

<p>MINUTES OF THE MEETING OF THE CASTLE BROMWICH PARISH COUNCIL HELD IN ARDEN HALL, CASTLE BROMWICH ON WEDNESDAY 19TH MAY 2010 AT 7.30 PM</p>
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Those present:**Chairman:** Cllr Mrs. P Allen [Items 2-end]

Councillors: Cllr R Amos Cllr M Rashid Cllr A Terry
 Cllr M Hayes Cllr J Riordan Cllr J Whelan
 Cllr Mrs. A Haywood Cllr Mrs. J Smith Cllr Mrs. B. Wilkins
 Cllr I Hiley [Items 1-17 only]

Officer: Mrs C Tibbles**Public:** 5 members of the public [Items 1-15 only]

Prior to the meeting, the Chairman was pleased to announce the winner of the Annual Draw from the completed Customer Satisfaction Questionnaires, who was unfortunately not present. Arrangements would be made for the bottle of champagne to be collected. Cllr Riordan also expressed his thanks to Cllr Mrs. Allen for the arrangement of flowers in the Civic Rose Bowl.

1. To elect a Chairman.

The Chairman invited nominations and two were received. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Amos, **IT WAS RESOLVED** 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 Mrs. Wilkins, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** that Cllr Mrs. Allen be elected Chairman of the Parish Council for the Civic Year 2010 - 2011. Councillor Mrs. Allen was invested in the Chain of Office and took the Chair.

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

ON THE PROPOSITION OF Cllr Riordan, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** that the Declaration of Acceptance of Office of the Chairman be received. Members applauded Cllr Mrs. Allen and she thanked the Council for voting for her as Chairman, undertaking to fulfil the office to the best of her ability. The Chairman presented Cllr Riordan with his Past Chairman's Badge.

3. Apologies.

The apologies from Cllr J Horne-MacDonald, Cllr E Knibb and Cllr Miss J Ward were noted for the reasons given.

4. Declarations of pecuniary or other interests.

None declared.

5. To elect a Vice-Chairman.

The Chairman invited nominations and **ON THE PROPOSITION OF** Cllr Mrs. Smith, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS RESOLVED** that Cllr Riordan be elected as Vice-Chairman of the Parish Council for the Civic Year 2010 - 2011. Councillor Riordan was presented with the Badge of Office by the Chairman.

6. To appoint Representative to outside Bodies

The Chairman invited nominations for each appointment. Members noted that the Castle Bromwich Youth and Community Centre had changed their constitution and the Parish Council representation had ceased. In the absence of a response from Cllr Knibb, **IT WAS RESOLVED** to defer the representative roles he held until the next meeting. **ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Mrs. Haywood,

ACTION

N.B. All Minutes are deemed as draft until formally approved and signed.

IT WAS UNANIMOUSLY RESOLVED that the following appointments be confirmed for the Civic Year 2010-2011:

ACTION

Castle Bromwich Children's Centre		Cllr R Amos (continuing)
Castle Bromwich Youth Council	Deferred	(Previously Cllr E Knibb)
Chelmsley Wood Citizens Advice Bureau- Forum	Deferred	(Previously Cllr E Knibb)
Conservation Areas Advisory Committee		Cllr A Terry (continuing)
Solihull Partnership		Cllr J Riordan (continuing)
Solihull Area Committee (Parish & Town Councils) 2 posts		Cllr R Amos (continuing)
Solihull Area Committee (Parish & Town Councils)		Cllr J Riordan (continuing)
Police Consultative Committee}	(new format anticipated)	Cllr Mrs. J Smith (continuing)
Solihull Crime Prevention Panel}	(new format anticipated)	Cllr Mrs. J Smith (continuing)
Warwickshire & West Midlands County Association of Parish & Town Councils, County Committee		Cllr J Riordan (continuing)
Birmingham Airport Consultative Committee		Cllr J Whelan (changed)
Castle Bromwich Hall Gardens Trust (3 years until May 2013)		Cllr Mrs. P Allen (continuing)
Dame Mary Bridgman Trust (4 years until May 2011)		Cllr Mrs. B Wilkins (continuing)
Dame Mary Bridgman Trust (4 years until May 2011)		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 Jan 2010)		(Previously Cllr E Knibb)
	Deferred	
Castle Bromwich Junior School – Governor (4 years until May 2013)		Cllr I Hiley (continuing)
Park Hall School – Association Governor (4 years until Sept 2011)		Cllr Rashid (continuing)
St Thomas Dole Charity Trust (4 years until May 2011)	Deferred	(Previously Cllr E Knibb)

Asst. Clerk
Asap

Members were reminded that longer term appointments were subject to Parish Council 2011 election results.

