

# Castle Bromwich Parish Council

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**Chairman:** Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey  
Cllr. A Haywood, Cllr S. Farrell, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan, Cllr. M Strong, Cllr. S Temperton, Cllr. J Ward + 5 vacancies

## MINUTES OF THE FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 26<sup>TH</sup> JUNE 2024 AT 7:00PM

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

- C24-075 **Welcome:** Cllr. P Allen welcomed all to the meeting
- C24-076 **Councillors:**
- Mrs Susan Farrell, having applied and confirmed eligibility, introduced herself. The application to become a councillor was considered.  
**RESOLVED:** That Mrs Susan Farrell be co-opted to Park Hall Ward and appointed to the Finance and General Purposes Services Committee.
  - Cllr. S Farrell signed the Declaration of Acceptance of Office and submitted her Register of Interests to the Clerk; she henceforth took part in the meeting as a Councillor.
- C24-077 **Apologies for Absence:** Apologies were received and noted from Cllr. S Beechey, Cllr. S Temperton & Cllr. M Strong.
- C24-078 **Declarations of Interests & Dispensations:** None
- C24-079 **Public Question Time:** None
- C24-080 **Minutes:** The minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> May 2024 were agreed as a true record of the meeting by those who had been present.
- C24-081 **Finance and General Purposes Committee:**
- Payment runs 2024-06-26a, b (Proludic) and c were considered.  
**RESOLVED:** That Payment runs 2024-06-26a, b (Proludic) and c be approved (attached at pp5-7).
  - CIL:** It was noted that Neighbourhood CIL monies can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, **OR** anything else that is concerned with addressing demands that development places on an area.

Action

**RESOLVED:** That the £1441.99 Neighbourhood CIL EMR be spent against the Junior Playground as green infrastructure.

- c. **IT Hardware & Support:** It was noted that 4 new office PCs are needed. The 3 comparative quotes were considered. It was agreed that any hardware no longer needed could be donated to a good cause.

**RESOLVED:**

**Hardware:** That the quote from Leap IT for 4 new PCs and peripherals, including set up, be approved at £2823.40.

**Support:** That a monthly rolling support package be taken out for 4 users including IT support, Anti-virus and Remote Management & Monitoring at £77.64 a month.

This is to be shared ¾ DS ¼ AH 4422 budget.

- d. **Internal Control Check 23-24 Q4:** The check, conducted by Cllrs. Allen & Riordan was noted with no new recommendations but to retain oversight on policy revisions. (attached at pp6-8).

- e. **Council Office Photocopier:** It was noted that the lease has expired on the Council Office machine and it cannot be extended, as previously thought. The quotes were considered with specific regard to the volume and type of printing done in the Council Office.

**RESOLVED:** That a new contract be entered into with current supplier Konica Minolta for a Bizhub C300i at a quarterly rental of £99.13, black copy 0.22p & colour copy 2.1p per sheet.

- f. **Enforcement action at 47 Chester Rd:** It was noted that the appeal against enforcement action was dismissed. The block structure should have been completely demolished by 20<sup>th</sup> May but has only been partially deconstructed therefore legal action will ensue.

- g. **Planning:** The following comments on planning applications were agreed:

Reference	Address	Proposal	Comment
PL/2024/01059 /PPFL	280 - 284 Chester Road Solihull B36 0LB	Replacement of hard surfaces (resurfaced car park and service yard).	No objection subject to compliance with regulations.
PL/2024/01098 /MINFHO	20 Whateley Crescent Castle Bromwich Solihull B36 0DN	Single storey rear/side extension to the existing dwelling.	No objection subject to neighbours' comment and compliance with regulations.
PL/2024/01122 /TCA	Rectory Gardens Castle Bromwich Solihull	T1 - Crown Reduction by 15%, T2 - Crown Reduction by 15%, T3 - Crown Reduction to previous pruning points, T4 - Remove epicormic growth on lower trunk over hanging path, T5 - Crown Reduction by 15%, Reduce in length lower lateral limbs over garage roof and Lift crown by 5%, and T6 - Reduce in length 3 limbs growing towards flats	No objection subject to tree officer.
PL/2024/01118 /MINFHO	316 Bradford Road Castle Bromwich Solihull B36 9AD	Single storey rear extension to kitchen. Two storey side extension to form new bedroom and first floor reconfiguration.	No objection subject to neighbours' comment and compliance with regulations.

