

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 29TH JUNE 2016
 AT 7.30 PM**

Those present:

- Chairman:** Cllr Mrs. P Allen
 Cllr Mrs. A Haywood Cllr E Knibb Cllr M Rashid
 Cllr K Shaw Cllr J MacDonald Cllr Miss J Ward (part of meeting)
- Officer:** Mrs. D. Weir, Assistant Clerk to the Council
- Public:** 1 member of the public

1. Apologies.

Apologies received and accepted from Cllr Riordan and from Cllr Terry due to personal circumstances.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Casual Vacancy – Beechcroft and Whateley Wards.

Members noted that the vacancies have been advertised in the Castle Bromwich Echo.

5. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Knibb, **SECONDED** by Cllr Mrs Haywood, **IT WAS RESOLVED:** that the Minutes of the Meeting held on Wednesday 18th May, 2016 be accepted as a true and correct record of the Meeting.

6. Questions from Councillors

None received.

7. Questions from the Public

Under Standing Order 3(d), the Chairman adjourned standing orders to invite questions from members of the public.

A local resident raised issues of flytipping in the vicinity of Castle Bromwich Hall Gardens. He advised that although signs had been erected and there were CCTV cameras, the extent of rubbish dumped was significant. The Acting Clerk advised she would raise this with the Borough Council. Cllr Shaw asked if the flytipping could also be raised with the Ward Councillors.

8. Communications

Recent correspondence and routine bulletins, including: Local Council Review / SMBC Press Release – Foster Care Fortnight / KIER – Traffic Management Bulletin 24 re works on M6 at junction 5 southbound on-slip

9. To elect Vice Chairman – Leisure Services Committee

It was agreed that this item be deferred to Leisure Services Committee.

10. Year End Accounts 2015/16 and Internal Audit Report

Members considered the Internal Auditor’s Report which had just been received.

ON THE PROPOSITION OF Cllr Mrs Allen, **SECONDED** by Cllr Mrs Haywood, **IT WAS RESOLVED:** that a Council Meeting be arranged to consider the Internal Auditor’s Report and recommendations on Wednesday, 6th July at 6.30 pm.

11. Annual Return to External Auditors 2015/2016

Members considered Sections 1 and 2 of the Annual Return and the Chairman read the statements of governance in turn and members answered accordingly to confirm their understanding and affirm their responsibilities, having regard to the matters raised in the Internal Audit Report and **ON THE PROPOSITION OF** Cllr Knibb,

SECONDED by Cllr Mrs Haywood, **IT WAS UNANIMOUSLY RESOLVED:-** that a) the Statement of Governance be signed by the Chairman and the Acting Clerk/RFO and b) the Accounting Statements as circulated be signed by the Chairman and the Acting Clerk/RFO.

12. Further reviews.

Members considered a review of the parish council's land and assets and update of inventory of equipment and **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Mrs Haywood, **IT WAS RESOLVED:** that a Working Party Meeting be arranged on Wednesday, 20th July 2016 to start at 6.00 pm, all members to be invited to attend, meeting at the Recreation Ground Carpark and commencing with the Pavilion. Leisure Services Committee members to also review the garage base and proposals for replacement garage whilst at the Pavilion.

13. Council Priority Projects for the Year.

Members considered which projects should be the prioritized during the new civic year, having regard to budgets set at the commencement of the year and work required to comply with health and safety legislation. The following work was identified:

Refurbishment work to Arden Hall, including the roof, flooring, heating, disabled parking, and double doors to the entrance foyer. Cllr Mrs Haywood advised that she would like the interior of the pavilion to be looked at in detail and requested this be considered at the Working Party Meeting on 20th July 2016. The Assistant Clerk referred members to work recently carried out at a local Council Centre and it was agreed that the Assistant Clerk make arrangements for those members who were available to visit the Centre to view refurbishment work undertaken.

