

**MINUTES OF THE MEETING OF  
 CASTLE BROMWICH PARISH COUNCIL  
 HELD IN ARDEN HALL, CASTLE BROMWICH  
 ON WEDNESDAY 21ST MAY 2014  
 AT 7.30 PM**

**Those present:**

**Chairman:** Cllr M Hayes

**Councillors:** Cllr Mrs. P Allen Cllr J Horne-MacDonald Cllr J Riordan  
 Cllr Mrs. A Haywood Cllr E Knibb Cllr Miss J Ward  
 [Except part of Item 23] Cllr M Rashid Cllr J Whelan  
 Cllr E Hicks [Except part of Item 16]

**Guest Speakers:** Mr. D Aplin, Mr P Fanning (Jnr), Vision Sport Academy [Items 1-15 only]

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

**Public:** 4 members of the public [Item 1-12 only]

The Chairman invited everyone to stand while members observed a minute's silence in respect for the late Mr. Jerry Dutton. The Chairman paid tribute to the former Chairman of the Parish Council (1998/1999 and 2005/2006) and a member of the Parish Council for 16 years.

The Chairman then presented a cheque from the proceeds of the Chairman's Charity Fund to Nikki Brook, the Birmingham Branch Secretary of the NSPCC, who expressed her sincere thanks for the donation. She explained the help and support given to children being abused or neglected and that the proceeds would help fund their new project to reach every primary school in Birmingham by 2016 with workshops to help 10/11 year olds recognise abuse and know how to get support and help.

**1. To elect a Chairman.**

ACTION

The Chairman invited nominations and Cllr Knibb **PROPOSED** Cllr Hayes, **SECONDED** by Cllr Rashid. Cllr Mrs. Allen **PROPOSED** Cllr Whelan, **SECONDED** by Cllr Riordan. **IT WAS RESOLVED** that Cllr Hayes be elected Chairman of the Parish Council for the Civic Year 2014 - 2015. Councillor Hayes 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 Knibb, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Declaration of Acceptance of Office of the Chairman be received. Members applauded Cllr Hayes and on behalf of the Council, the Chairman presented Cllr Whelan with his Past Chairman's Badge, paying tribute to the tremendous work he had done, particularly with the Parish Plan and his sterling service in flying the flag for Castle Bromwich.

**3. Apologies.**

The apologies from Cllr I Hiley were noted for the reason given. Cllr A Terry was absent.

**4. Declarations of pecuniary or conflict of interests.**

None declared.

**5. Dispensations.**

None received.

**6. To elect a Vice-Chairman.**

The Chairman invited nominations and **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** that Cllr Mrs. Allen be elected as

Vice-Chairman of the Parish Council for the Civic Year 2014 - 2015. Councillor Mrs. Allen was presented with the Badge of Office by the Chairman, who thanked her for the sterling service to the Council in the past year, asking that she continue in the same vein.

### 7. To appoint Representatives to outside Bodies.

Members noted the letter from Birmingham Airport saying a review had been completed of the Airport Consultative Committee and that the future representation for Castle Bromwich would be through their Borough Councillors. The Chief Executive thanked Cllr Whelan for his contribution to the ACC. A new Community Consultative Group would be established and a post would be advertised for a community representative for Castle Bromwich which the Parish Council could assist with identifying. The Chairman invited nominations/confirmation for each appointment and **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following appointments be confirmed for the Civic Year 2014-2015:

Airport Advisory Committee	Ceased to be eligible	
Castle Bromwich Children's Centre	Cllr M Rashid (new)	
Castle Bromwich Youth Parish Council	Cllr Mrs. P Allen (continuing)	Asst Clerk 23/6
Chelmsley Wood Citizens Advice Bureau- Forum	Ceased to meet	
Conservation Areas Advisory Committee	Cllr Terry (continuing)	
Solihull Partnership	Cllr E Knibb (continuing)	
Solihull Area Committee (Parish & Town Councils) 2 posts	Cllr E Knibb (continuing)	
Solihull Area Committee (Parish & Town Councils)	Cllr M Hayes (new)	Asst Clerk 23/6
Warwickshire & West Midlands County Association of Parish & Town Councils, County Committee	Cllr E Knibb (continuing)	
HS2 Community Forum 2 posts	Cllr E Knibb (continuing)	
	Vacancy	
Castle Bromwich Hall Gardens Trust (3 years until May 2016)	Cllr Mrs. P Allen (continuing)	
Dame Mary Bridgman Trust (4 years until May 2015)	Cllr Mrs. P. Allen (continuing)	
Dame Mary Bridgman Trust (4 years until May 2015)	Cllr Mrs. A Haywood (cont'g)	
Castle Bromwich Infant School – Governor (4 years until 2018)	Cllr J Horne-MacDonald (cont'g)	
Castle Bromwich Junior School – Governor (4 years until May 2015)	Cllr Mrs. Haywood (continuing)	
St Thomas Dole Charity Trust (4 years until May 2015)	Cllr E Knibb	

