

**Minutes of the Parish Council Meeting  
Wednesday, 5 January 2022 at 19:30  
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green**

**Present:**

Clr Clive Hill – Chair  
Clr Mike Kay  
Clr Mark Noblet  
Clr Kim Wallace  
Clr Sue Rogers  
Clr Trevor Wills  
Clr Wayne Hadley - from item 4184

**Clerk:** Julie Brennan

**Public:** 2

**4180. The Public**

Clr Trevor Wills asked, as a member of the public, if SMBC planned to change the current bus lane layout on Bickenhill Lane. The Clerk confirmed that she had raised a ticket with SMBC to ask this question but was awaiting an answer.

**4181. Apologies**

Apologies had been received and accepted from Clr Karen Dunn, Clr Carole Pearce and Clr Jon Horton

**4182. Declaration of Pecuniary Interests and Dispensations**

None.

**4183. Minutes of the Parish Council meeting held on 1 December 2021**

The Chairman asked those Councillors present at the 1 December 2021 if they had read the minutes and if they could confirm these as a true and accurate record. Clr Sue Rogers noted that her surname had incorrectly been recorded as Kay at item 4167 and asked for this to be corrected.

**Proposed: Clr Mark Noblet**

**Seconded: Clr Sue Rogers**

**All in favour**

**It was resolved** that, subject to the correction noted above, the minutes were a true and accurate record.

**4184. Matters arising from the Parish Council meeting 1 December 2021**

**4148 – Burial Ground Fencing** – The Clerk advised that works on the fencing at the burial ground had now been completed.

**4152– IAC soak away/pond** – Clr Hill confirmed that the appeal against the car park at this site had been denied and that the only recourse now available to the applicant would be a judicial review.

**4164 – Matters arising from the Staffing Committee** – The resources sent out by email by the Clerk had not been received.

**Action item:** Clerk to resend the resources.

**4173 – Queen’s Platinum Jubilee** - The Chair noted that an application form and policy would need to be drawn up to manage requests for donations from the £5,000 fund already

agreed and asked anyone interested in forming a working group to volunteer. No volunteers came forward.

**4185. Matters arising from the Staffing Committee meeting – 14 December 2021**

The members discussed the need to appoint an assistant to increase capacity and allow the Parish Council to be more proactive rather than reactive. It was felt that further analysis was required by the Staffing Committee before the Parish Council could move forward on this matter which should be brought back to the January 2022 meeting.

**Action item:** Staffing Committee to undertake further analysis and present a more detailed paper to the January 2022 Parish Council meeting.

**4186. Matters arising from the Planning Committee meeting – comments submitted by the Clerk**

The Chair highlighted the application at Elm Croft noting that the Parish Council's concerns regarding traffic had been registered with SMBC.

**4187. Matters arising from the Recreation Committee meeting – 17 December 2021**

**1611.1** - Cllr Hill noted that the CIL application from the Bowling Club could not be considered as it related to a lawn mower which did not fall under the heading of infrastructure.

**1612/1522 Replacement pickup truck** – Cllr Hill noted that this matter was ongoing as the Clerk and Groundsmen had been unsuccessful in finding a suitable replacement vehicle to date. Cllr Trevor Wills noted that he and Cllr Wayne Hadley had drawn up a list of potentially suitable vehicles and he agreed to send this to the Clerk.

**Action item:** Cllr Trevor Wills to send the list of potentially suitable vehicles to the Clerk.

**1614 – Birmingham Baseball Club** – Cllr Hill confirmed that Panther, the landowner, had asked for the request to site a shipping container on the 3Ms land to be dealt with at the same time as the lease/licence and this matter was therefore ongoing.

