

Minutes of the Parish Council Meeting
Wednesday, 1 June 2022 at 19:30
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

Present:

Cllr Clive Hill – Chairman
Cllr Mike Kay
Cllr Jon Horton
Cllr Kim Wallace
Cllr Trevor Wills
Cllr Karen Dunn
Cllr Claire Kelly
Cllr Sue Rogers
Cllr Carole Pearce

Clerk: Julie Brennan

Public: 3

4282. Chair's welcome

The Chairman welcomed everyone to the meeting.

4283. Apologies

Apologies had been received and accepted from Cllr Wayne Hadley and Cllr Mark Noblet.

4284. Declaration of Pecuniary Interests and Dispensations

None.

4285. The Public

4285.1 A member of the public stated that the Airparks buses and International Coaches struggled to use the stretch of road near to the burial ground and suggested that the route should be changed to go down Coleshill Heath Road. The Chairman noted that questions had been raised regarding the buses and the route some time ago but, as it had been approved by SMBC, it was unlikely that the route would be changed.

4285.2 A member of the public raised a number of issues relating to Elm Farm Avenue including the faint yellow lines, issues with parked cars (especially during school drop off/pick up times), the irregular attendance of parking wardens and absence of police patrolling the village. It was noted that although automatic number plate recognition cameras had been promised, they had never been installed. The Chairman suggested that the Parish Council could pass on the resident's concerns to SMBC but recommended that the resident should contact local ward councillors to see if they could be of any help.

Action item: Clerk to contact SMBC to raise the concerns highlighted.

4285.3 A member of the public asked for an update on the postbox that had been removed from Elmdon Road. The Chairman confirmed that Cllr Bob Sleight was dealing with this and was pushing for a replacement, hopefully to be installed near to the library.

4285.4 A member of the public raised an enquiry regarding the pillar clock at the Memorial Garden and the Chairman confirmed that the problem was in hand and would be dealt with as soon as possible.

4286. Minutes of the Annual Parish Meeting held on 4 May 2022

The Chairman asked those members present at the 4 May 2022 meeting if they had read the minutes and if they could confirm these as a true and accurate record.

Proposed: Cllr Jon Horton

Seconded: Cllr Kim Wallace

All in favour

It was resolved that the minutes were a true and accurate record.

4287. Minutes of the Annual Parish Council Meeting held on 4 May 2022

The Chairman asked those members present at the 4 May 2022 meeting if they had read the minutes and if they could confirm these as a true and accurate record.

Proposed: Cllr Sue Rogers

Seconded: Cllr Karen Dunn

All in favour

It was resolved that the minutes were a true and accurate record.

4288. Minutes of the Parish Council Meeting held on 4 May 2022

The Chairman asked those members present at the 4 May 2022 meeting if they had read the minutes and if they could confirm these as a true and accurate record. Cllr Karen Dunn asked for the minutes to be amended to show that she abstained from the vote at item 4276.

Proposed: Cllr Claire Kelly

Seconded: Cllr Jon Horton

All in favour

It was resolved that, save for the amendment to minute number 4276, the minutes were a true and accurate record.

4289. Matters arising from the Parish Council meeting 4 May 2022

4214 – Meeting with representatives from SMBC - The Chairman confirmed that a meeting had been arranged for 23 May at 16:00 at the Parish Office and asked anyone who could attend to come along to discuss arrangements for the Queens's Baton Relay event.

4218/1627/1613 – Five Year Plan – The Chairman confirmed that further meetings of the Five Year Plan Working Group were planned and asked anyone else interested in helping with this to let the Clerk know.

4223 – Platinum Jubilee bunting/signs – the Clerk confirmed that the bunting and flags had been purchased and the groundsmen would be putting them up ahead of the Platinum Jubilee weekend.