Members were reminded they were expected to provide a report at full Council on the meetings they had attended as representatives of the Council.

### 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 new Civic Year as follows:

#### Leisure Services Committee.

Councillors Mrs. A Haywood, E Hicks, I Hiley, E. Knibb, M Rashid, J Riordan and Miss J Ward, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Finance & General Purposes Committee (10 members). **ON THE PROPOSITION OF** Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that Cllr. Hiley be elected as Chairman of this Committee.

#### Finance and General Purposes Committee:

Councillors Mrs A Haywood, E Hicks, J Horne-MacDonald, J Riordan, A Terry and J Whelan, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee (9 members). **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Terry be elected as Chairman of this Committee.

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

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

Staff Panel: Cllrs Mrs. P Allen, E. Knibb and J Riordan.

Appeals Committee: Cllrs M Hayes, E Hicks and I Hiley.

Reserve Members: all remaining members to serve if required on either, but not both, the Staff Panel and the Appeals Committee(with a Primary Pool of initial reserves): Cllrs J Horne-MacDonald, M Rashid, A Terry and J Whelan.

ACTION

Clerk  
5/6

#### **9. Minutes of the previous Meeting.**

**ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 30<sup>th</sup> April, 2014be accepted as a true and correct record of the Meeting.

#### **10. Appointment of Signatories for Financial Procedures.**

Following the earlier elections, **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the 7 signatories would be Cllrs Mrs. Allen, Hayes, Hiley and Terry, 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  
27/6

#### **11. Questions from Councillors.**

Cllr Rashid asked for overgrown trees in gardens to be reported to the Borough Council that were a potential hazard to pedestrians using the gully from Park Hall Crescent to Chester Road.

Ad.Asst  
4/6

#### **12. Questions from the Public.**

Under Standing Order 70, the Chairman temporarily suspended standing orders and invited questions from members of the public. A resident from Park Hall ward referred to the Borough Council decision to downgrade Lark Meadows at Babbs Mill from a nature reserve to a plot of land that would be built on, initially for 200 houses, then 130 and currently a development of about 70. The Chairman pointed out this was not within the parish but the resident replied he had been advised to raise the matter with his own parish council as it was a facility used by Castle Bromwich residents which was being removed without sufficient consultation of visitors. Only a few neighbours affected by the potential new access road in Cooks Lane had been notified. Two more residents from the Whateley ward explained the wildlife that would be decimated, highlighting that objections had also been made to Solihull MBC by the Wildfowl Trust. After further discussion, including the detrimental effect on bats in Babbs Mill, the public were advised to contact the 3 Borough Councillors that represented Castle Bromwich and the local MP to seek their assistance, although it was said in response that one of the Bor. Cllrs had voted in favour of the decision to build houses which had both disappointed and disgusted them. Following discussion and in conclusion, the Chairman thanked the residents for highlighting their concerns and said the council would note their comments and concerns, which would be seen by the Borough Councillors when they read the Parish Council minutes. Some councillors felt able to raise awareness further and contact details were exchanged and left with the Clerk. At the end of the item, Standing Orders were resumed.

Later in the meeting, feedback was given on a matter raised at a previous meeting. Members noted the council's normal protocols had been followed, being mindful to respect the wishes of the family of the late Jerry Dutton, with two separate notices being displayed at Arden Hall, the parish council flag had been flown twice at half mast, the Chairman had spoken at the funeral service and paid tribute to Mr. Dutton's work (at the request of the family) and a press release had been sent to local media being printed in the

Gazette and put on the parish council website. A silence had also been held prior to the start of this Council meeting.

