



# Kingshurst Parish Council

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**Minutes of Kingshurst Parish Council  
Full Council Meeting held on the 12<sup>th</sup> July 2016 at 6.30pm  
At the Pavilions Sporting Club  
Meriden Drive, Kingshurst B37 6BX**

Cllrs. present: D.Cole (Chair)  
B. Mulready  
L. Cole  
D. Hinsley  
S. Daly  
T. Williams  
D. Woolley  
A. Follows  
B. Follows  
M. Dawson

Apologies Received From: Borough Cllrs. Apologies received from Borough  
Cllrs. D. Evans, R. Hall, Jean Hamilton and F. Nash

In Attendance Louise Baudet – Responsible Finance Officer and J Aske – Clerk  
Four members of the public attended.

1. Welcome and Housekeeping.

2. Apologies: To receive apologies and approve reasons for absence. Cllr. J. Kimberley –  
on holiday and Cllr. P. Cooper-Hinsley – unwell.

3. **Minutes:** To approve the minutes of the Full Council Annual Meeting held on 14<sup>th</sup> June  
2016. All agreed as a true record, passed and signed.

4. **To receive reports from Borough Councillors.** A combined report was received from  
Cllr. Evans and Cllr. Hall which Chair Cole read to the Councillors and members of the  
Public.

Cllr. Flo Nash submitted a report regarding the collector road. The road will be having a  
new camera to monitor activity owing to bikers doing wheelies in the middle of the road to  
bystanders. Bushes will be replanted where they had recently been pulled up by members  
of the public.

Cllr. T Williams said she had reported these crimes of the bikers doing wheelies and  
making a nuisance of themselves to the police and got the impression that they did not

care. Discussions took place regarding this area and how dangerous it had become with people parking cars drivers cannot clearly see to pull out onto the road.

PCSO Chris Stow had submitted a report which Chair also read out. Chair commented here regarding the traffic violations. He considered the figures in the report are not correct.

A report from West Midland Police from Jane Turner that was emailed by Cllr. Evans was also read out here.

All reports will be attached to the minutes in the Minute Book.

Chair Cole will write to David Jamieson Crime commissioner and Nick Page leader of SMBC to inform him of the concerns related to crime in the area.

## **5. Finance: To receive and approve reports from KPC Finance Committee and make decisions as appropriate.**

5.1 Report from the RFO Louise Baudet: Louise had given each Councillor a copy of her report which will be attached to these minutes in the minute book. She read out her report.

Two queries from the external auditor had arrived and Louise may be able to deal with the problems or we may have to ask Arden Associates to answer their queries as it was in 2015/16 year ending.

The community bank account is set to be up and running very shortly. On line banking will take place from September.

Advice on finance regulations and risk assessments was given and accepted by the councillors. It was agreed to cross cheque all payments done online by different councillors.

The £20k that had been in the deposit account is now in the current account is had an extra £75 in interest on it and she advised that the parish council to keep all monies in the current account as no paperwork was found to support the money in the deposit account. Cllr. A. Follows proposed we leave all monies in the current account for transparency reasons. All agreed.

5.2 To agree and pass cheques for July and August (as no meeting in August). Cheques for the total amount of £5330.30 plus an invoice for Gro Organic but the grant funding has not gone into the account. She requested a resolution to be passed that when the other invoice comes in to be paid. All agreed that the remaining £3497 will be paid when the invoice arrives.

All cheques were passed plus a resolution to pay Gro Organic their invoices when the Grant money is in the bank account. All Ok and passed this resolution.

Cllr. Woolley wanted information regarding the penalty on the VAT that occurred under the 2015/2016 accounts. This will be sorted further in the RFO's report.

Cllr. Mulready queried the Gro Organic payments. All explained and okay. All Passed. Breakdowns of Gro Organic's expenses will be circulated to the Councillors.

Recommendations following the internal audit of 2015/2016. Louise explained about the penalty fees. An annual schedule would resolve these issues. But the VAT is now dissolved and will only be claimed once a year. Various conversations regarding the penalties were discussed and concluded in a letter to be sent to Arden Associations regarding this issue. The RFO will write to them.

The Clerks salary annual increment should be approved and recorded at the time of setting the budget and precept for the following year. All agreed.

Risk assessments need to be done more clearly. Events need a full risk assessment. A risk assessment will be implemented to change office to home and Library. All agreed for Chair Cole to do the risk assessment.

Financial regulations will be reviewed and updated. All agreed.

The RFO mentioned that the Asset Register is maintained with generic headings and she recommended the register contain individualised items to demonstrate the Parish Council actively monitors and maintains its assets.

