

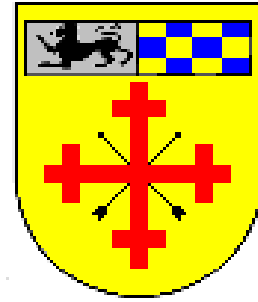
Castle Bromwich Parish Council

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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 24TH FEBRUARY 2021 6:30PM

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. R Shaikh, Cllr. M Strong & Cllr. J Ward
Guests in Attendance:	SMBC Cllr. G E Richards
Public in Attendance:	One
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- C21-039 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting. It was noted that the Assistant Clerk is retiring the next day and Cllr. Allen has personally bought a gift of a rose bush for her on behalf of the Council in recognition of her service.
- C21-040 **Apologies for Absence:** None
- C21-041 **Declarations of Interests:** None
- C21-042 **Public Question Time:** No comments or questions.
- C21-043 **Borough Councillors:** SMBC Cllr. Richards reported on a recent meeting with the Police where they have committed to dealing with incidents where availability exists. CBPC Councillors commented on how attractive the verges were looking with seasonal blooms.
- C21-044 **Minutes:**
- The minutes of the Council meeting held on Wednesday 27th January 2021 were agreed as a true record of the meeting with 2 abstentions.
 - The minutes of the Extraordinary Council meeting held on Wednesday 3rd February 2021 were agreed as a true record of the meeting with 2 abstentions.

Action

C21-045 **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020:**

- a) The expiration of the current regulations on May 7th was noted with the understanding that holding virtual meetings will not be possible after that date without further legislation.
- b) No further actions were felt necessary for the effective running of the Council.
- c) The dates for upcoming meetings were agreed as below:
Annual Parish Assembly – Tuesday 20th April 2021 by Zoom
Annual Parish Council Meeting – Wednesday 5th May by Zoom
Civic Service – to be pencilled in for Sunday 27th June 2021 depending on the availability of the Church and to be held under whatever social contact regulations exist at that time.
Meetings held after May 7th will follow guidance in existence at the time as to how they can be held safely.
Leisure Services Committee – Wednesday 12th May 2021
Finance and General Purposes Committee – Wednesday 19th May 2021

C21-046 **Finance:**

- a) The draft minutes of the meeting held on 10th February 2021 were noted.
- b) The list of payments for February was noted (p5). It was noted that the Grounds Maintenance contractor had undercharged for the year 20-21 which has now been rectified.
RESOLVED: To approve the list of payments for payment run 26-02-21 totalling £3259.02 (p6). To approve the purchase of the latest edition of “Arnold Baker on Local Council Administration at a cost of £127. To approve a donation of £30 to Alzheimer’s Society in Memoriam of former Chair John Gibbins, which will be the amount set for future charitable donations given in Memoriam.
- c) It was noted that the Scheme of Delegation, as circulated before the meeting, had never been adopted. The Clerk reiterated that the current Financial Regulations do not reflect practice or allow for the effective running of the Council as the Clerk is not empowered to authorise any spending. After extensive discussion the Council moved to vote. An amendment to stipulate a monthly limit of expenditure for the Clerk was moved but not agreed.
Cllr. A Haywood proposed that the Clerk be delegated authority to authorise expenditure up to £500 and that expenditure up to £1000 may be authorised in conjunction with the relevant Council or Committee Chair by email; seconded by Cllr. J MacDonald. The vote was recorded:

IN FAVOUR: Cllr Cllr. P Allen, Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald, Cllr. M Rashid, Cllr. J Riordan & Cllr. J Ward

NOT IN FAVOUR: Cllr. K Shaw

ABSTAIN: Cllr. R Shaikh, Cllr. M Strong, Cllr. A Ahmed-Shaikh

RESOLVED (By Majority): That the Clerk be delegated authority to authorise expenditure up to £500 and that expenditure up to £1000 may be authorised in conjunction with the relevant Council or Committee Chair by email.

- d) The need for a Primary & Secondary Administrator for the Corporate Multipay Credit Card and the card scheme limit was discussed.
RESOLVED: It was agreed with abstentions from Cllr. K Shaw and Cllr, M Rashid that the Clerk and Chair of the Finance and General Purposes Committee be the scheme Administrators with a card scheme limit of £500
- e) The Clerk reported that changes were necessary to the Lloyds bank mandate which had not been updated to remove past Councillors or employees.
RESOLVED: To remove Y Smith, E Knibb, A Terry and D Weir from the bank mandate and for all on the current mandate to have access to online banking.