7. To review appointment of Statutory or Standing Committees.

Following consideration, **ON THE PROPOSITION OF** Cllr Hayes, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the removal of maximum number of members allowed to serve on Standing Committees be continued for a further six months, when it should be reviewed again. Written confirmation required from members for dual membership.

Clerk
Nov.10

Members
if wished

8. To appoint Statutory or Standing Committees.

When previously requested, some members had not stated any preference for committees, some expressed a single preference and some members were willing to serve on either Standing Committees. The Chairman explained that the Chairman and Vice-Chairman served on both Committees. Following members confirming their willingness to serve, **ON THE PROPOSITION OF** the Cllr Hayes, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the following Standing Committees be appointed for the Civic Year 2010-2011 as follows:

Leisure Services Committee.

Councillors R Amos, Mrs. A Haywood, I Hiley, 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. **ON THE PROPOSITION OF** Cllr Hayes, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Haywood be elected as Chairman of this Committee.

Finance and General Purposes Committee:

Councillors M Hayes, J Horne-MacDonald, E Knibb, Mrs J Smith, A Terry and J Whelan, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee. Following a ballot, counted by the Clerk and scrutinized by a member of the public, **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS RESOLVED** that Cllr Hayes be elected as Chairman of this Committee.

Following members confirming their willingness to serve, **ON THE PROPOSITION OF** Cllr Mrs. Haywood, **SECONDED** by Cllr Hayes, **IT WAS UNANIMOUSLY**

RESOLVED that the following members be elected to serve on:

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

Appeals Committee: Cllrs R Amos, Mrs. B Wilkins and I Hiley.

4 Reserve Members: (to serve on either, but not both the Staff Panel or the Appeals Committee): Cllrs P Allen, M Rashid, M Hayes and Mrs. J Smith.

9. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Riordan, **SECONDED** by Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 28th April, 2010 be accepted as a true and correct record of the Meeting.

10. Appointment of Signatories for Financial Procedures.

Following the earlier elections, members noted the signatories would remain Cllrs Mrs. Allen, Riordan, Hayes and Mrs. Haywood, 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.

11. Year End Accounts 2009/10, Internal Audit and Annual Return to External Auditors.

Following consideration of the audited year end accounts and there being no initial recommendations from Whalley & Co, the Internal Auditor, the Chairman explained what was required. **ON THE PROPOSITION OF** Cllr Hayes, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Year End Accounts 2009/10 be formally adopted and the Chairman and the Responsible Finance Officer signed the balance sheet. **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Annual Return 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 RESOLVED** that the Chairman sign to confirm members' understanding and affirm their responsibilities.

12. Questions from Councillors.

No questions had been submitted.

13. Questions from the Public.

At 8.14 p.m. in accordance with Standing Orders, the meeting was temporarily suspended so that members of the public could ask questions. Mr. Gibbins asked what was the minimum number of councillors required to appoint or dismiss staff? The Chairman replied that the Staff Panel comprised of 3 members, as did the Appeals Panel. Mr. Gibbins believed that 2 councillors could make such a decision and asked that his question be referred for consideration by the Leisure Services Committee and the Staff Panel, which was noted by the Chairman. There was no feedback from previous items.

14. Communications.

Members noted the information listed. Cllr Terry referred to the information on the proposed High Speed Railway meeting and Cllr Riordan asked that groups requesting donations be told of the Grant Aid process.

15. Land Matters.

ON THE PROPOSITION OF Cllr Riordan, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Deeds of Transfer for the two former entrances for Hob Farm be signed and sealed by the Chairman. Correspondence regarding the Village Green was noted but no resolution made.

ACTION

Clerk
30/6

Clerk /
Int.
Auditor

LSC
02/06
Staff Panel
Tba

Council
30/6

16. Business Tenancy.

As the matter referred to a commercial agreement, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that for this item, under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and they be instructed to withdraw. Members of the public withdrew. Members noted the additional clarification sought from the solicitor and after careful consideration, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED** that the solicitor be requested to add tenants' responsibility for contents insurance in clause 4, specify the level of public liability insurance, refer in clause 5 to the works completed in supplementary timed schedule, when agreed, such works to be retained by the council in the condition it was raised to when the agreement ended and to clarify no implication that tenant would be the council's preferred contractor. **IT WAS FURTHER RESOLVED** that the power to conclude the matter be fully delegated to the Leisure Services Committee. The suggested new name for the premises was 'Business Annexe'.

