
**MINUTES OF THE MEETING OF THE CASTLE
BROMWICH PARISH COUNCIL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 16TH MAY 2007
AT 7.30 PM**

Those present:

Chairman: Cllr Mrs. B. Wilkins

Councillors:

Cllr A Bull
Cllr D Feasey
Cllr D Franklin
Cllr J Gibbins
Cllr Mrs. A Haywood
Cllr E Knibb
Cllr J Riordan
Cllr Mrs. J Smith
Cllr A Terry
Cllr Miss J Ward

Officer: Mrs C Tibbles

Public: 23 members of the public (mostly attending the preliminary presentation only)

Prior to the meeting commencing, Cllr Mrs. Wilkins was delighted to make the annual presentation of Chairman's Charity Fund donations to representatives from numerous local groups and organisations, which were gratefully received and a group photograph was duly taken.

1. To elect a Chairman.

Further to the circulated information, the Chairman invited any additional nominations and none were received. **ON THE PROPOSITION** of Cllr Gibbins, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Wilkins be elected as Chairman of the Parish Council for the Civic Year 2007-2008. Councillor Mrs. Wilkins retained her Chain of Office and remained in the Chair.

2. To receive the Declaration of Acceptance of Office of the Chairman.

ON THE PROPOSITION of Cllr Gibbins, **SECONDED** by Cllr Mrs. Smith, **IT WAS UNANIMOUSLY RESOLVED** that the Declaration of Acceptance of Office of the Chairman, which had been duly signed and witnessed, be received. Cllr Mrs. Wilkins thanked members for electing her and accordingly undertook to carry out her duties as Chairman. She was most pleased to present Cllr Gibbins with his Past Chairman's Badge and paid respect to the manner in which he had represented the Parish Council in his past service as Chairman.

3. Co-option of new members.

At the invitation of the Chairman, Mr. Franklin and Mr. Terry confirmed their willingness to be co-opted to the Parish Council and no questions were posed at this time from candidates or by members. **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that the co-options of Mr M Hughes for the Park Hall Ward, Mr D Franklin and Mr A Terry for the Timberley Ward and Mr C Pearce for the Whateley Ward be accepted. The new members signed their Declarations of Acceptance of Office and were welcomed by the Chairman on behalf of the Parish Council.

4. To receive the Declaration of Acceptance of Office of Members.

In accordance with Standing Orders, **IT WAS RESOLVED** to receive the Declarations of Acceptance of Office of newly elected and co-opted members. **ON THE PROPOSITION** of the Chairman,

IT WAS FURTHER RESOLVED that the declarations of acceptance of office by absent members should be signed before the next full Council meeting on 27th June 2007 and their acceptance should be deferred until that meeting.

5. Apologies.

The apologies from Cllr M Rashid and Cllr S Ward were accepted for the reasons given. Co-option candidates (former Cllr) M. Hughes and (former Cllr) C Pearce had also submitted apologies for their unavoidable absence.

6. Declarations of Pecuniary or other interests.

There were no interests declared.

7. To elect a Vice-Chairman.

Further to the circulated information, the Chairman invited any additional nominations and none were received. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Bull, **IT WAS RESOLVED** to elect Cllr Knibb as Vice-Chairman of the Parish Council for the Civic Year 2007-2008. The Chairman presented Cllr Knibb with his Badge of Office and congratulated him on his election. Cllr Knibb took the opportunity to present Cllr Mrs Wilkins with a Past Chairman's Badge and expressed thanks for her past service as Chairman.

8. To appoint Representatives to outside Bodies.

Further to the circulated information, the Chairman invited any additional nominations and members agreed to re-consider each appointment in turn, which would give new members the opportunity to stand as representatives.

