

The Parish Council of Hockley Heath

Minutes of the Annual Meeting of Hockley Heath Parish Council held on Thursday 21 May 2026 at 7.00pm in the Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH.

Present: Cllr McDougall, Cllr Batchelor, Cllr Quinton, Cllr Palmer

Clerk: C. Wood

Public Attendees: 3 members of the public were in attendance

Min No.	Item	Action
134 134/1	Election of a Chairman Cllr McDougall was elected Chair of the Parish Council and signed the Declaration of Acceptance of Office for Chairman. Proposed: Cllr Quinton, Seconded: Cllr Palmer	
135 135/1	Election of a Vice Chairman Cllr Quinton was elected Vice Chair of the Parish Council. Proposed: Cllr Palmer, Seconded: Cllr Batchelor	
136 136/1	Apologies for Absence Apologies had been received from Cllr Tomlinson, Cllr Mackiewicz and Saqib Bhatti MP	
137 137/1	Declarations of Interest Cllr Quinton declared she is a treasurer of the Hockley Heath Social Club on a voluntary basis.	
138 138/1	To Receive the following document: The Financial Regulations were reviewed by Councillors; which were approved. Proposed: Cllr Quinton, Seconded: Cllr Batchelor	
139 139/1	To Receive the following document: The Standing Orders were reviewed by Councillors; which were approved. Proposed: Cllr Quinton, Seconded: Cllr Batchelor	
140 140/1	The follow policies were approved: • Hockley Heath Parish Council Risk Management Scheme (subject to amendments to the payroll administration provider and Hinkley and Rugby building society account). • Email privacy notice • Volunteer Role Job Description • Retention of Documents and Records • Sexual and General Harassment • Volunteering • Health and Safety • Equality and Diversity • Disciplinary and Grievance • Lone Workers • Training and Development	

Signed:

Date:

	• Whistle Blowing • CCTV Policy • Complaints Procedure • Social Media • Data Protection UK GDPR • Publication Scheme / Freedom of Information (reviewed in January 2026, no review required) • Accessibility Statement • Safeguarding • Tree and Hedge • IT • Use of Recreation Ground Proposed: Cllr Palmer, Seconded: Cllr Batchelor	
141	Establishment of Committees/Steering Groups & Appointments	
141/1	It was resolved that Cllr Batchelor will act as the representative to the Hockley Heath Environment Committee.	
141/2	It was resolved that all Councillors will act as representatives to the Neighbourhood Plan Steering Group Committee.	
141/3	It was resolved that Cllr Quinton will act as the representative to the Hockley Heath Residents' Association.	
141/4	It was resolved that all councillors will act as the representatives to the Solihull Area Meetings, based on relevance.	
141/5	Representatives to the Employment Committee to be confirmed – it was resolved to defer this item to the June ordinary Parish Council meeting.	Item to be placed on June ordinary Parish Council Meeting Agenda
141/6	All councillors to carry out quarterly bank reconciliation / statement / invoice checks in line with the financial internal controls.	
142	Councillor's Reports	
142/1	None.	

Meeting Closed at 7.15pm

Signed:
Date: