

# Castle Bromwich Parish Council

MINUTES OF THE FULL COUNCIL MEETING  
HELD ONLINE (via ZOOM)  
WEDNESDAY 29<sup>th</sup> JULY 2020, 6.30PM



**Council members:** Mrs P Allen (Chairman), Mrs A Ahmed, S Beechey, Mrs A Haywood, J MacDonald, K McCoy, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward + four vacancies

**Present** Cllrs: Mrs P Allen - Chairman  
Mrs A Ahmed Shaikh  
S Beechey  
Mrs A Haywood  
J Macdonald  
J Riordan  
Mrs R Shaikh  
K Shaw  
Miss J Ward

Members of the public:

- SMBC member Coun Ted Richards
- One member of the public, potential co-optee
- One member of the public

Officers: Mrs Y Smith, Acting Clerk and Mrs G Lungley – Support Officer

20/07-01 **Chairman's Welcome**

Cllr Mrs Allen welcomed all to the online meeting of the Council, reminded all of the policy for holding meetings online and hoped to be meeting again face to face before long.

20/07-02 **To note apologies for absence**

Apologies for absence were received from Cllrs K McCoy and M Strong (employment commitments)

20/07-03 **To receive members' declarations of disclosable interests**

Cllr Mrs P Allen declared an Other Declarable Interest in agenda item 10 (proposed traffic regulations) as a trustee appointed by the Parish Council to the Castle Bromwich Hall Gardens Trust; having declared this interest Cllr Mrs P Allen remained in the meeting during discussion of the item.

20/07-04 **To receive and consider members' dispensation requests, if any**

None requested.

20/07-05 **Public Question Time**

- i. Coun Ted Richards had no report for presentation.
- ii. Mr Rashid spoke to the Council to wish the Council continuing good health.

20/07-06 **To approve the minutes of the council meeting held on 24/06/2020**

The minutes of the ordinary council meeting held on 24/06/2020 were:  
**AGREED** as a true record.

One member abstained from the vote, due to absence from that meeting.

20/07-07 **To appoint**

- a) A member of the council to the position of vice-Chairman.

On the nomination of Cllr K Shaw by Cllr Mrs P Allen, seconded by Cllr S Beechey, **It was AGREED** to appoint Cllr K Shaw to the position of vice-Chairman.

b) Two council members to be bank signatories

**It was AGREED** to appoint Cllr Miss J Ward to be an additional bank signatory to the existing two members; members were aware of the requirement for another signatory but no one volunteered for the position.

c) One member of the council to be one of two representatives to the Solihull Area Committee (affiliated to the Warwickshire and West Midlands Association of Local Councils, WALC); the existing representative is Cllr J MacDonald.

**No one** volunteered to take on this position.

d) One member of the council to be its representative to the WALC Executive Committee.

**It was AGREED** to appoint Cllr J MacDonald to represent the parish council on the WALC Executive Committee.

20/07-08 **To note** the position regarding the four casual vacancies in the office of parish councillor relating to Beechcroft ward (1), Bradford ward (2), Whateley ward (1) and agree steps for co-opting members to fill those seats.

With the presence in the meeting of a recent member of the parish council who had submitted a form for co-option to the council, it was agreed to consider the co-option of Mr Mo Rashid.

**It was AGREED** to co-opt Mo Rashid to the office of parish council member for Beechcroft ward and to delay receipt of his Declaration of Acceptance of Office form until it can be signed and submitted to the parish council office which will be before the date of the next council meeting on 30/09/2020.

Cllr Rashid thence took part in the meeting as a council member.

Casual vacancies continue to exist in the Bradford (2) and Whateley (1) wards.

20/07-09 To provide comment to the following planning applications:

**Application ref:** 2020/00998/MINFHO

**Location:** 42 Cranmore Road, Castle Bromwich B36 9HJ

**Proposal:** Two storey side and rear extension.

**CBPC comment:** No objection to this application, subject to neighbours' comments.

**Application ref:** 2020/01378/PN

**Proposed** installation of a 15m telecommunications Phase 8 monopole with 4 No. ground based equipment cabinets and ancillary development thereto.

**Location:** EE Telecom Mast Bradford Road Castle Bromwich Solihull

**CBPC comment:** Members are in favour of this application if it improves and updates telecommunications in the area, but would ask for clarification of 'ancillary development' as this sounds a bit vague and members would not want to see additional cabinets cluttering up the site.

