

**MINUTES OF THE MEETING OF THE CASTLE
BROMWICH PARISH COUNCIL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 16TH MAY 2012
AT 7.30 PM**

Those present:

Chairman: Cllr M Hayes

Councillors: Cllr Mrs. P Allen Cllr J Horne-MacDonald Cllr Mrs. L Smith
 Cllr Mrs. A Haywood Cllr E Knibb Cllr A Terry
 Cllr I Hiley Cllr M Rashid Cllr J Whelan
 Cllr E Hicks Cllr J Riordan Cllr Mrs. B Wilkins

[Items 1-7 only]

Officer: Mrs. C Tibbles

Public: 2 members of the public

1. To elect a Chairman.

ACTION

The Chairman invited nominations and two were received. **IT WAS AGREED** that a written ballot should be held. Results were counted by the Clerk and scrutinized by a member of the public. **ON THE PROPOSITION OF** Cllr Horne-MacDonald, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** that Cllr Hayes be elected Chairman of the Parish Council for the Civic Year 2012 - 2013. Councillor Hayes retained the Chain of Office.

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

ON THE PROPOSITION OF Cllr Riordan, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the Declaration of Acceptance of Office of the Chairman be received. Members applauded Cllr Hayes and he thanked the Council for electing him as Chairman, undertaking to fulfil the office to the best of his ability.

3. Apologies.

Cllr R Amos and Cllr Miss J Ward were absent.

4. Declarations of pecuniary or other interests.

None declared.

5. To elect a Vice-Chairman.

The Chairman invited nominations and two were received. Following a written ballot, **ON THE PROPOSITION OF** Cllr Hayes, **SECONDED** by Cllr Mrs. Allen, **IT WAS RESOLVED** that Cllr Riordan be elected as Vice-Chairman of the Parish Council for the Civic Year 2012 - 2013. Councillor Riordan was presented with the Badge of Office by the Chairman and pledged to continue his service to the Council. On behalf of the Council, Cllr Riordan presented the Chairman with his Past Chairman's Badge.

6. To appoint Representative to outside Bodies

The Chairman invited nominations for each appointment. Members noted that Castle Bromwich Junior School had again been supplied with details of two councillors willing to serve as governors. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the following appointments be confirmed for the Civic Year 2012-2013:

Airport Advisory Committee/Environmental Working Group
 Castle Bromwich Children's Centre
 Castle Bromwich Youth Parish Council
 Chelmsley Wood Citizens Advice Bureau- Forum

Cllr J Whelan (continuing)
 Cllr R Amos (continuing)
 Cllr Mrs. P Allen (continuing)
 Cllr E Knibb (continuing)

Conservation Areas Advisory Committee	Vacancy
Solihull Partnership	Cllr J Riordan (continuing)
Solihull Area Committee (Parish & Town Councils) 2 posts	Cllr E Knibb (continuing)
Solihull Area Committee (Parish & Town Councils)	Cllr J Riordan (continuing)
Warwickshire & West Midlands County Association of Parish & Town Councils, County Committee	Cllr E Knibb
Castle Bromwich Hall Gardens Trust (3 years until May 2013)	Cllr Mrs. P Allen (continuing)
Dame Mary Bridgman Trust (4 years until May 2015)	Cllr Mrs. P. Allen
Dame Mary Bridgman Trust (4 years until May 2015)	Cllr Mrs. A Haywood (cont'g)
Castle Bromwich Infant School – Governor (4 years until 2014)	Cllr J Horne-MacDonald (cont'g)
Castle Bromwich Junior School – Governor (4 years until May 2015)	Cllr Mrs. Haywood (still interested)
Castle Bromwich Junior School – Governor (4 years until May 2015)	Cllr Miss Ward (still interested)
St Thomas Dole Charity Trust (4 years until May 2015)	Cllr E Knibb

The Clerk had advice on representation responsibilities if required by members

7. To appoint Statutory or Standing Committees.

The Chairman explained that the Chairman and Vice-Chairman served on both Committees. Following members confirming their willingness to serve, **IT WAS UNANIMOUSLY RESOLVED** that the following Standing Committees be appointed for the Civic Year 2012-2013 as follows:

Leisure Services Committee.

Councillors Mrs. Allen, R Amos, Mrs. A Haywood, I Hiley, E. Knibb, M Rashid, Miss J Ward and Mrs. B Wilkins, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Finance & General Purposes Committee (11 members). **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Allen be elected as Chairman of this Committee.

