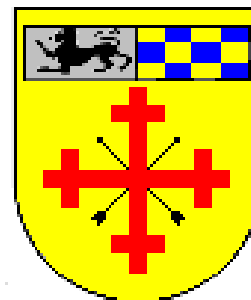


Castle Bromwich Parish Council

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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 5th MAY 2021 6:30PM

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

- C21-094 **Chairman:** Cllr. P Allen welcomed everyone to the meeting.
a. Cllr. A Haywood proposed that Cllr. P Allen be elected as Chairman for the Civic year 2021-22, seconded by Cllr. K Shaw and agreed by all present.
RESOLVED: To elect Cllr. P Allen as Chairman.
b. Cllr. P Allen signed the Declaration of Acceptance of Office, witnessed by those present, which will be signed in the Council Office by the Clerk the next day due to limitations of meeting virtually.
- C21-095 **Vice-Chairman:** Cllr. P Allen proposed that Cllr. K Shaw be elected as Vice-Chairman for Civic year 2021-22, seconded by Cllr. S Beechey and agreed by all present.
RESOLVED: To elect Cllr. K Shaw as Vice-Chairman.
- C21-096 **Apologies for Absence:** Apologies were received from Cllr. R Shaikh. Cllr. J Ward sent apologies during the meeting after not having been able to join due to technical difficulties. Cllr. J Rickus joined the meeting at 7:20pm. Cllr. M Rashid and Cllr. A Shaikh-Ahmed left the meeting at around 8:30pm due to religious observance.
- C21-097 **Declarations of Interests:** None. Councillors were reminded to keep their Register of Interests up-to-date and asked to submit to the Clerk.
- C21-098 **Public Question Time:** A new resident to the area joined the meeting and expressed a desire to get involved in supporting the community.
- C21-099 **Borough Councillors:** SMBC Cllr. Richards expressed his best wishes to all.

Action

- C21-100 **Minutes:**
- a. The minutes of the meeting held on Wednesday 31st March 2021 were agreed as a true record of the meeting.
 - b. The minutes of the Annual Parish Assembly held on April 20th 2021 were not available.
 - c. The minutes of the meeting held on Wednesday 28th April 2021 were agreed as a true record of the meeting.
- C21-101 **Code of Conduct:** The Clerk presented the newly released model Councillor Code of Conduct 2020 from the Local Government Association (LGA), which has been adopted by SMBC and recommended by WALC. The suitability of the current CBPC Code of Conduct was considered.
- Cllr. K Shaw proposed redrafting the current CBPC Code of Conduct to include relevant additions from the LGA model, seconded by Cllr. J Riordan. It was put to a vote. The motion was not carried (4 YES, 5 NO).
- Cllr. J MacDonald proposed adopting the LGA model Councillor Code of Conduct, seconded by Cllr. M Rashid. It was put to a vote. The motion was carried (5 YES, 4 NO).
RESOLVED: That the LGA Councillor Code of Conduct be adopted (attached from p7)
- C21-102 **Standing Orders:** The current Standing Orders were considered. The Clerk was directed to revise to include specifics about the 3 standing committees and how members will be assigned to them. The redraft is to be presented to Full Council. 1.
- C21-103 **Scheme of Delegation:**
- a. **RESOLVED:** Cllr. P Allen proposed that the Scheme of Delegation to the Clerk be adopted, either to be rescinded by resolution of the Council at a face-to-face meeting if earlier, or to automatically terminate on December 31st 2021; seconded by Cllr. K Shaw and agreed by all except one abstention.
 - b. It was considered that the £5000 expenditure authorisation limit on the Scheme of Delegation does not allow for the renewal of the annual insurance policy.
RESOLVED: To delegate authority to the Clerk in conjunction with the Chair to arrange suitable insurance cover for the Council not exceeding £6600. (Agreed with one abstention).
 - c. It was considered that the AGAR must be approved by the end of June and that the Council had agreed not to meet face-to-face until COVID-19 restrictions had been lifted, which is provisionally on June 21st.
RESOLVED: To approve calling a COVID-secure face-to-face extraordinary meeting on Wednesday June 26th for the purpose of approving the AGAR should COVID-19 regulations still remain in force.
- C21-104 **Committees:**
- a. **Committee Membership:** The current requirement for the Chairman and Vice-Chair to be appointed ex-officio to both the Finance and General Purposes Committee and the Leisure Services Committee was considered, as was the imbalance between membership of the standing committees.
RESOLVED: To remove the requirement for the Chairman and Vice-Chair to be appointed ex-officio to the Finance and General Purposes Committee and the Leisure Services Committee.
RESOLVED: That membership of committees should be open to all who wish to join with a minimum of 7 and maximum of 14 members for the Finance and General Purposes Committee and the Leisure Services Committee. The Staffing Committee will comprise of 5 members.
 - b. **Terms of Reference:** the current terms of reference were reviewed. Each committee was directed to review and recommend a draft to full Council. 2.

