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**MINUTES OF THE MEETING OF THE CASTLE  
BROMWICH PARISH COUNCIL  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 28TH MARCH 2007  
AT 7.30 PM**

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**Those present:**

**Vice-Chairman** Cllr Mrs. B. Wilkins

**Councillors**

Cllr A Buckley

Cllr J Dutton

Cllr J Gibbins

(Items 1-14 only)

Cllr Mrs. A Haywood

Cllr D Kettle

Cllr E Knibb

Cllr J Riordan

Cllr Mrs. J Smith

(Items 1-14 only)

Cllr Miss J Ward

Cllr S Ward

**Officer:** Mrs C Tibbles

**Public:** 7 members of the public (Items 1-14 only)

**1. To elect a Chairman and receive the Declaration of Acceptance of Office of the Chairman.**

The Vice-Chairman asked for nominations from members and Cllr Gibbins nominated Cllr Mrs. Wilkins for the office of Chairman for two reasons – it was good practice for the Vice-Chairman to become Chairman and he had personally known her for many years and knew her to be honest and straightforward. Cllr Buckley seconded this nomination. Cllr Kettle nominated Cllr Dutton and this was seconded by Cllr Knibb. **ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Dutton, **IT WAS RESOLVED** to hold a written ballot and Borough Cllr Robinson volunteered to witness the count by the Clerk. The Clerk's offer to write names of the nominated candidates on the ballot paper was declined and the ballot took place. The Clerk announced that two votes had been cast for members who had not been nominated and **IT WAS RESOLVED** to hold a fresh ballot as the two votes could affect the result. After clarification of the two candidates who were standing for election, a second ballot took place. On the announcement that again two votes had been cast for members who had not been nominated **IT WAS RESOLVED** to hold a third ballot, this time with the names of Cllr Dutton and Cllr Mrs. Wilkins being written on the ballot papers before being issued. Members were instructed to delete the name of the candidate they were not voting for, which would leave the name of their chosen candidate. Witnessed by Borough Cllr Robinson, the Clerk announced that Cllr Mrs. Wilkins had received the most votes and was therefore duly elected as Chairman of the Parish Council for the remainder of the Civic Year 2006-2007. The Declaration of Acceptance of Office of the Chairman was signed, witnessed and duly received.

The Chairman then called upon members to elect a new Vice-Chairman and **ON THE PROPOSITION OF** Cllr Gibbins, **SECONDED** by Cllr Buckley, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Dutton be elected as Vice Chairman for the remainder of the Civic Year 2006-2007.

**2. Apologies.**

The apologies from Cllr M Hughes, Cllr C Pearce and Cllr P Scriven were accepted for the reasons given.

### 3. Declarations of Pecuniary or other interests.

There were no interests declared.

### 4. Minutes of the previous Meeting.

**ON THE PROPOSITION OF** Cllr Gibbins, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the appendix (relating to questions from the public) to the Minutes of the Meeting held on Wednesday 28<sup>th</sup> February, 2007 have an insertion on line 11 of the 2<sup>nd</sup> paragraph "The Clerk said they are in breach of byelaws." The majority of members abstained from voting on this amendment. The Chairman then signed the Minutes, with the amended appendix, as a true and correct record of the Meeting.

### 5. Questions from Councillors.

There were no questions.

### 6. Questions from the Public.

Standing Orders were suspended for a maximum period of 15 minutes so that members of the public could ask questions. Following an explanation of procedures by the Chairman, members of the public were invited to state their name and address prior to asking their question. A summary of this discussion appears for members as an appendix to these minutes.

### 7. To confirm Standing Committees.

Following the earlier election, members were asked by the Chairman to confirm the composition of the committees as outlined on the agenda.

#### Finance and General Purposes Committee:

Councillors A Buckley, J Dutton, J Gibbins, E Knibb, D Kettle, P. Scriven and S Ward, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee

#### Leisure Services Committee:

Councillors Mrs A Haywood, M Hughes, C Pearce, J Riordan, Mrs J Smith and Miss J Ward, together with the Chairman and Vice-Chairman of the Council and the Vice-Chairman of the Finance & General Purposes Committee.

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

**ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Mrs. Smith, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 7<sup>th</sup> March 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

### 9. Report of the Finance & General Purposes Committee.

**ON THE PROPOSITION** of Cllr Kettle, **SECONDED** by Cllr Gibbins, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesday, 28<sup>th</sup> February and Wednesday, 14<sup>th</sup> March 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

### 10. Report of Working Parties.

Cllr Gibbins returned his copy of the draft Lottery Application Form with annotations. The Clerk had tabled the reply from HM Customs and Revenue regarding reclaiming VAT but felt this required further clarification. The Marketing Working Party had met on 7<sup>th</sup> March and hoped to arrange more frequent charity quiz nights. Arden Hall's first Bridal Fayre had taken place successfully on Sunday 25<sup>th</sup> March with all exhibitors being impressed and keen to return again. The Chairman thanked everyone who had worked hard on that event, with particular mention made of the contribution by Cllr Mrs. Haywood and her husband, Mr. Alf Haywood.

### 11. Accounts.

Following resolution of a query from Cllr Riordan, the Clerk explained a large credit note had been received from Island Fire for erroneously charging for new fire extinguishers that had not been authorised or installed. **ON THE PROPOSITION** of Cllr Buckley, **SECONDED** by Cllr Ward, **IT WAS UNANIMOUSLY RESOLVED** that the accounts as set out in the enclosure be approved for

payment before the financial year end.