4290. Matters arising from the Recreation Committee meeting – 18 May 2022

1680/1525 – Football Season – Cllr Trevor Wills provided an update in relation to the business being run from the Recreation Ground without permission noting that the police had attended and spoke to the man running a football coaching business and it was hoped that he would now find an alternative location to run the business from. Cllr Wills stated that the police had suggested alternative wording for the notices around the Recreation Ground which should state that "no unauthorised use of the facilities is permitted". The members discussed issuing colour coded permits to ensure only those who had sought permission were actually using the facilities.

The members then discussed the recommendation to reinstate an adult football pitch on the 3Ms field however, as there were currently insufficient changing rooms, it was agreed to limit the number of children's teams using the pitches to two which it was hoped

would reduce demand for car parking at the Recreation Ground and stop cars parking on the bend of Bickenhill Road.

Proposed: Cllr Jon Horton

Seconded: Cllr Carole Pearce

All in favour

It was resolved that the number of children's teams using the 3Ms pitches be reduced to two.

1620 – CCTV Policy & Procedures – The members approved the CCTV Policy and CCTV Requirements document save for an amendment to the second line of the second paragraph on the CCTV Requirements document which should state "... should only be information relating **to** the person...".

Proposed: Cllr Karen Dunn

Seconded: Cllr Jon Horton

All in favour

It was resolved that the CCTV Policy and CCTV Requirements document were approved.

1681.2 – CIL application from the Baptist Free Church – The members discussed the application but felt that the information provided did not answer all the questions asked and therefore, at this time, a payment should not be approved. It was agreed that the Baptist Free Church should be encouraged to reapply when they were in a position to provide answers to all the questions posed.

Proposed: Cllr Mike Kay

Seconded: Cllr Sue Rogers

All in favour

It was resolved that at this time no CIL payment should be offered but the Baptist Free Church should be encouraged to reapply when they were in a position to provide answers to the questions posed.

1682 – To approve the recommendation for a 14:30 kick off time without the option to use the changing rooms for an under 14s team using an adult pitch – The members discussed the request and approved the recommendation to offer a 14:30 kick off time without the option to use the changing rooms.

Proposed: Cllr Trevor Wills

Seconded: Cllr Karen Dunn

All in favour

It was resolved that a 14:30 kick off time be offered without the use of the changing rooms for the under 14s team using an adult pitch.

1683 - To approve the recommendation to allow a maximum of six ashes interments on a grave with no full body burials – The members discussed the request and agreed to follow the example of some London burial authorities who allowed up to eight sets of ashes.

Proposed: Cllr Kim Wallace

Seconded: Cllr Karen Dunn

All in favour

It was resolved to approve the request but with up to eight sets of ashes on the understanding that this would prohibit full body interment in the plot.

1684 - To approve the request for a plastic greenhouse on the Elmdon Lane allotment site – The members approved the recommendation to allow the installation of a plastic greenhouse at the allotment holders risk and providing that it was not installed on a concrete or other permanent base and was kept in good condition.

Proposed: Cllr Kim Wallace

Seconded: Cllr Jon Horton

All in favour

It was resolved that the allotment holder may install a plastic greenhouse at their own risk and providing it is not installed on a concrete or other permanent base and is kept in good condition.

1686 - To approve a request to hold a softball event on the baseball diamond on either 5 July or 12 July at a cost of £125 (including VAT) – The members approved the recommendation to approve the softball event taking place on either 5th or 12th July at a cost of £125 (including VAT).

Proposed: Cllr Sue Rogers
All in favour

Secoded: Cllr Trevor Wills

It was resolved that a softball event could take place on either 5th or 12th July at a cost of £125 (including VAT).

4291. Matters arising from the Finance Committee meeting – 23 May 2022

818.1 – To note the spend on legal advice regarding trespass at the Recreation Ground - The spend of £337.50 plus VAT relating to legal advice was noted.

827 - To note the spend of £150 plus £35 carriage (x2) for the repair of two Christmas light features – the spend was noted.

828 - To approve the change to payment by direct debit for the three WaterPlus accounts (Recreation Ground, Burial Ground and Allotments) – the recommendation was approved.

