Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey
Cllr. K Ahmed, Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. I Roden, Cllr. J Riordan, Cllr. S Temperton, Cllr. J Ward + 5 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 25TH FEBRUARY 2026 AT 7:00PM

Members Present:	Cllr. P Allen (Chair), Cllr. K Ahmed, Cllr. S Beechey, Cllr. A Haywood, Cllr. J MacDonald, Cllr. D Pearce, , Cllr. J Riordan, & Cllr. J Ward.
Guests in Attendance:	SMBC Cllr. Martin McCarthy
Public in Attendance:	Two
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

Action

C26-022 **Welcome:** Cllr. P Allen welcomed all to the meeting

C26-023 **Apologies for Absence**: Long-term apologies from Cllr. S Temperton due to a family commitment were received and noted. Cllr. I Roden was not present.

C26-024 **Declarations of Interests & Dispensations:** None

C26-025 **Public Question Time:** A resident spoke to raise concerns about dogs being out of control in Arden Hall playing fields, saying that something needed to be done about dog attacks & inform about new legislation which is planned. The resident felt that dogs should be kept on leads at all times.

Cllr. M McCarthy updated on the Castle Bromwich Society's progress with the Local Plan and ideas for an Easter Egg hunt. He also reported on waste that had been cleared from Marlborough Road.

C26-026 **Minutes:**
RESOLVED: The minutes of the Parish Council meeting held on Wednesday 28th January 2026 were agreed as a true record of the meeting by those who had been present.

C26-027 **Finance and General Purposes Committee**:
a. Payment run 2026-02-25 was considered.
RESOLVED: That payment run 2026-02-25 be approved. (att pp4-5)

b. **Planning & Licensing:**

Reference	Address	Proposal	Comment
PL/2026/00225/ MINFHO	43 Elmfield Road Castle Bromwich Solihull B36 0HN	Two story side and rear extension with a single storey rear extension.	Castle Bromwich Parish Council supports the objections of the community that 2-storey extensions are negatively impacting the street-scene and changing the character of Castle Bromwich. This is over-development of the plot, on which stands an already significantly extended property. This application is contrary to P15 of the Solihull Local Plan & NPPF due to its excessive size which would be overly imposing on neighbours and fails to conserve or enhance the local character, distinctiveness or street scene.

C26-028 **Leisure Services Committee:**

a. The minutes of the meeting held on Wednesday 11th February 2026 were noted.

b. **Dogs on Leads in Parish Council Operated open spaces:** The comments made during public participation, urging the Council to consider dog control measures were considered. It was acknowledged that staff would not be expected to enforce measures that would cause confrontation but that out-of-control dogs have become an increasing problem to other recreational park users.
RESOLVED: That dogs must be kept on leads in Arden Hall playing fields and that signage should remind dog-owners of their responsibilities. 1.

c. **Arden Hall Roof Survey:** The roof survey and recommendations for work on the roof under warranty and repointing to the damp wall were noted. The Clerk advised that the roof installers had been out during the day and remedial work is expected. The Clerk was directed to get quotes on the repointing. 2.

d. **Agreement with Castle Bromwich Cricket and Sports Club:** It was noted that an agreement has now been signed between the parties and the opening of the club's bar was on 20th Feb.

e. **Bleed Kits:** It was agreed that two locked cabinets should be installed containing bleed control kits, at the same locations as the defibrillators. The four options were considered. The Clerk was directed to purchase an additional bleed kit.
RESOLVED: That 2no Locked Bleed Control Cabinets be purchased at a cost of £330+VAT each from either supplier at that price.

C26-029 **Council Office:** The Clerk reported that:

- The service road in Castle Bromwich by Lloyds Bank will be closed overnight on 3rd and 4th March due to Severn Trent works.
- Additional cover for the operation of bars is now being solely provided by agency staff.
- It was agreed that policies being put on noticeboards was impractical so the Clerk will put a folder of them in the Arden Hall foyer and QR codes to direct people to the website.
- Microsoft 365 Phase II rollout will be extended to certain councillors with enhanced duties.

