

HAMPTON IN ARDEN PARISH COUNCIL MEETING

To be held at The George Fentham Meeting Rooms on
WEDNESDAY 17 SEPTEMBER 2025
AT 7:30pm

AGENDA FOR PARISH COUNCIL MEETING

1. Apologies for Absence.
2. Declarations of Interest.
3. Public Participation.
4. Approval of the Minutes of the last Parish Council Meeting.
5. Matters arising from the above meeting.
6. Polies for Approval

Committee Updates

7. Feedback from Maintenance Committee.
8. Feedback from the Major Infrastructure Committee.
9. Feedback from the Rights of Way and Footway Representative.
10. Feedback from CIL Committee.
11. Feedback from the Communications Committee.
12. Feedback from the Planning Committee.
13. Feedback from the Neighbourhood Plan Working Group.
14. Feedback from the Greener Hampton & Catney Working Group

Other Business

15. Parish Council Representative - George Fentham Trustee Update
16. Solihull Council Streetcare Update to Members
17. Road Closures (Solihull Road and Catherine de Barnes Lane)
18. CCTV (proposal for next steps).
19. Remembrance Sunday – Planning.
20. Hampton in Arden Society – Showcase Event – Planning.
21. Reports from other meetings.
22. Finance:

Quarterly Accounts
Payments
Audit Conclusion

23. Date of next meeting: 19 November 2025.



Mrs Julie Barnes
Clerk & Financial Officer
Hampton in Arden Parish Council

HAMPTON IN ARDEN PARISH COUNCIL

MINUTES

Held at: The Parish Office, Meeting Rooms, Marsh Lane, B92 0AH

On: Wednesday 16 July 2025

Start: 7:30pm

End: 9pm.

PRESENT

Councillors

Cllr Tim Beresford (Chairman)
Cllr Giles Cook (Vice Chairman)
Cllr Cat Sellars
Cllr Peter Green
Cllr John Eccleston
Cllr Dave Cuthbert
Cllr Piers Reid
Cllr Roger Waring

Clerk

Mrs Julie Barnes

Public

4 residents in attendance.

NO.

ACTION

26/25 APOLOGIES FOR ABSENCE

Received and accepted from Cllrs Sandells & Blanch.

26/26 STANDING DECLARATIONS OF INTEREST

- John Eccleston: President of Sports Club. Recreational Trust Trustee.
- Dave Cuthbert: chair of the Catherine de Barnes Residents Association and Trustee of Catherine de Barnes Village Hall.
- Tim Beresford: George Fentham Trustee.

26/27 PUBLIC PARTICIPATION

None.

26/28 APPROVAL OF THE MINUTES OF THE AGM HELD 14 MAY 2025

The draft Minutes taken and prepared by Julie Barnes were **approved as proposed** by Cllr Cuthbert, **seconded** by Cllr Clayson with all members being in favour.

26/29 MATTERS ARISING

25/41 CCTV the clerk confirmed that the landlord has been written to and a response is now awaited.

25/113 Build out Catherine de Barnes. The clerk is seeking an update from Solihull MBC's Highways engineer, Mr Dean Ward as to exactly what alteration work will be undertaken to the build out.

25/113 White Lines. The clerk confirmed that the white lines have now been refreshed.

26/11 Graffiti. The parish council have noted a turn down in recent anti-social behaviour but are continuing to closely monitor the situation. West Midlands Police and the British Transport Police are continuing to assist the parish council.

26/11 Overgrown verges. This remains an ongoing issue. David Turton of Public Realm is working with the parish council. The chair will follow up the issue with Hampton Manor.

TB

26/12 Width restriction sign on Catherine de Barnes Lane. The parish council has been notified that this sign will be in place by the end of July.

26/12 Parking consultation in Catherine de Barnes. The Major Infrastructure Working Group have discussed this issue with Highways engineer, Mr Dean Ward. This remains on Solihull MBC's long-term plan.

26/14 Footpath improvements. The parish council are awaiting a response from Solihull MBC regarding M117 and the partial cutback.

