

The Parish Council of Hockley Heath

Minutes of the ordinary Hockley Heath Parish Council Meeting held on **Thursday 18 June 2026** at the Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH.

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

Clerk: Clare Wood

Public Attendees: 4 members of the public were present

29/26 Apologies and Acceptance of Apologies

29/26.1 Apologies were received from MP Saqib Bhatti, Cllr Mackiewicz and Cllr Whitehouse.

30/26 Declarations of Interest

30/26.1 Cllr Quinton declared she is treasurer of the Hockley Heath Social Club on a voluntary basis.

31/26 Public Open Forum

31/26.1 Representation by members of the public in relation to the Planning Application (PL/2026/01046/POL).

32/26 Minutes of the annual Hockley Heath Parish Council meeting held on Thursday 21 May 2026

32/26.1 It was unanimously resolved that the minutes of the annual meeting held on Thursday 21 May 2026 be signed as a true record, the Chair duly signed.

Proposed: Cllr Quinton, Seconded: Cllr Palmer

33/26 Minutes of the ordinary Parish Council meeting held on Thursday 21 May 2026 and Matters Arising

33/26.1 It was unanimously resolved that the minutes of the ordinary meeting held on Thursday 21 May 2026 be signed as a true record, the Chair duly signed.

Proposed: Cllr Batchelor, Seconded: Cllr Jones

34/26 Planning Applications

34/26.1 **PL/2026/00960/PIP – Land rear of 2671A and 2673 Stratford Road, Hockley Heath** - Permission in principle for the development of 2 No. detached dwellings and associated garages.

Council resolved to submit no response in relation to this proposal.

34/26.2 **PL/2026/01046/PPOL – Land North of Kineton Lane, Hockley Heath, Solihull** - Outline planning permission (all matters reserved except for site accesses) for employment development (Use Classes E(g)(iii), B2 and B8) with ancillary offices and associated earthworks, infrastructure, open space, landscaping and drainage.

For Council's resolution see Item 35/26.3.

Cllr Mackiewicz joined the meeting for the following item only, to update members on Application PL/2026/01046/PPOL.

35/26 Planning Consultant Quotations

35/26.1 Following the departure of members of the public, Ward Cllr Mackiewicz arrived and provided further information regarding an upcoming infrastructure meeting being held by Solihull Council.

35/26.2 Council considered instructing a planning consultant in relation to planning application PL/2026/01046/POL. Members initially discussed the potential appointment of a planning consultant to support the Council's response to the outline planning application. The Clerk presented a quotation from Urban Vision, having sought quotations from three additional planning consultants who advised they were unable to quote due to workload. Initially Council accepted the Urban Vision quotation at £1,168.00 plus VAT.

The Parish Council of Hockley Heath

- 35/26.3 Members subsequently reconsidered their initial view and agreed that, as the application is currently at outline stage, it would be more appropriate to defer any decision on appointing a planning consultant until such time as a full planning application is submitted, should the proposal progress.
Proposed: Cllr Quinton, Seconded: Cllr Palmer

Cllr Mackiewicz left the meeting.

36/26 Football Use 2026/2027

- 36/26.1 The Clerk advised the Council that Birmingham Bohemians, Dynamos and HHFC wish to hire the recreation ground for football activities for 2026/2027. The Parish Council approved the pitch allocations, subject to confirmation from HHFC regarding the 3v3 pitch placements; hire rates to be determined once the Grounds Maintenance Contractor has been appointed with effect from 1 July 2026.

37/26 King George VI Bowling Club Grant Authorisation

- 37/26.1 The Parish Council approved the grant application made by the King George VI Bowling Club, in the sum of £500.00

Proposed: Cllr Quinton, Seconded: Cllr Palmer

Action: Clerk to formally confirm the approval of the grant and arrange payment.

38/26 Parish Council Website Quotations

- 38/26.1 The Parish Council were provided with three quotations and resolved to appoint Parish Council Websites to build a new website for the Council, at a cost of £749.00, plus additional annual costs for hosting, domain and support.

Proposed: Cllr Quinton, Seconded: Cllr Palmer

Action: Clerk to progress with Parish Council Websites.

39/26 Hockley Heath War Memorial

- 39/26.1 Council discussed the flags recently displayed on the flagpole at the War Memorial. The Clerk had been provided with a list of appropriate dates for flag flying, and this will be forwarded to the member of the Residents Association who currently holds the keys to the flagpole. Members agreed that, if required, the Parish Council will arrange for flags to be raised in future should the Council's adopted schedule not be followed.

Action: Clerk to provide the adopted flag flying list to the member of the Hockley Heath Residents Association.

