

**Minutes of the Parish Council Meeting  
Wednesday, 2 February 2022 at 19:30  
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green**

**Present:**

Cllr Clive Hill – Chair  
Cllr Mike Kay  
Cllr Jon Horton  
Cllr Kim Wallace – from item 4201  
Cllr Sue Rogers

**Clerk:** Julie Brennan

**Public:** 4

**4196. The Public**

**4196.1** A member of the public asked what had happened to the post box on Elmdon Road. The Chairman confirmed that Cllr Bob Sleigh was liaising with Royal Mail to try to get a new post box installed near to the Library.

**4196.2** A member of the public asked for an update on the road works in Bickenhill. Cllr Jon Horton outlined the issues and noted that it was likely to take another 4 years before works were complete. He also noted the potential for the Church Hall to be demolished and rebuilt to provide better facilities for the village.

**4196.3** A member of the public asked if the road signs on Station Road could be cleaned as they were all looking dirty.

**Action item:** Clerk to raise a ticket with SMBC requesting this to be done.

**4197. Apologies**

Apologies had been received and accepted from Cllr Karen Dunn, Cllr Carole Pearce, Cllr Wayne Hadley, Cllr Mark Noblet and Cllr Trevor Wills

**4198. Declaration of Pecuniary Interests and Dispensations**

None.

**4199. Minutes of the Parish Council meeting held on 5 January 2022**

The Chairman asked those Councillors present at the 5 January 2022 meeting if they had read the minutes and if they could confirm these as a true and accurate record.

**Proposed: Cllr Mike Kay**

**Seconded: Cllr Sue Rogers**

**All in favour**

**It was resolved** that the minutes were a true and accurate record.

**4200. Matters arising from the Parish Council meeting 5 January 2022**

**4187/1612/1522 – Replacement pickup truck** - The Clerk noted that she and the Groundsmen continued to search for a suitable replacement vehicle.

**4201. Matters arising from the Staffing Committee meeting – 14 January 2022**

**4201.1** Cllr Jon Horton confirmed that Cllr Wayne Hadley had been appointed Chair of the Staffing Committee.

- 4201.2** Cllr Horton asked for approval to correct the Clerk's pay point to 27 in line with the recommendation from John Crossling of WALC and to backdate the change to the Clerk's start date of 6 April 2021.  
**Proposed: Cllr Mike Kay** **Seconded: Cllr Sue Rogers**  
**All in favour**  
*It was resolved that the Clerk's pay point be corrected to point 27 and any backpay due as a result to be paid.*
- 4201.3** Cllr Horton noted the recommendation to pay the Clerk's SLCC membership fee for the coming year and to refund the cost for the current year to the Clerk. Cllr Horton advised that the membership would remain with the Parish Council if the Clerk left and could then be passed to the new clerk.  
**Proposed: Cllr Sue Rogers** **Seconded: Cllr Mike Kay**  
**All in favour**  
*It was resolved that the Clerk's SLCC membership be paid for 2022/2023 and the cost for 2021/2022 be refunded to the Clerk.*
- 4201.4** Cllr Horton outlined the proposal to employ a Deputy Clerk which was detailed in the paper provided. The Deputy Clerk would work a total of 16 hours per week over four days, Monday to Friday.  
**Proposed: Cllr Jon Horton** **Seconded: Cllr Sue Rogers**  
**All in favour**  
*It was resolved that the Deputy Clerk role should be advertised in line with the recommendations in the paper.*
- 4202. Matters arising from the Planning Committee meeting – comments submitted by the Clerk**  
Cllr Horton noted that none of the applications were of concern.
- 4203. Matters arising from the Recreation Committee meeting – 17 December 2021**
- 1626.1 - CIL application from the Bowling Club** - The recommendation to pay £6,000 towards the replacement lean to structure at the Bowling Club was ratified.  
**Proposed: Cllr Mike Kay** **Seconded: Cllr Kim Wallace**  
**All in favour**  
*It was resolved that a payment of £6,000 from the CIL funds be made towards the replacement lean to at the Bowling Club.*
- 1627/1613 - Five Year Plan** – Cllr Hill noted the proposal to set up a working group to progress the Five Year Plan and he and Cllr Sue Rogers agreed to be part of the group.  
**Proposed: Cllr Jon Horton** **Seconded: Cllr Sue Rogers**  
**All in favour**  
*It was resolved that a working group be set up to progress the five year plan and that Cllr Hill and Cllr Rogers would be part of the group.*  
**Action item:** Clerk to circulate the draft Five Year Plan to the Councillors, to ask if anyone else would like to be part of the group and get a date in the diary for the first meeting.
- 1628 – SMBC non disclosure agreement regarding the Commonwealth Games –**  
Following discussion, it was agreed to sign the non disclosure agreement so that the Parish Council could meet with SMBC to hear what events were planned and how they would impact on the Parish.  
**Proposed: Cllr Jon Horton** **Seconded: Cllr Sue Rogers**  
**All in favour**  
*It was resolved that the non disclosure agreement with SMBC should be signed.*



