



02/12/2025

Minutes of the meeting of

Full Parish Council

on Monday 10th November 2025 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 E Grayson. Cllr J Morton

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

In Attendance: Delegated Cllr L Browning, and 1 Member of the public

Paula Coyle

Acting Clerk/RFO, to Smiths Wood Parish Council

Minutes

Actions

1.	Welcome and Housekeeping	
1.1.	General housekeeping General housekeeping & reminder to turn off/silence mobile phones Before SWPC proceeds to the first item of business on the agenda <i>"All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct".</i> Chairman introduced General Housekeeping	
2.	To receive and approve apologies. Cllr E Grayson, Cllr S Nasreisfahany Resolved: Apologies were approved, Cllr Grayson, Cllr Nasreisfahany	

	Apologies not approved: <i>Cllr K Paul, Cllr M Rashid.</i>	
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.	Confirmation and signing of minutes of Parish Full Council meeting held on Monday 10th November 2025	
5.1.	That the Minutes be accepted and signed as a true record 10/11/25. Resolved: That the Minutes were accepted and signed as a true record 10/11/25.	
6.	Youth Offer Review - Council Input	
6.1.	Councillors are asked to note that a further meeting has taken place regarding the Smith's Wood Youth Offer Plan. Unfortunately, the recent residents' meeting did not proceed as anticipated, and concerns have been raised about its format and level of engagement.	
6.2.	<i>In addition, the Parish Council continues to monitor the visibility and promotion of the three commissioned youth service providers operating in Smith's Wood. While some advertising has taken place, there remains concern about whether young people and families are fully aware of the services available and how to access them.</i> <i>Members may wish to consider the following ahead of the next intended meeting, which has been suggested to take place at the end of the school term:</i> <i>What further steps could be taken to improve the visibility and signposting of the three commissioned youth service providers operating in Smith's Wood</i> Cllr Philips and Cllr S Bray discussed the meeting and emphasised that the input was provided in a resident capacity not as a Parish Council contrabution	
	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	
7.	Finance	
7.1.	Finance to receive and approve Bank Statement for November 2025 Bank Statement and Bank reconciliation, Bank statements and reconciliations have been sent to all councillors. Resolved: Reconciliation has been approved Cllr Browning discussed the bank statements.	
8.	Information items: <i>To receive and discuss items for information and comment/action if appropriate</i>	
8.1.	Councillors are warmly invited to attend the Remembrance Sunday service at St Barnabas Church on Sunday, 9th November, as we come together to honour and remember those who have served and sacrificed for our country. The service will begin at 11am, and we kindly ask attendees to arrive by 10.45 to ensure a prompt start. Parish representatives will be joining members of the community, veterans, and local organisations in this important act of remembrance. Noted: All Cllrs have been formally invited to attend the remembrance service at St Barnabas Church, Overgreen Drive	
9.	Parish Council and Committee Reports	
	Committee Reports:	
9.1.	To Be Noted: Events Committee Minutes - 20/10/25. Gym Committee Minutes - 20/10/25 Noted: Committee minutes have been noted.	
9.2.	Christmas Lights and Community Christmas Tree 2025 - Update	

	<i>To confirm the arrangements for the Community Christmas Lights Switch On event Friday 28th November 2025.</i> Local voluntary groups are anticipated to take part, Elmwood Place has confirmed they will provide hot drinks. And Super SEN have agreed to provide a quiet space at Ellwood Place. Resolved: The Council received an update on the arrangements for the Community Christmas Lights Switch On event scheduled for Friday, 28th November 2025. It was CONFIRMED that all necessary bookings and preparations are in place. The event will be led and managed by the dedicated Community Volunteers. The Council expressed its thanks for the volunteers' efforts in coordinating the event.	
10.	Date of the next meeting Monday 8th December 2025 at 6pm	
	Meeting Finished	