26/30 STANDING ORDERS & FINANCIAL REGULATIONS

Members considered the Standing Orders and Financial Regulations, and it was **agreed as proposed by Cllr Cook** to formally adopt both documents. The proposal was **seconded by Cllr Cuthbert** with all members being in favour.

26/31 TERMS OF REFERENCE APPROVALS

The chair referred to his report circulated in advance noting that all Committees and Working Groups have now agreed their Terms of Reference. **Cllr Eccleston proposed** that the Terms of Reference be formally adopted. **This was seconded by Cllr Reid** with all members being in favour.

26/32 FEEDBACK FROM THE MAINTENANCE COMMITTEE

The chair referred to the Maintenance Committee Minutes circulated in advance. No comments were raised. **The Minutes were proposed as accepted by Cllr Beresford, seconded by Cllr Eccleston.**

26/33 FEEDBACK FROM THE MAJOR INFRASTRUCTURE COMMITTEE

It was **proposed by Cllr Cook** to change this Committee to a Working Group. **This was seconded by Cllr Cuthbert.**

Members were referred to the report with no additional comments upon it.

Cllr Cook updated members on the A4545, confirming it is not yet fully open and that works are likely to continue until year end. Signage issues were discussed, Skanska are aware, and the parish council remains in contact with them.

26/34 FEEDBACK FROM THE RIGHTS OF WAY AND FOOTWAY REPRESENTATIVE

Cllr Waring referred to his report circulated in advance noting in particular his concern over the lack of progress in reinstating footpaths that have fallen into disrepair during the M42 J6 Improvement Scheme. Cllr Cook reminded residents that this did not fall under Skanska's remit and that Solihull MBC were in ongoing communication with National Highways with NH giving their assurance that this work would be undertaken.

It was noted that Solihull MBC had recently undertaken some minor vegetation

clearance to footpath M117, but it was felt by the parish council that it was not sufficient. The clerk confirmed she had returned to Solihull Council and was awaiting their response.

Clerk

26/35 FEEDBACK FROM CIL COMMITTEE

Cllr Green referred to his report circulated in advance. No comments were raised.

26/36 FEEDBACK FROM THE COMMUNICATIONS COMMITTEE

Cllr Sellars formally handed over Village Signage to the Maintenance Committee.

Clerk

Members discussed a possible change to when Newsletters were circulated. Cllr Sellars confirmed that the Committee would discuss that in their next meeting.

CS

Articles were discussed and agreed upon.

ALL

26/37 FEEDBACK FROM THE PLANNING COMMITTEE

Cllr Cuthbert referred members to the Committee Minutes and Planning Reports circulated in advance. Several additional items were noteworthy: -

02987 Oak Farm

The reserved matters application raised concerns over potential land loss impacting the Canoe Club. Following negotiations, Solihull MBC has now earmarked the land, though within the boundary, as non-developable. Layout plans confirm the land will remain for Canoe Club use. CALA has committed to transferring the freehold at the appropriate time. The parish council are pleased with the outcome.

Castle Hills Solar Farm

Councillors recently attended a public roadshow event. Concerns were noted and will be addressed when a formal planning application is submitted. Bickenhill and Marston Green parish councils are working jointly with the parish council on this matter. The Catherine de Barnes Residents Association are also monitoring the situation.

Proposed Development on Old Station Road, Hampton in Arden

Some residents had received information regarding a potential development of 130 homes on Old Station Road. No application has been submitted at this stage; the site is undergoing a pre-application consultation. It was included in the Call for Sites but has not yet been evaluated by Solihull MBC. A parish council meeting with the developers is scheduled for 29/07/2025. The parish council acknowledges residents' concerns and will follow due process, the parish council will keep residents informed.

Mell Square Solihull Phase 1 Development

A response had been submitted. Decision pending.

26/38 FEEDBACK FROM THE NEIGHBOURHOOD PLAN WORKING GROUP

The working group have convened and completed all necessary discussions. The outcomes will now be consolidated into a formal document for submission.