**1616 – Review of Fees** - The members considered the revised fees which were duly approved.

**Proposed: Cllr Trevor Wills**

**Secoded: Cllr Mike Kay**

**All in favour**

**It was resolved** that the revised fees for 2022/2023 were approved.

**4188. Matters arising from the Finance Committee meeting – 20 December 2021**

**748.1** - Cllr Mike Kay noted the recommendation to approve the quote by the Defib Store of £610.80 (including VAT and delivery) for the purchase of defibrillator cabinet to be used at the Recreation Ground.

**Proposed: Cllr Wayne Hadley**

**Secoded: Cllr Trevor Wills**

**All in favour**

**It was resolved** to purchase a cabinet from Defib Store at a cost of £610.80.

**748.2** – Cllr Kay noted the recommendation to spend £885 (including VAT) on the replacement of double glazing in the Groundsman's House and Pavilion.

**Proposed: Cllr Mike Kay**

**Secoded: Cllr Wayne Hadley**

**All in favour**

**It was resolved** that Glaze Rite be asked to undertake the double glazing works at a cost of £885 (including VAT).



**741** – Cllr Kay asked for approval to renew the three year contact with A1 Shutters for the maintenance of the shutters on the Pavilion at a cost of £1,060 plus VAT for a period of 3 years

**Proposed: Cllr Mike Kay**  
**All in favour**

**Seconded: Cllr Wayne Hadley**

**It was resolved** that a three year contract be agreed with A1 Shutters to maintain the shutters at the Pavilion at a cost of £1,060 plus VAT.

**753 – Check of payroll payments for December 2021**

Cllr Kay outlined the method used to approve the payroll on a monthly basis.

**754 – Budget Position as at 30 November 2021**

The budget position was noted.

**756 – DD list review**

Cllr Kay outlined the Direct Debit payments in place which were noted.

**758 – Appointment of Internal Auditor**

Cllr Kay asked for approval of the recommendation to award DM Payroll Services the three year contact to provide internal auditor services at a rate of £350 per year.

**Proposed: Cllr Mike Kay**  
**All in favour**

**Seconded: Cllr Kim Wallace**

**It was resolved** that DM Payroll Services be appointed as internal auditor for the Parish Council for a period of three years starting in 2021.

**4189. Request for approval of Finance Approval List**

The proposal to authorise the payments detailed on the expenditure report was approved.

**Proposed: Cllr Wayne Hadley**  
**All in favour**

**Seconded: Cllr Trevor Wills**

**It was resolved** to approve the expenditure payments detailed on the report.

**4190. Recruitment of Parish Councillors to 2 vacant posts**

The Clerk noted that three applications had been received and asked for volunteers for the interview panel. Cllr Trevor Wills and Cllr Wayne Hadley volunteered and it was noted that Cllr Jon Horton had previously expressed an interest in taking part. Cllr Hadley agreed to provide his availability for the interviews which the Clerk would then circulate to Cllr Wills and Cllr Horton to agree a date.

**Action item:** Clerk to agree interview date with Cllr Hadley, Cllr Wills and Cllr Horton.

**4191. Budget & Precept 2022/23**

Cllr Kay outlined the paper that had been circulated to the members noting that a 3% increase was recommended. Cllr Wills did not agree with this figure so abstained from the vote.

**Proposed: Cllr Mike Kay**  
**Abstained: Cllr Trevor Wills**  
**All others in favour**

**Seconded: Wayne Hadley**

**It was resolved** to approve a 3% increase in the precept.

**4192. External Committee Reports**

**Parish Hall Trustees** – There was nothing to report at this time.

**Marston Green Village Charitable Trust** – There was nothing to report at this time.

**Airport Matters** – There was nothing to update on at this time.

**HS2 Update** – It was noted that representatives from HS2 were due to attend the February 2022 Parish Council meeting.

**4193. Correspondence**

The Clerk let the Councillors know that publications had been received from ICCM and LCR and that they were available to read should any members wish to.

**4194.** The Parish Council meeting closed at 21:22

**4195.** Date of next meeting 2 February 2022 at 19:30  
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