Budget settings are recommended also by the internal audit to incorporate an analytical review in the budgeting process on a year to year basis or within the same year against agreed budget. She recommended that this be done on a monthly basis to highlight discrepancies at an early stage and insure efficient monitoring of the budget. She reported that there was no clear evidence in the approved minutes of the identifications of 'free' reserves and 'ear marked' reserves with future projects. She recommends this is incorporated into the monthly bank reconciliation and analysis of income and expenditure. Louise was asked by Cllr. Alvin if she would do this for us. She agreed she would.

She concluded her report that any cheques written within meetings are recorded retrospectively in the following meeting. Any Vat that is claimed must be on invoices made out to the Kingshurst Parish Council. An Members allowances should be advertised at the setting of the precept.

Chair Cole asked if there were any questions to the RFO.

Cllr. Daly mentioned here an email from Cllr. John Kimberley regarding office space and the community youth centre. She asked if anything can be done about this. Cllr. Kimberley is away on holiday but will follow it up when he gets back. The Clerk had asked Adrian Stringer for details regarding the office but he said he had not got anything free there and the Clerk had received his reply.

Cllr. T. Williams said these premises would not be suitable and also part of the regeneration programme. Cllr. Daly said that Cllr. John Kimberley is no fool and obviously knows what he is doing. Cllr. Woolley said this issue has already been agreed that the Clerk works from the library and from her home. Cllr. Daly said it was important to keep the Clerk working in Kingshurst.

Chair said that Cllr. Kimberley will look into the office space when he is back from holidays. Chair went on to the next part of the agenda.

## **6. Events: To receive and approve reports from KPC Events Committee and make decisions as appropriate.**

6.1 Update on Christmas tree Festival. Cllr. T. Williams had a meeting with Rev. Johnson and the St. Barnabas Church Council. It was decided that all the Christmas trees should be battery operated. A meeting with the Vicar and the Clerk will take place regarding the leaflets will take place on Thursday. Chair asked if there were any questions for Cllr. Williams. There were none. Chair went on to the next part of the agenda.

## **7. Allotments: To receive and approve reports from KPC Allotments Committee and make decisions as appropriate.**

Cllr. S. Daly was asked by allotment holders recently to attend a meeting with them. She understands that they are very concerned about the Jubilee Gardens and stated that they

have a right to know what is going on. She went on to mention that there seems to be a lot of allotments that are not been attended to and are very over grown. Clerk mentioned that she had recently written to two allotment holders to tidy up their plots. Cllr. Daly also reported a inconvenience to an allotment holder could not get his car passed the soil and skip supplied from Gro Organic to deliver items to his plot.

Cllr. Daly did ask a representative from Gro –Organic to clear the path of soil etc.

Cllr. Mulready reported that a new lock had to be purchased with keys as the other lock had been compromised. Chair mentioned here that when the Clerk is on holiday the allotment holders did not have another number to phone. So Chair Cole and Cllr. Daly offered to put their numbers as alternatives. All agreed.

Cllr Mulready wanted to know if he can be reimbursed for the lock. He was informed a cheque is ready.

An allotment holder spoke at this point to say he wanted to know what was going on with the Jubilee Gardens. The Clerk will write to individual holders with the programme of what is happening with the area. Cllr. Williams suggested the plot holders come to the KPC meetings. Chair asked the plot holder to recommend an individual plot holder to attend the meetings to put forward any problems.

At this point the Clerk read out a letter from Gro Organic regarding a young man that will be given access to the new part of the jubilee gardens to grow his own food and in return tend the garden and keep it up to a good standard. This will be sorted out for access.

Gro Organic liability insurance was questioned. They are fully insured.

Cllr. Daly wanted it confirmed that Gro Organic are not putting in a children's play park. This is not on the list of what they are doing down there but the new area is suitable for children.

**8. Pavilions:** To receive and approve any reports regarding the Pavilions Sporting Club and make decisions as appropriate.

8.1 Update on current situation regarding the Pavilions Sporting Club. The KPC has been informed that the Pavilions Lease has been sold.

8.2 To Approve a Solicitor that may be needed in the future for transfer of the lease. All approved of Richard Holt of Evans Derry Solicitors to be engaged for the re assignment of the lease to the Pavilions Sporting Club.

## **9. To receive reports from members representing KPC on outside bodies**

**9.1** Birmingham Airport Consultative Committee: Cllr. Dawson reported that no meeting is scheduled at the moment.

**9.2** WALC/SAC. Cllr. Hinsley reported that the next meeting is near the end of July.

**9.3** School Governors Reports. Cllr. A. Follows reported that the next full Governors meeting for Yorkswood School is on a week Thursday.

Chair Cole reported that he hasn't got anything to report on The Kingshurst Primary School. However straight after the Whitsun Break there was a major flood in the school which resulted in classrooms out of action and temporary classrooms have been put up.