40/26 Hire Fees – Community Cricket Event at the Recreation Ground

- 40/26.1 The Council approved the hire fees for hire of the Pavilion hall and Recreation Ground from 8.00am to 6.00pm, agreed for Sunday 28th June. The proposed hire costs approved were:

- £262.50 for hall hire
- £200 for hire of the Recreation Ground
- £500 refundable deposit to be paid before the booking is confirmed.

Proposed: Cllr Quinton, Seconded: Cllr Palmer

41/26 Establishment of Employment Committee

- 41/26.1 It was resolved that Cllrs Jones, Palmer and McDougall would be appointed to the Committee. Appointment to the Committee to be confirmed annually at the Annual Parish Council Meeting.

Proposed: Cllr Batchelor, Seconded: Cllr Quinton

- 41/26.2 The Terms of Reference will be reviewed at the first Employment Committee meeting (to be held as and when needed).

42/26 Hockley Heath Neighbourhood Plan

- 42/26.1 Council were provided with an update following the most recent Steering Group

The Parish Council of Hockley Heath

meeting held on Monday 15 June 2026:

- Two new members have joined the Steering Group.
- Business Surveys to be distributed – volunteers from the Council sought to help distribute to Hockley Heath businesses, with an online link available which will be published on the Council's website and Facebook pages.
- Clerk has circulated other "made" and draft Neighbourhood Plans to members to help with drafting policies, aligning them to the results of the Resident Surveys.
- The Steering Group's next meeting to be held on Monday 13 July at 8.00pm.

43/26

43/26.1

Tree Survey Quotations

Three quotations had been received; the Council approved the appointment of KTW Tree Surgeons at a cost of £525.00.

Proposed: Cllr Batchelor, Seconded: Cllr Palmer

44/26

44/26.1

Pavilion Lettings Report

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

45/26

45/26.1

Pavilion Hall Hire Rates

The Parish Council determined that the hall hire rates from the period 1 August 2026 will remain unchanged.

46/26

46/26.1

Correspondence

A member of the public whose property boundary adjoins the Parish Council's car park entrance raised concern about the height of the laurel hedge. The Clerk advised that the hedge will be cut back outside of bird nesting season (from October onwards) in accordance with the Council's adopted Tree and Hedge Policy. Recent fly-tipping on Sadlerswell Lane has been reported to Stratford District Council's Streetscene team. Streetscene have advised that they are progressing matters at this location and will provide an update as soon as possible.

46/26.2

Report from a member of the public who alleged witnessing an illegal activity in the Recreation Ground, who was advised to immediately contact the police.

46/26.3

47/26

47/26.1

Monthly Finance Report

In line with the Statement of Internal Control for Finance for the Parish Council, Councillors were provided with financial reports on the accounts to May 2026.

48/26

48/26.1

Finance

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 June 2026 grounds maintenance	£1,467.75	£293.55	£1,761.30
Fairways BMX track remedials	£430.00	£86.00	£516.00
Octopus Energy gas and electricity 25/04/2026 – 24/05/2026 (DD)	£178.31	£8.92	£187.23
Lloyds Bank (Unity Trust commercial multi-pay card statement) – includes Pavilion supplies, mobile phone monthly fee, monthly card fee (DD)	£399.42	£77.64	£477.06
BT Broadband 01/06/2026 – 30/06/2026 (DD)	£38.94	£7.79	£46.73
Waterplus Statement 07/05/2026 – 07/06/2026 (DD)	£38.61	£0.00	£38.61
Hollywood Home Improvements (Invoice 202617) (repair leak to kitchen sink, replace fencing to rear of Bowls Club, supply new lock for Pavilion hall door (to be fitted at a later date))	£505.00	£0.00	£505.00
Hollywood Home Improvements (Invoice 202618) (fencing in children's play area and level up adult goal	£250.00	£0.00	£250.00

The Parish Council of Hockley Heath

post)			
J. Campbell cleaning for June 2026	£325.00	£0.00	£325.00
J. Collins security gates for June 2026 (SO)	£600.00	£0.00	£600.00
Clerk Expenses June 2026	£22.41	£4.48	£26.89
OnGuard Fire Protection (annual service of fire extinguishers in Pavilion hall)	£101.50	£20.30	£121.80
WALC / NALC Annual Subscription	£688.00	£109.00	£797.00
JB - Drop in Café Expenses	£8.70	£0.00	£8.70
Vale Fire & Security – Annual Service CCTV	£160.00	£32.00	£192.00

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

The following invoices were received after publication of the Agenda, which were approved by Council:

