



NOTICE OF PARISH COUNCIL MEETING Tuesday 4th June 2024, 7.30pm at Finstall Village Hall, Alcester Road, Finstall, B60 1EL

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

Members are summoned to attend this meeting to transact the business on the agenda. Members are expected to be mindful of the parish council's statutory duties with respect to the effective management of risk, equality, biodiversity, health and safety, crime and disorder.

Gill Lungley

Gill Lungley, Clerk/RFO, 29/05/2024

The seven elected members of the parish council are:

Norman Hewer, Malcom Molloy, Wendy Molloy, Christine Orr-Cooper (vice-Chair),
Rosemarie Ryan, Caroline Spencer, Will Taylor (Chairman).

AGENDA

1. Chairman's welcome

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

2. To record absences and receive any apologies for absence.

3. Declarations of interest:

- a) All councillors are reminded to keep their Register of Interests up to date; it is available [online](#).
- b) 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.

- a) An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
- b) County and District Councillors, Safer Neighbourhood Policing Team, and Community Representatives are invited to present an update on their activities.

6. To consider the minutes of the previous Council Meeting (the Annual Parish Council Meeting) held 07/05/2024 and recommend approval. Copy available [online here](#).

7. Planning Development. To (a) comment on any planning consultations received and (b) note Planning Authority (Bromsgrove District Council) decisions made, and (c) consider any other planning matter.

- a. No new consultations have been received since the last meeting.
- b. No notifications of any planning decisions have been received since last meeting.
- c. To note the reason 'installation of air source heat pump' required planning permission is due to noise assessment: Due to the heat pump failing the MCS noise assessment by 1db planning permission needs to be granted before installing.

NB Outside parish: [24/00470/FUL | Installation of air source heat pump | 6 Garrington Road](#)

8. FINANCE

- a) To note the bank reconciliation to 29/05/2024 (attached p3).
- b) To consider and authorise payments and note receipts (schedule attached, p3)
- c) To note the current budget position v actual receipts and payments (page 4)

9. Clerk's reports and correspondence received, for information:

The Clerk will provide an update, as page 5.

10. To consider and decide upon the following:

- a) To agree arrangements for progressing the Penmanor management plan (page 6).
- b) To consider the parking arrangements for Bromsgrove Rugby Club, following entertainment festival on 11/12 May (page 7).
- c) To agree date of SmartWater delivery to Fininstall Community and involvement (pp 8-9).
- d) To agree content and preparations for the next Fininstall Focus newsletter.
- e) To consider report of blocked gullies along Fininstall Road (page 10).
- f) **Policies:** to agree
 - i. the Dignity At Work policy and
 - ii. the new Financial Regulations (circulated separately).

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

12. Date, time and venue of next meeting:

Tuesday 2nd July 2024, 7.30pm at Fininstall Village Hall.



Agenda item 8a

Bank reconciliation to 29/05/2024

For period 01/04/2024 – 29/05/2024		
Opening bank balances 01/04/2024	19,771.86	
Add actual receipts for year to date	320.00	
Less authorised payments for year to date	-3,400.10	
Total	A	£16,691.76
Bank balances as at 29/05/2024		
Unity Trust Bank	6,191.76	
Bromsgrove DC short-term investment	10,500.00	
Less unrepresented payments	0.00	
Total	B	£16,691.76
	-	A=B=balance

The reconciliation includes standing order payments for salary paid 28/05/2024 (voucher 19) and reimbursement for Microsoft software (voucher 20).