14. Finance and Payments

a) Members considered the existing schedule of direct debits/standing payments for the year. The direct debit for Solutions 4IT had been cancelled and a new mandate approved for Realpoint from 1st July for IT support.

b) Members noted the latest income and expenditure report, and scrutinised the latest bank statements and reconciliations.

c) Members noted outstanding invoices for Npower which dated back to September last year which should have been paid by direct debit which did not appear to have been processed. Copy invoices were scrutinized.

d) Demolition of Garage - Members noted reimbursement of payment to be made for skips, scaffolding, the storage container and associated hire costs for tools incurred for the voluntary workforce. Cllr Shaw declared an interest and took no part in the voting on this item.

e) Members considered the list of past salaries for retrospective approval, a list of future payments Batch 2, including, a payment to Interdirect, the Hall Manager for expenditure incurred at Selco, and payment to NPower.

f) Mileage claim by Cllr Mrs Allen in accordance with the provisions of S.26 (e) of the Local Authorities (Members' Allowances) (England) Regulations 2003.

and **ON THE PROPOSITION OF** Cllr Mrs Haywood, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved.

15. Flooding to Arden Hall

Cllrs Shaw and Mrs Haywood updated members on the flooding which had occurred in

the Spencer Hall and walkthrough and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED:** that the extent of work required to the roof should be looked at again and also renewal of the internal doors.

16. Damage to Arden Hall Roof

Members considered the Loss Adjuster's report and work required prior to quotations being considered by Leisure Services Committee for general repair or replacement. Members had regard to Alpal 3000 and Nuroflex and it was suggested the Committee consider obtaining quotations for both materials. Cllr Knibb advised that the Committee should consider replacing the roof and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED:** that the extent of work required be deferred to the Leisure Services Committee.

17. Compensation to employees for damage to clothing and footwear.

Cllr Mrs Haywood wished to commend staff for turning out at a moment's notice to assist the Hall Manager following the recent flooding of the hall and drew members' attention to the circumstances and staff clothes and footwear which had been soaked and **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that the Chairman express the Council's thanks to staff and for them to let the Council know if any clothing/footwear needed replacing.

18. Bromford Lions – Request for Container.

Members considered the request by Bromford Lions for a container for permanent storage. Cllr Mrs Haywood advised that the other container being provided was on a temporary basis. It was suggested that the hirer could use 2 dressing rooms for storage for the duration of a match, and the position regarding storage at the Pavilion to be reviewed by the Working Party when it meets on Wednesday, 20th July 2016.

19. Request by resident – Windleaves Road

Members considered the request from a local resident for a garden design company to be allowed to drive a small digger across the parish council's land so they can access her garden. Cllr Shaw offered to look at the land and access and to report back to the Council.

20. National Joint Council for Local Government Services – National Salary Award 2016-2018

a) new pay scales for 2016-2017 to be implemented and backdated to 1st April 2016

This item had been deferred to Full Council from the Finance Committee for clarification regarding the spinal column point. Members considered advice received from WALC.

The Chairman closed the meeting to discuss this item under confidential terms. The Chairman reopened the meeting.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED:-** that all staff receive the NJC National Salary Award backdated to 1st April 2016.

21. Staffing Issues

The Chairman closed the meeting to discuss this item under confidential terms. The Chairman reopened the meeting.

a) Proposed new position of Caretaker for 18 hours per week

IT WAS UNANIMOUSLY RESOLVED:- that Mrs Barton's hours be increased to 30 hours per week, the additional hours for the position of Caretaker.

b) Members to note request by Warden to join the Local Government Pension Scheme.

IT WAS UNANIMOUSLY RESOLVED:- that the Warden be approved to join the Local Government Pension Scheme.

c) Update on employee – The Chairman advised that she and Cllr Knibb had attended a meeting

with the Borough Council and the matter was ongoing.

c) Update on staff on maternity leave

IT WAS UNANIMOUSLY RESOLVED:- that the employee's request to return to work be referred to the Staff Panel.

d) Summer cover for Arden Hall Park

IT WAS UNANIMOUSLY RESOLVED:- that the Hall Manager advertise for a mobile warden for summer cover.

22. Access at Small Green

It was agreed that this item be deferred to Leisure Services Committee.

23. Report of Leisure Services Committee.

Having been circulated, members noted the Minutes of the meeting held on Wednesday, 1st June, 2016 with details of decisions duly made.

24. Report of Finance & General Purposes Committee.

Having been circulated, members noted the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 8th June 2016 with details of decisions duly made.

25. Representatives to Outside Bodies.

26. Assistant Clerk's Report on any urgent matters

27. Report of the Chairman.

The Chairman closed the Meeting at 10.00 pm in accordance with the Council's Standing Orders and no further items were discussed.

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