



21/01/2026

Minutes of the meeting of

Full Parish Council

on Monday 12th January 2026 at 6.00pm,

Medium activity roommate Elmwood Place Family hub

37 Burtons Way, Smiths Wood

Council Members: (Chairman) Cllr S Bray, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr K S Paul, Cllr M Philips, Cllr S Nasreishahany, Cllr E Grayson. Cllr J Morton

Council Members Present: (Chair) Cllr S Bray, Cllr W Bray, Cllr Philips, Cllr D Ramsey

In Attendance: Delegated Cllr L Browning

Paula Coyle

Acting Clerk/RFO, to Smiths Wood Parish Council

Minutes

Action

1.	Welcome and Housekeeping	
1.1.	General housekeeping General housekeeping & reminder to turn off/silence mobile phones <i>Before SWPC proceeds to the first item of business on the agenda "All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct".</i>	
2.	To receive and approve apologies. Resolved: Apologies. receive from Cllr S Nasreishahany and Cllr J Morton were approved	
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. 5.1.	Confirmation and signing of minutes of Parish Full Council meeting held on Monday 8thDecember 2025 That the Minutes be accepted and signed as a true record 08/12/25. Resolved: That the Minutes be accepted and were signed as a true record 08/12/25.	
	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	
6. 6.1. 6.2. 6.3.	Finance Finance to receive and approve Bank Statement for December 2025 Bank Statement and Bank reconciliation, Bank statements and reconciliations have been sent to all councillors. Resolved: That all councillors confirmed Bank statements and reconciliations To confirm all councillors have received the Draft Budget and Precept 2026/2027. Resolved: That all councillors confirmed receipt of the Draft Budget and Precept 2026/2027. To Approve - Smiths wood Parish Council Precept/budget 2026/27. Resolved: Smiths wood Parish Council Precept/budget 2026/27, The Precept Form for 2026/27, being the legal notification of the Parish Council's precept based on the tax base provided by Solihull Metropolitan Borough Council (SMBC), was signed and authorised.	

7. 7.1. 7.2.	Information items: <i>To receive and discuss items for information and comment/action if appropriate</i> Draft Proposal from Cllr M Caddick to Provide a draft Community Newsletter <i>Cllr M Caddick was unable to attend the meeting. As the proposer was not present to introduce the item, consideration of the draft proposal for a Community Newsletter was deferred to the next meeting.</i> Resolved: That the item be deferred to the next meeting. Monday 9th February 2026 Proposal from Cllr D Ramsey to provide an emergency out of hours arrangement for Smith's Wood residents affected by the biomass situation, enabling access to warm showers at the Community Gym. Background: Cllr Ramsey submitted a proposal relating solely to the potential use of Parish Council facilities. Members were advised that matters concerning the biomass heating system, housing management, or Borough Council responsibilities were outside the Parish Council's remit and could not be debated. Members were advised that consideration was limited to safeguarding, insurance, staffing, and operational arrangements. Cllr Ramsey outlined the proposal. Members discussed the proposal with reference to safeguarding requirements, insurance implications, staffing capacity, and operational feasibility. Resolved: The proposal was deferred pending receipt of further information relating to safeguarding, insurance, staffing, and operational arrangements. Members indicated that they would not be opposed to residents' use of the Community Gym showers, subject to appropriate arrangements being in place and limited to normal opening hours. Members further noted that Cllr Ramsey, in her capacity as a councillor, may assist residents with booking a room at The Elmwood Hub for smbc meetings or residents gatherings. Parish Council Statement: "The Parish Council understands that this is a difficult situation for our	
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7.3.	residents. However, the Parish Council is limited in what it can do within its statutory powers and remit.” Recruitment of Parish Clerk/RFO - the Panel is asked to confirm the key dates for the interview process. The position has been advertised and the recruitment process will follow the recommended Warwickshire & West Midlands Association of Local Councils (WALC) recruitment pack. Resolved: • The closing date for applications was confirmed as 12 February. • Interview dates will be arranged following the shortlisting process.	
8.	Parish Council and Committee Reports Committee Reports: 8.1. To Be Noted: Events Committee Cancelled - 15/12/25 Gym Committee Cancelled - 15/12/25 Noted: Committee meetings to be rescheduled 8.2. Cllr Phillips updated on matters arising from the quarterly Parish Council Highways meeting with Paul Tovey(SMBC), a further meeting was to be arranged on 15/01/26 to look at issues in regards to parking on Arran Way. 8.3. Cllr Phillips updated on meeting with Solihull College regarding funding opportunities and courses for the community and that the email would be re-distributed on the subject to obtain feedback from Cllrs.	
9.	Date of the next meeting Monday 9th February 2026 at 6pm.	
	Meeting Finished 6.50pm	