



# FINSTALL PARISH COUNCIL

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## NOTICE OF PARISH COUNCIL MEETING Tuesday 7<sup>th</sup> November 2023, 7.30pm at Fininstall Village Hall

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum) to put comments and questions to the council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion, which also applies to any non-member representations at any other time in this meeting.

### Summons

Elected members are summoned to attend this meeting to transact the business set out on the following pages.

*Gill Lungley*

Gill Lungley, Clerk/RFO

31<sup>st</sup> October 2023

Elected parish council members:

Norman Hewer, Malcom Molloy, Wendy Molloy, Christine Orr-Cooper, Rosemarie Ryan, Caroline Spencer, Will Taylor (Chairman).
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## A G E N D A

### 1. Chairman's welcome

Chairman is to welcome everyone to the meeting and declare it open.

### 2. To receive any apologies for absence.

### 3. Declarations of interest:

- All councillors are reminded to keep their Register of Interests up to date; it is available [online](#).
- All councillors must declare any interest ie. Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI), in items on the agenda and their nature. In keeping with the council's [Code of Conduct](#), members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted.

### 4. To consider any request from a councillor for a dispensation to be allowed to stay in the meeting after declaring an interest.

Such request, in writing, must be given to the Clerk before the meeting starts.

### 5. Public Forum.

- An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
- County and District Councillors and community representatives are invited to present an update on their activities.

6. **To consider the minutes of the previous Council Meeting** held on 3<sup>rd</sup> October 2023 and recommend approval (see pp 3 – 7).
7. **To comment on any planning consultations received and note planning authority decisions made.**

<b>Reference</b>	<a href="#"><u>23/01009/FUL</u></a>	<b>Address:</b> 7 Alcester Road, Finstall, B60 1EL
<b>Proposal</b> [FPC to respond by 18/11/2023.]	Extension of dropped kerb and creation of parking area for 7 Alcester Road. The creation of a new access with demolition of existing garage and rear sheds and erection of 2x 2 bedroom dormer bungalows with garages.	

## 8. **FINANCE**

- a) To note the bank reconciliation (attached p8) and clerk's update on software.
- b) To consider and authorise payments and note receipts (schedule attached, p9) and to agree purchase of Remembrance Wreath.
- c) To agree the Internal Controls Policy Statement.
- d) To agree the Risk Management Policy.
- e) To note HMRC PAYE position.
- f) To agree the appointment of IDG Garden Services as parish Lengthsman and to note the scheme now includes maintenance work on Public Rights of Way.
- g) To appoint IDG Garden Services to attend to the bus shelters, weekly.

## 9. **Clerk's reports for information:**

- a) New spring seat now installed.
- b) Update to the Christmas Carol event.
- c) Bromsgrove District Council [annual community survey](#) (closes 10/11/2023)
- d) Ongoing: Street Watch Scheme  
Solar-powered VAS signs

## 10. **To consider the following:**

- a) To agree to progress the SmartWater scheme for Finstall.
- b) To adopt the General Power of Competence.
- c) Issue of quarterly newsletter, Finstall Focus Autumn 2023 edition.
- d) Purchase of grit / grit bins if required: WCC winter newsletter.
- e) To agree the Complaints Policy update.
- f) To respond, if thought appropriate, to the Flood Risk Management Strategy.
- g) To comment on review of Bromsgrove Polling Districts and Polling Places 2023.
- h) To agree to take part in the Tree Warden scheme.
- i) To agree the adoption of a biodiversity policy, to comply with the Natural Environment and Rural Communities Act 2006, s40 which places a duty on the parish council to further the general biodiversity objective in England, which is to conserve and enhance biodiversity.

## 11. **To note correspondence received not already mentioned:**

- WorcsCALC update 23-10
- Wellbeing in Partnership newsletter

## 12. **Members to raise items for discussion at next meeting.**

## 13. **Date, time and venue of next meeting:**

Tuesday 5<sup>th</sup> December 2023, 7.30pm at Finstall Village Hall.



