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**MINUTES OF THE MEETING OF THE CASTLE  
BROMWICH PARISH COUNCIL  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 31ST OCTOBER 2007  
AT 7.30 PM**

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**Those present:**

**Chairman:** Cllr Mrs. B. Wilkins

**Councillors:**

Cllr A Bull  
Cllr Mrs. P Allen  
Cllr D Feasey  
Cllr D Franklin

[left before end of meeting]

Cllr J Gibbins  
Cllr E Knibb  
Cllr Mrs. A Haywood  
Cllr M Rashid  
Cllr Mrs. J Smith  
Cllr J Riordan  
Cllr A Terry  
Cllr Miss J Ward

**Officer:** Mrs C Tibbles

**Public:** 3 members of the public

**1. Apologies.**

The apologies from Cllr S Ward were accepted for the reason given.

**2. Declarations of Pecuniary or other interests.**

There were no interests declared.

**3. Co-option of new members.**

The Chairman reported that both candidates had withdrawn so the item was deferred. Members were requested to continue seeking willing volunteers.

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

Deferred.

**5. Minutes of the previous Meeting.**

Cllr Gibbins commented on the accuracy of Item 10, which he felt did not quite reflect what happened. He had not objected to the Minutes of the Staff Panel meeting but was unhappy with the draft terms of reference, which had since been amended. He had requested a copy of the written legal advice, which had not been received and the Clerk apologised that she had not had time to search for it. Cllr Mrs. Haywood confirmed to members that the solicitor had given the advice verbally during a meeting she'd attended with the Clerk, which was later confirmed by email. Cllr Gibbins stated that Standing Orders were quite clear about the Clerk's responsibility for staffing matters. Cllr Riordan believed the minutes were 100% accurate and said Cllr Gibbins' comments now were further comments on the matter. Cllr Gibbins had called the Staffing Panel a mafia of 3, which other councillors remembered and Cllr Riordan felt that should have been recorded in the minutes. A vote was taken on the accuracy of the minutes and 7 members abstained, many of whom had been absent for Item 10 at the last meeting. Cllr Rashid stated that minutes needed to be accurate for legal reasons. 3 votes made in favour and 3 made votes against accepting the minutes and the Clerk asked the Chairman for her vote. The Chairman voted against the minutes being accurate as her suggested alterations to the Clerk on the draft minutes had not

been included. **ON THE PROPOSITION OF** Cllr Bull, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 26<sup>th</sup> September, 2007 be accepted as a true and correct record of the Meeting, with the exception of Item 10 which the Clerk was asked to re-write for the following month.

Cllr Bull regretted his apologies had not been recorded for his absences in September, which he thought members had been aware of.

#### **6. Questions from Councillors.**

Cllr Mrs. Smith asked members to consider her tabled report on the meeting with a local resident who was experiencing long-standing and unacceptable anti-social behaviour nuisance from Hob Farm. She suggested writing to Sgt. O'Reilly, Insp. Rishcmiller and Chief Supt. Scobbie to ask for their views on the problems and solutions previously suggested. Cllr Gibbins said she should write with the full support of this Council. The report also asked for opinion of members, as a last resort, to approach the Birmingham Evening Mail but no resolution was made. Cllr Mrs Smith also reported that she has attended a 'Building Blocks' meeting, with Prof. Carl Chinn, which was a joint initiative to encourage work between the police and youths in the community. She requested the opportunity to research this further and discuss with the neighbourhood police team ways of working together with the Parish Council in Castle Bromwich but assured members there would be no cost to the Parish Council. No objections were made by members.

#### **7. 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.

#### **8. Report of the Leisure Services Committee.**

**ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Mrs. Smith, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 3<sup>rd</sup> October 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

#### **9. Report of the Finance & General Purposes Committee.**

**ON THE PROPOSITION** of Cllr Gibbins, **SECONDED** by Cllr Feasey, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesdays, 26<sup>th</sup> September and 10<sup>th</sup> October 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

Cllr Mrs Wilkins had requested the Clerk to remove the name of Cllr Mrs. Haywood as seconder to the proposal made in the full Council minutes of 26<sup>th</sup> September as she did not attend the meetings in question of the Finance and General Purposes Committee.

