

**Minutes of the Parish Council meeting
Wednesday, 12 February 2025 at 19:30
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green**

Present:

Cllr Mike Kay (Chairman)
Cllr Clive Hill
Cllr Carole Pearce
Cllr Leigh Trevis
Cllr Claire Kelly
Cllr Paul Powell
Cllr Dave Fenton
Cllr Anne Clarke
Cllr Mark Noblet

Clerk: Julie Brennan

Public: 3

C 25 - 023 Chairman's welcome

The Chairman welcomed everyone to the meeting.

C 25 - 024 The Public

A member of the public noted the recent spate of accidents in the village and the problems caused by vehicles speeding. The Chairman confirmed that the issue would be raised at the quarterly SMBC meeting.

C 25 - 025 Apologies

Apologies had been received and accepted from Cllr Philip Clover.

C 25 - 026 Declaration of Interest and Dispensations

None.

C 25 - 027 Minutes of the Parish Council Meeting 8 January 2025

The Chairman asked those members present at the 8 January 2025 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 25 - 028 Actions update

C 25 - 007 c – The Clerk confirmed that the deposit account with Hinckley and Rugby Building society was now open.

C 25 - 007 d – Members discussed the presentation of long service award certificates noting that staff had advised that they would prefer a low-key presentation with no photographs.

Action item: *Clerk to agree a date for the Chairman to present the long service award certificates to the Groundsmen at the Pavilion.*

C 25 - 013 – The Clerk confirmed that the letter of thanks had been sent to the resident who had made the benches for the Amenity Land.

C 25 - 029 Minutes of the Extraordinary Parish Council Meeting – 5 February 2025

The Chairman asked those members present at the 5 February 2025 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 25 - 030 Actions update

C 25 – 021 - It was noted that the works to the car park were in hand.

C 25 - 031 Recreation Committee

- a) The minutes of the meetings held on 15 January 2025 were noted.
- b) The budget/expenditure report was noted.
- c) Members asked for the following additions to the draft Memorial Safety Policy:
 - (I) a note to be added to the policy stating that the level of risk was to be determined by the Parish Council whose decision was final;
 - (II) Wording to be added to state that a memorial stone may be removed at the end of the period of notice and that the Parish Council did not accept responsibility for any loss or damage if a stone was removed.

Resolved: that the Memorial Safety Policy is approved subject to the additions noted above.

- d) Members reviewed the request from Birmingham Baseball to install a Portaloo on the 3Ms field, next to the playing field.

Resolved: that the request from Birmingham Baseball to install a Portaloo next to their playing field was approved provided that the toilet is secured to a base, has handwashing facilities, is kept clean and the area is checked for litter, sharps, contamination etc on a regular basis and any such items are removed from site. The Portaloo is installed entirely at the Baseball Club’s risk and, should it be damaged or cause any damage to the site or contamination of any sort, then the Baseball Club must take steps to rectify the problem at the request of the Parish Council and within the timescale set by the Parish Council.

C 25 - 032 Finance & General Purpose Committee

- a) The minutes of the meetings held on 27 January 2025 were noted.
- b) The budget/expenditure report was noted.
- c) Members noted that a new tree survey was required as the previous survey had expired and the Council had taken on responsibility for additional land. The recommendation to appoint AD Douglas Ltd to undertake the survey was discussed.

Resolved: that AD Douglas Ltd should be requested to undertake the tree survey at a cost of £5,690.

- d) Members reviewed the Quarterly Budget Report which was noted.
- e) The breakdown of Time Off In Lieu (TOIL) accumulated and the cost to the Council of paying this was reviewed:

Hours	Gross pay	Employer NI	Employer Pension	Total
72.75	£1,395.26	£192.53	£239.99	£1,827.78

Resolved: that TOIL currently accumulated and shown in the breakdown should be paid to staff in their March pay and all other TOIL accumulated to the end of the financial year should be carried over.

- f) Members reviewed the breakdown of three quotes obtained to purchase a new website and GOV.UK domain.

Resolved: to form a working group to look in detail at the quotes and to bring a proposal to a later Parish Council meeting. Membership of the working group to include Cllr Claire Kelly, Cllr Mark Noblet and Cllr Michael Kay with the support of the Clerk.

- g) The recommendation from the Committee to support the 1st Marston Green Scouts with a donation of £100 was approved.

