

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 26TH OCTOBER 2016
 AT 7.30 PM**

Those present:

Chairman: Cllr Mrs. P Allen

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| ∴ | Cllr Mrs. A Haywood | Cllr E Knibb | Cllr J Riordan |
| | Cllr M Rashid | Cllr J MacDonald | Cllr Miss J Ward |
| | Cllr W Horkan | Cllr K Shaw | Cllr R Cupples |

Officer: Mrs. D. Weir, Assistant Clerk to the Council

Public: 5 members of the public

The Chairman introduced Ms Tammy Rowley, Team Leader for the Borough Council's Environment Services Department.

1. Guest Speaker – Team Leader for Borough Council's Environment Services Department.

Tammy Rowley introduced herself to members. Following a complaint made by the Parish Council regarding dog fouling in the parish, she advised she had checked and there had been no complaints from local residents about dog fouling. The Borough Council employed two full time enforcement officers and she outlined their role and the process the Council follow when a complaint is made. Any complaint made to the Litter Blitz team was usually cleared on the day it is reported. She advised that the environment health officers make regular patrols and respond to complaints with fixed penalty notices issued for first offences. Signage using stencil's and a water based paint was applied on roads as a deterrent in problem locations and if any residents consistently failed to clear up after their dog, they could be fined upto £1,000. Ms Rowley also outlined the success of visits to local schools and the competitions for children.

2. Apologies.

Apologies received and accepted from Cllr Ms Shaikh.

3. Declarations of pecuniary or conflict of interests.

None declared.

4. Dispensations.

None requested.

5. Minutes of the previous Meetings.

ON THE PROPOSITION OF Cllr Knibb, **SECONDED** by Cllr Cupples, **IT WAS UNANIMOUSLY RESOLVED:** that the Minutes of the Meeting held on 28th September 2016 be approved.

6. Minutes of the Finance & General Purposes Committee Meeting held on 11th May 2016.

Members noted the advice received from WALC which was based on the exchange of emails. Cllr Riordan stated that the contractor had made a unilateral decision and requested advice be sought if the third party email contained an untrue statement. The Acting Clerk confirmed that this had not been refuted when the email had been circulated to members. Cllr Riordan requested advice be sought for defamation with regard to the

email from the third party.

7. Questions from Councillors.

Cllr Rashid raised the issue of refuse bins on Park Hall Crescent. He wished to know why the Borough Council's Contractor was removing them from residents' drives, but not returning them to their drives. Cllr Rashid stated if the bins were put back and not left on the pavement, this would prevent a blind person struggling to negotiate their way around them, as he had witnessed recently. Cllr Shaw referred to similar problems with refuse bins scattered in the street.

8. Questions from the Public.

Under Standing Order 3(d) the Chairman temporarily suspended standing orders to invite questions from members of the public. A resident from Park Hall Crescent raised questions on procedure at parish council meetings and in relation to the Code of Conduct which the Chairman responded to.

9. Communications.

Recent correspondence and routine bulletins received, included: Solihull MBC PRESS Release – Solihull Neighbours in Bloom 2016 and WALC correspondence.

10. Councils Policy for dogs in the playing field.

Cllr Mrs Haywood advised that an issue regarding dogs being let off leads in the playing field had been raised with the Leisure Services Committee. The Committee considered that a section of the playing field could be allocated as a dog friendly area where dogs could be let off their leads and she requested the Council reconsider its present policy. Members had regard to its responsibility if a child should be injured.

Cllr Horkan advised that it might be difficult to enforce such a policy if the Council were to rely on a natural barrier, whilst the policy would be easy to apply to an area which was fenced off. Cllr MacDonald asked members if they were proposing to change the Council's Byelaws and following general discussion, members agreed they could not approve a change to the Council's Byelaws without further consideration of the issues arising from enforcement of such a policy.

11. Arden Hall – Roof Survey.

Cllr Mrs Haywood, reported on behalf of the Leisure Services Committee. The Committee had referred this item to Full Council for a decision to be taken on whether the Surveyors appointed to do the roof survey in 2015, should be appointed to draw up a specification for the works.

