



Kingshurst Parish Council

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Clerk to the Council: Ms Joanne Aske kingshurstpc@btconnect.com

**Minutes of Kingshurst Parish Council
Full Council Meeting held on the 14th June 2016 at 6.30pm
At the Pavilions Sporting Club
Meriden Drive, Kingshurst B37 6BX**

Cllrs. present: D.Cole (Chair)
L. Cole
P. Cooper-Hinsley
D. Hinsley
J. Kimberley
S. Daly
T. Williams
D. Woolley
A. Follows
M. Dawson

Apologies Received: Cllr. B. Follows – Unwell and Cllr. Mulready – Holiday.
Borough Cllrs. Apologies received from Borough Cllrs D. Evans
R. Hall and F. Nash

In Attendance J Aske – Clerk
Borough Councillor Jean Hamilton and three members of the public attended.

1. Welcome and Housekeeping.

2. Apologies: To receive apologies and approve reasons for absence. Cllr. B. Follows could not attend as she is unwell. Vice Chair Mulready is on Holiday.
Borough Cllrs. R. Hall, D. Evans and F. Nash gave apologies also.

3. **Minutes:** To approve the minutes of the Full Council Annual Meeting held on 10th May 2016. All agreed as a true record, passed and signed. An amendment had been requested on Agenda item 8, Clerk had not put the word 'Cllr' in front of Cllr. D Evans name.

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. Their report mentioned the anti social behaviour and they are pushing for a Parade meeting as soon as possible. Off road bikes continue to be a problem though not as bad as previously reported in the past. A consultation begins for an elected mayor to represent the combined authority on the 23rd June.

Cllr. Flo Nash submitted a report which also included two separate mails one from SMBC Statement of Reasons which informed the reader that Fordbridge Road and Gilson Way being established bus routes will be subject to 'No waiting' between 8.30 to 9.30 am and 2.45pm to 3.45pm in week days. The second mail was a report from Jayne Turner of W M Police.

PCSO had submitted a report.

No comments were made here.

Chair welcomed Borough Cllr. Jean Hamilton and asked if she would like to add anything. She said in the future she will be more than happy to write in a report. He apologised for not inviting her before now and said one of our Kingshurst Borough Councillors pointed out our error.

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

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

5.1 To approve the minutes of the Finance Committee meeting 10th May 2016. The minutes were passed and approved.

5.2 Report from the RFO. Cllr. A. Follows read out the report that Louise Baudet had submitted. Each member of the Council had a copy.

An invoice for Solihull Security had been received with three options. The option complete cover for £90 a year was opted but this will be looked at later in the meeting according to how the Council decides on changing the office premises.

5.3 Report from the Internal Auditor. The Council confirmed a resolution and passed to accept the completed Internal Audit had been done and was satisfactory. All agreed. Recommendations will be in future RFO reports. Chair Cole would sign the forms for External Auditor Grant Thornton along with the Annual Governance Statement.

Information regarding the new community bank account was reported. Changing the bank account to a community account is taking a little time, to do it over the telephone requires the password security information – we are awaiting a call back from Lloyds Bank.

The fix term deposit account of £20k will be transferred into the current account on the 17th June.

The balance in the current account as at 2nd June 2016 is £27,372.49

5.4 Annual Governance Statement. Chair signed this and the minute number was recorded on the form also.

5.5 Consideration of the quotation for Solihull Security systems. This will be decided at the end of the meeting depending on the Clerk working from home it will not be required.

5.6 To approve and pass payments for the month. The Full Council passed the cheques to the value of £3931.94

Cllr. A Follows read that there is no facility on the Government Gateway to de-register the business VAT account, so a letter has been send accordingly following the decision at the last PC meeting. All future claims for reimbursement of VAT expenses will be submitted using the forms appropriate for Parish Councils. We await to hear a response from HMRC to confirm de-registration.

Also reported by the RFO was that it has transpired that whilst Arden Associates cancelled the internet banking access, they did not cancel a monthly Standing Order set up for £400 a month to Arden Associates. This came to light on one of the bank statements for April and was queried with Mr Wheeler, who said he would have the money on account against his last remaining Invoice to the Parish Council. Whilst in the process of querying and ascertaining if he had cancelled the Standing Order, a further payment went out to him making a total of £800 paid. The bank had been instructed to stop all Standing Orders to Arden Associates.

Chair Cole said procedures need to take place so the money is refunded as soon as possible. Cllr. A. Follows said yes this will be followed up.

5.7 To approve of the use of Section 137 when appropriate within the month. The Kingshurst Primary School will be given a cheque for Grant aid to purchase Milk for the children paid under Section 137. All approved.

A further invoice has been received for Monument Fire Detection System annual maintenance for £173.70. This was passed.

Chair Cole referred back Solihull Security Systems and this will be looked at again in minute 10.2

Cllr. Williams asked Cllr. Follows about the new bank account that was being set up. He assured her that the Clerk will still be able to sign cheques for this account. Louise will also be a signatory so she can sign the cheques before a meeting.

Clerk mentioned that we have got to this point now to sign the paperwork on Saturday 1st July.