Agenda item 8b

Payments for authorisation

Vno	To	Reason	Gross amount	VAT paid
Following were paid by Standing Order, 28/05/2024				
19	Staff	M/soft office software May 2024	10.32	1.72
20	Staff	Salary, May 2024	433.42	0.00
Following to be paid by direct debit or Standing Order during June				
21	Scribe / Starboard Systems	Bookkeeping software June 2024	14.40	2.40
22	Staff	M/soft office software June 2024	10.32	1.72
23	Staff	Salary, June 2024	433.42	0.00
No further bills yet (as at 29/05/2024) received for payment approval, but would expect Lengthsman invoice in due course. Update to be provided to the meeting.				
RECEIPTS				
R2	From Worcestershire County Council: Lengthsman reimbursement: April 2024			£150.00

Agenda item 8c

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

29 May 2024 (2024-2025)

Finstall Parish Council Summary of Receipts and Payments All Cost Centres and Codes

Payments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Admin (Stationery, Printer, Posta				1,400.00	41.20	1,358.80	1,358.80 (97%)
13 Audit & Professional Fees				300.00	292.40	7.60	7.60 (2%)
11 Communications (Phone, W'site,				550.00		550.00	550.00 (100%)
14 Elections				200.00		200.00	200.00 (100%)
20 Events, grants				500.00	36.00	464.00	464.00 (92%)
7 Expenses & Training				250.00		250.00	250.00 (100%)
9 Insurance				558.40	682.55	-124.15	-124.15 (-22%)
10 Lengthsman, bus shelters, tubs				4,182.00	744.25	3,437.75	3,437.75 (82%)
17 Playing Field				2,500.00	193.00	2,307.00	2,307.00 (92%)
18 Reserves 1				4,000.00		4,000.00	4,000.00 (100%)
6 Staff Costs				5,513.00	866.84	4,646.16	4,646.16 (84%)
8 Subscriptions & Memberships				550.00	434.13	115.87	115.87 (21%)
SUB TOTAL				20,503.40	3,290.37	17,213.03	17,213.03 (83%)

Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Bank Interest	350.00		-350.00				-350.00 (-100%)
2 Grants/Donations							(N/A)
5 Other inc Lengthsman	3,400.00	320.00	-3,080.00				-3,080.00 (-90%)
1 Precept	12,896.40		-12,896.40				-12,896.40 (-100%)
4 VAT Refund							(N/A)
SUB TOTAL	16,646.40	320.00	-16,326.40				-16,326.40 (-98%)

Summary

NET TOTAL	16,646.40	320.00	-16,326.40	20,503.40	3,290.37	17,213.03	886.63 (2%)
V.A.T.					109.73		
GROSS TOTAL		320.00			3,400.10		

Agenda item 9

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 <ul style="list-style-type: none">Loose bolts to several road signs are being replaced.
<u>TOWN & PARISH COUNCIL CONFERENCE (REMINDER)</u> Worcestershire County Council Town and Parish Councils Conference Wednesday 12 June 2024 from 6 – 9pm To be held 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 to cover such areas as highways and the digital switchover.
Civility and Respect Pledge. Chairman to sign the certificate received from NALC.
Correspondence received and circulated to members:
NALC Chief Executive's Bulletins
Weekly planning updates for the Bromsgrove district.
Monthly Fraud Bulletin from West Mercia Police
The Chairman of the Council, Cllr Sam Ammar invites you to attend the “Fly the flag for our Armed Forces” short ceremony on Monday 24 June 2024 at 1000 hrs prompt at Crown Close, Bromsgrove, near to Amphlett Hall and the War Memorial. Saturday 29 June 2024 marks the 16th Armed Forces Day , and we will once again be raising a flag for the duration of the week from Monday 24 June. By Flying the Flag in our community, we are showing our support for the men and women of our Armed Forces, past and present, who continue to rise to the very difficult challenge of maintaining the defence of the realm.

Agenda item 10a

To agree arrangements for progressing the Penmanor management plan

Management Plan for Penmanor Recreation Ground: agreed 02/04/2024					
	Item	Action	By whom	By when	Cost
1.	Animal digging / holes	To be filled in ASAP	IDG	ASAP and ongoing	Hourly rate
2.	New post and rail fencing under electricity cables	Posts supply	BDC	Completed	£0.00
		Installation	IDG	ASAP	Hourly rate
3.	Perimeter hedging	To be cut back	IDG	Completed	Hourly rate
4.	Graffiti	To be removed	IDG	ASAP – when not raining	Hourly rate
5.	Wildflower seeds	To be sown on north-east edge	IDG and volunteers	Spring or autumn	TBA
6.	Bat and bird boxes	To install one or two	volunteers	TBA	TBA
7.	Orchard trees	Plant one or two	Volunteers	Spring or autumn	TBA, NB grants available*
8.	Interpretation board	To be installed at field entrance	TBA	Before end 2024.	TBA
9.	Repainting	Play equipment and benches	TBA	Before end May 2024	TBA
10.	Trees	Professional survey.	Acorn Group	26/05/2024	£567
11.	Notice board	Replace existing at access	TBA	Before end 2024	TBA
Notes.					