**Application ref:** 2020/01052/TPO

**Location:** 8 Castle Crescent Castle Bromwich Solihull B36 9TF

**Proposal:** Reduce branches by up to 1m, plus deadwood, on 1 No. oak tree.

**CBPC comment:** Would approve this application subject to tree officer's decision.

**Application ref:** 2020/01259/MINFHO

**Location:** 119 Springfield Road Castle Bromwich Solihull B36 0DU

**Proposal:** Single storey rear extension.

**CBPC comment:** The Parish Council has no comment to make on this but would suggest it is approved subject to any comments from neighbours.

**To note and comment on the following Appeal:**

**Site address:** Castle Bromwich Hall Hotel, Chester Road

**Alleged breach:** Unauthorised erection of a marquee in the grounds of Castle Bromwich Hall

**PI ref:** APP/Q4625/C/19/3243551

Members asked SMBC ward member Coun Ted Richards to speak to this: SMBC had turned down the application on the grounds of noise, nuisance, parking, inconvenience to near neighbours and it was not fitting to an historical garden as a result of which the applicant appealed to the Secretary of State.

**CBPC comment:** The Parish Council wished to comment, stating it is not in favour of the erection of a marquee in the grounds of Castle Bromwich Hall since it lies within the setting of the historic area of Castle Bromwich Conservation Area next to the Church, the initial erection was unauthorised, its presence allows for events that produce noise and nuisance to neighbours, along with parking problems.

20/07-10 **To comment on the highways consultation from SMBC:**

**Proposed Total Prohibition of Waiting at Any Time**

**Beechcroft Road (both sides)** – from a point 15 metres north east of its junction with Chester Road, in a northerly direction, to a point 35 metres north of that junction.

**Chester Road (both sides)** – from a point 15 metres west of its junction with Kingsleigh Drive, in a westerly direction, to a point 42 metres west of that junction.

**Kingsleigh Drive (both sides)** – from a point 15 metres north east of its junction with Chester Road, in a north easterly direction, to a point 30 metres north east of that junction.

Comments from members of the public received that day had been sent by email to CBPC members prior to the start of the meeting. Members commented:

- The church is well used but parking restrictions outside would curtail events and fund-raising, not just for the Church but for the Hall Gardens as well.
- Imposition of waiting restrictions would impact worse than now, in that events at the Church, the Hotel and the Hall Gardens would result in further traffic disruption over a wider distance.
- SMBC ward member Coun Ted Richards was invited to speak to the proposals: the proposal for Beechcroft Road had been put forward on road safety grounds whereas those for Chester Road and Kingsleigh Drive (affecting the church) had been put forward following a request by residents.

Members **AGREED to approve the proposed prohibition of waiting in Beechcroft Road on road safety grounds, but to object to the proposals for Chester Road and Kingsleigh Drive**, as the effect of imposing the proposals would detrimentally impact on surrounding roads and adversely affect activities at St Mary and St Margaret's Church and Castle Bromwich Hall Gardens.

SMBC ward member Ted Richards and the member of the public left the meeting.

20/07-11 **Finance**

- a) **Current financial position to 30/06/2020**, as bank reconciliation below. The cashbook summary to 21/07/2020 was circulated with payments due shown below on page 7.

The bank reconciliation to 30/06/2020 is:

<b>Financial transactions for the year</b>		<b>Cash in hand</b>	
Position at 01/04/2020	238,839.01	Lloyds	87,381.89
Add receipts	213,906.12	Unity Trust	107,319.91
	452,745.13	CCLA	151,000.00
Less payments	-106,162.33	Petty Cash & bar float	881.00
Total	£346,582.80	Total	£346,582.80

- b) **Annual audit arrangements for 2019/20 financial year**

Members noted the Annual Return for 2019/20 had been submitted to the External Auditor and the dates of public inspection have been duly advertised as starting 09/07/2020 through to 19/08/2020 inclusive.

Cllr Mrs R Shaikh left the meeting (7.20pm)

- c) **To agree appointment of Internal Auditor for 2020/21**  
**It was AGREED** to continue with the appointment of DKE Audit to carry out the internal audit for 2020/21 financial year, to include interim audit arrangements during the year.

20/07-12 **Committee meeting updates**

a) **Leisure Services Committee meeting held 01/07/2020**

The draft minutes of the meeting were noted.