#### **10. Report of the Staffing Panel.**

**ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr Terry, **IT WAS RESOLVED** that the Minutes of the Meetings of the Staffing Panel held on Tuesday, 11<sup>th</sup> October 2007, having been circulated, be received, approved and the recommendations contained therein be adopted.

#### **11. Report and future meetings of Working Parties/Friends of Arden Hall.**

Cllr Feasey reported that he had made minor changes to the Friends of Arden Hall leaflet to include 'and Castle Bromwich' which he hoped would broaden the appeal and get more response. He hoped to use his ward of Park Hall as a pilot to see what response was received and if successful to include other wards later. Graffiti was a problem so he hoped to link with the existing Environmental Champions. Arden Hall needed decorating and renovation and he asked who should decide the list of tasks, possibly starting with the Chairman's list from the annual inspection. Unfortunately, he had only seen one form from those returned previously by willing 'friends'. Cllr Feasey was willing to continue facilitating this but stated the Clerk needed support and that as members they needed to lead that. The Chairman thanked him for his work. **IT WAS**

**RESOLVED** that Cllrs Bull, Feasey, Gibbins and Mrs. Wilkins, joined by the Clerk would form the Working Party.

Cllr Gibbins wished to avoid increasing the workload of the Clerk and asked what quotes had been received for replacing the frontage of Arden Hall. She replied this would be reported to the next meeting of the Leisure Services Committee and that 2 had been received.

**ON THE PROPOSITION** of Cllr Gibbins, **SECONDED** by the Chairman, **IT WAS RESOLVED** that all members attend a Working Party meeting at 7.30 pm on 21<sup>st</sup> November to review Standing Orders and Mr D Kettle was invited as a co-opted member.

The Clerk highlighted the need for urgent assistance with the budget/precept preparation and **IT WAS RESOLVED** that Cllrs Bull, Gibbins, Mrs Haywood, Knibb, Mrs. Wilkins, joined by the Clerk, would form a Budget Working Party. After a brief discussion of either daytime/evening/weekend needs, members were asked to submit their available dates by 7<sup>th</sup> November so that a convenient time could be agreed.

Cllr Gibbins reminded members of his request for members to submit a list of their skills/abilities so that a database could be compiled. The Clerk had still only received a handful of replies.

#### **12. Appointment of a representative for the Airport Consultative Committee.**

Cllr Mrs. Smith expressed an interest in this role and **IT WAS RESOLVED** that she be appointed to the Airport Consultative Committee. The Clerk forwarded details of the next meeting and a lengthy background report to Cllr Mrs. Smith.

#### **13. Vacancies on Panels/Representatives.**

Following recent changes, the following members volunteered to fill vacancies:

Staffing Panel reserve member: Cllr Bull  
Appeals Panel: Cllr Knibb  
Appeals Panel reserve member: Cllr Mrs. Wilkins.

#### **14. Terms of Reference.**

**ON THE PROPOSITION** of Cllr Bull, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** to accept the terms of reference, subject to the agreed amendments of inserting “Delegated authority to approve payments within Committee’s budget” and “7.15 pm. for Plans/Licensing meeting on each last Wednesday in the month” for Finance and General Purposes Committee and removal of “full delegated” for the Staffing Panel. **IT WAS FURTHER RESOLVED** that the signatories on the Terms of Reference should be the Chairman, Vice-Chairman plus one member of the Committee/Panel.

#### **15. Representatives to Outside Bodies.**

Cllr Gibbins reported that on 1<sup>st</sup> October he had attended his first meeting as Associate Governor at Park Hall School. He was pleased they did things well there, which included a buffet. A presentation was given on the new school and he had been appointed to serve on the Personnel and Scrutiny Boards.