**9.4** North Solihull Partnership Forum. Cllr. Hinsley reported no meeting recently

**9.5** Regen. Cllr. David Hinsley had just attended a meeting with Sarah Barns taking the Parade Meeting at 5pm that evening. He reported that the new representative in charge of the regeneration programme for Kingshurst had given her an email he said this will be distributed tomorrow to the KPC. He said the main parts are that the redevelopment of Kingshurst is no longer under the North Solihull Regen programme as it has reverted to the full Solihull MB Council itself to run the project. SMBC have applied for funding at the local enterprise and nothing can happen until they have secured sufficient capital. Cllr.

Hinsley mentioned that a plan drawn up 15 months ago will be refined and it is hopefully going to be circulated in the Autumn. It is anticipated that the final plan will be published in March next year.

Chair thanked Cllr. Hinsley for the information.

The Clerk has inserted the contents of the email mentioned in these minutes for the reader's information only.

*During the North Solihull Partnership Executive (NSP) Board meeting in February Sigma in Partnership (NSP's commercial development partner) confirmed that they will not be taking forward the development of Kingshurst Village Centre and as such this is now a SMBC led project.*

*David Mackins has recently been appointed as a Project Manager in the UK Central Team and will be responsible for building on the previous work and taking Kingshurst Village Centre forward.*

*In order to seek to address the economic viability of the preferred option an expression of interest has been submitted which seeks grant funding from the Greater Birmingham and Solihull LEP as part of Local Growth Fund Round 3.*

*In parallel with seeking funding the existing preferred masterplan will be developed and refined. This will include a review of Council and other public sector service delivery within the centre. It is anticipated that engagement will commence in the near future with a wider consultation in the Autumn and a final masterplan being presented to Cabinet by the end of March 2017. A pre cursor to the consultation will be the basis of a scheme which is financially deliverable.*

## **10. Progress reports for information/action and make decisions as appropriate:**

**10.1** Bus Shelter on the Chester Road. Chair had previously written to Centro and after various letters and meetings with borough Cllr. Jean Hamilton it was organised that Balfour Beatty gifted the demolishing of the existing shelter and Centro will replace the shelter with a new modern plastic one. Chair explained that he had information that Midland Red gave the original shelter to the residents back in 1956 when there were just woods behind the shelter. All resolved now. Chair will write to Centro and Balfour Beatty to thank them.

**10.2** Progress of Clerk working from home. Storage needs to be considered for office furniture. Clerk reported that notice has been given to SMBC to leave the office by 24<sup>th</sup> August. BT has been organised to transfer to her home on the 27<sup>th</sup> July. Library hours have been confirmed and the telephone number of the office 0121 770 3017 will go through to a mobile number at the library and at the home. Chair mentioned that Cllr. Kimberley will look into the youth centre. He read out the email from Cllr. John Kimberley will report back on this when he has further information.

**10.3** Request to improve the Pavilions Car Park from SCH. It was passed that SCH pay for the repairs of filling in the pot holes of the car park as they use the facility during office hours free of charge. Cllr. Hinsley wanted to know if the administrators should be informed. Clerk had reported this to them and explained that it was a gift. The administrators never came back to her. No problems with this decision were envisaged.

**10.4** Security gates in the Parade. Cllr. Woolley is very concerned about the security requirements of the Parade. He said the gates are not being shut on time. Clerk was instructed to write to Adrian Stringer and report this plus the vandalism.

**10.5** Update on the Standing Orders. Cllr. David Hinsley reported that he will issue a final draft soon. When people have read through it to come back to him and hopefully they can be adopted in the next meeting.

**10.6** Heavy goods Vehicles using Cooks Lane. Chair Cole says these lorries are breaking the law and it has been going on for eight years. He thinks there should be cameras up to stop them. Discussions took place here regarding the lorries and deliveries locally.

Cllr. Hinsley said that because the Parish is split the report figures are split also. Anything on the Parade will be reported in the Smiths Woods figures.

Chair will write to the Police Commissioner and point out the safety issues that the police are disregarding.

**11. Planning: To consider and comment on any planning applications received:**

Nothing had been received.

**12. Planning: To consider, comment and take action if appropriate on any planning that is being proposed for the future:**

**12.1** Local Development Plan: Babbs Mill. Nothing noted here.

**12.2** Mountfort Public House Site: Any updates that may have been received. Nothing noted here.

**13. Information items:** To receive and discuss items for information and comment/action if appropriate.

**13.1** Correspondence and emails:

Clerk had three letters to discuss with the Councillors.

