Castle Bromwich Parish Council

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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 MARCH 2026 AT 7:00PM

Members Present:	Cllr. P Allen (Chair), Cllr. K Ahmed, Cllr. S Beechey, Cllr. A Haywood, Cllr. J MacDonald, 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

C26-034 **Welcome:** Cllr. P Allen welcomed all to the meeting

C26-035 **Apologies for Absence**: Long-term apologies from Cllr. S Temperton due to a family commitment were received and noted. Apologies were also noted from Cllr. I Roden and Cllr. D Pearce.

C26-036 **Declarations of Interests & Dispensations:** Cllr. S Beechey declared a non-pecuniary interest in item C26-040B as treasurer of Castle Bromwich Lions Football Club.

C26-037 **Public Question Time:** Apologies were received from SMBC Cllr. L Kaye.
A resident, who had been in favour of dogs being on leads in Arden Hall playing fields, spoke to note that complaints had been received about the new policy but that it was essential for keeping park users safe. Members of the public have approached the resident to discuss the matter and have understood the reasoning given that dogs have been out of control, owners fear they may run off as they are not under control and staff have been bitten. Concern was also expressed by another resident about dogs on very long leads also not being under control. Recent injuries from dog attacks were shared.

A resident spoke to raise concerns about traffic initiatives (like the Birmingham Transport Plan 2032, the Clean Air Zone, active travel lanes, bus lanes, decreasing speed limits) from neighbouring areas, especially Birmingham City Council, creating significant issues for Castle Bromwich residents. The resident would like information on the impact of delivery vehicles and an emergency review of how the traffic from Birmingham is impacting the lives of residents in Solihull. The resident has already approached MP Liam Byrne and is being supported by SMBC Cllr. M McCarthy. The resident was also signposted to the Combined Authority for Transport.

SMBC Cllr. Martin McCarthy reported being disappointed with the design of the new hump in the Water Orton Service Rd & will push for further measures to be introduced as the traffic calming is not slowing the traffic.

C26-038 **Minutes:**
RESOLVED: The minutes of the Parish Council meeting held on Wednesday 25th February 2026 were agreed as a true record of the meeting by those who had been present.

C26-039 **Finance and General Purposes Committee**:

a. The minutes of the meeting held on Wednesday 11th March were noted.
b. It was noted that there had been an error in information presented relating to the decision made at F26-022d on Phone and Internet Supplier. The Clerk had sought advice from WALC, being that it would be acceptable to suspend Standing Order 7 to revisit the decision based on correct facts.
RESOLVED:
   - That, subject to Standing Order 7, the Leisure Services Committee investigates the proposals and makes a recommendation to full council at the end of April. 1.
   - That, due to the delay in decision-making, notice be given on the current contract to ensure the possibility of being able to change suppliers.
c. The price changes to non-commodity costs from Corona, the electricity supplier were noted.
d. The 6.5% price increases from 1st April from Panda (formerly B&M Waste) for waste management and temporary fuel surcharge were noted.
e. Payment runs 2026-03-25a and b were considered. It was noted that the NNDR have been invoiced lower than anticipated.
RESOLVED: That payment runs 2026-03-25a and b be approved. (att pp6-7)
f. The Q3 Internal Control Check was noted (attached at pp8-10). The Q4 Internal Control Check will be conducted by Cllrs. Beechey and MacDonald w/c 20th April.
g. The Asset Register (including additions and disposals) at Year-Ending 31st March 2026 was approved. (Summary for AGAR attached at p11)
h. The Ear-Marked Reserves at Year-Ending 31st March 2026 were approved as below:

Reserve Status	01/04/25	19/03/26
Tree Maintenance	£5,380.00	£20,000.00
Pavilion R&R	£64,709.68	£0.00
OSP Capital Projects	£30,000.00	£30,000.00
Outdoor Play & Leisure	£11,441.99	£20,000.00
Youth Council	£615.75	£591.60
War Memorial	£5,125.00	£5,125.00
Election Costs	£1,000.00	£1,500.00
Defibrillators	£3,000.00	£3,000.00
Chairman's Charity Fund	£772.00	£1,179.48
Open Spaces Infrastructure	£0.00	£15,000.00
Arden Hall Capital Projects	£0.00	£20,000.00
Donated Ring-Fenced Funds	£0.00	£108.83
	£122,044.42	£116,504.91
	£122,044.42	£116,504.91

i. **Planning & Licensing:**

i. The following appeal was noted.

