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

MINUTES OF THE FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 29TH JULY 2026 AT 7:00PM

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

Action

C26-099 **Welcome:** Cllr. P Allen welcomed all to the meeting

C26-100 **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. D Pearce & Cllr. J Ward.

C26-101 **Declarations of Interests & Dispensations:** The Clerk reported that advice will be sought from councillors in C26-107a on a matter concerning Castle Bromwich Lions Football Club which will be dealt with under delegated authority. Cllr. S Beechey declared a non-pecuniary interest in this discussion as Treasurer of Castle Bromwich Lions Football Club. A dispensation is not necessary.

C26-102 **Public Question Time:**
Apologies were received from SMBC Cllr. Alan Feeney.
Members of the public spoke:
- To say that Party in the Park was fantastic, albeit that traffic was chaotic on local roads.
- That, since signage has gone up, the issue of dogs on leads has been debated on social media but hopefully people will start complying and understand the necessary safety measure.
- To raise the issue of car crime in the wider area. The individual was directed to Highways for a specific request relating to parking areas on verges. The Clerk was directed to share contact details of the Kingshurst & Smith's Wood Borough Councillors and SMBC Highways.

SMBC Cllr. Chris Whelan updated on borough councillors' efforts against fly-tipping and graffiti.

C26-103 **Minutes:**
RESOLVED: The minutes of the Parish Council meeting held on Wednesday 24th June 2026 were agreed as a true record of the meeting by those who had been present.

C26-104 **Finance and General Purposes Committee**:

a. The minutes of the committee meeting held on 15th July 2026 were noted.

b. Payment run 2026-07-29 was considered.

RESOLVED:

- That payment run 2026-07-29 be approved. (att p5)
- That a payment of £521.29 (inc VAT) be made to Proludic Ltd for replacement seats and accessories for the toddler playground dual swing, upon receipt of invoice.

c. **Electricity Supply 2028-2032:** It was noted that the Council is on a fixed tariff for electricity to 30/05/28 and that non-commodity costs, unless mandated by additional government levies, are also fixed. A proposal for a fixed tariff for electricity from 01.06.28-30.03.32 was considered carefully. It was noted that there is potential for energy costs to fall but, having reviewed trends on historical data, it was felt prudent to fix at an affordable tariff.

RESOLVED: That the Council's broker "Northern Gas & Power" be instructed to enter into a fixed-term contract 01.06.2028-31.05.2032 with Corona Energy at the below costs. ***slight decreases were secured after the meeting shown as "revised" price.*

Meter	Standing Charge p/m	Agreed Price	Revised Price
1412427151005 Pavilion	£247.59	26.9567 p/kWh	26.8247 p/kWh
1411227151002 Council Office	£30.87	26.9567 p/kWh	26.8247 p/kWh
1424134100009 Day	£262.59	27.1117 p/kWh	26.9512 p/kWh
Arden Hall Night		22.5727 p/kWh	22.3872 p/kWh

d. **Planning & Licensing:** It was noted that an appeal has been received for the planning application at 282 Bradford Rd PL/2026/00880/MINFHO. The following comment was agreed.

Reference	Address	Proposal
PL/2026/01357/ MINFHO	108 Marlborough Road Castle Bromwich Solihull B36 0EL	Single storey rear extension and garage conversion.
Castle Bromwich Parish Council has no objection to the changes at the rear of the property, subject to neighbours' comment. Removing the integral garage at the front of the house will negatively impact the street-scene. As per P15i & P16ii of the Local Plan, removing the garage will remove the distinctiveness of this estate of semi-detached houses with integral garages in a mature suburban area.		

