

**MINUTES OF THE MEETING OF THE CASTLE
BROMWICH PARISH COUNCIL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 15TH MAY 2013
AT 7.30 PM**

Those present:

Chairman: Cllr J Whelan

Councillors:	Cllr Mrs. P Allen	Cllr Mrs. A Haywood	Cllr E Knibb
	Cllr R Amos	Cllr I Hiley	Cllr M Rashid
	Cllr M Hayes	Cllr E Hicks	Cllr J Riordan
			Cllr Mrs. L Smith

Officer: Mrs. C Tibbles, Clerk to the Council and RFO

Public: None.

1. To elect a Chairman.

ACTION

The Chairman invited nominations and **ON THE PROPOSITION OF** Cllr Mrs. Allen, **SECONDED** by Cllr Mrs. Smith, **IT WAS RESOLVED** that Cllr Whelan be elected Chairman of the Parish Council for the Civic Year 2013 - 2014. Councillor Whelan was invested in the Chain of Office and took the Chair.

2. To receive the Declaration of Acceptance of Office of the Chairman.

ON THE PROPOSITION OF Cllr Mrs. Allen, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Declaration of Acceptance of Office of the Chairman be received. Members applauded Cllr Whelan and he thanked fellow members for the privilege of being elected as their Chairman, undertaking to fulfil the office to the best of his ability and move the Council forward. On behalf of the Council, the Chairman presented Cllr Hayes with his Past Chairman's Badge.

3. Apologies.

The apologies from Cllr J Horne-MacDonald, Cllr A Terry and Cllr Mrs. B Wilkins were noted for the reasons given. Cllr Miss J Ward was absent. The apologies from Cllr Amos were withdrawn as he was present.

4. Declarations of pecuniary or conflict of interests.

None declared. The Clerk asked members if they had any conflict of interest or connections with Grant Thornton UK LLP, the external auditor, or Whalley & Co, the internal auditor. After clarification from the Clerk, members all confirmed they had no interests to declare.

5. Dispensations.

None received.

6. To elect a Vice-Chairman.

The Chairman invited nominations and **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** that Cllr Mrs. Allen be elected as Vice-Chairman of the Parish Council for the Civic Year 2013 - 2014. Councillor Mrs. Allen was presented with the Badge of Office by the Chairman.

7. To appoint Representative to outside Bodies.

The Chairman invited nominations/confirmation for each appointment and **ON THE PROPOSITION OF** Cllr Mrs. Haywood, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the following appointments be confirmed for the Civic Year 2013-2014:

Airport Advisory Committee/Environmental Working Group
 Castle Bromwich Children's Centre
 Castle Bromwich Youth Parish Council
 Chelmsley Wood Citizens Advice Bureau- Forum
 Conservation Areas Advisory Committee
 Solihull Partnership
 Solihull Area Committee (Parish & Town Councils) 2 posts
 Solihull Area Committee (Parish & Town Councils)
 Warwickshire & West Midlands County Association
 of Parish & Town Councils, County Committee
 HS2 Community Forum 2 posts

Castle Bromwich Hall Gardens Trust (3 years until May 2016)
 Dame Mary Bridgman Trust (4 years until May 2015)
 Dame Mary Bridgman Trust (4 years until May 2015)
 Castle Bromwich Infant School – Governor (4 years until 2014)
 Castle Bromwich Junior School – Governor (4 years until May 2015)
 St Thomas Dole Charity Trust (4 years until May 2015)

Cllr J Whelan (continuing)
 Cllr R Amos (continuing)
 Cllr Mrs. P Allen (continuing)
 Cllr E Knibb (continuing)
 Cllr Terry (continuing)
 Cllr E Knibb
 Cllr E Knibb (continuing)
 Cllr J Whelan
 Cllr E Knibb (continuing)

Cllr Mrs. B Wilkins (continuing)
 Vacancy
 Cllr Mrs. P Allen (continuing)
 Cllr Mrs. P. Allen (continuing)
 Cllr Mrs. A Haywood (cont'g)
 Cllr J Horne-MacDonald (cont'g)
 Cllr Mrs. Haywood (continuing)

ACTION

Asst Clerk
29/5

Asst Clerk
29/5

Asst Clerk
29/5

Asst Clerk
29/5

Council
26/6

The vacancy for the HS2 Community Forum was deferred to the next meeting. The Clerk had advice on representation responsibilities if required by members.

8. To appoint Statutory or Standing Committees.

The Chairman explained that the Chairman and Vice-Chairman served on both Committees. Following members confirming their willingness to serve, **IT WAS UNANIMOUSLY RESOLVED** that the following Standing Committees be appointed for the Civic Year 2013-2014 as follows:

Leisure Services Committee.