C26-030 **Policies:**

RESOLVED: The following updated policies were approved:

a. Retention & Disposal of Documents Policy (attached at pp6-9)
b. Data Protection Privacy Notice (attached at pp10-11)
c. Publication Scheme (Freedom of Information Act) (attached at pp12-16)

C26-031 **Councillors' reports:** None

C26-032 **Action Log:** Updates were given:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
* Website updated with events	Clerk/CFO
1. Dog Responsibilities – signage	Clerk
2. Repointing – Arden Hall damp	Clerk

C26-033 **Meeting Schedule:** Upcoming meetings (Windsor Room 7pm unless specified) :

Full Council	25th Mar, 29th Apr, 27th May
Leisure Services Committee	8th Apr, 10th Jun
Finance and General Purposes Committee	11th Mar, 13th May, 15th Jul
Staffing Committee: (Council Office)	15th Apr, 8th Jul
Annual Parish Assembly	4th Mar
Civic Service	7th Jun
Party in the Park	27th Jun

This meeting ended at 8:10pm.

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Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

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Dated

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment Run 2026-02-25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4903		£2,037.60	£339.60	£1,698.00	£2,037.60	27/11/25	IN6026117	A & E Chapmans - CCTV for Pavilion To supply and Install 1 no. internal CCTV camera to the entrance corridor. (ip camera), 1 no. faulty external CCTV camera. (Ip camera), 1 no. external CCTV camera to the garage, utilising existing wiring to supply the camera. (Analogue)	
4907		£120.00	£0.00	£120.00	£120.00	13/01/26	AH009	A & R Venue Ltd - 6 hours for Bar Services on 31st Jan 2026 - 6:30pm - 12:30am - 21st birthday party in Spencer	
4908		£120.00	£0.00	£120.00	£120.00	13/01/26	AH010	A & R Venue Ltd - 6 hours for Bar Services on Sat 7th Feb 2026 - 6:30pm - 12:30am -Tina Turner Tribute	
4909		£120.00	£0.00	£120.00	£120.00	26/01/26	AH011	A & R Venue Ltd - 6 hours for Bar Services on Sat 14th Feb 2026 - 6:30pm - 12:30am -"Pink Party" & room reset	
4906		£156.00	£26.00	£130.00	£156.00	29/01/26	26-02-312	Fairways Contracting Ltd - Initial marking for additional 7v7 pitch - moved for second time due to conditions	
4911		£594.00	£99.00	£495.00	£594.00	02/02/26	17190	Allcott Associates LLP T/A Allcott Commercial - Roof and damp survey	

Signature G M Burgess Signature P.S 25.2.26.

Date 20/02/26

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment Run 2026-02-25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4898		£3.64	£0.00	£3.64	£3.64	04/02/26	JP881R	Asda Stores Ltd - EXP DFH: Fruit for Bar	
4899		£2.14	£0.00	£2.14	£2.14	06/02/26	005522020176	Morrisons - EXP DFH: Fruit for Bar	
4904		£5.85	£0.00	£5.85	£5.85	06/02/26	Mileage SR	Monthly Paid Staff - Mileage SR	
4897		£17.48	£2.92	£14.56	£17.48	07/02/26	00293085	Drinks 4 U - EXP DFH:Bar Purchases	
4902		£248.40	£41.40	£207.00	£248.40	10/02/26	INV-4226	BWP Creative Ltd t/a Parish Council Websites - Website hosting & support for castlebromwichpc.goc.uk at a cost of £17.25 per month (billed Annually) from 12.03.26 to 11.03.27 inclusive	
4910		£330.86	£55.14	£275.72	£330.86	10/02/26	628345	Horizon Soft Drinks Ltd - Bar order- for delivery 13/02	
4894		£481.22	£80.20	£401.02	£481.22	12/02/26	G1339910	ESPO - Gas Supply at Arden Hall 31.12.2025 - 31.01.26	
4895		£133.79	£22.30	£111.49	£133.79	12/02/26	G1339911	ESPO - Gas Supply at Council Office 31.12.2025 - 31.01.26	
Total		£4,370.98	£666.56	£3,704.42	£4,370.98				

Signature GM Burgess

Date 20/02/26

Signature

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Retention and Disposal of Documents Policy

Status	Date
Date Adopted	June 2018
Date Reviewed	27th January 2021
Date Reviewed	25th February 2026

1. **Policy Aim**
   Castle Bromwich Parish Council is subject to the General Data Protection Regulation (GDPR) which requires data to be kept only for the purpose it was collected and only for as long as is necessary and in compliance with the Lord Chancellor's Code of Practice on the Management of Records via Freedom of Information Act 2000, section 46.