C26-105 **Leisure Services Committee:**

a. **Party in the Park:** General feedback has been excellent, with specific mention for the performances. It was noted that a new "income" budget heading for Party in the Park had been created but that some of the income for the 2026 event had been received in the 2025-26 financial year. A report on profit & loss for the day was considered. It was noted that running the bar in-house was successful as it had allowed the event to break even. (profit of £181.86). Staff were praised for their hard work. It was noted that the bar tent had been borrowed from the scouts (after the council's newly purchased bar tent broke when putting up) which had also been broken. The tug of war rope borrowed from the cricket club had also been broken at the event. It was accepted that the Council should replace these items and an insurance claim should be investigated once costs are known.

b. **Agreement with Castle Bromwich Cricket and Sports Club:** It was noted that payments are up-to-date and the Clerk reported on working well with the club. It was agreed that the trial for glassware outside could be continued.

c. **Requests from Castle Bromwich Cricket and Sports Club:**
Removable Dartboard: The proposal for a dart board, with floor and screen protection, which could be removed at the end of each hire session was considered. It was noted that it wouldn't be possible to fix damage to the floor, therefore full use of the protective measures would be expected.
RESOLVED: That a removeable dartboard solution could be trialled, that any damage should be reported immediately, that it is removed from the function room at the end of each session and that the Clerk report back on the trial at the end of September.
Structural Changes to the Pavilion to accommodate a pool table: A proposal to install a lintel in a wall to create a door leading from the Pavilion Function room to a changing room, to accommodate a pool table was considered. It was noted that the cavity wall is 1ft thick, that considerable expense had been incurred in renovation, that the cricket club doesn't have exclusive use of the changing room but that this would mean the competitive pool teams wouldn't be able to use the Pavilion as a home venue.
RESOLVED: That permission be declined for structural changes to the building to accommodate a pool table.

d. **Structural Survey on rear car park fence:** The structural survey of the boundary steel fencing in the rear car park was considered. It was noted that the leaning sections are likely due to long-term rotation and deterioration of the supporting post foundations below ground level, but that there is no immediate requirement to replace the whole fence. It was agreed that the works should be included on the 2027-28 budget.

e. **Hire Charges from 1st April 2027:** It was noted that increases to hire charges in previous years have been kept to a minimum but that increases to operating costs were significant. It was also noted that the Pavilion rates were too low to make hiring it out for parties viable (e.g. a 4-hour party on a Sunday is £123.60 in the Windsor Room and £72.12 in the Pavilion but with resident discounts it becomes £98.88 vs £57.70). It was noted that there is no weekend function rate in the Pavilion as an accommodation mainly for the cricket club but which also applies transparently to all hirers. Discounts of 20% for community hirers and residents, 10% for regular business hirers should remain.
RESOLVED: That hire charges from 1st April 2027 be increased by 4% and that the newly renovated Pavilion should mirror the hourly rate in the Windsor Room, but without function rates being applied. (revised charges attached at pp6-8)

C26-106 **Staffing Committee:** The minutes of the meeting held on Thursday 8th July were noted.

C26-107 **Council Office:**

a. The Clerk reported on council business.

- The pulley system on the flagpole is broken and will be replaced.
- The Chair's Charity Quiz will be held on September 25th.
- Heritage Open Day will be held on September 13th
- MacMillan coffee morning will be held on September 19th.
- Arrangements will be made with CBC&SC for a high-level slimline trophy cabinet in the corridor leading to the Pavilion Function Room.
- Toilet facilities for sports teams will require planning permission.
- Solihull Borough Councillors' surgery will be held on the 1st Monday of the month 3-5pm at Castle Bromwich Library.
- Castle Bromwich Lions Football Club has requested that season pitch hire be paid in 2 equal instalments in September and January. It was noted that pitch hire must be paid in advance or is subject to VAT. The Clerk requested advice on what a suitable arrangement would be and gave examples of current arrangements with other teams. It was recommended that the Clerk should offer 3 instalments 31st Aug, 30th Sep, 31st Oct but that non-payment would result in pitches being unavailable from 7th November.
- There will be a temporary road closure from 12th – 14th August on Green Lane from Tomlinson Road to Lanchester Way for the installation of a new raised Zebra crossing.
- That complaints have been made to Panda Recycling about the service levels on the waste contract. As part of the resolution, reduced rates have been offered, which the Clerk was authorised to accept, contingent on receiving satisfactory resolution.

- It was reiterated that, following recent events, Castle Bromwich Parish Council has a zero-tolerance policy on drugs which will be advertised.

b. **Correspondence with Residents:**

- Praise has been received about the standard of maintenance at Bradford Gardens.
- A complaint about the disturbance from weddings at Castle Bromwich Hall Hotel has been redirected.
- A complaint was received by a member of the public who felt that restricting parking to blue badge holders for Party in the Park is discriminatory to able-bodied motorists. The Council has no plans to change the parking policy.

