



Kingshurst Parish Council

c/o The Library, Marston Drive, Kingshurst, Birmingham B37 6BA

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Clerk to the Council: Paula Coyle

Minutes of the meeting of

Full Parish Council

on Thursday 15th June 2023 at 7.00pm,

at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

Council Members: *D Cole (chair), L Cole, S Daly, M Frampton, J Edwards, B Donnelly, J Kimberley, L Baillie, L Browning, M Brain, B Craythorne*

Council Members Present: *D Cole (chair), L Cole, S Daly, M Frampton, J Edwards, B Donnelly, J Kimberley, L Baillie, L Browning, M Brain, B Craythorne*

In Attendance: 15 Members of the public

Lee Browning
Acting clerk

Lee Browning

Minutes

<u>Item</u>		<u>Action</u>
1.	Welcome and Housekeeping: Chair Cllr D Cole welcomed everyone to the meeting of Kingshurst Parish Council and went through housekeeping rules	
2.	Apologies: <i>Apologies were received from B Craythorne</i> Resolved: That all the above absences are approved.	
3.	Declarations of disclosable (pecuniary and other) interests: None	

4.	<p>Dispensation requests: None</p>	
5.	<p>To approve the minutes of the last meeting 18th May 2023 and 15th March 2023.</p> <p>Approved as a true record.</p> <p>That minutes of the last Full Council meeting held on 18th May 2023, were approved, and signed by the Chair as a true record.</p> <p>That minutes of the last Full Council meeting held on 09th March 2023, were approved, and signed by the Chair as a true record.</p> <p>Resolved: An action was taken at the last meeting by JK to check a procedural issue with WALC, no action or further comment was made on this and therefore minutes from 09th March were approved.</p>	
6.	<p>Co-option to Vacancy of Office for Parish Councillor & Declaration of acceptance of Office</p> <p>The three candidates presented their applications and Cllrs voted as followed:</p> <p>Lydia Turner – 2 Votes</p> <p>Joanna Cole – 1 Vote</p> <p>Joanna was interrupted during her presentation with an uncalled for comment from SD, the chair apologised for this.</p> <p>Martin Asante-Ampaduh – 6 Votes</p> <p>Resolved: Martin Asante-Ampaduh was the successful candidate was then declared co-opted to the Parish</p>	
7.	<p>Declarations of Interest Co-opted member to sign Documents</p> <p>Resolved: M/A signed Acceptance of Office, Code of Conduct and Pecuniary Interests forms</p>	
8.	<p>Public Participation.</p> <p>Topics were raised:</p> <ul style="list-style-type: none"> - Apology to Jo Cole - Pavilions residents concerns - Discussion from the Solihull Cabinet meeting on development and information due on 16/06/2023. 	

9.	Pavilions:	
9.1	Pavilions Lease review: To arrange a meeting date with the new members.	Clerk
9.2	Resolved:: Cllr Kimberley agreed to represent KPC and form Meriden Drive residents working party. Under section 151 Delegated powers. The meeting is set for 10 th July 2023 and JK will present a report back to the Full Council on recommendations/discussion.	JK
9.3	Pavilions Field: Chair to arrange a meeting with Mr G Leak, to understand the relationship and historical agreements between the parish council and the football club.	Clerk
10.	Confirmation of the Meeting Schedule for 2023/24 Resolved: All Full council meeting dates agreed, start time 6pm Resolved: Committee meetings dates for 23/24, to be confirmed at the committee meetings	
11.	To receive reports/proposals:	
11.1	Pavilions Cricket Club – Deferred until meeting with G Leak. (point 9.3), actions and decisions to be agreed at the next Full Council.	Clerk
11.2	Community family day at the community garden “Bug Hotel paint day”. Clerk to confirm time and date to Full Council.	Clerk
12.	Finance:	
12.1	Advised that LB has been elected as chair of Finance.	
12.2	Expenditure Report and Bank Statement shared with non-finance committee members and advised that Payments for next month equate to about £11,000 and current bank balance is 89,907.13. (See attached expenditure report).	
12.3	All Cllrs have accepted members allowances for 23/24 with exception of co-opted members JK had requested copies of his old wage slips back to Jan 22, and JK confirmed that he had received them by registered post. Previously wage slips were not sent to Cllrs, however if any Cllrs require theirs to let the clerk know and she will start sending.	All
12.4	ACTION : JK advised that standing orders have been updated 2022, JK asked that we use these. Clerk to provide updated copy (sent on email). Grant/ Donation form: <u>Re- Imagine</u>	Clerk

