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. M McCarthy, Cllr. D Pearce, Cllr. J Riordan, Cllr. J Ward + 6 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 28TH OCTOBER 2026 AT 7:00PM

Members Present:	Cllr. P Allen (Chair), Cllr. S Beechey, Cllr. K Ahmed, Cllr. J MacDonald, Cllr. M McCarthy & Cllr. D Pearce
Guests in Attendance:	None
Public in Attendance:	Seven
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

Action

C26-127 **Welcome:** Cllr. P Allen welcomed all to the meeting

C26-128 **Councillors:** The co-option of Martin McCarthy was considered.
RESOLVED: That Martin McCarthy be co-opted to Beechcroft ward. The Declaration of Acceptance of Office form was signed and Cllr. M McCarthy took part in the meeting.

C26-129 **Apologies for Absence**: Apologies were noted from Cllr. A Haywood, Cllr. J Riordan & Cllr. J Ward.

C26-130 **Declarations of Interests & Dispensations:** None.

C26-131 **Public Question Time:**
Members of the public spoke:

- To ask why the posts at Bradford Gardens have been re-painted. It was explained that some have been replaced but others have been treated for uniformity with the work done in-house.
- To volunteer assistance in developing the neighbourhood plan. The Clerk will be in touch to discuss options.
- To ask why regular hirers don't pay bonds to avoid penalty charges being contested. It was agreed to consider this. 1.
- To enquire about the scope of the boundary fence at Hob Farm, which was more limited than anticipated.
- Ethan Potter introduced himself as a local resident who will be standing in the by-election for Borough Councillors.

C26-132 **Minutes:**
RESOLVED: The minutes of the Parish Council meeting held on Wednesday 30th September 2026 were agreed as a true record of the meeting by those who had been present.

C26-133 **Finance and General Purposes Committee**:

a. The Q2 2026-27 Internal Control Check was noted. (att pp5-7)
b. It was agreed that 2no type 'B' wreaths were needed for this year's Remembrance.
RESOLVED: That a cheque of £46 be written to Royal British Legion.
c. Payment runs 2026-10-28a and b (PitchPower) were considered.
RESOLVED: That payment runs 2026-10-28a and b (PitchPower) be approved. (att p8-9)
d. **Planning & Licensing:**
i. The pre-application advice on a proposed base station installation upgrade at 15 Water Orton Road was considered with no comment necessary.
ii. The following comments were agreed.

Reference	Address	Proposal
PL/2026/01825/ MINFHO	5 Delamere Close Castle Bromwich Solihull B36 9TW	Demolition of existing conservatory and construction of single storey rear extension to form open-plan kitchen-diner.
No objection, subject to neighbours' comment and compliance with regulations.		
PL/2026/01869/ MINFHO	11 Neville Road Castle Bromwich Solihull B36 9HP	Single storey front and side extension
Castle Bromwich Parish Council expects any approval given to specify that the garage door, as seen in the proposed elevations, will be retained. If the garage door is to be removed, which we believe will negatively affect the streetscene, we would appreciate Officers confirming compliance with guidelines and no detriment to the streetscene. Subject to neighbours' comment and compliance with regulations.		

C26-134 **Leisure Services Committee:**

a. The minutes of the meeting held on Wednesday 14th October were noted; it was also noted that the cavity wall insulation has not yet been progressed due to a query on the specification.
b. **Toilet Facilities:** The Clerk reported on solutions for providing toilet facilities for sports teams. A project managed solution for converting the Theatre Workshop was estimated to be £40k; an in-house managed conversion of the Theatre Workshop at £30k and providing welfare units installed in the park was estimated at £20k. Costings for renovating the shower room were noted.
RESOLVED:
- That the welfare unit option be progressed for toilet facilities for sports teams at a budget cost of £20,000 with ¾ funded from OSP4240 and ¼ from OSP4170 budgets.
- That provision of £55,000 be made in the 2027-28 budget for renovating the shower room in the Pavilion.

c. **Fencing at Hob Farm:** It was noted that the palisade fence only covers the boundary with 35 Selworthy Road and not 33. It was agreed that the palisade fence should be extended to protect the entrance to Hob Farm with work done in-house.
d. **CBC&SC Fireworks Event:** It was noted that insurance had now been secured for the event.
RESOLVED: That permission be given to Castle Bromwich Cricket and Sports Club for a members' fireworks event on Friday 6th November in Arden Hall park subject to litter/waste being removed and a generator not being used by food vans.
e. **CBC&SC Requests:** The cricket club has requested:
- That the decision to not grant permission for a 6ft coin operated pool table to remain permanently in the Pavilion Function Room be reviewed.
- Financial assistance as the bar is unable to cover overheads due to a lack of members.

