

# The Parish Council of Hockley Heath

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

**Present:** Cllr McDougall (Chair), Cllr Quinton, Cllr Palmer, Cllr Batchelor

**Clerk:** Clare Wood

**Public Attendees:** Approximately 4 members of the public were present

## **1/26 Apologies and Acceptance of Apologies**

1/26.1 Apologies were received from MP Saqib Bhatti, Cllr Tomlinson and Cllr Mackiewicz.

## **2/26 Declarations of Interest**

2/26.1 Cllr Quinton declared she is treasurer of the Hockley Heath Social Club on a voluntary basis.

## **Public Open Forum**

- **SWLP Regulation 19 consultation** – The Regulation 19 consultation does **not** include the SG24 sites that were previously identified in earlier stages of the South Warwickshire Local Plan.
- **Dogs off lead and access to play areas** – Existing dogs-on-lead signage in the Recreation Ground has had limited success, with many dogs still off lead. A gap in the hedging allows dogs to access the toddler area, and dogs continue to be seen inside the fenced children's play area despite "no dogs allowed" signage. Additional signage is required.

**Action: Clerk to order signage for inside Children's play area advising dogs not permitted.**

**Action: Clerk to request Council's approved contractor to install fencing to keep dogs out of the fenced off children's play area.**

## **3/26 Minutes of the ordinary Parish Council meeting held on Thursday 23 April 2026 and Matters Arising**

3/26.1 It was unanimously resolved that the minutes of the ordinary meeting held on Thursday 23 April 2026 be signed as a true record, the Chair duly signed.

**Proposed: Cllr Quinton, Seconded: Cllr Palmer**

## **4/26 Co-option of Parish Councillor**

4/26.1 One application had been received for the co-opted Parish Councillor vacancy.

4/26.2 Cllr Jones was proposed by Councillor Palmer and seconded by Councillor Quinton. The declaration of acceptance of office was signed in the presence of the Clerk and Cllr Jones was co-opted onto the Parish Council.

**Cllr Jones joined the meeting.**

## **5/26 Planning Applications**

5/26.1 **PL/2025/00879/PPOL – (Planning Committee – 27<sup>th</sup> May 2026)** Outline application with all matters reserved except for access for the erection of up to 99 dwellings, formation of access, infrastructure and open space - Land South Of School Road Hockley Heath Solihull. The Parish Council are to make representation and make a further submission.

**Action: Clerk to advise the Planning Department.**

5/26.2 **Planning Appeal – AP/2026/00007/REF - Planning Inspectorate Hearing scheduled for 23 June 2026 (deadline for additional comments 20 May 2026)**

**PL/2025/01366/PPOL - Land West of Stratford Road**

Outline planning application for up to 80 dwellings and associated infrastructure, with all matters reserved except access including the demolition of 2210 & 2212

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Stratford Road to form new access.

**Action: The deadline for additional comments fell before the date of the meeting. The Clerk submitted the response under delegated authority; Council ratified the submission.**

## **6/26 Football Use and Hire Rates**

6/26.1 The Clerk advised the Council that Birmingham Bohemians, Dynamos and HHFC wish to hire the recreation ground for football activities for 2026/2027.

6/26.2 It was noted that the adult goal post nearest the Pavilion hall is higher one end than the other.

**Action: Clerk to request Council's approved contractor to rectify.**

6/26.3 Birmingham FA will be requested to carry out a visual survey of pitches (previously carried out (Cllr McDougall provided contact details to HHFC representative present at the meeting) by the FA a number of years ago); grant funding is available towards general pitch maintenance, and the Parish Council as the owner of the recreation ground may be eligible to apply for grant funding. An inspection report will be available within 2-3 weeks of the visual survey being carried out.

**Action: Update to follow once the Inspection Report has been received.**

6/26.5 Pitch allocations and hire fees to be agreed in July.

**Action: Item to be placed on July meeting Agenda.**

## **7/26 Hire Request – Recreation Ground for Community Cricket Tournament**

7/26.1 The Council considered the request for hire of the Pavilion hall and Recreation Ground for a community cricket tournament for men, women and children; hire requested on Sunday 28<sup>th</sup> June 2026 from 8am to 6pm.