   Through the application of this policy the Parish Council will, through delegation to its Clerk, periodically review the data it holds to ensure compliance with legal requirements.

2. **Data Protection Principles**
   The Parish Council shall comply with Article 5 of the GDPR which requires personal data to be:

   a) processed lawfully, fairly and in a transparent manner in relation to individuals;

   b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

   c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

   d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

   e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. Retention Periods

a) Appendix 1 indicates the appropriate minimum retention periods for the council's most frequently used documents. Documents should be retained for purposes related to audit, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings.

b) Retention of documents for legal purposes

The below table lists the limitation periods of time where legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

Where the limitation periods above are longer than other periods specified in Appendix 1, the documentation should be kept for the longer period specified.

4. Document disposal

The Clerk will periodically review all documents held by all officers across the council.

a) Paperwork that is no longer required for any reason will be shredded and disposed of in an environmentally-friendly manner.

b) Documents stored electronically will be deleted from files. Upon disposal of thecomputer, the hard-drive will be shredded using appropriate means.

This policy will:

- Be publicised to staff and made available for reference
- Apply to all the council's records, regardless of how and where they are held
- Be reviewed annually, amended and re-issued as necessary and members of staff notified accordingly
- Operate in conjunction with the council's existing policies: Data Protection (Privacy Policy) and Freedom of Information.

APPENDIX 1

RETENTION PERIODS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Personnel		
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended)
Disciplinary/grievances	Review 6 years after last action	Management
Recruitment documents	6 months	Management
Wages records	12 years	Audit/Pension
Timesheets	Last completed audit year	Audit (requirement)
	3 years	Personal injury (best practice)
Members allowances register	6 years + current	Tax Limitation Act 1980 (as amended)
Audit		
Scales of fees	6 years + current	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books	6 years + current	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years + current	Limitation Act 1980 (as amended)
Paid invoices	6 years + current	VAT
Paid cheques	6 years + current	Limitation Act 1980 (as amended)
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinite	Audit, Management
Contracts and Procurement		
Unsuccessful tenders	2 years	Audit
Successful tenders	6 years + current year	Audit
Administration		
Minute books	Indefinite	Archive
Insurance policies	As long as a claim can be made under it	Management and legal proceedings
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability Compulsory Insurance Regulations 1998 (SI 2753),
Litigation	6 years after folder closure	Limitation Act 1980
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
For Halls, Community Centres, Recreation Grounds		
Application to hire Lettings diaries Copies of bills to hires Record of tickets issued	6 years + current year	VAT

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Status	Date
Date Adopted	27th January 2021
Date Reviewed	25th February 2026

DATA PROTECTION
Privacy Notice

When you contact us
The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and:

- respond to your correspondence,
- provide information and/or
- provide you with access to our facilities and services.

Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information
We rely on the General Data Protection Regulation Article 6 (1) (a) (b) and (e) where:

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security
Castle Bromwich Parish Council has a duty to ensure the security of personal data. By way of appropriate technical measures and appropriate policies we make sure that your information is protected from unauthorised access, manipulation, loss, falsification, destruction or unauthorised disclosure. Copies of these policies can be requested.
We will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Castle Bromwich Parish Council at any time).

Children
We will not process any data relating to a child (anyone aged less than 13yrs) without the express parental / guardian consent of the child concerned.

Please contact our Data Information Officer, the Clerk to the Council, if:

- You require access to the information we have on you.
  (Right of Access to Information)
- You believe the information we have about you is incorrect, and you would like us to update it and keep your data accurate.
  (Information Correction)
- You wish Castle Bromwich Parish Council to delete the information about you.
  (Information Deletion)
- You believe your data is not being processed according to the alleged purpose and you wish to object.
  (Right to Object)

Rights Related to Automated Decision Making and Profiling

Castle Bromwich Parish Council does not use any form of automated decision-making or the profiling of individual personal data.

