



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

**RESOLVED** that Cllr Riordan be elected as Vice-Chairman of the Parish Council for the Civic Year 2011 - 2012. Councillor Riordan was presented with the Badge of Office by the Chairman and pledged to continue his service to the Council.

ACTION

**8. To appoint Representative to outside Bodies**

The Chairman invited nominations for each appointment. Members noted that Castle Bromwich Junior School were clarifying their governor vacancies. Information was requested on the meeting frequency and arrangements for the Police Consultative Committee, the Solihull Crime Prevention Panel which would be addressed to Insp. Portman when he attended a meeting. **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the following appointments be confirmed for the Civic Year 2011-2012:

Airport Advisory Committee/Environmental Working Group	Cllr J Whelan (continuing)	
Castle Bromwich Children's Centre	Cllr R Amos (continuing)	
Castle Bromwich Youth Parish Council	Cllr Mrs P Allen (continuing)	
Chelmsley Wood Citizens Advice Bureau- Forum	Cllr E Knibb (continuing)	
Conservation Areas Advisory Committee	Cllr A Terry (continuing)	
Solihull Partnership	Cllr J Riordan (continuing)	
Solihull Area Committee (Parish & Town Councils) 2 posts	Cllr M Hayes	Clerk 25/5
Solihull Area Committee (Parish & Town Councils)	Cllr J Riordan (continuing)	
Police Consultative Committee} (new format anticipated)	Deferred	Clerk 18/6
Solihull Crime Prevention Panel} (new format anticipated)	Deferred	Asst Clerk 25/5
Warwickshire & West Midlands County Association of Parish & Town Councils, County Committee	Cllr E Knibb	
Castle Bromwich Hall Gardens Trust (3 years until May 2013)	Cllr Mrs. P Allen (continuing)	
Dame Mary Bridgman Trust (4 years until May 2015)	Cllr Mrs. P. Allen	Asst Clerk 25/5
Dame Mary Bridgman Trust (4 years until May 2015)	Cllr Mrs. A Haywood (cont'g)	
Castle Bromwich Infant School – Governor (4 years until 2014)	Cllr J Horne-MacDonald (cont'g)	
Castle Bromwich Junior School – Governor (4 years until May 2015)	Deferred	Asst Clerk
Castle Bromwich Junior School – Governor (4 years until May 2015)	Deferred	
St Thomas Dole Charity Trust (4 years until May 2015)	(Previously Cllr E Knibb)	

Members were reminded that advice on representation responsibilities were available if copies were required.

**9. 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, **ON THE PROPOSITION OF** Cllr Hiley, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following Standing Committees be appointed for the Civic Year 2011-2012 as follows:

Leisure Services Committee.

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

Finance and General Purposes Committee:

Councillors Mrs. Haywood, J Horne-MacDonald, Mrs L Smith, A Terry and J Whelan, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee. **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Hayes be elected as Chairman of this Committee, who was willing to serve until the September meeting, when a new Chairman would be sought.

Following members confirming their willingness to serve, **ON THE PROPOSITION**

**OF** Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected to serve on:

ACTION

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

Appeals Committee: Cllrs Mrs. Allen, M. Hayes and A. Terry.

4 Reserve Members: (to serve on either, but not both the Staff Panel or the Appeals Committee): Cllrs I. Hiley, M Rashid, Mrs. L Smith, 1 vacancy remaining.

**10. Presentation of Service Award to Youth Councillors.**

At the invitations of the Chairman, Cllr Mrs. Allen presented Service Awards to members of the Youth Council. It was noted that many members were unable to attend due to examination commitments and their certificates would be presented at their next Youth Council meeting.

PA  
2/7

**11. Minutes of the previous Meeting.**

**ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 28<sup>th</sup> April, 2011 be accepted as a true and correct record of the Meeting, with signing taking place at the end of the meeting.

**12. Appointment of Signatories for Financial Procedures.**

Following the earlier elections and due consideration, **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that members noted the 6 signatories would be Cllrs Mrs. Allen, Riordan, Hayes, 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.

Clerk  
10/6

**13. Year End Accounts 2010/11 and Internal Audit.**

Following consideration of the recommendation from Whalley & Co, the Internal Auditor, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** to increase the fidelity insurance cover to £500,000. **ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Whelan, **IT WAS UNANIMOUSLY RESOLVED** that the Year End Accounts 2010/11 be formally adopted and the Chairman and the Responsible Finance Officer signed the balance sheet.

**14. Annual Return to External Auditors.**

**ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the Annual Return be signed by the Chairman and the Responsible Finance Officer. The Chairman read the statements of governance in turn and members answered accordingly. **IT WAS RESOLVED** that the Chairman sign to confirm members' understanding and affirm their responsibilities.

**15. Insurance Issues.**

**ON THE PROPOSITION OF** Cllr Hiley, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that, subject to the increase in fidelity cover, the renewal documents be duly accepted and the Long Term Undertaking also be accepted.

Clerk  
Asap

**16. Questions from Councillors.**

No questions had been submitted.

