

Minutes of the Parish Council meeting
Wednesday, 5 June 2024 at 19:30
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

Present:

Cllr Mike Kay (Chairman)
Cllr Mark Noblet
Cllr Clive Hill
Cllr Paul Powell
Cllr Carole Pearce
Cllr Claire Kelly
Cllr Leigh Trevis
Cllr Philip Clover

Clerk: Julie Brennan

Public: 4

C 24 - 0109 Chairman's welcome

The Chairman welcomed everyone to the meeting.

C 24 - 0110 The Public

A member of the public noted the problems with noise caused by vehicles speeding around the NEC and Bickenhill Parkway.

A member of the public noted that the hedge on Coleshill Road opposite the Private Club was overgrown and causing problems for those walking on the path. It was noted that the issue should be reported to SMBC. Cllr Leigh Trevis recommended reporting this and other issues via the Fix My Street app.

A member of the public advised that there were a number of hedges in the villages that needed to be cut back and agreed to supply a list to the Council.

A member of the public asked what was being done to deter break-ins at the Amenity Land Allotments. He suggested stopping access via one of the two gates and asked when the new hedging plants would be planted. Cllr Clive Hill advised that a budget had been approved to purchase the hedging plants which would be planted as quickly as possible on receipt.

Action item: *Item to be included on the agenda for the next Recreation Committee meeting to discuss the option of closing off one of the gates.*

C 24 - 0111 Apologies

None.

C 24 - 0112 Declaration of Interest and Dispensations

Cllr Leigh Trevis declared that he was the Secretary of Marston Green Cricket Club.

C 24 - 0113 Minutes of the Annual Parish Meeting held on 1 May 2024

The Chairman asked those members present at the 1 May 2024 Annual Parish Meeting if they had read the minutes and if they could confirm these as a true and accurate record.

Resolved: *that the minutes were a true and accurate record.*

C 24 - 0114 Minutes of the Annual Parish Council Meeting held on 1 May 2024

The Chairman asked those members present at the 1 May 2024 Annual Parish Council meeting if they had

read the minutes and if they could confirm these as a true and accurate record.

Resolved: *that the minutes were a true and accurate record.*

C 24 - 0115 Minutes of the Parish Council meeting held on 1 May 2024

The Chairman asked those members present at the 1 May 2024 Parish Council meeting if they had read the minutes and if they could confirm these as a true and accurate record.

Resolved: *that the minutes were a true and accurate record.*

C 24 - 0116 Matters arising from the Parish Council Meeting held on 1 May 2024:

- a) C 24 – 0107 d – External Committee Reports – HS2 update – The Clerk confirmed that a date was awaited from Andy de Bell for a meeting to discuss HS2.
- b) C 24 – 0107 f – Village Hall, Bickenhill – Cllr Mike Kay provided an update on the Village Hall noting that a public meeting had taken place and a document was due to be sent to National Highways and SMBC seeking action. He confirmed that Saqib Bhatti MBE MP had also sent a letter.

C 24 - 0117 Recreation Committee

- a) The minutes of the meeting held on 15 May 2024 were noted.
- b) The budget/expenditure report was noted.
- c) Cllr Clive Hill provided an overview of the meeting and highlighted the presentation by Natalie Walker of SMBC on the update to the Management Plan of the Millennium Wood. Cllr Hill asked for approval of the recommendation to allow yoga classes at the Recreation Ground on Tuesday mornings between 09:30 and 10:30 during the summer and to decline the request to use the Millennium Wood for a charity yoga event.

Resolved: *that the request by Yogabon to hold yoga classes at the Recreation Ground was approved but the request to use the Millennium Wood was declined.*

C 24 - 0118 Events Committee

- a) The minutes of the meeting held on 15 May 2024 were noted.
- b) The budget/expenditure report was noted.
- c) D-Day 80th Anniversary 6 June 2024 – Cllr Paul Powell thanked the Committee and the Scouts for their hard work in preparing for the event which was due to take place the day after the meeting. He advised that volunteers were still needed and outlined the plans for the event which was due to start at 18:30.
- d) Community Day event - 14 September 2024 – Cllr Paul Powell confirmed that planning for this event was in the early stages but would gather momentum once the D-Day event had taken place.

C 24 - 0119 Finance & General Purpose Committee

- a) The minutes of the meeting held on 20 May 2024 were noted.
- b) The budget/expenditure report was noted.
- c) Members discussed the request from the Groundsmen for the purchase of a drop spreader to aid renovation works at various sites.

Resolved: *that a Bannerman Drop Spreader should be purchased at a cost of £980 plus VAT*

- d) Members discussed the need to manage aged debts however it was agreed that a policy was not necessary. In the case of pre-purchase of graves or ashes plots, the Clerk was asked to implement a deadline of 30 days for the payment of invoices after which time a credit note should be issued and the plot made available for sale.

Resolved: *that payment of invoices relating to pre-purchase of ashes or burial plots was subject to a 30 day deadline from the date of the invoice. Failure to pay by the deadline would lead to the issuing of a credit note and the plot being made available for sale.*

- e) Members discussed the recommendation to transfer payroll and pension services DM Payroll Services from KLM noting the £360 per year cost plus £40 set up fee.