Proposed: Cllr Karen Dunn
All in favour

Secoded: Cllr Jon Horton

It was resolved to change to payment by direct debit for the three WaterPlus accounts.

829 - To approve the addition of VAT to single pitch fee in order to comply with VAT regulations – Cllr Mike Kay confirmed that the internal audit had highlighted that VAT should be payable in relation to per match pitch fees.

Proposed: Cllr Mike Kay
All in favour

Secoded: Cllr Jon Horton

It was resolved to change the fee structure to include VAT on per match pitch fees.

830 - To approve the recommendation for the Clerk to apply for a deposit card for the HSBC Treasury account – the recommendation for the Clerk to apply for the deposit card to allow payment of cash and cheques via the post office was approved.

Proposed: Cllr Mike Kay
All in favour

Secoded: Cllr Trevor Wills

It was resolved that the Clerk should apply for a deposit card to allow payment of cash and cheques into the Treasury Account via the Post Office.

4292. Approval of the Annual Governance and Accountability Return 2021/2022

4292/1 – To receive and note the Annual Internal Audit Report - the annual internal audit report was duly noted.

Proposed: Cllr Mike Kay
All in favour

Secoded: Cllr Jon Horton

It was resolved that the annual internal audit report was duly noted.

4292/2 – To consider and approve the Annual Governance Statement 2021/22 (Section 1) - the Clerk had circulated a copy by email to members. The Clerk read through each of the questions (1 to 9) for members to consider and answer.

Proposed: Cllr Mike Kay

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the Clerk complete section one as approved and it was duly signed by the Chairman and the Clerk.

4292/3 – To consider and approve the Accounting Statements 2021/22 (Section 2) - the Clerk had circulated a copy by email to members. She asked members if they were happy to propose and for the completed form to be approved.

Proposed: Cllr Trevor Wills

Seconded: Cllr Mike Kay

All in favour

It was resolved that Section 2 of the return was approved and it was duly signed by the Chairman having already been signed by the Clerk

4293. Approval of Finance Approval List

Cllrs Karen Dunn and Kim Wallace checked two invoices against the Finance Approval List:

Transaction No. 7043 (item 5) – Viking Direct stationery - £281.80

Transaction No. 7054 – WaterPlus - £411.31

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

Proposed: Cllr Karen Dunn

Seconded: Cllr Kim Wallace

All in favour

It was resolved to approve the expenditure payments detailed in the report.

The report on urgent payments made in line with Financial Regulations as detailed in the report was approved.

Proposed: Cllr Karen Dunn

Seconded: Cllr Kim Wallace

All in favour

It was resolved to approve the urgent payments detailed in the report..

4294. To consider a request to use part of the 3Ms land for a picnic/games fun event

The members discussed the request which was approved subject to a payment of £350 in advance, public liability insurance being in place, no barbeques being used and all rubbish being removed from site.

Proposed: Cllr Mike Kay

Seconded: Cllr Jon Horton

All in favour

It was resolved to approve the request to use part of the 3Ms land for a picnic/games fun event.

4295. To consider the request from SMBC to use the Tea Room for polling next year on 4 May 2023

The members discussed the request to use the Tea Room for polling and this was approved for use from 2023 onwards.

Proposed: Cllr Jon Horton

Seconded: Cllr Clive Hill

All in favour

It was resolved that the Tea Room was approved for use as a polling station from 2023 onwards.

4296. External Committee Reports

Parish Hall Trustees – it was noted that work was being undertaken in relation to processes and procedures but there was nothing else to note at this time.

Marston Green Village Charitable Trust – nothing to update on at this time.

Airport Matters – Cllr Jon Horton advised that the next meeting was due to take place the following week.

HS2 Update – Cllr Karen Dunn advised Cllr Trevor Wills to check when the next advisory committee meeting was due to take place as she thought this might be in July.

4297. Correspondence

The correspondence was noted.

4298. The Parish Council meeting closed at 21:37

4299. Date of next meeting 6 July 2022 at 19:30

Venue: St Peter's Church Hall, Bickenhill