7/26.2 The Council were in support of the request, subject to receiving the necessary application form, and related documents requested in the Application Form for Use of Recreation Ground and meeting the requirements in the Council's Use of Recreation Ground Policy.

**Proposed: Cllr Quinton, Seconded: Cllr Palmer**

## **8/26 Hire Request – Circus at the Recreation Ground (15-21 June 2026)**

8/26.1 The proposed hirer withdrew the request due to the tight timescales; they may contact the Parish Council should hire be requested in 2027.

## **9/26 Emergency Tree Works**

9/26.1 Council noted the following urgent tree works, carried out under the Scheme of Delegation to the Clerk (with approval from the Chair and Vice Chair) following to separate limb failures on a large oak tree in the Recreation Ground:

- £500.00 (including removal of small holly tree which had come down in the woodland area) – Tuesday 28<sup>th</sup> April 2026
- £450.00 – Wednesday 13<sup>th</sup> May 2026.

**Proposed: Cllr Batchelor, Seconded: Cllr Palmer**

## **10/26 Emergency Drainage Works**

10/26.1 To note the **urgent call-out of Dyno-Rod** to address a blockage in the ladies' toilets, actioned under the Scheme of Delegation to the Clerk with the authority of the Chair.

- £150.00 – 14<sup>th</sup> May 2026

**Proposed: Cllr Quinton, Seconded: Cllr Palmer**

## **11/26 Dead Wood Tree Works Quotations**

11/26.1 Two quotations (£3,920.00 and £3,700.00) had been received for dead wooding of trees in the Recreation Ground.

11/26.2 Given the annual budget approved by the Council for tree works is £4,200.00, the Clerk requested Council's approval to obtain tree survey quotations to ensure all

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trees be assessed and necessary works scheduled in where appropriate.

11/26.3

The Council agreed that no dead wooding of trees would take place; therefore, no quotations were approved and the Clerk to obtain three quotations for tree surveys.

**Action: Tree Survey Quotations to be obtained and placed on June 2026 Agenda**

**12/26**

## **Drainage to footpath near MUGA**

12/26.1

The Council considered options to address drainage issues near the MUGA and agreed a soakaway was the preferred solution, with one contractor providing a quotation.

**Action: Item to be placed on Agenda once two further quotations have been received.**

**13/26**

## **Christmas Light requirements 2026**

13/26.1

The Clerk updated the Council that no repairs were required to the current fixtures, and no new fixtures were requested by Council. The Council approved the quotation of £3,469.00 for the Christmas lights for Christmas 2026.

**Proposed: Cllr Batchelor, Seconded: Cllr Quinton**

**14/26**

## **Parish Councillor Allowances**

14/26.1

No allowances were requested for 2026/2027 by current elected members.

**Proposed: Cllr Quinton, Seconded: Cllr Palmer**

**15/26**

## **Internal Audit**

15/26.1

The Parish Council accepted the independent Internal Audit report for the financial year 2025/2026, prepared by Ruth Mullett. No concerns had been raised.

**16/26**

## **Annual Return for External Auditors (Moore)**

16/26.1

The Parish Council received and approved the Annual Governance Statement for 2025/2026; the Chair and Clerk signed the documentation. The publication dates for inspection of the accounts will be Wednesday 3 June 2026 to Tuesday 14 July 2026.

**Proposed: Cllr Palmer; Seconded: Cllr Quinton**

**17/26**

## **Annual Return for External Auditors (Moore)**

17/26.1

The Parish Council approved the Accounting Statement for 2025/2026; the Responsible Financial Officer and the Chair signed the documentation. The publication dates for inspections of the accounts will be Wednesday 3 June 2026 to Tuesday 14 July 2026.

**Proposed: Cllr Batchelor; Seconded: Cllr Jones**

**18/26**

## **Period for the Exercise of Public Rights**

18/26.1

To note the period for the right to inspect the financial accounts by the public, which commences on Wednesday 3 June 2026, ending on Tuesday 14 July 2026.

**19/26**

## **Commercial Insurance**

19/26.1

The Council reviewed three quotations from Clear Councils, Zurich and Gallagher. The Council accepted the quotation from Zurich (based on a on a 3-year long term undertaking) from 1 June 2026 to 31 May 2029; the premium for the period 1 June 2026 to 31 May 2027 will be £1,577.