C26-108 **CCTV Policy:** The Clerk was directed on revisions needed to a template policy which will be presented to a future meeting. 1.

C26-109 **Confidential Matters:**
RESOLVED: That the meeting be closed 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. **Staffing Matter:** A high-level overview of a current matter was given to the Council. The Clerk was directed to obtain advice on what level of detail may be shared. 2.

b. **Incident on 20th June 2026:** An update was given on an incident involving a member of Castle Bromwich Cricket and Sports Club which has been reported to the police. CBC&SC's investigation of the matter and subsequent outcome was considered.
RESOLVED: That disappointment be expressed to the club regarding the outcome and a request be made for it to be reviewed. This matter is considered gross misconduct, bringing the club into disrepute.

C26-110 **Councillors' reports:** Cllr. P Allen reported on:

- Attending the Castle Bromwich Hall Gardens Trust AGM after Party in the Park on 27th June. Oliver Pickering has taken over as Chief Executive but the retiring CEO will be handing over until the end of September.
- Attending CBJS's Yr 6 production of "We're All in This Together" which was excellent.
- Presenting 'Characters' Silver and Gold awards at Park Hall Academy on 3rd July.
- Attending the Mayor's Civic Service with Cllr. A Haywood on 12th July.

C26-111 **Action Log:** Updates were given:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
* Toilet Facilities	Clerk/WP
1. CCTV policy	Clerk
2. Advice on staffing matter	Clerk

C26-112 **Meeting Schedule:** Upcoming meetings:
(7pm Spencer Hall unless specified)

Full Council	30th Sep, 28th Oct, 25th Nov
Leisure Services Committee	*9th Sep***, 14th Oct
Finance and General Purposes Committee	16th Sep, 11th Nov
Staffing Committee: (Council Office 3pm)	22nd Oct

***additional meeting will only be held if there is urgent business.*

This meeting ended at 8:44pm.

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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 - approval list

Start of year 01/04/26

Payment Run 2026-07-29

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
5380		£368.30	£61.38	£306.92	04/07/26	Horizon Soft Drinks Ltd - Bar Order for delivery 10th July	
5381		£38.94	£1.85	£37.09	14/07/26	ESPO - Gas Supply @ Council Office 31/05/26-30/06/26	
5382		£108.36	£5.16	£103.20	14/07/26	ESPO - Gas Supply @ Arden Hall 31/05/26-30/06/26	
5388		£203.70	£33.95	£169.75	06/07/26	PB Sports - Staff Uniform 06.07.26	
5390		£73.00	£0.00	£73.00	15/07/26	U3A - Grant Funding approved F26-050 for £50 donation to Blood Bikes for speaker and £23 for a wreath for Remembrance.	
5391		£1,320.00	£220.00	£1,100.00	27/07/26	RH Electrical Services - Windsor Room Lights - Replace 9x600x600 surfacelight fittings with LED units - Replace 10x recessed spot lights for LED recessed JCC 3/5 watt units - Replace Faulty Switch - Replace recessed fluorescent luminaire for a LED bulkhead for Windsor room entrance	
5392		£302.45	£50.41	£252.04	17/07/26	Horizon Soft Drinks Ltd - Bar delivery 17th July	
5393		£215.45	£35.91	£179.54	01/07/26	SMBC - Pav Cleaning Materials	
5394		£168.57	£28.09	£140.48	01/07/26	SMBC - AH Cleaning Materials and First Aid	
5395		£34.99	£0.00	£34.99	28/07/26	Costco Wholesale UK Limited - EXP DB: New work boots	
Total		£2,833.76	£436.75	£2,397.01			

Signature G M Burgess Signature P.S.

Date 29/07/26

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Hire Charges 2027

All Castle Bromwich Parish Council Facilities

These rates apply to all bookings from 1st April 2027.