### 13. Communications.

Members noted the information listed and the additional letters of thanks from Castle Bromwich Junior School and Friends of Acorns for the donations they had received from the Chairman's Charity Fund. Cllr Mrs. Allen said that the total raised for prostate cancer by Fordbridge Town Council at their recent Charity Dance was £3,091.32.

### 14. Finance and Payments.

Members considered the list of payments and the additional cheque required for the WALC renewal for £1,167 which would be on the payment list the following month. Members noted the substantial expenditure on fire alarm/protection in the Pavilion. In the absence of any prior information, members requested the Hall Manager provide clarification to the Leisure Services Committee. Following further questions answered by the Clerk on products purchased and services provided, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved.

### 15. Guest Speakers: Representatives of Vision Sports Coaching.

At the invitation of the Chairman, Mr. Dan Aplin and Mr. Patrick Fanning (Jnr) expanded on the proposals they had submitted to the Council for a pilot summer coaching scheme. Following discussion and consideration, **ON THE PROPOSITION** of Cllr Hicks, **SECONDED** by Cllr Whelan, **IT WAS UNANIMOUSLY RESOLVED** that a soccer coaching scheme be provided in the playing fields by Vision Sports Coaching for 3 weeks commencing on 4<sup>th</sup> August, with the council's contribution being free provision of the pavilion in the first instance, noting it was not available on Tuesdays until after 1.30 pm due to an existing hirer. **IT WAS FURTHER RESOLVED** that Vision Coaching write to the Chairman of Bromford Lions to invite their involvement and to contact the Clerk and arrange a meeting with staff as a matter of urgency.

### 17. Licence Agreements – Castle Bromwich Cricket and Sports Club.

Following clarification on the Leisure Services Committee resolution made at the May meeting, members **AGREED** to consider this topic before Item 16. Members noted the response of the Club Vice-Chairman (in the absence of an elected Secretary) about the planned changes to the Club structure that they wished to complete prior to signing the Licence Agreement. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Whelan should continue to represent the Council, with the Clerk, during meetings to conclude the Licence.

### 16. Castle Bromwich Cricket & Sports Club.

In light of the above information, **IT WAS AGREED** to defer agreement of items 16.1 – 16.3 and 16.5 until the Licence Agreement was signed. However, it was felt that the Hall Manager should be asked for her view on 16.1, that a workable detailed plan should be defined by hirers for the council to consider later, that normal charges be levied for 16.2 until consideration was made by Council, that the Club let the Council know the composition of their Fun Day sub-Committee and when meetings would take place (with an invitation extended to the Chairman of Leisure Services Committee to consider representing the Council). Cllr Rashid left the meeting briefly during the discussion.

### 18. Report of the Leisure Services Committee.

**ON THE PROPOSITION** of Cllr Miss Ward, **SECONDED** by Cllr Mrs. Allen, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 7<sup>th</sup> May 2014, having been circulated, be received and noted.

ACTION

Hall Mgr  
4/6

Admin.  
Asst.  
22/5

Vision  
asap  
Clerk  
asap

JTW/Clerk  
date tbc

Council  
tbc  
Hall Mgr  
18/6

Clerk  
asap  
Club  
asap  
LSC  
4/6

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

**ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Horne-MacDonald, **IT WAS RESOLVED** that the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 14<sup>th</sup> May, 2014, having been circulated, be received and noted.

**20. Representatives to Outside Bodies.**

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

Cllr Mrs. Allen reported that she had attended the Youth Council annual meeting held on Tuesday 6<sup>th</sup> May. Cllr Miss Jessica Browne had been re-elected as Chairman and Cllr Dan Payne elected as Vice-Chairman. Members discussed their arrangements for the visit to Parliament, with some places being available for adult councillors if wished. A visit to Solihull Civic Centre was being arranged.

Cllr Mrs. Allen also reported that on 10<sup>th</sup> and 11<sup>th</sup> May she had attended the 1940's event at Castle Bromwich Hall Gardens. It had been a busy weekend which had unfortunately been a bit low on volunteers in attendance.