**17. Questions from the Public.**

At 8.26 p.m. in accordance with Standing Orders, the meeting was temporarily suspended so that members of the public could ask questions. A resident from the Bradford ward had received notification about the potential housing development and urged the Council

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to seek provision of hedging or bollards to prevent vehicles accessing the Village Green and for trees to be protected. The Chairman replied that the council had expressed that concern already and would want measures to protect users of the open space. Tree issues on Bradford Road would fall under the responsibility of the Borough Council. A resident from the Park Hall ward asked what the response of the Borough Council was regarding damage to grass verges outside Park Hall Academy as he hoped that zig-zag lines would prohibit motorists from mounting the verge. The Chairman asked the Clerk to find out what measures had been instigated. A resident from the Park Hall ward expressed concern about drug activities in the parish and invited vigilance from the wider community. The Chairman thanked him for alerting members to these concerns. Members noted the possible police meeting on Saturday 21<sup>st</sup> May but were advised to check with the Clerk if this was confirmed.

ACTION

Clerk  
25/5

The Council was reminded by a resident of their former plans from 3 years ago to replace Arden Hall and sincerely thanked them for stopping that scheme and investing in the existing facilities instead, which he felt was a much wiser plan. There was no feedback at this stage (see Item 21).

**18. Communications.**

Members noted the information listed and the later appeal received for volunteers to work with Park Rangers to clear Beechcroft Open Space on 25<sup>th</sup> May.

**19. Spencer Hall Windows – Quotation.**

Cllr Hiley left the room and took no part in the discussion or decision. Following consideration of the difficulties in supply, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the quotation to replace the 6 windows on the upper frontage of Arden Hall with UPVC with integral blackout blinds at a cost of £8,340.00. The order should make the company aware that during their installation they would be working alongside other contractors.

**20. Payments.**

Cllr Hiley returned to the meeting. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved. Members had noted the year end comparison and completed the checklist earlier in the meeting.

**21. Speed Calming Measures.**

Following consideration and when the Clerk had obtained written approval from the police and the Borough Council, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that, under Section 26 of the Local Government & Rating Act 1997, 1000 speed calming stickers would be purchased at a cost of £420 (or less) for distribution to residents to place on their wheelie bins.

Clerk  
June 11

**22. Open Spaces Issues.**

The Clerk informed members that incidents had occurred in the park but been dealt with firmly, resulting in the park being closed twice. Staff and security guards had worked together to maintain public safety. When byelaws and alcohol restrictions were breached, endeavours had been made to eject the offenders from the park. A joint appeal with the police had been made for witnesses to the recent staff assault. Following consideration, **IT WAS RESOLVED** that the Clerk use her delegated powers to protect staff and put measures into effect should any emergency incidents occur. The Clerk was questioned by a member about thefts from the recycling bank and she undertook to investigate.

Clerk  
asap

**23. Liaison with Borough Councillors.**

The request from Bor. Cllr Richards for ward members to have a table at council meetings to report on matters affecting the parish and to receive questions was read. Following serious consideration and concerns, the Chairman **PROPOSED** that the request of Bor. Cllr Richards be granted. Members felt that existing practices and communication channels worked well and residents knew the established avenues to contact their ward members or the Connect service. Improvements to sharing of residents concerns had already been sanctioned and there was an existing Charter Agreement between the parish council and Solihull MBC. There was no support for this motion and it was rejected.

**24. Charity Football Match.**

The Clerk informed members that following the injury of a Castle Bromwich resident in Afghanistan, a request had been received for a charity match in aid of Help the Heroes on Sunday 31<sup>st</sup> July with a reception at the Spitfire pub. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that this be approved, with full delegated powers to the Clerk to facilitate the event. The Clerk said the cost of pitch marking and goal post erection would need to be contributed by the Council and every endeavour to support this would be made by members.

Clerk  
June 11

**25. Working Parties.**

Following discussion, **IT WAS RESOLVED** that working parties should be established by standing committees, with membership open to all councillors, and reports/recommendations being made to Committees.

LSC/FGP  
June 11

**26. Report of the Leisure Services Committee.**

**ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by the Chairman, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 4<sup>th</sup> May 2011, having been circulated, be received, approved and the recommendations contained therein be adopted.

**27. Report of the Finance & General Purposes Committee.**

**ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Whelan, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 27<sup>th</sup> April 2011, having been circulated, be received, approved and the recommendations contained therein be adopted.

**28. Representatives to Outside Bodies.**

Cllr Mrs. Allen reported that on Tuesday, 3<sup>rd</sup> May she had attended the Youth Council AGM. The date for the visit to Westminster had been confirmed for Wednesday, 20<sup>th</sup> July and the Youth Council had arranged for a working party meeting to be held on Tuesday 12<sup>th</sup> July at the Civic Suite with an opportunity to meet the Mayor before the Solihull Council meeting started, which they planned to observe.

**29. Report of the Officer of the Council.**

The Clerk was pleased to announce that a grant had kindly been awarded to the Youth Council by the Dame Mary Bridgeman Charity Trust for their Sensory Peace Garden.

**30. Report of the Chairman.**

The Chairman presented Cllr Mrs. Allen with her Past Chairman's Badge and she presented her final report. Cllr Mrs. Allen had attended the 117<sup>th</sup> Annual Parish Meeting which was well attended and she thanked everyone for their help and support in a very enjoyable and interesting year as Chairman of the Council. She congratulated Cllr Hayes on his new position. Members applauded Cllr Mrs. Allen in expression of their appreciation.