The Acting Clerk had previously referred members to the terms of the Roof Survey. The Parish Council could not use the survey for the purpose of drawing up a specification for use by other contractors due to the restrictions imposed by the terms and conditions, including copyright. The Council had considered other quotations for the roof survey at the time.

Members had regard to three quotations to replace and or repair the roof, two of which were detailed quotations and to queries raised by a contractor with regard to the nature of the copper piping running around the perimeter of the roof. The contractor had also advised that any work required was not straight forward.

The Acting Clerk had queried the copper piping with the Surveyor who had advised that as part of any specification prepared by them with regard to roof renewal works, all services, pipework and cabling would need to be relocated to allow for the new roof covering and increased height as a result of the insulation.

Cllr Mrs Haywood recommended the Parish Council appoint a Surveyor to draw up a specification for the works either for the Parish Council to go out to tender or alternatively for the Surveyor to provide the full service of going out to tender and monitoring the work on behalf of the Parish Council which involved an additional fee.

Following discussion, members felt that in general terms work to the roof should be progressed, but were unsure of the extent of work required.

Cllr Shaw identified various matters which led to the indication that a survey should be undertaken as specified, to be drawn up prior to any works being undertaken. Members considered that the Surveyor appointed by the Council in 2015 for the roof survey, should be appointed to draw up a specification for the works in order that the Parish Council could expedite the work required as a matter of urgency and it was agreed that the Leisure Services Committee consider this matter further the following week and to report back to Full Council.

12. Pavilion Refurbishment – Quotations for replacement windows and fascia, soffits and guttering.

Cllr Shaw advised members that following the recent Leisure Services Working Party Meeting to review work required to the Pavilion, it was apparent the windows were rotten and in urgent need of replacement. Members considered three quotations for replacement windows, fascia, soffits and guttering and the Leisure Services Committee budget for capital works.

ON THE PROPOSITION of Cllr MacDonald, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED:** that the lowest quotation from Greenwoods be accepted in the sum of £8,729.00. The Acting Clerk authorized to accept the quotation and to make appropriate arrangements for the work to be undertaken.

13. WALC Membership Renewal.

ON THE PROPOSITION of Cllr Shaw, **SECONDED** by Cllr Mrs Haywood, **IT WAS UNANIMOUSLY RESOLVED:** that the annual membership be renewed at a fee of £1200.

14. WALC – AGM.

a) Notice of AGM

Members noted WALC's Annual General Meeting would be held on Wednesday 9th November at 7.30 pm.

b) Charles Arnold Baker – 10th Edition

Members considered purchase of the new Edition of Charles Arnold Baker, which had been revised and contained all the upto-date legislation at the special price negotiated by WALC of £73.50 plus p&p instead of the published price of £92.00. Cllr Knibb had also requested a copy as the appointed Parish Council Representative on WALC and a member of the NALC Executive and the NALC Larger Councils Committee.

Cllr Riordan voted against the proposal for the Parish Council to provide a copy for Cllr Knibb. This was not seconded. Cllr MacDonald proposed the Parish Council purchase two copies, one for the Clerk and one for Council office use. Cllr Horkan also requested a copy, which he would pay for himself and **ON THE PROPOSITION** of Cllr Shaw, **SECONDED** by Cllr MacDonald, **IT WAS UNANIMOUSLY RESOLVED:** that 3 copies of Charles Arnold Baker be ordered, Cllr Horkan to reimburse the Parish Council for his copy.

The next item was considered under confidential terms.

The Chairman re-opened the meeting.

15. Playing Fields maintenance around tennis courts.

Members considered the quotation provided by the Council's Grounds Maintenance Contractor for maintenance work at the rear of the tennis course, which the contractor advised represented good management and maintenance.

It was agreed that the Parish Council obtain two further quotations and clarification of work identified. Cllr Shaw advised the Council could consider doing the work on a long term basis, with the cost negated over the next 3/5 years.

16. Clearance of rubbish from rear of Arden Hall/clearance of overgrown Vegetation.

Members noted the Acting Clerk had arranged for this work to be undertaken by the Grounds Maintenance Contractor.

