

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 26TH NOVEMBER 2014
 AT 7.30 PM**

Those present:

Chairman: Cllr M Hayes

Councillors: Cllr Mrs. P Allen Cllr E Knibb Cllr J Riordan
 Cllr Mrs. A Haywood [Except Item 16b] Cllr A Terry
 Cllr I Hiley Cllr K Okanta-Ofori Cllr B Upton
 Cllr J Horne-MacDonald Cllr M Rashid Cllr Miss J Ward

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

Public: 3 members of the public [not all present for the whole meeting]

Due to a number of confidential items for consideration, some items were deferred to the end of the meeting to avoid inconvenience to the public in attendance.

1. Apologies.

The apologies from Cllr E Hicks were noted for the reasons given.

2. Declarations of pecuniary or conflict of interests.

Cllr Knibb declared a pecuniary interest in Item 16 (b) as a payment for a travelling expense claim to him was listed for approval and he would leave the meeting at that time.

3. Dispensations.

None received.

4. Questions from the Public.

Under Standing Order 70, the Chairman temporarily suspended standing orders for this item and invited questions from members of the public. A resident from the Bradford Ward commended the Borough Council for their work on cleaning the Birmingham Road which had greatly improved the environment. The Chairman felt this was in part due to the matter being raised publicly at meetings. A member had also noted the improvement and hoped the Hotel could act to keep the stones from spilling off their driveway, which apparently they had been asked to do. Another member suggested contact routes for requesting cleansing work. At the invitation of the Chairman, PC Discenza gave feedback on the potential for a new restorative justice scheme for parking problems, which was due for consideration by school governors and other agencies. However, the focus of discussion was on increased crime figures, largely due to one particular local store that was being targeted by young offenders. The police were investing time and resources into supporting/protecting staff at the store but it appeared the head office was not prepared to do the same. Members noted this with great concern and thought the staff in the store and the local community deserved a better response from the company, suggesting that the topic be placed on the next Finance and General Purposes Committee agenda in the light of this new information. PC Discenza confirmed that several arrests had been made after a spate of summer burglaries in the parish and a marked improvement in crime figures anticipated as a direct result. A member asked about quad bike issues raised by a resident at a recent Committee meeting and PC Discenza confirmed that some drivers were known and incidents had reduced after police action.

5. Questions from Councillors.

Following clarification of the consequence of personal data potentially being disclosed, this matter was deferred to the end of the meeting.

ACTION

FGP
10/12

6. Minutes of the previous Meeting.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Upton, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 29th October, 2014 be accepted as a true and correct record of the Meeting.

7. Communications.

Members noted the information listed.

8. Solihull MBC Consultations.

Following consideration by members, there were no views to be submitted on this occasion to the consultation on the proposed Local Area Plan for the HS2 Interchange or the Inspector’s Final Report on Solihull MBC’s Gypsy and Traveller Site Allocations Plan.

9. Locality – Funding support.

Members noted the opportunity but felt unable to make an application at this stage.

10. Parish Plan.

Members noted the bulbs had been purchased and following an offer by Park Hall Academy to assist with planting at Whateley Green and the Village Green, members advised Cllr Mrs. Allen to email Park Hall to make arrangements. A member suggested a gardener could be paid to do the planting if it was difficult for the school to help.

11. Leisure Services Committee Recommendations.

At the request of Cllr Hiley, members considered recommendations and the following decisions were reached:

a) **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** to undertake a professional survey of Arden Hall Roof to agree which of the 4 main areas should be renewed, subject to work being compatible with external insulation and potential solar installation at a future date, seeking advice of potentially suitable companies from Community Energy Warwickshire.

Hall Mgr
30/12

b) following consideration of costs supplied by the Hall Manager to the Clerk, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that further detailed information was required. The Hall Manager would be asked to supply information to the next Leisure Services Committee meeting on the number of Spencer Hall chairs that remained serviceable, what numbers had to be replaced and for what reasons (e.g. broken links, damaged upholstery, missing rubbers), what number of chairs were needed for different layouts and on how many occasions during the year the maximum number of chairs were required. Members needed to consider the effect of purchasing 280-300 chairs and also the effect of not purchasing chairs and perhaps alternatively hiring the extra ones.

Hall Mgr
asap

c) Cllr Mrs. Allen reported she had met with the Wildlife Trust who had confirmed there was no funding available for the parish, although there was for other areas of north Solihull. A further meeting was taking place and Mr. Phelps had offered to update the parish council afterwards.

12. Committee Agendas

Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** to continue with sending all agendas to all members as it extended opportunities to members to know of topics being considered, in addition to saving time for staff as confirmed by the Clerk.

