



18/12/2025

Minutes of the meeting of

Full Parish Council

on Monday 8th December 2025 at 6.00pm,

Medium activity roommate Elmwood Place Family hub

37 Burtons Way, Smiths Wood

Council Members: Chairman Cllr S Bray, Cllr S Paul, Cllr W Bray, Cllr E Grayson, Cllr J Morton, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr M Philips, Cllr S Nasreifahany

Council Members Present: Cllr S Bray, Cllr W Bray, Cllr M Rashid, Cllr M Caddick, Cllr M Philips,
In attendance: Cllr L Browning

Paula Coyle
Clerk to Smiths wood Parish Council
Acting Clerk

Minutes

<u>Item</u>		<u>Action</u>
1.	Welcome and Housekeeping: <i>Before SWPC proceeds to the first item of business on the agenda</i> <i>"All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct".</i> Chairman Cllr S Bray, welcomed everyone to the meeting of Smiths wood Parish Council and went through housekeeping rules	
2.	Apologies: Cllr J Morton Resolved: That all the above absences are approved. <i>Cllr Paul, Cllr E Grayson, Cllr D Ramsey, Cllr S Nasreifahany,</i> Resolved: That all the above absences are not approved.	
3.	Declarations of disclosable (pecuniary and other) interests: None	
4.	Dispensation requests: 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 minutes of the last Parish council meeting held on 10th November 2025, were approved, and signed by the Chair as a true record. <i>‘Cllrs are reminded that Members who cannot attend a meeting should tender apologies to the clerk or Chairman’</i>	
	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. Councilors 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.	Youth Offer Review.	
6.1.	The next intended meeting, which has been suggested to take place at the end of the school term: <i>Information request before any intended meeting - What steps this term have been taken to improve the visibility and signposting of the three commissioned youth service providers operating in Smith’s Wood.</i> Noted: Cllr Phillips will follow up by email and formally convey the Council’s apologies for non attendance at the next meeting. <i>It was also noted that there has been no improvement in the promotion or visibility of the three commissioned youth groups operating within the Smiths Wood area.</i>	
6.2.	Doc Spot Availability It was noted that the “Doc Spot” service at Smiths Wood Community Gym will cease from January 2026 due to low resident uptake. Cllr S. Bray(<i>Chairman</i>) at a meeting reviewed the status of the Doc Spot initiative within the North Solihull Active Project and acknowledged the decision to withdraw the service.	

	Project partners requested that the Parish Council propose an alternative activity for residents, residents still required to contribute towards the cost of the SMBC Commissioned instructor. The Parish Council has already provided suitable alternative activities for the Community Smiths Wood Parish Council remains committed to keeping our community active by offering accessible, affordable and Free activities that meet local needs and encourage strong resident uptake. • Family Boxercise Mondays • Community Line Dancing Tuesdays • Teen Gym Fridays • Proposed Pilates Saturday Mornings • Proposed Toning Bed Sessions with our Gym Stewards. Noted: Smiths Wood Parish Council remains committed to keeping our community active by offering accessible, affordable and Free activities that meet local needs and encourage strong resident uptake <i>It was officially noted that the “Doc Spot” service at Smiths Wood Community Gym will cease from January 2026 due to low resident uptake.</i>	
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: Bank statements and reconciliations have been approved	
7.2.	Precept date 23/01/2026. Noted: Precept date 23/01/2026.	
7.3.	Smiths wood Precept/budget 2026/27, to be approved at the January Full Council meeting. Noted: All Councillors have received a copy of the precept budget, which will be presented for approval at the next Full Council meeting in January.	
8.	Information items:	
	<i>To receive and discuss items for information and comment/action if appropriate</i>	
8.1.	Proposal from Cllr M Caddick to Provide a Community Newsletter	

8.2.	Proposal Councillor Caddick formally Proposed that the Parish Council produce a Community Newsletter. Noted: <i>A proposal from Cllr M. Caddick to provide a Community Newsletter was discussed. It was agreed that a draft would be brought back to Council, with dates to be confirmed, and that a decision regarding costs would be made at Full Council.</i> Appoint a new Parish Clerk. that a meeting of the Staffing Committee be arranged. The Committee is tasked with confirming all necessary details, including the job specification, salary scale, and the appropriate locations for advertising the position. The Staffing Committee Chair will report their full recommendations back to the next full Council meeting. Noted: The Staffing Committee Chair will report their full recommendations back to the next full Council meeting.	
9.	Parish Council and Committee Reports Committee Reports: 9.1. To Be Noted: Environment Committee Cancelled-Monday 17th November Noted: Environment Committee Cancelled-Monday 17th November 9.2. To Discuss: The Scheduled Gym Committee Meeting 15/12/25 and the Events Committee meeting 15/12/25. Resolved: That the scheduled meetings be rescheduled. Any urgent matters arising in the interim may be agreed by email, in accordance with the Council's Standing Orders and delegated authority arrangements 9.3. Smiths Wood - TPO: To update Council. Smiths Wood – Tree Preservation Orders (TPOs): <i>Council was updated that there are currently no Tree Preservation Orders in place within the Smiths Wood area. Responsibility was delegated to the Environment Committee. Copies of the Tree Preservation relating to the Smiths Wood area are available to Councillors upon request.</i> 9.4. Review of Christmas Lights and Community Christmas Tree 2025 Event	

	The Parish Council received a positive review of the Community Christmas Lights Switch On event held on Friday, 28th November 2025 4-7pm It was noted that the event was exceptionally well attended, with residents filling both the hall and outside area for the switch on • The smooth running of the event, with no noticeable disruptions. • The popularity of children's features, including Father Christmas, his Elf, and the gingerbread activity. • Arts and Crafts tables • Smiths Wood Academy Choir. • The positive atmosphere, with the community appearing to enjoy the festivities. Dignitaries in attendance included the Solihull Mayor and the Local MP. Cllr Phillips introduced the resident who performed the official countdown. The Council formally Noted the success of the event and expressed gratitude to the Community Volunteers, for their leadership A discussion was held on planning the event earlier next year and establishing a working party to oversee its organisation. <i>It was noted that the event was highly successful, with an excellent community turnout. The event was led by community volunteers, and thanks were expressed to everyone involved in making the event a success.</i> <i>The Parish Council has received numerous positive comments from residents, with strong feedback that the event was inclusive and well received by the community.</i>	
10. 10.1.	Date of the next meeting Monday 12th January 2026 at 6pm at Medium activity roommate Elmwood Place Family hub	
	Meeting closed at 6:55pm	

Signed (Chair)