## **12. Representatives to Outside Bodies.**

Cllr Knibb reported that on Monday 12<sup>th</sup> March he had attended a meeting of the Finance and Planning Committee of Castle Bromwich Junior School Governors. The 2006/07 budget was reviewed, with a healthy balance to be carried forward to the forecast budget for 07/08, which was also approved. The construction of the new car park was scheduled to be laid during the Easter holidays and if all went to plan the school would end 2008 with a very healthy budget surplus to carry forward for future years.

Cllr Knibb reported that on Tuesday, 13<sup>th</sup> March he had attended the Youth Parish Council meeting when a healthy discussion ensued regarding a whole host of ideas and plans to enhance sport and leisure facilities. It was agreed to pursue ideas relating to the pavilion and playing fields such as vending machines or tuck shop and the possibility of an all weather, all purpose playing surface. Youth Councillors intended to conduct a survey of the youth of Castle Bromwich via schools/websites (including our own) over the coming months.

Cllr Knibb reported that on Monday 19<sup>th</sup> March he had attended a Solihull Partnership meeting, which included a coach tour of the areas to be recipients of the regeneration programme for North Solihull. This was followed by a buffet lunch before two hours of presentation on the how's, why's and mechanics of its introduction, planning, monitoring, achievement and delivery of this superb £30 million project. This was followed by a question and answer session before breaking into working party groups. He discussed with a grant provider, who had £880,000 to give away, about funding developments at Arden Hall only to be informed at this stage that Castle Bromwich was **not** included in the North Solihull Regeneration Programme as it appeared not to be deprived enough! He suggested they look at the educational performance of our schools and tell him again why Castle Bromwich was not included as homes and schools were the cornerstone of the proposed regeneration plan.

Cllr Knibb reported that on 19<sup>th</sup> March he had attended a Curriculum and Community Committee meeting of Castle Bromwich Junior School Governors. A presentation was given by four School Councillors from Year 6 who gave the results of their lunch box survey. Graphs showed a healthy balanced diet in Year 3 with foods low in fats/sugars and high in fruit/vegetables but as they progressed to Year 6 a complete reversal was the order of the day. The presentation had been given to the school assembly and a healthy eating programme instituted by education and poster propaganda for Year 5 pupils to carry forward the monitoring of progress throughout the next year. Also discussed was the outcome of the LEA monitoring visits, resulting in successful removal of Castle Bromwich Junior School from the category of school of concern. A PE policy action plan was presented and approved and granting of Award Status recognised the PE achievements over the year. The results of a pupil and parent questionnaire were discussed with 90%+ satisfaction rates in all areas.

Cllr Knibb reported that on 23<sup>rd</sup> March he had attended a full Governing Body meeting of Castle Bromwich Junior School to approve the 2007/08 budget.

## **13. Report of the Officer of the Council.**

The Clerk reported that electoral roll numbers were available for members who needed to complete their nomination forms for election and Cllr Kettle confirmed that he would hand deliver the forms to Solihull MBC Elections Office on everyone's behalf. The official Election Notice had been received but amended and reissued after an error in the number of members. This was now on display at the Council Office. The Clerk reported two incidents of tamper damage being done to alarm systems, which would result in charges for emergency repairs. Information on mobile phone masts from the recent WALC training day had been supplied to Cllr Mrs. Smith. A request for advice had been received from a Shard End Steering Party and 2 volunteers were asked to make contact by telephone to share their advice and experience from Castle Bromwich. The Appeals Panel had been requested to meet in order to consider a recent staff disciplinary. The Clerk reminded those members who were not retiring from the Parish Council to return their forms expressing their preferences for committee/representative/chairman roles and asked if procedures should be altered this year due to the likelihood of new members after the election. **IT WAS RESOLVED** to give forms to all new councillors after the election and that all positions be agreed and voted for at the AGM on Wednesday, 16<sup>th</sup> May. Members were informed that the

visit of Katherine Kerswell, Chief Executive of Solihull MBC had provisionally been re-arranged for 25<sup>th</sup> July. The Clerk stated that her knowledge of procedures was incomplete when faced with the unexpected resignation of the Chairman and although she endeavoured to take advantage of training opportunities to keep learning, she asked if members would find it beneficial to have a training session on Standing Orders and Council/Committee meeting procedures? **IT WAS RESOLVED** to investigate further and provisionally arrange a session in Castle Bromwich after the election had been held, either for a Saturday or available Wednesday evening, possibly inviting neighbouring parish and town councils to join with members. Cllr Gibbins asked for training on Legal Indemnity Insurance to be included. Finally, the Clerk asked the Chairman to draw the lucky prize winner from the visitors to the Bridal Fayre.

#### **14. Report of the Chairman.**

The Chairman said she had attended the Bridal Fayre on Sunday 25<sup>th</sup> March and was pleased to report that it had been very successful. She again expressed her thanks to Cllr Mrs. Haywood, Mr. Alf Haywood, the Clerk and staff for their work in organising this new venture.

The Chairman also recorded her thanks to Cllr Gibbins for his valuable work as Chairman of the Parish Council over the past ten months.