Bickenhill & Marston Green
PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
Wednesday, 13 May 2026 at 19:15
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

Present:
Cllr Mike Kay – Chairman
Cllr Carole Pearce
Cllr Claire Kelly
Cllr Clive Hill
Cllr Dave Fenlon
Cllr Leigh Trevis
Cllr Mark Noblet
Cllr Paul Powell
Cllr Philip Clover

Clerk: Julie Brennan

Public: 2

ACM 26 - 001 Election of Chairman for 2026/27

Cllr Mike Kay was elected unopposed as Chairman for the Civic Year 2026/27. Cllr Kay signed the Declaration of Acceptance into Office which was countersigned by the Clerk.

Resolved: *that Cllr Mike Kay is elected as Chairman.*

ACM 26 - 002 Election of Vice Chairman for 2026/27

Cllr Mark Noblet was elected unopposed as Vice Chairman for the Civic Year 2026/27. Cllr Noblet signed the Declaration of Acceptance into Office which was countersigned by the Clerk.

Resolved: *that Cllr Mark Noblet is elected as Vice Chairman.*

ACM 26 - 003 Apologies

None.

ACM 26 - 004 Declarations of Interests & Dispensations

None

ACM 26 - 005 To note the minutes of the Annual Parish Council Meeting held on 14 May 2025

It was noted that the minutes from the Annual Parish Council meeting held on 14 May 2025 had been signed as a true and accurate record at the 11 June 2025 Parish Council meeting.

ACM 26 - 006 Appointment of members for each of the Internal Committees and approval of the Terms of Reference

a) Appointment of Members

Members discussed the existing committee structure which it was agreed would remain unchanged save for the Recreation Committee which Cllr Mike Kay asked to join and Cllr Paul Powell asked to be removed. It was agreed that the Website & GOV.UK Domain Working Group would close as it had achieved its objective now the website and email addresses were in place. It was also noted that the Pavilion Working Group would close once the lease was signed and the side letter agreed. No Members expressed an interest in joining the Events

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* LOCAL NATURE ACTION PLAN WORKING GROUP – Cllr Claire Kelly, Cllr Philip Clover, Cllr Clive Hill & Cllr Paul Powell

Working Group.

Emergency Committee: PC Chairman, PC Vice Chairman and Committee Chairmen

Events Working Group: Cllr Paul Powell, Cllr Claire Kelly, Cllr Clive Hill & Cllr Leigh Trevis

F&GP Committee: Cllr Mike Kay, Cllr Mark Noblet, Cllr Clive Hill, Cllr Paul Powell & Cllr Leigh Trevis

Planning Committee: Cllr Mark Noblet, Cllr Clive Hill, Cllr Carole Pearce, Cllr Claire Kelly, Cllr Philip Clover, Cllr Dave Fenlon

Recreation Committee: Cllr Clive Hill, Cllr Carole Pearce, Cllr Leigh Trevis, Cllr Philip Clover & Cllr Mike Kay

Staffing Committee: Cllr Leigh Trevis, Cllr Mike Kay, Cllr Clive Hill, Cllr Carole Pearce & Cllr Dave Fenlon

Pavilion Working Group: Cllr Clive Hill, Cllr Claire Kelly, Cllr Mike Kay and Cllr Philip Clover with Leigh Trevis & Steve Wragg of MGCC

Resolved: *that the Committee structure would remain unchanged save for the changes to the Recreation Committee and the closure of the Website & GOV.UK Working Group.*

b) Terms of Reference for the Committees

The Terms of Reference for each Committee were reviewed and approved.

Resolved: *that all terms of reference were approved.*

ACM 26 - 007 Appointment of members to serve as representative of the Parish Council on Outside Bodies & External Committees

Members reviewed the existing structure and agreed that this would remain unchanged.

Airport: Cllr Mike Kay

Catherine de Barnes Motorway Service Station Liaison Group: Cllr Mike Kay

Castle Hills Solar Farm Community Liaison Group: Cllr Philip Clover

M42 J6: Cllr Philip Clover

Marston Green Village Charitable Trust: Cllr Clive Hill

Parish Hall Trustees: Cllr Clive Hill, Cllr Mark Noblet and Judith Campton

Solihull Area Committee: Cllr Clive Hill, Cllr Leigh Trevis and Cllr Mike Kay

Resolved: *that the existing external committee structure would remain unchanged.*

ACM 26 - 008 To adopt Standing Orders 2026/2027

It was agreed that the part of Standing Order 3i that required Members to stand when speaking (except when a person has a disability or is likely to suffer discomfort) should be removed so that Members were only required to raise their hand.

Resolved: *that, once amended to remove the requirement to stand when speaking, the Standing Orders were adopted.*

ACM 26 - 009 To adopt Financial Regulations 2026/2027

Cllr Mike Kay asked if Members were happy to proceed with the formal adoption of the Financial Regulations. ***Resolved:*** *that the Financial Regulations were adopted.*

ACM 26 - 010 Review of Asset Register 2026/2027

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Cllr Mike Kay noted that staff had checked the assets shown on the register to confirm that they were in the locations shown on the report and asked if members were happy to approve the Asset Register.