26/39 FEEDBACK FROM THE CLIMATE CHANGE COMMITTEE

It was **proposed by Cllr Waring** that the Committee be changed to a Working Group entitled Greener Hampton & Catney Working Group. **This was seconded by Cllr Beresford.**

Members were referred to the report circulated in advance. The chair provided an overview of the work undertaken by Jane Humphreys and Juliet Mian and thanked them for all their support and work.

Members discussed the groups next steps, and **it was proposed by Cllr Beresford** that the group work towards creating a Local Climate & Nature Plan. **This was seconded by Cllr Reid.**

26/40 APPOINTMENT OF DATA PROTECTION OFFICER

The chair noted the clerk had previously been appointed as Data Protection Officer to the Council and sought members approval to formally ratify that position. **This was proposed by Cllr Sellars and seconded by Cllr Waring.**

26/41 REGULATORY POLICY DOCUMENTATION

Members were asked to consider the Code of Conduct previously adopted in 2021. Members were asked to confirm that they would continue to abide by the terms within the Code of Conduct. **This was proposed by Cllr Sellars, seconded by Cllr Eccleston with all members being in favour.**

26/42 FOR INFORMATION: REMOTE ATTENDANCE GOVT. PAPER

The chair referred to the report circulated in advance. The item was noted.

26/43 HAMPTON IN ARDEN SOCIETY – SHOWCASE EVENT – 24/09/2025

The chair referred to the report circulated in advance. Members agreed it was important for the Council to attend. The clerk will request a table. The chair also asked the clerk to notify both the Conservation Group and Greener Hampton & Catney Working Group.

Clerk

26/44 REQUEST FROM HISTORY GROUP – PARGETTING

Cllr Green provided an overview of the pargetting issue and raised the question of whether there is community support to help address it.

The parish council expressed its view that this is an important matter, noting the heritage value of the building and concerns regarding health and safety, as the pargetting overhangs a pavement on the High Street.

It was agreed that the issue should be raised with the Heritage Officer at Solihull MBC in the first instance. The building is both historic and listed, and appropriate guidance is needed.

Cllr Waring and Green will draft a letter for the clerk to send to the Heritage Officer.

RW/PG/
Clerk

26/45 SCOUT AND GUIDE LEASE CONSIDERATION

The chair referred to his report circulated in advance. It was agreed by members that an appendix could be added to the lease to reflect the change that the Scout and Guide Supporters Association wish to apply. **This was proposed by Cllr Beresford and seconded by Cllr Cuthbert.** The clerk will arrange for all parties to sign an amended appendix document.

Clerk

The chair provided members with a brief update on the Solar Panel installation at the Scout and Guide HQ. The battery for the panels will be situated on the wall located next to the bins.

26/45 CYCLE HIRE SCHEME

The chair referred to his report circulated in advance. **It was proposed by Cllr Cuthbert to not progress this scheme further. This was seconded by Cllr Reid.**

26/46 FENTHAM ROAD COMMUNITY ALLOTMENTS – INSTALLATION OF WATER SUPPLY

The chair referred to his report circulated in advance noting the significant costs that it will cost the parish council to install a water supply at Fentham Road Community Allotments. Cllr Cuthbert requested that funding be investigated via the Airport Community Fund. An application to CIL could also be considered. Before those steps can be taken the chair is going to obtain further quotes to try and reduce the cost impact. Further information will follow.

TB

26/47 REPORTS FROM OTHER MEETINGS

The Council considered a draft consultation regarding the settlement hierarchy, specifically a questionnaire exploring the distinction between a village and a town.

A discussion took place on the characteristics that define a village versus a town, and the relevance of these definitions within the context of the consultation.

It was agreed that the parish council would consider submitting a formal response to the consultation. Further review of the questionnaire will take place before a decision is made.

26/48 FINANCE

The clerk referred members to the financial report circulated in advance. Members were asked to authorise a Debit Card mandate to allow the clerk to have a debit card following Cllr Blomer's resignation. **This was proposed by Cllr Clayson and seconded by Cllr Sellars.**

The quarterly accounts and payments for 3 months ending 30 June 2025 were accepted as **proposed by Cllr Cuthbert seconded by Cllr Eccleston** with all members being in favour.

