

Castle Bromwich Parish Council

MINUTES OF THE ORDINARY MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 30th OCTOBER 2019, 7.30PM



Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman), A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, J MacDonald, K McCoy, M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward

Present Cllrs: Mrs P Allen (Chairman)
J MacDonald
M Rashid
J Riordan
Mrs R Shaikh
K Shaw
M Strong* (arrived late with apologies)

Officers: Mrs Y Smith – Interim Acting Clerk
Mr I Lewis – Facilities Officer
Mrs G Lungley – Support Officer

Members of the public: one member of the public

19-10-01 **Chairman's Welcome**

Cllr Mrs P Allen welcomed all present to the meeting and referred to the emergency exit arrangements during which it was noted there was a need to review the exit routes.

Cllr Mrs P Allen introduced the Support Officer who is providing administrative and mentoring support to office staff and will provide training to councillors in due course.

19-10-02 **To note apologies for absence**

Apologies for absence had been received from Cllrs E Knibb (vice-chairman), Mrs A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, Miss J Ward

Cllr K McCoy was absent
Cllr Mrs S Watts had resigned

19-10-03 **To receive members' declarations of disclosable interests**

None received

19-10-04 **To receive and consider members' dispensation requests, if any**

None received

19-10-05 **Public Forum**

Standing Orders were suspended for this item only to allow members of the public to speak.

- Members of the public
 - i) Has the council spoken to its insurers regarding asbestos in Arden Hall?
 - ii) Fire emergency muster point for both Arden Hall and the pavilion is the tennis courts.
 - iii) Would the council support the enforcement of no parking along the access driveway between the service road and the car parks, especially at busy times such as New Year's Eve, to better enable unrestricted access for emergency vehicles?
 - iv) Can the number of spaces for the disabled be increased?
- Representatives of the principal authority: none attending
- Representatives of the local policing team: none attending.

It was pointed out that:

- a) At a previous meeting the council had agreed the Public Forum should take place before the start of the meeting. The Support Officer acknowledged the comment and would respond in due course.
- b) The agenda provided no opportunity for councillors to ask questions. The Support Officer advised this item had been moved to the end of the agenda (ie to item 23 for this meeting).

19-10-06 **To consider approval of the minutes of the council meeting held 25/09/2019 and of the council's extraordinary meetings held 09/10/2019 and 24/10/2019**

It was noted the draft minutes of the ordinary meeting held 25/09/2019 had been circulated and that the draft minutes to the Extraordinary Meetings held 09/10/2019 and 24/10/2019 had not yet been prepared.

RESOLVED: that the minutes of the meeting held on 25th September 2019 be approved.

19-10-07 **Chairman's Report**

Cllr Mrs P Allen spoke of attendance at recent events including the Castle Bromwich Singers show "All You Need is Love" which was raising funds for the Railway Children charity, and of an event at the Castle Bromwich Historic Gardens. The Youth Council had raised £125.26 at the Coffee morning last month. Support is required for the Remembrance Service on 10/11/2019 and the Carol Concert on 26/11/2019.

A member stated concerns relating to the support of a non-parish based charity which was believed to be contrary to parish council policy.

*Cllr M Strong arrived, with apologies for lateness.

19-10-08 **Clerk's Report**

The Interim Acting Clerk reported on

- Arrangements relating to preparation for the Remembrance Parade and service and new policing measures for high-profile attendees.
- Arrangements for the Carol Concert: help will be needed from 5pm.
- Arrangements following the council's decision to take back responsibility for the tills and bar stock.
- The recently received notice of election for 12/12/2019 means the group that hires the Pavilion will not be able to use the room on that day.
- Apologies for the non-preparation of minutes which had not been possible due to the increased workload.

19-10-09 **Finance Report** – to note the current income and expenditure report and approve the list of payments circulated with the agenda.

The Finance Report as at 30/09/2019 was noted.

Members queried the financial process relating to the arrangements for removal of asbestos from Arden Hall, in particular that the funding was from 'contingency' rather than a specific earmarked reserve and whether more than one quotation had been obtained. It was also noted that as the council's Financial Regulations had not been updated since 2015 there was an omission relating to the Contracts Finder website; it is now a legal requirement for contracts of more than £25,000 to be advertised on this website.

