

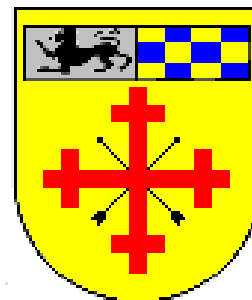
Castle Bromwich Parish Council

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Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. K Shaw

Cllr. A Ahmed-Shaikh, Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald, Cllr. K McCoy,

Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. M Strong, Cllr. J Ward + 3 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD ONLINE WEDNESDAY 30TH SEPTEMBER 2020

Members Present:	Cllr. P Allen (Chair), Cllr. K Shaw (Vice-Chair), Cllr. A Ahmed-Shaikh, Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald, Cllr. M Rashid, Cllr. J Riordan, Cllr. J Ward.
Guests in Attendance:	Saqib Bhatti MBE, MP for Meriden, Lizzy Quiney, Community Development Worker, SMBC. SMBC Cllr. T Richards
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker), Mrs G Lungley (Support Officer)

C20-001 **Chairman's Welcome:** Cllr. Allen welcomed everyone to the meeting and introduced the new Clerk. A brief oral report from the Hall Gardens AGM and plan forward was given.

C20-002 **Apologies for Absence:** Apologies had been received in advance of the meeting from Cllr. R Shaikh but not picked up in time to note.

C20-003 **Declarations of pecuniary or other interests:** None

C20-004 **Dispensations:** None

C20-005 **Public Question Time:**

Saqib Bhatti MBE MP informed the Council of current issues facing the constituency (and the wider community) due to the Coronavirus pandemic and the need for the community to co-operate to improve outcomes. He also advised of a current petition regarding more consistent and better access to healthcare. Mr Bhatti expressed his desire to work together with the Council and welcomed people to contact him directly.

Lizzy Quiney, Community Development Worker SMBC, informed the Council of her new role in Castle Bromwich and that she looked forward to working in partnership with the Council. The importance of local intelligence in assisting Solihull MBC and the police in dealing with breaches of restrictions was discussed. An offer was made of a Cherry Tree which had previously been declined by the Council.

Action

C20-006 **Minutes:** The minutes of the below meetings were agreed as a true record with one abstention.

- a) The ordinary council meeting held Wednesday 29th July 2020
- b) The extraordinary council meeting held Wednesday 26th August

C20-007 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal	Consultation Expiry	CBPC Comment
PL/2020/01391 /MINFHO	10 Burrow Hill Close Castle Bromwich Solihull B36 9ED	Garage conversion, side toilet extension and lobby/porch with pitched roof over single storey.	13/10/2020	No objections, subject to neighbours comment.
PL/2020/01843 /MINFHO	352 Chester Road Solihull B36 0LD	Two storey side and rear extension	05/10/2020	No objections, subject to neighbours comment.

C20-008 **Finance and General Purposes Committee:**

- a) The draft minutes of the meeting held 9th September 2020 were noted.
- b) The recommended F&GP Committee's revised Terms of Reference were discussed and not agreed. The Clerk was directed to form a working party to look at both the Finance and General Purposes Committee and Leisure Services Terms of Reference to ensure no overlap in responsibility.
- c) **RESOLVED:** That the Clerk be added to the bank mandate for Lloyds and Unity Trust.
- d) The payments list for September was noted. The Clerk was directed to provide Cllr. Riordan additional information relating to a payment made under contractual obligation.

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C20-009 **Leisure Services Committee:**

- a) The draft minutes of the meeting held 2nd September 2020 were noted.
- b) Planning for the Remembrance event was reported on.

C20-010 **Staffing Committee:**

- a) The draft minutes of the meeting held on 23rd September 2020 were noted.
- b) The recommendation for reimbursement costs for a staff member's damaged personal property was considered.
RESOLVED: To reimburse £280 for damaged equipment to the member of staff and to ensure employees understand they should not be using their personal equipment to perform their duties but equipment must be provided by the Council with a booking in/out system.
- c) Improved IT and communications equipment was discussed. It was agreed that Officers of the Council require appropriate equipment such as laptops and phones to perform their duties. There was no agreement on the provision of Council laptops/tablets for Councillors.
RESOLVED:
 - i) To add two additional mobile phone packages with the current provider.
 - ii) To have dedicated Councillor email addresses with the current website domain host including a £10 a month support package.
 - iii) To purchase laptops for 3 officers of the Council.
- d) The vacancies on the Committee were discussed with no volunteers. The Clerk was directed to approach Councillors not in attendance.

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C20-011 **Council Office Report:** The Clerk reported on a busy settling in period.

C20-012 **Public Bodies (Admission to meetings) Act 1960:** Not resolved as no confidential matters to discuss.

C20-013 Date and time of the next meetings were confirmed as:

- Leisure Services Committee 7th October 2020.
- Finance and General Purposes Committee 11th November 2020.
- Parish Council 28th October 2020.
- Staffing Committee TBC

Action Log:

- 1) Terms of Reference – Working Party
- 2) Invoice/authorisation details
- 3) Council Equipment policy
- 4) Staffing Committee membership

Clerk & Councillors
Clerk & JR
Clerk – employed staff
Clerk - RS/MS/KM

This meeting ended at 8:18pm.

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

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Dated

