



Smiths Wood

PARISH COUNCIL

25th April 2025

Minutes of the Full Council Meeting

on Monday 14th April 2025 at 6pm

At the Medium activity room, Elmwood Place Family hub, Burtons Way, B36 0UG

Committee Members: *Chairman Cllr K S Paul, Vice Chairman Cllr S Bray, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr S Nasreisfahany, Cllr E Grayson, Cllr J Morton*

Delegated Member: Cllr L Browning.

In attendance : Members of the public

Shenda Harvey
S. Harvey
Clerk to Smiths Wood Parish Council

Minutes.

1.	Welcome and Housekeeping.
1.1.	General housekeeping & reminder to turn off/silence mobile phones
2.	To receive and approve apologies. Resolved: No apologies received Cllr M Caddick, Cllr M Rashid
3.	To receive members' declarations of disclosable (pecuniary and other) interests. None
4.	To receive and consider member's dispensation requests, if any. None
5.	To approve the minutes of the last meeting held on 17th March 2025.
5.1.	Resolved: That the minutes from 17 th March 2025 were accepted and signed as a true record.

6. 6.1.	Co-option to vacancy of office for parish council & Declaration of acceptance of office Qualifications (as provided in the Local Government Act 1972,s79) no Disqualification (as provided reason of any disqualification set out in section 80, of the Local Government Act 1972,or section 79 of the Local Government Act 2000) • Candidate: Mark Phillips - Smiths Wood Ward • Members question • Full council Voting on appointment <i>The successful candidate is then declared co-opted to the Parish council and will be asked to join the meeting and sign the Declaration of Acceptance of office form</i> Resolved: Mark Phillips, the successful candidate was declared co-opted to Smiths Wood Parish Council Resolved: Declaration of Interest Co -opted member signed Acceptance of office, and Pecuniary Interest Forms
7. 7.1. 7.2.	Smiths Wood Community gym Solihull Metropolitan Borough Council Assistant Director Communities and Partnerships Economy and Infrastructure: Alison McGrory – Commissioned Youth Funding Update and Discussion Noted: Apologies were received from Alison McGrory. She will be submitting a written report. Reconsideration of Hall Hire for Youth Provision at Smith’s Wood Gym To discuss and consider reversing the resolution made on 17/03/25 relating to the hall hire decision for the Solihull Metropolitan Borough Council commissioned youth club provision in North Solihull, to be delivered by Urban Heard, Winnr Sports, and Fitcap at Smith’s Wood Community Gym. In accordance with Smiths Wood Parish Council’s Standing Orders, the Council must confirm that exceptional circumstances apply in order to proceed with reversing a resolution made within the last six months. Motion: Hall hire for the commissioned SMBC youth club. A named vote was requested by Cllr Ramsey and recorded as follows: • Cllr W.Bray – For • Cllr S. Bray – For

	• Co-opted Cllr Phillips – For • Cllr Nasreisfahany – For • Cllr Paul – For • Cllr Ramsey – Against • Cllr Grayson – Against • Cllr Morton – Against The motion was Carried. Subject to approval item 7.2, the Council will discuss and agree new terms or arrangements for the hall hire. 7.3. Discussion Points: It is entirely reasonable for the parish council to request that Urban Herd Winnr Sports, Fitcap and any other SMBC commissioned youth projects provide quarterly reports. Regular reporting ensures transparency, accountability, and allows the council to monitor the project's progress To facilitate this process, the Parish council would like to outline specific areas for Urban Herd who is leading to address in their reports, such as: • Attendance figures. • Activities conducted. • Outcomes achieved. • Feedback from young people. • Any challenges encountered. <i>Establishing clear expectations for these reports will help both parties maintain a productive partnership focused on delivering positive outcomes for the community's youth.</i> To Approve: Youth projects provide quarterly reports. To ensure transparency and accountability, the Parish Council requests that Urban Herd, who is leading the youth club, attend the community gym committee meeting to submit written progress reports every three months. Resolved: Who is leading the youth club, attend the community gym committee meeting to submit written progress reports every three months. 7.4. Hall Hire Rates: Discussion on Hire Fees for Urban Herd's Use of Parish Council Facilities a. Standard Rate: Determining an hourly rate for the use of the facilities. For context, at present £30 per hour, <i>(depending on the type of event and the hirer's residency status)</i>
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7.5.	b Discounted Rates: Considering reduced rates for local community organisations or long term bookings. <i>(For instance, some councils offer lower rates to regular community groups or residents of the parish.)</i> c All groups and organisations: using Parish Council facilities are required to pay the agreed hall hire fee for each session booked,<i>(This includes, but is not limited to, Urban Herd, Winnr Sports, and other voluntary sector partners.)</i> <i>(It is reasonable and within a parish council's authority to request details of an organisation's funding applications before considering offering a discount on facility hire fees. This practice ensures transparency and helps the council assess the financial position of the organisation to make informed decisions regarding the allocation of community resources. By reviewing such information, the parish council can determine the appropriateness of offering a discount, ensuring that any financial support aligns with the community's best interests).</i> To Approve: Hall Hire Rates: Resolved: All groups and organisations using Parish Council facilities are required to pay the agreed hall hire fee for each session booked Payment Terms: a. Deposit Requirements: Discussing the necessity of a booking deposit to secure the Booking from organisations. b Payment Schedule: Establishing timelines for when payment is due <i>(By addressing these points, the Parish Council aims to establish a mutually beneficial agreement that supports Urban Herd's activities while ensuring the sustainable management of community resources).</i> To Approve: Payment Terms: Resolved: A and B
7.6.	Completion of Smith's Wood Gym Audit: To note that the Smith's Wood Community Gym Audit has been conducted and the final report was approved at the Parish Council Gym meeting held on 7th April 2025. This completes the task as per the delegated authority of the Clerk/RFO, and no further action is required at this stage unless otherwise resolved by the Council. Noted: Completion of Smith's Wood Gym Audit
8	Public Participation. To adjourn to allow public participation for 15 minutes. Members of the Public are invited to speak in Public forum for a maximum of 5 minutes on any subject covered by the agenda and should give their name and subject to the Clerk before the meeting commences. Councillors will not comment on agenda items in the Public forum any items brought to Council not on the agenda may be considered for future meetings on written application to the Clerk or Chairman. Total time