It was agreed the Facilities Manager and Support Officer would investigate the position and move forward appropriately.

19-10-10 **To note the report on inspection of play equipment and approve appropriate actions to be taken**

RoSPA had inspected the play equipment on 10/10/2019 and provided a report, copy circulated to members, which shows remedial work is required in places, particularly to the recent patching repairs where 'work has been carried out to a low standard'. The Facilities Manager will contact the contractors to put this right. In addition a weekly inspection regime is to be put in place via the Support Officer.

Local Government Act 1972, s111

19-10-11 Update to Arden Hall improvements

This item relates to management of asbestos removal which is being progressed via the Facilities Officer.

Local Government Act 1972, s111

19-10-12 Committee Reports to include:

- Summary of Leisure Services Committee meeting held 02/10/2019
Report not available
- Summary of Finance & General Purposes committee meetings held 09/10/2019 and 24/10/2019.
Report not available.

19-10-13 To receive reports from representatives to outside bodies

Cllr J MacDonald is to meet with the Airport Forum on 14/11/2019

19-10-14 To consider and approve the purchase of new cash tills, bar stock and associated purchases for Arden Hall

It was noted these purchases were agreed at the Extraordinary Meeting held last week.

Local Government Act 1972, s111

19-10-15 To consider Cllr Knibbs's request to attend WALC AGM and conference at Warwick Town Council chamber 09/11/2019 for £30.

It was noted Cllr Knibbs would be attending the AGM and conference of the Warwickshire and West Midlands Association of Local Councils on 09/11/2019.

Local Government Act 1972, s111

19-10-16 To consider quotations received for ditch installation at Bradford Gardens and decide on award of contract as appropriate.

Members discussed the need for this work since the site boundary already had posts installed, however it was noted that although it had been assumed the posts were concreted in that in fact they might not have been and were therefore of little defence against traveller incursion.

It was agreed the Facilities Manager would check the posts for steadfastness and assess the likelihood of incursion.

It was also suggested that contractors should not sub-contract any work without the council's approval.

Local Government Act 1972, s111

19-10-17 To consider and approve the appointment of a temporary support officer

Mrs Gill Lungley had been appointed on a temporary part-time, self-employed basis to assist with the council's administration and would provide regular updates to the parish council.

Local Government Act 1972, s112

19-10-18 Cllrs to update the Register of Interests

The Localism Act 2011 requires the disclosable pecuniary interests of all councillors along with those of their spouse or partner to be included on a register held by the principal authority and published online.

It was noted that the entries for five parish councillors were not available online and these members have been asked to complete and submit as soon as possible.

Localism Act 2011, ss29-30

19-10-19 **Cllr Hinsley to update on computer systems/wi-fi**

Cllr Hinsley was not present for this meeting.

19-10-20 **Cllr Mrs P Allen to report on possible purchase of Christmas tree**

It was agreed to purchase a re-useable Christmas tree up to 10ft in height for the inside of Arden Hall.

Local Government Act 1972, s111

19-10-21 **Castle Bromwich WI request to plant a tree on Arden Hall frontage**

It was noted the WI will put their request in writing to the Leisure Services Committee. Members were keen to ensure the tree would not cause damage to the slabbed surface.

Local Government Act 1972, s111

19-10-22 **To receive notification of communications received since the previous meeting**

None

19-10-23 **To suggest items for consideration at the next meeting of the council**

None put forward at this time.

+ Reminder of the following events:

- Remembrance Parade 10/11/2019
Cllrs Ms R Shaikh and M Strong both apologised for being unable to attend.
- Carol Concert 26/11/2019

19-10-24 **Date and time of next meetings:**

- Leisure Services Committee will meet on 06/11/2019
- Finance and General Purposes Committee will meet on 13/11/2019 and will be attended by the bookkeeper.
- Plans via F&GP Committee will meet on 27/11/2019 (7pm)
- Full Council will meet on Wednesday 27/11/2019 (7.30pm)

This meeting ended at 9.05pm

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Signed as a true record of what took place
Chairman Castle Bromwich Parish Council

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Dated