consider the Appointment of a Representative from Each Parish Ward to Serve as Needed on an Emergency Planning Committee For Purposes Set Out in the Parish Emergency Plan

The following Councillors **agreed** to represent their Parish Ward:

Hopwood ward	Cllr S Lewis
Rowney Green & Bordesley ward	Cllr J Cypher and Cllr S Hornsby
Alvechurch ward	Cllr A Humphries and Cllr S Lambert

The Clerk will send a copy of the Emergency Plan to Cllrs Lewis and Hornsby.

It was noted that the Committee would meet as required and, in the future, if the County Council recommends that there is an Emergency Plan "practice roll out". It was also noted with thanks that the Baptist Church had notified the Parish Council that they were undergoing building works that would prevent them from helping in the event of an emergency for a set period of time.

c) To Consider the Parish Council's Complaints Policy

Council **resolved unanimously** to adopt the updated Complaints policy and review the document again every 2 years.

d) **To Consider the Quotations Received in Respect of The Broadband and Telephone Contract for the Office**

Council **resolved unanimously** that cost-savings should be made here and a new contract with TalkTalk at £26.99pm with an £8.99 set up cost was approved subject to the Clerk clarifying that there would be no break in internet connection and no cancellation costs. Also, the Clerk should clarify if there are any additional line rental costs with the TalkTalk contract.

e) **To Consider a Proposal for a Mobile Phone for Office Staff Members' Use**

Council **resolved unanimously** that the offices staff should have access to a pay-as-you-go mobile phone for work purposes.

f) **To Consider Quotations Received for The Office Electricity Contract**

Council **approved** unanimously to enter into a 3 year contract with SSE to supply electricity at the office.

g) **To Consider the Quotations Received in Respect of a New Photocopier Contract for the Office**

The Clerk provided Council with 3 quotations to hire a photocopier for the office under lease hire and three quotations to purchase a reconditioned photocopier. Council **agreed unanimously** to purchase a remanufactured Kyocera Taskalfa photocopier from Midshire Communications Ltd at a cost of £2000 + vat.

h) **To consider future external funding opportunities as follows:**

i. **To consider an application to the West Mercia Police and Crime Commissioner for funding towards road safety measures at Hopwood**

Cllrs Humphries and Cypher provided Council with a letter to be sent to the Police & Crime Officer. Council **agreed unanimously** that the Clerk should send it off to the Police & Crime Commissioner to obtain outline approval from him.

ii. **To consider possible projects that could be funded by the Community Solutions Fund**

It was noted that the Clerk hadn't circulated all the information pertaining to this grant opportunity. The Clerk to circulate information received for Council to consider possible projects.

iii. **To consider possible projects that could be funded by the Rural Community Energy fund**

It was noted with interest that this fund might be available to install solar powered street lighting or to install solar energy at our buildings. The Clerk to investigate these possibilities further.

iv. **To consider possible projects that could be funded by the Future High Streets fund**

Council **agreed** that there were no projects in our Parish that would meet the criteria for this grant fund.

v. **To consider possible projects that could be funded by the Habitat Grants Programme**

The Clerk suggested that a possible use of this fund would be to purchase wildflower seeds and distribute them on grass verges which would also reduce the mowing costs for local authorities. The Clerk to send the fund details to District Cllrs English and Van der Plank and also Cllr Hornsby to review.

i) **To Consider a Proposal to Create Parish Council Email Addresses for Individual Parish Councillors**

It was noted that this is recommended best practice and makes it easier for Councillors in the event of a Subject Access Request if email accounts are differentiated Parish Council emails rather than personal email accounts. It will also provide Councillors with a professional, council email address and will also enable the council to switch email addresses off when councillors leave the Parish Council.

Six Councillors voted in favour of establishing Parish Council email addresses; 5 voted against it. The motion to create Parish Council email addresses was carried.

It was also noted that an IT risk assessment should be undertaken incorporating the server, our website, emails and security of data.

j) **To Consider a Review of the First Quarter's Expenditure and Receipts Against the Budget**

This agenda item was deferred to the August Parish Council meeting.