C24-082 **Leisure Services Committee:**

- a. The minutes of the meeting held on June 12<sup>th</sup> were noted.
- b. The progress on items requiring the cricket club's attention and the deadline of 30<sup>th</sup> of June was noted. A request for an AC unit will be considered when the electrics have been upgraded. A working party will meet to discuss the sports pitch agreement.
- c. **Junior Playground:** It was noted that the opening of the junior playground had been delayed due to repeated instances of vandalism but that the playground is now fully open. There is still some remedial work to be done to landscaping. The instances of anti-social behaviour and vandalism have been discussed with both the school and police.
- d. **Tribute Night Promotions:** Continuing the contract in 2025 was considered.  
**RESOLVED:** That if the contract is amended to include a minimum of 8 dates per year, it can be entered into on the same basis as before.
- e. **Remembrance Silhouettes:** It was agreed that these be purchased under delegated authority in time for Remembrance.
- f. **Commercial Flooring in the Pavilion:** No quotes have been received yet.

C24-083 **Electricity Contracts:** It was noted that the 4<sup>th</sup> meter, in Arden Hall, is redundant and will soon be disconnected so that standing charges will not be due. The 3 quotes, which had been considered by LSC, had been refreshed and were now considered in detail. Value was judged on reliability of service as well as price.

**RESOLVED:** That the contract with Corona be renewed with the current broker until 2028 on the 3 in-service meters at a saving of around £10k per year on current rates.

C24-084 **Council Office:**

a. **Update:** The Clerk reported on an update received from Castle Bromwich Hall Gardens Trust after the EGM to change the constitution. It was agreed to wait and see what happens as the changes are not fully understood & there may be councillors who wish to become trustees, therefore would not be appointed as the representative to the Stakeholder group.

A member of a community group has snagged clothes in the Windsor kitchen. It was noted that this was not during a hire period. It was agreed to compensate the person with a £15 gift voucher but to remind them that they shouldn't be in the room outside of their hire time.

The meeting on 8<sup>th</sup> July to review Financial Regulations was postponed – the Clerk will revise the new model and email out, hopefully before the summer break.

b. **Correspondence from residents:** A resident living adjacent to the new bin on Hob Farm has complained about its placement. The Clerk was directed to investigate whether an alternative location could be suitable.

C24-085 **Councillors reports:**

- Cllr. J MacDonald provided a written report on a recent BACC meeting. (att at p9)
- Cllr. a Haywood attended a Thomas Dole meeting, with report to follow.
- Cllr. P Allen attended the D-Day beacon lighting at Kingshurst Parish Council, which was enjoyed by all.

C24-086 **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.

C24-087

**Meeting Schedule:**

Upcoming meetings were confirmed as:

- Full Council
- Leisure Services Committee
- Finance and General Purposes Committee
- Staffing Committee: (Council Office)
- Party in the Park

- 31<sup>st</sup> Jul, 25<sup>th</sup> Sep, 30<sup>th</sup> Oct
- 4<sup>th</sup> Sep (if needed), 9<sup>th</sup> Oct
- 11<sup>th</sup> Sep, 13<sup>th</sup> Nov
- 17<sup>th</sup> July, 16<sup>th</sup> Oct
- 20<sup>th</sup> July

