



# Smiths Wood

## PARISH COUNCIL

08/07/22025

### Minutes of the Full Council Meeting

Held on Monday 7<sup>th</sup> July 2025 at 6pm

Medium activity room at Elmwood Place Family hub, Burton's Way, B36 0SZ

**Council Members:** Chair Cllr S Bray, Vice-Chair Cllr M Phillips, Cllr KS Paul, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr S Nasreishahany, Cllr E Grayson, Cllr J Morton

**Council Members Present:** Chair Cllr S Bray, Vice-Chair Cllr M Phillips, Cllr W Bray, Cllr M Rashid, Cllr S Nasreishahany,

**Members of the Public :** 2 members of the public were present

**Shenda Harvey**

S. Harvey

Clerk to Smiths Wood Parish Council

| Minutes. |                                                                                                                                                                                                                                                                                               | Actions |
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| 1.       | <b>Welcome and Housekeeping</b>                                                                                                                                                                                                                                                               |         |
| 1.1.     | <b>General housekeeping</b><br>General housekeeping & reminder to turn off/silence mobile phones<br><br><b>Before SWPC proceeds to the first item of business on the agenda</b><br><b><i>"All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct".</i></b> |         |
| 2.       | <b>To receive and approve apologies.</b><br><b>Apologies received:</b> Cllr D Ramsey, Cllr M Caddick, Cllr J Morton<br><b>Resolved:</b> That the above absences were accepted and approved                                                                                                    |         |

Chair Initials \_\_\_\_\_

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| 3.   | <b>To receive members' declarations of disclosable (pecuniary and other) interests.</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 4.   | <b>To receive and consider member's dispensation requests, if any.</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 5.   | <b>Confirmation and signing of the minutes of the Full Council meeting held on Monday 9<sup>th</sup> June 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 5.1. | <b>Resolved:</b> That the Minutes from the Full Council meeting held on 9 <sup>th</sup> June 2025 be accepted and signed as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 6.   | <p><b>Public Participation.</b></p> <p>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. Councillor's 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).</p> <p>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</p> <p><b>Lily's Tea Parlour Grant Application and Pop-Up Wellbeing Event Proposal:</b> Teresa, representing Lily's Tea Parlour, discussed details of the grant application submitted and the Gratitude Hearts—tokens exchanged for meals or food, aimed at supporting community wellbeing.</p> <p>It was also noted that:</p> <ul style="list-style-type: none"> <li>• Lily's Tea Parlour is relocating to new premises</li> <li>• Their operations continue to expand</li> <li>• A new director has recently been appointed</li> </ul> <p>Teresa proposed a Pop-Up Wellbeing Event to be held at Smith's Wood Primary Academy, which would include:</p> <ul style="list-style-type: none"> <li>• Use of wellbeing chairs, offering foot and leg massages and inner well being</li> <li>• Provision of refreshments</li> <li>• An estimated delivery cost of £150</li> </ul> <p>In addition to the event, Lily's Tea Parlour offers help, support, and advice, and can signpost individuals to appropriate services to ensure they receive the assistance they need.</p> |  |

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| <b>7.</b>   | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>7.1.</b> | <p><b>Finance :To receive and approve Bank Statements for June 2025.</b><br/>Bank Statement (attached) has been sent to all councillors.</p> <p><b>Resolved:</b> Bank Statement for June 2025 was approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>7.2.</b> | <p><b>Finance :To receive and approve Bank Reconciliation for June 2025.</b><br/>Bank Reconciliation (attached) has been sent to all councillors.</p> <p><b>Resolved:</b> Bank reconciliation for June 2025 was approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>7.3</b>  | <p><b>To Discuss and Approve:</b> Grant Application for funding for Lilys Tea Parlour, Application for Financial Assistance and Impact Report (attached) Application and report have been sent to all Councillors</p> <p><b>Resolved:</b> It was discussed and agreed that no grant would be awarded at this time. Councillors recommended that Lily's Tea Parlour may reapply later in the year.<br/>However, the Council expressed interest in the 'Pop-Up Wellbeing' event mentioned during public participation. The Clerk is instructed to email Lily's Tea Parlour to advise them that they have been unsuccessful in securing grant aid funding, but that the Council would welcome a formal proposal for the wellbeing initiative in Smith's Wood.<br/>The proposal should include:</p> <ul style="list-style-type: none"> <li>• A detailed cost breakdown</li> <li>• A clear outline of what the Council would receive for this investment</li> <li>• Supporting evidence, such as community consultation feedback</li> </ul> <p>Once received, the Council will review the proposal for further consideration.</p> |  |
| <b>7.4.</b> | <p><b>To Note :</b> Email received from West Midlands Pension Fund - In accordance with the admission agreement, the Fund's Actuary has calculated the termination position. They have calculated a surplus of £31,000 payable to Smiths Wood Parish Council, confirmation of the bank details to send the payment to, is required on letterheaded paper and duly signed by two bank signatories.</p> <p><b>Noted:</b> This has been formally acknowledged by the Full Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>8.</b>   | <b>Parish Council and Committee Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>8.1</b>  | <b>To Note :</b> SMBC Highways Quarterly Teams Meeting – To receive a verbal or written update from Smith's Wood Parish Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

