

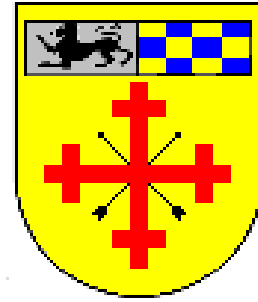
# Castle Bromwich Parish Council

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

Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald,

Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh Ahmed, Cllr. M Strong, Cllr. J Ward + 4 vacancies

## MINUTES OF THE FULL COUNCIL MEETING

HELD ONLINE WEDNESDAY 25<sup>th</sup> NOVEMBER 2020

Members Present:	Cllr. P Allen (Chair), Cllr. K Shaw (Vice-Chair), Cllr. S Beechey, Cllr. J Macdonald, Cllr. M Rashid, Cllr. J Riordan & Cllr. R Shaikh & Cllr. A Shaikh Ahmed
Guests in Attendance:	SMBC Cllr. T Richards Hayden Wright (Balfour Beatty Vinci BBV)
Public in Attendance:	Four
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- C20-029 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting. It was reported that a thank you card had been sent, on behalf of the Council, to Mrs G Lungley in recognition of her efforts in supporting the Council.
- C20-030 **Apologies for Absence:** Apologies were received from Cllr. A Haywood & Cllr. J Ward due to technical difficulties in joining the online meeting and Cllr. M Strong due to work commitments.
- C20-031 **Declarations of Interests:** None
- C20-032 **Co-option:** No applications received.
- C20-033 **Public Question Time:**  
Apologies were received from Saqib Bhatti MBE MP & Lizzy Quiney, Community Development Worker SMBC.

Hayden Wright (Community Engagement Specialist - Balfour Beatty Vinci BBV)  
A short presentation was given to the Council on matters including:

- Ground investigation works have commenced.
- An application has been made to increase HGV movements up to 40 per day. This is while a link road from the M6/M42 interchange to the compound is constructed which will then be used for all heavy construction traffic. It was queried why such an increase had not been anticipated. The Council was informed that now project planning was more advanced, BBV felt it

### Action

necessary to apply for the maximum number of vehicles allowed on the traffic route. Although no absolute confirmation could be given regarding the link road, without it, the project would not be able to proceed.

- The traffic schedules are only for works related heavy traffic – other vehicles, such as employees/contractors arriving for work would not be subject to specific controls. As BBV wishes to be a good neighbour during these works, any issues with associated vehicles should be raised directly to see how they can be mitigated.
- The opportunities for local residents were reiterated and can be found at [www.competefor.com/hs2](http://www.competefor.com/hs2)
- The alternative suggested route using Parkfield Drive is not suitable.

Residents of Burrow Hill Close and surrounding areas took to the opportunity to voice their objections to the proposed development stating, among other concerns, that:

- The development bears no consideration to the surrounding residential properties.
- Daylight/over-shadowing and privacy issues.
- Parking demand and lack of attention given to such.
- The safety of road users and pedestrians.
- The material and character of the building are not in-keeping with existing properties

C20-034 **Minutes:** The minutes of the Council meeting held on 28<sup>th</sup> October 2020 were agreed as a true record with 2 abstentions.

C20-035 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal	Cons. Expiry	CBPC Comment
PL/2020/01424 /MINFHO	21 Neville Road Castle Bromwich Solihull B36 9HP	Single storey rear, side and connect to existing porch to create open plan family room	Approved	Noted
PL/2020/02640 /PPFL	Land Off Burrow Hill Close, Castle Bromwich Solihull	Erection of a three storey apartment block containing 5 x one bedroom apartments and associated parking and landscaping.	03/12/20	CBPC Objects to this application on the following grounds: <ul style="list-style-type: none"> <li>- It is an inappropriate location for a low rise block of flats.</li> <li>- It is not in-keeping with the character of the area.</li> <li>- It will create traffic issues and safety concerns in a residential cul-de-sac.</li> <li>- Insufficient car parking spaces have been allocated as well as the associated pressure of on-road parking.</li> <li>- The height of the building will take away light from nearby properties.</li> <li>- Current residents' privacy will be affected by being overlooked.</li> </ul>
PL/2020/02616 /CLOPUD	40 Whateley Crescent Castle Bromwich Solihull B36 0DN	Certificate of lawful development for a proposed ground floor rear extension	CLOPUD – no consultation	Noted
PL/2020/02522 /PNH	352 Chester Road Castle Bromwich Solihull B36 0LD	Prior notification for a ground floor rear extension measuring 6m beyond the original rear wall, at a maximum height of 3.9m, and measuring 2.9m at the eaves.	4/12/20	No objections, subject to neighbours comment.