Councillors R Amos, Mrs. A Haywood, E. Hicks, I Hiley, E. Knibb, M Rashid, Miss J Ward and Mrs. B Wilkins, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Finance & General Purposes Committee (11 members). **ON THE PROPOSITION OF** Cllr Mrs. Allen, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Haywood be elected as Chairman of this Committee.

Finance and General Purposes Committee:

Councillors M Hayes, E Hicks, I Hiley, J Horne-MacDonald, J Riordan, Mrs L Smith, A Terry and Mrs. B Wilkins, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee (11 members). **ON THE PROPOSITION OF** Cllr Mrs. Haywood, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Hayes be elected as Chairman of this Committee.

Following members confirming their willingness to serve, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected to serve on:

Staff Panel: Cllrs Mrs. A. Haywood, E. Knibb and J Riordan.

Appeals Committee: Cllrs Mrs. P Allen, M Hayes and I Hiley.

4 Reserve Members: (to serve on either, but not both the Staff Panel and the Appeals Committee): Cllrs E Hicks, M Rashid, Mrs. L Smith and J Whelan.

9. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Hayes, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 24th April, 2013 be accepted as a true and correct record of the Meeting.

10. Appointment of Signatories for Financial Procedures.

Following the earlier elections and due consideration, **ON THE PROPOSITION**

OF Cllr Mrs. Smith, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the 7 signatories would be Cllrs Mrs. Allen, Hayes, Mrs. Haywood and Whelan, together with the 2 Vice-chairmen of the Standing Committees (when elected) and Mrs. C. Tibbles. The Clerk reminded members that procedures required 3 signatures on financial transactions. Adjustments to the mandates would be made when appointments were finalized.

11. Year End Accounts 2012/13, Internal Audit and Annual Return to External Auditors.

Members noted the amended page 9 tabled to replace the information previously circulated. The Clerk gave details of the reports and evidence she had given to Whalley & Co, the Internal Auditor, for their scrutiny. The Clerk reported that the Pension Return had been certified correct by Whalley & Co and returned to the West Midlands Pension Fund. Following an opportunity for questions, **ON THE PROPOSITION OF Cllr Hayes, SECONDED by Cllr Rashid, IT WAS UNANIMOUSLY RESOLVED** that the Year End Accounts 2012/13 be formally adopted and the Chairman countersigned the balance sheet. The Chairman thanked the Clerk for the information provided with the accounts, which he felt were well presented. Following the single question asked at the Annual Parishioner's Meeting, he had studied the accounts and found no evidence of poor management or monitoring by the Council. The Clerk expressed her thanks to Mrs. Gorton, the Bookkeeper, who had applied her thorough knowledge and worked with diligence and consistency throughout the year. The Clerk also confirmed that the audit notice of electors' rights to inspect the accounts was now on display.

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. **ON THE PROPOSITION OF Cllr Knibb, SECONDED by Cllr Mrs. Smith, IT WAS UNANIMOUSLY RESOLVED** that the Annual Return, as circulated, be signed by the Chairman and the Responsible Finance Officer.

12. Questions from Councillors.

Cllr Rashid expressed his concerns about the potholes on the Chester Road that were adversely affecting cars, the increasing amount of graffiti in Castle Bromwich but especially by the Parkfield Medical Centre and the number of traders advertising on lampposts that had only mobile phone numbers and not landlines or addresses. Members hoped the Borough Council would already be addressing these issues.

13. Questions from the Public.

None.

14. Communications.

Members noted the information listed and the Clerk referred to the useful SLCC journal that had several articles (e.g. on employment matters, working hours survey, recreation ground injury liabilities, standards and fidelity guarantee conditions). There was also late information just received on the new requirements for individual electoral registration system that would be fully operational by 2016.

15. Finance and Payments.

ON THE PROPOSITION of Cllr Amos, SECONDED by Cllr Mrs. Smith, IT WAS UNANIMOUSLY RESOLVED that the payments as listed be approved.

16. Footloose Project.

Following consideration, **ON THE PROPOSITION Cllr Amos, SECONDED by Cllr**

Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that £4,400 be released from the Open Spaces earmarked reserve to allow option 1 of ground works required for the new fitness equipment in the playing fields. Following discussion, **ON THE PROPOSITION** Cllr Hayes, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** to establish a sub-committee; reporting to the Leisure Services Committee, with delegated authority to complete the project according to plans made and the budget already in place. Members of the Committee would be Cllrs Amos, Mrs. Allen, Hayes, Hicks, Hiley and Terry. As suggested, the first meeting would be held on Friday, 24th May at 12.30 pm when a Chairman would be elected, terms of reference agreed, consultation replies be reviewed, updated equipment looked at and dates of future meetings set.

