

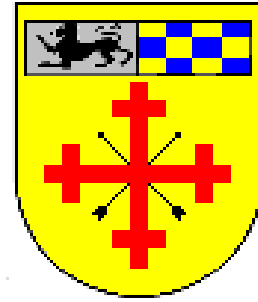
Castle Bromwich Parish Council

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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 Rickus, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh Ahmed, Cllr. M Strong, Cllr. J Ward + 3 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD ONLINE WEDNESDAY 31ST MARCH 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 Rickus, Cllr. J Riordan, , & Cllr. J Ward
Guests in Attendance:	SMBC Cllr. G E Richards, Hayden Wright & Cameron Cashmore (BBV)
Public in Attendance:	Three
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

C21-061 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting.

C21-062 **Apologies for Absence:** Cllr. M Strong joined the meeting from work between 7:25 & 7:27pm to give his apologies. Cllr. M Rashid joined the meeting at 6:56pm. Cllr. S Beechey was present until 7:49pm. Cllr. R Shaikh was not present.

C21-063 **Declarations of Interests:** Cllr. M Strong declared an Interest in item C21-071b but was not present for that item.

C21-064 **Co-option of Councillors:** Ms Janine Rickus had submitted a co-option application form to the Council Office and was invited to speak. Ms Rickus spoke of her past experience as a Councillor as well as her varied experience through employment and community engagement.

RESOLVED: Cllr. P Allen proposed that Ms. Janine Rickus be co-opted to the office of parish council member for Bradford ward and to delay receipt of her Declaration of Acceptance of Office form until it can be signed and submitted to the parish council office on 1st April 2021, seconded by Cllr. A Haywood and agreed by all present.

Cllr. J Rickus hence took part in the meeting as a council member.

Casual vacancies continue to exist in the Beechcroft, Bradford and Whateley wards.

Action

C21-065 **HS2:** Representatives from BBV gave an update and answered questions.

A presentation was given showing the progress made on the internal haul road, the M42/M6 link road access and the plan for the Bromford Tunnel Intermediate Shaft including noise monitoring. There is a community and environment fund which is being used to support communities affected by HS2 in the area to create a sustainable legacy. More information can be found at www.hs2funds.org.uk.

It was explained that the “diaphragm wall” phase of construction involves creating a reinforced concrete structure for the sections of line going from under- to over-ground.

The spoil created from tunnel boring will be used within the project to create embankments etc mainly within the local area but any wider distribution will be done through the haul road access onto the strategic road network.

The issue of HGVs using the Green and Parkfield Drive is being addressed by additional communication at the compound on travel routes. Continued non-compliance by sub-contractors could mean removal from the project. SMBC Cllr. Richards reported that a traffic management process was being investigated to restrict HS2 HGV movement in those areas.

The compound at Water Orton will be fully demobilised and either landscaped or returned to its original condition before the land is returned to the owner. Issues of speeding on Water Orton Rd will be investigated. The whole project is estimated to take 6 years to complete.

C21-066 **Public Question Time:** A resident living on Marlborough Road wished to bring anti-social behaviour and inconsiderate parking (especially on verges) to the Council’s attention. Cllr. P Allen thanked them for their comments and confirmed that the Council has been liaising with the Police on these matters.

C21-067 **Borough Councillors:** SMBC Cllr. Richards reported on the HS2 HGV traffic in the village, and measures in place to deal with inconsiderate school-day parking. Civil enforcement measures have been tackling fly tipping, dog fouling and parking on grass verges. The issue of litter around Parkfield Surgery will be reported. Issues with door-to-door begging should be reported to the Police. SMBC has injunctions against certain travellers who were escorted out of the area but action cannot be taken by SMBC when on private land.

C21-068 **Minutes:**

- a) The minutes of the Council meeting held on Wednesday 24th February 2021 were agreed as a true record of the meeting.
- b) The minutes of the Extraordinary Council meeting held on Wednesday 24th March 2021 were agreed as a true record of the meeting.