# FINSTALL PARISH COUNCIL

Ref: 10/23 pages 1301 – 1305

## MINUTES of the PARISH COUNCIL MEETING

Tuesday 3<sup>rd</sup> October 2023, 7.30 pm at Finstall Village Hall, Finstall

**Councillors present:** Cllr Will Taylor, Chairman

Cllr Christine Orr-Cooper, vice-Chairman

Cllr Norman Hewer

Cllr Molly Molloy

Cllr Wendy Molloy

Cllr Rosemarie Ryan

Cllr Caroline Spencer

**Councillors not present:** All councillors present.

**In attendance:**

Amy Brice and Nick Hall, West Mercia Police 'Don't Buy Crime'.

Three members, Green Watch, Bromsgrove Fire Service

PC Jane Brothers (Safer Neighbourhood Team, part of meeting)

Gill Lungley, Clerk/RFO

**1. Chairman's Welcome**

The Chairman welcomed all to the meeting.

**2. Apologies for absence.**

Not necessary at this meeting.

**3. Declarations of interest.**

None.

**4. Dispensation requests.**

None.

**5. Public Forum**

- a) Presentation by Amy Brice and Nick Hall on Smart Water, part of the Police and Crime Commissioner's (PCC) Towns and Villages Project.

The aim of Smart Water is to act as a deterrent to would-be burglars who may know that when personal assets and items are marked with it, they can be easily identified and returned to their rightful owners. Registration of the product is key and ideally more than 70% of parish households need to register for the deterrent to be effective. When that number is registered, the PCC will supply highway signs and subsidise the total cost. It is best for the whole community to take on this opportunity.

- b) The Green Watch leader and two colleagues from the local Fire Service, provided information on the support they can provide to homeowners to prevent household fires and how to ask for a free home fire safety visit. It was suggested they attend the next village hall coffee morning to be held 25/11/2023.

- c) **Members of the public.** No representations.

- d) **County and/or District council representatives.** No representations.

e) **PC Jane Brothers** reported:

- i. Is aware of the problems with speeding and will continue to carry out speed surveys.

Jane was notified of the potential road closure for the annual Christmas carols.

The Chairman thanked all for attending.

**6. To read and consider the minutes of the council meeting held 05/09/2023.**

The minutes of the council meeting held 5<sup>th</sup> September 2023 were:

**AGREED** a true record of that meeting and signed by the Chairman.

**7. PLANNING**

**To (a) comment on any planning consultations received and (b) note planning authority decisions made, if any.**

a) No consultations had been received.

b) No decisions to consultations had been received.

For reference, it was noted that only planning applications that have the FUL suffix are notified to the council for consultation. Any other suffix means the parish council will not be consulted, but this does not mean the parish council cannot comment on it if it wishes to do so. Thus the weekly planning list is useful for finding any other such applications.

**8. FINANCE**

a) **To note the bank reconciliation.**

For period 01/04/2023 – 20/09/2023		
Opening bank balances 01/04/2023	19,370.07	
Add actual receipts for year to date	6,076.13	
Less authorised payments for year to date	- 6,232.23	
Add unrepresented payments	3,355.04	
<b>Total</b>	<b>A</b>	<b>£22,569.01</b>
<b>Bank balances as at 31/07/2023</b>		
HSBC Business account now closed		
HSBC Deposit account now closed		
Unity Trust Bank	7,069.01	
Bromsgrove DC Loan account	15,500.00	
<b>Total</b>	<b>B</b>	<b>£22,569.01</b>
	-	<b>A=B=balance</b>

b) **To agree the budget comparison** (budget v actual).

The budget was reviewed in advance of the budget setting exercise next month.

c) **To consider and authorise payments.**

The Clerk, as RFO, confirmed each invoice had been checked prior to presentation for payment approval. Each invoice was available for review and attached to the online payments schedule circulated to all members.

It was **AGREED** to pay the invoices listed on the schedule below.

