

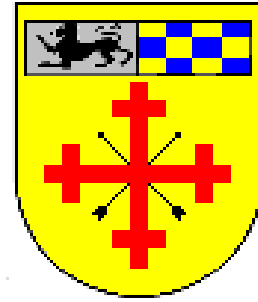
# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
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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 16<sup>th</sup> DECEMBER 2020

Members Present:	Cllr. P Allen (Chair), Cllr. K Shaw (Vice-Chair), 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
Guests in Attendance:	SMBC Cllr. T Richards
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

C20-044 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting.

C20-045 **Apologies for Absence:** None

C20-046 **Declarations of Interests:** None

C20-047 **Public Question Time:** None present.

C20-048 **Borough Councillors:** SMBC Cllr. T Richards wished everyone a safe and merry Christmas. An answer is still awaited from HS2 regarding transport routes.

In response to a question from Cllr. K Shaw on behalf of resident, Cllr. T Richards stated that SMBC can only ask for unauthorised advertising boards to be removed, or remove them themselves. There is no power under which they can recoup the cost of removal.

C20-049 **Minutes:** The minutes of the Council meeting held on 25<sup>th</sup> November 2020 were agreed as a true record with 1 abstention.

**Action**

C20-050 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal	Cons. Expiry	CBPC Comment
PL/2020/02656 /PNCURE	Flat Over 37 Marlborough Road Castle Bromwich Solihull	Prior notification to convert office into a studio flat/bedsit by removing part of the stud walling of the existing storeroom to provide a kitchen area and use some of this space to add a shower into the existing toilet. The existing main office area to be the main living quarters with a dining area in front of the kitchen, a wall mounted bed fitted to the back wall, the rest in front of the kitchen, a wall mounted bed fitted to the back wall, the rest for the lounge.	21/12/20	No objections, subject to neighbours comment.
PL/2020/01631 /MINFHO	22 Burrow Hill Close Castle Bromwich Solihull  B36 9ED	Single storey rear pitched roof extension	25/12/20	No objections, subject to neighbours' comment.
PL/2020/02729 /MINFOT	37-38 The Green Castle Bromwich Solihull Birmingham West Midlands B36 9AL	Conversion/change of use of existing offices to 2 No. separate offices at ground floor level and 2 No. flats at first floor level.	11/01/21	(Discussed but decision taken under Clerk's delegated authority as not specified on agenda) No objections, subject to neighbours' comment.

C20-051 **Finance and General Purposes Committee:**

- a) The draft minutes of the meeting held on 9<sup>th</sup> December were noted.
- b) The Clerk explained that due to the considerable number of corrections needed on the accounting system, the provider has suggested this means the records needs to be unpicked back to the beginning of the financial year. The Clerk is being supported in this by the provider but it has been difficult to provide an accurate list of future payments but the payments already made in December were noted and the balances of all accounts was reported.  
**RESOLVED:** To transfer £60 000 from UTB General Funds to UTB Salaries to cover wage payments.
- c) **RESOLVED:** That the names on the bank accounts be changed as below:
  1. Lloyds – “Disbursements” to “Arden Hall”
  2. UTB “Disbursements” to “Current”
  3. Lloyds “Bus Bank Instant” to “Reserve”

C20-052 **Leisure Services Committee:**

- a) The draft minutes of the meeting held 2<sup>nd</sup> December 2020 were noted.
- b) The wording of the letter to residents with access from their gardens onto Hob Farm was amended to specify garden waste and agreed. Cllr. K Shaw will assist in hand delivery. (p4)

C20-053 **Budget:** The draft budget proposal for 21-22 was interrogated and budget lines were agreed in principle following a change in capital projects assignation; the precept demand was considered. The Clerk was directed to forecast what position the general reserves will be at the end of this financial year and 21-22 so a decision can be firmly resolved. The Clerk was also directed to clarify the position regarding the legal position and guidance on reserves.

**RESOLVED:** To call an extraordinary full council meeting on Wednesday 13<sup>th</sup> January instead of a Finance and General Purposes Committee meeting to approve the precept demand.

- C20-054 **Council Office Report:** The Clerk reported on current Council business including:
- The Council has received a Christmas card from Gill Lungley sending best wishes to all.
  - 2 COVID-19 impact grants have been applied for but nothing confirmed.
  - Councillor training needs to be organised, it was felt two sessions would be more appropriate so the Clerk is to check availability for 1<sup>st</sup> & 8<sup>th</sup> Feb 2021.
  - The invoices for asbestos work at Arden Hall are due to be received. There is still a question mark over the reinstatement of the corridor lights which needs to be investigated.
  - A video and letters from a local school have been posted on the website for Christmas.
  - As reported the previous month, there is significant annual leave to be taken before the end of the year, which will especially present challenges in maintaining a presence. The Clerk was directed that the parks should remain open, even if we are understaffed, where safe to do so.
  - A H&S advisor from Peninsula came to review progress. There are a considerable number of tasks outstanding but there is now a plan to move forward.
  - The contact details for staff need to be kept updated and council email addresses for all employees are being considered in order to be able to keep a log of communication.
  - Following a letter to wardens reminding them of the Tier 3 COVID-19 restrictions in the area and workplace, another breach has been identified which has been dealt with informally as not all wardens have received the letter or signed to confirm they have read & understood the risk assessments in place.

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- C20-055 **Councillors' Reports from Outside Bodies:**
- a) **Castle Bromwich Hall Gardens:** A recent event was disappointing due to the weather but the Gardens are opening on New Year's Day for booked timeslots.
  - b) **Solihull Area Committee:** None, next meeting scheduled for Jan 14<sup>th</sup>.

C20-056 **Public Bodies (Admission to meetings) Act 1960:** Not resolved as no confidential matters to discuss.

C20-057 Date and time of the next meetings were confirmed as:

Leisure Services Committee:	6 <sup>nd</sup> January 2021
Finance and General Purposes Committee:	13 <sup>th</sup> January 2021
Staffing Committee:	TBC
Parish Council:	27 <sup>th</sup> January 2021.

**Action Log:**

- |   |                   |
|---|-------------------|
| 1) Change of name on bank accounts                  | Clerk             |
| 2) Hob farm letter                                  | Clerk             |
| 3) General Reserves Forecast                        | Clerk             |
| 4) Legal position on reserves                       | Clerk             |
| 5) Councillor training                              | Clerk             |
| 6) Asbestos corridor works                          | Clerk/Councillors |
| 7) Staff contact details                            | Clerk/HM          |
| 8) Confirmation risk assessments read & understood. | Clerk/HM          |

**This meeting ended at 8:16pm.**

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

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Dated

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December 2020

Dear Resident,

Hob Farm is an open space owned and maintained by Castle Bromwich Parish Council for the benefit of the community.

We hope you enjoy using this local green space but sadly some individuals have been fly-tipping, including garden waste.

This is everyone's problem – not only is it spoiling your view and on occasion dangerous, but every single Council Tax payer in the parish is contributing towards the removal of other people's rubbish.

Castle Bromwich Parish Council politely reminds all residents to dispose of their waste appropriately and to reporting any instances of fly-tipping that you see to the Clerk.

Yours sincerely,

Gemma Burgess

Clerk to the Council