C21-047 **Leisure Services Committee:** The Electrical Installation Condition Report for Council buildings was noted. Cllr. M Strong commented that the report seemed reasonable but that some of the remedial work may lead to the discovery of further issues.

C21-048 **Staffing:** A working party has been investigating better protective measures for public-facing and lone working staff to ensure the Council is performing as a responsible employer. Several options are currently being looked into. The Clerk was directed to approach HR consultants to understand what Health-and-Safety-driven protective measures could be implemented and how. It was agreed that bodycams may provide a good solution and the working party was directed to propose a short list including costs.

1.
2.

C21-049 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal
PL/2020/01635/MINFHO	80 Kingsleigh Drive Castle Bromwich Solihull B36 9DQ	Rear part single and part two storey and front single storey extension.
It was noted that this is proposal represents a significant increase in size of property. CBPC Comment: No objections, subject to neighbours' comment.		
PL/2021/00341/MINFHO	118 Marlborough Road Castle Bromwich Solihull B36 0EL	Ground floor rear, side and first floor extensions
CBPC Comment: No objections, subject to neighbours' comment.		

C21-050 **Council Office:** The Clerk reported on a busy period in the office, following a week of annual leave where the office was covered by the Assistant Clerk.

- Two members of staff are on long-term sickness absence.
- The Internal Auditor's draft report has been received, with numerous recommendations to aid the Council in improvements.
- The Clerk will be on Jury Service from the 6th April.
- A resident has complained about HS2 traffic using weight restricted roads by The Green, it may be unrelated to HS2 but it has been reported to them and residents are encouraged to report any incidents to HS2enquiries@hs2.org.uk
- A funeral director has used Arden Hall's car park without permission which involved a carriage, horses and a hearse for several hours which caused disruption and potential H&S issues. Anyone wishing to use Council property must seek permission and there may be a charge levied for use of the facilities.

C21-051 **Confidential Matters:** None.

C21-052 **Councillors' Reports from Outside Bodies:**

SAC: The next meeting is in May

Castle Bromwich Hall Gardens: Cllr. P Allen reported that most staff are on Furlough and there has been a Historic England grant received for garden machinery.

C21-053 **Action Log:** The Clerk reported that the Council has an external Data Protection Officer who is trained and able to advise on procedure and policy. The Clerk is the data controller.

C21-054 **Councillors reports and items for future agendas:** Open Spaces bins on LSC.

C21-055 **Date and time of the next meetings** were confirmed as:
Leisure Services Committee: 3rd March 2021
Finance and General Purposes Committee: 10th March 2021
Staffing Committee 24th March 2021
Parish Council Meeting: 31st March 2021

Action Log:

- | | |
|--|------------|
| 1) HR advice on protective measures for lone workers | Clerk |
| 2) Working party recommendations for lone worker protection. | PA, KS, SB |

This meeting ended at 9:00pm.

