



FINSTALL PARISH COUNCIL

Ref: 04/24 pages 1329 – 1333
General Power of Competence adopted 07/11/2023

MINUTES of the PARISH COUNCIL MEETING

Tuesday 2nd April 2024, 7.30 pm at Finstall Village Hall, Finstall

Councillors present: Cllr Christine Orr-Cooper, vice-Chairman
Cllr Norman Hewer
Cllr Molly Molloy
Cllr Wendy Molloy
Cllr Rosemarie Ryan
Cllr Caroline Spencer

Councillors not present: Cllr Will Taylor, Chairman

In attendance: Two members of the public
Jane Brothers, PCSO (for part meeting)
Gill Lungley, Clerk/RFO.

1. Chairman's Welcome

In the absence of the Chairman, the vice-Chair, in the chair, welcomed all to the meeting.

2. Apologies for absence.

Apologies for absence had been received from Cllr Will Taylor, Chairman

3. Declarations of interest.

None.

4. Dispensation requests.

None.

5. Public Forum

a) Members of the public.

The members of the public took the opportunity to talk to the planning application referred to at minute 7a and explained the proposals were to adapt the premises for improved energy efficiency and sustainable living, with little impact on the neighbourhood and street scene.

b) Police Community Support Officers.

The meeting was pleased to hear that PCSO Jane Brothers had little to report apart from ongoing speed checks in the village which are used for statistical and educational purposes.

Councillors are concerned about the apparent speed of vehicles along Finstall Road at night upon leaving roads that have lighting and moving into unlit areas.

c) **County and/or District council representatives.**

Kit Taylor (Bromsgrove East division) had sent apologies for absence.

No reports from either Coun Kit Taylor or Coun Peter Whittaker (Tardebigge ward).

6. **To read and consider the minutes of the council meeting held 05/03/2024.**

The minutes of the council meeting held 5th March 2024 were:

AGREED a true record of that meeting and signed by the meeting's Chair.

7. **PLANNING**

To (a) comment on any planning consultations received –

Planning Ref	24/00206/FUL ie Full Application
Proposal:	Single storey rear extension and loft conversion.
Location:	179 Finstall Road, Bromsgrove, Worcestershire, B60 3DD
FPC Comment:	The parish council has no objection to this application.

(b) **note planning authority decisions made, if any.**

Notice had been received of an appeal against the planning authority's refusal to allow permission for reference 23/01009/FUL seeking 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.

Noted.

(c) **To note Bromsgrove District Plan Update – Consultation Summer 2024.**

Noted.

8. **FINANCE**

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

For period 01/04/2023 – 31/03/2024		
Opening bank balances 01/04/2023	19,370.07	
Add actual receipts for year to date*	18,440.63	
Less authorised payments for year to date	- 18,038.84	
Total	A	£19,771.86
Bank balances as at 31/03/2024		
HSBC accounts (x2) now closed	0.00	
Unity Trust Bank*	9,271.86	
Bromsgrove DC Loan account	10,500.00	
Less unrepresented payments*	0	
Total	B	£19,771.86
	-	A=B=balance

*It was also noted these figures include the advance receipt from Bromsgrove DC of half the 2024/25 precept ie £6,448.20, which means the total receipts figure for the financial year ending 31/03/2024 **should be £13,323.66.**

Advice from the External Auditor is to continue in the spirit of 'Receipts and Payments' accounting and show the early receipt as being part of the 2023/24 accounts, include it as 'precept' on the Annual Return and use the Explanation of Variances form to explain the difference this year and next year.

The bank reconciliation to 31/03/2024 was noted and signed by two members.

b) **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 inspection, and will be attached to the online payments schedule circulated to all members after being signed by two members in the meeting.

Voucher	Supplier	Description	Net	VAT	Total
Payment made within 2023/24 financial year, ie to 31/03/2024					
76	Unity Trust bank	Bank charges, 3 months Jan - Mar	18.00	0.00	18.00
Standing Orders during April 2024					
01	Scribe / Starboard Systems	Bookkeeping software Apr 2024	12.00	2.40	14.40
02	Staff	M/soft office software Apr 2024	8.60	1.72	10.32
03	Staff	Salary, Apr 2024	433.42	0.00	433.42
BACS payments April 2024					
04	IDG Garden Services	Lengthsman duties, March 24	210.00	0.00	210.00
05	IDG Garden Services	Bus shelter maintenance, 2 mths	80.00	0.00	80.00
06	IDG Garden Services	Bin waste collection, 2 months	144.00	0.00	144.00
Total			906.02	4.12	910.14

c) **To note the current budget position v actual receipts and payments.**

Members reviewed the financial year-end position as at 31/03/2024, below.