Please note:

- A music licence fee may be levied (private functions are exempt).
- A deposit of £50 (or payment in full if the hire charge is less than £50) is required to secure your booking.
- A £200 refundable Hire Bond for peak hire and £50 for off-peak hire needs to be paid with the balance of the hire charge 8 weeks prior to the booking.
- Additional hours to function sessions will be charged at the hourly rate.
- Friday & Saturday functions that run over 6pm will be charged at the evening function rate.
- A licensed bar can be arranged at a flat fee of £26.78. (excluding evening function sessions, where it will be provided free of charge on request)
- If the bar is open, all beverages must be bought through the bar. This includes all alcohol and soft drinks (pop, squash, tea/coffee etc.)
- Discounts do not apply to the Committee Rooms or storage.
- The minimum hire session is 2 hours mid-week and 4 hours at the weekend.
- Regular hirers may book the Committee Rooms for a 1-hour period for meetings, subject to the building already being open.
- Please note that the capacity of the rooms given is the maximum for fire regulations and must be adhered to. You may find that the comfortable capacity of the room is much lower depending on how tables/chairs are laid out. Please ask staff for their advice when booking.
- Proof of residency within the Castle Bromwich Parish is expected for resident discount. This can include utility bills, ID, bank statements, polling card, etc.

DISCOUNTS (except Committee Room)

Resident in Castle Bromwich Parish	20%
Charity/Non-profit/Community	20%
Regular Business Hirer (38 weeks +)	10%

Committee Rooms 1 & 2

Hourly rate of £10.40 – no discounted rate

Spencer Lounge

Weekday hourly rate £18.75
4-hour Session (valid Saturday before 6pm & Sunday any time) – £112.48
Evening Session Friday 6pm to close– £139.26
Evening Session Saturday 6pm to close – £160.68

Windsor Room

Weekday hourly rate £21.42
4-hour Session (valid Saturday before 6pm & Sunday any time) – £128.54
Evening Session Friday 6pm to close– £182.10
Evening Session Saturday 6pm to close – £203.53

Spencer Hall

Weekday hourly rate £26.78
4-hour Session (valid Saturday before 6pm & Sunday any time) – £160.68
Evening Session Friday 6pm to close– £219.60
Evening Session Saturday 6pm to close – £316.00

(This room is suitable for a bouncy castle)

Pavilion Clubroom

Hourly rate £21.42

Dance Studios

£843.58 per month (excluding August)

Additional Charges

Q-Build	£260 (inc VAT)
Bar Facility	£26.78
Tea & Coffee Package (not available with bar)	£1.50 a head; minimum £45
2 x Dressing Rooms (flat rate during show week)	£104
Commercial Vendor Pitch (no electrical hook-up inc bouncy castle for events)	£62.40
Monthly vendor pitch	£208
Event Pitch Fee	£114.40
Pitch fee for hirer (i.e. food van; no electrical hook-up)	£37.49

Storage (per month unless specified)

Small storage box in Arden Hall	£5.20
Large storage box in Arden Hall	£10.40
Outdoor Large storage box	£10.40
Bespoke Storage Solution	£21.42
Storage Room/Cellar/Bar in Pavilion	£21.42
Small Garage	£24.11
Large Garage	£26.78
¾ Theatre Workshop	£53.56

Sports Pitches/Courts

Cricket	Season	Local Team, 1 match per fortnight	£551.67
Cricket	Season	External Team, 1 match per fortnight	£1322.93
Cricket	Season	Local Club unlimited use	£2206.67
Cricket	Casual	1 additional match Contracted Team	£64.27
Cricket	Casual	1 match External Team	£123.19
Cricket	Casual	1 match Junior Team	£34.28
Football	Season	Local Adult Team, 1 match per fortnight	£1215.81
Football	Season	External Adult Team, 1 match per fortnight	£1658.80
Football	Season	Junior Team, 1 match per fortnight	£551.67
Football	Season	Junior Football Club, up to 10 teams	£2206.67
Football	Casual	Adult per match	£117.83
Football	Casual	Junior per match	£34.28
Tennis	Casual	Per hour	£5.20

Local Team Rates apply where 51% or more of the Playing Members live in the Civil Parish of Castle Bromwich. Junior Rates apply to 16 years and under