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. J Riordan,
Cllr. S Temperton, Cllr. J Ward + 6 vacancies

Dear Councillor,

You are summoned to attend the annual meeting of Castle Bromwich Parish Council at 7:00pm on Wednesday 27th May 2026 at the Pavilion, rear of Arden Hall. The agenda includes an item with the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chair's discretion for up to a maximum of three minutes.

Members of the press and public are welcome to attend.

GMBurgess

Gemma Burgess
Clerk to the Council

Dated this 20th May 2026

AGENDA

C26-060 **Chair:**
a. To elect a Chair for the Civic Year 2026-27.
b. To witness signing the Declaration of Acceptance of Office.
c. To approve the payment of the Chair's allowance.

C26-061 **Vice-Chair:** To elect a Vice-Chair for the Civic Year 2026-27.

C26-062 **Councillors**: To note the resignation of Cllr. I Roden.

C26-063 **Apologies for Absence:** Members are required to notify the reason for absence.

C26-064 **Declarations of Interest & Dispensations:** Councillors are reminded to keep their register of Interests updated and submit dispensation requests to the Clerk.

C26-065 **Public Question Time:** An opportunity for the public & guests (including Borough Councillors) to address the Council.

C26-066 **Minutes:** To approve the minutes of the Council Meeting held on Wed 29th April 2026.

C26-067 **Committees:**
a. Membership: To consider the appropriate numbers for each committee.
b. Terms of Reference: To review the Terms of Reference
c. Staffing Committee:
   i. To appoint members.
   ii. To appoint a Chair.
d. Finance and General Purposes Committee:
   i. To appoint members.
   ii. To appoint a Chair and Vice-Chair.
e. Leisure Services Committee:
   i. To appoint members.
   ii. To appoint a Chair and Vice-Chair.
f. To consider appointing any further Committees or Working Parties.

C26-068 Appointments:

a. To appoint an Internal Auditor for 26-27.
b. To confirm current representatives on outside bodies: Solihull Area Meeting, Birmingham Airport CC, Dame Mary Bridgeman, Castle Bromwich Hall Gardens Trust Stakeholder Group/AGM, St Thomas' Dole Charity Board.

C26-069 Finance and General Purposes Committee:

a. To note the minutes of the meeting held on May 13th 2026.
b. To note issue with card payment services contract.
c. To note the Internal Auditor's Report (p3 AGAR and full report) for the Year Ending 31st March 2026 and consider any action necessary.
d. To review the bank mandate for Lloyds and Unity Trust Bank.
e. To approve the continued use of bank transfer as the primary payment method.
f. To approve the continued use of variable Direct Debit for regular contractual payments.
g. To approve the list of regular contractual payments.
h. To approve payment run 2026-05-27.
i. To note the Internal Control schedule.
j. To note the bank reconciliation checking schedule

C26-070 Planning & Licencing:

a. To note decisions on planning applications:

Reference	Address	Proposal	Decision
PL/2025/02215/MIODW	Land Adjacent To 101 Chester Road Solihull	Outline application for the erection of 2 No. dwellings with means of access and layout being determined	APPROVED
PL/2025/00408/PPFL Appeal Ref: 6002108	28 - 30 The Green, Castle Bromwich, Solihull B36 9AL	Disputing condition No. 2 that no permitted permanent change shall be carried out to a House of Multiple Occupation.	Appeal Dismissed

b. To consider comment on the following application:

Reference	Address	Proposal
PL/2026/00889/PPFL	The Farthings Green Lane Castle Bromwich Solihull B36 0AY	Expand the beer garden into the car park, add festoon lighting and picket fencing.
PL/2026/00880/MINFHO	282 Bradford Road Castle Bromwich Solihull B36 9AB	Two storey side and rear extension, single storey rear extension and conservatory.
PL/2025/02184/MINFHO	41 Chester Road Solihull B36 9DL	Retention of existing entrance gates and pillars at the front boundary of the property.
PL/2026/00864/MINFHO	108 Hurst Lane North Castle Bromwich Solihull B36 0HA	Single storey rear extension.

C26-071 Finance Reports for year ending 31st March 2026: To approve:

a. Budget Performance
b. Consolidated Balance Sheet
c. Cashbook Financial Summary
d. Closing Debtors
e. Closing Creditors

C26-072 Annual Governance and Accountability Return (AGAR) 2025/26:

a. To approve Section 1 - Annual Governance Statement 2025/26.
b. To approve Section 2 – Accounting Statements 2025/26.
c. To approve the period for the Exercise of Public Rights.
d. To approve the AGAR supporting documents:
   i. Bank reconciliation
   ii. Explanation of significant variances
   iii. Reconciliation between Section 2, Boxes 7 and 8.
   iv. Breakdown of Reserves Held.
   v. Additional information requested for intermediate review.

C26-073 Leisure Services Committee:

a. To note recent dog attack in the park.
b. To consider purchase of new ice machine.
c. To note continued complaints about noise.

C26-074 Council Office:

a. To receive an update on current Council business.
b. To consider correspondence with residents.

C26-075 Policies: To consider revisions:

a. Code of Conduct
b. Equality & Diversity Policy

C26-076 Confidential Matters: To resolve 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. To consider complaint received.

C25-077 Councillors' reports and items for future agendas: To report minor matters of information not included elsewhere on the agenda or raise items for future agendas.

C25-078 Action Log: To report progress on items:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
✓ Website updated with events	Clerk/CFO
* Dog Responsibilities – signage	Clerk
* CBC&SC Dartboard proposal in June	Clerk
* Toilet Facilities	Clerk/WP
✓TRO around St M&Ms school	Clerk
✓Dog poo stencil	Clerk

C26-079 Meeting Schedule: To confirm meetings.

Full Council (Pavilion)	24th Jun, 29th Jul, 30th Sep
Leisure Services Committee (Lounge)	10th Jun, *9th Sep*, 14th Oct
Finance and General Purposes Committee (Lounge)	15th Jul, 16th Sep
Staffing Committee: (Council Office 3pm)	9th Jul, 22nd Oct
Civic Service (6:30pm St M&M's Church)	7th Jun
Party in the Park (12-5)	27th Jun