Protec Engineering (new drop bollard locks and keys and car park pothole repairs)	£750.00	£150.00	£900.00
Hollywood Home Improvements (fit wooden baton in Pavilion hall store cupboard and repair sticking fire escape doors)	£110.00	£0.00	£110.00
Minuteman Press (printing of summer newsletter)	£115.00	£0.00	£115.00

An incorrect amount of £200.00 was shown on the May 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 payment was made on Friday 29 May 2026. The Council approved the insurer at the May 2026 meeting, and the insurer required payment prior to the policy start date of 1 June 2026:

Zurich Annual Insurance Premium 1 June 2026 – 31 May 2027	£1,557.81	£0.00	£1,557.81
---	-----------	-------	-----------

The following casual hirer refundable deposit was paid into the Parish Council's account and returned to the hirer following use:

S.P – Deposit for access to Pavilion hall toilets (16 May 2026)	£50.00
---	--------

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

Clerks Salary June 2026
HMRC May 2026 (to be paid directly to HMRC between 6 th and 22 nd June 2026)
May 2026 NEST pension employer and employee

The bank charges apply monthly:

Unity Trust debit card (administered by Lloyds Bank) – as above	£3.00
Unity Trust current account monthly bank fee	£6.77

All payments approved.

Proposed: Cllr Palmer, Seconded: Cllr Batchelor

49/26 Councillor's Reports

49/26.1 Fir trees are overgrown and impeding the safe use of the pavement between The Wharf and the Co-op on the Stratford Road. The Parish Council has reported this issue on several occasions.

Action: Clerk to provide reports to Ward Cllr Tomlinson, who will follow up the outstanding issue with Public Realm.

49/26.2 **Visible police presence in Hockley Heath** – the Clerk confirmed that the Rural Neighbourhood Police team had been invited to and were planning to attend the Environment Committee Meeting being held on Friday 19 June 2026.

49/26.3 **Current poor Parish Council website** – the Council at Item number 38/26 in the minutes, had approved the appointment of a contractor to produce a new Parish Council website.

The Parish Council of Hockley Heath

50/26 Clerk's Report

50/26.1 **CiLCA** - the Clerk has completed the CiLCA qualification. This will support the Council's governance, lawful decision-making and eligibility for the General Power of Competence.

50/26.2 **Quarterly Highways Meeting** – the Next quarterly Highways meeting with Solihull Council is scheduled for Wednesday 22 July at 10.00am.

Action: Clerk to circulate date of meeting to Councillors.

50/26.3 **Birmingham FA inspection of recreation ground** - a Birmingham FA inspection of the Recreation Ground was carried out on Thursday 4 June 2026. The inspection report has been submitted to the Grounds Management Association, who will produce a formal report, expected by the end of June 2026. The report will be valid for 12 months.

50/26.4 **23 June Inspectorate Hearing** - Cllr Batchelor confirmed he will attend the hearing as representative to the Parish Council.

50/26.5 **Quarterly financial checks:** Cllr Palmer to carry out this task.

Action: Clerk to provide Cllr Palmer with bank statements and bank reconciliations for the first quarter of 2026/2027.

50/26.6 **Pavilion hall table storage incident** - a volunteer reported an incident in which tables fell from the storage cupboard, resulting in cuts and bruises. The tables landed on top of the individual, but no further injury was sustained. The Council's contractor has since secured a baton to the floor of the cupboard for the tables to rest against, improving stability and reducing the risk of recurrence, along with a notice being displayed in the cupboard highlighting the risk and safe storage.

51/26 Date of Next Meeting

51/26.1 The next meeting of the Parish Council is scheduled for Thursday 16 July 2026 at 7.00pm.

52/26 Closed Session: Council resolved that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded due to the commercially sensitive nature of the following matter:

52/26.1 **Grounds Maintenance Contractor:** Council resolved to award the Grounds Maintenance Contract for the period 1 July 2026 - 30 June 2029 to the preferred contractor as detailed in the confidential report.

Proposed: Cllr Batchelor, Seconded: Cllr Jones

53/26 Closed Session: Council resolved that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded due to the confidential nature of the following matters:

53/26.1 **Clerk/RFO Job Evaluation:** Council considered and accepted the recommendation contained in the report in relation to the postholders SCP pay point.

Proposed: Cllr Batchelor, Seconded: Cllr Jones

53/26.2 **Clerk/RFO CiLCA qualification:** In accordance with the Clerk's contract of employment, Council resolved that the Clerk should progress by one salary point following successful completion of the CiLCA qualification.

Proposed: Cllr Palmer, Seconded: Cllr Quinton

Meeting Closed at 21:20pm