PL/2020/02557 /PNH	24 Cutshill Close Castle Bromwich Solihull B36 9SQ	Prior notification to replace existing conservatory and replace with ground floor rear extension with bi-folding doors to be used as a garden room measuring 5m beyond the original rear wall, at a maximum height of 4m, and measuring 4m at the eaves. Single storey rear, side and connect to existing porch to create open plan family room	10/12/20	No objections, subject to neighbours comment.
PL/2020/02499/	149 Parkfield Drive Castle Bromwich B36 9TY	Part first floor side and front extension, part ground floor side extension.	15/12/20	(Discussed but decision taken under Clerk's delegated authority as not specified on agenda) No objections, subject to neighbours comment.

C20-036 **Budget:** A budget working party meeting with all members to be held on Thursday 3<sup>rd</sup> December 2020 at 6:30pm by Zoom.

C20-037 **Finance and General Purposes Committee:**

- a) The draft minutes of the meeting held on 11<sup>th</sup> November were noted.
- b) The Clerk will arrange for additional material for Cllr. R Shaikh to complete checks on the bank reconciliations and quarterly checks. 1.
- c) The current financial position and payments for November were noted. (Attached p5-6) Over-budget spend on external audit was agreed (which had resulted from a more thorough internal audit).
- d) The Clerk's recommendation for streamlining the bank accounts was considered. It was noted that the service charge on the Lloyds account has been refunded for the last 5 months and will possibly be removed. 2.  
**RESOLVED:** To make all payments through the UTB Disbursements Account (including salaries) and to hold a savings account with Lloyds as well as a dedicated Lloyds account for Arden Hall/Pavilion income. The clerk was directed to change all direct debits to the payment account.
- e) The Chairman's Allowance for 19-20 of £1538.00 as agreed at the Finance and General Purposes Committee meeting in May (20-05/09) was noted. A figure for the next financial year was not agreed.
- f) The PKF External Auditors Report was noted. The remedial action regarding updating the asset register is being addressed by the Clerk. 3.
- g) The COVID-19 relief grants from SMBC were discussed. 4.  
**RESOLVED:** That the Clerk applies for a relief grant from SMBC.

C20-038 **Leisure Services Committee:**

- a) The draft minutes of the meeting held 4<sup>th</sup> November 2020 were noted.
- b) A request for a real Christmas Tree for the roof of Arden Hall was not agreed due to previous safety concerns.
- c) The list of refunds for hire cancellations was considered. 5.  
**RESOLVED:** That the Clerk be delegated authority to make refunds within the cancellation policy of the Council to ensure prompt return of funds.

C20-039 **Staffing Committee:**

- a) The draft minutes of the meeting held 18<sup>th</sup> November had not been circulated with sufficient time to consider. They are published on the website.
- b) The Assistant Clerk's contract, as recommended by the Staffing Committee and checked by Peninsula was agreed.
- c) **RESOLVED:** To pay the Assistant Clerk for hours worked Sept - Nov which were unspecified due to a lack of a contract.
- d) The issue of line management of the Clerk was discussed. It was agreed this should be done by the Staffing Committee but delegating authority to an

individual councillor for urgent matters was not deemed lawful. The Clerk was directed to get advice from NALC & WALC regarding the best way forward. Cllr. K Shaw expressed an interest in re-joining the committee.

- e) **RESOLVED:** It was agreed to trial a Christmas Shutdown in recognition of employees' dedication during the pandemic as follows:

The park to be closed on 25<sup>th</sup>, 26<sup>th</sup>, 28<sup>th</sup> December and 1<sup>st</sup> January.