The proposed Policy on the provision and use of tools on parish council property was discussed. There were questions relating to:

- i) the voltage requirements of mains-driven power tools in order to comply with Health and Safety regulations (110v rather than 240v). and
- ii) to carry out an additional tool check as and when a member of staff leaves.

b) **Finance and General Purposes Committee meeting held 08/07/2020**

The draft minutes of the meeting were noted, including:

- i. New electricity contract to be taken out with Corona Energy via Utility Aid
- ii. The telephony contract was agreed, with all phone and broadband to be brought together under one umbrella of Mainstream Digital and wi-fi will be available. There was concern whether the wi-fi would be available to people in the park and would therefore need to be password protected.
- iii. The Risk Management Policy was circulated to all members; the Finance and General Purposes Committee would be working through this one section at a time over the next seven months.
- iv. The risk strategy and assessments are working documents for consideration during the year.

c) **Staffing Committee**

The committee will meet in August to review all applications received for the Clerk vacancy and arrange interviews.

Draft Terms of Reference for the Staffing Committee were robustly discussed and amended taking due regard to the management of risk. A system is required to avoid nepotism and for no appointments to be made without the council's knowledge. Appointments of staff above the level of SCP12 would require the input of a member of the Staffing Committee as well as the Head of Paid Services and line manager. Cllr J Riordan requested it be recorded that he has previously been involved in interviews to employ members of the staff.

Cllr Miss J Ward left, 8.30pm.

The Terms of Reference would be tidied up and presented to the next council meeting for review prior to approval.

A member of the Staffing Committee asked for a meeting of the committee to discuss a variety of staffing issues, however it was confirmed that the current Terms of Reference allow the committee to only pursue the appointment of a new Clerk.

Copies of the application forms received by the close of business on 31/07/2020 would be circulated to the Staffing Committee members, by email and hard copy prior to meeting to agree who to invite to interview.

20/07-13 **Website accessibility**

At the previous meeting of this council, two members had been appointed to check the compliance of its website with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, but since then one of those members had resigned and the other had not had a chance to review.

It was known the website was not compliant and the accessibility statement was below the standard required.

The Support Officer had previously declared an interest in the appointment of a website provider (a close relative had been asked to help out when the IT system was reviewed earlier this year and the website hosting needed to be sorted out).

A minimum of three quotes would be sought and circulated to members for comment as soon as possible.

Cllrs Mrs A Haywood and Mrs A Shaikh Ahmed left the meeting at 9pm.

**Members agreed** to suspend Standing Order 3x to allow the meeting to continue.

20/07-14 **Arden Hall improvements**

There was discussion about the need for new heaters in the main Hall; members agreed to review later in the year.

Cllr Mrs P Allen asked for her thanks to Cllrs S Beechey and K Shaw to be minuted, with regard to the improvements to the existing radiators (re-covered) and the front of the stage undertaken at the Hall to prepare for re-opening post the Covid-19 lockdown; she also paid tribute to the work undertaken by members of hall staff.

- a) For the repairs and maintenance at the Spencer Hall and lounge, **It was AGREED** to delegate up to £5,000 from the budget for improvement works to be managed by the Hall Manager subject to oversight by the Acting Clerk.
- b) Proposed purchase of a scaffold tower for use both inside Arden Hall and outside in the grounds.  
**It was AGREED** to purchase the 3T Industrial scaffold tower for a starting price of £1,224.99 with an extra platform via proforma invoice arrangements. CBPC staff would be required to attend specific training in use of the tower.
- c) Staff awareness of Covid-19 precautions is ongoing via webinars, regular monitoring of GOV.UK updates and risk assessments led by the Hall Manager.

20/07-15 **Use of Pavilion**

The Cricket Club had submitted a request to be able to use the Pavilion after the Park has closed at 8pm.

**It was AGREED** the Club should continue to abide by the requirement stipulated at the start of being able to re-use the Pavilion and to leave the Pavilion no later than 8pm, at the same time the Park is locked. This follows the council's balanced and cautious risk assessment on the use of the pavilion by the Club for social, post-match gatherings and the necessary input by members of staff whilst the Coronavirus pandemic continues.

20/07-16 **Use of Open Spaces**

- a) Better signage is required for the parks at Hob Farm and Arden Hall. A trial notice board is being obtained to be fixed to the fencing at one of 3 sites (Hob Farm entrance, Arden Hall car park and Stonemoor entrances).  
**It was AGREED** to purchase one notice board at £245 to see if it could be effectively fixed to the railings; Cllr K Shaw would assist with the fixings.