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

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Dated

RECEIPTS AND PAYMENTS FEBRUARY 2021

01/02/2021	223	-£4.68	£0.00	-£4.68	CCLA	Dividends 0662670001PC January 2021
01/02/2021	229	-£810.48	£0.00	-£810.48	CB Cricket Club	Facilities Consolidated Income, Pavilion
01/02/2021	415	£1,372.00	£0.00	£1,372.00	SMBC	Rates - Feb 21
03/02/2021	526	£83.72	£13.95	£69.77	Siemens Financial Services	AH Printer/Copier Lease A9402857
03/02/2021	216	-£10.35	£0.00	-£10.35	Western Power Distribution	Wayleaves rental
03/02/2021	552	£28.52	£4.75	£23.77	Siemens Financial Services	AH Printer/Copier Asset Protection Charge
09/02/2021	225	-£6,117.24	£0.00	-£6,117.24	HMRC VAT	VAT refund 01/10/20 - 31/12/20
09/02/2021	228	-£0.79	£0.00	-£0.79	Lloyds Bank	Bank interest - Bus Bank Instant
10/02/2021	671	£100.61	£16.77	£83.84	EE	Mobile phones Jan
10/02/2021	227	£50.00	£0.00	£50.00		Opening debtor for HB MAR21 then 18/09/21 received 05.2.20
11/02/2021	465	£52.00	£0.00	£52.00	Royal British Legion	3 x wreaths for remembrance
12/02/2021	468	£30.00	£5.00	£25.00	SLCC	Assistant Clerk: Virtual National Conf Oct 20
12/02/2021	623	£277.14	£46.19	£230.95	Microshade Business	IT Service & Support
12/02/2021	662	£1,750.00	£0.00	£1,750.00	Kings Fire & Electrical	EICR
12/02/2021	663	£637.06	£106.18	£530.88	Suez Recycling and	Waste collection 01-31/01/21
12/02/2021	673	£15.54	£2.59	£12.95	Retail Merchant Services	2101627735 Terminal Rental
15/02/2021	667	£16.02	£2.67	£13.35	Mainstream Digital	Phone & Internet
16/02/2021	659	£38.50	£6.42	£32.08	Sainsbury's Supermarkets	YS EXP: Printer Ink PG540/CL541
16/02/2021	675	£42.02	£2.00	£40.02	Corona Energy	Pc Office Elec 01/01-31/01/21
16/02/2021	676	£281.83	£46.97	£234.86	Corona Energy	Pavilion Elec 01/01-31/01/21
16/02/2021	677	£163.89	£7.81	£156.08	Corona Energy	AH 2 Elec 01/01-31/01/21
18/02/2021	422	-£29.14	-£7.50	-£21.64	BT	internal telephone - final bill credit
19/02/2021	674	£15.54	£2.59	£12.95	Retail Merchant Services	2101610990 Terminal Rental
23/02/2021	686	£225.50	£37.58	£187.92	ADT Fire and Security	21-22 PV alarm maintenance
23/02/2021	687	-£225.50	-£37.58	-£187.92	ADT Fire and Security	CREDIT 21-22 PV alarm maintenance
Feb-21		£16,355.77	£0.00	£16,355.77	CONFIDENTIAL STAFF PAYMENTS	
26/02/2021	664	£2,367.29	£394.53	£1,972.76	Fairways	Grounds Maintenance February
26/02/2021	668	£4.00	£0.67	£3.33	Sainsbury's Supermarkets Ltd -	GB EXP: Cleaning consumables for PC office
26/02/2021	669	£117.53	£19.59	£97.94	SELCO	GB EXP: materials for open space maintenance
26/02/2021	591	£11.99	£0.00	£11.99	Zoom	GB EXP: Zoom 13/02-12/03
26/02/2021	672	£200.00	£0.00	£200.00	G M Lungley	Councillor Training 2 x 2 hours 01/02 & 08/02
26/02/2021	688	£121.25	£5.77	£115.48	ESPO	Gas 01/01-31/01/21 AH
26/02/2021	689	£45.37	£2.16	£43.21	ESPO	Gas 01/01-31-01/21 PC Office
26/02/2021	583	£391.59	£62.21	£329.38	Peninsula	HR support

£17,596.50 £741.32 £16,855.18

NET EXP.

Castle Bromwich Parish Council

Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
664		£2,367.29	£394.53	£1,972.76	01/02/21	Fairways Contracting Ltd - Grounds Maintenance February	
668		£4.00	£0.67	£3.33	08/02/21	Sainsbury's Supermarkets Ltd - GB EXP: Cleaning consumables for PC office	
669		£117.53	£19.59	£97.94	09/02/21	SELCO - GB EXP: materials for open space maintenance	
591		£11.99	£0.00	£11.99	13/02/21	Zoom - GB EXP: Zoom 13/02-12/03	
672		£200.00	£0.00	£200.00	15/02/21	G M Lungley - Councillor Training 2 x 2 hours 01/02 & 08/02	
688		£121.25	£5.77	£115.48	17/02/21	ESPO - Gas 01/01-31/01/21 AH	
689		£45.37	£2.16	£43.21	17/02/21	ESPO - Gas 01/01-31-01/21 PC Office	
583		£391.59	£62.21	£329.38	18/02/21	Peninsula - HR support	
Total		£3,259.02	£484.93	£2,774.09			

DRAFT