

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-119

MINUTES OF THE FULL COUNCIL MEETING held at Hopwood Community Centre on Monday 9th March 2020 at 7.00 pm.

PRESENT: Councillor M Worrall (Chairman), Cllrs. Cypher, Freeman, Hornsby, Humphries, Lambert, Wallis, Wise and Willetts.

Also present: DCllr Van der Plank and D&CCllr Hotham

In attendance:

Mrs J Smailes – Parish Clerk

Mrs S Moxon - Minute Taker.

Ms. Sally Oldaker – Village Magazine

1. **APOLOGIES**

Cllrs Baxter, Helmore and Lewis

2. **DECLARATIONS OF INTEREST**

Item 11. Cllr Humphries is a resident on Station Road

3. **DISPENSATION REQUESTS**

None declared

4. **MINUTES OF PREVIOUS MEETING**

Approval of the Minutes of the Full Council meeting held on 10th February 2020 were proposed by Cllr Worrall. **Unanimous.**

5. **POLICE MATTERS**

None.

6. **OPEN FORUM**

No members of the public present.

(Cllr. Worrall proposed that items 16 and 17 be moved up the agenda however the Minutes reflect the Agenda order)

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-120

7. COMMUNICATIONS BY THE CHAIR

Approval to facilitate meeting between Chair/Clerk of APC and CoG/HT of both Alvechurch schools, especially in regard to Community Action Plan and potential new housing (associated S106 money).

Cllr. Cypher asked that current items such as; Post Office counter/school car parking be added to agenda for meeting. **Action - Clerk**

Cllrs. Worrall and Humphries meeting Andy Baker (WCC) regarding update on Station Car Park improvements on March 10th 2020. **Noted**

8. CLERK'S REPORT

Action points addressed since last meeting (*See Appendix A – attached*)

CCTV

Following a short debate it was resolved that the Clerk inform BDC that, in principle, APC have interest in using BDCs mobile camera. Clerk to ascertain if there is a charge levied by BDC, which authority will be responsible for any/all GDPR compliance issues and duration BDC will permit the Council to use one of its cameras for in the parish. **Action - Clerk**

It was felt that through the YSR Strategic Working Party Meeting in April, camera siting locations could be identified. **Action – YSR Working Party**

Cllr Van der Plank offered to circulate BDC's CCTV recommendations concerning fly tipping. **Action - Cllr Van der Plank**

THE WIGGIN / HOPWOOD SIGNAGE

Clerk waiting for date to be confirmed when signs will be installed at The Wiggin & HCC.

Action: Cllr Humphries to speak to Village magazine re. article for May Edition

POST OFFICE

Meeting with Richard Hall from the PO took place on 3.3.2020. PO providing monthly updates to APC. Next update due beginning of April.

LIGHTING

Cllr. Hornsby expressed thanks to the Clerk as 3 lights are now working. 2 still require repair in Bordesley.

Cllr. Worrall proposed that the light near No. 377 at cost of £1,325.00 be repaired immediately but that the other, referenced as Column 4 and which WCC were unable to convert or repair (*This Lantern is top-entry low pressure sodium, so no materials available to repair and as it's top-entry a new LED lantern cannot be fitted*), estimated costs £1845.00, be E/M and the Purchase Order issued April 2020. **Unanimous.**

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-121

Following a further short debate, the Clerk was instructed to gain process for all other lights that had been reported as not working and which came under the responsibility of the Parish Council.

Action - Clerk

OPERATION LONDON BRIDGE

Cllr. Humphries to liaise with St. Laurence Church.

Clerk was bestowed delegated powers (*LGA 1972, S101*) in order that item can be purchased in line with given protocol

Action – Cllr Humphries/Clerk

POLICIES AND PROCEDURES

The Clerk is to revise all Policies and Procedures ahead of the Annual Council Meeting in May in order that documentation may be circulated April and adopted en-block at the May Meeting (*this does not preclude further amendment over time in line with Standing Orders*) and the Website completed.

Action - Clerk

FACILATION OF MEETING

Members confirmed that they wished the Clerk to contact the Doctors Surgery to try and arrange a meeting to which Cllrs. Cypher and Humphries will also attend.

Action - Clerk

APRIL FULL COUNCIL - APRIL

Members confirmed that they wished to ‘stand-on’ with their prior resolution, instructing the Clerk not to convene an ordinary meeting in April given the dates of the Annual Parish Meeting

9. FINANCIAL MATTERS

To aid councillors the clerk explained she had highlighted reconciliation figures. She impressed on members the importance of them having sight each month of a reconciled Bank Statement so that they can assure themselves the accounts truly balance.