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

6.1 To approve and pass the minutes for 10th May 2016. The minutes were approved and passed as a true record.

6.2 Update on Christmas tree Festival. Cllr. T. Williams will be having a meeting with Rev. Johnson and the St. Barnabas Church Council in July. Then flyers can be produced in September to advertise the Festival. All electrics have been updated in the Church.

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

7.1 To approve and pass the minutes for the 10th May 2016. The minutes were approved and passed and signed by Chair Cole in Cllr. Mulready's absence.

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. No updates have been received.

8.2 To approve a working party to discuss to gather and report information regarding the Pavilions. A working party was set up with Cllr's Hinsley, P. Cooper-Hinsley, S. Daly, A. Follow, T Williams and M. Dawson.

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

9.1 Birmingham Airport Consultative Committee: Cllr. Dawson attended a meeting on the 18th May. The meeting was over 4 hrs long. She reported that there has been a huge increase in air traffic. There is a complaints procedure in place for any residents wishing to put in a formal complaint. Cllr. Dawson will give the Clerk the address and the name of the person to write to. All complaints need to be registered within this month. Chair asked if it

was worth inviting someone from the airport to come and speak with us. This would probably not be possible as this is why they invite a representative from the KPC to go to them for reports. She continued to report that there is 11 new airlines going worldwide. Compensations are in place for anyone that is being affected by the high volume of air traffic. This compensation has been extended up as far as Lea Village. The Airport has paid for improvements in this area, which included double glazing and cavity walls etc. Birds in the flight path will be removed and re homed. Cllr. Dawson also reported that the company will store any duty free shopping and then passengers can collect it on their way home.

9.2 WALC/SAC. No meeting to report.

9.3 School Governors Reports. Nothing to report from Yorkswood School. The Kingshurst Primary School Chair Cole reported that the building of the two new classrooms is due to start in September however the school suffered a severe flood and is presently closed. A mobile classroom is needed as one classrooms roof has been affected by the rain and floods. The builders may have to come in before September.

9.4 North Solihull Partnership Forum. Cllr. Hinsley pointed out the name is now just the Solihull Partnership. He couldn't make the last meeting. He did want to say that he and Pauline attended the meeting about the combined authority. Questions were raised about the Powers of the Mayor. He referred to the finance of £16m which was deferred and should have been in place for the combined Authority. This is now going to be reviewed.

9.5 Regen. Nothing to report here.

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

10.1 Bus Shelter on the Chester Road. The KPC have been informed that the demolition of the brick shelter is to be met by ourselves then Centro will replace with new shelter. A quote had been received to demolish the brick shelter on the corner of Chester Road. The Cllrs. thought that the quote of £875 was too expensive. Other quotes will need to be gathered. Cllr. Woolley said he is not happy for the KPC to pay for anything connected to the bus shelter. The KPC are worried that we have no authority to demolish this and cannot find any paperwork to say that it definitely does belong to us. Various conversations arose regarding this problem. Cllr. Williams has spoken to a builder for a quote. Chair asked Cllr. Hamilton if she can make enquiries for us. She said she would certainly try.

Chair skipped onto Agenda Item 12.2 by mistake here.

12.2 Mountfort Public House Site: Any updates that may have been received. He carried on as he had asked Borough Cllr. Jean Hamilton if she knew anything about the future of the site. After establishing the area Cllr. Hamilton said she would look into site submissions to see if any are published. The Parish Council had not received anything. The hope is that the area is ear marked for a village Hub containing a new doctors and offices etc. Cllr. Hinsley mentioned that the site would be developed for something other than housing. The Solihull Plan review does not include the site. Cllr. Hinsley said it has been widely reported that whatever happens to the Parade will link in with this site for the re-development. He went on to say that he thinks the Borough Councillors will be in a meeting with SMBC and their new Regen manager regarding this very soon.

Chair went back to Agenda to 10.2 and apologised.

10.2 To consider request from Clerk to work from home subject to agreed arrangements with the Library to be able to meet the members of the public for four hours a week. After looking for new premises to run the office from as the office is unsuitable to work in and with no disabled access it went to the vote to let the Clerk work from home. It was proposed by Cllr. Hinsley and seconded by Cllr. Woolley. The majority passed that the

Clerk will work from home until a suitable office is available in Kingshurst. Chair asked for the Clerk to make arrangements he also said that the office rent should be waived as the office is in such a poor state of disrepair. Clerk will make arrangements to work in the Library for four hours a week to meet any members of the public that wish to discuss anything personally with her. Storage facilities for the office furniture will need to be made. Cllr. Kimberley asked if the Community Centre had been considered as the last time he went in there he saw offices. He wasn't sure if they were used. A discussion took place regarding this and Cllr. Cooper-Hinsley informed him that there is only one open space upstairs.

Chair said we would still look out for premises.

Clerk reminded the Chair that we were going to speak about the invoice for Solihull Security. This will need costing out as the office will not be in use. This was not passed.

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

Nothing 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. Chair said he believes it will go ahead in September. Public access will be provided from the Cooks Lane entrance into the park which may slow the process of the building.

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.

