

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 7 MARCH 2018 AT 7.15 pm**

Those present:

- Chairman:** Cllr Mrs P Allen
- Councillors:** Cllr W Horkan Cllr S Beechey
 Cllr Miss J Ward Cllr K Shaw
 Cllr Mrs R Shaikh Cllr Mrs A Ahmed
 Cllr M Rashid Cllr Mrs A Haywood

- Officers:** Mrs D Weir, Acting Clerk to the Council
 Mrs Yvonne Smith

Members of the Public: -

The Chairman thanked members for attending the reconvened February Council Meeting.

1. Apologies for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Cllrs Knibb, Riordan, Cupples, MacDonald and Strong had tendered apologies. Members noted the reasons given.

RESOLVED: that the apologies given be accepted.

2. Declarations of pecuniary or other interests.

Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). There were no declarations.

3. Dispensations.

None requested.

4. Exclusion of the Press and Public

The Chairman advised that the Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Minutes of Previous Meetings.

RESOLVED: that the Minutes of the Meeting held on Wednesday, 31st January 2018, be signed as a true and correct record of the Meeting. There were 2 abstentions.

6. Questions from Councillors.

Cllr Mrs Allen raised the issue of the donation made to Queen Elizabeth Hospital and Cllr Rashid advised that residents had raised concern about trees overhanging the highway by Parkfield Medical Centre. Members advised that these complaints should be raised with the Borough Council. Cllr Rashid asked if the Parish Council could also raise this.

7. Questions from the Public.

None present.

8. Communications.

Members noted recent correspondence and bulletins received, including Recent correspondence and bulletins, including: Email from the Mayor’s Office regarding the

Sapphire Ball to be held on 21st April 2018 / Solihull MBC Press Release – Publication of Greater Birmingham Housing Market Area Report.

9. Letter from West Midlands Police – future police station closures.

RESOLVED: that the Parish Council respond to the letter from West Midlands Police, in particular with regard to the lack of consultation with local residents.

10. Noticeboard on Village Green.

Cllr Beechey advised members that he could undertake repairs to the noticeboard and estimated that materials would cost approximately £70.

RESOLVED: that Cllr Beechey be delegated to undertake repairs to the noticeboard and to be reimbursed for the cost of materials.

11. General Data Protection Regulations

A copy of the briefing note on the recent Practitioner's Conference attended by the Acting Clerk and Assistant Clerk had been circulated to members. Members noted that the General Data Protection Regulations are the new framework for data protection laws and replace the existing law on data protection and would take effect in the UK from 25th May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection on how their personal data is used by organisations. Parish Councils must comply with its requirements, and would be required to employ a Data Protection Officer. Currently the Clerk is the Data Protection Officer. Based on the drafting of the Regulations it was NALC's view that Clerk's and RFO's cannot be designated as a Council's Data Protection Officer. Members noted that no further update had been received from NALC/WALC with regard to advice on appointment of a Data Protection Officer.

12. Email Addresses – Councillors

Members considered the quotation provided by Realpoint Ltd for Office 365 Business Essential Email at a cost of £3.80 per user per month, for a period of 12 months.

RESOLVED: that the quotation provided for email addresses be accepted.

13. Castle Bromwich Airport Forum

In the absence of Cllr MacDonald, there was no feedback and this item was deferred.

14. Solihull MBC – Policy & Spatial Planning.

Members noted the Solihull Local Plan timetable.

15. Solihull Area Committee.

A copy of the Minutes of the last Meeting had been circulated. Members noted the next meeting would be held at Arden Hall.

16. Minutes / Agendas

The Acting Clerk advised she was mostly up to date, but there was still a backlog of work following the recent employment tribunal case and the resultant workload, together with the amount of work generated by the Freedom of Information Request. A vote of thanks was given to the Staff Panel for their time in dealing with this matter.

17. Review of Risk Register/Review of Standing Orders.

Members noted that a Working Party Meeting was to be arranged. With regard to the Standing Orders these would be amended in line with NALC's recommendation.

18. Chairman's Charity Quiz.

Members received an update with regard to numbers attending. The Acting Clerk and Mrs Yvonne Smith had visited local business who had very kindly donated raffle prizes.

19. Bradford Gardens – Unauthorised trespass – deterrent.

Members approved the letter which was to be sent to local residents living in the vicinity of Bradford Gardens regarding the proposals for Bradford Gardens as recommended by the Borough Council.

20..Finance and Payments

- a) Income and Expenditure Report. The latest income and expenditure report was noted, and the latest bank statements and reconciliations approved.
- b) Payments and Salaries. Members considered the list of payments and salaries for approval and scrutinized the invoices presented.

RESOLVED: that the payments presented be approved.

- c) Chairman's Allowance – Members approved payment of the Chairman's Allowance in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.
- d) Appointment of Internal Auditor.

Members noted the appointment of the Internal Auditor.

21. Report of Staff Panel

Cllr Horkan updated members on the tribunal action and matters dealt with by the Staff Panel.

22. Report of Leisure Services Committee

The Minutes of the February Leisure Services Committee Meeting had been circulated for information.

23. Report of Finance & General Purposes Committee.

The Minutes of the February Meeting had been circulated for information.

24. Representatives to Outside Bodies.

Representatives reports were noted.

25. Report of the Chairman.

The Chairman presented her report, a copy of which had been tabled.

26. Report of the Officers of the Council.

Members noted the position with regard to the Village Green and advice requested. .

The Chairman closed the meeting at 8.45pm.