

# Castle Bromwich Parish Council

MINUTES OF THE FULL COUNCIL MEETING  
HELD ONLINE (via ZOOM)  
WEDNESDAY 27<sup>th</sup> MAY 2020, 6.30PM



**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  
+ Currently one vacancy to be filled by co-option.

**Present** Cllrs: Mrs P Allen - Chairman  
Mrs A Ahmed Shaikh  
S Beechey  
Mrs A Haywood  
D Hinsley (present from minute no 20/05-07 onwards)  
E Knibb – vice-chairman  
J Macdonald  
J Riordan  
Mrs R Shaikh (present from minute no 20/05-08 onwards)  
K Shaw

Members of the public: no members of the public were present.

Officers: Mrs G Lungley – Support Officer

- 20/05-01 **Chairman's Welcome**  
Cllr Allen welcomed all to the first online meeting of the Council and expressed the wish that all those present were keeping safe and well.  
The draft procedure for holding online meetings had been circulated in advance of the meeting and:  
**It was agreed** to adopt the procedure for online council and committee meetings.
- 20/05-02 **To note apologies for absence**  
Apologies for absence were received from Cllr K McCoy (family illness)  
Members otherwise absent: Cllrs M Strong, M Rashid, Ms J Ward
- 20/05-03 **To receive members' declarations of disclosable interests**  
None received.
- 20/05-04 **To receive and consider members' dispensation requests, if any**  
None requested.
- 20/05-05 **To agree procedure for holding online meetings**  
Agreed at minute no. 20/05-01 above.
- 20/05-06 **Public Question Time**  
Not required.
- 20/05-07 **To approve the minutes of the council meeting held on 26/02/2020**  
The minutes of the ordinary council meeting held on 26/02/2020 were:  
**AGREED** as a true record.  
Two members who had not been present at that meeting abstained from the vote.

20/05-08 To note arrangements made via The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, viz.

- Removal of need to hold an annual council meeting in May but can choose to hold one later in the year or can agree the current Chairman and vice-Chairman and committee memberships stay in place until May 2021
- Holding meetings remotely online is permissible
- Public notice of meetings via website is acceptable

**It was agreed** that council meetings will henceforth be held online in accordance with the usual timetable and notice of such meetings will be posted to the website.

On the question of whether to hold an online Annual Council meeting at a future date in 2020 at which the Chairman and vice-Chairman and membership of the standing committees would be appointed:

**It was agreed** to forego the Annual Council meeting for 2020 and for the current Chairman, vice-Chairman and committees to continue in post until May 2021.

20/05-09 To provide comment to the following planning application:

Application ref:	PL/2020/00714/MINFHO
Address:	8 Marlborough Road, Castle Bromwich Solihull B36 0EH
Proposal:	Single storey side & front porch extensions.
Respond by:	11 June 2020
CBPC comment	Would approve this application subject to consideration of neighbours' comments.

20/05-10 **To note the draft minutes of the Finance and General Purposes Committee,** meeting held 20/05/2020

The draft minutes had been circulated with this meeting's agenda and were noted.

20/05-11 **Approval of the Annual Governance and Accountability Return (AGAR), ss 1 & 2:** s1 Annual Governance Statement and s2 Annual Accounting Statements.

Members noted the following: that s1 of the AGAR must be approved before s2 and both should be assessed after the Internal Auditor has submitted their final report. The internal auditor provided an interim report and recommendations in January 2020 which are to be reviewed by a council working party on 28/05/2020. The Council must approve the Annual Return by 31<sup>st</sup> July and as the internal auditor's final report has not been issued in time for this Council meeting the Annual Return will be put for approval to the Council meeting on 24<sup>th</sup> June.

20/05-12 **Approve setting up a staffing committee**

The Council is asked to establish a Staffing Committee; this is a requirement expected through the council's HR policies. Due to changes in staffing the Council has been made aware its previous way of working fell short of compliance with the Local Government Act 1972, s101 (1)(a).

For clarity this states that Council decisions are made by the Council acting as one body, or decision-making can be delegated to a committee or sub-committee, or another local authority or an officer of the Council.

Decisions made in the past by the 'Staff Panel' did not fit these criteria as the panel did not act like a committee, no public notice of meetings was given, the meetings were not clerked and no official record of those meetings or the decisions made is available from the Parish Council office. However, the Chairman advised the meeting that a record of actions has been retained privately.

The principal aims of the Staffing Committee are to:

- Provide support and guidance to the Clerk in his/her role and
- Provide a management link between the Clerk and the Parish Council.