- c. **Meeting Schedules:** The following meetings were agreed (no meetings in August). Zoom working parties will also meet on those dates to receive updates until empowered Council and Committee meetings can return when COVID restrictions are lifted.

Leisure Services Committee – 1st Wednesday of each month

Finance and General Purposes Committee – 2nd Wednesday of each month.

Staffing Committee – 3rd Wednesday of odd months until such time as meetings can revert to quarterly. Additional meetings called as necessary.

Full Council – Last Wednesday of each month

- d. **Staffing Committee:**

- i. Cllr. P Allen, Cllr. S Beechey, Cllr. J MacDonald, Cllr. A Shaikh-Ahmed and Cllr. J Ward were appointed to the Staffing Committee.
- ii. Cllr. P Allen proposed that Cllr. S Beechey be appointed as Chairman of the Staffing Committee, seconded by Cllr. M Rashid and agreed by all present.

- e. **Finance and General Purposes Committee:**

- i. Cllr. P Allen, Cllr. S Beechey, Cllr. A Haywood, Cllr. J MacDonald, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh-Ahmed and Cllr. K Shaw were appointed to the Finance and General Purposes Committee.
- ii. Cllr. P Allen proposed that Cllr. S Beechey be appointed as Chairman of the Finance and General Purposes Committee, seconded by Cllr. A Haywood and agreed by all present.
Cllr. M Rashid proposed that Cllr. A Haywood be appointed as Vice-Chairman of the Finance and General Purposes Committee, seconded by Cllr. A Shaikh-Ahmed and agreed by all present.

- f. **Leisure Services Committee:**

- i. Cllr. P Allen, Cllr. S Beechey, Cllr. M Rashid, Cllr. J Rickus, Cllr. K Shaw, Cllr. M Strong and Cllr. J Ward were appointed to the Leisure Services Committee.
- ii. Cllr. P Allen proposed that Cllr. K Shaw be appointed as Chairman of the Leisure Services Committee, seconded by Cllr. M Strong and agreed by all present.
Cllr. S Beechey proposed that Cllr. J Rickus be appointed as Vice-Chairman of the Leisure Services Committee, seconded by Cllr. M Rashid and agreed by all present.

- g. It was agreed that it was not necessary to appoint any further committees or working parties at this time.

C21-105 **Finance and General Purposes Committee:**

- a. The current bank mandates were agreed as suitable for the upcoming year:
Lloyds: Cllr. Pauline Allen, Cllr. John MacDonald, Cllr. John Riordan, Gemma Burgess (Clerk), Rachel Gorton (read-only access, Hall Manager).
Unity Trust Bank: Cllr. Stephen Beechey, Cllr. Alison Haywood, Cllr. John Riordan, Gemma Burgess (Clerk)
- b. **CCLA Mandate:** It was considered that the CCLA mandate needs updating.
RESOLVED: That Gemma Burgess (Clerk) be added to the CCLA mandate as the new correspondent and authorised signatory, removing Diane Weir. The form is to be signed in authorisation by Chairman Councillor Pauline Allen and Councillor John Riordan.
- c. Cllr. S Beechey proposed that bank transfers continue to be the primary payment method, seconded by Cllr. A Haywood and agreed with one abstention.

3.

- d. **RESOLVED:** The continued use of variable direct debit for the following regular contractual payments was approved.