The clerk provided an overview of up-to-date savings accounts held by the parish council.

26/49 DATES OF NEXT MEETING

parish council Meeting: 17 September 2025

MEETING CLOSED AT 9pm.

Reports detailed in the minutes are attached.

Minutes taken and prepared by Clerk, Julie Barnes

Hampton in Arden Parish Council IT Policy

1. Introduction

Hampton in Arden Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, Clerk, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Hampton in Arden Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Hampton in Arden Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Hampton in Arden Parish Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Hampton in Arden Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Hampton in Arden Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Hampton in Arden Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not

be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Hampton in Arden Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by Hampton in Arden parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Hampton in Arden Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Clerk for investigation and resolution. Report any email-related security incidents or breaches to the Clerk immediately.

13 Training and awareness

Hampton in Arden Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. IT-related enquiries or assistance

Clerk and councillors are responsible for the safety and security of Hampton in Arden Parish Council's IT and email systems. By adhering to this IT and Email Policy, Hampton in Arden Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted on
To be reviewed annual at the Parish Council's AGM.



Mrs Julie Barnes
Clerk & Financial Officer
Hampton in Arden Parish Council



Social Media Policy

1. Purpose

This policy outlines the appropriate use of official Hampton-in-Arden Parish Council social media platforms, such as Facebook or other online community pages. These platforms are used to:

- Share news, updates, and information on Council activities, services, and events.
- Promote community engagement and participation.
- Encourage positive and respectful dialogue within the parish.

2. Scope

This policy applies to all content published on social media platforms operated by the Parish Council and to all users interacting with these platforms.

It complements the Council's broader communications policies and complies with relevant UK legislation, including:

- Data Protection Act 2018 and UK GDPR
- Equality Act 2010
- Local Government Act 1972
- Defamation Act 2013
- Freedom of Information Act 2000
- Relevant codes of conduct and guidance from the Local Government Association (LGA) and NALC

3. Guiding Principles for Engagement

To ensure a productive and respectful environment:

- Be respectful and considerate. Abusive, obscene, discriminatory, or threatening language will not be tolerated.
- Encourage discussion. Reasoned debate is welcome, but personal attacks or targeted criticism of individuals (including councillors or staff) are not permitted.
- Stay on topic. Contributions should relate to the post or topic under discussion.
- Respect privacy. Do not publish personal, sensitive, or confidential information about yourself or others.
- Be lawful. Posts must not break the law, including copyright, defamation, data protection, or incitement laws.
- Avoid spam or promotion. Commercial advertising or political campaigning is not allowed on Council-managed platforms.

4. Monitoring and Moderation

The Council's social media channels are not monitored 24/7.

While we aim to respond to queries where appropriate, users should not use social media to contact the Council for official matters.

For all formal communication, please contact the Parish Clerk directly at:

clerk@hamptoninardenparish.gov.uk or via www.hamptoninardenparish.gov.uk

Posts or comments breaching this policy may be removed without notice.

Users who repeatedly violate the policy may be blocked or banned from the page.

5. Content Removal

Hampton in Arden Parish Council reserves the right to remove any content that:

- Contains obscene, offensive, or discriminatory language.
- Constitutes a personal attack or threat.
- Makes potentially libellous or defamatory statements.
- Violates copyright or intellectual property rights.
- Shares private or confidential information.
- Is irrelevant to the Council or local community matters.
- Advertises products, services, or political content.

6. Legal Disclaimer

The Council is not responsible for the accuracy of user-generated content.

Comments made by the public do not necessarily reflect the views or policies of the Parish Council. All user submissions become public record and may be reused or reproduced by the Council.

The Council is not liable for the content, availability, or privacy practices of Facebook or other third-party platforms.

7. Political and Commercial Neutrality

The Council will not engage in political or commercial promotion via its social media.

Any such content posted by third parties may be removed.