19/043 To Consider a Request From Churches Together Alvechurch to Adopt the BT Telephone Box on Bear Hill, Alvechurch and Retain it as a Church Library and Noticeboard for Both the Parish Council and Churches Together Alvechurch

Council had heard from a representative of Alvechurch Churches Together at the start of the meeting. Council discussed this proposition and advised that it might be happy to take it on if there was a clear indication that another body would be prepared to maintain the phone box in the future. The Clerk to speak to Alvechurch Churches Together about this.

19/044 To Consider Plumbing Quotations Received for Hopwood Community Centre

The clerk provided Council with quotations from three plumbing companies to undertake the following work:

2 x Changing Rooms & Disabled Toilet: Removal of Showers

1. Cleanse pipework for all three shower systems due to inactivity; safety for plumber
2. Remove showers from the three rooms
3. Remove boilers/shower unit from each room
4. Remove electrics where necessary
5. Make good the area following work

Gents Toilet: Water Heater

1. It is noted that this Point of Use Water heater isn't heating water at the required temperatures. Please advise if the water temperature can be increased.
2. If not, please quote to replace this point of use heater to a low storage water heater/point of use water heater.

Kitchen: Water Heater

1. Replace the water heater in the kitchen
2. This may need rewiring

Council **agreed unanimously** to instruct Wythall Heating Services to undertake the work at a maximum quotation of £900 + vat.

19/045 To Consider the Parish Council's Response to Worcestershire County Council's Passenger Transport Strategy Consultation

It was noted that it is possible to respond as an organisation or as individual Parish Councillors. Cllr Humphries is trying to obtain a Word version of the consultation document that is currently in PDF.

The Clerk to speak to County Cllr Hotham to ask him to feedback that the consultation process could be facilitated by having Word documents available for completion. The Clerk to pass on to The Lounge. The clerk to add this on to the August agenda.

19/046 To Consider the Arrangements for Future Remembrance Service Events in Alvechurch

It was noted that the Clerk had written to Reverend Bubbers and Reverend Lee regarding arrangements for the annual Remembrance Service on the Village Green and Reverend Bubbers replied that they would be happy to lead the service on the day if the Parish Council could purchase wreaths, arrange road closures and invite the necessary attendees which include: the Police, Parish, District and County Councillors, the Scouts and Girl Guides. It was noted that the payment of a sound system was a particular arrangement for the centenary commemorative service last year and wouldn't be repeated in future years. The Clerk to write to Reverend Bubbers and ask him to keep the Parish Council abreast of their

planning for the event and the Clerk will update Council on road closure arrangements and so on. It is noted that the Remembrance Service will always be held at 11am on 11th November.

19/047 To Consider a Proposed Parking Solution for Rowney Green Playing Fields

It was noted that at the start of the new football season parking at the village Hall in Rowney Green would no longer be available to the footballers and their families which would create a parking issue around Rowney Green. Furthermore, BDHT has planning permission to build a bungalow where the garages are at the top of Newbourne Hill so that area will, in the future, no longer be available for parking. The Clerk had received six complaints from Rowney Green residents and one from the Trustees of Rowney Green Village Hall and the Clerk read these out to Council. It was noted that the Community Actions Group has a task group to explore recreational improvements in the Parish and the matter of parking would fit within its remit. It was **agreed** that the Parish Council would write to the Trustees of the Village Hall, copying in all the residents who had complained and the Rowney Green Association to propose the Parish Council meets with them to explore the options for parking so that football can still be provided at the Playing Fields and the facilities that are available at Rowney Green Playing Fields continue to be utilised.