**This meeting ended at 20:42pm.**

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

.....  
Dated

# Castle Bromwich Parish Council

## Expenditure transactions - approval list

Start of year 01/04/24

Payment Run 2024-06-26

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
3394		£2,498.53	£416.42	£2,082.11	01/06/24	Fairways Contracting Ltd - Monthly Instalment Grounds Maintenance	
3415		£947.15	£157.85	£789.30	06/06/24	Horizon Soft Drinks Ltd - Drinks Order 6.6.24 1 keg to return, 1 gas to return	
3419		£100.00	£0.00	£100.00	12/06/24	DM Payroll Services Ltd - Administration of Payroll Services 24-25 Q1	
3424		£53.04	£8.84	£44.20	14/06/24	Horizon Soft Drinks Ltd - Bar Purchases 14.06.24 additional	
3425		£770.27	£128.40	£641.87	14/06/24	Horizon Soft Drinks Ltd - Bar Purchases - 14.06.24	
3427		£202.02	£9.62	£192.40	13/06/24	ESPO - Gas to Arden Hall 30.04. - 31.05.24	
3428		£51.42	£2.45	£48.97	13/06/24	ESPO - Gas to Council Office 30.04 - 31.05.24	
3433		£1,977.20	£131.20	£1,846.00	01/04/24	Warwickshire and West Midlands Association of Local Councils - Annual Subs	
3434		£1,800.00	£0.00	£1,800.00	19/06/24	Sports and Play Consulting Limited - 2nd 50% Re-Development of Arden Hall Playground (stage 2 Junior playground)	
<b>Total</b>		£8,399.63	£854.78	£7,544.85			

Signature

*C. Burgess*  
21/6/24

Signature

*P.S. O.*

Date

# Castle Bromwich Parish Council

## Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
2642	ACCRUAL-BACS	£3,000.00	£500.00	£2,500.00	27/06/23	Proludic Ltd - RETENTION FEE ACCRUE TO JUNE 2024 Option 1: To supply & install Toddler play area at Arden Hall playground as per attached specification	£3,000.00
3450		£102,600.02	£17,100.00	£85,500.02	21/06/24	Proludic Ltd - Play Area Junior Area	
<b>Total</b>		£105,600.02	£17,600.00	£88,000.02			

Signature

*G. Burgess*

Signature

*P. S. A.*

Date

*26/6/24*

# Castle Bromwich Parish Council

## Expenditure transactions - approval list

Start of year 01/04/24

Payment Run 2024-06-26c

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
3442		£270.00	£45.00	£225.00	04/06/24	Darter Pumping Solutions Ltd - Service on Pavilion Pump, to include a full inspection, clear any blockages, check the floats, pipework, control panel, jetwash the chamber. 07.06.24 from 8.30 am	
3456		£146.74	£24.46	£122.28	04/06/24	SMBC - Cleaning materials for the Pavilion	
3457		£145.67	£24.27	£121.40	10/06/24	SMBC - Cleaning materials for AH	
3458		£52.31	£8.72	£43.59	20/06/24	SMBC - Cleaning Materials - delivery to Arden Hall	
<b>Total</b>		£614.72	£102.45	£512.27			

Signature

*G. Burgess*

Signature

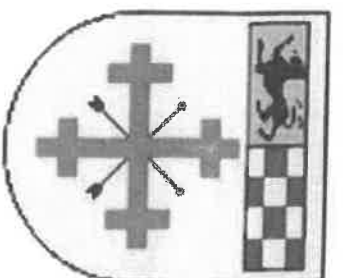
*P.S.A.*

Date

*27/06/24*

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## Quarterly Internal Control Check List

Councillors 1 John Riddan 2 Pauline Allen

Date 30/6/24

Documents	YES	NO	N/A	Actions/Issues/Comments
Arden Hall Finance Controls				
Hall Record of Income sheets checked against receipt books	✓			
Aged Debtors report up to date with relevant details e.g dates of future events or emails of correspondence.	✓			
Petty Cash transactions – receipts & report in line with Council Policy	✓			
Refundable Deposits – clear audit trail and up-to-date	✓			
Bar Finance Controls				
Bar Record of Income sheets checked against till receipts/bar trading analyse	✓			
Stock take	✓			
Council Office Finance Controls				
Precept received and receipted			✓	
Appropriate Accounting records				
TEST EXAMPLE 1	✓			✓3051 ✓3052 CHECKED