Resolved: that payroll and pension processing services should be transferred to DM Payroll Services at a cost of £360 per year plus £40 set up fee.

- f) Members reviewed the draft Investment Policy and requested a number of amendments to the document. The Clerk was asked to make the amendments and bring the draft to the next F&GP meeting for further review.

Action item: Clerk to amend the draft Investment Policy and add an item to the agenda for the next F&GP Committee meeting for it to be reviewed again.

- g) Members reviewed the request for a donation towards the cost of a coach trip to Weston Super Mare being organised by St Leonard's Church.

Resolved: that a donation of £200.00 was approved towards the cost of a coach trip to Weston Super Mare being organised by St Leonard's Church providing that the trip is advertised and made available to anyone living in the village and not limited to members of the Church.

C 24 - 0120 Planning Committee

- a) The minutes of the meeting were noted.
- b) Members discussed the comments submitted on the applications. It was noted that observations had been submitted in relation to application PL/2024/00896/MINFHO due to the large size of the annex proposed and access issues. The history of previous planning applications in relation to this property was also noted.

C 24 - 0121 Notes from the Pavilion Working Group

- a) Cllr Mike Kay provided an overview of the meeting held on 30 April 2024 confirming that he would share his markup of the lease with the Group shortly. Cllr Kay also confirmed that the architect who had provided the original plans has been asked to provide a plan to extend over the flat roof only but had not yet responded.

C 24 - 0122 To approve the Finance Approval List & list of urgent payments made

The payments detailed on the expenditure report and list of urgent payments made were considered and approved.

Resolved: that the expenditure payments and list of urgent payments made detailed in the reports were approved.

C 24 - 0123 Approval of the Annual Governance and Accountability Return 2023/2024

- a) Annual Internal Audit Report - The Chairman referred to the AGAR paperwork which had been included in the meeting pack. Members discussed the Internal Audit Report which was duly noted.
- b) Annual Governance Statement (Section 1) - The Chairman read through each question (1 to 9) for members to consider and in each case the answer was yes save for number 9 which did not apply.

Resolved: that the Clerk should complete section one as approved and this was duly signed by the Chairman and the Clerk.

- c) Accounting Statements (Section 2) - The Chairman asked if members had reviewed the financial information in the Accounting Statements and if they were happy to approve Section 2.

Resolved: that Section 2 of the return was approved and this was duly signed by the Chairman having already been signed by the Clerk

C 24 - 0124 Internal Audit Report arising from the audit carried out on 25 April 2024

Members discussed the Internal Audit Report from Diane Malley noting the recommendations. The Clerk was asked to ensure that, where payment was made by cash or cheque, a carbonated receipt was issued,

not an electronic one.

Action item: Clerk to issue carbonated receipts for all cash and cheque payments.

Resolved: that the Internal Audit Report was noted.

C 24 - 0125 Councillor update

The resignation of Cllr Wayne Hadley was noted. The Clerk advised that there were now four Councillor vacancies and that, to date, two applications had been received. It was also noted that the deadline to apply for the current vacancies was 7 June 2024.

C 24 - 0126 WALC AGM

The Chairman asked for a volunteer to attend the WALC AGM as the Parish Council's voting representative. Cllr Leigh Trevis agreed to do this and Cllr Paul Powell also agreed to attend.

Resolved: that Cllr Leigh Trevis should attend the WALC AGM on 6 November 2024 to act as the Parish Council's voting representative.

C 24 - 0127 Statement of Truth:

Cllr Mike Kay reminded members that the Parish Council was seeking to include the land on the south of Coleshill Road within the title of the Recreation Ground. Cllr Mike Kay asked for two volunteers to sign a Declaration of Truth which was required by the Land Registry. The Clerk was asked to request that the declaration be amended to remove the reference to enclosure and replaced with reference to maintenance.

Action item: Clerk to ask Thursfields to amend the Statement of Truth to remove the reference to enclosure and replace with reference to maintenance of the land.

Resolved: that Cllr Mike Kay and Cllr Mark Noblet would sign the Declaration of Truth on behalf of the Parish Council once the necessary amendment had been made to remove the reference to enclosure.

C 24 - 0128 Website accessibility WCAG2.2AA.:

The Clerk let members know that the Parish Council's website needed to be compliant with WCAG2.2AA by October 2024 and that the current website had been updated to ensure that it was in an acceptable position. It was agreed to consider purchasing a new website which would be built to be compliant and potentially this could be done at the same time as considering changing to a gov.uk domain. Cllr Claire Kelly advised that she was currently working with a client to set up a new website and agreed to share her knowledge on the process.

Action item: Clerk to include an item on the agenda for the August Business Planning meeting for a new website to be considered along with the change to a gov.uk domain.

C 24 - 0129 Local List of Heritage Assets:

Cllr Clive Hill agreed to be the point of contact for feedback on the survey and to liaise with the Clerk to formulate a response on behalf of the Parish Council.

Resolved: that Cllr Clive Hill would collate responses and formulate a response on behalf of the Parish Council which the Clerk would submit.

C 24 - 0130 Date of the next meeting: 3 July 2024 at 19:30

Venue: Church Hall, Church Lane, Bickenhill B92 0DN

The meeting closed at 20:50