

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 16TH DECEMBER 2015
 AT 7.30 PM**

Those present:

Chairman: Cllr M Hayes

Councillors: Cllr Mrs. P Allen Cllr E Knibb Cllr K Shaw
 Cllr G High Cllr J MacDonald Cllr B Upton
 Cllr J Horne-MacDonald Cllr M Rashid Cllr J Riordan

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

Public: 1 member of the public

1. Apologies.

The apologies from Cllr I Hiley, Cllr Mrs Haywood, Cllr Miss J Ward and Cllr E Hicks were noted for the reason given. Cllr A Terry was absent.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Questions from the Public.

Under Standing Order 3(d), the Chairm temporarily suspended standing orders for this item to invite questions from the member of the public. A resident from the Bradford ward thanked the Parish Council for providing the new noticeboard on the Village Green and looked forward to seeing notices put up on it. He also thanked the Parish Council for arranging for the piles of leaves in the village to be removed,

5. Questions from Councillors.

Cllr Shaw asked when the contractor would be completing snagging works to the footpath. He advised that previous concerns raised had not been rectified and he had also noticed prior to the meeting that there was a large dip where water was collecting and this needed to be rectified before any icy weather. The Assistant Clerk confirmed that she would speak to the Hall Manager to check when the snagging work would be undertaken.

6. Communications.

Members noted recent correspondence and routine bulletins, including a letter of thanks to the Clerk from Castle Bromwich Scout Group and Solihull Metropolitan Borough Council notification of various road closures and press releases. An invitation from Western Power Distribution to the Annual Stakeholder Workshop had been received. It was agreed that there was no benefit to the parish by the Parish Council being represented at these meetings and for the Assistant Clerk to advise Western Power Distribution that the Parish Council would not be represented (either by members or the Clerk). Cllr Rashid arrived.

7. Minutes of the previous Meeting.

The Minutes of the Meeting held on 25th November 2015 had been tabled at the meeting. **ON THE PROPOSITION OF** Cllr J MacDonald, **SECONDED** by Cllr K Shaw, **IT WAS RESOLVED** that the Minutes of the Meeting held on

ACTION

Hall Mgr
6/1

Assistant Clerk

Wednesday 25th November, 2015 be accepted as a true and correct record of the Meeting. There were two abstentions. Cllr Eric Knibb did not vote as the minutes had not been circulated to enable members to read them prior to the meeting.

ACTION

8. Storm Damage.

Members considered advice received from the Clerk. Following further discussion it was felt that clarification be sought from the Loss Adjuster as to whether or not in the event of further damage to the roof, such damage would be covered if the whole of the roof covering was not replaced. This followed advice given by the Clerk that unless the whole roof covering was replaced, any further damage would not be covered by insurance. No order had yet been placed for any work. It was also felt that a specification should be drawn up and that like for like quotations be obtained for the work. The decision as to which type of roofing and acceptance of any quotation be delegated to the three Chairmen. The Assistant Clerk drew to the attention of the members, Section 117 of the Local Government Act 1972. **WITH ONE ABSENTION, ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that a) the Assistant Clerk seek clarification from the Loss Adjuster regarding the extent of work to be undertaken and if the Council restrict the work to the pavilion roof to repairing the damage as opposed to replacing the roof, whether or not this would affect any future insurance claims, b) a specification be drawn up and additional quote/s be sought on a like for like basis, based on the extent of work required and c) following receipt of written advice from the Loss Adjuster, the matter be delegated back to the three Chairmen and if they were not happy to make a decision on behalf of the Council, the matter be brought back to Council with an extraordinary meeting called if required.

Assistant Clerk

The Chairman requested that the next item on the Agenda, Actions required by committee/council following Staff Panel Meeting be deferred and considered with item 22 on the Agenda to avoid any inconsistencies and this was agreed.

9. Wayleave Request

Following consideration of a letter dated 4th December 2015 received from Virgin Media for Wayleave Consent on land at the Green, Castle Bromwich, **ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Assistant Clerk be authorized to request Virgin Media provide a clearer plan identifying the land at the Green, including the road owned by the Parish Council which would be affected by the proposed Wayleave.

10. Website Management

Members noted the position with regard to website hosting and **ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that this item be deferred to the Council's Finance & General Purposes Committee to consider in conjunction with the Council website, which was already being considered by that Committee.

FGP

11. Hire Incident.

The Chairman gave a detailed report on the hire incident which occurred on 21st November and indicated that the use of the pavilion by the hirer concerned had been suspended by the Clerk immediately following the incident, but this suspension had now been lifted. The Chairman felt that the meeting he had attended with the hirer, Cllr Mrs Haywood, the Clerk and the Hall Manager, had been constructive and the hirer hoped to make appropriate arrangements for the children's Christmas party to go ahead. The hirer will be allowed to book events and the Chairman would accompany the member of staff who goes to lock up, or alternative arrangements would be made to ensure that staff locking up are not on their own. Cllr Kevin Shaw advised that if

the hirer used their own staff on door duty, the Parish Council need to see their registration documents confirming they are registered to undertake this. Members noted that the hirer had reported the Police were more than happy for hires to go ahead. The hirer were pleased that the Parish Council was working with them to look at their responsibilities and the types of hire, in particular, to ensure that the same rules that apply to Arden Hall, apply to the Pavilion, and it was hoped that a report would be made to the Leisure Services Committee in February.