Arden Hall to be closed from 24<sup>th</sup> December to 4<sup>th</sup> January (except for function on 27<sup>th</sup> December). Council Offices to be closed from 24<sup>th</sup> December until 4<sup>th</sup> January 2021.

C20-040 **Council Office Report:** The Clerk reported on current Council business including issues reported from residents regarding fallen leaves. It remains a busy time in the office. Staff have accrued significant annual leave entitlement and staggering annual leave periods will be considered. The Clerk will send out up-to-date contact details and working hours to Councillors.

C20-041 **Councillors' Reports from Outside Bodies:**

- a) **Castle Bromwich Hall Gardens:** The gardens will consider when is appropriate to reopen. The marquee at the Hall is now down. Mid-January is being targeted for planting.
- b) **Dame Mary Bridgeman:** There have been issues with the bank accounts. Funding applications have been received from a school and church. Mrs Janet Richards stepped down as a trustee; Mr Ted Richards was elected as a trustee.
- c) **Solihull Area Committee:** None

C20-042 **Public Bodies (Admission to meetings) Act 1960:** Not resolved as no confidential matters to discuss.

C20-043 Date and time of the next meetings were confirmed as:

Leisure Services Committee:	2 <sup>nd</sup> December 2020.
Finance and General Purposes Committee:	9 <sup>th</sup> December 2020.
Staffing Committee:	TBC
Parish Council:	16 <sup>th</sup> December 2020.

**Action Log:**

- |   |            |
|---|------------|
| 1) Bank reconciliation / quarterly checks   | Clerk / RS |
| 2) Bank Accounts                            | Clerk      |
| 3) Asset Register                           | Clerk      |
| 4) SMBC Relief grant                        | Clerk      |
| 5) Cancellation Refunds                     | Clerk      |
| 6) Advice on Line Management of Clerk       | Clerk      |
| 7) Working hours / contact details of staff | Clerk      |

**This meeting ended at 8:39pm.**

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

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Dated

Payments as of 24.11.20

ExpTno	Ledger date	Gross	Vat	Net	Transaction Details
503	24/03/2020	£157.12	£26.19	£130.93	Konica Minolta - PC Printer Usage 28.12.19-27.03.20
463	24/09/2020	£420.00	£70.00	£350.00	Ace P.A Hire - PA Equip for Remem.Film 24/10/20
475	06/10/2020	-£295.19	-£49.20	-£245.99	Solihull MBC LDC - Credit 350800
476	08/10/2020	£126.00	£21.00	£105.00	Solihull MBC LDC - PO550 - Bins
495	13/10/2020	£103.92	£17.32	£86.60	Phillips Heating and Mechanical Service - Pavilion immersion heater repair
519	21/10/2020	£400.00	£0.00	£400.00	JRD Electrical - Supply & installation LED lights & extractors PV Disabled toilet
512	22/10/2020	£82.89	£13.81	£69.08	Screwfix Direct Ltd - SB EXP: 5 x Strip lights for Spencer Room
440	24/10/2020	£100.00	£0.00	£100.00	C Beebee - Filming of Remembrance Service 24.10.20
524	26/10/2020	£145.20	£24.20	£121.00	Playsafety Limited - Annual RoSPA Play Area Inspection 09/10/20
504	30/10/2020	£36.00	£6.00	£30.00	Mainstream Digital - Mobile App for Assistant Clerk Phone
493	31/10/2020	£630.00	£105.00	£525.00	Fairways Contracting Ltd - Grounds Maintenance Additional
494	31/10/2020	£576.06	£96.01	£480.05	Suez Recycling and Recovery UK - Waste collection 01-31/10/20
505	31/10/2020	£7.92	£1.32	£6.60	Mainstream Digital - PC Office Phone
506	31/10/2020	£2.38	£0.40	£1.98	Mainstream Digital - Line Fraud Protection
412	01/11/2020	£1,372.00	£0.00	£1,372.00	SMBC - Rates - Nov
467	01/11/2020	£277.14	£46.19	£230.95	Microshade Business Consultants Ltd - IT support
492	01/11/2020	£1,940.50	£323.42	£1,617.08	Fairways Contracting Ltd - Grounds Maintenance November
508	01/11/2020	£30.00	£5.00	£25.00	DVS Voice and Data Ltd - Managed Service, CCTV
466	02/11/2020	£35.93	£5.99	£29.94	Doorfit - RG Exp:3 x external door locks Arden Hall
482	02/11/2020	£15.54	£2.59	£12.95	Retail Merchant Services - 2101627735 Terminal Rental 26/10-26/11
483	02/11/2020	£147.12	£24.52	£122.60	EE - Mobile phones
496	02/11/2020	£60.00	£10.00	£50.00	Warwickshire and West Midlands Association of Local Councils - Improving Parish Council Relationships P Allen 14/11
464	03/11/2020	£562.00	£0.00	£562.00	Framek Limited – Window repair

