

# Castle Bromwich Parish Council

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## NOTICE OF MEETING

**30<sup>th</sup> OCTOBER 2019, 7.30pm**

**In the PAVILION, Arden Hall, Water Orton Road, Castle Bromwich**

### **All Parish Council Meetings are open to the Public and Press**

At agenda item 5 members of the public are welcome to ask questions and make comments relating to items on the agenda or for consideration at future meetings. Any such comments will be recorded as part of the meeting's minutes.

Please note this is not an opportunity to engage the meeting in a discussion.

Recording the proceedings of the meeting by any means is permitted. However as a matter of protocol anyone wishing to do so is asked to indicate their intention to the clerk prior to the meeting.

Any person requiring support to access the meeting is asked to contact the Clerk before the meeting so that every effort may be made to provide access.

### **Members of the council are summoned to attend.**

*Yvonne Smith*

Mrs Yvonne Smith  
Interim Acting Clerk  
24.10.2019

## Agenda

- 1 Chairman's Welcome
- 2 To note apologies for absence
- 3 To receive members' declarations of disclosable interests
- 4 To receive and consider members' dispensation requests, if any
- 5 Public Forum: to hear from the following –
  - Members of the public
  - Representatives of the principal authority
  - Representatives of the local policing team
  - Any other representative supporting the Parish Council
- 6 To consider approval of the minutes of the council meetings held 25/09/2019 and 09/10/2019

- 7 Chairman's Report
- 8 Clerk's Report
- 9 Finance Report – to note the current income and expenditure report and approve the list of payments circulated previously.
- 10 To note the report on inspection of play equipment and approve appropriate actions to be taken
- 11 Update to Arden Hall improvements
- 12 Committee Reports to include:
  - Summary of Leisure Services Committee meeting held 02/10/2019. Members will be asked to approve
  - Summary of Finance & General Purposes committee meetings held 09/10/2019 and 24/10/2019. Members will be asked to approve
- 13 To receive reports from representatives to outside bodies
- 14 To consider and approve the purchase of new cash tills for Arden Hall, bar stock, and associated purchases.
- 15 To consider Cllr Knibb's request to attend WALC AGM & Conference. held in Warwick Town Council Chamber on Saturday 9<sup>th</sup> November at a cost of £30.
- 16 To consider quotations received for ditch installation at Bradford Gardens and decide on award of contract as appropriate
- 17 To consider and approve the appointment of a temporary support officer
- 18 Cllrs to update the Register of Interests
- 19 Cllr Hinsley to update on Computer Systems/Wi-fi
- 20 Cllr Mrs Allen to report on possible purchase of Christmas Tree
- 21 Castle Bromwich WI Request to plant a tree on frontage of Arden Hall
- 22 To receive notification of communications received since the previous meeting
- 23 To suggest items for consideration at the next meeting of the council
  - + Reminder of the following events:
    - Remembrance Parade 10/11/2019
    - Carol Concert 26/11/2019
- 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
  - Plans via F&GP Committee will meet on 27/11/2019 (7pm)
  - Full Council will meet on Wednesday 27/11/2019 (7.30pm)

Parish Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman)

Mrs 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

## Supporting comments to agenda for parish council meeting 30/10/2019

Dear Councillors

The format of the agenda is slightly different, but the manner of discussion will remain the same. The Parish Council is a statutory body which is required to comply with the appropriate statutes; if anyone requires further information relating to any of the 'rules' please contact the council office.

The following narrative provides further information to the agenda:

### Item 1: Chairman's welcome

Cllr Mrs P Allen will welcome all council members and members of the public to the meeting and run through emergency procedures.

### Item 2: Apologies for absence

If you are unable to attend the meeting, please notify the Clerk in advance so that your absence may be recorded as such. Any member who is absent without sending an apology will be recorded as absent.

### Item 3: Declarations of disclosable interests.

a) All members must submit specific information for the Members' Register of Interests to Solihull Metropolitan Borough Council (the Principal Authority) which is published online. A member is required to declare, as a pecuniary interest, that interest if it relates to anything listed for discussion on the agenda and must leave the meeting room whilst the matter is discussed.

Failure to disclose a pecuniary interest is a criminal offence.

b) If you have any other interest, such as a close relationship with an agenda item that is to be discussed, whereby anyone present at the meeting would be inclined to think you would be biased in your opinion then you need to declare that interest and depending on the circumstances may need to leave the meeting whilst that agenda item is discussed.

A handy guide to interests is included on the next 2 pages.

### Item 4: Dispensation requests

If you have an interest but think that the meeting would benefit if you stayed to speak and vote, you can submit a request for a dispensation. The request must be in writing and given to the Clerk before the meeting starts.

Dispensations can be granted based on the following criteria:

a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business;

b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote;

c) the dispensation is in the interests of persons living in the authority's area;

d) that it is otherwise appropriate to grant a dispensation,

A template request form is available from the Clerk.

## DO I HAVE AN INTEREST?

1. Read the agenda.
2. Does any of the business affect me, my spouse or partner (could there be a Disclosable Pecuniary Interest), or someone I am associated with (could there be an Other Disclosable Interest)?
3. If yes, check below to see if the way I am affected is an interest I have to do something about at the meeting.

