

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 24TH JUNE 2015
 AT 7.30 PM**

Those present:

Chairman: Cllr M Hayes

Councillors:	Cllr Mrs. P Allen Cllr Mrs. A Haywood Cllr G High	Cllr I Hiley Cllr J Horne-MacDonald Cllr E Knibb	Cllr J MacDonald Cllr M Rashid Cllr J Riordan
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[Items 4-end]

[except Item 18]

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

Public: 1 member of the public [except Item 18]

1. Apologies.

The apologies from Cllr E Hicks, Cllr K Shaw, Cllr A Terry, Cllr B Upton and Cllr Miss J Ward were noted for the reason given.

2. Declarations of pecuniary or conflict of interests.

None.

3. Dispensations.

None requested.

4. Casual Vacancy – Park Hall Ward.

At the invitation of the Chairman, Mr MacDonald thanked the Parish Council for inviting him to attend the meeting, he explained that he was interested in people and would be proud to represent the people of Castle Bromwich and to work with the Parish Council. He would also be available to attend events as he was now retired. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that Mr. MacDonald be co-opted to the parish council for the Park Hall ward

5. To receive the Declaration of Acceptance of Office.

IT WAS RESOLVED that the Declaration of Acceptance of Office made by Cllr J MacDonald be duly received. Following consideration, **IT WAS AGREED** that Cllr MacDonald should serve on the Finance and General Purposes Committee.

6. Questions from the Public.

Under Standing Order 3(d), the Chair temporarily suspended standing orders for this item to invite questions from members of the public. A resident from the Bradford ward was perturbed by the increasing amount of flyposting in the parish. Members asked for specific details and after discussion, it was suggested the resident report his concerns to the Borough Council and seek enforcement of the regulations. The Clerk gave feedback from the police on matters of concern raised at recent meetings and their advice that residents should report incidents of antisocial behaviour and crimes at the time they are happening by dialing 101. The police had clarified they worked in partnership with environmental managers, estates teams, the ASB team at Solihull Community Housing and any other relevant partner that worked in the community that may see the alleged activities whilst completing their day to day business. A councillor pointed out that 'partnership groups' should therefore include the parish council, especially as they were democratically elected representatives of all residents in the parish. An incident report

ACTION

via the parish council should be validly recognised even if residents had not called West Midlands Police directly. It was suggested that future reports always be passed to the police, with permission already sought from outset for the police to contact residents in response. That way, clear and relevant details could be added to a rolling log of crimes/incidents. Members noted the police had confirmed that Trading Standards were aware of the corner shop by the Green; that drug/sexual activity by the Hotel and flytipping by the Hall Gardens had not been reported by residents but the team made aware for their patrols; Operation Kickstart would be initiated to tackle the problem of bikes by the Collector Road, perhaps with the POLARIS off road vehicle being used in the north of the borough; a new agreement with petrol stations to help gather information on off-roaders; request for funding support to design out problems; use of dispersal zones has been replaced by Section 34/35 of new ASB act; Hot Spots priorities are set annually according to crime spikes and local demands and due to staff shortages these cannot be easily varied. The Clerk was grateful for police responses, including two visits made to the Village Green. Due to the high number of incidents that members would consider at the next two committee meetings, members **AGREED** that Sgt. Heathcote should be invited to a future meeting in the autumn to discuss policing in the parish. Standing Orders were then resumed.

ACTION

Clerk
asap

7. Questions from Councillors.

None.

8. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Hiley, **SECONDED** by Cllr High, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 20th May, 2015 be accepted as a true and correct record of the Meeting.

9. Communications.

Members noted the information listed and the Clerk gave additional information received on the structure of Solihull MBC and an early apology from a participant for the Remembrance Parade. A member referred to historical information provided by the Clerk but she was unable to answer the question on a financial matter after 1972. However, the member was invited to research the council archives.

10. Revised terms of reference.

Following consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Mrs Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the single order threshold be increased to £25,000 gross for Committees, in line with the current financial regulations and copies were duly signed and adopted. Copies would be supplied to members.