**1632 - St Peter's Church request for donation of £550 towards the upkeep of the churchyard** – Cllr Hill confirmed that, although the Clerk had questioned which power could be used to make the donation, given that the Parish Council had made an annual payment towards the upkeep of the churchyard for many years, the recommendation was to continue to do so.

**Proposed: Cllr Kim Wallace**

**Seconded: Cllr Sue Rogers**

**All in favour**

**It was resolved** that a payment of £550 be made towards the upkeep of St Peter's churchyard.

**1634 – Request to install a polytunnel on the Elmdon Lane allotment site** - The members approved the recommendation to allow the installation of a polytunnel at the allotment holders risk and providing that it was not installed on a concrete or other permanent base and was kept in good condition.

**Proposed: Cllr Kim Wallace**

**Seconded: Cllr Jon Horton**

**All in favour**

**It was resolved** that the allotment holder may install a polytunnel at their own risk and providing it is not installed on a concrete or other permanent base and is kept in good condition.

**4204. Matters arising from the Finance Committee meeting – 20 December 2021**

**772** - Cllr Mike Kay asked for approval of the Platinum Jubilee grant draft policy and application form which had been included in the meeting pack. He confirmed that the Finance Committee would consider all applications and monitor all donations made. Given the short timescale, it was agreed to advertise the grants on the website and Facebook page, the noticeboards and also to put posters in local shops. Cllr Horton asked the Clerk to notify Simon at the Challenge Adventure Group.

**Proposed: Cllr Mike Kay**

**Seconded: Cllr Kim Wallace**

**All in favour**

**It was resolved** to advertise the Platinum Jubilee grants as discussed and to use the application form and policy provided to the Councillors in the meeting pack.

**4205. To consider the renewal quote from Zurich Insurance**

Cllr Mike Kay confirmed that he, Cllr Hill and the Clerk had met with Jonathan Meiseles of Zurich Insurance to go through the renewal proposal. As a result of that meeting, it had come to light that the values of both the buildings and equipment were out of date and new valuations were required. Cllr Kay suggested that the policy be renewed for one year given that there was not sufficient time to obtain valuations for all the buildings and equipment before the renewal date.

**Proposed: Cllr Mike Kay**

**Seconded: Cllr Sue Rogers**

**All in favour**

**It was resolved** to renew the Parish Council's Employers Liability and Public Liability insurance with Zurich Insurance.

**4206. Approval of Finance Approval List**

The proposal to authorise the payments detailed on the expenditure report was approved.

**Proposed: Cllr Mike Kay**

**Seconded: Cllr Sue Rogers**

**All in favour**

**It was resolved** to approve the expenditure payments detailed in the report.

The report on urgent payments made in line with Financial Regulations as detailed in the report was approved.

**Proposed: Cllr Mike Kay**

**Seconded: Cllr Jon Horton**

**All in favour**

**It was resolved** to approve the urgent payments detailed in the report

**4207. External Committee Reports**

**Parish Hall Trustees** – There was nothing to report at this time.

**Marston Green Village Charitable Trust** – There was nothing to report at this time.

**Airport Matters** – There was nothing to update on at this time.

**HS2 Update** – Cllr Hill noted that he had met representatives from HS2 via Zoom on 31 January 2022 and had since shared the slides with the Councillors.

**4208. Correspondence**

The Chair outlined a report made to the Council of a 'Beagles in Marston Green' gathering that takes place each Sunday on the Amenity Land between 10am and 11am. Around 20-30 dogs regularly attend the event and clashes with residents using the land to walk their dogs at the same time had taken place. The members of the group travel from some distance, from Malvern and Northampton and the organiser was described as living in Stratford upon Avon on the group's Facebook page. It was agreed that the Chair would attend the following Sunday to try to speak to the organiser to let her know that permission had never been sought or given for the group to meet and that the use of the land was limited to allotments, grazing, sporting and recreational use only, not for organised events.

**Action item:** *Chair to attend next Sunday to speak to the organiser to let her know that organised events are not allowed on the land.*

**4209.** The Parish Council meeting closed at 21:13

**4210.** Date of next meeting 2 March 2022 at 18:45  
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green