



27/02/2026

Minutes of the meeting of

Full Parish Council

on Monday 9th February 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 Nasreisfahany, Cllr J Morton

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

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. None received	
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 9th February 2026 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 09/02/26.	
	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 January 2026 Bank Statement and Bank reconciliation, Bank statements and reconciliations have been sent to all councillors. Resolved: That all councillors confirmed Bank statements and reconciliations Appoint a Solicitor - Review of School Agreement It was proposed that Cllr W. Bray be delegated authority to look into appointing a solicitor to take this matter forward. Resolved: That the Clerk, in consultation with the Chair, be authorised to instruct a solicitor to review and provide advice on the Parish Council's agreement with the school, and to recommend any necessary amendments required to reflect the school's academy status, with costs to be met from the approved budget.	

7. 7.1. 7.2.	Information items: <i>To receive and discuss items for information and comment/action if appropriate</i> Cllr M. Caddick did not attend the meeting. As the proposer was not present to introduce the item, it was agreed that the draft proposal regarding the Community Newsletter would not be considered. Resolved: That the item be removed from the agenda Recruitment of Parish Clerk/RFO. All Councillors have received the recruitment pack. It was confirmed that three candidates have applied for the role. The Panel will arrange suitable dates for the interview process and will keep all Councillors updated at each stage of the recruitment process. It was further noted that the Acting Clerk will now step back from the recruitment process to allow the Panel to make all decisions independently. Resolved: That the Panel be authorised to confirm the interview dates and proceed with the arrangements for interviews, with full delegated authority to manage the process and report progress to Councillors accordingly.	
8. 8.1. 8.2.	Parish Council and Committee Reports Committee Reports:To Be Noted: To be noted:The Chairman had a recent meeting with the school, during which the Parish Council was thanked for its support and generous donation towards the school pantomime. Members noted the positive impact of the Council's contribution in supporting local children and community activities. Noted The positive impact of the Council's contribution in supporting local children and community activities. To receive an update from Cllr Phillips on matters arising from (Lundy View residents) <i>Cllr Phillips provided an update on matters arising in relation to Lundy View residents.</i> <i>It was noted that concerns have been raised regarding a local HMO property and the impact this has had on the street, including issues affecting nearby residents. Councillors acknowledged the concerns presented and discussed the implications for the local community.</i>	

	Noted: That the update from Cllr Phillips be received and the concerns raised be acknowledged.	
8.3.	To be noted: New lock for the gate at Smiths wood field has been purchased Noted	
8.4.	To be noted: Community Food Van - Smith's Wood Field Members were advised that a community food van will be using Smith's Wood Field. A risk assessment has been carried out, and the scheme is planned to launch in March. Members were advised that a community food van will be operating from Smith's Wood Field. A risk assessment has been carried out and the scheme is planned to launch in March. It was noted that the risk assessment has been completed, and the Council is currently awaiting confirmation of the launch dates. Noted: That the update be received and the confirmed dates be shared with Members once available.	
9.	Date of the next meeting Monday 9th March 2026 at 6pm.	
	Meeting Finished 6.50pm	