

Could be approved subject to any neighbours comments.

PL/2016/00467/PPFL

38 Chester Road B36 9BX

Could be approved subject to any neighbours comments.

PL/2016/00518/MINFHO

56 Hazelhurst Road B36 0BJ

Could be approved subject to any neighbours comments.

PL/2016/00571/PNH

71 Chester Road B36 9DP

Could be approved subject to any neighbours comments.

Members considered items 7-12 which had been on the Agenda for the meeting on 9th March 2016 which could not take place as it was inquorate.

7. Unity Bank Arrangements for Authorisations

7.1 Members noted that forms had been completed for additional signatories.

7.2 Members considered a request by Cllr Mrs Haywood for internal transfer of funds within the Unity Account to be undertaken by a member of staff, as if two authorisers are required to confirm this it causes a problem for entering salaries/payments and there was no risk envisaged to the Council as it would only be for internal transactions within the Council's own three accounts. The Assistant Clerk was asked to check with the Administrative Assistant to see if she would be happy to put transfers on the system with the Assistant Clerk countersigning the transfer.

The Assistant Clerk advised that there could still be problems with this if staff were absent and that it would be preferable to increase the number of authorized signatories and following due consideration **IT WAS UNANIMOUSLY RESOLVED:** that the Assistant Clerk check the position with Unity with regard to Cllr MacDonald being an authorized user as he had not received the paperwork for him to authorize payments.

The Assistant Clerk reminded members that cash could not be paid into Unity Bank and **IT WAS UNANIMOUSLY RESOLVED:** that the Assistant Clerk contact HSBC and Barclays Bank to check their charges for cash transactions being paid into a current account.

7.3 Members considered the monthly Salary Analysis which was required to be authorized in order that staff salaries could be paid. The Administrative Assistant had been unable to reconcile the small difference of £10.37 but was in contact with Sage to ascertain what this figure relates to. Members were advised that payment of staff salaries could not be withheld and **IT WAS UNANIMOUSLY RESOLVED:** the Salary Analysis be approved and authorized by the Chairman. The difference would continue to be reconciled.

The Assistant Clerk advised that an internal transfer was required to enable payment of salaries to be made and she had arranged with Lloyds Bank for this to be undertaken and **IT WAS UNANIMOUSLY RESOLVED:** that the internal transfer of £10,000 be approved.

Members noted that Npower had emailed the Assistant Clerk to say they had sent the wrong contract for a non micro business for completion and provided a further contract to be entered into and **IT WAS UNANIMOUSLY RESOLVED:** that the contract be completed and duly signed by the Chairman and Assistant Clerk in the absence of the Clerk.

8. Website Management

The Assistant Clerk advised that since the meeting cancelled on 9th March, the Council had now entered into a contract into for website management and management of the website, Members were to consider setting a clear plan of action to achieve the outcomes needed, including establishing a pool of volunteers to review and update material in appropriate timescales. Information had previously been circulated by the Clerk.

IT WAS UNANIMOUSLY RESOLVED: that the Assistant Clerk contact Realpoint to confirm the extent of the service being provided with regard to Wordpress and clarification

of other issues.

9. Parish Plan – Transport & Infrastructure

Members reviewed the Council's Parish Plan. **IT WAS UNANIMOUSLY RESOLVED:** that the Assistant Clerk write to the Borough Council raising the issue of speeding traffic on Water Orton Road, requesting the Borough Council reconsider the Parish Council's request for a safe crossing point to Arden Hall. The Parish Council are endeavouring to make crossing the road at this point safe, particularly for residents and children using Arden Hall facilities and an explanation given if a safe crossing point cannot be provided.

10. Working Parties.

Members noted that there had been no Working Party Meetings held. It was suggested that the Grants Working Party need to arrange a meeting to look at funding available for refurbishing the Sports Pavilion and disabled parking.

11. Residents' Concerns

Members noted a request received regarding the Council's protocol for displaying notices on the Noticeboard at the Village Green. Cllr Knibb outlined that any notices for display should be delivered to the Council Office and if the Notice was appropriate to display, he made arrangements for the Notice to be displayed.

12. Training

Cllr MacDonald indicated that he had submitted a training request for September.

13. Parish Council's Risk Assessment

This item was deferred to the Council Meeting.

14. Request re Royal British Legion – First Branch

Cllr MacDonald reported that the First Royal British Legion Branch was to close and a 'Laying Up' Service of the Branch Standard to signify the closing of the Legion Branch would take place Saturday, 14th May 2016 at 11.00 am at St Mary & St Margaret's Church. He advised that Caroline Spelman MP and the Mayor of Solihull and other dignitaries would be attending the Service, and that an invitation would be extended to the Chairman and her partner to attend. Members were also invited to attend if they were available. He outlined the arrangements for refreshments arranged at Arden Hall following the Service.

15. Electricity Contracts – Method of Payment

The Assistant Clerk advised that there was a list of suppliers who were paid by direct debit, but some suppliers had a number of contracts and it was unclear which contracts were paid by direct debit/BACS and she hoped to clarify this with the Bookkeeper on his next visit.

16. Clerk's Report

The Assistant Clerk advised that she could not access to correspondence to the Council via email as she did not have the password. Cllr Mrs Haywood advised that the Clerk accessed emails from home and she was sure if there was anything urgent, the Clerk would bring it to their attention. Members noted that the Council have a Policy regarding passwords and backup.

The Assistant Clerk asked members if they wished to consider Co-option as an agenda item for the April Council Meeting or the May Council Meeting. It was agreed that this item be considered at the May Meeting. The Chairman advised that in any event the Council had not received any applications for consideration.

The Chairman closed the meeting at 9.35pm