8. Review and Amendments

This policy will be reviewed annually or as necessary to reflect changes in legislation or Council procedures.

The Parish Council reserves the right to amend this policy at any time.

By using or commenting on any Hampton in Arden Parish Council social media platform, users agree to adhere to this policy.

Adopted on
To be reviewed annual at the Parish Council's AGM.



Mrs Julie Barnes
Clerk & Financial Officer
Hampton in Arden Parish Council

Maintenance Report – Prepared for Parish Council Meeting of 17th September 2025

The only issues to report since our last Maintenance Meeting on 11th June 2025 are:

Roads and Footpaths:

Footpaths now form part of a separate report prepared by Cllr Waring.

Waiting on highways regarding request to increase the lighting along the path between Fentham Road and Peel Close path to provide a viable alternative route to the footpath on Marsh Lane. Highways did indicate an initial budget cost of £150k!!

Also still in ongoing discussions with SMNC about cutting back of vegetation on various footpaths and roads. This includes verges below where Hampton manor has cut back their hedges along Solihull Road (which is ongoing)

Streetcare:

The adequacy and frequency of the street and pavement has reduced again. Pavement sweeps now appear to be done on an on request basis, after an inspection from the Streetcare team, rather than on a set time period. Road sweeps do not appear to be as regular as indicated by SMBC- We are currently monitoring with a view to discussing with our Ward Councillors

School Field:

With the help of a local resident we have identified suitable replacement goal posts which are being ordered and delivered to school.

Play area by School

The surface under both sets of swings to the play area has started to wear and needs renewing.

Allotments:

It was felt the cost of installing a new mains water connection to the Fentham Road allotments is prohibitive and so now looking into the option of connecting to the school supply and providing a sub-meter.

Recreation Ground/Sports Club:

Currently looking into relaying of the slabs by the side of the sports clubs near where the steps were replaced with a ramp.

The gate to the garden at the rear of the scout and guide hut near the U7 play area has fallen down. Have agreed to replace this with a post and rail fence as there is no need for a gate and this is a cheaper option.

We have secured some more woodchip from HS2 that will be dropped in the arboretum and shared with the Fentham Trust and the Conservation Group to use on the paths in the Spinney.

Michael Abbott of the Conservation Group is also looking into sourcing a used shipping container to site next to the green shed which will be used to store equipment of the Conservation Group.

The Common and The Dell, Catherine de Barnes:

Nothing to report

Hampton-in-Arden Churchyard:

Nothing to report although Agenda item to discuss PC covering cost of grass cutting

Other General Items

We are waiting on proposals from David Lusty regarding the current Christmas lights and whether these can be improved

We are also looking to move one of the planters by the build out on Meriden Road to a position on Eastcote Lane.

We are looking into updating the Station information boards having taken over this task from the Communications committee.

Tim Beresford
Chair of the Maintenance Committee
14th September 2025

MAJOR INFRASTRUCTURE COMMITTEE REPORT JULY 2025

PEDESTRIAN AND ROAD SAFETY

The recently installed average speed cameras in Hampton in Arden are now fully operational. These cameras are managed by Solihull MBC's Highways Department, along with other sites in Meriden and Balsall Common. Early data shows that a few motorists have been found to still exceed the speed limit in the village whereas higher numbers exceed the limits in Meriden and Balsall Common probably due to their 20 mph zones. Solihull Council have confirmed that they will be providing data to the Parish Council once the cameras have been in for a full year.

PARKING ISSUES

The public consultation on the proposed parking measures is complete and the results have been analysed by SMBC Highways. A lot of residents objected to the comprehensive measures proposed arguing that they would only move the parking problems elsewhere in the village. The proposed measures have therefore been scaled back to those originally proposed by the Parish Council to cover safety issues at specific locations only. The measures that will now be installed in Autumn/Winter this year, will cover the Marsh Lane/High Street junction, the Marsh Lane/Fentham Road junction and the sharp bend at Shadowbrook Lane only.

M42 JUNCTION 6

The new link road from Junction 5A to the Clock Roundabout is now open to traffic, albeit with a single lane operation until the works are fully completed later this year.