Vno	To	Reason	Gross amount	VAT paid
24	S Skeys	Lengthsman, August. <i>Final month prior to resignation.</i>	288.00	0.00
25	Citizens Advice, Bromsgrove & Redditch	Grant (annual) <i>As agreed 05/09/2023, minute no. 8e.</i>	300.00	0.00

26	Mrs G Lungley	Microsoft 365. Admin tools, monthly payment (August).	10.32	1.72
27	Mrs G Lungley	Staff salary, September 2023. Monthly admin cost relating to employment.	407.42	0.00
28	Bromsgrove District Council	Uncontested parish council election 04/05/2023. Recharge fees for statutory undertaking.	156.00	0.00
29	I D G Garden Services	Mowing x 6 cuts May – Sept Contract for recreation ground.	420.00	0.00
30	I D G Garden Services	Bin emptying and certified disposal of waste, Apr- Sept. Contractual undertaking for recreation ground	468.00	0.00
31	Unity Trust Bank	Monthly account fee: 26/07/2023 – 03/09/2023	7.83	0.00
32	WorcsCALC	Training 1-2-1 for previous clerk in March 2023; previous invoice overlooked.	36.00	6.00
To note receipt of:				
R13	Bromsgrove DC	Second half of 2023/24 precept	£4,355.00	

The payment schedule was signed by the Chairman and vice-Chairman.

- d) **To agree to pay regular monthly outgoings by standing order.**  
**It was AGREED** to pay monthly standing order to Mrs G Lungley for both the salary and the Microsoft admin charge.
- e) **To agree to pay the annual ICO fee (£35pa) by direct debit.**  
**It was AGREED** to pay the annual fee to the Information Commissioner's Office by direct debit in relation to general data protection regulation duties.
- f) **To agree the appointment of Internal Auditor, DKE Audit, for 2023/24.**  
**It was AGREED** to appoint DKE Audit to carry out the 2023/24 internal audit.
- g) **To consider the purchase of bookkeeping software, Scribe Lite.**  
**It was AGREED** to purchase bookkeeping software, and for the Clerk to trial the Scribe Lite system for one month free.
- h) **To agree to consider an Internal Controls Policy at the next meeting.**  
The topic was introduced to integrate council's financial and risk management into one explicit statement for consideration at the next meeting.
- i) **To agree the Risk Management Policy.**  
A draft policy was presented for consideration.  
**It was AGREED** to make a decision on this at the next meeting.
- j) **To agree the Reserves Policy.**  
**It was AGREED** to adopt the Reserves Policy.
- k) **To note update to HMRC PAYE online account.**  
**It was noted** the HMRC PAYE online account is now accessible by the council via the Clerk, and by the payroll agent.
- l) **To adopt the updated Asset Register and agree the safe disposal of the old laptop and un-used printer.**  
The Asset Register had been updated which showed the old laptop and printer were no longer in use; the asset register needs additional detail and is work in progress.  
**It was AGREED** to adopt the Asset Register, yet to be finalised.  
**It was AGREED** to dispose of the old laptop and printer via local New Starts charity.

**9. Clerk's reports for information:**

**a) Loan arrangements with Bromsgrove DC.**

Funds will be available after one week's notice..

**b) Solar powered VAS and speed awareness notices.**

The County Councillor's advice is awaited.

**c) WorcsCALC AGM.**

The Worcestershire County Association of Local Councils is to hold its annual general meeting on 17/10/2023 at 7pm in Droitwich. The Chairman undertook to attend.

**d) Updates to:**

- **Road sweeping request:** the straw at the entrance to the churchyard had been swept away. It was noted the numerous overhanging trees along that part of Finstall Road create a lot of leaf fall at this time of year.
- **Lengthsman appointment.** Bromsgrove DC are unable to provide this service at the moment. The Clerk will continue to seek a suitable provider.
- **Play equipment.** The ground under the swings is to be made good and new matting is to be laid within the following month.
- **Newsletter.** Cllrs Taylor, Hewer and Orr-Cooper are to put the newsletter together and hope to issue before 07/11/2023.
- **Christmas Carols event.** Details of the event's road closure notice had been made available and it was thought the prescribed detour was too onerous upon drivers. Therefore it was instead agreed to not seek to temporarily close the road but to take steps to physically ensure no attendee would be at harm of passing traffic. Procedure for the event and details, as outlined by Cllr C Spencer, were noted.