The First was an email from Borough Cllr. Evans. Cllr. Evans had three queries as follows: Under which rule or regulation did the action for Babbs Mill banner have to be taken down?

2. What is the money the parish council has saved by ending its contract with Arden Associates going to be used for?

3. How much does the parish council have in its reserves and how much is ring fenced and what for?

Cllr A. Follows answered her queries the first is that it is the KPC policy to not be seen to promoting any business. A statement from WALC had been quoted to Cllr. Evans by email earlier in the week.

The second question was a saving of £1800 and is not ear marked for anything. Any savings like this will go into the reserves at the next precept.

The third questions regarding the reserves. He said 25% has to be in reserves. The Clerk confirmed that £20k was passed in the precept for the reserves.

Any excess that is not spent in the precept goes into reserves the following year. He also added it is not ring fenced for anything.

Cllr. Hinsley said that the figures are reported in the meetings.

Cllr. Alvin Follows gave examples of the precept and the reserves. He said that at some point the £20k is transferred back into the current account.

Clerk was asked to let Cllr. Debbie Evans know the answers to her questions.

A second letter had been received from Lynn who runs the Lynnecare2000 Limited Special Needs Disco evenings on Tuesday Nights at the Pavilions. She requested in writing if it were a possibility that the KPC could swop the Meeting room for the Functions Room for the Meetings.

All members of the Council agreed to say no it was not a possibility. Clerk would reply to the letter to explain to Lynn that the family room is not suitable for the KPC meetings.

A third item of correspondence came in today from the Mayor's Office, an invitation to a 100 year commemoration of the Battle of the Somme. It is on Friday 1st July. The chair is not able to attend but Cllr. Williams, Cllr. Hinsley and Cllr. Cooper-Hinsley wish to attend. The Clerk will make the request to Elaine Stephens at the Mayors' Office.

14. Standing Orders of the KPC: to discuss approve/amend and adopt from date of this meeting.

The Clerk was asked last week to contact WALC to confirm it is okay to change and adopt Standing Orders throughout the year. WALC had not come back to the Clerk as Alison was on sick leave. The Clerk said it is okay to change them as and when needed as long as it is an agenda item.

Chair asked David Hinsley to complete and finalise the latest Standing Orders draft ready for the KPC to adopt. Cllr. Hinsley was voted to carry on with drafting the new Orders.

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 Sarah Evans. Sarah took the floor. She said that having looked at the website of the KPC she noticed that the Standing Orders published on the website were from 2008 and wondered why they had not been updated. She went on to say that between that time they had the localism act passed in 2011 which set about changes and reforms for the Government and Parish Councils. She asked would it not be good practice to contact NALC as see what guidance they can provide in relations to this new act.

Cllr. Follows said we are in the process of doing this. Chair asked Cllr. Hinsley to answer Miss Sarah Evans.

Cllr. Hinsley stated he is using the model Standing orders that were updated by NALC in January 2016. He also reported the Freedom of Information Act and Data protection Act. He agreed this is long overdue and has taken it on board to address the problem and put together the correct publishing's for the members of the public.

Miss Sarah Evans also wanted to ask that the KPC pointed out quite rightly that the Banner for Babbs Mill (which included a Windows Company Logo) had to be removed because of certain regulations. She went on to say that the Pavilions is owned by the KPC but has a lot of companies and business advertising within the building.

Cllr. A. Follows said that they could not stop this as it is leased out. Miss Sarah Evans thanked the Council for their answers.

Mr. Keith Evans took the floor, he wanted to speak about the point of the Clerk working for a few hours in the library a week when she sets up from home. He said that there is no privacy in the library for members of the public to speak with her. Various conversations took place regarding this but it would have to be looked into. He also mentioned the post. He said post was left at the front door step when the postman should have delivered it to the library as instructed on the window. The Clerk will either use a Post Office Box or use her own address to have post re-directed. This will be looked into.

Mr. Evans also mentioned the hedge around the perimeter of the allotments. The worry was that it was overgrown and growing out onto the pavement. After discussions regarding the hedge the Clerk was instructed to ask Gro-Organic to cut it back and offer to pay for the labour. A proposal by Cllr. A. Follows to pass £500 to be allocated to whoever we can get to cut the hedge back. This was not passed.

Member of the public Mr. Shakespere wanted to mention that when Amey cut the grass in the park it was badly cut and grass was not cleaned up and was left. Chair Cole said that

would be looked into and maybe get the responsible person to come along to the meeting to talk to us. He also mentioned that the Clothes Bank by the old Mountfort Site has not been emptied. Cllr. Hamilton said that with Alison Lush leaving a re-structure is now taking place. She mentioned for the Clerk to contact Caroline Naven in SMBC.

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.
Cllr. Woolley wanted the Security at the Parade to go on to the Agenda.
Chair Cole said we should insist that the Police come to the Meeting.

17. Date of next meeting: To confirm the date of the next meeting which is scheduled for **Tuesday 12th July 2016** at The Pavilions Sporting Club, Meriden Drive, Kingshurst at 6.30pm. Items for agenda to be in by Tuesday 6th July 2016

Meeting Closed at 8.20pm

Signed Date.....