



NOTICE OF PARISH COUNCIL MEETING Tuesday 3rd December 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, 26/11/2024



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 and announcements.

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 held 05/11/2024 and recommend approval. Copy available [online here](#).

7. Planning Development. To consider:

- (a) comment on the following planning consultation received-

Reference:	24/00816/FUL	at:	Crossbrook House, Dusthouse Lane, B60 3AE
Proposal:	Installation of 40 solar panels on 5 ground mounted frames (Resubmission of application 24/00192/FUL)		

and (b) note Planning Authority (Bromsgrove District Council) decisions made, and (c) consider any other planning matter, if any.

8. FINANCE

- a) To note the bank reconciliation to 25/11/2024 (attached p3).
- b) To consider and authorise payments (page 3 and to be updated in the meeting).
- c) Update to the position on the temporary investments lodged with Bromsgrove DC.
- d) To agree grant amount for the annual Christmas Carols event on 20/12/2024.
- e) To consider purchase of a parish grit bin to be sited in Upper Gambolds Lane.

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

The Clerk will provide an update including progress of Smart Water rollout; response to the Local Government Boundary Commission [proposals for Bromsgrove](#); Contracts review; Christmas tree ordered.

10. To consider as follows:

- a) Adoption of Delegation Scheme, see page 5.
- b) Staffing arrangements (separate report circulated to members).

11. Members to put forward items for discussion at next meeting.

12. Date, time and venue of next meeting:

Tuesday 7th January 2025, 7.30pm at Finstall Village Hall.

Agenda item 8a

Bank reconciliation to 30/11/2024

For period 01/04/2024 – 25/11/2024		
Opening bank balances 01/04/2024	19,771.86	
Add actual receipts for year to date	7,837.20	
Less authorised payments for year to date	-10,144.23	
Total	A	£ 17,464.83
Bank balances as at 25/11/2024		
Unity Trust Bank	7,263.05	
Bromsgrove DC short-term investment	10,500.00	
Less unrepresented payments*	-298.22	
Total	B	£17,464.83
	-	A=B=balance

*Salary payment due to be made at end of month NB does not include back pay which will be added to December's salary payment.

Agenda item 8b

To consider and authorise payments and note receipts

Vno	To	Reason	Gross amount	VAT paid
Payments for authorisation				
67	Staff	Salary for November	298.22	0.00
68	Scribe (Starboard)	Bookkeeping software, December	14.40	2.40
69	Royal British Legion	Poppy wreath	19.99	0.00
70	DM Payroll	Payroll contractor for ½ year to 03/25	60.00	0.00
71	Mr Brian Lucas (Screwfix)	Footpath Warden's expenses	29.98	5.00
72	Unity Trust Bank	Bank charges, October 2024	6.00	0.00
73	Bromsgrove District Council	Annual rent, Penmanor Rec	5.00	0.00
74	Staff	Salary December, includes backpay	tba	0.00
75	IDG Garden Services	Grounds maintenance / Lengthsman	tba	0.00
RECEIPTS				
R9	Worcs County Council; Sept 2024 Lengthsman reimbursement			£120.00

Agenda item 8c – Short-term investment

Despite being told an officer from the Treasury Department has now been appointed to handle this matter, the council has yet to receive any interest relating to the temporary investment with Bromsgrove DC, which has been promised. An explanation of the varying amounts of interest provided and compensation for the three years when no interest was issued have been requested.

Agenda item 8e – grit bin purchase.

When wet, water travels from driveway of Finch End Farm downhill, across the road towards the watercourse. The fence on the right hand side denotes the bridge over the watercourse. In very cold weather this water freezes and creates a skid risk. It is proposed to site a parish grit bin here.



Agenda item 9

Clerk's reports and correspondence received.

a. Invitation to BDC Chairman's Christmas Carol Service, 11/12/2024, 6.30pm St Johns Church.
b. Response to newsletter: concerns about traffic speeds on Alcester Road, would appreciate traffic calming measures.
c. Newsletter competition winner, received a bag of jelly babies. (The spring seat was missing!)
d. Footpath works – from the parish footpath warden: to advise the signboard on path past the rugby club needs a paint job and the metal fingerboard sign to be re-set. The receipt for materials is included for payment authorisation at agenda item 8b, voucher 71.
e. Homes for Ukraine: post on the website.
f. NALC Chief Executive's weekly bulletins are circulated to members.
g. NALC information on traffic calming examples: circulated to members for consideration.
h. Contact made by ex-resident seeking news of old friends.
i. WCC Streetscape Design Guide consultation : first notification. For response before 27/01/2025. Please read the Draft Streetscape Design Guide before next meeting's response.
j. Contact from councillor for Aston Fields ward seeking information about VAS on Stoke Road.
k. Worcestershire CALC update issued 08/11/2024.

Agenda item 10a

Adoption of Delegation Scheme

Parish Council Scheme of Delegation

1. Introduction

This scheme outlines the delegation of powers and duties from the Parish Council to its Clerk in accordance with the Local Government Act 1972, section 101. If the parish council sets up any committees in the future, their Terms of Reference will be added to this Scheme.

2. General Delegations

The Proper Officer (Clerk) is required to:

- Receive and record declarations of acceptance of office.
- Receive and retain plans and documents.
- Sign notices or other documents on behalf of the Council.
- Authorise routine recurring expenditure within the agreed budget.
- Authorise emergency expenditure up to the amount specified in Financial Regulations.
- Call extra meetings of the Council as necessary.
- Work to the job description provided.
- Work within the Council's Standing Orders, Financial Regulations and assorted policies.

If the Councils sets up any Committees, they will be expected to:

- Make recommendations to the Council on specific matters.
- Manage specific projects or areas of responsibility as delegated by the Council and identified in the committee's Terms of Reference.

3. Council Reserved Powers

The Council is expected to retain responsibility for:

- Appointment of the Clerk.
- Adoption and amendment of Standing Orders, Financial Regulations, and other Council policies.
- Approval of the annual budget and precept.
- Approval of the end of year accounts and governance statement (AGAR).
- Receipt and, if required, response to internal and external audit reports.
- Appointment of Committees and Working Groups.
- Approval of significant expenditures and, if required, the decision to borrow.

4. Review and Amendments

This scheme will be reviewed annually or when there is a change in the Clerk or significant changes in Council operations.