


## Parish Council Meeting

### NOTICE OF MEETING

**A meeting of the Parish Council will be held on Wednesday, 9 October 2024  
at 19:30 in the Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green  
Members of the Parish Council are hereby summoned to attend the meeting**

Signed



Clerk & RFO

Date 4 October 2024

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**Councillors:** Are minded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

**Public Question Time:** Residents are invited to the Parish Council meeting and may give their views or question the Parish Council regarding any issues on this agenda, subject to the Chairman's discretion, for up to a maximum of five minutes.

The Parish Council would advise member of the public that following agenda item C 24 – 0190 they may not participate in the meeting.

The Parish Council Meeting will commence at approx. 19:40.

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### AGENDA

**C 24 - 0189 Chairman's welcome**

**C 24 - 0190 The Public**

**C 24 - 0191 Apologies:** To receive apologies from absent members.

**C 24 - 0192 Declaration of Interest and Dispensations:**

- a) To receive declarations of interest from Councillors regarding items on the agenda. Councillors are reminded of the need to update their Register of Interests
- b) To receive written requests for dispensations of disclosable pecuniary interests
- c) To grant any requests for dispensation as appropriate

**C 24 - 0193 Minutes:** to approve the minutes of the Parish Council meeting held on 11 September 2024

**C 24 - 0194 Actions update:** to update on action items from the 11 September 2024 Parish Council meeting

**C 24 - 0195 Events Committee**

- a) To note the minutes of the meetings held on 11 September 2024 & 24 September 2024
- b) To note the budget/expenditure
- c) To update on the Community Day event - 14 September 2024
- d) To approve the proposal to hold an event to mark the 80th anniversary of VE Day on 8 May 2025

**C 24 - 0196 Recreation Committee**

- a) To note the minutes of the meeting held on 18 September 2024
- b) To note the budget/expenditure
- c) To approve the recommendation to join the National Allotment Society at a cost of £55 per year
- d) To approve the recommendation to increase allotment fees by 5p per square metre to 50p with effect from 1 January 2026
- e) To approve the recommendation to produce a guidance document for Funeral Directors including advice on handle types, playing music at the Burial Ground, backfilling/lowering of coffins by mourners and the release of doves at the Burial Ground.

**C 24 - 0197 Staffing Committee**

- a) To note the minutes of the meeting

- b)
- c) held on 18 September 2024
- d) To approve the Grievance, Sickness Absence and Disciplinary policies subject to the necessary consultation with staff
- e) To approve the recommendation to obtain job evaluations for the Clerk and Deputy Clerk roles from Ja'Neen Day of WALC at a cost of £220 each
- f) To approve the recommendation to provide paid TOIL, to be assessed in February ahead of year end
- g) To approve the recommendation to introduce a Long Service Awards Policy

**C 24 - 0198 Finance & General Purpose Committee**

- a) To note the minutes of the meeting held on 23 September 2024
- b) To note the budget/expenditure
- c) To approve the installation of fencing at both allotment sites at a cost of £2,555
- d) To approve the quote of £2,062 from SMBC to repair a faulty earth to lamppost 4

**C 24 - 0199 Planning Committee**

- a) To note the minutes of the meeting held on 24 September 2024 & decisions submitted under delegated authority
- b) To review the comments submitted on behalf of the Parish Council

**C 24 - 0200 To approve the Finance Approval List and list of urgent payments made**

**C 24 - 0201 Appointment of Internal Auditor:** to approve the appointment of Bill Robinson as internal auditor from financial year 2024/25 at a maximum fee of £350 per year

**C 24 - 0202 Events Committee:** to approve the request from Cllr Anne Clarke to join the Events Committee

**C 24 - 0203 To approve the architect's fee:** to approve the fee quote of £1,750.00 from On Time Design for preparing a feasibility layout scheme relating to the proposed extension of the Pavilion

**C 24 - 0204 Request for Parish Council support:** in relation to a resident of Bickenhill who has not received compensation for the problems experienced because of the M42 junction 6 roadworks which have led to an increase in journey time when dropping children at nursery and preschool

**C 24 - 0205 Correspondence**

Thank you letter from 1<sup>st</sup> Marston Green Scouts regarding fundraising for Croatia trip

**C 24 - 0206 External Committee Reports**

- a) Parish Hall Trustees
- b) Marston Green Village Charitable Trust
- c) Airport Matters
- d) HS2 update
- e) M42 J6 update

**C 24 - 0207 Date and time of the next meeting:** 13 November 2024 at 19:30

Venue: The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green