Chair Initials \_\_\_\_\_

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|     | <p>representatives who attended the recent SMBC Highways Quarterly Teams Meeting.</p> <p><b>Noted:</b> Councillor Mark Phillips attended the meeting and reported the following:</p> <ul style="list-style-type: none"> <li>- Parking on grass verges near Smith's Wood Secondary School and St John's School was discussed. Civil Parking Enforcement Officers are occasionally present in the area. Paul Tovey has asked the team to pay closer attention to Arran Way in the coming days, particularly regarding verge parking.</li> <li>- Resurfacing works are scheduled for Collector Road, Windward Way, Overgreen Drive, and Laburnum Avenue.</li> <li>- Street lighting was reviewed: most lampposts are fitted with LED units operating on alternating circuits, leading to reduced energy consumption and less frequent replacements.</li> </ul> |  |
| 8.2 | <p><u>Committee minutes to be noted</u></p> <p>A. HR &amp; Staffing Committee Minutes from meeting held on 16/6/25 emailed to all committee members on 01/07/25</p> <p>B. Environment Committee Minutes from meeting held on 16/6/25 and 30/6/25 were emailed to all committee members on 01/07/25</p> <p><b>Noted:</b> The minutes from the HR &amp; Staffing Committee Minutes held on 16/6/25 were accepted and signed as a true record</p> <p><b>Noted:</b> The minutes from the Environment Committee meetings held on 16/6/25 and 30/6/25 were accepted and signed as a true record</p>                                                                                                                                                                                                                                                               |  |
| 9.  | <p><b>Information items:</b></p> <p>To receive and discuss items for information and comment/action if appropriate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 9.1 | <p>To receive and discuss an update regarding proposed changes to polling station arrangements within Solihull. A six-week public consultation is now open, running from Monday, 2 June to Monday, 14 July 2025. Residents are invited to provide feedback on the proposals via the Solihull Council website:<br/> <a href="http://www.solihull.gov.uk/pollingreview">www.solihull.gov.uk/pollingreview</a>.</p> <p>Further Information: A copy of the email detailing this consultation was circulated to all councillors on 9 June 2025.</p> <p><b>Resolved:</b> No comment or action to be taken</p>                                                                                                                                                                                                                                                     |  |
| 9.2 | <p><b>To Note:</b> Notification of New Warding Arrangements for Smith's Wood Parish Council</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

|                 | <p><i>The Solihull (Electoral Changes) Order 2025 has been laid before Parliament. This Order proposes changes to the warding arrangements for Smith’s Wood Parish Council, which will take effect from the May 2027 parish council elections, subject to no objections during the 40-day parliamentary sitting period.</i></p> <p><i>These changes are part of the Local Government Boundary Commission for England’s review of electoral arrangements in Solihull. The draft legislation can be viewed on the <a href="#">UK Parliament website</a></i></p> <p><i>The new warding structure for Smith’s Wood Parish Council will be as follows:</i></p> <table><tr><th>Parish Ward</th><th>Number of Councillors</th></tr><tr><td>Bosworth</td><td>3</td></tr><tr><td>Buckingham Road</td><td>1</td></tr><tr><td>Burton</td><td>3</td></tr><tr><td>Chester</td><td>2</td></tr><tr><td>Smith’s Wood</td><td>3</td></tr></table> <p>The current warding arrangements will remain in place until May 2027.</p> <p>This information was circulated to all councillors via email on 12 June 2025</p> <p><b>Noted:</b> The new warding arrangements have been acknowledged.</p> | Parish Ward | Number of Councillors | Bosworth | 3 | Buckingham Road | 1 | Burton | 3 | Chester | 2 | Smith’s Wood | 3 |  |
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| Parish Ward     | Number of Councillors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| Bosworth        | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| Buckingham Road | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| Burton          | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| Chester         | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| Smith’s Wood    | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| 9.3             | <p><b>Upcoming NSVCA Network Meeting</b></p> <p><b>To note :</b> That the next NSVCA (North Solihull Voluntary and Community Action) Network Meeting will take place on Wednesday, 9 July 2025 at 1:00pm, at Seeds of Hope.</p> <p><b>Noted:</b> The upcoming NSVCA Network Meeting has been acknowledged.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| 10.             | <p><b>Incident at the Youth Club – 25 June 2025</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |                       |          |   |                 |   |        |   |         |   |              |   |  |
| 10.1            | <p><b>To Note:</b> An incident was reported to the Clerk at Smith’s Wood Primary Academy involving a child who was found unsupervised in the small hall during a youth club session. CCTV footage confirmed the child was repeatedly kicking a football, causing a ceiling tile—recently replaced in accordance with insurance audit requirements—to dislodge and fall to the floor.</p> <p><b>Concerns Raised by the School:</b></p> <ul style="list-style-type: none"><li>• The ceiling tiles are metal and present a serious safety risk when dislodged.</li><li>• The school had spent over £1800 on ceiling tile replacement; further repair may now be needed.</li><li>• A formal request has been submitted for the Parish Council to cover the repair costs.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                              |             |                       |          |   |                 |   |        |   |         |   |              |   |  |