Finance and General Purposes Committee:

Councillors Mrs. A Haywood, E Hicks, J Horne-MacDonald, Mrs L Smith, A Terry, J Whelan and Mrs. B Wilkins, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee (10 members). **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Terry be elected as Chairman of this Committee.

Following members confirming their willingness to serve, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Horne-MacDonald, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected to serve on:

Staff Panel: Cllrs Mrs. A. Haywood, E. Knibb and J Riordan.

ON THE PROPOSITION OF the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected to serve on:

Appeals Committee: Cllrs Mrs. P Allen, Amos and Mrs. B Wilkins.

ON THE PROPOSITION OF Cllr Hicks, **SECONDED** by Cllr Terry, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected to serve as:

4 Reserve Members: (to serve on either, but not both the Staff Panel and the Appeals Committee): Cllrs M. Hayes, I. Hiley, M Rashid, Mrs. L Smith.

8. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 25th April, 2012 be accepted as a true and correct record of the Meeting.

9. Appointment of Signatories for Financial Procedures.

Following the earlier elections and due consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Whelan, **IT WAS UNANIMOUSLY**

RESOLVED that the 7 signatories would be Cllrs Mrs. Allen, Hayes, Riordan, Terry, together with the 2 Vice-chairmen of the Standing Committees (when elected) and Mrs. C. Tibbles. The Clerk reminded members that procedures required 3 signatures on financial transactions. Adjustments to the mandates would be made when appointments were finalized.

Clerk
17/6

10. Year End Accounts 2011/12 and Internal Audit.

Following consideration of the recommendations from Whalley & Co, the Internal Auditor, members reviewed and adopted the Risk Schedule; **RESOLVED** that the Chairman sign the BACS6 payment list and append it to the September 2011 minutes, and that the Pension Return be submitted to Whalley & Co when a response had been received from West Midlands Pension Fund. **IT WAS AGREED** that the Year End Accounts 2011/12 be formally adopted and the Chairman countersigned the balance sheet.

11. Annual Return to External Auditors.

ON THE PROPOSITION OF the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the Annual Return, as circulated, be signed by the Chairman and the Responsible Finance Officer. The Chairman read the statements of governance in turn and members answered accordingly. **IT WAS FURTHER RESOLVED** that the Chairman sign to confirm members' understanding and affirm their responsibilities.

12. Questions from Councillors.

Cllr Hiley asked how could the parish council promote itself within the parish. The matter was discussed and expanded upon, with members being invited to consider how to improve attendance at the annual parish meeting and at council meetings, although it was noted that neighbouring councils faced the same problem without finding solutions too. In the past there had been higher attendance and suggestions included issuing an annual report, gathering email addresses from every visitor to Arden Hall to create a mailing database, to promote the council at community events and meetings, council events, extra notice boards etc. Parishioners did attend meetings when controversial topics were on the agenda or with personal requests for the council's attention. The council website (www.castlebromwichpc.gov.uk) was not enough to reach all audiences and email could supplement this. Members noted there was an opportunity for a stall to promote the council and the youth council at the forthcoming Picnic In The Park on 4th June. The Chairman asked that Marketing be placed on the agenda for the next Finance and General Purposes Committee meeting and he volunteered to research software opportunities. Cllr Whelan added that when the Parish Plan was ready the parish council could champion the initiatives which would in turn raise its profile.

Volunteers
4/6

FGP
20/6

MH
20/6

13. Questions from the Public.

In accordance with Standing Orders, the meeting was temporarily suspended so that members of the public could ask questions. A resident from the Beechcroft ward had no question to ask but phrased a statement regarding ways the parish councillors could actively make contact with residents on a ward basis. A resident from the Bradford ward referred to the idea of notice boards and suggested the Borough Council could provide sites in Castle Bromwich too? It could provide a community calendar and in addition promote Arden Hall, possibly raising more income. The Council was asked if it could redecorate the Windsor Room and fascia and the Chairman invited Cllr Riordan to respond. Cllr Riordan confirmed that the Grants working party was applying for funding and a builder had visited that day to provide a quotation. If successful, with the help of Sustain, it would be a significant refurbishment. The Chairman stated there had been

increased income from refurbishing the Spencer Lounge, although the parish council had been attacked for doing it. The resident asked if the Borough Council had funding available like the Community Chest scheme run by Birmingham City Council. The chairman said it was evident from comments made in meetings elsewhere that the borough council was looking at ways of spending less so it was unlikely that there was such funding. Finally, the resident asked if there had been progress on suggesting the re-opening of the Birmingham Road but the Clerk said this had not yet been actioned.