12.5	Deferred to Finance Committee to make decision	
12.6	Grant/ Donation form <u>Kingshurst Primary school</u> Deferred to Finance Committee to make decision	
12.7	Grant form: <u>Lilly's Tea Parlour</u> , Deferred to Finance Committee to make decision	
12.8	<u>Tribal Community group</u> , : Clerk to confirm meeting	Clerk
12.9	Community Christmas tree: 2023. Resolved : Christmas Tree and lights approved 2023. ACTION: Environmental Committee to review this arrangement and see if we can have a natural Christmas tree in the park.	Clerk
13.	<p>Kingshurst Parish Council Policy review</p> <p>JK advised that there is a lot of information being sent out and there is a need to review the documents as we should be using the WALC version but to review one a month.</p> <p>ACTION: Full Council agreed that we need to review, to start with 2. Dignity at work and 5. Grants Donations. The final version will be signed off at Full Council.</p> <p>Agreed that we adhere to the current ones in place</p> <ol style="list-style-type: none"> 1. Media Policy 2. Dignity at work 3. Email 4. Health and safety 5. Grant/donations 6. Complaints procedure <p>ACTION: Cllr L/B advised that he and Cllr M/B had missed out on emails from JK and that he would send current email addresses as possible. JK was using incorrect email addresses.</p> <p>ACTION: That paperwork sent to SD in large print to enable her to review.</p> <p>Resolved :Agendas and minutes will be sent by electronic email, unless requesting paper copies</p>	<p>Clerk</p> <p>LB</p> <p>Clerk</p>

14.	<p>Events Committee:</p> <p>Resolved: Pantomime date to be offered as a goodwill gesture to the residents who had previously reserved christmas tickets and sadly it had to be cancelled 2022. Clerk to invite them.</p>	Clerk
15. 15.1 15.2	<p>To receive reports/proposals:</p> <p>Cllr Donnelly: Gave an oral report on Laburnum avenue street lamps.</p> <p>Cllr Browning gave an oral report on the “Big Clean up” at the community garden held on Thursday 25th May, attended by Cllr Frampton, Cllr Baillie and Cllr Browning.</p> <p>ACTION: JK raised a concern that Borough Council Reports were no longer mentioned. The clerk to advise further.</p>	
16.	<p>Exclusion of public and press</p> <p>To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960.</p> <p>St Anthony's school PTA. Meeting held at library, Friday 26th May 2023.</p> <p>ACTION: Deferred, require more information.</p>	Clerk
13.	<p>Date of the next meeting</p> <p>Thursday 13th July 2023, 6pm at Seeds of Hope. , Overgreen Drive Agenda items to be received by 1st July 2023</p>	
	<p>Meeting closed at 8:30</p>	

Signed (Chair)

Date:

Actions to be completed before the next Full Council meeting, Thursday 13th July 2023; 6pm

Clerk Item 9.1	Pavilions Lease review: To arrange a meeting date with the new members.
JK Item 9.2	Resolved:: Cllr Kimberley agreed to represent KPC and form Meriden Drive residents working party. Under section 151 Delegated powers. The meeting is set for 10 th July 2023 and JK will present a report back to the Full Council on recommendations/discussion.
Clerk Item 9.3	Pavilions Field: Chair to arrange a meeting with Mr G Leak, to understand the relationship and historical agreements between the parish council and the football club.
<i>Deferred Full Council</i>	Pavilions Cricket Club – Deferred until meeting with G Leak. (point 9.3), actions and decisions to be agreed at the next Full Council.
Clerk Item 11.2	Community family day at the community garden “Bug Hotel paint day”. Clerk to confirm time and date to Full Council.
All Cllrs- Item 12.3	Previously wage slips were not sent to Cllrs, however if any Cllrs require these then to let the clerk know and we will start sending
Clerk Item 12.4	ACTION : JK advised that standing orders have been updated 2022, JK asked that we use these. Clerk to provide updated copy (sent on email).
<i>Deferred Full Council</i> 15.06.2023	12.5 Grant/ Donation form: <u>Re- Imagine</u> 12.6 Grant/ Donation form <u>Kingshurst Primary school</u> 12.7 Grant form: <u>Lilly's Tea Parlour.</u>
Clerk Item 12.8	<u>Tribal Community group.</u> MF advised that he had seen them on 14/06/2023 and they no longer wish to be considered as a community project due to time constraints. Clerk to confirm this is the case.
Clerk Item 12.9	Resolved : Christmas Tree and lights approved 2023. ACTION: Environmental Committee to review this arrangement and see if we can have a natural Christmas tree in the park.

