

Castle Bromwich Parish Council

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Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey
Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan, Cllr. M Strong, Cllr. S Temperton,
Cllr. J Ward + 6 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 24TH APRIL 2024 AT 7:00PM

Members Present:	Cllr. P Allen (Chair), Cllr. S Beechey (Vice-Chair), Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan & Cllr. J Ward.
Guests in Attendance:	SMBC Cllr. M McCarthy & SMBC Cllr. L Kaye
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- C24-046 **Welcome:** Cllr. P Allen welcomed all to the meeting
- C24-047 **Apologies for Absence:** Apologies were received and noted from & Cllr. S Temperton. Cllr. M Strong was not present.
- C24-048 **Declarations of Interests & Dispensations:** Cllr. S Beechey declared a non-pecuniary interest in item C24-052d: Pitch Fees as the Secretary of Castle Bromwich Lions FC.
- C24-049 **Public Question Time:** SMBC Cllr. M McCarthy raised concerns about drainage in the park on behalf of a resident. The Council is already aware of the issues faced after heavy prolonged rain.
- C24-050 **Minutes:** The minutes of the Parish Council meeting held on Wednesday 27th March 2024 were agreed as a true record of the meeting by those who had been present.
- C24-051 **Finance and General Purposes Committee:**
- Payment runs 2024-04-24a and b were considered.
RESOLVED: That Payment runs 2024-04-24a and b be approved (attached at pp4-5).
 - The Lloyds Bank Mandate was considered.
RESOLVED: That Cllr. Alison Haywood be added to the Lloyds mandate to authorise payments, that the Admin Officer be added to create payments and that the Arden Hall Officer be added read-only.
 - Warm Hub Grant Funding:** Following issues regarding the reporting dates, it has been agreed that the funding can be used until the end of July to provide free hot drinks at the coffee morning on Thursday mornings.

Action

- d. **Planning:** Residents were urged to make individual representation on planning applications that affect them. The following comments on planning applications were agreed:

Reference	Address	Proposal	Comment
PL/2024/00547/MINFHO	39 Hazelhurst Road Castle Bromwich Solihull B36 0BH	Single storey rear & first floor rear extension.	No objection subject to neighbours' comment and compliance with regulations.
PL/2023/01633/MINFDW	42 Hazelhurst Road Castle Bromwich Solihull B36 0BJ	Demolition of attached garage and construction of 4 bedroom detached house.	No objection subject to neighbours' comment and compliance with regulations.
PL/2024/00532/MINFHO	41 Hazelhurst Road Castle Bromwich Solihull B36 0BH	Single storey rear extension & first floor rear extension.	No objection subject to neighbours' comment and compliance with regulations.
PL/2024/00628/TPO	Tamarisk 12 Rectory Lane Castle Bromwich Solihull B36 9DH	One Holly tree and Five Conifer/Spruce trees to back of garden - Crown Reduction of up to 50%.	No objection subject to tree officer.
PL/2024/00609/PPFL	369 Chester Road Solihull B36 0JH	Change of use converting house (C3) into children's care home (C2) for three number of children.	The Parish Council does not have its own objection to this change of use. This application should be subject to the neighbours' comments and compliance with regulations.
PL/2024/00272/MINFHO	11 Chestnut Drive Castle Bromwich Solihull B36 9BJ	Single storey side and rear extension.	No objection subject to neighbours' comment and compliance with regulations.

C24-052

Leisure Services Committee:

- a. The minutes of the meeting held on April 10th were noted.
- b. It was noted that the Facilities team need power tools to complete the work needed.
RESOLVED: That up to £1275+VAT be spent from OSP 4185 on power tools to match the current system and that a system must be brought in account for them and for them to be marked up as property/assets.
- c. **Remembrance Quotes:** The quote for traffic management for the Remembrance Parade was considered.
RESOLVED: That the quote of £780+VAT be approved for traffic management for the Remembrance Parade.
- d. **Pitch Fees for 24-25 season:** The pitch fees were considered, it was agreed that all hire charges and pitch fees for 25-26 should be reviewed by a working party in September. Castle Bromwich Cricket and Sports Club has requested a flat pitch fee for use over the season. It was agreed that the tennis court charging system needs to be simplified.
RESOLVED: That the following charges be levied (per season) and that all teams/organisations must sign an agreement and inform Officers of matches. Instalment plans may be agreed with teams.
Youth Football club per season £2165
Local Adults Football team £1135
Non-local Adult Football team £1595

Cricket Section (all teams) Pitch for the season £2060

Tennis Courts £5 per hour.

