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**MINUTES OF THE MEETING OF THE CASTLE  
BROMWICH PARISH COUNCIL  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 30TH APRIL 2008  
AT 7.30 PM**

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**Those present:**

**Chairman:** Cllr Mrs. B. Wilkins

**Councillors:**

Cllr Mrs. P Allen  
Cllr R Amos  
Cllr E Knibb  
Cllr Mrs. T Knibb

[Items 1-4 only]

Cllr M Rashid  
Cllr J Riordan  
Cllr A Terry  
Cllr Miss J Ward

**Officer:** Mrs C Tibbles

**Public:** 5 members of the public

**1. Apologies.**

The apologies from Cllr Mrs. A Haywood and Cllr Mrs. J Smith were accepted for the reasons given.

**2. Declarations of pecuniary or other interests.**

Cllr Riordan declared a personal interest in part of Item 9, the Grant Aid application by the Community Transport Solihull group and would take no part in the discussion or decision.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr E Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 26<sup>th</sup> March, Tuesday 1<sup>st</sup> April and Wednesday 14<sup>th</sup> April, 2008 be accepted as true and correct records of the Meetings.

**4. Questions from Councillors.**

Cllr Mrs Knibb asked the Council to give permission to the Friends in Retirement Art Group to display their artwork in Arden Hall to raise awareness of their existence and encourage participation? After consideration of advice and discussion by members, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that permission be granted provided the Parish Council was not responsible for any loss or damage, that the Group would be responsible for secure fixing and that the focus was to raise awareness of the Group, rather than for sales. Cllr Mrs. Knibb undertook to liaise with the Group.

Cllr Knibb stated that for the 18 months he had been a councillor he had wanted to know about the structure of the Council and asked the following questions: Who is the clerk's immediate line manager? Who decides her priorities as she has a backlog of work? Who does she inform or seek approval from in relation to setting her working hours each week or requests for leave, etc? Who is responsible for organizing, authorizing and reporting to Council any changes that may be required in order to assist the Clerk in the performance of her duties? Who decides how the Council functions if the Clerk was absent for any period of time?

Why is the Council breaking Standing Order no 44 in relation to the Staff Panel/Committee?

When will the Council be presented with the draft changes to Standing Orders that were to be presented to Council by the Chairman and Vice-Chairman after the Christmas break?

In line with advice received, the Chairman replied that the usual practice was for the Chairman of the Council to be the Clerk's Line Manager, although 'the Council' was the employing body, it would be unreasonable for the whole council to be the line manager. The Clerk is the Principal Officer for the Council and as such was self-managing in many respects with her workload and priorities. This was extremely common practice in small establishments, including the Chairman's own employment where as a Manager she was employed to make decisions. The Clerk ensured the Council Office was open at the agreed times. An Assistant Clerk was currently employed and in any long-term absence of the Clerk the County Office of WALC would assist. The Council would be responsible for deciding how the Council functions and the Chairman could call a special meeting if required. **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** that the Staff Panel include on their next agenda giving a named Line Manager in the Clerk's job description. Cllr Knibb said that he was not questioning the duties or performance of the Clerk. With the permission of the Chairman, the Clerk wished to clarify that she was not seriously ill or intending to be absent from her job.

Staff Panel  
N e x t  
Agenda

The Chairman said that the Leisure Services Committee and the Finance and General Purposes Committee were Standing Committees and that as the Chairman and Vice-Chairman were members of the Appeals Committee it would not be advisable for them to act in an ex-officio capacity on the Staff Panel as correct legal practice must override any Council Standing Orders.

FGP  
Summer  
08

Changes to Standing Orders would be considered when the new Model was issued by NAIC in the summer.

#### **5. 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 the questions asked is appended for members only as the final page.

#### **6. Request for access arrangements at Village Green.**

**IT WAS RESOLVED** that this matter be deferred as the Council was awaiting legal advice from their solicitor.

#### **7. Pension Policy.**

Members noted with interest the revised information and after consideration, **IT WAS RESOLVED** to revise the Pension Policy as recommended.

#### **8. Quorum of Committees.**

A s s t .  
Clerk  
25/5

In support of this motion, Cllr Knibb requested his concern be minuted about inquorate meetings that prevented two Finance and General Purposes Committee meetings taking place since his chairmanship to ensure control of the Council's finances. Cllr Knibb **PROPOSED** an amendment that "temporary period due to the effect of current vacancies" be removed and **THIS WAS UNANIMOUSLY RESOLVED. ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that Standing Order 49 therefore be amended to read "The required quorum for Committees be one third of its full membership."