Cllr Knibb reported that he had attended the WALC quarterly meeting of County Members on the evening of 29<sup>th</sup> April, held at the Town Hall in Royal Leamington Spa. As normal, apologies for absence were followed by declarations of interest and the approval of the minutes. WALC had secured a place on the Coventry and Warwickshire LEP Planning business group from which much was now expected. It was also noted that there had been 109 delegates in attendance at the WALC Annual Briefing Seminar held in Warwick back on 1st March 2014. All delegates had reported that they were glad to return to the Mytton Road school venue. Approval of the Financial statement to 31st March 2014 was agreed as the basis for end of year accounts and a new Service Level Agreement with WRCC for 2014-15 was agreed and signed. Then came their business dealings with WCC covering our local charter agreement and notes from the Head of Localities and Safety Unit. Discussion took place on the proposal for Unitary Authorities for Warwickshire and the Electoral Boundary Review and the new Road Permit scheme. A new Purchase of Assistance, needed for when the County Secretary was out of office, was accepted with the Advisory Service from Worcester Association. Discussions were taking place to provide a Specialist Planning Advisory Service for Member councils via WALC. The terms of the provision were still at an early stage of negotiation but it was sure to prove a valuable addition to the WALC service. The WALC AGM would be held on Tuesday, 4th November 2014 and it was hoped that the new NALC CEO Jonathan Owen would be the guest speaker. WALC had noted that a Legislative Reform Order, to make the creation of new councils easier, was soon to become law which would reduce the number of signatures required to trigger a Community Governance Review and the length of time a local authority had to conduct the review. Then followed reports from WALC Area committees, the NALC reports and reports from WALC representatives on other outside bodies.

Cllr Knibb then reported that a meeting of Trustees of St Thomas Dole Charity had been held on 20<sup>th</sup> May. Cllr Penny Holbrook was elected to the Board of Trustees to represent Birmingham City Council, in place of Cllr Tim Evans who had stood down from the Council. After the clerk's report, trustees moved swiftly on to the consideration of 25 applications for grants from voluntary groups within the Ancient Parish of Aston Churches. Cllr Knibb was pleased to announce that from the Castle Bromwich area both "STARZ", chaired by Gavin Prime, and Castle Bromwich Youth and Community Partnership, chaired by Terrie Knibb, were successful in their applications for funding for their very worthwhile and essential contributions within this community. In total a sum of £27,606.98 had been awarded between the 24 successful applicants. The next meeting

would be held on November 18<sup>th</sup> when the charities Accounts and Finances would be dealt with along with all new applications.

ACTION

### 21. Report of the Officer of the Council.

The Clerk reported the request of a parishioner for support in his endeavours to raise aid for victims of the flooding in Serbia. A notice would be displayed on the community notice board in Arden Hall.

Clerk  
asap

### 22. Report of the Chairman.

The immediate Past Chairman reported that he had attended one event, being the Annual Parishioner's Meeting on 6<sup>th</sup> May. Reports were duly given and at the end of the meeting he had the pleasure of presenting the proceeds of the Chairman's Charity Fund to local organisations. He added that he had thoroughly enjoyed his year as chairman, although wishing more had been achieved for the Parish Plan. He viewed the current hirer and staff issues as an impediment to making progress and urged their resolution should be a priority in the new civic year.

### 23. Staff Matters.

**ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that due to the confidential nature of the material being discussed, under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and be instructed to withdraw. Prior to any discussion, Cllr Rashid expressed his concern and stressed the importance to members of maintaining confidentiality of the issues that should not be discussed individually with staff or repeated outside the structure of council meetings.

All  
members  
Immediate

The Chairman apologised for a technical delay in circulating information to members and tabled notes from the working party meeting held on 7<sup>th</sup> May, 2014, including an update on action from the initial meeting. Following discussion and consideration, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the recommendations be accepted, subject to amendment of category of staff in the third paragraph. **IT WAS FURTHER RESOLVED** that Cllr Hayes, on behalf of the working party write to all other staff to notify them that a working party had been formed to study contracts and job descriptions; that the working party consult with a member of staff about consolidating Line Manager responsibilities for staff, subject to prompt consultation with two staff affected by this change; that this responsibility be fulfilled in readiness for 30<sup>th</sup> June. Cllr Mrs. Haywood left prior to the vote being taken.

MH  
asap

W. Party  
28/5