Reference	Address	Proposal
PL/2025/01372/MINFHO AP/2026/00008/REF	4 Woodford Avenue, Castle Bromwich B36 9BD	Hip to gable loft conversion with rear dormer and roof lights to front elevation, to include internal modification at first floor to allow for access to proposed loft space and new window to first floor side elevation.

ii. The following comments were approved:

Reference	Address	Proposal
PL/2026/00404/ MINFHO	35 Elmfield Road Castle Bromwich Solihull B36 0HL	Demolition of garage and erection of two storey side extension.
Comment: Castle Bromwich Parish Council supports the objections of the community that two-storey extensions are negatively impacting the street-scene and changing the character of Castle Bromwich. The quality of the drawings is poor and misleading – we do not believe the objective of this planning application is to achieve a 3-bedroom house. This application is contrary to P15 of the Solihull Local Plan & NPPF due to design, scale and bulk which fails to conserve or enhance the local character, distinctiveness or street scene.		
PL/2026/00452/ MINFHO	22 Marlborough Road Castle Bromwich Solihull B36 0EH	Roof over existing dwelling removed & redesigned including extension to existing dormer window to rear.
Comment: No objection, subject to neighbours' comment (specifically rear neighbours living in Carlton Mews) and compliance with building regulations.		
PL/2026/00223/ MINFHO	53 Tomlinson Road Castle Bromwich Solihull B36 9HN	Two storey side/rear and single storey front/rear extension.
Comment: Castle Bromwich Parish Council supports the objections of the community that two-storey extensions are negatively impacting the street-scene and changing the character of Castle Bromwich. The proposed two-storey side and rear extension and single storey front/rear extension, by reason of its bulk, scale and design would result in additions to the dwelling which do not respect the character of the property and would result in over intensification and over development of the site. This would detract from the visual amenity of the application property, significantly unbalance the symmetry between the pair of semi-detached houses and appears as an incongruous addition to the street scene. Therefore, the development would be contrary to Policy P15 of the Solihull Local Plan, House Extension Guidelines SPD 2010 and the NPPF.		
PL/2026/00294/MI NFHO	23 Water Orton Road Castle Bromwich Solihull B36 9ER	Two storey extension to side and rear of property, to include loft conversion and single storey extension.
Comment: Castle Bromwich Parish Council supports the objections of the community that two-storey extensions are negatively impacting the street-scene and changing the character of Castle Bromwich. The proposed two-storey side and rear extensions, plus loft conversion, by reason of their bulk, scale and design would result in additions to the dwelling which do not respect the character of the property and would result in over		

intensification and over development of the site which would detract from the visual amenity of the application property. We therefore feel that the development would be contrary to Policy P15 of the Solihull Local Plan, House Extension Guidelines SPD 2010 and the NPPF.

C26-040 **Leisure Services Committee:**

a. **Proposal for dartboard from Castle Bromwich Cricket and Sports Club:** It was noted that the agreement made with the club on 13th February 2026 prohibited playing darts in the Pavilion Function Room but that this agreement had already been breached causing damage to a wall. The proposal from the club covering protective measures against damage and the benefits of playing darts was considered.
RESOLVED: That, due to the agreement having been breached, consideration of the proposal be deferred for 3 months, to monitor compliance. 2.

b. **Request from Castle Bromwich Lions Football Club regarding toilet facilities:** Cllr. S Beechey abstained from discussion and voting. Castle Bromwich Lions Football club has requested unlimited use of male, female and disabled toilets for matches and training sessions throughout the week (for players, spectators & visitors). This request amounts to opening public toilets, which were previously closed due to vandalism and antisocial behaviour. It was noted that, while a solution is sought for matchday facilities, use of the Pavilion toilets has been offered, but there have already been issues with mud & drugs in the private-hire facilities. It was noted that opening public toilets would have significant implications on staffing, budgets, safeguarding, maintenance and crime. LSC was directed to investigate using the Theatre Workshop or its infrastructure with a welfare unit. 3.
RESOLVED: That while solutions are investigated, the football club may hire the Pavilion in order to use the facilities for training sessions.

