



12/03/26

Minutes of the meeting of

Full Parish Council

on Monday 9th March 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 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. Apologies were received from Cllr Caddick. Resolved: Apologies were accepted.	
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 09/02/26. 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.	Finance Cllr Browning presented the financial report and confirmed the documents had been circulated to all councillors prior to the meeting. Resolved: That the February 2026 Bank Statement and Reconciliation has been approved. SumUp: Members received a verbal report regarding gym income via SumUp and activity levels at the Community Gym. Noted: Income remains on track. February figures were slightly lower due to the shorter month. <i>Proposal - Youth Active Programme at the Community Gym</i> <i>To consider a proposal for the introduction of a Youth Active Programme at the Community Gym, aimed at promoting health and wellbeing, and providing structured activities for young people within the community.</i> <i>Members are asked to consider the outline proposal, associated costs, safeguarding considerations, and potential funding opportunities.</i> Members noted that over 17 young people currently attend the Friday Teen Gym sessions and discussed opportunities to enhance the programme.	

6.3.	Resolved: That the Council supports developing the programme, explores ways to expand youth activities, and delegates authority to councillors with funding experience to apply for funding. Agreement in principle to support Appoint a Solicitor - Review of School Agreement Cllr W Bray advised members she had contacted the Law Society and identified three solicitor firms suitable to consider. Resolved: That the proposed firms be considered in line with the Council's procurement requirements. That the Clerk undertake further research to identify a suitable solicitor with relevant expertise.	Clerk
7. 7.1.	Information items: <i>To receive and discuss items for information and comment/action if appropriate</i> Recruitment of Parish Clerk/RFO - The Panel is asked to update members Members received an update from the Recruitment Panel. Noted: The delegated Chairman - Cllr L Browning The interview process has commenced and the panel has followed WALC recruitment guidelines, with no deviation from the agreed recruitment framework. <i>Members had previously been invited to submit any questions they wished the interview panel to consider as part of the recruitment process. No questions were received from councillors.</i> It was noted that councillors had been given the opportunity to contribute to the process. The Parish Chairman confirmed that the process was undertaken in line with the council's recruitment procedures.	

8.	Parish Council and Committee Reports Committee Reports: To Be Noted:	
8.1.	To be noted: To receive an update from Cllr W Bray on matters arising from residents. Cllr W Bray provided an update regarding the Biomass heating issues affecting residents. Noted: <i>Cllr Bray, as a resident, has arranged a meeting with Solihull Metropolitan Borough Council (SMBC) to discuss proposals and ongoing concerns raised by residents. And will inform the residents Biomass group on any current updates.</i>	
8.2.	Community Engagement - Events Attended To note a verbal update from Cllr Browning and Cllr Phillips regarding recent community engagement events they have attended on behalf of the Parish Council. <i>Members received updates from Cllr Phillips and Cllr Browning regarding community engagement meetings attended.</i> Noted. These included: CAVA community meeting North Solihull / Colebridge Trust meeting <i>'Members were reminded that a Smiths wood Community meeting, hosted by the Colebridge trust is scheduled for March 16th 1-3pm, at Auckland hall'</i>	
8.3.	Under the Local Government Act 1972 the agenda is issued by the Proper Officer. The Chairman can request items to be included, The Chairman introduced this agenda item to reflect on what the Parish Council has achieved over the past 11 months, particularly in relation to community engagement and the positive impact of activities delivered through the Community Gym. The Chairman noted that the original objective was to improve the Community Gym and increase resident involvement. Through the collective work of the council the Parish Council has significantly exceeded those expectations. The Chairman emphasised that these achievements are the result of teamwork across the council, with councillors volunteering their time and actively engaging in meetings, community events, and initiatives that support the wellbeing of residents. Members noted the progress made and the tangible difference these activities are making within the community, particularly in encouraging residents to become more active, socially connected, and engaged with the Parish Council.	

9. 9.1.	Private and Confidential: Exclusion of public and press To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960. The Council considered correspondence received from external parties concerning communications made by Councillor x in relation to Smith's Wood Academy and the Local Authority Designated Officer. Members noted that the Parish Council had no prior knowledge of the communications before receipt of the correspondence. It was Resolved: That the correspondence be formally referred to the Monitoring Officer for consideration under the Members' Code of Conduct. That no further comment be made by the Parish Council pending any advice or determination from the Monitoring Officer. That all councillors be reminded of their responsibilities when communicating with external organisations and the importance of clarity regarding acting in an individual or authorised capacity. <i>The item was noted as confidential due to the involvement of an identifiable individual and potential standards considerations.</i> That councillors be reminded of their responsibilities when communicating with external organisations and the importance of clarity when acting in an individual or authorised capacity. The matter was noted and no further discussion took place.	
10.	Date of the next meeting Monday 14th April 2026 at 6pm.	
	Meeting Finished pm	

Signed: _____

Chairman

Date: _____