Type of Interest	Description	What should I do?
<b>Disclosable Pecuniary Interests*</b>	- Source of income Job, trade, profession or vocation	<p>Declare the interest at the meeting. Leave the room unless a dispensation has been granted If I have not registered the interest, I must do so within 28 days of the meeting.</p>
	- Sponsorship of election expenses Did others pay my election expenses?	
	- Contract between me & the council Any contract not fully completed	
	- Land Occupation, ownership or tenancy of land of any sort within the council's area (buildings count as land). Corporate tenancies where the council is landlord and my firm is the tenant	
	- Stocks and shares Shares in an organisation which has a place of business in the council's area, in which I have shares worth more than £25,000 at <b>nominal value</b> , or one hundredth of the total issued share capital.	
<b>Other Disclosable Interests</b>	- Pecuniary interest A financial interest in the item that affects me or an organisation or someone I am associated with	<p>Declare the interest.</p> <p>Leave the room if anyone would think I am biased, unless I have a dispensation.</p>
	- Close connection A close connection with the item that affects me or an organisation or someone I am associated with	<p>Declare the interest.</p> <p>Leave the room (unless I have a dispensation) if the item of council business is a planning or regulatory matter and anyone would think I am biased.</p>
	- Membership of another local authority or public body, whether or not as the council's representative Only gives rise to an interest if anyone would think I am likely to be biased.	<p>Declare the interest.</p>

\*see over for Definitions of Pecuniary Interests

## In the regulations— Definitions of Pecuniary Interests

“the Act”	means the Localism Act 2011;
“body in which the relevant person has a beneficial interest”	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
“director”	includes a member of the committee of management of an industrial and provident society;
“land”	excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
“M”	means a member of a relevant authority
“member”	includes a co-opted member;
“relevant authority”	means the authority of which M is a member;
“relevant period”	means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
“relevant person”	means M or any other person referred to in section 30(3)(b) of the Act;
“securities”	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

### Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

### Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority —

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

### Land

Any beneficial interest in land which is within the area of the relevant authority.

### Licences

Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

### Corporate tenancies

Any tenancy where (to M’s knowledge) —

- (a) the landlord is the relevant authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

### Securities

Any beneficial interest in securities of a body where—

- (a) that body (to M’s knowledge) has a place of business or land in the area of the relevant authority; and
- (b) either—
  - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Item 5: Public Forum

- a) Members of the public are invited to speak. A brief summary of their comments will be included in the minutes. There is no expectation of any dialogue at this point in the meeting.
- b) Principal authority members are invited to attend the meeting and report on their activities on your behalf over the last month.
- c) Representatives of the local policing team
- d) Any other non-council parish representative

Item 6: Approval of minutes.

The draft minutes of the council meeting held on 25/09/2019 and of the extraordinary meeting held 09/10/2019, included with this agenda, are submitted for approval. If any member has a query about the minutes, please contact the Clerk in advance of the meeting with suggested amendments.

There is no expectation of discussion of the subject matter during this item, it is purely to decide upon the accuracy of the written record.

Item 7: Chairman's Report

Cllr Mrs P Allen will comment on any meetings, appointments and civic duties undertaken during the previous month.

Item 8: Clerk's Report

The Clerk will provide updates on previously discussed matters.

Item 9: Finance Report

The current income and expenditure report has been circulated along with a list of payments for approval. All payments for approval accord with the council's budget.

Item 10: Play equipment inspection

RoSPA have completed an inspection of the play equipment, report to follow.

Item 11: Arden Hall improvements

Arrangements are being made for the removal of asbestos: report to be circulated.

Item 12: Committee reports

- Leisure Services Committee meeting held 02/10/2019, draft minutes to follow.
- Finance & General Purposes Committee meeting held 10/10/2019 and 24/10/2019, draft minutes to follow.

Item 13: Reports from representatives to outside bodies

Councillors who represent the Parish Council on other bodies to provide reports here.

Item 14: Purchase of new cash tills for Arden Hall bars, bar stock, and associated costs with taking the bars back in house, eg: floats for the bar, bottles and card re-cycling containers, keg checker, possibly ice-making machines, glasses

Item 15: Cllr Knibb requests to attend WALC AGM & Conference held in Warwick Town Council Chamber on Saturday 9<sup>th</sup> November at a cost of £30. If other councillors wanted to attend the cost would be £60. This is an all day event.

Item 16: Double ditch installation at Bradford Gardens

Members are asked to award the contract to dig a double ditch at Bradford Garden to prevent unwanted vehicular incursion. A report detailing the quotations received will be provided.

Item 17: Appointment of support officer

Members are asked to approve the appointment of a part-time temporary support officer in the clerk's office due to current under-staffing. The appointment will combine mentoring of staff and training of councillors alongside support to the council's administrative function.

**Item 18: Update Register of Interests**

Members have been emailed a form to update Register of Interests.

**Item 19: Members to consider quotations for updating computer systems and installing Wi-fi.**

**Item 20: Cllr Mrs Allen to report on possible purchase of Christmas Tree**

**Item 21: Castle Bromwich WI Request to plant a tree on frontage of Arden Hall**

**Item 22: Communications received during this last month**

**Item 23: Items for the next meeting. Members are asked to suggest items for the next meeting's agenda and may raise any other relevant issues here.**

**Also an opportunity to remind members of the forthcoming events –**

- Remembrance Parade 10/11/2019
- Carol Concert 26/11/2019

**Item 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
- Plans via F&GP Committee will meet on 27/11/2019 (7pm)
- Full Council will meet on Wednesday 27/11/2019 (7.30pm)