**9. Grant Aid Applications.**

After consideration and **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** that £500 be awarded to Community Transport Solihull. Cllr Riordan abstained from this matter. The Chairman informed members that the application from Castle Bromwich Cricket & Sports Club was invalid and advised the Club to re-submit a new application.

**10. Application by the Castle Bromwich Cricket & Sports Club for financial assistance.**

The Chairman reported that following the special meeting held on 1<sup>st</sup> April, advice had been received from WALC that it would be unsafe for the Council to proceed further in this matter. Members were informed that the Council could not legally enter into a three-way agreement.

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

**ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 2<sup>nd</sup> April 2008, having been circulated, be received, approved and the recommendations contained therein be adopted.

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

**ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesday, 26<sup>th</sup> March 2008, having been circulated, be received, approved and the recommendations contained therein be adopted.

**13. Report of the Staff Panel.**

**ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Terry, **IT WAS RESOLVED** that the Minutes of the Meetings of the Staff Panel held on Tuesday, 1<sup>st</sup> April 2008, having been circulated, be received, approved and the recommendations contained therein be adopted.

**14. Representatives to Outside Bodies.**

Cllr Knibb reported that on Thursday 10<sup>th</sup> April he had attended a meeting of the Solihull Area Committee of WALC when the Chairman was confirmed as the third SAC representative on the new Standards Committee. The Local Council Charter had now been officially accepted by Solihull MBC and would be presented to all councils at a Civic Ceremony to be announced in the near future. Several other topics were covered including Planning Aid via CPRE, litter, graffiti and anti-social behaviour that everyone seemed to be suffering from. At the next meeting on 3<sup>rd</sup> July in Meriden, Insp. Starling would be invited to speak about organizing and enforcing alcohol free zones.

Cllr Knibb had attended the WALC County meeting on 16<sup>th</sup> April at Warwick. There were 15 agenda items plus an address from Nick Darwen, the Warwickshire County Council's Relationships Manager for the voluntary sector and Parish/Town Councils. He explained about Local Partnership Area and how to deliver to local communities and answered questions.

**15. Report of the Officer of the Council.**

Due to the cancellation of recent meetings, the Clerk asked for urgent consideration by members of the following matters and **IT WAS RESOLVED** she use her delegated powers to:

Accept the lowest CCTV quotation received from Justice Security for Pavilion upgrade as tabled; for charges to be agreed as outlined for a Club Agreement to provide junior pitches and a joint meeting be arranged for Cllr Amos, Cllr Mrs Knibb, the Clerk and representatives of Bromford Lions with delegated authority for a mutual agreement to be reached; to accept the recommendation of the Tree Surgeon to fell a small sycamore tree at a cost of £140 on the boundary of Bradford Gardens but to retain other natural planting to avoid creating problems for residents and wildlife.

Cllr Mrs. Allen was asked to update members on the Village Green Working Party and she explained that dead plants had been removed but assistance was needed with root work and a meeting had been arranged with the specialist contractor. She had gratefully investigated information passed on by Mr. Holland, local resident at the Green but unfortunately funding was only available to registered charities and the Parish Council was not eligible. The Chairman added that this year projects were being undertaken by members but that Cllr Mrs. Knibb would be investigating sponsorship and funding for future years with designs and costings being explored.

#### **16. Report of the Chairman**

The Chairman reported that on Friday 28<sup>th</sup> March she had attended an evening at Arden Hall at the invitation of the Trustees of Castle Bromwich Hall Gardens to hear the Canoldier Male Voice Choir along with the Mayor and Mayoress of Solihull. It was a lovely evening and the choir was exceptional, with the evening being a huge success all round that she had thoroughly enjoyed. On Sunday, 30<sup>th</sup> March she had spent most of the day at Arden Hall at the Bridal Fayre which was once again very successful but could have been spoilt by once again the minority of stupid youths who behaved in a drunken disgraceful way at 11 o'clock in the morning. However it did not spoil the day and the Fayre was well attended and everybody was kept very busy. She thanked Cllr Mrs. Haywood and her husband for the great deal of hard work they put into organizing this event on behalf of the Parish Council and to thank those councillors who came along on the Saturday afternoon and helped clean up. The two shows of Bridal Gowns were spectacular. A lot of hard work had gone into this event and she hoped that councillors would give Cllr Mrs. Haywood and her husband as much support as they could in doing it again.

She had also been down to the Village Green to see the tidy-up work done by Cllr Mrs. Allen and George – it was pleasing to see the effects of having a little TLC and she thanked them for their hard work and despite what they said, the Chairman did only clean up a few leaves on Saturday and trim a rose. The Chairman concluded by reminding everyone of the Annual Parish Meeting on Tuesday 6<sup>th</sup> May at 8 p.m.

Admin.  
Asst. 4/4

Clerk  
ASAP