BU asap
Admin Asst.
22/7

11. Review/adoption of new Standing Orders.

Following discussion, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Horne-MacDonald, **IT WAS UNANIMOUSLY RESOLVED** that two minor clauses be deleted as surplus to requirements: Section 3, clause 'y' – delete sentence in italics only and Section 4, clause f, delete item (iii). All other standing orders remain as previously adopted.

12. WALC advice on procedures.

The Chairman explained that advice had been sought on two issues. Following careful consideration of committee minutes being presented to council, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the council would continue the practice of voting to receive Committee [Panel] minutes and 'note the decisions duly made', for which the whole council was responsible. The Clerk undertook to change future agenda wording. Accepting the accuracy of committee minutes would remain the responsibility

Clerk
22/7

of the relevant Committee. There was no change to wording or voting on Council minutes. Following further consideration, members discussed the need for a special resolution to change the decision made on 20th May which was supported and would be considered at the July meeting. The Chairman outlined his intention to request a change to standing orders before May 2016 regarding Committee Chairmen serving on both committees to reflect the past custom and practice.

ACTION

Council
29/7

13. Year End Accounts 2014/15 and Internal Audit Report.

Members considered the report received from Whalley & Co who had completed the internal audit and noted the accounting practices had been scrutinized and found to be satisfactory. Pension records had been scrutinized but the year end Pension Return no longer had to be certified by the auditor. Following an opportunity for questions, **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the auditors report be noted and that the Year End Accounts 2014/14 be formally adopted and the Chairman countersigned the balance sheet.

Clerk
26/6

14. Annual Return to External Auditors 2014/15.

Members considered carefully 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 the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the Annual Return, as circulated, be signed by the Chairman and the Responsible Finance Officer.

Clerk
26/6

15. SMBC Consultations and invitation.

Members considered carefully:

a) the administrative process to conclude/transfer a minor piece of former highway land adjacent to Henshaw Court, which received no objections. Members requested a copy of an updated map showing the Henshaw Court development instead of the former Chester Arms. Members noted the site meeting at 4 pm the following day to meet and discuss the practical results of the Hurst Lane Place scheme. Members expressed concerns on some aspects that had not been entirely successful and unfortunately knew of motorists who now avoided Chester Road/Hurst Lane completely. It was **AGREED** to invite a representative to a future parish council meeting to explain why there had been changes from the original scheme first presented, the completion of the scheme and the outcomes achieved. It would be helpful to know about the alteration period as suggestions had been proffered to members.

Clerk
29/6

b) there were no objections raised to the installation of new signage to publicise the cycleway starting in Castle Bromwich on the verge of the Chester Road, near the entrance to the Hall Gardens;

Clerk
29/6

c) the invitation from the Head of Democratic Services to attend a drop-in session at Solihull MBC on 23rd July would be accepted by Cllrs Hayes and Knibb and the Clerk.

Clerk
3/7

16. Further reviews.

Members noted the report on the recent inspection and **AGREED** to refer the outcomes to the Leisure Services Committee.

LSC
1/7

17. Appointment of Signatories for Financial Procedures.

In the absence of any further requested changes, **IT WAS AGREED** that the authorisers for Unity Trust Bank should remain Cllrs Mrs. Haywood, Hayes, Hiley, Riordan, Terry and Upton with the RFO. No changes were recommended for the Lloyds account.

18. Smarter Working Group.

At the request of the Chairman, this item was deferred to the end of the meeting.

19. Local Council Award Scheme.

ACTION

Following consideration, **ON THE PROPOSITION OF Cllr Riordan, SECONDED** by CllrKnibb, **IT WAS UNANIMOUSLY RESOLVED** thatthe council should apply for the Foundation Award and then aim to progress further. Cllr Riordan undertook to work with the Clerk on the assessment criteria. The Clerk highlighted the need to complete the website review and extend the information available on it. A monetary award may be received if successful.

JR/Clerk
08/15

20. Council Priority Projects for the Year.

Members noted the tabled information and **AGREED**that Committees should review their priorities and report back to full council.