- e. **Party in the Park:** Councillors confirmed their assistance/attendance which will be passed on to the Community & Leisure Officer.
- f. **Damaged Trees on the Village Green:** The Clerk is in direct contact with the haulage company who are investigating.

C24-053 **Staffing Committee:**

- a. It was noted that the meeting held on 12th April 2024 was not quorate. The following items were listed for approval by full council due to this.
- b. **RESOLVED:** That the Clerk and Community & Leisure Officer be awarded SCP increments as per contract.
- c. It was noted that the Clerk has been employed under NJC terms since November 2018. **RESOLVED:** That the Clerk's long-service entitlement be approved.
- d. **RESOLVED:** The Clerk's annual leave requests were approved for August, December and February 2025.

C24-054 **Council Office:**

- a. **Update:** The Clerk reported on staff being stretched due to absence and preparing the AGAR.
- b. **Correspondence from residents:** A resident on Blackthorn Drive wishes to thank the Chair & Vice-Chair for their assistance in adjusting the car park lights.

C24-055 **Councillors reports:** none.

C24-056 **Action Log:** Updates were noted.

* Memorial Garden & war memorial signage	Clerk
* Financial Regulations Working Party	Clerk
* Disciplinary & Grievance Procedure	Clerk
* War Memorial – names	Clerk/CLO/LKaye
* Flag Flying Policy	Clerk
* Staff Handbook	Staffing Comm.

C24-057 **Meeting Schedule:**

Upcoming meetings were confirmed as:

Full Council	29 th May, 26 th Jun, 31 st Jul
Leisure Services Committee	12 th Jun, 4 th Sep (if needed)
Finance and General Purposes Committee	15 th May, 10 th Jul
Staffing Committee: (Council Office)	17 th July
Financial Regulations Working Party	8 th July (9:15am)
Civic Service	9 th June
Party in the Park	20 th July

This meeting ended at 20:09pm.

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Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

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Dated

Castle Bromwich Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Payment Run 2024-04-24

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
3235		£42.00	£7.00	£35.00	31/03/24	Warwickshire and West Midlands Association of Local Councils - Training SB Employment - The Latest on Legislation Changes on 11 Apr 2024	
3257		£42.10	£3.60	£38.50	03/04/24	T & J Widerange Snacks - Bar Snacks 03.04.24	
3262		£1,069.74	£178.29	£891.45	02/04/24	Horizon Soft Drinks Ltd - Bar Purchases for 05.04.24	
3263		£26.35	£4.39	£21.96	04/04/24	Horizon Soft Drinks Ltd - Bar purchases 04.4.24	
3271		£343.14	£57.19	£285.95	01/04/24	Microshade Business Consultants Ltd - IT Support - Hosted Server & Applications	
3274		£50.00	£0.00	£50.00	01/04/24	Mr N D Thomas (Window Cleaner) - Window Cleaning April	
3280		£751.27	£125.22	£626.05	11/04/24	Horizon Soft Drinks Ltd - Bar Purchases for .11.04.24	
3281		£251.64	£41.94	£209.70	16/04/24	ESPO - Gas to Council Office 29.02.24 - 31.03.24	
3282		£796.81	£132.80	£664.01	16/04/24	ESPO - Gas to Arden Hall 29.02.24 - 31.03.24	
3288		£21.60	£3.60	£18.00	18/04/24	T & J Widerange Snacks - Bar Snacks 18.04.24	
3290		£210.00	£35.00	£175.00	19/04/24	Health Assured Ltd - Complex Occupational Heath Assessment PO816 invoiced at lower amount V3201/3289	
Total		£3,604.65	£589.03	£3,015.62			

Signature

GM Burgess

Signature

P S a

Date

19/04/24

Castle Bromwich Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Payment Run 2024-04-24b

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
3291		£348.00	£58.00	£290.00	10/04/24	Npower - MOP DC/DA Contract 07/04/24-06/04/25	
3292		£41.65	£6.94	£34.71	12/04/24	SMBC - Cleaning materials for Arden Hall	
3294		£686.95	£114.49	£572.46	17/04/24	Horizon Soft Drinks Ltd - Bar Purchases for .18.04.24	
3295		£52.66	£8.78	£43.88	18/04/24	Horizon Soft Drinks Ltd - Surge Can Guinness 24 pack for delivery 18.04 - added to order	
3296		£39.99	£0.00	£39.99	24/04/24	Sports Direct - AG EXP: PPE Safety boots	
3297		£76.44	£12.74	£63.70	08/04/24	SMBC - Cleaning materials for the Pavilion	
Total		£1,245.69	£200.95	£1,044.74			

Signature

Gm Burgess

Signature

P.S.O.

Date

24/04/24