Clerk read out a reply email from SMBC Adrian Stringer regarding the possibility of a vacant office in the youth centre. His reply indicated that he did not know of any vacant office in the youth centre. In his reply he said he thought that we had covered the 'long term' space by starting off in the 'short term' space. He went on to say the KPC will be automatically incorporated into designs for whatever comes out of the regen proposals.

Another part of correspondence regarding the re-direction of the post to the Clerks address. A P O Box seems expensive at £320 a year. Chair said that can we have a think about it.

Cllr. Hinsley said we need to get one or two people together to make decisions on this as it will happen before the next meeting. He also questioned the storage.

Chair said Cllr. Hinsley was right and we do need to get together.

**14. Standing Orders of the KPC:** to discuss approve/amend and adopt from date of this meeting. Discussed in minute 10.5

**15. Public Participation:**

To adjourn to allow public participation for 15 minutes.

Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

Chair asked the members of the public if they would like to address the council and state their name and address.

A member of the public wanted to ask the KPC for help with a problem that needs re-addressing regarding garages at Dunton Road. She said that new build properties do not have enough parking spaces and access to the garages is being compromised as residents of the new homes block all the access points. Emergency services cannot get

though. SMBC did apply interruption interference and solved the issue for a time. But now it's all being blocked the access again.

Chair said this is a job for SMBC. He said that the KPC would ask the Borough Cllrs to look into the problem. He said the Borough Cllrs would have direct access to the departments within the council. The Clerk took her telephone number to pass onto the Borough Councillors.

The member of the public also reported that the garages themselves are subject to what she considers criminal activity. She said that a car had been removed from one of the garages by the police which was a stolen car from nine months ago.

Chair thanked the member of the public and asked if anyone else would like to speak.

An allotment holder asked what is the Parish Council doing with a derelict plot and the very end of the site.

Chair suggested we could try and bring the plot back into service.

Cllr. Williams said the plot was unworkable and left to grow wild, because it prevented people from coming in over the fence. She mentioned that it was given to a young man to work for free but it caused controversy and he had to leave.

It was decided to have a look at the plot by the councillors and hopefully offer it to the next person on the list.

It was discussed here that it would take an awful lot of work. A decision will be made shortly.

Cllr. Hinsley said what is happening about the hedge. Gro Organic had cut the hedge that protruded out of the railing onto the pathway. It was asked that the Clerk ask Gro Organic to do the other half of the hedge if at all possible.

A further discussion took place regarding the batley and that Gro organic had put a lock on it which prevented allotment holders using it for their tools wellies etc.

Another member of the public asked about the anti social behaviour in the parks. He said that the police said they were going to clamp down on all this and nothing has been done. Chair said he will add this to his letter to the crime commissioner.

The member of the public went on to report that when the police are called they arrive and by the time they get out of the car the youths have dispersed. He said this is a wasted journey.

Chair asked if there were any other questions. No one else wanted to speak, so Chair closed the public part of the meeting and went on to the next part of the agenda.

Re - 10.2 The Clerk asked if we could go back to agenda item 10.2 regarding the storage for KPC office contents and paperwork. She also said that to re – direct the postage is £60 a year. Louise Baudet had just found out. This was passed to have this for a year.

The storage with a professional firm would be £1200 a year. Cllr. A. Follows had come up with the idea of buying a plastic shed for £600 place it in the garden and used for storage of the events items desks etc. Cllr. A. Follows said this is a 10 by 8' shed. The base would be £100. It was decided that the big office table and chairs could go into the Pavilions.

Cllr. Follows asked if everyone was okay with this idea.

Chair said the table and Chairs would be better here in the pavilions.

Files have to be kept and stored for six years.

The Clerk had telephoned up four local storage firms and they were all £30 a week.

It was discussed to get a SMBC garage. Clerk thought that this would be a worry with paperwork and vandalism. Cllr. Daly said she had never had a problem with anyone setting fire to her shed and that she had had one for years. After further discussions and no decisions made the RFO Louise Baudet suggested a working party be set up to make to delegate powers to make the decisions. A resolution was taken and passed that three members of the council Cllr. A. Follows, Cllr. D Hinsley and Cllr. T Williams will be given

the powers of delegation to make the decision and approve all financial transactions concerning the Clerk leaving the office to set up from home.

**16. Councillors' reports and items for future agenda:** Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making. Nothing was suggested here.

**17. Date of next meeting:** To confirm the date of the next meeting which is scheduled for **Tuesday 13<sup>th</sup> September 2016** at The Pavilions Sporting Club, Meriden Drive, Kingshurst at 6.30pm. Items for agenda to be in by Tuesday 6<sup>th</sup> September 2016.

RFO mentioned that a cheque for £30 has been written to the Pavilions for Teas and Coffees for three months. All passed.

Meeting Closed at 8.10pm

Signed ..... Date.....