19/048 To Receive and Consider an Update on the Feasibility Study by Worcestershire County Council Regarding the Alvechurch Station Car Park

It was noted that Cllrs Humphries and Worrall had attended a meeting at Worcestershire County Council on 17th July. It was noted that there has been genuine progress and a desire to improve the car park but the feasibility study remains outstanding whilst the County Council completes a tendering exercise for their consultancy contract. At this stage the intention is that the feasibility study will look at the implications of station users parking on Station Road, access to the car park, future proofing the car park (how many car parking spaces may be needed in the future) and that the car park may have to become fee paying. It was also noted that there is currently a County Council fund available for land acquisition to invest in car parking. Council **agreed unanimously** that the Clerk would provide Worcestershire County Council with details of the landowners adjoining the station car park so that the County Council can contact them and begin discussions with the landowners so that the feasibility study can progress.

19/049 To Consider the Worcestershire Libraries Update

Due to time, this item was deferred until the August Parish Council meeting

19/050 Committees/Sub Committees/Working Parties

a) Reports from Committees and minutes circulated since last meeting

- i. **To receive** an update on the Hopwood Play Equipment project at Hopwood Playing Fields
This item was deferred until the August Parish Council meeting.
- ii. **To receive** an update from the Youth, Sport & Recreation Committee Meeting held on 24th June 2019
This item was deferred until the August Parish Council meeting.
- iii. **To Consider** the Committee Membership for Youth, Sport & Recreation Committee
It was **agreed** that Cllr Sam Lewis would join the YSR Committee. Cllr Hornsby stated that he would be interested in attending the next YSR Committee meeting before considering joining as well.
- iv. **To consider** a Request from the Picnic in the Park Committee to Hold the Next Picnic in the Park Event on Saturday 9th May 2020
It was **agreed unanimously** that the 2020 Picnic in the Park event could be held on 9th May 2020.

- v. **To Receive** an Update on the Planning Meeting Held on 1st July 2019
This item was deferred until the August Parish Council meeting.
- vi. **To consider** a Letter to Bromsgrove District Council Regarding the Appeal Decision for Land South of Karenswood, Hopwood (17/00821/FUL)
Council **agreed unanimously** that the Clerk would send this letter to BDC's Planning Portfolio Holder and BDC's Head of Planning and Regeneration.
- vii. **To Receive and Consider** an Update from the Christmas Arrangements Committee
This item was deferred until the August Parish Council meeting.

b) To Receive Updates from External Bodies

- i. **To Receive an Update on the CALC Executive Meeting**
This item was deferred until the August Parish Council meeting.

19/051 To Consider Resident's Complaints and Queries, as Received

- a) **To Consider** the Clerk's Response to a Complaint from the Rowney Green Association Regarding the use of Their Car Park by a User Group of our Playing Fields

This item was deferred until the August Parish Council meeting.

- b) **To Consider** a Request from Rowney Green Residents Association for the Council to Install More Bins, Particularly Dog Bins, At Rowney Green Playing Fields

This item was deferred until the August Parish Council meeting.

19/052 Around the Parish – to Consider Developments and Issues Raised by Councillors Present as they Relate to Hopwood, Rowney Green, Bordesley and Alvechurch

- a) Bordesley

Deferred

- b) Alvechurch

Deferred

- c) Hopwood

A Councillor reported that a child had exited Smedley Crooke Place on a motorbike straight into the path of an oil tanker, the child had jumped off the bike which hit the tanker and the tanker's tyre was damaged. Many residents reported the incident to the police but the police didn't attend the scene.

Also, a Councillor reports that there is a homeless person sleeping on the benches in the bus shelters on the A441, Hopwood. District Councillor C Hotham is going to provide an information sheet for members of the public advising which organisations can be contacted in the event that someone is found to be sleeping rough in the District and requires community assistance.

- d) Rowney Green

Deferred

19/053 To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of agenda items 20 which contain contractual 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.”

This item was deferred until the August Parish Council meeting.

19/054 To receive an update and consider progress relating to the contractual arrangements for the allotments in Alvechurch

This item was deferred until the August Parish Council meeting.

19/055 Date and time of next meeting: the next meeting will be on 12th August 2019 at 7pm at Hopwood Community Centre, Redditch Road, Hopwood.

This meeting ended at 10:19pm.

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

DRAFT