c. **Arden Hall foyer floor:** Insurers have paid out to replace the foyer floor with vinyl, which was considered by the Council to be better wearing than parquet in a high traffic area. It was agreed to choose "American Oak" and the installation would be done as soon as possible.

d. **Booking request from Zumba:** From 1st April 2026, the requirement for regular hirers' bookings to be a minimum of 2 hours during the week comes into effect. Zumba has requested to use the Windsor Room (due to financial viability) whenever available and the Pavilion when Council meetings are scheduled. It was agreed that the Council would trial having meetings in different rooms to accommodate Zumba, as frequently changing rooms for sessions could create uncertainty.

C26-041 **Confidential Matters:**

RESOLVED: To close the meeting to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters, publicity of which would be prejudicial to the public interest.

a. A matter requiring professional advice and services was considered.
RESOLVED: That the Clerk be delegated authority (above the limits set out in Financial Regulations 5.15) to instruct professional services from DS4587 budget.

b. A 2nd appeal against penalty charges following a party at Arden Hall was considered. The matter had previously been considered by the Clerk and Leisure Services Committee in accordance with Hire Regulations. All supporting evidence relating to the appeal was considered.
RESOLVED: That the original penalty charges be upheld and that concerns raised relate to the hirer not the Council.

c. The Clerk updated the Council on concerns raised relating to a hirer and assistance offered to the police.

C26-042 **Council Office:**

a. The Clerk reported on upcoming annual leave & that roof remedial work and quotes for repointing/drainage are still awaited.

b. **Correspondence with Residents:**

i. A complaint has been received from a resident, relating to dogs being on leads in the park, as they wish for their dog to be free to hunt squirrels. The complaint is xenophobic in nature, therefore any further correspondence of this kind will be reported to the police.

ii. The resident who had been in contact with the Clerk regarding traffic issues spoke at item C26-037.

C26-043 **Councillors' reports:** None

C26-044 **Action Log:** Updates were given:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
* Website updated with events	Clerk/CFO
* Dog Responsibilities – signage	Clerk
* Repointing – Arden Hall damp	Clerk
1. Internet & Phone Supplier recommendation	LSC
2. CBC&SC Dartboard proposal in June	Clerk
3. Toilet Facilities	LSC

C26-045 **Meeting Schedule:** Upcoming meetings:
(Different rooms to be trialled – see agendas)

Full Council	29th Apr, 27th May, 24th Jun
Leisure Services Committee	8th Apr, 10th Jun
Finance and General Purposes Committee	13th May, 15th Jul
Staffing Committee: (Council Office)	15th Apr, 8th Jul
Civic Service	7th Jun
Party in the Park	27th Jun

This meeting ended at 8:50pm.

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

Castle Bromwich Parish Council

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

Payment Run 2026-03-25

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4984		£300.00	£50.00	£250.00	£300.00	03/03/26	SI-6991	Darter Pumping Solutions Ltd - Service on pumping station in rear car park - 9th or 10th March date to be confirmed by email.	
4988		£378.74	£63.12	£315.62	£378.74	13/03/26	G1343827	ESPO - Gas Supply at Arden Hall 31.01.2026 - 28.02.26	
4989		£101.77	£16.96	£84.81	£101.77	13/03/26	G1343828	ESPO - Gas Supply at Council Office 31.01.2026 - 28.02.26	
5004		£78.82	£0.00	£78.82	£78.82	14/03/26	037346	Aronium - GB EXP: Annual Aronium Subscription $100	
5003		£50.00	£0.00	£50.00	£50.00	20/03/26	20	Mr N D Thomas (Window Cleaner) - Window Cleaning Mar 2026	
Total		£909.33	£130.08	£779.25	£909.33				

Signature G M Burgess

Date 20/03/26

Signature P S

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Castle Bromwich Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