	allocated to Public forum will not exceed 15 minutes in accordance with Standing Orders). Members of the public are welcome to stay for some or all of the meeting. Members of the public may not take part in the Full Council Meeting.
9.	Finance.
9.1.	Finance Report - Cllr Browning. Approved: Finance Report
9.2.	Finance timelines for Internal Audit and External Audit. Noted: The accounts are to be up to date for submission to the internal auditor. The AGAR and the external auditor's report are to be signed and dispatched before the deadline of 30th June.
9.3.	Expenses for approval Gym extractor fan -To supply and fit new extractor fan to the changing room AHU Approved: To supply and fit new extractor fan in changing room
9.4.	Employers Liability insurance renewal. – Zurich Insurance Resolved: The renewal date is set for 27th May, with a total premium, including tax, of £2,538.48
9.5.	Bleed Kit at Burton's Way Medical Centre a) To discuss and agree whether the Parish Council will take responsibility for the bleed control kit located at Burton's Way Medical Centre as a Parish asset. b) To consider the condition of the existing bleed kit and agree to update or replace the kit if required, ensuring it meets current safety and medical standards. Approved: Cllr Nasreisfahany asked cost for councillors to be trained use Bleed kit equipment – Clerk to enquire
10.	Planning Applications
	To receive and discuss planning applications
10.1	SMBC – re: Proposed Stopping up of the highway between 54 & 56 Anglesey Avenue, Smiths Wood, Solihull,

	The highway to be stopped up is at Smiths Wood in the Metropolitan Borough of Solihull, shown on the plan as an irregular shaped area of Anglesey Avenue. It commences 8 metres north west of the north eastern corner of 54 Anglesey Avenue and extends in a north easterly direction for 9.3 metres and has a maximum width of 8.4 metres. Noted: Proposed Stopping up of the highway between 54 & 56 Anglesey Avenue, Smiths Wood, Solihull,
11.	Parish Council and Committee Reports Consideration of the recommendations made by a committee.
11.1.	Date for Annual Parish Meeting - The Annual parish meeting this is a statutory meeting - LGA 1972.s9 (<i>It is held between 1st March - 1st June and cannot start before 6pm. It is not a parish council meeting, it is a meeting for the electors</i>). Approved: The date for the Annual Parish meeting is 29th May 2025 @ 6pm. Smiths Wood Primary Academy Small hall
11.2.	A.G.M. Meeting date: This is a statutory meeting - LGA 1972.sch1 Approved: The date for the A.G.M is 12th May 2025 @ 4.30pm. Elmwood Place Family Hub
11.3.	Events Committee Meeting to arrange a meeting: Cllr S Bray, Cllr W Bray, Cllr E Grayson, Cllr J Morton Resolved: A meeting will be scheduled following the AGM, once the committee has been officially formed.
11.4.	SMBC, Highways teams meeting arranged: The next meeting is planned for 12/06/2025 Noted: Cllr Mark Phillips and Cllr Sophia Nasreisfahany to be added to meeting and time for the meeting to be confirmed
12.	Date of next meeting 12th May 2025 at Elmwood Place Family Hub
	Meeting Finished at 6.44pm