Konica Minolta	PC office photocopier
Midshire	Arden Hall photocopier (usage)
Siemens	Arden Hall photocopier (rental)
Peninsula	HR Consultants
Suez	Waste Collection
Waterplus,	Water
SMBC	Business Rates
ICO	ICO annual fee
Corona	Electricity
RMS	Card payment machines (rental)
EMS	Card payment machines (usage)
Mainstream	Telephone/Internet
EE	Mobile Phones

- e. **RESOLVED:** The list of regular contractual payments as below was approved:

Staff	Net salaries	Variable
HMRC	PAYE deductions / contributions	Variable
WMPF	Pension contributions	Variable
DVS	CCTV managed service	£30 a month
Edge	Finance and Facilities software	£960.72 annually
ESPO	Gas bills	Variable
DM Payroll	Quarterly payroll services	Variable – currently £1570 annually, would go down to £420 if all staff were paid monthly
Microshade Business	Monthly IT support	Variable, depends on the number of users
Fairways	Monthly Grounds Maintenance	£20 189+VAT annually (£2018.90 a month)
nPower	MOP DC Annual fee	£290+vat = £348
Zoom	Videoconferencing software	£11.99 a month

C21-106

Leisure Services Committee:

- a. **Repairs to the playground:** The playground remains closed following vandalism. The incident was reported to the police and a claim made against the insurance. A quote of £2025+VAT has been received which will be submitted to insurers for approval. A quote of £2557.60 has been received for the trampoline and £262.65 for the roundabout plus a fitting fee of £1250. 4.
- RESOLVED:** To fill in the trampoline area as repairs and maintenance are too expensive to retain the equipment. 5.
- b. **Accessibility to the park:** There is only a drop-kerb at one entrance to the park. It was agreed that better accessibility into the park is desired, therefore the Clerk was directed to obtain quotes. 6.
- c. **Heating System:** Arden Hall is currently without a functioning heating system and the system needs replacing rather than repairing. Different options were discussed and it was agreed to seek advice on the best solution for individually thermostatically controlled rooms. Cllrs. Strong, Shaw and Beechey to assist. 7.
- d. **Bars:** As COVID restrictions relax, Arden Hall already has bookings for bars therefore the operation of the bars needs to be reviewed.

RESOLVED: That the full operation of the bars is done in-house by employees. The Clerk and Hall Manager were directed to approach the previous licensee to discuss proposals of how to increase the profitability of the bars through in-house functions (as an employee) and to also start recruitment for casual bar staff on zero hour contracts.

8.

- e. **Staffing of Arden Hall:** The Hall is currently understaffed due to long-term sickness absence which hasn't been covered due to non-operation of the facilities. As hirers return, the opening hours aren't sustainable without further staff.

9.

RESOLVED: To offer a full-time temporary position to the current cleaner as Caretaker (SCP3) to provide cover due to long-term sickness absence & to seek out an additional temporary cleaner if necessary.

C21-107 **Local Authority remote meetings: call for evidence:** deferred due to time constraints.

C21-108 **Planning:** The following comments were agreed on planning applications:

10.

Reference	Address	Proposal	CBPC Comment
PL/2021/00997/PPFL	18 Blandford Avenue Castle Bromwich Solihull B36 9HX	Erect new build 3 bedroom house on land to the rear garden	A strong objection is to be drafted and submitted by the Clerk.
PL/2021/00573/MINFHO	64 Kingsleigh Drive Castle Bromwich Solihull B36 9DQ	Convert conservatory roof to a vaulted ceiling with Velux windows	No objection, subject to neighbours' comment.
PL/2021/00698/MINFHO	98 Water Orton Road Castle Bromwich Solihull B36 9HA	Single storey rear extension.	No objection, subject to neighbours' comment.
PL/2021/01152/MINFHO	5 Milesbush Avenue Castle Bromwich Solihull B36 9UA	Two storey side extension	No objection, subject to neighbours' comment.

C21-109 **Confidential Matters:** none

C21-110 **Councillors reports and items for future agendas:** Not addressed due to time constraints.

C21-111 **Action Log:** Not addressed due to time constraints.

C21-112 **Next Meetings:** Council & Committee meetings to resume face-to-face when restrictions are lifted.

Leisure Services Working Party: 12th May 2021 6:30pm Zoom

Staffing Working Party: 14th May 10:30am Zoom

Finance and General Purposes Working Party: 19th May 2021 Zoom

Action Log:

- | | |
|--|-------------------|
| 1) Standing Orders – redraft | Clerk |
| 2) Review Committee Terms of Reference | Committees |
| 3) CCLA Mandate | Clerk/PA/JR |
| 4) Insurance claim – playground surfacing | Clerk |
| 5) Fill in trampoline | KS |
| 6) Quotes for drop-kerb | Clerk |
| 7) Solutions for heating system | Clerk/HM/SB/KS/MS |
| 8) Bar – employees | Clerk/HM |
| 9) Sickness cover contract | Clerk |
| 10) 18 Blandford Avenue – planning objection | Clerk/SB/AH |

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