Conclusion: In accordance with the law, we:

- only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- do not use profiling.
- do not sell or pass your data to third parties.
- do not use your data for purposes other than those specified.
- make sure your data is stored securely.
- delete all information deemed to be no longer necessary.
- constantly review our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

Should a complaint arise regarding the way your personal data has been processed please notify the Parish Council's Data Information Officer - the Clerk to the Council, as contacts above; and the Information Commissioners Office via casework@ico.org.uk
Tel: 0303 123 1113

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Castle Bromwich Parish Council Publication Scheme

(Freedom of Information Act)

Status	Date
Date Adopted	January 2020
Date Reviewed	25th February 2026

Information to be published	How to obtain the information	Cost * please see final page
Class1 - Who we are and what we do Current information relating to organisational information, structures, locations & contacts.		
• Who's who on the Council and its Committees	Hard copy Website	Free to collect. Free to download.
• Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	Free to collect. Free to download.
• Location of main Council office and accessibility details	Hard copy Website	Free to collect. Free to download.
• Staffing structure	Hard copy	10p per sheet (b&w) + postage
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income & expenditure, procurement, contracts and financial audit for at least the current and previous financial years.		

Annual Governance and Accountability Return form and report by auditor	Hard copy Website	10p per sheet (b&w) + postage
Finalised budget	Hard copy Website	10p per sheet (b&w) + postage
Precept	Hard copy Website	10p per sheet (b&w) + postage
Borrowing Approval letter (if we take out a loan)	Hard copy	10p per sheet (b&w) + postage
Financial Standing Orders and Regulations	Hard copy Website	10p per sheet (b&w) + postage
Grants given and received	Hard copy Website	10p per sheet (b&w) + postage
List of current contracts awarded and value of contract	Hard copy	Free to collect
Details of existing waste contracts	Hard copy	Free to collect
Members' allowances and expenses	Hard copy	Free to collect
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan completed 2013	Hard copy Website	£3.00 if collected Free to download
Annual Report to Parish Meeting for at least the current and previous year	Hard copy Website	Free to collect
Quality status – we will publish our achievements online	Website	N/A
Local charter with Solihull MBC, drawn up in accordance with DCLG guidelines	Hard copy Website	Free to collect. Free to download.
Class 4 – How we make decisions Decision making processes and records of decisions for at least the current and previous council year (minutes)		
Timetable of council and committee meetings + date of Annual Parish Meeting	Hard copy Website	Free to collect. Free to download.

Agendas of all council and committee meetings and of the Annual Parish Meeting	Hard copy Website	Free to collect. Free to download.
Minutes of all council and committee meetings and of the Annual Parish Meeting NB this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	Free to collect. Free to download.
Reports presented to council meetings - nb this will exclude confidential information	Hard copy	10p per sheet (b&w) + postage
Responses to consultation papers	Hard copy/minutes	10p per sheet (b&w) + postage
Responses to planning applications (can also be seen on the SMBC website)	Hard copy/minutes	Free to collect
Bye-laws	Hard copy Website	Free to collect
Information to be published	**How to obtain the information**	**Cost** *** please see final page**
Class 5 – Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 Hard copy/Web Hard copy/Web Hard copy/Web Hard copy/Web Hard copy	 10p per sheet (b&w) + postage 10p per sheet (b&w) + postage
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information	 Hard copy Hard copy Hard copy Hard copy Hard copy	 10p per sheet (b&w) + postage Free to collect Free to collect

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Hard Copy Website	10p per sheet (b&w) + postage
Data protection policies	Hard Copy Website	10p per sheet (b&w) + postage
Schedule of charges (for the publication of information)	Hard copy Website	Free to collect. Free to download.
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available by inspection	
Details of all land and building assets	Hard Copy	Free to download
Information to be published	**How to obtain the information**	**Cost** *** please see final page**
Assets Register	Available by inspection	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Available by inspection	
Register of members' interests	Available at Solihull MBC	
Register of gifts and hospitality	Available at Solihull MBC	
Class 7 – The services we offer Information about the current services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Community centre – Arden Hall and Friends of Arden Hall guide	Hard copy Website	Free to collect. Free to download.

Parks at Arden Hall and Hobs Farm	Hard copy Website	Free to collect. Free to download.
Open Space at Bradford Gardens	Hard copy Website	Free to collect. Free to download.
Playing fields at Arden Hall	Hard copy Website	Free to collect. Free to download.
Recreational facilities at Arden Hall	Hard copy Website	Free to collect. Free to download.
Village Green at The Green	Hard copy Website	Free to collect. Free to download.
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) Photocopying @ 20p per sheet (colour via printer)	Actual cost that is incurred by the parish council
	Postage	Actual cost of Royal Mail standard 2nd class or large letter rate if applicable.
	Research for archived material: Indication of cost will be given prior to research being undertaken.	Above photocopying charge plus twice the staff member's hourly pay according to length of time taken.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)