

N.B. All Minutes are deemed as draft until formally approved and signed.

Application No	Applicant	Location	Type
Recommendation to the Borough Council			
2012/1316	Mr RoobJutla	1 Rectory Lane	Change of Use
Could be approved subject to any neighbours comments and subject to views of the Conservation Officer.			
2012/1317	Mr RoobJutla	1 Rectory Lane	Listed Building (Works)
Could be approved subject to any neighbours comments and subject to views of the Conservation Officer.			

5. Financial Matters.

a) Members scrutinized records brought to the meeting showing the financial transactions of the council (VAT, salary processing, security records and bank reconciliations). **IT WAS UNANIMOUSLY RESOLVED** that these were satisfactory and sample documents were countersigned. Members noted the safeguarding public money document that had been circulated and found the advice useful.

b) The Clerk updated members with the current situation with the new bank accounting system and following queries, **IT WAS UNANIMOUSLY RESOLVED** that a training session be organised for signatories to assist members with their new responsibilities.

6. Pedestrian Crossing Request – Water Orton Road.

Following consideration by members, the site meeting was noted and the suggestions considered. **IT WAS UNANIMOUSLY RESOLVED** that Centro be contacted by the parish council to suggest removing the unused bus stop/layby as this was preventing the consideration of a pedestrian crossing. Members remained deeply concerned about the safety of pedestrians and the speed of the traffic on this stretch of road and hoped that the needs of public who regularly needed to cross over to get home or visit the playing fields/Arden Hall could be better prioritised.

7. Insurance.

Members noted the document and the Clerk was asked to pass information to hire groups when invoices were next posted and to display a copy on the community noticeboard.

8. War Memorial Works.

Following discussion, consideration of the quotation was deferred to full Council on 25th September. The Clerk was asked to verify responsibility for the area of broken slabs and to see if bollards could be installed to deter parking at this increasingly dangerous location. Members **AGREED** that two red plaques be installed on the entrance areas to the shrine, with white writing saying “The War Memorial and Garden is owned and maintained by Castle Bromwich Parish Council” and “The War Memorial and Garden was renovated for the Queen’s Diamond Jubilee 2012”.

9. Working Parties (Events, Grants, Standing Orders) and Parish Plan Steering Group.

Cllr Mrs. Haywood updated members on the progress of plans for the Breakfast Briefing, as previously approved. The Clerk reported that the Big Lottery fund had asked for additional information on the council’s application for the Footloose Project. The Standing Orders working party would be meeting on 19th September

10. Residents’ Concerns.

Members noted details of recent concerns raised by residents. Cllr Mrs. Allen reported that last month she and Cllr Miss Ward had met a resident to hear more details of the problems she was experiencing with her landlord. Support had been offered and followed up and the resident had been thankful for the help received. The Clerk

ACTION

Clerk
Asap

Asst Clerk
Oct 12

Admin Asst
Oct 12

Council
25/9

Clerk
19/9

Asst Clerk
Oct 12

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reported that a request for information from a hirer/parishioner had been responded to and website links provided to assist further as the year end accounts and hire charges were available there. Following consideration, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the Council's reply to a parishioner (and other organisations) regarding wage increases in the past 3 years should confirm there had been no changes to the spine points set by the National Joint Council (NJC) for Local Government Services which were effective from 1st April, 2009. Only contractual obligations had been met and no cost of living increases made, other than compliance for some hourly paid staff to comply with national minimum wage legislation as follows: in October 2010 £5.819 increased by 11.1p (1.907%) to £5.93; in October 2011 £5.93 increased by 15p (2.529%) to £6.08. One change was made to hourly pay for four part time staff from 1st October 2011 which was increased by 24.7p (3.859%). The Council would adhere to the legal advice previously received and re-checked that compliance with the Data Protection Act was indeed necessary and correct. The resident should be reminded that there were no meetings in August, as he was already aware.

Clerk
Asap

11. Training.

Members noted the request by Cllr Rashid had been withdrawn due to transport problems. The report from Cllr Knibb was noted with interest. On Saturday 21st July he had attended a WALC briefing event for Chairmen and aspiring Chairmen (used modules 3 and 4) covering skills for chairing a meeting, handling the press and media, rules of debate and professional conduct required of a councillor. How to recognise and deal with bullying and harassment was also covered and module information had been provided to the Clerk, if members wished to have more details.

12. Clerk's Report.

The Clerk reported that the storytelling project organised by the Librarian at Castle Bromwich had been most successful and gratitude had been expressed for the grant funding that had supported it. Unfortunately, the Librarian would be leaving at the end of the month and members agreed that her expertise and dedication would be missed. Members noted that CARA would be closing at the end of the month. The Clerk would attend the briefing by Solihull MBC on Localising Support for Council Tax that was taking place on the evening of 19th September.

MH
30/9

Clerk
19/9