ACTION

Asst. Clerk
16/5

17. Report of the Leisure Services Committee.

ON THE PROPOSITION of Cllr Mrs. Allen, **SECONDED** by Cllr Hiley, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 1st May 2013, having been circulated, be received and noted.

18. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of Cllr Hayes, **SECONDED** by Cllr Mrs. Smith, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesday, 24th April and 8th May 2013, having been circulated, be received and noted.

19. Independent Investigation.

Members noted that the response of Castle Bromwich Cricket and Sports Club had not yet been received and consideration of a joint announcement between the Club and the Council was therefore deferred to the next meeting.

Council
26/6

20. Licence Agreements – Castle Bromwich Cricket and Sport Club.

The Clerk reported that she had received preliminary advice from the solicitor that day and was expecting written details and options, with costs, shortly. The Chairman said that it was important for the Club and the Council to get these documents right, even if that took time to do so. It was noted that the Clerk and the Club Secretary were yet to meet to jointly agree sanctions for breach of hire regulations and the solicitor has asked for this information. The Clerk undertook to email this to the solicitor, with a courtesy copy to members, when agreement was reached.

Council
26/6

Clerk/Club
asap

21. Representatives to Outside Bodies.

Cllr Mrs. Allen reported that on Saturday, 30th March she had attended Castle Bromwich Hall Gardens Easter event. Although it was a very bitterly cold day, it was well attended by members of the public and the Easter hats were all very good. On Wednesday, 3rd April there had been a Youth Council working party meeting at Arden Hall and Park Hall media students were filming the meeting. On Monday, 8th April, the Clerk and herself were interviewed and filmed by Park Hall media students for the DVD they were producing for the Youth Council. On the weekend of 12/13th April the tulip and blossom weekend at Castle Bromwich Hall Gardens was cancelled due to the weather conditions. On Sunday 5th May she had attended the Rare Plants sale which again was well attended by the public. On Tuesday 7th May, the Youth Council held their AGM and Youth Cllr Jessica Browne was elected as Chair for the coming year. Youth Cllr Kieran Cronin, one of our newer members, was elected as Vice-Chairman. Again the media students from Park Hall Academy filmed this meeting. Later in the evening the students filmed part of the Annual Parish Meeting and everyone was very grateful for the help being given to the Youth Council. On Sunday 12th May she had attended the Castle

Bromwich Hall Gardens 1940's Day. Although the weather was appalling, it was very well attended by the public and was a brilliant event. A 1960's day was being planned and she looked forward to that.

Cllr Rashid reported on an event he had attended outside the parish.

The Chairman reported that he had attended a meeting of the Environment Monitoring Working Group of Birmingham Airport on Wednesday 24th April. The key points that arose were that in 2012 Birmingham Airport received a total of 508 complaints associated with aircraft operations. This was an increase on the 2011 figure of 387 and 45% of the complaints related to Noise and 17% to Off Track. However, it should be noted that 40% of the total concerns were from three individuals. Other categories ranged from Ground Noise to Lateness. The Airport was actively engaged in providing double glazing to residents in close proximity who were affected by noise and also working to repair any damage to property caused by wake vortex strikes. Roof tiles in Tile Cross were being replaced when necessary and the airport demonstrated a social responsibility. A full report was provided on plans for the coming year. Waste recycling at the airport was gaining importance and in the year to date some 342 tons had been recycled across a wide range of items. The Airport continued to support HS2 and the proposals for an interchange station to the east of the M42, the NEC and Airport. The Monarch maintenance hangar was now well under construction. The new Control Tower and Watchman Radar were now both fully operational. Work on the runway extension had been delayed by bad weather and was nominally 6 weeks behind. The A45 works were due for completion in July 2013 and the runway would be completed in December 2014.

22. Report of the Officer of the Council.

The Clerk reported that feedback from the Community Showcase was proving more positive than last time and the possibility of Age UK doing advice surgeries at Arden Hall was being pursued. Members supported the Clerk's idea of providing free accommodation for a pilot scheme. There had been an invitation from Youth Cllr Natasha Browne to submit views to the Youth Select Committee on the School Curriculum but the deadline was before the next meeting so individual responses would be required if members wished to do so.

Clerk
Tbc

Members
asap

23. Report of the Chairman.

The Chairman invited the former Chairman to make his final report. Cllr Hayes said that he had two items to report – on Tuesday, 7th May he had held the Annual Parish Meeting, which had been preceded by the Community Showcase event, and went well. On Tuesday 14th May he had attended the election and investiture of Cllr Joe Tildesley and he wished the new Mayor well in the forthcoming year.