13. Members Allowances.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** to reduce the future allowance from £103 per elected member to £80. It was noted the allowance was required to ensure there was no barrier to candidates who wished to be elected. The Clerk undertook to supply costs of past usage of the Chairman’s Allowance for the next Finance and General Purposes Committee meeting.

Clerk
10/12

14. Annual Parish Meeting – Tuesday 5th May, 2015 (and potentially future years).

Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** to continue holding the APM in the Spencer Hall and endeavour to both promote and increase attendance at this important meeting.

15. Licence Agreements.

At the request of members, this matter was deferred to the end of the meeting.

16. Finance and Payments.

a) Members noted the latest income and expenditure report. Cllr Hiley asked members to pay particular attention to Item 8 of the last LSC minutes which reported the serious shortfall in anticipated year end bar sales. The Chairman scrutinized and signed the latest bank statements and reconciliations.

b) Cllr Knibb withdrew from the meeting. Following clarification of questions put to the Clerk on products purchased and services provided and level of bank charges, **ON THE PROPOSITION** of Cllr Rashid, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved. Cllr Knibb rejoined the meeting.

17. Report of the Leisure Services Committee.

ON THE PROPOSITION of Cllr Hiley, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 5th November 2014, having been circulated, be received and noted.

18. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of Cllr Terry, **SECONDED** by Cllr Upton, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesdays, 29th October and 12th November, 2014, having been circulated, be received and noted.

19. Report of the Staff Panel.

Due to a confidential disclosure, this matter was deferred to the end of the meeting.

20. Representatives to Outside Bodies.

As reported and outlined at the last meeting by the Chairman, Cllr Knibb confirmed he had attended the 65th AGM of WALC at the Shire Hall in Warwick. Cllr Knibb reported on the meeting of the St Thomas Dole Charity held on Tuesday 18th November 2014. Two new trustees were appointed, replacing previous ex-officio trustees - The Venerable Simon Heathfield as the new Archdeacon of Aston and Cllr Penny Holbrook from the Birmingham City Council. The minutes of the meeting held 20th May 2014 and matters arising were dealt with before accepting the accounts. JWHinks & Co were re-appointed as the Charities accountants. A review of investments by M&G Investments demonstrated that they had both increased in value and in dividends paid for the year 2014/2015 thus far, despite expected severe financial pressures on the stock market. 20 grant applications were reviewed and all were granted in full, some £17,500 in total out of available funds of £28k, other than one being deferred to May next year and one not fitting the criteria of the charity which was the relief of need, hardship or distress. Sadly this was our own application for a commemorative memorial bench to be sited near to our War Memorial in Castle Bromwich. The meeting was concluded with the clerks report and the setting of the 19th May 2015 as our next meeting date.

Members noted the tabled report by Cllr Knibb on the Solihull Area Committee of WALC that had been held at Cheswick Green on Thursday 23rd October 2014, when representatives from 9 of the 17 Solihull councils were in attendance. The guest speaker was Dave Whittle of the Coventry, Solihull and Warwickshire (CSW) Resilience Team, who explained their purpose was to prepare for and respond to emergencies by mitigating actual or emerging risks and to build community and environmental resilience. The team also warned and informed the community by giving advice (with guidance) through co-operation with multi-agency partners. Members found the presentation most useful and discussed issues pertinent to their parishes, with information being requested about the situation between SMBC and parishes. Other topics were discussed

ACTION

Hall Mgr
3/12
Members
03/15All
members
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27/11

including travellers, flooding, rest centres locations and 'emergency boxes', evacuation process, public health issues, ebola, the West Midlands Counter Terrorism Unit, personal disaster preparation. As there was a 90 minute presentation for the general public, it was suggested that there could be a session for SAC members, for perhaps half a day and then each parish could organise public session in their own parishes. An interesting suggestion was having a 'go bag'; a bag that was ready to pick up and take quickly, containing things like medicine, money, a phone charger, a note book and pad, telephone numbers and memory sticks with photographs etc. Thanks were given for the presentation and SAC asked what the Borough Council's response about emergency plans would be. General business then covered the level of active involvement of the member councils within the Solihull Area, the Parish and Town Council Charter with SMBC, Parish and Town Council byelaws, a recent meeting with Nick Page, the new Chief Executive for SMBC who would be pleased to meet again with SAC representative on a regular basis. An update was given on issues for local councils relating to HS2. The next SAC meeting would be on Thursday 29th January 2015 at Castle Bromwich.

Cllr Mrs. Haywood said that a meeting of the Dame Mary Bridgeman Trust had been held on 22nd November and would be reported at the next meeting.