From Bromsgrove Advertiser, 7th May 2024

Bromsgrove Rugby Club to host food and drink festival

PEOPLE in the mood for a party can visit a Food and Music Festival in Bromsgrove this weekend.

The event, hosted by Social Eats, will take place at Bromsgrove Rugby Club, off Finstall Road, on Saturday (May 11).

The festival will feature a selection of street food vendors, cocktail and Prosecco bars, and draught and ale bars.

There will also be fairground rides and attractions, as well as live music and DJs.

There will be tribute acts to Oasis and The Stone Roses performing on the day.

People can purchase tickets to the event via Skiddle.

The festival will take place from 12pm until 10pm.

People are invited to bring picnic blankets and chairs, although seating is available.

Pets are also allowed into the festival on leads.

Email received 12/05/2024

There has been a function on at the rugby club on Finstall Road this weekend. Yesterday it was a food and music festival and a fun run today. On both days there was parked traffic at the side of the road creating considerable difficulties for other road users. Buses were significantly delayed (up to an hour). ... the guy on the gate ... were doing their best to sort the issue out. This is a perfect example of why they need planning permission for extra car parking and an "in – out" driveway alteration.

... I suggested we liaise with the rugby club and ask them to give us a list of their summer events so we can publish this in the Finstall Focus as an extra reminder to the parishioners. Could this possibly go on the ... agenda for discussion at the next meeting please?

Email received 18/05/2024: Copy of email sent to (President Bromsgrove Rugby Club)

As a neighbour of the Rugby club we would not normally complain about any social events at the club as we understand the importance of using the facilities fully for the community. In fact on many occasions we have supported them by attending.

However, last Saturday's (11th May) event caused chaos on Finstall Road where we had cars and buses in both directions trying to manoeuvre around parked vehicles on both sides of the road at the same time. In the end this resulted in the road being completely blocked for a considerable amount of time because of the inconsiderate parking of some of those attending. Furthermore a prison van had to park up as well as a bus having to reverse back over the railway bridge in order to clear the road. In addition myself and other residents allowed vehicles to park on their drives to help clear the road.

However, and more concerning was that an ambulance, on emergency blue light call, had to be guided through parked cars on both sides by one of the crew. As a parent of a paramedic I find this wholly unacceptable with what is already a challenging job. This simply should not happen.

Hopefully when you plan, or allow other organisations to use your grounds and facilities they really must consider traffic management and parking to avoid the kind of chaos we encountered on last Saturday.

WE DON'T BUY CRIME



WHY SMARTWATER?

Your SmartWater kit is unique to you, your home & your property

SmartWater is made up of 85% Water, 10% polymers plus a unique mix of rare earth metal traces which make every bottle unique.

SmartWater is invisible in daylight but fluoresces under UV light

SmartWater cannot be removed

Why protect your items with SmartWater?

If your items were stolen, the police could trace them back to you

Most importantly the We Don't Buy Crime initiative is about prevention and by SmartWater protecting your items you deter burglary – but how?

Thieves hate SmartWater and here's why...