It should aim to provide an independent and high level focus on human resources, organisational development and health & safety matters affecting the Council.

On the basis that recommendations arising from any future meetings of such a committee would be put to the following full Council meeting:

**It was agreed** to establish a Staffing Committee, with Terms of Reference to be agreed.

20/05-13 **Approve the Staffing Committee Terms of Reference**

Subject to approval at item 12, members are asked to approve the committee's Terms of Reference; a draft is attached for comment / amendment / adoption.

Members agreed the following:

- Membership will be 5 parish councillors
- To meet quarterly throughout the year and additionally as required
- Draft minutes to be published online within 4 weeks of the meeting and presented to the following council meeting
- All recommendations to be ratified by the following council meeting

With regard to the committee's remit:

**It was agreed** members would review the draft Terms of Reference over the next few days and forward their comments for consideration and agreement at an extra council meeting to be arranged in due course.

20/05-14 **Approve the appointment of members to the Staffing Committee**

**It was agreed** to appoint the following members to the Staffing Committee:  
Cllrs Mrs A Ahmed Shaikh, Mrs P Allen, S Beechey, J MacDonald, K Shaw.

20/05-15 **To consider matters appropriate to the Leisure Services Committee**

The LSC has not met since 04/03/2020. Due to the Coronavirus pandemic, Covid-19, all team sports are on hold and Arden Hall is closed for business, however the council's open spaces, with the exception of the play equipment, are open to allow for permitted recreation. If the LSC continues to not meet, then related issues would naturally fall to the full council for consideration. Members are asked to indicate whether issues relevant to LSC are to be considered via online LSC meetings or meetings of either the Finance & General Purposes committee or the full council.

**It was agreed** to hold LSC meetings online, to comply with the existing timetable, as minute no 20/05-08 above. The first of these meetings will be 03/06/2020.

20/05-16 **Council office report**

A report will be provided from the Acting Clerk and/or Support Officer to update members on council business over the last few months during Covid-19 lockdown.

Previously members had been notified that from 23/03/2020 Arden Hall and the managed open spaces (Arden Hall playing fields and Hob Farm park) had been closed in line with government regulations. All office staff worked from home whilst those who could not work from home were furloughed\* through to 11/05/2020 when the managed open spaces were re-opened. \*Details of furlough scheme to be provided to Staffing Committee.

Even though Arden Hall is not open for business, skeleton staff have attended regularly to maintain it and all hall staff are now working to keep it clean with particular attention to the Spencer Lounge and redecoration.

Council staff have been maintaining as normal a service as possible to ensure bills are paid and the financial year-end figures have been prepared for internal audit prior to presentation to the council for approval and external audit. The new accounting software is also now being used.

Matters raised include:

- Broken window to Windsor Lounge by high-spirited youths. Crime reported and window boarded up whilst replacement is sought.
- The tree surgery due to take place at the end of March was carried out 26<sup>th</sup> and 27<sup>th</sup> May (Whateley Green and Village Green).
- Mini motor bikes have been ridden on Hob Farm park.

Members asked whether appropriate measures have been put in place to ensure staff are adequately protected and aware of what they need to do. All staff have been reminded to wash their hands on entering either Arden Hall or the Pavilion, to maintain the 2m distance from colleagues and visitors, to regularly clean their work-stations etc.

Use of the toilets by the public is discouraged unless an emergency.

Since all members of the public know what is required of them when outdoors, the park wardens have been advised it is not their role to police them.

In response to a question on the mental health of workers, especially those working from home, it was noted a variety of support measures is in place including regular contact between all staff and online tutorials on working from home.

20/05-17 **It was agreed to close the meeting to members of the public to allow for discussion of confidential items relating to staff and contractual matters.**

*Public Bodies (Admission to Meetings) Act 1960*

Members were notified of

1. The Acting Clerk had retired. The vacancy will be referred to the Staffing Committee.
2. The internal arrangements for office staff are to be reviewed.

20/05-18 **Date of next meetings, all starting at 6.30pm:**

- Leisure Services Committee will meet on 03/06/2020
- Finance and General Purposes Committee will meet on 10/06/2020
- Full Council will meet on Wednesday 24/06/2020

It was also noted there is an online funding workshop arranged by CAVA on 23/06/2020 regarding HS2 community and business funds.

**This meeting ended at 8.30pm**

.....  
Signed as a true record of the business transacted  
Chairman Castle Bromwich Parish Council

.....  
Dated