Both Solihull Road and Catherine de Barnes Lane will close from 22 September 2025 until 23 January 2026 to enable remedial works to the structure to be undertaken. The Parish Council understands that Solihull Road will open over the festive period but will then be closed again until the works are complete.

Cllr Cook met with Skanska on 8 September where it was noted that one of the diversion maps were incorrect and that National Highways were due to rectify that with a digital booklet which would explain in detail the timetable for the works on the bridges and all of the road closures involved.

The next meeting with Skanska will take place on 6 October 2025.

HIGH SPEED RAIL HS2

Work on HS2 continues, with completion still some time away. The main impact on the Parish remains the ongoing construction of the Blythe Valley Viaduct and service diversion work along the A452. Construction of the Blythe Valley Viaduct is in full swing with abutment and pier foundation work largely complete. Pier construction has commenced working from north to south and is expected to be completed this summer. Deck construction has also commenced again from the northern end with beams now in place for the first two spans.

The single lane working on Meriden Road is necessary to provide safe working space for the construction of the new piers either side of the road and will continue throughout the rest of this year. Overnight closures will be necessary later in the year when the pre-cast deck beams are craned into position but advance warnings will be provided.

DIDDINGTON LANE

The Parish Council recently met with Paul Tovey of Solihull Council's Highways Department to discuss a temporary closure of Diddington Lane. The rationale being that this would prove the most cost effective and would allow the re-alignment of Diddington Lane to be completed. It is anticipated that the closure would take place for 12 months from late Spring 2026. The Parish Council noted that they would only support the closure of Diddington Lane if the B4102 was restored to two-way traffic and if Solihull Road were fully open.

It was also requested that whilst the lane was closed, such measures as a squared-off junction with Meriden Road, and ideally either inclusion of the average speed zone or the introduction of speed-controlling be implemented. These improvements could reasonably be funded from the significant savings achieved through the temporary closure of Diddington Lane.

Residents of Diddington Lane have been involved in the above discussions.

FLAGS WITHIN THE VILLAGE

The Parish Council were made aware of the presence of England and Union Jack flags within the village. Several flags have been installed along Meriden Road and were subsequently removed (not by either Solihull Council or the Parish Council). The Parish Council received several emails both in support of the flags remaining and with requests that they be removed. Emails were responded to and Solihull Council notified of their presence.

Solihull Council have confirmed that, at present, no decision has been made on how to manage the issue. The flags are not on Parish Council land. The Council will therefore continue to refer to Solihull Council on this matter.

Public Rights of Way in Hampton-in-Arden and Catherine de Barnes.

Background:

The many footpaths within the parish are well-established and well-used. For various reasons – lack of maintenance, lack of funding, and a general lack of regular volunteers to keep them in good order – some are in need of urgent attention. In addition, some have been disrupted and diverted as a result of major highway works. As this works phase is now nearing an end, I consider it an opportune time to review all footpaths, and suggest improvements where necessary. A detailed survey is enclosed.

However, the main incentive for these improvements is based upon a desire to increase accessibility; especially for the less able and mobile amongst our residents, and indeed for the benefit of all who use our paths. I have stated before that my wish is to replace all stiles within the parish. That is still my objective as a serving councillor.

Scope:

The review is limited to paths within the boundary of the parish of Hampton-in-Arden.

Assumptions:

That footpaths M122 and M123 affected by the M42 works will be returned to service by November 2025.

That other footpaths affected by the M42 works will be returned to service by January 2026.

That footpaths possibly affected by HS2 are simply recognised as such.

That all other paths are expected to be available for use as normal.

That permission from landowners will be sought for agreement to any improvements.

That replacement gates will be of the kissing gate style, either in wood or metal, to best suit.

That unless stated otherwise, a path is considered good, and passable on foot without undue difficulty.

The List:

The primary reference is the SMBC path number. Eg M117. Following that is a description of the route; any comments; and any photographs relevant to possible improvements. Some paths are currently scheduled to be attended to by SMBC; I note those accordingly for deferred action should the need arise.