C21-069 **Finance and General Purposes Committee:**

- a) The draft minutes of the meeting held on 10th March 2021 were noted with one error to be corrected on the Action Log.
- b) The list of receipts and payments for March (pp6-7), the print outs from the accounting software showing the corrective measures taken due to the incorrect opening position and payment of a contractual invoice made between meetings were noted.
- c) It was noted that a payment of £50 had been made without secondary authorisers whilst setting up Lloyds Online Banking. The situation has now been rectified.

C21-070 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal	CBPC Comment
PL/2021/00620 /MINFHO	35 Clayton Drive Castle Bromwich Solihull B36 0AN	Single storey front and side extension with two storey side and rear extension.	No objections, subject to neighbours' comment.
PL/2021/00642 /TCA	Castle Bromwich Hall Garden Trust Chester Road Solihull B36 9BT	Reduce crown of 1 No. sycamore tree by 30-40%.	No objection, subject to the Tree Officer's comment.
PL/2021/00541 /MINFHO	2 Windleaves Road Castle Bromwich Solihull B36 0BP	Single storey side extension and single storey front extension to existing porch and garage. Existing roof over bedroom on the first floor to be replaced with a hipped roof.	No objections, subject to neighbours' comment.
PL/2021/00484 /MINFHO	38 Cranmore Road Castle Bromwich Solihull B36 9HJ	Rear single storey and side two storey and front single storey extensions (Resubmission of planning approval PL/2020/01616/MINFHO).	No objections, subject to neighbours' comment.
PL/2021/00613 /MINFHO	17 Castlehills Drive Castle Bromwich Solihull B36 9BP	Single storey rear, side and forward extensions, two storey rear and side extensions. detached garage to the front and boundary dwarf wall.	No objections, subject to neighbours' comment.

C21-071 **Leisure Services Committee:**

- a) The draft minutes of the meeting held on 3rd March 2021 were noted.
- b) **Cricket Club:** It was noted that the cricket club will be reopening from 10th April for the pitch and 16th April for the bar. It was also noted that the area marked out in front of the Pavilion is for the sale of alcohol and consumption is permitted anywhere. It was agreed to ask the cricket club to ask members to stick to the area around the pitch when drinking alcohol and especially not to take drinks to the playground area. If glassware is used, continued vigilance is expected for breakages and discarded glasses.
Cllr. S Beechey commented that he had observed that the cricket club's COVID measures were well-controlled with a sectioned-off area and good compliance from members. A compromise is being discussed between the cricket club and Bromford Lions to share the outdoor facilities.
It was noted that drinking and antisocial behaviour in the park needs to be monitored in liaison with the Police to protect families using the park.
- c) **MOP DC Contract:** The two quotes for a 5-year MOP DC (Meter Operator and Data Collection) contract on the main electricity meter were considered. The Clerk reported that there has been an issue with replacing the current meter due to the cabling into it. The current supplier has stated that an electrician will need to be present when installation is reattempted. The quote with the current supplier includes meter replacement and all callout charges, whereas the cheaper quote would have those as additional charges. It was noted that the

Clerk had secured a 50% discount on the renewal price with the current provider.

RESOLVED: To renew the MOP DC Contract with the existing provider at a cost of £290+VAT each year for 5 years.

- d) **Waste and Recycling:** The report on changes to the waste management at Arden Hall and the open spaces was considered. There have been issues with households and businesses using the Council commercial waste services which have led to increased charges. Several bin collections could be removed, with the waste from the public bins being brought back to Arden Hall by the mobile warden.

RESOLVED: To remove the commercial waste collections from Whateley Green, the Village Green and Bradford Gardens (a saving of £239.40 on a 4-week month). To take out a 24m contract on one 660l mixed recycling and one 240l glass recycling monthly collection (at a cost of £58.90 per month).

C21-072 **Staffing:**

- a) The draft minutes of the meeting held on 24th March 2021 were noted.
b) The need for employees to have a personal work device for accessing email and other apps provided by the HR consultants such as Blip timesheets, rotas, Bright HR (for booking annual leave, risk assessments, keeping contact details up-to-date etc) was considered and agreed in principle. It was not thought appropriate to offer staff the option of using their own device as the Council should provide if being used for work purposes. The Clerk was directed to confirm whether consultation was needed and exact costs from budgets.