RESOLVED:

- That permission has already been given for a dart board and pool table which can be used during hired sessions and removed from the room. The decision on accommodating a permanent pool table in the function room will not be reviewed as it will limit other hirers and encroach on a newly-renovated community space.
- That, while the pressures on hospitality are understood, the club already receives a discounted hiring rate and precept should not be used to provide financial assistance to a members' only bar facility.

C26-135 **Staffing Committee:** The minutes of the meeting held on Thursday 22nd October were noted.

C26-136 **Council Office:**

a. The Clerk reported on progress with CiLCA training and the workload demand of creating the portfolio which is relevant to the day-to-day work of the Council. Councillors were requested to continue efforts to bring in new councillors.
Overnight road closures on Chester Road for resurfacing were noted as below:
09/11-10/11 from Hazelhurst Road to the Service Road.
10/11-12/11 from Over Green Drive to the roundabout with Buckingham Rd
12/11-16/11 from Over Green Drive to Windward Way

b. It was noted that all borough councillors for Castle Bromwich ward have resigned and a by-election has been called for 26th November.

c. **WALC AGM:** Cllr. J MacDonald will attend the AGM on Tuesday 24th November at 6pm on Zoom.
RESOLVED: That Cllr. J MacDonald be delegated authority to vote on the appointment of chair, vice-chair and subscription increases on behalf of the council.

d. **HS2 Air Quality Report:** The recent report was noted.

e. **Neighbourhood Plan:** It was noted that Castle Bromwich Society had submitted a first draft of a new Neighbourhood Plan. The response from SMBC was that it should be cross-referenced against the NPPF and Local Plan for conformity, that the plan should be submitted by the parish council and that a neighbourhood area must first be defined. The Clerk was directed to ask for further clarification on timescales, how a neighbourhood area can be specified, further advice on revisions and responsibilities. 2.

f. **Correspondence with Residents:** Nothing specific to report.

C26-137 **Policies:** The following policies were considered.

a. Pension Discretion Policy
RESOLVED: That the existing policy (as published online) be re-approved with no amendments.

b. Grant Awarding Policy
RESOLVED: That the existing policy (as published online) be re-approved with no amendments.

c. Accessibility Statement for Website
RESOLVED: That the Accessibility Statement be adopted (attached at pp10-12).

d. Biodiversity Policy: It was noted that an action plan to supplement the policy is needed. 3.
RESOLVED: That the policy be adopted. (attached at pp13-15)

C26-138 **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. **Advice on confidentiality:** Advice from WALC regarding the confidentiality of staffing matters and that individual councillors do not have an automatic right to information was noted. Information should be shared through appropriately delegated channels to ensure proper decision-making whilst maintaining confidentiality.

C26-139 **Councillors' reports:** None.

C26-140 **Action Log:** Updates were given:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
* Toilet Facilities	Clerk/WP
* Dartboard trial (Dec)	Clerk
✓Advice on staffing matter (NALC)	Clerk
1. Bonds for regular hirers	LSC
2. Neighbourhood Plan	Clerk/WP
3. Biodiversity Action Plan	Clerk/WP

C26-141 **Meeting Schedule:**

a. Upcoming meetings 7pm Spencer Hall unless specified

Full Council	25th Nov, 16th Dec, 27th Jan
Leisure Services Committee	9th Dec, 10th Feb
Finance and General Purposes Committee	11th Nov, 13th Jan
Staffing Committee: (Council Office 3pm)	7th Jan

**potential budget meeting on Wed 13th or 20th Jan, depending on working party progress.

This meeting ended at 8:25pm.