**Proposed: Cllr Palmer; Seconded: Cllr Batchelor**

**20/26**

## **Pavilion Lettings Report**

20/26.1

The lettings report on the operation of the Pavilion during April 2026 was received and reviewed by the Parish Council.

**21/26**

## **WALC Job Evaluation**

21/26.1

The Council received the report from WALC noting that most required policies were already in place, and that it is considered best practice for the Council to have a Parish Emergency Plan and Business Continuity Plan in place.

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## 22/26

### Correspondence

22/26.1

**Pump Track (Blythe Valley) enquiry** – Referred to SMBC.

22/26.2

**Report of picket fence installation and removal** – Reported to Highways by Cllr Tomlinson.

22/26.3

**Memorial bench location** – Proposed location agreed.

22/26.4

**St Philips consultation** – Consultation open until 22 May 2026 – date noted.

22/26.5

**SAM meeting notification** – Noted that the next SAM meeting scheduled for 21 July at 7.15pm at the Civic Suite, Solihull Council. Attendees advised not to arrive before 7.00pm due to access restrictions.

22/26.6

**Flag at the War Memorial** – The Parish Council must remain neutral and avoid appearing to support any specific organisation, club or team. Flags requested to be taken down.

## 23/26

### Monthly Finance Report

23/26.1

The Clerk provided a verbal update on the accounts to the end of April 2026, no reports are produced at the end of the first month of the financial year. Council had been emailed end of year bank reconciliation and finance statements in advance of the meeting.

## 24/26

### Finance

24/26.1

The following payments were agreed and approved. It was agreed that Councillors Quinton and McDougall would authorise the payments through the online banking system:

| Main Account                                                                                                                           | Net            | VAT          | Total          |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|----------------|
| Fairways May 2026 grounds maintenance                                                                                                  | £1,467.75      | £293.55      | £1,761.30      |
| Fairways Emergency Tree Works (28 April 2026)                                                                                          | £500.00        | £100.00      | £600.00        |
| Fairways Emergency Tree Works (13 May 2026)                                                                                            | £450.00        | £90.00       | £540.00        |
| Octopus Energy gas and electricity 25/03/26 – 31/03/2026 and 01/04/2026 – 24/04/2026                                                   | £234.15        | £11.71       | £245.86        |
| Lloyds Bank (Unity Trust commercial multi-pay card statement) – includes Pavilion supplies, mobile phone monthly fee, monthly card fee | £179.45        | £35.90       | £218.35        |
| BT Broadband 01/05/2026 – 31/05/2026                                                                                                   | £38.94         | £7.79        | £46.73         |
| Waterplus Statement 07/04/2026 - 07/05/2026                                                                                            | £46.61         | £0.00        | £46.61         |
| J. Campbell cleaning for May 2026                                                                                                      | £250.00        | £0.00        | £250.00        |
| J. Collins security gates for May 2026                                                                                                 | £600.00        | £0.00        | £600.00        |
| Hollywood Home Improvements (supply and fit replacement bench slats)                                                                   | £85.00         | £0.00        | £85.00         |
| Clerks Expenses May 2026 (replacement height restriction barrier lock)                                                                 | £24.99         | £5.00        | £29.99         |
| RH Volunteer Expenses (Fence paint for benches in village)                                                                             | £18.00         | £0.00        | £18.00         |
| <i>Internal Auditor invoice (see below)</i>                                                                                            | <i>£200.00</i> | <i>£0.00</i> | <i>£200.00</i> |
| WALC job evaluation service                                                                                                            | £220.00        | £44.00       | £264.00        |
| TV Licence Annual Payment (DD payment 22/06/2026)                                                                                      | £180.00        | £0.00        | £180.00        |

\* Please note that additional payments may be authorised on the evening following councillors' decisions

An incorrect amount of £200.00 was shown on the agenda for the following payment.