LSC 1/7
FGP 8/7

21. Finance and Payments.

ON THE PROPOSITION of the Chairman,**SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that:

- a)the schedule of direct debits/standing orders for the year and list of annual subscriptions be approved, with the necessary new direct debit forms being signed by two members and duly submitted for processing;
- b) the latest income and expenditure report be noted and the latest bank statements be scrutinized and signed by a member;
- c)followingscrutiny of invoices andresolution of queries, that the payments as listed by approved. It was **FURTHER RESOLVED** that the deferred invoice for refuse collection be approved for payment. Members noted that the Clerkwas still in discussion with Npower regarding an invoice with high administration charges being levied on the contract they had previously advised did not exist but were now billing.

Clerk
Asap

Member
24/6

Admin Asst
25/6

Clerk
On-going

22. Report of the Leisure Services Committee.

ON THE PROPOSITION of Cllr Hiley, **SECONDED** by Cllr High, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 3rd June,2015, having been circulated, be received and noted the decisions duly made.

23. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of the Chairman, **SECONDED** byCllr Horne-MacDonald**IT WAS RESOLVED** that the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 10th June 2015, having been circulated, be received and noted the decisions duly made.

24. Representatives to Outside Bodies.

Cllr Mrs. Allen reported that on Thursday 21st June she had attended the Hall Gardens for a Trustees meeting. Plans were being made for their 30th anniversary in September. She reported that the new Manager was working well but still settling in.

25. Report of the Officer of the Council.

The Clerk reported that an unknown vehicle had destroyed 8 bollards at the village green and quotes had been requested for their replacement. Problems with serious antisocial behaviour on an open space had been reported to the police. The Clerk would place the Parish Plan on future agendas, which had been omitted this month.

26. Report of the Chairman.

The Chairman reported that on 1st June he had attended the AGM for Castle Bromwich Scouts and it had been proudly announced that the group had won the Queen’s Award for Voluntary Service. There were currently 23 leaders and 250 scouts, cubs and beavers. There was a recruitment drive underway which would bring them close to being the largest group in the country. They continued to do a superb job with 10 groups meeting each week, two sections per night, with a brilliant network of helpers. He was astounded that they continued to keep growing and keep improving with the range of activities taking place. The Clerk was asked to send a letter of congratulations on their award.

ACTION
Asst. Clerk

On 7th June, he had attended the annual Civic Service which went really well. He particularly commended the reading brilliantly done by the Vice-Chairman of the Youth Council and asked for a letter of thanks to be sent. There were new arrangements for the reception which also went very well and he would seek a review by the Events working party later in the year.

Asap

Asst Clerk
asap

18. Smarter Working Group.

Prior to presenting the report of the working group, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the matter be discussed under confidential terms. Following discussion and consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that:

Hall Mgr
asap

1. the Hall Manager should confirm all A rate booking requests for 2016-17;
2. that the B & C rate booking requests be confirmed if they coincided with other bookings;
3. that all other booking requests could be confirmed whilst the Manager also ascertain if the group may move to another day when other hirers were in;
4. that the Hall Manager suspend booking office hours to flexibly manage her staff. If closed, hirers could continue to utilize answer machine/emails to arrange personal visits at times when the Hall was open for hire (a member noted difficulties experienced in obtaining access to the building which would need addressing);
5. that the Hall Manager/Clerk should explore flexible working by writing to staff and invite volunteers for additional hours to cover unfilled vacancies.

Hall Mgr/
Clerk
Asap

Following consideration, members asked the Leisure Services Committee to explore customer payments by electronic means, with the Finance & General Purposes Committee to consider and clarify any recommendations. The Clerk undertook to seek the Hall Manager's views before placing on a future agenda. A member suggested the council consider utilizing apprentices with training support in relevant fields. A guest speaker would be invited to attend the next council meeting and explain how the scheme worked and what funding was available.

LSC/FGP
Tba

Clerk
6/7

Council
29/7