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C21-073 **Council Office:** The Clerk reported on a busy period in the office as financial year end approaches.

- A summer warden position has been advertised and the Administrative Officer position will soon be advertised.
- The planned Finance and General Purposes meeting for the 14th April has been cancelled.
- A resident has requested permission to scatter ashes in the Garden of Memory. The request was considered at length.

RESOLVED (By majority: 1 against, 2 abstentions): To allow permission on this occasion if the deceased was a resident of the Parish but that a policy needs to be formally adopted to ensure transparency and fairness.

C21-074 **Confidential Matters:** None.

C21-075 **Councillors' Reports from Outside Bodies:**

SAC: The next meeting is in May

Castle Bromwich Hall Gardens: Cllr. P Allen reported that the Hall Gardens would be open over the Easter weekend for pre-booked visitors and maintenance and upgrade work was taking place.

C21-076 **Action Log:** HR Consultants have confirmed that protective measures for lone workers are acceptable and should be used.

C21-077 **Councillors reports and items for future agendas:** None

C21-078 **Date and time of the next meetings:**

The Clerk updated that the Government would not be bringing forward emergency legislation to allow virtual meetings after May 6th therefore they would have to be face-to-face unless appeals currently in progress are successful. The Clerk will share details of a 12-week consultation on the matter.

In light of this, any dates after May 6th are subject to change or cancellation depending on whether there is a safe way to meet.

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| - Leisure Services Committee: | 7 th April 2021, 12 th May 2021 |
| - Finance and General Purposes Committee | 19 th May 2021 |
| - Staffing Committee | tbc in May 2021 |
| - Parish Council | 28 th April 2021, 5 th May 2021 |
| - Annual Parish Assembly | 20 th April 2021 |

Action Log:

- 1) Staff device – HR advice

Clerk

This meeting ended at 8:54pm.

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

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Dated

MARCH 2021 RECEIPTS AND PAYMENTS

	#	Gross	Vat	Net	Organisation	Details
V	692	£127.00	£0.00	£127.00	Warwickshire and West Midlands Association of Local Councils	Local Council Administration 12th Edition
V	693	£50.00	£0.00	£50.00		Balance Reimbursement of Bar float money lent 31.10.19
V	694	£11.29	£1.88	£9.41	Flair Plastic Products Ltd	KS EXP: Thumb turn cylinder lock for PC Office
V	695	£15.54	£2.59	£12.95	Retail Merchant Services	2101627735 Terminal Rental
V	703	£12.00	£2.00	£10.00	DVS Voice and Data Ltd	Balance due, tn 700 - Managed Service, CCTV
V	704	£383.94	£63.99	£319.95	City Electrical Factors Limited	GB EXP: 1.5kW 10 Fin Dynamic Intelirad Radiator for PV locker room
V	705	£216.00	£36.00	£180.00	BWP Creative Ltd t/a Parish Council Websites	Website hosting 12.03-11.03.22
V	707	£30.00	£0.00	£30.00	Alzheimer's Society	In Memoriam - John Gibbins Charity Donation
V	734	-£0.01	£0.00	-£0.01	Elavon Merchant Services	Unknown
V	735	£47.08	£2.24	£44.84	Corona Energy	Pc Office Elec 01/02-28/02/21
V	736	£255.39	£42.56	£212.83	Corona Energy	Pavilion Elec 01/02-28/02/21
V	737	£143.64	£6.84	£136.80	Corona Energy	AH 2 Elec 01/02-28/02/21
V	739	£35.00	£0.00	£35.00	ICO	Data Protection Fee
V	696	£15.54	£2.59	£12.95	Retail Merchant Services	2101610990 Terminal Rental
V	685	-£216.00	-£36.00	-£180.00	ADT Fire and Security	Credit for V2 20-21 PV alarm maintenance
V	708	-£904.12	£0.00	-£904.12	WaterPlus	CREDIT of STW-INV04346909
V	709	£389.77	£0.00	£389.77	WaterPlus	revised bill 28/08-28/11/20
V	723	£825.60	£137.60	£688.00	ADT Fire and Security	AH Alarm line charge, maintenance 21.03-20.03.22
V	742	£609.36	£0.00	£609.36	WaterPlus	Water 28/11-17/02/21
V	743	-£825.60	-£137.60	-£688.00	ADT Fire and Security	Contra (part payment) for tn 723, AH Alarm line charge, maintenance 21.03-20.03.22
V	744	£216.00	£36.00	£180.00	ADT Fire and Security	Part payment , tn 723 - partial credit on account, AH Alarm line charge, maintenance 21.03-20.03.22
V	746	-£609.36	£0.00	-£609.36	WaterPlus	Contra (part payment) for tn 742, Water 28/11-17/02/21
V	747	£514.35	£0.00	£514.35	WaterPlus	Part payment , tn 742 - PARTIAL CREDIT ON ACCOUNT , Water 28/11-17/02/21
V	738	£282.28	£47.04	£235.24	Corona Energy	AH 1 Elec 01/02-28/02
V	724	£62,922.48	£10,487.08	£52,435.40	SMBC	Arden Hall Asbestos Works - Bar Lounge & Corridor
V	458	£225.95	£37.66	£188.29	SMBC	R&D Survey Asbestos 20000326151
V	459	£3,138.16	£523.03	£2,615.13	SMBC	Bridge Survey Asbestos 20000326159
V	592	£11.99	£0.00	£11.99	Zoom	GB EXP: Zoom 13/03-12/04
V	727	£37.94	£1.81	£36.13	ESPO	Gas 01/02-28/02/21 PC Office
V	728	£103.65	£4.94	£98.71	ESPO	Gas 01/02-28/02/21 PC Office
V	731	£810.00	£135.00	£675.00	Edge IT Systems Ltd	Finance Support - correct yr end 19-20