Clerk Item 13	ACTION: Full Council agreed that we need to review, to start with 2. Dignity at work and 5. Grants Donations. Clerk to send out current policy The final version will be signed off at Full Council.
LB Item 13	ACTION: LB advised that he and MB has been missed out on emails from JK and that would send current email addresses Councillor Kimberley to confirm Cllr Browning and Cllr Brian email address
Clerk Item 13	ACTION: That paperwork sent to SD in large print to enable her to review.
Clerk Item 13	ACTION: Confirm with Cllrs if they want meeting paperwork in electronic format or paper.
Clerk Item 14	Resolved: Pantomime date to be offered as a goodwill gesture to the residents who had previously reserved christmas tickets and sadly it had to be cancelled 2022. Clerk to invite them.
Clerk Item 15.2	ACTION: JK raised a concern that Borough Council Reports were no longer mentioned. The clerk to advise further.
Clerk Item 16	St Anthony's school PTA. Meeting held at library, Friday 26th May 2023. ACTION: Deferred, require more information.

PREVIOUS ACTIONS COMPLETED/ INCOMPLETED

ACTION for	Description
Clerk – Item 5 (AGM 18.05.2023)	Item 5: Declaration of interest form. Resolved: Any Councillors that have signed this document the clerk will send to SMBC Completed
John Kimberley, Item 8 (AGM 18.05.2023)	Item 8: Staffing /HR committee. Resolved: (a) Terms of reference, Cllr Kimberley to send the WALC document to all councillors to be considered before the next meeting

	<p>(15/06/2023)</p> <p>Resolved: (b) Cllr J Kimberley to seek further advice from the Monitoring officer before he takes his seat as a member of this committee</p> <p>Incomplete action by 15/06/23</p>
Clerk, Item 10 (AGM 18.05.2023)	<p>Item 10: Allotment risk assessment, Clerk to arrange an inspection to take place as soon as possible</p> <p>Completed</p>
Marcus Brain, Item 1 (Full Council 18.05.2023)	<p>That Marcus Brain, signed his acceptance of office form at a later date</p> <p>Completed</p>
John Kimberley Item 2 (Full Council 18.05.2023)	<p>Item 2: Confirmation and signing of minutes of Full Council Meeting Thursday 9th March 2023. Resolved: John Kimberley, to seek further advice from WALC, and submit his findings regarding changing the minutes of the meeting held on 9th March, needs to take place before the next full Council (Thursday 15th June 2023)</p> <p>Incomplete action by 15/06/23</p>
Clerk, Item 5 (Full Council 18.05.2023)	<p>Councillors email address. Resolved: New email address to be set up for all Kingshurst Parish Councillors</p> <p>Completed</p>
John Kimberley Item 5.2 (Full Council 18.05.2023)	<p>Item 5.2: Media Policy, Resolved: Cllr Kimberley requested KPC adopt his version of the media Policy model, Cllr Kimberley to share Policy for consideration before the next Full Council meeting.(15/06/2023)</p> <p>Incompleted in allocated time 15/06/23.</p>
Clerk Item 5.3. (Full Council 18.05.2023)	<p>Item 5.3: KPC policies. Resolved: Clerk will email all policies, Councillors asked to read all documents, to be reviewed before the next Full Council Meeting(15/06/2023)</p> <p>Completed</p>

<p>Clerk Item 5.4. (Full Council 18.05.2023)</p>	<p>Item 5.4: WALC, Councillors Induction training called Off to a Flying start is available on 24th May, 5th June & 21st Jun, Resolved: Clerk, will email all Councillors to book a convenient date for their Induction training</p> <p>Completed: only a small number of Cllrs have booked onto training</p>
<p>Clerk Item 7.1 (Full Council 18.05.2023)</p>	<p>Clerk to arrange a meeting ASAP</p> <p>Item 7.1: HR Staffing issue. Resolved: Agreed for the Staffing Committee to have delegated functions of power to form a working party, meeting needs to be arranged as soon as possible</p> <p>Completed Training for the committee on 21st June 23.date to be arranged for meeting,</p>