Cllr Mrs. Smith reported she had attended Arden Hall with the Police CCTV Liaison Officer, who would kindly be supplying written information for further consideration on who the Parish Council could approach for additional work as outlined.

Cllr Knibb reported that he had attended several meetings since his return from holiday and had tabled the following 2 reports for members:

On Monday 8<sup>th</sup> October he had attended the Governors’ AGM of Castle Bromwich Junior School when Mr. Peter Haywood was re-elected as Chairman and Mr. Gordon Griffin as Vice-Chairman of Governors. The normal agenda was followed by a discussion of food in school and an update on child protection. Reports were given by the Headteacher and Committee minutes, employment policies, Financial Management Standards, Performance Management policy, participation in making good progress in a new pilot scheme and then Governor responsibilities were discussed.

In order to ensure that all governors were kept actively involved and felt included, each governor was assigned direct areas of responsibility i.e. Maths, English, Science, P.E. etc. Each governor was required to meet with subject department heads on a regular basis and work with them to ensure that they were on target to meet their 'good progress' targets. This would entail courses to improve understanding of how to assist their contact teachers in their aims. Cllr Knibb had been given responsibility for special educational needs and inclusion/exclusion and also for development of gifted children which, as members knew, were areas of special interest to him. Governors were assigned their development seminar programme schedules and would report back on courses attended. Dates were then set for future meetings. (As an aside, he also felt that assigned areas of responsibility would be beneficial to the good offices of the Parish Council in terms of shared effort and involvement.)

On Thursday, 25<sup>th</sup> October Cllr Knibb had attended the WALC AGM in Warwick. The opening address by Cllr John Wells, Chairman of Warwickshire County Council, supported and endorsed the Local Councils Charter and the prospect of greater co-operation between Town/Parish Councils with their respective District/Borough Councils. The guest speaker, Cllr Ken Cleary - Chairman of NALC, spoke of the expanding influence of NALC at government ministerial level and the need for it to expand its scope, influence and power via the setting up of regional committees to assist, guide and direct local councils in their new roles, particularly developing into quality councils to benefit from future government funding. In the possible future absence of funding of NALC by DEFRA, a £1000 bond by all local councils (raised as part of the precept) may be required to ensure future involvement and consultation on local council developments so that NALC could continue to operate. The AGM then elected officers and members, approved a 4.5% increase in 08/09 subscriptions (rising from £972 to £1016 for Castle Bromwich) which Cllr Knibb voted in favour of due to the essential support of WALC for this Parish Council to serve parishioners. A resolution was passed to forward debate by NALC on provision of body armour to PSCO's to be nationally consistent across all police areas. A draft proposal was confirmed for local councils to consult with WALC regarding what involvement was required for joint collaboration in service delivery (grass cutting, litter clearance and gutter clearance). The president closed the meeting and offered thanks for the high attendance of more than 70 delegates.

Cllr Knibb further reported that on 10<sup>th</sup> October he had attended a governors training on SEN with 4 more sessions to attend, which fortunately did not clash with Parish Council meetings as this one had. On 15<sup>th</sup> October, at the kind request of the Clerk, he had attended a meeting with the grounds maintenance contractor and toured all open spaces to review current maintenance and future upkeep to see a tidier and more presentable vista in coming months. On 17<sup>th</sup> October he had attended the Cricket & Sports Club presentation, with Cllr Riordan and the Clerk, on their vision for promoting cricket and tennis sections of the club. He found it vibrant and illuminating and hoped that by joint co-operation with the Parish Council it could increase the presence and standing of Castle Bromwich within the county.