Bacon's End Centre Association	Deferred (information no longer received).
Castle Bromwich Traders' Association	Cllr Mrs A Haywood
Castle Bromwich Children's Centre	Cllr Mrs A Haywood
Castle Bromwich Youth Parish Council	Cllr E Knibb
Castle Bromwich Youth&Community Centre	Cllr D Feasey
Chelmsley Wood Citizens Advice Bureau - Forum	Cllr A Bull
Chelmsley Wood Citizens Advice Bureau - Trust	Cllr E Knibb
Conservation Areas Advisory Committee	Cllr A Terry
Colebridge Trust	Deferred (meetings clash with Parish Council)
Solihull Partnership	Cllr E Knibb
Police Consultative Committee	Cllr Mrs J Smith
Solihull Area Committee (Parish/Town Councils)	Cllr Knibb and Cllr Gibbins
Solihull Crime Prevention Committee	Cllr Mrs J Smith
Warwickshire & West Midlands County Association of Parish & Town Councils, County Committee	Cllr E Knibb
Castle Bromwich Hall Gardens Trust (3 years ongoing)	Cllr J Gibbins
Richard Knight Trust (4 years expires May 08)	Cllr Mrs B Wilkins
Richard Knight Trust (4 years ongoing)	Cllr A Bull
Dame Mary Bridgman Trust (4 years ongoing)	Cllr Mrs B Wilkins
Dame Mary Bridgman Trust (4 years ongoing)	Cllr Mrs A Haywood
Castle Bromwich Infants School (4 years-March 2010)	Cllr S Ward
Castle Bromwich Junior School (4 years Jan.2010)	Cllr E Knibb

ON THE PROPOSITION of Cllr Gibbins, **SECONDED** by Cllr Mrs. Smith, **IT WAS RESOLVED** that the above members be appointed as representatives to outside bodies for the Civic Year 2007-2008, for a one year term unless otherwise stated above.

9. To appoint Statutory or Standing Committees.

Further to the circulated information, the Chairman invited any additional nominations and none were received. The Chairman asked members to consider the election of the Chairman of the Leisure Services Committee but Cllr Riordan raised a point of order and asked for the agenda to be adhered to. The Chairman then **PROPOSED, SECONDED** by Cllr Franklin, that Cllr Gibbins be elected as Chairman of the Finance and General Purposes Committee as he had shown commitment to that Committee, he was only interested in being elected as Chairman of that Committee and he had a financial background. Cllr Mrs. Haywood **PROPOSED** Cllr Riordan,

SECONDED by Cllr Knibb be elected as Chairman of this Committee as he would do an excellent job. The Clerk was requested by the Chairman to prepare ballot papers and Cllr Knibb queried if a ballot was being held. Mr. Woodhouse, member of the public volunteered to independently scrutinise the votes returned to the Clerk. The Clerk reported the results of the ballot and **IT WAS RESOLVED** by 6 votes to 5 that Cllr Gibbins be elected as Chairman of the Finance and General Purposes Committee. Cllr Gibbins requested members notify him if they wished to serve as Vice-Chairman.

The Chairman then **PROPOSED** Cllr Riordan be elected as Chairman of the Leisure Services Committee as he could continue his sterling work and had a firm understanding of the bar operations and working parties. Cllr Mrs. Haywood **SECONDED** this proposal and **IT WAS RESOLVED** that Cllr Riordan be elected as Chairman of the Leisure Services Committee. The Vice-Chairman of this Committee would be elected at their next meeting.

After further discussion of roles and responsibilities and separation of duties for Staff Committees, **IT WAS UNANIMOUSLY RESOLVED** that Membership of Committees be confirmed as follows:

Finance and General Purposes Committee (9 members in total)

Cllr Andrew Bull, Cllr Denis Feasey, Cllr Don Franklin, Cllr John Gibbins, Cllr Andrew Terry, Cllr Steve Ward with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee.