The time being 9.30pm, Cllr C Spencer and Cllr W Molloy left the meeting.

**10. To consider the following:**

**i. The installation of a second-hand bouncer on the playing field.**

The clerk had enquired of Bewdley Town Council's surplus item of equipment – a sit-in spring/bouncer – which was available free of charge. Subject to satisfactory safety inspection report:

**It was AGREED** to collect the bouncer for installation on Penmanor playing field. Installation arrangements to be made with the contractor at minute no. 9d above.

**ii. Support for the Street Watch Scheme.**

Details of the West Mercia Street Watch Scheme had been circulated.

**It was AGREED** to ask a representative to attend the next meeting.

**iii. To adopt the General Power of Competence.**

This council meets the two eligibility criteria to adopt the General Power of Competence which is the 'power to do anything that individuals generally may do as long as they do not break any other laws'. A report had been circulated and members agreed to consider this at the next meeting.

**iv. To consider an application to the Local Council Award Scheme (LCAS).**

The background to the three-tier scheme was provided. It has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show they meet the standards set by the sector where they are assessed by their peers, and are willing to put in place the conditions for continued improvement. This was noted with a view to possibly submitting an application in April 2024.

**11. To note correspondence received:**

The following information documents had been circulated to members:

- Slow Ways: walking connections to a national walking network.

- UK Shared Prosperity Fund: advance notice
- Bromsgrove / Redditch Partnership: information to be shared on the website.

**12. Members' comments on this meeting and for future consideration.**

None put forward.

**13. Date, time and venue of next meeting:**

Tuesday 7<sup>th</sup> November 2023, 7.30pm at Finstall Village Hall.

This meeting ended at 9.55pm.

Signed..... Date .....  
Chairman, Finstall Parish Council

## Agenda item 8a

<b>A</b>	<b>Bank Reconciliation at 31/10/2023</b>		
	Cash in Hand 01/04/2023		19,370.07
	<b>ADD</b> Receipts 01/04/2023 - 31/10/2023		11,007.13
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/10/2023		30,377.20
	<b>Cash in Hand 31/10/2023</b> (per Cash Book)		10,367.94
			<b>20,009.26</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Unity Trust Bank 31/10/2023	6,116.06	
	Loan to BDC 31/10/2023	15,500.00	
	HSBC Deposit 31/10/2023	0.00	
	HSBC Current 31/10/2023	0.00	
			<b>21,616.06</b>
	Less unrepresented payments		1,606.80
			20,009.26
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>20,009.26</b>
	<b>A = B Checks out OK</b>		



**Finstall Parish Council**  
**DRAFT PAYMENTS LIST voucher 36 TO 41**

Voucher	Ref	Name	Description	Amount
36	Statement	Unity Trust Bank (already paid)	Payment - UTB Bank Charges	-7.83
37	558853025	WorcsCALC (already paid)	Payment - Training, staff	-36.00
38	V38	MJW Fabrications Ltd	Payment - Play equipment maintenance	-1,606.80
39		Staff (already paid)	Payment - Salary	-407.42
40		Staff (already paid)	Payment - IT M/soft subscription	-10.32
41	ZB607254	Information Commissioners Office (already	Payment - Annual Data Protection Fee	-35.00
<b>TOTAL</b>				<b>-2,103.37</b>

The highlighted item is for payment approval.

**Finstall Parish Council**  
**DRAFT RECEIPTS LIST 12 TO 14**

Voucher	Ref	Name	Description	Amount
12	023556	Bromsgrove District Council	Precept for half-year	4,355.00
13	SU15006 July	Worcestershire County Council	Lengthsman scheme reimbursement	288.00
14	SU15006 Augt	Worcestershire County Council	Lengthsman scheme reimbursement	288.00
<b>TOTAL</b>				<b>4,931.00</b>

**Agenda item 8b.**