14. Communications.

Members noted the information listed and the latest information received about Solihull MBC's possible assistance with a technical response to the HS2 Draft Scope and Methodology for the Environmental Impact Assessment.

15. Payments.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved and that the Clerk scrutinise the renewal conditions for the insurance policy. The year end comparison was deferred to the next Finance and General Purposes Committee meeting for consideration. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Mrs. Haywood, **IT WAS FURTHER RESOLVED** that the Year End checklist, as duly completed, be forwarded to the auditor.

FGP
20/6

Clerk
17/5

16. Consultation on HS2 Draft Scope and Methodology for the HS2 Environmental Impact Assessment.

Members noted the emailed information which anticipated that Solihull MBC may provide possible assistance with a technical response to this consultation. The disjointed approach to HS2 was noted with regret and **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the final response be delegated to the Clerk, in consultation with Chairmen and Cllr Mrs. Wilkins.

Clerk
29/5

17. Working Parties.

Following discussion, **IT WAS RESOLVED** that working parties should be established by standing committees as follows, with membership open to all councillors, and reports/recommendations being made to Committees. Finance and General Purposes Committee – Events WP, Grants WP, Standing Orders WP. Leisure Services Committee – Open Spaces WP, Buildings WP. The Parish Plan Steering Group would report to Finance and General Purposes Committee. A new Licence Steering Group with a hirer would comprise of Cllrs Mrs. Allen, Hayes, Riordan, Terry, Mrs. Wilkins and the Clerk. The hirer would have 2 representatives and the first meeting date was set for 19th June at 7 pm.

LSC/FGP
June 12

Clerk/
30/5

18. Report of the Leisure Services Committee.

ON THE PROPOSITION of Cllr Mrs. Allen, **SECONDED** by Cllr Hiley, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 2nd May 2012, having been circulated, be received and noted.

19. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of Cllr Terry, **SECONDED** by the Chairman, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesday, 25th April and 9th May 2012, having been circulated, be received and noted.

20. Representatives to Outside Bodies.

Cllr Mrs. Allen reported that on Sunday 6th May she had attended Castle Bromwich Hall

Gardens Rare Plants sale which had been very well attended, with good weather probably helping as it was very good. She also reported that on Saturday 12th May she had attended the meeting of the Dame Mary Bridgeman Trust when all funding applications were approved. She had been pleased to let the Trustees know that the Parish Council had also supported the Guide Association with £150 towards the overseas trip of Alice Munro. Cllr Mrs. Allen also reported that whilst at that meeting two Trustees had asked her about parish matters – why had the police base been closed at Arden Hall and what had happened with the manager’s accommodation at Arden Hall. She had answered that the police had sadly withdrawn services from the base and that plans to let the vacant accommodation had failed as the tenant declined to meet the costs.

Cllr Knibb reported that on Wednesday 2nd May he had attended the WALC meeting at Leamington Town Hall, where a great deal of valuable work was concluded. There was an analysis of recent WALC events, including the well supported annual briefing seminar which grew in value and status year on year. He was honoured and pleased to report that he had been elected as Vice-Chairman for WALC and would be expected to become Chairman in January 2013 for a two year period before stepping down to serve as Vice-Chair again in order to assist the new incumbent ease into the role. Financial matters were considered with yearly accounts showing that WALC would continue to deliver many training events, information and guidance to over 160 councils despite the financial cut backs being experienced by Borough, District and County Councils that gave grants. The new Standards framework and its implications were discussed and the appointment of a mediator was approved, giving two hours free service to member councils. Many other topics were discussed but the role of WALC in facilitating the co-operation and working arrangements between parish and town councils with their borough, district, county and unitary councils and their different responses to the already agreed local charters and compacts that currently existed was a major concern to all members. Reports and briefings were heard from NALC, West Midlands Grouping of County Associations, the Safer & Stronger Communities Board and the Rural Association of West Midlands Councils Conference. The next meeting would be on 16th July again at Royal Leamington Spa Town Hall.

21. Report of the Officer of the Council.

The Clerk reported that audit and financial work would continue but that serious ASB and safety of playground equipment in the park were a current concern. She asked that visitors to the park be vigilant and urged that reports were made of incidents to support staff and deter inappropriate behaviour. The invitation for the investiture of the new Mayor of Solihull was passed to the new Chairman.

22. Report of the Chairman.

The Chairman had no matters to report.

MH/
22/5