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|             | <ul style="list-style-type: none"> <li>The Headteacher is reporting the incident to the Local Authority due to safeguarding concerns.</li> </ul> <p><b>Further Notes:</b></p> <ul style="list-style-type: none"> <li>An email has been sent to Winnr Sports advising them of the incident and requesting that they cover the cost of the damage.</li> <li>Email correspondence has also been sent to Austin Rodriguez.</li> <li>Emma McKay (SMBC) has confirmed a meeting is being arranged with them and Winnr Sports to investigate the matter, and they will update the Parish Council in due course.</li> </ul> <p><b>Noted:</b> The incident at the Youth Club on 25/6/25 has been acknowledged.</p> |  |
| <b>11.</b>  | <p><b>Hall Hire – Confirmed Programme Bookings at Smith’s Wood Primary Academy.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>11.1</b> | <p><b>HAF (Holiday Activities and Food) Programme – Summer Holidays 2025</b></p> <p><b>To Note:</b> The confirmed dates and times for the Summer 2025 HAF Programme, delivered by Winnr Sport</p> <p>- Week 1: Tuesday 29 July – Friday 1 August 9:00am – 3:00pm<br/> - Week 2: Tuesday 5 August – Friday 8 August 9:00am – 3:00pm<br/> - Week 3: Tuesday 12 August – Friday 15 August 9:00am – 3:00pm<br/> - Week 4: Tuesday 19 August – Friday 22 August 9:00am – 3:00pm</p> <p><b>Noted:</b> The HAF programme for the Summer holidays have been acknowledged.</p>                                                                                                                                     |  |
| <b>1.2</b>  | <p><b>Super SEN CIC Youth Club – Autumn 2025 Session Dates</b></p> <p><b>To Note :</b> The confirmed dates and times for the youth club sessions run by Super SEN CIC:</p> <p>- Thursday 11th September 2025 5:30pm – 7:30pm<br/> - Thursday 25th September 2025 5:30pm – 7:30pm<br/> - Thursday 9th October 2025 5:30pm – 7:30pm<br/> - Thursday 23rd October 2025 5:30pm – 7:30pm<br/> - Thursday 6th November 2025 5:30pm – 7:30pm<br/> - Thursday 20th November 2025 5:30pm – 7:30pm<br/> - Thursday 4th December 2025 5:30pm – 7:30pm<br/> - Thursday 18th December 2025 5:30pm – 7:30pm</p> <p><b>Noted:</b> The dates for the Super SEN CIC Youth Club have been acknowledged.</p>                 |  |

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| <b>12.</b>  | <b>Planning Applications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>12.1</b> | <p>To receive and discuss the following planning application:</p> <ul style="list-style-type: none"> <li>• Proposal: Two-storey front extension and single-storey rear extension</li> <li>• Location: 12 Windsor Road, Smith's Wood, Solihull, B36 0JN</li> <li>• Consultation Expiry Date: 16 July 2025</li> </ul> <p><b>Note:</b> A copy of the email outlining the planning application was forwarded to members of the Planning Committee on 25 June 2025 for their comment and consideration</p> <p><b>Resolved:</b> Councillor Phillips has visited the site and has raised no concerns regarding the application</p> |  |
| <b>13.</b>  | <b>Date of the next meeting Monday 8<sup>th</sup> September 2025 at 6pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|             | <b>Meeting Finished at 6.58pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair Initials \_\_\_\_\_