498	Wiggin dog bin	13/02/2020	5325	dog bin emptying	66.66
499	RG dog bin	13/02/2020	5325	dog bin emptying	33.33
500	towpath dog bin	13/02/2020	5325	dog bin emptying	33.35
501	Hopwood playing field	13/02/2020	5325	Ctkr Duties Bin Emptying	33.33
502	Wiggin playing field	13/02/2020	5325	Ctkr Duties Bin Emptying	33.33
503	RG playing field	13/02/2020	5325	Ctkr Duties Bin Emptying	33.34
504	publicity & newsletter	13/02/2020	5326	newsletter	180.00
505	Hopwood Community Centre	13/02/2020	5327	Ctkr duties Cleaning	960.00
506	internet & email	11/02/2020	DD	email software	33.84
507	Caretakers salary	03/02/2020	SO	caretakers salary	████████
508	AC salary	03/02/2020	SO	assistant clerk salary	████████
509	electricity	13/02/2020	5328	street lighting electricity	588.07
510	Maintenance	13/02/2020	5329	street lighting repairs	1,946.70
511	Photocopier	13/02/2020	DD	Photocopies	35.93
512	sundry expenses	13/02/2020	5330	refreshments	9.80
513	subscriptions	13/02/2020	5331	subscription	129.00

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-122

514	Professional fees	03/02/2020	SO	Professional services	1,165.00
515	Caretaker Pension	24/02/2020	DD	Pension Payment	████████
516	AC Pension	24/02/2020	DD	Pension Payment	████████
517	Clerks Pension	24/02/2020	DD	Pension Payment	████████
518	telephone	24/02/2020	DD	Telephone & broadband	42.00
519	AC Pension	06/01/2020		Pension Payment	████████
520	telephone	28/01/2020		Phone top up (RW)	42.00
521	Caretakers salary	24/02/2020	5332	caretakers salary	████████
522	AC salary	24/02/2020	5333	assistant clerk salary	████████
523	Professional fees	24/02/2020	5335	Professional services	1,165.00
528	office equipment	26/02/2020	DD	Telephone	38.58
529	Clerks salary	24/02/2020	5334	clerks salary	████████
Total	to date:				170,733.30
				158,536.85	12,196.45

MONTHLY PAYMENT LISTING

Receipt of the monthly payment schedule (*including transfers/virements shown below*) was proposed by Cllr Worrall. **Unanimous**

Virements

Amount	From	To
None		

Transfers

Amount	From	To
None		

Cllr. Cypher asked if there was scope to apply for Business Rate relief?

Cllr. Wallis said APC does not qualify.

BUDGET 2020/21

Councillors were provided with an amended copy of pg 2 of the already approved budget; this showed the split of monies apportioned to *General* and *Earmarked Reserves* and recognised the BDC Grant for The Wiggin and Picnic in the Park earmarked sums. **Noted.**

INTERNAL NDEPENDENT AUDIT

It was noted that DM Payroll Services would once again be undertaking the independent internal audit which would be addressed mid-April.

Members felt that the engagement of audit provider should be an agenda item for the next Civic Year. **Action - Clerk**

Chairman **Date**

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-123

10. ALVECHURCH VILLAGE CENTRE 20MPH SPEED LIMIT

Cllr. Worrall proposed APC give its full support to the scheme and make contribution of £1,000.00. **Unanimous**

Cllr. Worrall recorded thanks to CCllr. Hotham, Richard Clewer (WCC) and Gary Williams (WCC).

The Clerk was tasked with enquiring of CCllr. Hotham if he would give consideration toward contributing financially to this project from his WCC portfolio. **Action - Clerk**

11. STATION ROAD

Cllr. Freeman asked for clarification on the drawing which had been tabled. CCllr. Hotham confirmed single yellow lines only were to be added.

Cllr. Worrall once again proposed that APC support the scheme and inform WCC accordingly. **Unanimous** **Action – Clerk**

Cllr. Cypher noted that until Station Car parking is resolved, this remains a necessary step forward, but is not, in itself, a sufficient solution to the current parking problems.

12. EMERGENCY PLAN

Cllr. Cypher informed the meeting the Emergency Plan had been adopted in principle. Talks have been arranged with AVS and RG Association to see how they could augment social media and website communications. Also looking to Footpath Group to act as volunteers with emergency services. The Clerk was request to reserve page on new Website for emergency plan. **Action – Clerk**

CORONAVIRUS

In the event of Coronavirus being confirmed in either the parished area or the parish where employees reside, or in the event of Central Government moving to mitigate the spread of the virus, the following will apply:

1. Office will close and contact information posted on door.
2. Staff will work from home.
3. Meetings will be held via WebEx. Conference calls will be for discussion purposes and delegated powers bestowed to an officers/members as deemed necessary to facilitate the ongoing business needs of the council.