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

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Quarterly Internal Control Check List

Councillors 1 A HAYWOOD 2 _____ 3 _____

Date of Internal Control Check 14/10/2026

Documents	YES	NO	N/A	Actions/Issues/Comments
Arden Hall Finance Controls				
Hall Record of Income sheets checked against booking system.	✓			All checked
Aged Debtors report up to date with relevant details e.g dates of future events or emails of correspondence.	✓			Checked - All up to Date etc.
Petty Cash transactions – receipts & report in line with Council Policy	✓			Petty cash BACK in office — £100 + £150 PRE — approval by Council
Refundable Deposits – clear audit trail and up-to-date	✓			investigated 7499 - Okay
Bar Finance Controls				
Bar Record of Income sheets checked against till receipts/bar trading analysis	✓			All explained -
External Stock take completed	✓			1ST OCTOBER - MARK Hopkins - all agreed
Council Office Finance Controls				
Precept received and receipted	✓			7 Sept received £211,934.
Appropriate Accounting records TEST EXAMPLE 1	✓			R7639 YC - all checked

Appropriate Accounting records TEST EXAMPLE 2	✓			ACE UK every other Week – 2 FRIDAYS R7736 –
Cashbook up-to-date	✓			All Approved - TRAIL fine
VAT reclaimed				Quarterly – 9-10-26 F9401 11 - Claimed Nov.
Working within budget	✓			F26059 & - No Action -
Review of Council Policies- are they up to date?	✓			
Website – Agendas, Minutes & Expenditure over £500 up to date	✓			All TRANSparent – easy Navigate
Staff wages, HMRC, Pensions transactions,	✓			
Bank Reconciliations with Bank Statements – Signed/Approved for Quarter	✓			July + August – AEH - OCTOBER 2026 Complete
Asset register- Updated/Amended	✓			F26063 – END of August 2026
Risk Register available to be checked	✓			F26062 – EACH Meeting update Tab
Reserves in line with Policy	✓			250 = 0% precept – General Budget £23,634
Insurance documents up to date and on display in relevant places	✓			Public Liability – ON Foyer
Grants awarded – Minute number and bank transfer evidence			✓	
Staffing				
Staff employment contracts (new staff) Seen and signed	✓		N/A	An Slightly Difference – NALC Model – goes through Peninsula
Staff payment supporting documents e.g timesheets	✓			
Staff performance management process Appraisals taken place and recorded		✓		ON going
Staffing Policies inc Health and Safety up to date and relevant	✓			STAFF HANDBOOK is in progress.

Staff training- records seen	✓			IN PROCESS FOR E-LEARING CAR DRIVER FOR BUSINESS
Auditing				
Copy of previous Quarterly internal Audit	✓			
Previous actions/issues/comments actioned – Evidence supplied			N/A	
Last years internal and external audit actions being actioned- evidence supplied	✓			ADVICE given to BREAKDOWN CREDITORS & DEBTORS on all Spreadsheets - All MINUTES

Signed: ....

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

Payment Run 2026-10-28 B Pitch Power

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
5322		-£232.80	-£38.80	-£194.00	-£232.80	02/07/26	26-06-395	Fairways Contracting Ltd - Credit Note Against 26-05-367 Selective Weedkill as per original quote	
5621		£1,788.00	£298.00	£1,490.00	£1,788.00	12/10/26	26-10-342	Fairways Contracting Ltd - Scarification - AH Football Pitches	
5650		£7,140.00	£1,190.00	£5,950.00	£7,140.00	15/10/26	26-10-341	Fairways Contracting Ltd - Pitch Power: Arden Hall Overseeding pitches 1-5	
5633		-£232.80	-£38.80	-£194.00	-£232.80	16/10/26	26-10-372	Fairways Contracting Ltd - Credit Note - Overcharged amount on Ardne Hall Scarification	
5634		-£931.20	-£155.20	-£776.00	-£931.20	16/10/26	26-10-371	Fairways Contracting Ltd - Credit Note - Overcharged amount on Arden Hall Overseeding	
Total		£7,531.20	£1,255.20	£6,276.00	£7,531.20				

Signature G M Burgess Signature P. S. C 28.10.2026.