17. Working Parties.

Cllr Amos reported he had been compiling information on grant funding opportunities which would be available to members of the Grants Working Party. Recommendations of the Buildings Working Party would be submitted to the next Leisure Services Committee to consider the safety fencing for the additional disabled parking places at Arden Hall. A new memorial had been further researched by members of the Village Green Working Party and members discussed at length the quotations and designs. The following recommendations were made:- a six feet long green stone memorial tablet stone, as quoted by Heartlands Memorials, be preliminarily ordered at a cost of £500; maximum number of characters to be confirmed before possible wording drafted by Cllr Hayes; to be installed in front of the existing memorial at the Village Green; the Clerk to seek quotations for an inspection/renovation of the existing memorial from appropriate specialists; to inform the Royal British Legion branches of the intended new memorial; to consider further the Village Green Sensory Garden project and the purchase/dedication of peace tree when future timescales known. The Clerk was asked to clarify any restrictions on future usage of capital income which could enable the Council to fund the new memorial. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the Buildings and Village Green working parties be merged, and the Events and Marketing/Promotions working parties be amalgamated, with membership being confirmed as:

Buildings & Village Green working party: Cllrs Mrs. Allen, Amos, Mrs. Haywood, Horne-MacDonald, Riordan, Miss Ward and Mrs. Wilkins.

Events And Marketing/Promotions working party: Cllrs Mrs. Allen, Mrs. Haywood, Hiley, Mrs. Smith, Miss Ward and Mrs. Wilkins.

Standing Orders working party: Cllrs Hayes, Knibb, Riordan, Terry and Whelan.

Joint Liaison Group (Parish Council and Castle Bromwich Cricket & Sports Club: Councillors Mrs. Allen, Mrs. Haywood, Hayes, Hiley and Mrs. Wilkins.

Following discussion, **IT WAS RESOLVED** that the Finance and General Purposes Committee consider council procedures at the next meeting.

RA
26/5

MH
asap
Clerk
asap

Clerk
2/6

18. Report of the Leisure Services Committee.

ON THE PROPOSITION of Cllr Mrs. Haywood, **SECONDED** by Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 5th May 2010, having been circulated, be received, approved and the recommendations contained therein be adopted.

19. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of Cllr Hayes, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesdays, 28th April and 12th May 2010, having been circulated, be received, approved and the recommendations contained therein be adopted.

20. Representatives to Outside Bodies.

Cllr Mrs. Wilkins reported that on Saturday 15th May she had attended a meeting of the Dame Mary Bridgeman Charity Trust, along with Cllr Mrs. Haywood. The Earl of Bradford was re-elected as Chairman of the Trust in his absence. The minutes of the November 2009 meeting were read and agreed. The accounts for the year 2009-10 were inspected and agreed. Donations to the three main sections of the Trust were then discussed and agreed upon, these being ecclesiastical, education and community groups. The next meeting would be held in November 2010.

As a point of information, Cllr Rashid referred to two interesting meetings he had attended recently. Cllr Terry referred to the proposed High Speed Train rail construction and expressed his concern at the possible effects. The Clerk offered to arrange for information to be given at a future Finance and General Purposes Committee meeting, with an invitation extended to all members who may wish to attend.

Clerk
2/6

21. Report of the Officer of the Council.

The Clerk was saddened to report that following abuse of play equipment in the park a serious threatened assault had been made the previous day against a member of staff. The incident had been reported to the police who were unable to attend at the time. Members noted the imminent Sustain meeting about the My Place youth centre and Cllr Hayes and Cllr Terry said they hoped to attend. The Fusion football project would be commencing on 31st May from 1-3 pm in the playing fields for 4 days. .

Clerk
23/5

22. Report of the Chairman.

The past Chairman, Cllr Riordan, presented his final report. He took the opportunity to thank members for letting him serve as Chairman for the past 20 months. He said it had been an honour, a privilege and enjoyable, although at times challenging. Members applauded Cllr Riordan in expression of their appreciation. The Chairman then closed the meeting.