ACTION

12. Review of Terms of Reference of Staff Panel

Cllr Mrs Allen, Chairman of the Council's Staff Panel, reported on the Staff Panel Meeting held on 14th December 2015. She advised that following the increase in its membership from 3 to 5 members, the Staff Panel's recommendation was that its quorum should remain at 3 which was the statutory minimum for a quorum. During a lengthy discussion the Assistant Clerk reminded members to confine themselves to discussion of the quorum for the Staff Panel. Members considered the requirements for the Council's Appeal Panel. The Assistant Clerk asked the member of public if he would wait outside whilst the item was under discussion due to members raising matters, which if discussed, were of a private and confidential nature. Discussion of this item continued under confidential terms, following which the Chairman re-opened the meeting. **ON THE PROPOSITION OF** Cllr Shaw, **SECONDED** by Cllr Horne MacDonald, **IT WAS RESOLVED** that the quorum of the Staff Panel be 4 members, reserve membership of the Staff Panel to comprise of one reserve member, the reserve member to be Cllr J MacDonald who would also act as Note Taker in any appropriate cases. The Terms of Reference to be amended accordingly.

Cllr Knibb asked the member of public to rejoin the meeting.

13. Smarter Working Group

The Chairman reminded members that the group would meet following recommendations received from the Staff Panel.

14. Finance and Payments.

Members discussed various problems with the new banking system, including waiting for transfers to be made for payments to be processed, and payments awaiting authorization. Cllr Upton requested that all beneficiaries that pay by direct debit be removed from the Unity Account which would avoid duplication of any payments.

The income and expenditure report had been circulated to members, together with variances to budget, the Bank Statements and Bank Reconciliation Statements for Unity Trust and Lloyds Bank Ltd. The list of future payments and past salaries had been circulated for approval. The Chairman undertook to verify and sign the bank reconciliation statements at a time to be arranged. Cllr Shaw advised that he had looked at the work to the pathway prior to the meeting. There was a health and safety risk posed by water collecting in the large dip where the surface was not level and also the raised surface by the drain was a trip hazard. Members queried a number of payments and following verification, **ON THE PROPOSITION** of Cllr Upton, **SECONDED** by Cllr High, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed (Batch 8) and Wages and Salaries (Month 8) be approved subject to payment to the contractor for work to the pathway at Arden Hall, (invoice 2611 reference 2453), which was to be withheld until appropriate remedial works had been undertaken.

15. Report of the Staff Panel.

This item was deferred to the end of the meeting to be discussed under confidential terms.

16. Report of the Finance & General Purposes Committee.

Cllr Riordan proposed that the decisions duly made in the Meetings of the Finance & General Purposes Committee held on 25th November and 9th December be received and noted. The Minutes of previous Committee Meetings were questioned by Cllr Upton. The Chairman advised that the Minutes would be reviewed.

ON THE PROPOSITION of Cllr Riordan, **SECONDED** by Cllr Upton, **IT WAS RESOLVED** that the Minutes of the Finance & General Purposes Committee meetings be deferred to the next Council Meeting. There were four abstentions.

17. Representatives to Outside Bodies.

Cllr Mrs Allen reported to members on the Presentation and Awards Evening she had attended at Park Hall Academy on the 10th December. The evening had been most enjoyable with Guest Speaker Kate Grey who was a Paralympic Swimmer and had recently begun a new career as a freelance feature reporter for BBC Sports News. Youth Cllr Niamh Strong had received the Parish Council's Award for service to the community. Cllr Mrs Allen asked for a letter of thanks to be sent to Park Hall Academy for their kind invitation.

Cllr Mrs Allen also advised members that she had contacted the City Council (as a resident) and complained about the overhanging trees and litter on Newport Road and the litter had been cleared promptly. Cllr Upton advised that he had seen the tree surgeon cutting back the trees and thanked Cllr Mrs Allen for raising these issues.

18. Report of the Officer of the Council.

The Chairman gave the Clerk's Report in her absence and members discussed the proposed authority to the Hall Manager to sign orders and finances whilst the Clerk was temporarily out of the office. Members noted that the Clerk could not delegate her authority, it was for the Council to delegate authority to the Hall Manager, **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Upton, **IT WAS RESOLVED** that the Hall Manager be delegated authority on a temporary basis to authorize orders and finances and sign paperwork relating to Arden Hall in the Clerk's absence so that work can continue in the normal timescales. The Chairman closed the meeting to discuss the following items, under confidential terms.

The meeting re-opened.

15. Report of the Staff Panel and 20. Staff Matters.

Members noted the report given by Cllr Mrs Allen, Chairman of the Staff Panel and that Cllr Mrs Allen and Cllr Knibb would be meeting with the Clerk the following day.

19. Report of the Chairman.

The Chairman reported that due to work commitments and difficulties in attending every meeting, he was giving notice of his intention to resign from the position of Chairman at the end of January. He hoped that members would have time to consider if they wished to step into his shoes and apologised in advance if he could not attend all January meetings. Members were in support of the Chairman continuing in office.

ACTION

Hall Mgr