Resolved: to make a donation of £100 to the 1st Marston Green Scouts to mark their 100th birthday.

h) The recommendation to make a donation of £550 towards the cost of churchyard maintenance at St Peter's Church, Bickenhill was approved.

Resolved: that a donation of £550 should be made to St Peter's Church to support churchyard maintenance.

i) The draft Volunteer Policy was approved subject to an increase of the age limit to 18. It was noted that the Council should have a Safeguarding Policy in place.

Resolved: that the Volunteer Policy was approved subject to the age limit being increased to 18.

Action item: Clerk to draft a Safeguarding Policy which should be brought to a future meeting for approval.

j) The draft Training and Development Policy was reviewed and approved.

Resolved: that the Training and Development Policy was approved.

k) Members reviewed the draft wording for the application to the National Lottery Fund to cover the cost of installing an artificial cricket pitch on the 3Ms field.

Resolved: that the matter should be referred to the F&GP Committee to check the wording and approve the submission of the application.

l) Members discussed at length the letter from Barston Parish Council seeking financial support towards the cost of obtaining a legal opinion on the application by Birmingham Airport regarding night flights. (PL2024/01917/M106). The Clerk advised members that given that none of the parishioners had contacted the Council in relation to the Airport's application, the use of s137 could be challenged. Members agreed that although they supported the investigation into the legality of the planning application, no financial contribution would be made.

Resolved: that no financial contribution would be made towards the cost of obtaining a legal opinion on planning application number PL2024/01917/M106 relating to night flights at Birmingham Airport.

C25 - 033 Planning Committee

a) The minutes of the meetings held on 28 January 2025 were noted.

b) A potential issue with car parking was noted in relation to the development of 211 Elmdon Lane to provide five apartments over 2.5 storeys (PL/202402783/PPFL).

C 25 - 034 Events Committee

a) The minutes of the meeting held on 28 January 2025 were noted.

b) The budget/expenditure report was noted.

c) (I) Cllr Paul Powell provided an overview of plans for VE Day confirming that the Parish Hall would be holding the event in the Hall, the Church bells would be rung at 18:30 and the beacon lighting would take place at 21:30.

(II) Cllr Powell also asked for approval to hold a Community Day event on 19 July 2025 at the Recreation Ground.

Resolved: that Saturday, 19 July 2025 was approved as the date for this year's Community Day event at the Recreation Ground.

C 25 - 035 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 detailed in the reports were approved.

C 25 - 036 Application to Land Registry

The Clerk reported that she had received a request for a copy of the application to the Land Registry relating to the ditch at the Recreation Ground. As the Parish Council does not have a copy, a request had been made to Knights Solicitors for an estimate of their fee to provide either a paper or electronic copy. An estimate of between £200 and £250 had been obtained. Members discussed the fee and agreed that, if the Minutes of the Parish Council meeting held on 12 February 2025

Chairman's signature

resident was willing to pay Knights' fee, then the request was approved.

Resolved: *that if the resident was willing to pay Knights' fee of between £200 and £250 to provide a copy of the Land Registry application, then the request was approved.*

C 25 - 037 Car parking on Elmdon Road near to the Garden of Memory

Members discussed the problems caused by parked cars on Elmdon Road near to the Garden of Memory which had been reported to SMBC under ticket number 250203-000430. SMBC's proposal to consider introducing parking restrictions via a Traffic Regulation Order in 2026/27 was noted. Cllr Mike Kay suggestion to discuss the matter at the quarterly meeting with SMBC's Highways team was approved.

Resolved: *that the issues with parking on Elmdon Road near to the Garden of Memory should be included on the agenda for the quarterly meeting with SMBC's Highways Team.*

C 25 - 038 Ashes Plot Buy Back

Members discussed the request for the Council to buy back ashes plot T53 at a cost of £400, being the original purchase price.

Resolved: *that the buy back of ashes plot T53 was approved at a cost of £400.*

C 25 - 039 SMBC Council Plan

Members reviewed the questions contained in SMBC's Council Plan 2025/2030 survey. The Clerk was asked to circulate the link to the survey to all members who could then submit their own responses by including their name in box 1. Any Councillor wishing to contribute to a Parish Council response should send their comments to the Clerk by close of business on 26 February 2025.