RECEIPTS	Budget	Actual	Variance
Precept	8,710.00	15,158.20	6,448.20
Grants/donations	0.00	0.00	0.00
Bank interest	185.00	361.38	176.38
VAT refund	150.00	940.30	790.30
Other / Lengthsman	2,545.00	1,980.75	-564.25
Total Receipts	11,590.00	18,440.63	6,850.63
NET PAYMENTS			
Staff costs	4,896.00	4,471.66	424.34
Expenses/training	350.00	119.12	230.88
Subscriptions	460.00	529.26	-69.26
Insurance	550.00	531.78	18.22
Highways	3,300.00	1,997.50	1,302.50
Communications	600.00	492.00	108.00
Administration	200.00	1,119.34	-919.34
Audit/prof. fees	300.00	282.40	17.60
Elections	200.00	156.60	43.40
S137 / GPoC	100.00	20.00	80.00
Playing Field	1,500.00	3,428.83	-1,928.83
Events / grants	500.00	316.33	183.67
Reserves*	0.00	3,629.60	-3,629.60
Total Net Payments	12,956.00	17,094.42	-4,138.42
VAT paid		944.42	
Gross payments		18,038.84	

d) **To note receipt of External Audit notification of annual audit procedure.**

The audit may be called as early as 3rd June 2024 and no later than 1st July 2024. The financial year-end paperwork will be considered at the next council meeting.

9. Clerk's reports for information:

Clerk's reports and correspondence received up to 25/03/2024, for information.

Updates to ongoing matters:
Re 06/02/2024 min 10i - Traffic concerns. Coun. Kit Taylor has asked the questions and awaiting return of officer from annual leave.
Re 06/02/2024 min 10e – Installation of litter bins in the parish Coun P Whittaker has made enquiries at BDC environmental services and is awaiting a reply. Also, no response yet from Highways Officer to confirm whether in favour of or not in favour of installations.
Lengthsman Reports Excellent news! Ian of IDG has obtained the LANTRA certificate to work on the roads and has been accepted by Worcestershire CC to work as a Lengthsman. He reports on an as and when basis, including recently: <ul style="list-style-type: none">• All roads within the parish contain at least one blocked drain; the majority are blocked and WCC have been notified. Wet weather is forecast to continue.• Road edge erosion, Upper Gambolds Lane has been reported to Highways.• Graffiti on underpass wall, Pikes Pool Lane has been reported to Highways.• Pavement blocked by hedge (see overgrown hedge 2 below). Bromsgrove DC would be asked to carry out more frequent pavement and road sweeping.
Overgrown hedge (1) Corner Heydon Road with Fininstall Road cut back; thanks to hedge owner.
Overgrown hedge (2) Corner Fininstall Road with Walnut Lane, covering the pavement – residents notified.
Grass verge damage, Fininstall Road. Shared with district and county members; reported to WCC Highways by Coun Kit Taylor. It was suggested a letter should be sent to the residents.
Penmanor Rec RoSPA inspection. This had been received that day and will be referred to the next council meeting.
TOWN & PARISH COUNCIL CONFERENCE (REMINDER) Worcestershire County Council Town and Parish Councils Conference Wednesday 12 June 2024 from 6 – 9pm at Wyre Forest District Council Offices, Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF. 6 to 7 pm - information market place to speak to officers and partners on a range of topics. 7 to 9pm – conference with presentations from a range of speakers including Herefordshire and Worcestershire Fire and Rescue Service and representatives from the council re highways and digital switchover.
Fininstall What's On update. To be discussed at the Annual Parish Meeting, 4/4/2024 to which a number of parish organisations have been invited to attend. It was suggested an invitation to Worcestershire, Birmingham & Droitwich Canal group would also be relevant.
Correspondence received and circulated to members:
NALC Chief Executive's Bulletins
BDC Invitation to Chairman's Civic Charity Golf Tournament & Dinner
Seetec Pluss seeks to support Employment & Wellbeing; Cllr N Hewer attended the event which was of more relevance to larger councils with appropriate resources to match.
Weekly planning updates for the Bromsgrove district.

10. To consider and decide upon the following:

- a) **To agree a poste restante address** for all postal correspondence to the council. This is being requested by the Clerk who would prefer her personal address to not be used, for example as proposed in the next agenda item 10b, lease renewal.

It was agreed the Parish Council's postal address will be care of Finstall Village Hall, Alcester Road, Finstall, BROMSGROVE, B60 1EL. With thanks to the village hall committee for agreeing to this use.

- b) **Review of lease arrangements at Penmanor Recreation Ground.** A copy of the proposed 15-year renewal of lease circulated to members with comments.

It was agreed the name of the tenant would be Finstall Parish Council rather than the name of the Clerk, and to include a clause relating to the parish council's ownership of recreational equipment and its treatment at the end of the tenancy if not renewed after 15 years.

- c) **To appoint a contractor to undertake the tree survey at Penmanor Recreation Ground.**

Three contractors from the Arboricultural Association via Bromsgrove DC website have been contacted; one is not able to undertake the survey (tree surgery only), one has provided a quote and the other is awaited. As it was not possible to make any comparison, it was agreed the Clerk would contact Bromsgrove DC's tree officer for advice.

- d) **Pavement parking in Heydon Road.**

It had been believed the road was being used as a popular place for dog walkers to park up, which was inconvenient for pedestrians and other road users, but it may equally be residents who park on the roadside. PCSO Jane Brothers had mentioned this would be monitored on their visits.

11. Members to raise items for discussion at next meeting.

- Cllr W Molloy discussed plans for the Annual Parish Meeting on 4/4/2024.
- Cllr N Hewer suggested the council consider adoption of the Civility and Respect Pledge promoted by the National Association of Local Councils (NALC).
- Cllr R Ryan suggested information about Finstall Parish Council could be carried in the Village magazine which is circulated locally.

12. Date, time and venue of next meeting:

- Tuesday 7th May 2024, 7.30pm at Finstall Village Hall.

The meeting's Chair declared the meeting closed at 9.10pm.

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