Leisure Services Committee (10 members in total)

Cllr Mrs. Alison Haywood, Cllr Mick Hughes, Cllr Colin Pearce, Cllr Mohammed Rashid, Cllr John Riordan, Cllr Mrs. Janine Smith, Cllr Miss Jackie Ward with the Chairman and Vice-Chairman of the Council and the Chairman of the Finance and General Purposes Committee.

Staff Discipline/Grievance Committee.

Cllr Mrs. Haywood, Cllr Riordan, Cllr Mrs. Wilkins. (Reserve Members Cllr Franklin, Cllr Miss Ward)

Appeals Committee.

Cllr Gibbins, Cllr Hughes, Cllr S Ward. (Reserve Members Cllr Bull, Cllr Terry)

10. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Knibb, **SECONDED** by Cllr Gibbins, **IT WAS RESOLVED** that Minutes of the Meeting held on Wednesday 25th April, 2007 be accepted as a true and correct record of the Meeting.

11. Accounts and Appointment of Signatories for Financial Procedures.

IT WAS RESOLVED that the accounts as set out in the enclosure be approved and that the Councillors elected earlier to the roles of Chairman and Vice Chairman be approved, with the Responsible Finance Officer (RFO) as signatories to authorise financial transactions. The Vice-Chairman of Finance and General Purposes Committee and Leisure Services Committee would also be required to act as signatories on financial transactions when they were elected.

The Clerk reported that the internal auditor had concluded his 3 day visit and would be sending his report in due course. The Year End Accounts had been finalised and draft copies provided for members, which would be on the agenda for discussion at the next two Committee meetings in preparation for formal approval by full Council at the June meeting. An extract of the revised Annual Return was also supplied to members with an explanatory note of their responsibilities.

12. Questions from Councillors.

There were no questions.

13. 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 is supplied to members.

14. Report of the Leisure Services Committee.

ON THE PROPOSITION OF Cllr Riordan, **SECONDED** by Cllr Gibbins, **IT WAS RESOLVED**

that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 2nd May 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

Following concerns at the Annual Parish Meeting and the Leisure Services Committee meeting, the Clerk had forwarded details of the ASB problems in the Park and at Hob Farm to the police the following day and on Friday, 4th May Sgt O'Reilly had met with her to discuss the serious concerns of the Parish Council. He undertook to arrange a police presence in the park for the next Brownie meeting and Brown Owl, parents and the Park Warden gratefully received this support. The Clerk had confirmed that support was available from ACD Security and phone numbers again given to the Park Wardens to call for help after making call to report problems to the police. Details of each day's lock-up situation were given and no further instructions issued to the Clerk. Four Park Wardens had been consulted by her about putting two Wardens on duty - two had welcomed support but a different two staff had confirmed their willingness to work the additional hour before locking up time. One Warden is currently on leave and therefore resources were already stretched, including the need to accommodate extra evening hire bookings for the Pavilion.

15. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of Cllr Gibbins, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesday, 25th April 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

16. Representatives to Outside Bodies.

Cllr Knibb reported that on 1st May he had attended a very successful meeting of the Youth Parish Council, also attended by a guest Cllr Debbie Evans from Kingshurst Parish Council who wished to create a Youth Council. Our Youth Council Chairman, Cllr Grace Healy outlined the aims and areas of input and influence and what the council encompasses and the support they received from guest speakers, for example from Solihull MBC, on a wide range of issues affecting the youth of our parish. The second pleasing aspect of the meeting was the formalisation of a questionnaire to the youth of the parish which it was hoped would appear on the website in the near future. It was also again requested that the Parish Council establish contact with the Headteacher of Park Hall School so that they could hopefully make their students aware of the opportunity they had to join the Youth Council themselves and to gain their co-operation to promote the youth questionnaire, as they were obviously the largest and at present the most disenfranchised proportion of the youth of the parish. To this end he had spoken with Bor. Cllr Richards, who was importantly a governor of Park Hall School and he had agreed to act on behalf of the Parish Council to establish the contact requested by the Youth Council.