Payment Run 2026-03-25b

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
5005		£360.00	£0.00	£360.00	19/02/26	A & R Venue Ltd - 3no Agency staff for 6 hours for Bar Services on Sat 21st March 2026 - 6:00pm - midnight. Charity quiz (bar open 6:30) and 80th bday	
5006		£204.29	£34.05	£170.24	24/02/26	SMBC - Cleaning materials for Pav	
5007		£157.85	£26.31	£131.54	02/03/26	SMBC - AH - Cleaning Materials	
5008		£936.00	£156.00	£780.00	12/03/26	NBB Recycled Furniture - Raised Bed 280 X 1200 X 2910 - Brown (3no) for Arden Hall forecourt	
Total		£1,658.14	£216.36	£1,441.78			

Signature GMBurgess Signature P.S.C 2532

Date 24/3/26

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Quarterly Internal Control Check List

Councillors 1 K. Ahmed 2 I Roden 3 _____

Date 27/01/2026 Q3 01.10.25 - 31.12.25.

Documents	YES	NO	N/A	Actions/Issues/Comments
Arden Hall Finance Controls				
Hall Record of Income sheets checked booking system.	✓			We were shown a payment from a private booking. We saw how the information could be cross referenced with the paper copy.
Aged Debtors report up to date with relevant details e.g dates of future events or emails of correspondence.	✓			Shown Live version.
Petty Cash transactions – receipts & report in line with Council Policy	✓			Shown live example of how items noted. Also shown how any shortfall is noted and topped up.
Refundable Deposits – clear audit trail and up-to-date	✓			Checked paper copies and online version both up to date.
Bar Finance Controls				
Bar Record of Income sheets checked against till receipts/bar trading analyse	✓			Show example of Dec 25.
Stock take	✓			completed every quarter.
Council Office Finance Controls				
Precept received and receipted			✓	
Appropriate Accounting records TEST EXAMPLE 1 6200	✓			Ref: 7670 - Shown in booking and totals matched.

Appropriate Accounting records TEST EXAMPLE 2 6320	✓			Inv 7675 - shown a bond refund and how this is tied back to original booking
Cashbook up-to-date	✓			walked through book.
VAT reclaimed	✓			Shown current claim.
Working within budget	✓			Shown Process of maintaining control.
Review of Council Policies, are they up to date	✓			IT policy discussed.
Website – Agendas, Minutes & Expenditure over £500 up to date	✓			Reviewed Meeting Minutes and transparancy expenditure on website.
Staff wages, HMRC, Pensions transactions,	✓			Were shown the process of managing and processing timesheets.
Bank Reconciliations with Bank Statements – Signed/Approved for Quarter	✓			
Asset register- Updated/Amended	✓			f25-062 Nov 25.
Risk Register available to be checked	✓			f26-010 Jan 26.
Reserves in line with Policy	✓			Shown Live general reserve and in healthy position as required.
Insurance documents up to date and on display in relevant places	✓			on display at front of Arden Hall.
Grants awarded – Minute number and bank transfer evidence			✓	
Staffing				
Staff employment contracts (new staff) Seen and signed			✓	
Staff payment supporting documents e.g timesheets	✓			Seen timesheets.
Staff performance management process Appraisals taken place and recorded	✓			
Staffing Policies inc Health and Safety up to date and relevant				work in progress

Staff training- records seen	✓			
Auditing				
Copy of previous Quarterly internal Audit	✓			
Previous actions/issues/comments actioned – Evidence supplied			✓	
Last years internal and external audit actions being actioned- evidence supplied			✓	

Signed: .....

ASSETS

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. At 31/3/26 the following assets were held:

		AGAR 31.03.25	AGAR 31.03.26
Buildings	Arden Hall	2,373,439.00	2,373,439.00
	Workshop	113,040.00	113,040.00
	Sports Pavilion	547,564.00	547,564.00
Community Assets	Bradford Gardens	1.00	1.00
	Castle Bromwich Playing Field	1.00	1.00
	Hob Farm Recreation Ground	1.00	1.00
	Small Green	1.00	1.00
	Village Green	1.00	1.00
	War Memorial	1.00	1.00
	Whateley Green	1.00	1.00
Infrastructure Assets	Street Furniture & Structure	23,416.00	48,978.00
	Gates, Fences	97,083.00	97,083.00
	Playground Equipment	215,199.00	215,199.00
Vehicles, Plant, Furniture & Equipment:			
	Arden Hall	99,589.00	78,118.00
	Pavilion	8,194.00	20,490.00
	Council Office	9,692.00	9,512.00
		3,487,223.00	3,503,430.00