Action - The clerk to arrange date for trial conference call with all councillors

4. Key holders (Cllrs. Worrall and Humphries) will collect post from office and scan to clerk to ensure continued payment of contractors etc.

The situation will be assessed weekly.

Action: Clerk to arrange Webex demo session

Cllr. Cypher informed meeting that Rebecca Pridget is speaking to Bromsgrove District Council and he expected her to inform them of WCC emergency plans.

Chairman **Date**

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-124

13. TREE & MEMORIAL BENCH POLICY

Cllr. Worrall proposed that the policy is split into two sperate policies

It was reported that Cllr. Helmore has agreed to assist with draft Tree Policy.

Action - Cllr Helmore

Delegate powers to the Clerk/Cllr Helmore (LGA 1972, S101) were proposed by Cllr Worrall in order that the two pending requests for Memorial Benches and one for a Memorial Tree to be planted could be actioned. **Unanimous** **Action - Clerk**

Cllr. Humphries stated his ongoing concerns relating to Memorial Benches due, in part, to maintenance costs.

14. FORMAL CORRESPONDENCE RECEIVED

1. *Email from K Manning, BDC, concerning cleaner domestic burning of solid fuels and wood. Visit DEFRA Website for full consultation response.*
2. *Email from D Dale, WCC – Reminder - Parish Conference is to be held on 18th March 2020 @ County Hall, commencing at 5.30pm. **Members to consider/confirm their attendance directly.***
Cllr Baxter will also be attending this meeting
3. *Email from OPCC@ West Mercia Police re. West Mercia Police & Crime Commissioners Road Safety Strategy. A copy of the DRAFT Strategy is available via <https://www.surveygizmo.eu/s3/90214147/Road-safety-strategy-consultation> **Members are requested to enter their responses directly by 20th March 2020***
4. *Email from D Inman re. Rural/Market Towns Group inviting Alvechurch PC to join the group. **Council to consider nominating a member to represent the council on this external body (Contact details/paperwork available via Clerk).***
*Cllr Worrall nominated - Council proposed a year's subscription initially, reviewable after 12mths. **Action - Clerk***
5. *Email from Mr A Parker concerning Electric Car Charging Points in Alvechurch and asking Council as to their plan to provide such in the future? **Council to formulate a response.***
Clerk to respond stating that the Neighbourhood Plan supports this initiative and it will be reviewed as part of the Community Action Plan.
*Clerk instructed to investigate the possibility of BDC installing a charging point in the Tanyard Lane car park via DCllr English. **Action - Clerk to advise Mr Parker accordingly***
6. *Email from D Dale, WCC re. its Pollinator Strategy Consultation ; **advising that the consultation will run until 5pm on 31st March 202 and asking that comments be sent directly to ecology@worcestershire.gov.uk***

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-125

Cllr. Hornsby proposed APC write to them, congratulate them on their strategy and offer Alvechurch as a possible test centre

Action – The Clerk and Cllr. Hornsby make submit a response before the deadline of March 31st 2020.

15. COMMITTEE & OTHER REPORTS

YSR (AMENITIES) COMMITTEE

Members noted that the draft Minutes of the last meeting were available from the Parish Council’s Website/hard copy in Minute Book, publicly accessible.

Alvechurch Historic Society have confirmed provisionally that they may like to use disused changing rooms at Hopwood Community Centre for storage.

Neil Hoskins has reviewed drainage at HCC. Cllrs Lewis & Worrall met Tom Curwell (NWWM) at HCC to review drainage issues.

Action: Notes of flooding and meetings to be recorded by Cllr. Lewis

Action: APC to consider levelling of fields. (as part of YSR Strategic Report)

Christmas Working Party are to meet on 19.3.2020

It was noted that the Clerk had contacted BDC to vary the condition of New Homes Grant (£1,480.00). Agreement had been given and the Clerk now required direction from YSR as to the priorities to be addressed.

Action: YSR Strategic Working Party Meeting to provide instruction to the Clerk following their meeting

YSR/ Sports and Recreation working group will meet Monday 16th March. **No Officer will be in attendance at the Working Party Meeting so notes to be taken and actions ratified by YSR.**

PLANNING COMMITTEE

Members noted that the draft Minutes of the last meeting were available from the Parish Council’s Website/hard copy in Minute Book, publicly accessible.