500	03/11/2020	£7.50	£0.00	£7.50	Solihull MBC LDC - PO552 AH Powder free gloves
488	05/11/2020	£480.00	£80.00	£400.00	MB Gas & Heating - Annual gas service
515	06/11/2020	£53.25	£2.53	£50.72	Corona Energy - Pc Office Elec 01/10-31/10/20
520	06/11/2020	£577.76	£96.29	£481.47	Corona Energy - Pavilion Elec 01/10-31/10/20
521	06/11/2020	£163.01	£7.77	£155.24	Corona Energy - AH 2 Elec 01/10-31/10/20
471	07/11/2020	£7.98	£1.33	£6.65	Audors Sports Limited - GB Expenses: Scientific Calculator for PAT test training
465	09/11/2020	£52.00	£0.00	£52.00	Royal British Legion - 3 x wreaths for remembrance
491	10/11/2020	£204.00	£34.00	£170.00	MB Gas & Heating - PC office: Thermostat installation
511	10/11/2020	£71.82	£11.97	£59.85	Solihull MBC LDC - Cleaning consumables
514	11/11/2020	£68.05	£11.34	£56.71	Midshire Business Systems - AH Printer Usage 20/07-22/10
489	13/11/2020	£27.00	£4.50	£22.50	Amazon EU SARL UK Branch - GB EXP: 3 X Laptop Bags
490	13/11/2020	£11.99	£0.00	£11.99	Zoom - GB EXP: Zoom 13/11-12/12
499	13/11/2020	£4.00	£0.67	£3.33	Wilko Retail Limited - PA EXP: Leaf grabbers
501	14/11/2020	£38.50	£6.42	£32.08	Sainsbury's Supermarkets Ltd - YS EXP: Printer Ink WFH
497	16/11/2020	£87.87	£4.18	£83.69	ESPO - Gas 30/09 - 31/10/20 AH
498	16/11/2020	£25.11	£1.20	£23.91	ESPO - Gas 30/09-31/10 PC Office
507	17/11/2020	£160.80	£26.80	£134.00	BWP Creative Ltd t/a Parish Council Websites - Email & webhosting
509	18/11/2020	£391.59	£62.21	£329.38	Peninsula - HR support
522	18/11/2020	£741.41	£123.57	£617.84	Corona Energy - AH 1 Elec 01/10-31/10/20
502	20/11/2020	£1,560.00	£260.00	£1,300.00	PKF Littlejohn LLP - Limited Assurance Review of AGAR 19-20
523	20/11/2020	£951.60	£158.60	£793.00	Safelincs Ltd - Outdoor defibrillator cabinet with code lock, heating system and LED lighting model 1000
513	23/11/2020	£7.98	£0.00	£7.98	Post Office Ltd - GB EXP: Postage for 25/11 agenda packs
510	24/11/2020	£180.00	£0.00	£180.00	SMBC - Annual Alcohol Licence AH 24/11-23/11/21
November Confidential		£13,672.42	£0.00	£13,672.42	Consolidated Employment Costs
		£26,478.17	£1,643.14	£24,835.03	