Date 23/10/26

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

Payment Run 2026-10-28 A

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
3451		£5,400.00	£900.00	£4,500.00	£5,400.00	25/06/24	SIN009272R	Proludic Ltd - 5% Retention fee on Junior Playground	
5619		£252.00	£42.00	£210.00	£252.00	04/08/26	102799	Playsafety Limited - Playground Inspections	
5620		£592.07	£98.69	£493.38	£592.07	06/10/26	634344	Horizon Soft Drinks Ltd - Bar Order for Delivery 09/10/26	
5618		£379.00	£0.00	£379.00	£379.00	09/10/26	MEM260906-1	SLCC - Annual Membership Fee	
5624		£24.60	£4.10	£20.50	£24.60	13/10/26	16157	PB Sports - Staff Uniform	
5649		£108.00	£18.00	£90.00	£108.00	13/10/26	1897636323	MZR Drainage - Call out for blockage in Pavilion Toilets	
5631		£38.18	£1.82	£36.36	£38.18	15/10/26	G1363782	ESPO - Gas Supply @ Council Office 31/08/26-30/09/26	
5632		£108.36	£5.16	£103.20	£108.36	15/10/26	G1363781	ESPO - Gas Supply @ Arden Hall 31/08/26-30/09/26	
Total		£6,902.21	£1,069.77	£5,832.44	£6,902.21				

Signature G M Burgess Signature P.S. Ch 28.10.2026.

Date 23/10/26

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Accessibility Statement for Castle Bromwich Parish Council

Status	Date
Adopted	28th October 2026 C26-137c.

This accessibility statement applies to https://castlebromwichpc.gov.uk.

This website is managed by Castle Bromwich Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including JAWS, NVDA and VoiceOver)

We have made the website text as simple as possible to understand.
AbilityNet has guidance on making your device easier to use if you have a disability.

How accessible this website is

While most of this website is accessible, we know some parts are not fully compliant:

- many older PDF documents are not fully accessible to screen readers
- scanned documents (for example, signed audit notices) cannot be made fully accessible
- some third-party content or embedded tools may not fully meet WCAG 2.2 AA standards

Feedback and contact information

If you need information on this website in a different format such as accessible PDF, large print, audio recording or braille, please contact:

- Email: clerk@castlebromwichpc.gov.uk
- Telephone: 01217476503

We will consider your request and respond within 15 working days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any accessibility problems not listed on this page, or if you think we are not meeting accessibility requirements, please contact:

- Gemma Burgess, Clerk to the Council
- Email: clerk@castlebromwichpc.gov.uk
- Telephone: 01217476503
- Via our contact form.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you are not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

Castle Bromwich Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website aims to meet the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard. It is broadly compliant overall, with a small number of known issues relating mainly to:

- older and scanned PDF documents
- content produced by third parties or embedded tools

These issues will be addressed where possible. For content that cannot be fully remediated, alternative contact methods are provided.

Disproportionate burden

We are not currently claiming disproportionate burden for any accessibility issues.

Content that's not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they are accessible to a screen reader.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services.

Some documents must legally be signed and published as scanned PDFs (such as the annual audit). These are inherently not fully accessible, but we will provide alternative formats on request.

Any new documents we publish will aim to meet accessibility standards unless this is not possible.

What we are doing to improve accessibility

We carry out regular accessibility reviews and ensure that new content added to this website meets WCAG 2.2 AA standards wherever possible.

Preparation of this accessibility statement

This statement was prepared on 27th February, 2026.

This website was last tested on 27th February, 2026 using self-evaluation, following the Government's accessibility checklist and automated tools such as the WAVE Web Accessibility Evaluation Tool.

We tested a sample of key pages, including the home page, contact page, and pages containing documents.

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BIODIVERSITY POLICY

Status	Date
Adopted	28th October 2026 C26-137d

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, ***Castle Bromwich Parish Council*** (hereinafter referred to as CBPC) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of CBPC's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, CBPC will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

Castle Bromwich Parish Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications
- consider what each proposed development might make in terms of biodiversity net gain
- include policies in support of biodiversity within the neighbourhood plan

Land and property management

Castle Bromwich Parish Council will:

- carry out a biodiversity audit of its landholdings
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

Castle Bromwich Parish Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

CBPC will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on ***28th October 2026 C26-137d*** and will be reviewed in two years or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.