Cllr. Cypher proposed APC send a ‘holding objection’ to BDC based on Highway issues. He also proposed APC ask BDC to investigate if all units were classed as B1A use in 2013 to establish if the required conditions were met to satisfy the criteria for both applications being considered as permitted developments. **Unanimous**

Action - Clerk

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-126

FINANCE COMMITTEE

Members noted that the draft Minutes of the last meeting were available from the **Parish Council's Website/hard copy in Minute Book, publicly accessible.**

PERSONNEL COMMITTEE

Members noted that the draft Minutes of the last meeting were available from the **Parish Council's Website/hard copy in Minute Book, publicly accessible.**

APNP COMMUNITY ACTION

The notes of the meeting held on 20th February 2020 had been duly circulated.

EXTERNAL BODIES

No report received

16. DISTRICT COUNCILLORS REPORT

Cllr. Van der Plank reported that she is member of Audit and Standards Committee, looking at risk management and emergency planning. In light of Coronavirus priorities have been reviewed as:

1. Resident welfare, especially payments to avoid hardship.
2. Service delivery e.g. rearranging of essential bin collections.

Issues with parking in Birmingham Road/service road continues due to parents from the schools parking without due consideration to other road uses. In the last month; walls, bollards and rockeries have all been damaged. Three letters have been sent to the schools. The situation is made worse by reports that Tanyard Lane car park is being used by the local garage. This will be followed up by DCllr. Van der Plank.

Cleaner Greener Alvechurch Group in process of setting up a Website. A request to APC will be made for £300 funding that has been set aside in Earmarked.

Action: Clerk to ensure E/M Reserves identified.

Cllr. Humphries informed meeting that the litter bins from The Wiggins had gone missing. **Action: DCllr. Van Der Plank will investigate and order replacement ones if needed.**

The Clerk informed the meeting that one litter bin had been removed for repairs and will be replaced.

17. COUNTY COUNCILLORS REPORT

CCllr. Hotham informed the meeting that currently there were no cases of Coronavirus in Worcestershire. The main issue for WCC will be supporting nursing homes.

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-127

Speed monitoring on Weatheroak Hill is complete and data cables have been removed for analysis. Looking for improvements due to accident records.
CCllr. Hotham hoped APC would support 20 MPH speed limit and Station Road improvements as much time had been spent on these projects by WCC.

Old Birmingham Road will be re-surfaced in the summer.

20 replacement bollards have been ordered.

New Hopwood roadside trees - Richard Clewer had spoken to Cllr. Worrall to state permission to plant trees should be sought first. APC had not identified who is responsible for new planting in Hopwood.

Possibility of Cllr Hotham to help fund planting of new trees in the village.

Action: Cllrs. Invited to consider sites for planting and send to CCllr Hotham.

No progress to report of BDC Planning Review. Alternative budget has been presented to spread cost over 5 years which would enable spend on local Minibus service.

Cllr. Cypher asked if Bordesley Hall developments need to contribute, under Highways Act Section 278 Agreement as there are concerns regarding the conversion and implications to The Holloway. Should BDC lobby Government through the LGA about permitted development rights with this type of application?

Cllr. Worrall asked who was responsible for the traffic counts on arterial and local roads in to village centre.

Action: CCllr. Hotham to find out and report back to APC

Cllr. Worrall asked about old Bromsgrove Council Building. CCllr Hotham said BDC have retained ownership of site. The site is worthless due to the cost of asbestos/demolition. A Government grant has been awarded to BDC for this purpose.

61 new homes will be built 6/8 for sale to cover costs the remainder for Affordable housing with 1 dedicated for use by 'Care Leavers'.

18. COUNCILLORS REPORTS

Bordesley Cllr. Hornsby noted all drains have been jetted and recorded thanks to Thomas Curwell (NWWM).

Alvechurch Cllr. Lambert reported new trees planted by canal.

A fence had been erected around the stream by Tanyard Lane.

She had spoken to residents in Foxhills Lane about the flood but no action can be taken.

Cllr. Humphries has registered online with Calor regarding a possible grant for the Wiggins Bridge and asked for approval to continue and submit if registration successful
- **Unanimous**

Chairman

Date

ALVECHURCH PARISH COUNCIL

FULL COUNCIL MEETING – 2020/03/09-128

19. **PRESS RELEASE/STATEMENT**

None

20. **MEETING DATES**

As per schedule.

The Clerk queried the decision not to hold an April Meeting however councillors resolved to ‘stand-on with the prior decision not to hold an Ordinary Full Council Meeting in April.

AGM will be held on April 20th at Alvechurch Baptist Church. All Councillors were requested to attend this important meeting

Cllr. Worrall asked that all Councillors support the meeting and advised that the format would change to that of a ‘Top Table’.

Chairman Date

CLOSED SESSION

Page 129 - Confidential