17. External Gates/Canopy to Council Office/Door to rear storage area.

The Acting Clerk confirmed that a quotation had been requested for this work to be undertaken as a matter of urgency. Members had regard to the new frame and door required for the outstore used for cleaning materials. As the quotation was not available for the meeting, **ON THE PROPOSITION** of Cllr Shaw, **SECONDED** by Cllr Mrs Haywood, **IT WAS RESOLVED:** that acceptance of the quotation for the work be delegated to the Acting Clerk within a budget of £2,500-£3,000 (Leisure Services Committee budget). There was 1 abstention.

18. Remembrance Day Parade.

a) The Acting Clerk referred Members to previous advice from WALC regarding responsibilities of the Event Organiser. Members considered the Remembrance Day budget of £2,000 for proposed expenditure. Maintenance work for the Cenotaph was £250.

b) Traffic Management – Consideration of Quotations

Members considered the two quotations provided and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Mrs Allen, **IT WAS RESOLVED:** that the quotation from Highway Traffic Management to include two safety marshals, prior notification to residents and provision of road closure plans at a cost of £350 be accepted. There was 1 abstention.

c) Catering – Budget

ON THE PROPOSITION of Cllr Mrs Haywood, **SECONDED** by Cllr MacDonald, **IT WAS UNANIMOUSLY RESOLVED:** that caterers provide the refreshments.

d) The Acting Clerk gave an update on the arrangements for the Remembrance Parade, including the assistance and support given by Ian Hiley, for which she was grateful.

19. Fire Exit Doors – Arden Hall and Pavilion.

Members noted the advice and report provided by Mitie on work required to the fire exit doors at Arden Hall and the Pavilion. Cllr Mrs Haywood advised that the work was required to comply with legislation.

20. Access at Small Green.

Members noted that a quotation had been received for tarmac work required at the Small Green, but a plan giving a breakdown of cost between the respective areas was awaited and when received, this would be considered along with the advice from the Parish Council's Solicitor.

21. Flooding to Arden Hall.

This item was not considered.

Cllr Horkan and Cllr Ms Ward apologized as they would need to leave the meeting and prior to the meeting closing at 10.00 pm the Acting Clerk requested members consider the tarmac work which was required prior to the garages being erected. Members noted that if they split the work required at the rear of the pavilion and to the disabled parking spaces, this could impact on the overall quotation.

22. Replacement Garage – update

Members considered the quotation obtained by the Borough Council on behalf of the Parish Council for tarmac work required to the area adjoining the concrete base and Pavilion and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED:** that the quotation provided by Balfour Beattie in the sum of £3,895.73 be accepted.

23. Access Drive – pothole / disabled parking spaces

Members considered the quotation obtained by the Borough Council on behalf of the Parish Council for tarmacing work required to the access drive and the disabled parking spaces. Members noted that the cost of repairs to the pothole was included in the overall cost of the works and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED:** that the quotation provided by Balfour Beattie in the sum of £5,092.62.

31. Acting Clerk's Report

The Acting Clerk advised that she is a part-time Advisor for the Society of Local Council Clerks for 5 hours per week which involves giving telephone advice. Some of the calls occur during the day when she is at work. Calls are dealt with quickly and answerphone message are returned during the Acting Clerk's lunch break and do not interfere with the work of the parish council. The Acting Clerk requested formal consent to continue. Cllr Mrs Haywood advised that she had no objection provided that this did not encroach on the work of the Parish Council and **IT WAS RESOLVED:** that consent be granted to the Acting Clerk to return any work calls during her lunch break/own time provided this did not encroach on the work of the Parish Council.

In accordance with the Parish Council's standing orders, the Chairman closed the meeting at 10.05 pm. And the following items were not considered.

24. Finance and Payments**25. Staff Panel – Meeting to be arranged****26. Arden Hall Staff – Acting up allowances****27. Report of the Leisure Services Committee****28. Report of the Finance and General Purposes Committee****29. Representatives to Outside Bodies****30. Working Party Meetings****32. Report of the Chairman**