Resolved: *that the Asset Register was approved.*

ACM 26 - 011 Approval of the 2026/27 meeting dates for the Parish Council and its Committees

The Parish Council and Committee Meeting dates for 2026/27 were reviewed and approved.

Resolved: *that the Parish Council and Committee Meeting calendar for 2026/2027 was approved.*

ACM 26 - 012 Review of the Bank Mandate and signatures

Members reviewed the existing arrangements noting that the Council held two accounts with the Unity Trust Bank and one, 95 Day deposit account with Redwood Bank. It was agreed that the Deputy Clerk should be given the same full access to the Unity Trust accounts as the Clerk and that Cllr Mike Kay should retain view only access to the Unity Trust accounts.

Members also noted that the current signatories were:

Cllr Clive Hill

Cllr Mike Kay

Cllr Paul Powell

Cllr Mark Noblet

Cllr Claire Kelly

The list of direct debits set up on the Treasury account were noted as:

Allstar (fuel card)

Computer M Ltd T/A (Printerland)

EDF Energy – Electric

EDF Energy – Gas

EDF Energy – Garden of Memory

Go Cardless Ltd (Spoke Telecom)

Information Commissioners Office

SMBC Business Rates (Burial Ground)

Veolia ES UK Ltd

Water Plus

Resolved: *that the banking arrangements were approved and that the Deputy Clerk should be given full access to the Unity Trust accounts.*

Action: *Clerk to change the Deputy Clerk's access rights in the Unity Trust accounts to full access.*

ACM 26 - 013 Year End Bank Reconciliation as at 31 March 2026

The Bank Reconciliation report for the year ending the 31 March 2026 was reviewed and duly noted.

ACM 26 - 014 Review of Risk Assessment

Members reviewed the risk assessment. The Clerk was asked to include information relating to the new barrier at the Recreation Ground, to update the Emergency light testing to a weekly test and to increase the defibrillator testing to monthly.

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Resolved: *that, save for the amendments to the barrier, emergency light testing and defibrillator testing, the Risk Assessment was approved.*

Action item: *Clerk to update the risk assessment to include the barrier and to increase emergency light testing to weekly and defibrillator checks to monthly.*

ACM 26 - 015 Review of Insurance

Members reviewed the insurance policies which included public and employer liability cover via Zurich Municipal and motor insurance with Allianz.

Resolved: *that the insurance policies were approved.*

ACM 26 - 016 Review of subscriptions

Members reviewed the list of subscriptions which included:

Information Commissioner's Office (ICO).

Institute of Cemetery and Crematorium Management (ICCM).

National Association of Local Councils (NALC).

Society of Local Council Clerks (SLCC – Clerk membership).

Warwickshire & West Midlands Association of Local Councils (WALC).

Resolved: *that the subscriptions were approved.*

ACM 26 - 017 Review of expenditure under s137 of the Local Government Act 1972

Members reviewed the list of payments made using s137 of the Local Government Act 1972 which included:

- £400 to St Leonard's Church towards the coach trip to Weston-Super-Mare.
- £250 to Marston Green Garden Club towards the cost of its annual show.
- £415.00 to the Royal British Legion for wreaths used at the Remembrance Sunday event.
- £550 to St Peter's Church, Bickenhill towards the cost of churchyard maintenance.
- £500 to Marston Green Striders & Strollers towards the running costs of the Group.

Resolved: *that the payments made using s137 of the Local Government Act 1972 were approved.*

ACM 26 - 018 To adopt the following procedures and guidelines

All policies listed below were confirmed as reviewed and were approved and adopted.

(a) Accessibility Statement
(b) Biodiversity Policy
(c) Bouncy Castle Safety Requirements
(d) Burial Ground Regulations
(e) CCTV Policy
(f) Child Protection and Safeguarding Policy
(g) Code of Conduct
(h) Complaints Procedure
(i) Copyright LTN39
(j) DATA Protection Policy
(k) Dignity at Work Policy
(l) Disciplinary Procedure
(m) Discretionary Policy
(n) Environment & Sustainability Policy

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(o) Equality & Diversity Policy
(p) Freedom of Information Model Publication Scheme
(q) Grant & Donation Awarding Policy & Application Form
(r) Grievance Procedure
(s) Guidance for Dealing with the Press
(t) Guidance for Funeral Directors
(u) Health and Safety Policy
(v) Internal Controls
(w) IT & Email Policy
(x) Investment Policy
(y) Long Service Award
(z) Memorial Bench Policy & application form
(aa) Memorial Safety Policy
(bb) Privacy Policy
(cc) Procurement Policy
(dd) Retention of Documents Policy
(ee) Sickness Absence Policy
(ff) Sickness Absence Self Certification Form
(gg) Training & Development Policy
(hh) Vexatious Policy
(ii) Volunteer Policy
(jj) Website Privacy Policy & Website Ts & Cs

Resolved: *that the Polices were approved and adopted*

The meeting closed at 19:25

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