The correct amount, as per the invoice dated 28 April 2026, is now recorded below:

|                          |         |       |         |
|--------------------------|---------|-------|---------|
| Internal Auditor invoice | £300.00 | £0.00 | £300.00 |
|--------------------------|---------|-------|---------|

The following May 2026 payments were confidential to the Parish Council and not published in the agenda or minutes:

|                                                                                                    |
|----------------------------------------------------------------------------------------------------|
| Clerks Salary May 2026                                                                             |
| HMRC May 2026 (to be paid directly to HMRC between 6 <sup>th</sup> and 22 <sup>nd</sup> June 2026) |
| May 2026 NEST pension employer and employee                                                        |

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A salary adjustment was made in April 2026 to correct an underpayment caused by the Standing Order being processed before the amended salary was authorised.

|                                           |
|-------------------------------------------|
| Clerks Salary April (adjustment) - +£0.44 |
|-------------------------------------------|

The bank charges apply monthly:

|                                                                 |       |
|-----------------------------------------------------------------|-------|
| Unity Trust debit card (administered by Lloyds Bank) – as above | £3.00 |
| Unity Trust current account monthly bank fee                    | £7.00 |

**All payments approved.**

**Proposed: Cllr Palmer, Seconded: Cllr Batchelor**

## 25/26

### Councillor's Reports

25/26.1 **Parking near to the junction of School Road** (between Stratford Road and Orchard Road) noted.

25/26.2 **Parking noted near to the One-Stop Shop.**

25/26.3 **Fir trees encroaching onto pavement** – Ongoing obstruction on the Stratford Road between The Wharf Public House and the Co-op. The Clerk has reported this several times; the issue remains unresolved and pedestrians continue to be forced towards the carriageway due to tree growth across the pavement.

25/26.3 NP Steering Group – update at next meeting.

### Action: Item to be placed on June 2026 Agenda

25/26.4 Fencing deteriorated at the rear of the bowls club house and needs replacement.

**Action: Clerk to request Council's approved contractor to replace.**

## 26/26

### Clerk's Report

26/26.1 **Heart of England Grant Funding** – An extension has been granted to use the remaining £287 of funding until 25 October 2026.

26/26.2 **Loan of tables to Lapworth PC** – Lapworth Parish Council borrowed tables from the hall for a community event over the weekend of 9 May 2026.

26/26.3 **Elections held at the Pavilion** – Elections took place on Thursday 7 May; hall hire charge of £420 applied.

26/26.4 **Henley in Bloom planter information** – Information received confirming use of Amberol reservoir planters supported by contracted and volunteer watering, with strong community involvement and local fundraising. HHGC may wish to explore local business or voluntary group support for similar arrangements.

26/26.5 **Quarterly Highways Meetings** – Council asked to consider whether continued attendance at these meetings is beneficial.

26/26.6 **Gardening Club purchases** – Volunteer to purchase 3 bags of compost (£15) and plants/flowers (up to £35) for the large planters in the car park.

26/26.7 **VAT repayment** – VAT repayment of £7,631.35 received on 8 May.

26/26.8 **WALC Clerk Away Day** – Clerk attending WALC Away Day on 29 June, 9am–3pm, Sutton Coldfield. Free event; CPD points awarded.

26/26.9 **Clerk CiLCA qualification progress** – Final unit submitted for assessment; 12 days remaining to complete the qualification.

26/26.10 **Grounds Maintenance Tender** – One company has withdrawn following a site visit. Four companies met with the Clerk and a Councillor on site.

26/26.11 **Fly-tipping update** – Stratford Rural Crime Officers report they have completed evidence gathering for the DPIA and passed it to Streetscene for progression; further action is dependent on them.

26/26.12 **Security Contractor gate locking arrangements** – Gates to be locked at 8.30pm from Friday 22 May 2026.

## 27/26

### Date of Next Meeting

27/26.1 The next meeting of the Parish Council is scheduled for Thursday 18 June 2026 at 7.00pm for the Annual Parish Council Meeting, followed by the ordinary Parish Council meeting at 7.30pm.

## 28/26

**Closed Session (Exclusion of the Press and Public):** Council to resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded due to the confidential nature of the following employment matter:

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28/26.1 **Clerk/RFO Job Evaluation:** Deferred to June meeting.

**Action: Item to be included on the June meeting Agenda**

28/26.2 **TOIL:** Clerks request approved by Council.

**Action: Clerk to advise SALC, the Council's external payroll provider.**

**Meeting Closed at 21:20pm**

DRAFT