Cllr Mrs. Haywood reported on recent matters as a Governor of Castle Bromwich Junior School. On 15th September at the start of the new academic year 2014/2015, a meeting of the Full Governing Body had taken place with thanks given to the previous Chair of Governors and Jackie Sennett was duly elected as Chair, with Ted Richard becoming Vice Chair. Gaynor Cook was elected as Chair of Curriculum and Community with Ted Richards re-elected as Chair of the Finance Committee. Terms of Reference for all Committees and responsibilities were adopted. During the Full Governing Body meeting Governor Expectations were created with and by governors in that Governors should:

- Attend at least one governor training session in an academic year
- Formally visit school at least twice a year
- Attend all meetings – unless there is a genuine reason
(All meetings start at 6 pm and will conclude no later than 8pm)
- Governors should arrive at meetings having read papers and prepared questions
- Engage fully in the roles and responsibilities as a governor and support school improvement
- New governors to attend new governor training

Castle Bromwich Junior School had adopted the following values: Accepting, Aspiring and Adapting. This was explained as Accept - we value everyone from all backgrounds and beliefs; Adapt - we can adapt to different situations and challenges whilst still having high expectations; Aspire - we all aim to be the best we can in all that we do

Their *Aim Statement* was: At Castle Bromwich Junior School we aim to teach the children to do the best they can, so that they learn the most they can, and develop academically, socially and physically to be as happy and as healthy as they can.

Governors were now linked to Year Groups and as such meet with the Year Leader to discuss the progress of pupils and how further progress can be achieved. The role of Governor now involved much more in-depth responsibilities and training had taken a centre stage in this. From Safeguarding Children, Working Together; Understanding Headteachers/Teacher Performance Management to Preparing for Ofsted and increased awareness of the Governing Body in this process. For any new Governor it was important that they understood the role of Governor and its implications and for those of us who had been Governors for some while, a refresher wasn't a bad thing. Understanding Finance and Premises; Curriculum and the impact on the children; to the important work of the Scrutiny Committee is all part of the Role of Governor. The Role of Governor was very much part of school life, it was vital to its success and to the well-being of the children. Governors had an important role to play in supporting the Head Teacher / Teachers in the Management of the School. Cllr Mrs. Haywood asked members to please look at the school website, which gave a "window" into school life, to its aims, achievements and hopes.

21. Report of the Officer of the Council.

The Clerk reported that Sgt. Heathcote had confirmed he could attend the next meeting as the guest speaker and would update members about policing in Castle Bromwich.

22. Report of the Chairman.

The Chairman reported that the two events he had represented the council on during November were at different extremes. On Sunday 9th November he had been honoured to lead the Remembrance Parade and Service when people remembered the sacrifices that had been given. He thanked everyone who had contributed to the event, which had been done safely by the voluntary marshals and the Clerk. He also thanked Cllr Horne-MacDonald who had stood in for the Chairman of the Royal British Legion at short notice. On 25th November, the Chairman had enjoyed the Carol Concert and Christmas Tree Lighting. It had been delightful to see the lovely smiling faces of the local school children performing on the stage in Arden Hall and he had been pleased to welcome all the guests to an excellent night.

5. Questions from Councillors.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that 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 for this item and the remainder of the meeting. Following discussion and careful consideration, in light of two new members being co-opted and the potential to fill the remaining two vacancies at the May elections, the Chairman felt the unusually high absence of members in October had compounded things and may not necessarily be repeated again. The situation could be monitored and an alert raised at the July meeting if it was felt advisable to change the meeting date to avoid clashing with half-term.

Members
July 2015

15. Licence Agreements.

Under confidential terms, members stated their views on the request of a hirer to amend the licence agreement that had been presented to them earlier in the year. Following consideration of the legal advice and the time/cost already spent on legal fees, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** to confirm clarification of some points raised by officers and invite the hirer to sign the licence, voting to retain the format of the agreement as previously presented to the hirer.

Clerk
21/12

19. Report of the Staff Panel.

For the information of members, a confidential report was read by the Clerk. Following a correction to the actual day of the meeting, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting of the Staff Panel held on Saturday, 1st November 2014, having been circulated, be received and noted.

23. Report of the Staff Working Party.

Under confidential terms, the Chairman reported on the Working Party meeting held on Thursday, 6th November and presented their recommendations. **ON THE PROPOSITION** of Cllr Hiley, **SECONDED** by the Chairman, **IT WAS RESOLVED** that Standing Order 1(a) be suspended to allow the meeting to continue for a further 15 minutes. Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the recommendations be endorsed, with clarification as discussed on the policy position of the Council regarding roles and responsibilities. The Chairman undertook to visit Arden Hall and report these decisions accordingly.

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