Cllr J Riordan left the meeting, 9.30pm

- b) The play area at Arden Hall open space has been closed since 23/03/2020. GOV.UK updates advise local councils to re-open at their discretion after risk assessing the conditions. This council's risk assessment was unable to identify suitable mitigating actions when carried out on 03/07/2020. Since then the wardens have made use of a spray to spray-clean equipment with disinfectant, which took 90 minutes to complete. It is hoped the positioning of notices to alert parents to the risks, to encourage them to bring their own cleaning materials etc. will go towards reducing the risks identified and enable the play equipment to be fully used again. It was noted a complaint had been received regarding the continuing closure of the play area.

- c) Members attention had been drawn to tyre tracks across the Village Green caused by what may have been a large vehicle negotiating the road around the War Memorial. Fairways Grounds Maintenance have been asked to attend to repair.  
**It was AGREED** to purchase two new bollards and quick-setting concrete. One to be retained in stock and to review plans for installing bollards alongside Old Croft Lane.

20/07-17 **Annual Tour of parish council property and facilities**

**It was AGREED** members would meet on 13<sup>th</sup> August at 1pm starting from Hob Farm.

20/07-18 **Covid-19 – related issues**

- a) **Grant Request** has been received from the Red Cross.  
This request was not considered.

- b) **Offer of Cherry Tree.** SMBC is offering to provide “a cherry blossom tree to plant to symbolise the community coming together during this time but also to remember those who lost loved ones and to reflect on the hard work and dedication given by unsung heroes amongst us.”  
Members did not wish to accept the gift.

Cllr J MacDonald left the meeting, 9.50pm and the meeting became inquorate.

The meeting was closed.

20/07-19 **Items on the agenda carried over to the next council meeting:**

- **Complaints** – to be advised of five complaints, in accordance with the council’s Complaints Procedure.
- **Members’ Code of Conduct** – to provide comment to the national survey.

20/07-20 **Date of next meetings, all starting at 6.30pm if being held online or 7.30pm if face-to-face:**

- Leisure Services Committee will meet on 02/09/2020
- Finance and General Purposes Committee will meet on 09/09/2020
- Full Council will meet on Wednesday 30/09/2020
- Meetings of the Staffing Committee would be held as required throughout August.

**This meeting ended at 9.50pm**

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

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Dated

Minute no. 20/07-11 (a)