V	732	£48.00	£8.00	£40.00	Edge IT Systems Ltd	End of Year Finance Webinar 2021
V	733	£87.39	£14.56	£72.83	Mano Mano	GB EXP: Garden Trolley Tummi 125L hand cart
V	740	£392.50	£0.00	£392.50	DM Payroll Services Ltd	Payroll services Q4
V	745	£609.60	£101.60	£508.00	ADT Fire and Security	Balance due, tn 723 - AH Alarm line charge, maintenance 21.03-20.03.22
V	749	£41.16	£6.86	£34.30	Lyreco	A4 Paper & pens
V	751	£46.74	£7.79	£38.95	Konica Minolta	PC Printer Usage 28.12-27.03.21
V	752	£92.23	£15.37	£76.86	Konica Minolta	PC Printer Hire 28.03.21-27.06.21
R	230	-£4.63	£0.00	-£4.63	CCLA	Dividends 0662670001PC February 2021
R	297	-£3,143.00	£0.00	-£3,143.00	SMBC	COVID Lockdown Business Grant
R	298	-£191.70	£0.00	-£191.70	HMRC Cumbernauld	SSP Reclaim 2 weeks COVID
R	299	-£0.79	£0.00	-£0.79	Lloyds Bank	Bank interest - Bus Bank Instant
R	242	£50.00	£0.00	£50.00	██████████	Opening debtor 19-20 refunded in 20-21
R	250	£230.00	£0.00	£230.00	██████████	Refund for cancellation of Arden Hall booking on 16/05/20 (Inv 5240
R	252	£100.00	£0.00	£100.00	██████████	Refund for cancellation of Arden Hall booking 25.06.19
R	300	-£216.00	£0.00	-£216.00	██████████	Facilities Booking Invoice 5546
R	302	-£1,288.27	£0.00	-£1,288.27	CB Cricket Club	Facilities Booking Invoice 5525
R	303	-£216.00	£0.00	-£216.00	CB Cricket Club	Facilities Booking Invoice 5543
R	304	-£68.63	£0.00	-£68.63	CB Cricket Club	Facilities Booking Invoice 5532
		£12,991.37	£0.00	£12,991.37	CONFIDENTIAL - SALARIES & ASSOCIATED PAYMENTS	
		£65,443.46	£11,551.43	£53,892.03	NET EXPENDITURE	