All stolen goods are checked for smartWater and all police officers carry UV torches and regularly spot check items that arouse suspicion

The We Don't Buy Crime team work vigorously to encourage all organisations who buy items off the public; retailers, scrap metal merchants, auction houses, antique and jewellery dealers to check for SmartWater therefore sabotaging the re-sale avenue of stolen goods

When-ever a suspect is arrested and brought in to custody at a West Mercia police station, they are checked for SmartWater – if a suspect is arrested for burglary – their premises are checked for other stolen goods/SmartWater

In a court of law, SmartWater is sufficient evidence to convict a criminal with 100% conviction rate in court to date – since 1995 over 1000 SmartWater convictions have taken place and this criminal and a far greater number of burglaries has been prevented in our neighbourhoods

SmartWater protected areas see an average reduction in burglaries of 65% due to all of the above facts – that is why it is essential that the window stickers go up on your property in full view – this is your burglary deterrent

What's in your pack?

1 SmartWater vial that is uniquely coded to your address

Each vial will give you between 50-75 applications – only one small dot is need – it dries invisibly in 10 mins and adheres to any solid clean surface fully in 24 hours

SmartWater will keep in the bottle for a good couple of years – if stored sensibly and kept cool, even longer, although we do recommend you use it not store it

As long as you can shake the bottle and it remains fluid it's good to go

The longest example of SmartWater lasting is on a church roof in Shropshire – it has been fluorescing on the lead roof for over 14 years

4 large square window stickers – It is essential to display these in a front and rear window of your house – visible from the roadside/approach

also great to put on caravan windows, shed/garage windows

These stickers act as a massive deterrent to burglary – thieves hate SmartWater!

60 small weatherproof stickers – these can be used inside or outside the property – visual reminders to a thief that the item is protected by SmartWater

Great places to put these stickers: Garage door handles, padlocks on sheds/outside units, bikes, garden equipment, mobile phones, cars, transportable IT equipment, windows, letterboxes and gates.

How to protect your items

If you have the choice of a rough or smooth surface, always choose the rough as it adheres better

Keep a list of all items you have marked and where they were marked then save the information securely – ideally a digital copy to the cloud - If overpainted, provided a scrap can be taken from the area it was applied, it will still be detected

Good places to put SmartWater; Tools & IT Equipment, Bikes, Jewellery, Artwork, Furniture, electrical equipment, cars, mobile phones, clothing accessories, garden furniture/ornaments/equipment, trailers, caravans, motorbikes even on your pets (i.e., inside your dog's ear – this method will require refreshing every few months)

Common Questions answered

What if I move address? Ring SmartWater and advise of your change of address – it moves with you

What if I sell something valuable I have SmartWater protected? Ring SmartWater and let them know – tell the buyer where it is marked too so they can tell SmartWater or just keep a record of who you sold it to

Report of blocked gullies, Finstall Road

Email received from resident 26/05/2024 to let us know he has reported blocked gullies in Finstall Road:

“I've reported blocked gullies along Finstall Road to WCC, reference number is #53473. I'm copying Finstall PC for information. Many of the gullies downstream from where I live, 101 Finstall Road, are blocked. They should be cleared regularly.

This what I sent WCC:

"The gullies outside 105 and 97 are completely clogged. In the recent torrential rain water was flooding down Finstall Road. I often walk down towards Aston Fields and a lot of the gullies before I get to the Railway bridge are blocked. There is a long history of impassable floodwater at the bottom of Finstall Road, outside the Rugby Club. There has been some remedial work to the drainage and that has improved things. However, the gullies do need regular clearing. Would it be possible to set to work on them?"

For reference from WCC website 29/05/2024:

[Report drainage and flooding on a highway | Worcestershire County Council](#)

Site / Gully id Finstall Road	Emptying frequency	Cleanse Status	Last attended date
Outside rugby club WG124063	Emptied every 1 – 2 yrs	Emptied	10/22
Outside no. 95 WG002345	Cleansed every 4 years	Not emptied – inspection only	07/2021
Outside no. 107 WG002295	Cleansed every 4 years	Emptied	10/2022

For reference, FPC reported blocked gullies along Finstall Road in April, and received this response:

"Thank you for your enquiry regarding drainage issues. Unfortunately, due to the heavy prolonged rain and the ground being saturated due to previous rainfall, the drainage at this location was overwhelmed, which has caused some flooding. The gullies will be cleaned as part of our gully emptying programme that is currently ongoing."