Action item: *Clerk to circulate the link to SMBC's Council Plan 2025/2030 survey to all members.*

Acton item: *Members to send comments for the Parish Council survey response to the Clerk by close of business on 26 February 2025 to ensure the 28 deadline is met.*

C 25 - 040 Application to donate a replacement bench at the Burial Ground

Members discussed the application to donate a bench at the Burial Gound to replace one that had been removed for safety reasons (it had rotted). The style of bench proposed was considered and approved.

Resolved: *that a replacement 3-seater wooden in the style approved should be installed at the Burial Ground.*

C 25 - 041 Training

Members reviewed the note relating to Health and Safety training and the three quotes which would provide access to seven essential courses via an online solution. It was noted that having provided the seven courses, only the Fire Safety training needed to be renewed each year and this could be accessed via WALC's online modules at a cost of £30 per person per course.

Resolved: *that the iHasco service should be purchased at a cost of £660 plus VAT for one year to allow access to up to 10 courses per staff member which would include training in Health & Safety, Fire Safety Awareness, COSHH, Display Screen Equipment, Lone Working, Manual Handling and Data Protection.*

C 25 - 042 Motorway service area at junction 5A of the M42

The creation of a Liaison Group to discuss the construction phase of the development of the motorway service area (MSA) at junction 5A of the M42 was noted. Cllr Mike Kay agreed to attend as the Parish Council's representative.

Resolved: *That Cllr Mike Kay would attend the MSA Liaison Group meetings on behalf of the Parish Council.*

C 25 - 043 Lease of the 3Ms field

The Clerk advised that SMBC had confirmed that they were responsible for keeping the right of way at the Recreation Ground (Donkey Path) open. However, they considered that the PC as the lessee would be responsible for any repairs that were needed. The Clerk also advised that a number of repairs were needed

which the Parish Council would need to undertake if it accepted the inclusion of the Donkey Path in the lease. Cllr Anne Clarke suggested that liability could be mitigated by erecting signs warning of the potential risks and she agreed to look into this and report back

Action item: Cllr Anne Clarke to look into the potential to limit liability by erecting warning signs and to share her findings.

Resolved: that the Parish Council would accept the inclusion of the Donkey Path in the lease for the 3Ms field.

C 25 - 044 Speeding on Elmdon Lane

Members discussed the problem of speeding on Elmdon Lane and agreed that the matter should be covered in the quarterly meeting with SMBC.

Action item: Clerk to include an item on the agenda for the quarterly meeting with SMBC's Highways Team to discuss the issue of speeding on Elmdon Lane.

C 25 - 045 St Leonard's May Market

Members reviewed the request from St Leonard's Church to install a banner on the Pleck advertising the May Market between 11 – 18 May 2025 which was approved.

Members agreed that delegated authority should be given to the Clerk to approve any future requests from local groups to install banners on the Pleck. The Clerk was asked to keep members informed of requests received.

Resolved: that St Leonard's Church were permitted to install a banner on the Pleck advertising the May Market event between 11 and 19 May 2025.

Resolved: that the Clerk was delegated authority to approve future applications to install banners on the Pleck subject to providing updates to the Parish Council as and when applications were approved.

C 25 - 046 Correspondence

- a) The letter from Cllr Keith Stevens was noted.
- b) The latest edition of Clerks and Councils Direct was noted.

C 25 - 047 External Committee Reports

- a) **Parish Hall Trustees** – Cllr Clive Hill confirmed that things were going well at the Hall and finances were in a good position.
- b) **Marston Green Village Charitable Trust** – Cllr Clive Hill advised that the Trust's investments were doing well and it was hoped that applications would open soon.
- c) **Airport Matters** – Cllr Mike Kay let Members know that the next meeting was due to take place in March after which he would provide an update.
- d) **HS2 Update** – No update as the next meeting was due to take place in early April.
- e) **M42 J6 update** – It was noted that the lights on Clock Island were causing delays and there were issues with signage which was insufficient and confusing to drivers.
- f) **SAM Meeting** – Cllr Clive Hill provided an overview of a well-attended and busy SAM Meeting which had included presentations by a number of Directors from SMBC.

C 25 - 048 Date of the next meeting: 12 March 2025 at 19:30

Venue: The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green
The meeting closed at 21:15