Cllr Knibb reported that on 14th May he had attended a Finance and Premises Committee meeting of the governors of Castle Bromwich Junior School. This had been a very interesting meeting in terms of long term planning and finance for the school as there were a number of hefty finance projects in the pipeline: the new car park and one-way system had been nearly completed and would be paid out of monies already set aside; capitation bids for 2007/8 had been approved and allocated into the new year budget - this covered all taught subjects and administration requirements plus a contingency fund; numerous issues were identified after a recent health and safety meeting and considerable future spending as a result would now have to be accommodated into future budgets. Overall he was happy to report that due to previous wise and prudent financial management the school was well positioned to absorb them and continued to prosper.

17. Report of the Officer of the Council.

Due to problems with the cellar cooling equipment in the Windsor Room, the Leisure Services Committee requested the Duty Manager to obtain 3 quotations for urgent replacement as repairs for the cooler so far had cost £100. Unfortunately one company had failed to visit and 2 quotes were received that day, which were duly tabled. After discussion, **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Clerk, under her delegated powers, be authorised to place an order with Elite Cooling for £2000 + VAT, which was the cheapest supplier and that the quotation from Midland Refrigeration Company for £2630 + VAT be rejected.

Training information had been circulated to all members but the provisional date for Solihull MBC to provide training on the new Code of Conduct at Arden Hall had been changed again. It could possibly take place on Tuesday, 17th July but information would be sent to members directly by the Borough Council in due course. The Parish Council would then need to consider and formally adopt the new Code of Conduct but had six months to achieve this and **IT WAS RESOLVED** to have training first before adopting.

An induction event would be arranged for new members and the Clerk would welcome details from members on their availability and preference on timing. Members were notified that their phone numbers and addresses were publicly available from the Council Office, via noticeboards in the community and on the new Parish Council website. Photographs would be taken by the Clerk and also displayed on the website and used to produce ID badges. Their preferences for means of contact by the Clerk for communications and hours of availability would also be sought. The Royal British Legion branch had requested help from the Parish Council with storage of equipment, although it was not known when the premises would need to be vacated. **IT WAS RESOLVED** that approval in principle be given, subject to consultation with the Leisure Services Committee on place and timescale, with clarification being sought on their responsibility for insurance.

Cllr Mrs. Smith raised a concern regarding personal home information appearing on websites and, after discussion, members were in agreement that there could be a genuine safety risk and cause for concern. **IT WAS RESOLVED** that the Clerk should ask members to confirm individually if they wished their information to be restricted. All emails from the websites for members would by default go to the Clerk who could then forward them to the relevant Committee Chairman and ward members (if senders address was known).

18. Report of the Chairman.

The Chairman reported that two weeks ago the Parish Council had held the Annual Parish Meeting when it was reported that there had been a year of contrasts for the Council, Arden Hall and the parish. The sad death of Cllr Mrs. Gray had been a shock and she was missed for her commitment, experience and humour and was certainly one of the best of us. She was pleased to welcome new councillors to the Parish and hoped their time would be enjoyable. She had been Chairman of the Parish Council for the last two months and thanked Cllr Gibbins for his work as Council Chairman for the previous ten months. She thanked Cllr Riordan for working tirelessly as Chairman of the Leisure Services Committee. It had been disappointing to hear of vandalism done by the mindless few but asked for the police and the Parish Council to be kept informed. Some work had to be put right and that was a worrying cost but that was sadly part of society today. The Parish Council would continue to work to keep Castle Bromwich a good place to live. Arden Hall had suffered from the long-term absence of the Hall Manager but the Deputy Managers were working hard to keep things going and said this situation would be addressed. The Working Parties had been busy and a lottery application sent in, with everyone's fingers crossed. The Hob Farm problems had been reduced with the installation of gates and thanks were expressed to Wardens and police for the support needed to keep control. She looked forward to the next year with enthusiasm.