#### **16. Report of the Officer of the Council.**

The Clerk informed members that an employee had unexpectedly left without notice, causing severe disruption to the operations of the Pavilion and the park. A new appointment had been urgently made and induction commenced that afternoon. Birmingham Airport were continuing their public consultation and had made a request to site the Bendibus in the service road outside Arden Hall on Thursday 22<sup>nd</sup> November 6-8 pm and 29<sup>th</sup> November from 10 –1 p.m. – no objections were made by members. Information was distributed for members, some of which would be future agenda items but particular attention was drawn to NALC advice on Public Participation at Parish Council meetings and the free Regional Briefing Day on 14<sup>th</sup> November for Aspiring Quality Status Councils. Members were reminded to send their replies for the Parade and Carol Service, and new members reminded about communications and induction availability so that a meeting could be arranged.

The requested legal advice had been received on Hire Regulations and circulated to members with email. Due to having to prioritise staff issues she had not assimilated the alterations received

that morning but had met again with the Duty Managers about the procedural changes. They had been disappointed not to have been included in the working party discussions and had invited (by arrangement) any member to accompany them on a Friday or Saturday evening shift to see the duties they were involved with. The Manager's had asked for the following suggestions to be considered: 3 (i) undamaged (room would not be in the same condition unless hirers were required to clean it); additional forms to be limited where possible (10), blue tack to be the only permissible product (12); to ban weapons, alcohol and drugs (18). They also expressed reservations on operating a box office but had been reassured by the Clerk that this was a discretionary facility. The Clerk was also concerned about wording of responsibility for belongings being left on site (Bar form) with permission of Premises Supervisor and **IT WAS RESOLVED** to change the wording to absolve the Parish Council of any responsibility and that regulation 12 be amended and have additional wording "except on naked brickwork". The Duty Managers were concerned about their protection from blame if their discretion proved to be wrong with applying the Hire Bond (e.g. waived and then damage occurred) but Cllr Gibbins said the Bond was applicable for all private hire events and that Managers had no discretion on that point. No resolution was made in relation to this concern but **ON THE PROPOSITION** of Cllr Mrs Haywood, **IT WAS RESOLVED** to review the new regulations after 3 months. The Bond of £200 would be paid 8 weeks prior to the event and Cllr Knibb suggested future consideration be given to a credit card system like hotels, with the transaction only being processed if damage had occurred. Members agreed that a different table layout be tried at Committee meetings to improve the ability to hear what was said.

#### **17. Report of the Chairman.**

The Chairman reported that on Thursday 4<sup>th</sup> October she had attended a presentation evening at Park Hall School for the students who had attained GCSE's and A levels during the past year with excellent results. Tom Ross from BRMB had presented the awards, which was an excellent evening. On Friday 12<sup>th</sup> October, Chris Beebee had been kind enough to allow a raffle to be held in aid of the Chairman's' Charity Fund during the Dakotas show. A total of £152 was raised and thanks recorded to Chris Beebee for letting it happen to boost her fund. On Monday, 15<sup>th</sup> October the Chairman had been invited as guest of honour at a special assembly at Park Hall School for the first year students (Year 7) to present certificates of achievement. Every student received a certificate even if it was for being polite in class or not being late once – a real encouragement for the future and it had been lovely to see so many of their parents there to see them receive their awards. On Saturday, 20<sup>th</sup> October the Chairman had attended a training day aimed at parish councillors and clerks. The training given had been excellent, being worthwhile and informative. She hoped other members had found it helpful and encouraged other councillors who had not been on a similar course to consider attending next time it was offered. Members from other councils had attended the course in the York Room which, when full, became a little uncomfortable with noisy fans or hot/airless without them - however the good lunch was a bonus.

She reminded members about Remembrance Parade, requesting suits and black ties where possible, and knew the Clerk would welcome additional marshals on the day.

Clerk  
21/11

ACTION

ACTION

JS

JS

Friends W.P  
Set date for meeting

N.Ratcliffe  
31/10

ACTION

Budget WP  
Offer dates by 7/11  
DATE AGREED:  
Sat.24/11  
9.30-11.30 am, York Rm

Members  
Asap

Asst.Clerk  
16/11

ACTION

Clerk  
1/11

LSC  
6/2/08

Clerk  
7/11 & 14/11