Appropriate Accounting records  
TEST EXAMPLE 2

Cashbook up-to-date	✓			
VAT reclaimed	✓			
Working within budget	✓			
Review of Council Policies, are they up to date	✓			IN PROCESS.
Website – Agendas, Minutes & Expenditure over £500 up to date	✓			
Staff wages, HMRC, Pensions transactions,	✓			
Bank Reconciliations with Bank Statements – Signed/Approved for Quarter	✓			
Asset register- Updated/Amended	✓			IN PROCESS.
Risk Register available to be checked	✓			
Reserves in line with Policy	✓			WORKING DOCUMENT
Insurance documents up to date and on display in relevant places	✓			
Grants awarded – Minute number and bank transfer evidence			✓	
Staffing			✓	
Staff employment contracts (new staff) Seen and signed	✓			
Staff payment supporting documents e.g timesheets	✓			
Staff performance management process Appraisals taken place and recorded	✓			CHECK DONE
Staffing Policies inc Health and Safety up to date and relevant	✓			HANDBOOK IN PROGRESS

Staff training- records seen				✓	
Auditing					
Copy of previous Quarterly Internal Audit				✓	
Previous actions/issues/comments actioned – Evidence supplied	✓				PETTY CASH POLICY DISCOUNT
Last years internal and external audit actions being actioned- evidence supplied	✓				

*J. B. Jordan*

*P. S. O'W*

# BIRMINGHAM AIRPORT CONSULTATIVE COMMITTEE

THURSDAY 13th JUNE 2024.

FOLLOWING INTRODUCTIONS, APOLOGIES, MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING.

THE CHAIRMAN MR COLIN FLACK OBE STATED THAT DUE TO THE START OF THE GENERAL ELECTION, MEETINGS OF THE UKEC'S HAD BEEN DELAYED.

THE ACTUAL MEETING BEGAN WITH AN UPDATE BY NICK BARTON CEO OF THE B.A.L. COMPANY. HE STARTED WITH THE PROBLEMS WITH PASSENGERS BEING DELAYED AND COMPLAINTS FROM PUBLIC. HE MAINTAINED THAT THE AIRPORT WERE FIRST TO BUY THE REQUIRED NEW SECURITY EQUIPMENT ON JANUARY 2024. ON THE ORDER OF DEFRA. THIS DID NOT INCLUDE THE CARRYING OF LIQUID BY PASSENGERS OVER 100cc. THE NEW SECURITY EQUIP. REJECTED ALL LIQUID OVER THIS AMOUNT. WHICH REQUIRED A REBOOT OF THE EQUIPMENT.

THE CLOSURE OF THE ESCALATORS DUE TO PREVIOUS COMPLAINTS ONLY LEFT THE LIFTS TO THE UPPER FLOORS. THE HIGH VOLUME OF PASSENGERS AND THEIR ATTENDING MANY HOURS BEFORE TAKE OFF, OVERWHELMED THE LIFTS CAUSING LONG DELAYS DURING BUSY PERIODS. BOTH THE ABOVE ARE BEING DEALT WITH BY BAL. OTHER OFFICERS OF BAL. LTD SUPPLIED DETAILS OF FACILITIES NOISE REPORTS. NIGHT FLYING AIR QUALITY, STAFF, BAGGAGE A HEALTH REPORT BY VICE CHAIRMAN.

FOLLOWING A COMPREHENSIVE Q AND A IN THE COMMITTEE. THE MEETING CLOSED WITH FUTURE DATES MEETINGS

John MacDonnell

CBLe