

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 30TH NOVEMBER 2016
 AT 7.30 PM**

Those present:

Chairman: Cllr Mrs. P Allen

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

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

Public: 7 members of the public

1. Apologies

Apologies received from Cllr MacDonald and accepted for the reasons given. Cllr Terry was absent.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Casual Vacancy – Bradford and Timberley Ward.

This item was deferred to enable the applicants to be present.

5. Minutes of the previous Meetings.

ON THE PROPOSITION OF Cllr Mrs Haywood, **SECONDED** by Cllr Cupples, **IT WAS UNANIMOUSLY RESOLVED:** that the Minutes of the Meeting held on 26th October 2016 be approved.

6. Questions from Councillors.

Cllr Horkan asked if the Parish Council could fund additional policing for the parish, referring to the number of thefts from residents drives. The Acting Clerk outlined in general terms, the provisions under which PCSO’s could be funded. Members discussed the arrangement for the police surgery at Arden Hall which was no longer in use. Cllr Mrs Haywood suggested that Sgt Heathcote be invited to attend the January Parish Council Meeting to talk about localized crime.

7. Questions from the Public.

Under Standing Order 3(d) the Chairman temporarily suspended standing orders to invite questions from members of the public. A local resident criticized the Parish Council for the lack of investment in it’s property assets. He referred to staff, the Assistant Clerk advised that the Parish Council could not discuss such matters, as this would be in breach of the Data Protection Act. The resident also questioned the lack of hires and other use of the facilities. Cllr Mrs Haywood outlined a number of the projects that were currently under way and others that were in the process of being considered. She also indicated that there was a review being undertaken of the hire arrangements. Cllr Cupples raised the concept of selling the facilities and building somewhere else, but he was advised that this was not considered a viable proposition. A local resident referred to the Council’s website. Cllr Knibb advised that a new website had been commissioned and it was hoped this would soon be up and running. There had been delays due to staff shortages. No further matters were raised and the Chairman re-opened the meeting.

8. Communications.

The Acting Clerk had not been able to access recent correspondence and routine bulletins. Cllr Riordan referred to correspondence from the Clerk to the Information Commissioner and asked for this to be an item on the Council Agenda. The Acting Clerk advised that this would be covered in her report.

9. Arden Hall – Roof Survey.

Cllr Mrs Haywood, reported on behalf of the Leisure Services Committee. The matter of appointment of the surveyor for the contract administration service had been considered by the Leisure Services Committee and the Committee's recommendation was that due to the nature and complexity of the work involved, particularly with the services, pipework and cabling which needed to be relocated to allow for the new roof covering and increased height as a result of the insulation, the Council should appoint the firm of surveyors previously appointed to undertake the roof survey, to draw up a specification for the works and to undertake supervision of the works, to include going out to tender and monitoring the work on behalf of the Parish Council.

ON THE PROPOSITION OF Cllr Shaw, **SECONDED** by Cllr Horkan, **IT WAS UNANIMOUSLY RESOLVED:** that the Surveyor be appointed to draw up a specification for the work, go out to tender and provide the contract administration service on behalf of the Parish Council.

10. Remembrance Day Parade.

The Chairman closed the meeting to enable Ian Hiley to provide feedback following the Remembrance Day Parade. Ian Hiley advised that the Parade had been very successful, the Traffic Event Management Company had provided a good service, the PA company, singing by the Castle Bromwich Singers and the catering had all received praise. It was estimated that 1500 plus had been present and the young Bugler had been excellent and many compliments had been received following the parade. Members noted that a 4 minute video of the Parade had been posted on Facebook and also on Youtube. Members requested the same arrangements be made for the 2017, including Rev. Stuart Carter to be invited to conduct the service if this was possible.

The Chairman thanked Ian Hiley for assisting in the arrangements and for attending the meeting to update members. The Chairman re-opened the meeting.

11. Access at Small Green.

This item was deferred pending receipt of an apportioned breakdown.

12. Flooding to Arden Hall.

The Acting Clerk reported on the position regarding the Windsor Room floor.

13. Flooring – Council Office.

The Acting Clerk requested members consider replacement flooring for the Council Office as the existing flooring was damaged and a trip hazard.

It was agreed that the Acting Clerk obtain three quotes for laminate flooring.

14. Replacement Photocopier – quotation.

The Acting Clerk reported that the existing rental agreement was due to expire and members considered a quotation for a new photocopier.

It was agreed that the Acting Clerk obtain three quotes for a replacement copier.

15. Appointment of Internal Auditor.

It was agreed that the Acting Clerk obtain three quotations for the internal auditor service.

16. Finance and Payments.

a) Members noted the latest income and expenditure report, including variances to budget and receipt of the latest bank statements and reconciliations for signature.

b) Members a list of payments, and salaries for retrospective approval.

17. Staff Panel – Meeting

Members noted that a date needed to be arranged to enable a Staff Panel Meeting to be held.

18. Members' Allowances.

The Acting Clerk advised that the Independent Remuneration Panel had recently met and made recommendations for a new scheme of Allowances for Solihull MBC which will be considered by the Council in December. Members noted that as required by the Regulations, the

recommended maximum Parish Basic Allowances are expressed as a percentage of the Basic Allowance for Members of Solihull Metropolitan Borough Council and assuming the new scheme is approved by the Borough Council there will be a new maximum amount up to which parish councils can set their allowances.

A copy of the recommendations would be circulated to members when available.

The next item was discussed under confidential terms. The Chairman re-opened the meeting.

19. Arden Hall Staff – Acting up allowances.

Following discussion, **IT WAS RESOLVED:** that this matter be delegated to the Acting Clerk and Hall Manager to agree. There was one abstention.

20. Report of the Leisure Services Committee.

Having been circulated, members noted the Minutes of the recent Leisure Services Committee meeting with details of decisions duly made.

21. Report of the Finance and General Purposes Committee.

Having been circulated, members noted the Minutes of the recent Finance & General Purposes Committee Meeting with details of decisions duly made.

22. Representatives to Outside Bodies.

Cllr Mrs Haywood gave her report as governor of Castle Bromwich Junior School. She outlined recent problems which the School had experienced following the retirement of a Governor.

23. Working Party Meetings.

Cllr Mrs Haywood reported to members on the carol concert evening. It had been a very successful evening, the children had been superb. Cllr Mrs Haywood gave particular thanks to Castle Bromwich Lions for their help and support and to Tesco's for providing a donation towards refreshments and raffle prizes.

24. Acting Clerk's Report.

The Acting Clerk advised that she had responded to a request for information under the Freedom of Information Act and following receipt of an email from the Information Commissioner, she had sought advice from the Information Commissioner and had again responded, but setting out the statutory provisions.

25. Report of the Chairman.

The Chairman advised that the recent Youth Council Meeting had not been quorate, but the Youth Council Members had rehearsed for the Remembrance Parade.

In accordance with the Parish Council's standing orders, the Chairman closed the meeting at 10.05 pm.