List of payments part-July/August

RECORD OF RECEIPTS AND PAYMENTS FOR PART-MONTH JULY 2020 (to 29/07/2020)								
voucher no	For presentation to Full Council meeting 29/07/2020				PAYMENTS			
	Payee	Reason	Inv No.	Date of Inv.	Receipts	Gross	VAT	Net
215	Suez/Sita	Waste removal from all sites	31931096	30.06.2020		£ 912.52	£ 152.52	£ 760.00
216	Konica Minolta	Photocopier	1151501118	30.06.2020		£ 92.23	£ 15.37	£ 76.86
217	DM Payroll Services Ltd	GDPR	1061	02.07.2020		£ 555.55	£ -	£ 555.55
218	Kings Fire & Electrical	Fire alarm service - Arden Hall	3350	06.07.2020		£ 324.55	£ -	£ 324.55
	Kings Fire & Electrical	Fire alarm service - Pavilion	3350	06.07.2020		£ 232.30	£ -	£ 232.30
	Kings Fire & Electrical	Fire alarm service - Council Office	3350	08.07.2020		£ 316.75	£ -	£ 316.75
219	JW Plastic Products	Protective covid screen	6815	06.07.2020		£ 120.00	£ 20.00	£ 100.00
220	SMBC LDC	Pavilion cleaning products	344914	02.07.2020		£ 153.22	£ 25.54	£ 127.68
221	SMBC LDC	Protective gloves	344915	02.07.2020		£ 31.08	£ 5.18	£ 25.90
222	SMBC LDC	Arden Hall cleaning products	344916	02.07.2020		£ 43.78	£ 7.30	£ 36.48
223	SMBC LDC	Arden Hall covid sanitisers etc	344917	02.07.2020		£ 50.64	£ 8.44	£ 42.20
214	RMS	Card reader membership 03/7-03/8	6331706	06.07.2020		£ 15.54	£ 2.59	£ 12.95
224	Mrs G Lungley	Support services, PC office July	20/21-012	25/07/2020		£ 2,000.00	£ -	£ 2,000.00
225	BT	Line rental charges	Q129 ZX	07.07.2020		£ 93.90	£ 15.65	£ 78.25
226	Lloyds Bank	Bank Charges	314544397	06.07.2020		£ 20.00	£ -	£ 20.00
227	Horizon	Covid face masks	571785	03.07.2020		£ 20.00	£ -	£ 20.00
228	SMBC LDC	Blue Roll	345376	09.07.2020		£ 11.76	£ 1.96	£ 9.80
229	Midshire	Arden Hall printer/copier	8070810960	08.07.2020		£ 49.55	£ 8.26	£ 41.29
230	Total (Electricity)	Arden Hall, 1	216965941/20	12.07.2020		£ 432.78	£ 72.13	£ 360.65
	Total (Electricity)	Pavilion	216965952/20	12.07.2020		£ 280.97	£ 46.83	£ 234.14
	Total (Electricity)	PC Office	216965963/20	12.07.2020		£ 21.63	£ 1.03	£ 20.60
	Total (Electricity)	Arden Hall 2	216965974/20	12.07.2020		£ 37.93	£ 1.81	£ 36.12
231	Gill Lungley	Zoom hosting, Clerk advert, ink, postage	15072020	15.07.2020		£ 343.58	£ 42.60	£ 300.98
232	SMBC	Lamp	334452	24.02.2020		£ 4.68	£ 0.78	£ 3.90
233	SMBC	Cleaning products	334778	09.03.2020		£ 93.96	£ 15.66	£ 78.30
234	SMBC	Hi vis Jackets	334782	09.03.2020		£ 40.80	£ 6.80	£ 34.00
235	SMBC	Arden Hall Cleaning products	334783	09.03.2020		£ 47.46	£ 7.91	£ 39.55
236	SMBC	Pavilion waste bags/toilet roll etc	334859	11.03.2020		£ 16.26	£ 2.71	£ 13.55
237	Peninsula	Employment Services	U001663039	18.07.2020	120.00	£ 271.59	£ 62.21	£ 329.38
253	Cllr Shaw	Refurbs to Spencer Hall	15072020	15.07.2020		£ 83.72	£ 13.95	£ 69.77
254	Yvonne Smith	Stamps/Anti-bac	21072020	21.07.2020		£ 127.06	£ 14.79	£ 112.27
250	Yvonne Smith	Spray/sticky pads for photos	22072020	22.07.2020		£ 3.20	£ -	£ 3.20
251	Horizon	Hand sanitiser dispenser	571993	17.07.2020		£ 47.99	£ 8.00	£ 39.99
252	Philips Heating	Toilet repairs	55792	22.07.2020		£ 594.00	£ 99.00	£ 495.00
238	Espo	Gas supply	G1138971	23.07.2020		£ 85.17	£ 4.06	£ 81.11
	Espo	Gas supply	G1138972	23.07.2020		£ 18.90	£ 0.90	£ 18.00
	Espo	Gas supply	G1133873	30.06.2020		£ 88.25	£ 4.20	£ 84.05
167	Tactile	Broadband, May invoice paid 15/07/2020	20410			£ 47.94	£ 7.99	£ 39.95
	SMBC	Business rates	50240751	01.08.2020		£ 1,372.00	£ -	£ 1,372.00
	HMRC (July salaries)	to be paid 17/08/20	HMRC WMPPF M4			£ 1,866.15		
	WMPPF (July salaries)	to be paid 17/08/20	HMRC WMPPF M4			£ 392.77		
Members are asked to approve regular payments for August, including for Telephones (Mainstream Digital, DVS, Tactile), IT support, Rates, Electricity, Gas, Card pay machines, waste removal, wages, HR support								
	<b>SALARIES</b>							£ -
	Salaries m4	Staff salaries (net)	month 4	30.07.2020				£ -
242-244	Salaries week 14	Staff salaries (net)	week 14	10.07.2020		£ 1,794.57		£ 1,794.57
245-247	Salaries week 15	Staff salaries (net)	week 15	17.07.2020		£ 1,834.97		£ 1,834.97
255-258	Salaries week 16	Staff salaries (net)	week 16	24.07.2020		£ 2,353.55		£ 2,353.55
	Salaries week 17	Staff salaries (net)	week 17	31.07.2020		£ 1,799.97		£ 1,799.97
								£ -
						£ 19,145.22	£ 676.17	£ 16,330.13