The Map:

A map of the parish showing the paths and any points of improvement.

The List.

SL8 and SL9. Solihull By-Pass to Ravenshaw Lane and onwards to Henwood Lane. No stiles. The boardwalk in Berry Hall Woods is in need of repair and extension. A request is with SMBC. One metal kissing gate in fields between Ravenshaw Lane and Henwood Lane has become embroiled in vegetation, and the gated area needs clearing. Access alongside is unimpeded, however.

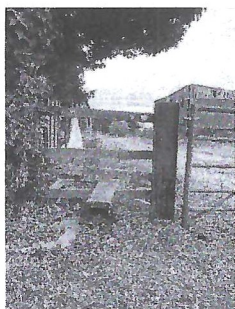
M130. Damson Parkway to Catherine de Barnes Common. No stiles. Woodland and fields.

SL7A. Canal towpath at Catherine de Barnes to Friday Lane. No stiles.

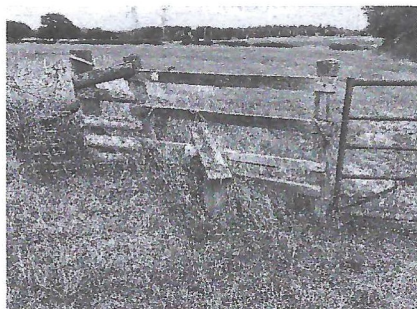
M113 and M113a. Castle Hills to Four Winds. Affected by M42 works. Expected to be diverted, with no stiles, and full and proper access, by January 2026. Access via the new roundabouts on the A4545.

M122. Four Winds to the motorway overbridge in Shadowbrook Lane. Affected by M42 works. Expected to be diverted, with no stiles, and full and proper access, by November 2025. It is a new diverted gravel path replacing the original one, crossing the A4545 access road on the new bridge. An existing awkward ladder stile at the Shadowbrook Lane end gives access to steep steps and the main path. Due to the metal highways barrier and attendant restrictions, it may be necessary to retain this particular arrangement, unfortunately.

M123. Solihull Road at Hampton Farm to Heath Farm on Shadowbrook Lane. Affected by M42 works. Expected to be diverted, with no stiles, and full and proper access, by November 2025. It is a new diverted path replacing the original one, crossing the A4545 access road on the new bridge. Replace two stiles as shown on the map. One, KG1 on Solihull Road, and another, KG2 in the field off the farmyard. Ensure that the exit at Shadowbrook Lane has proper access. At present there is none, due to a new locked farm gate. A pedestrian gate KG3 is required. SMBC to be asked to provide and install.



KG1



KG2

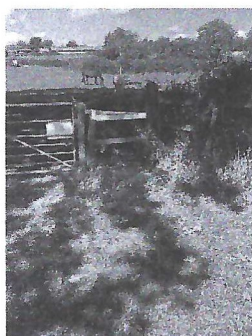


KG3

M111. Bickenhill to Shadowbrook Lane. This path crosses the M42 on an old farm accommodation bridge that is no longer used. Replace three stiles as shown on the map. KG4 on the boundary of Hampton and Bickenhill parishes. KG5 on the Bickenhill side of the motorway bridge. KG6 on

Shadowbrook Lane. The path off Shadowbrook Lane stile going north-west into the first field should officially use two other stiles in an adjacent field. However, custom and practice has been to avoid them, and a more direct line has been regularly used to the next gate. So, for the purposes here I have discounted them. Should they return to use at some point in the future then they should be considered for replacement.

One other path should be mentioned here: a new permissive path from the woodland of the recreation ground will go slightly south-west to an existing kissing gate halfway along the farm track. A replacement kissing gate KG7 will be installed at the start, for the single gate.



KG4



KG5



KG6



KG7

M108. Old Station Road to National Motorcycle Museum. This is the official path although the old railway line is often used. The entrance to the final field GAP1 has the remains of a stile there, as does the exit GAP2 and GAP3 to the car park of the NMM. It would be best to demolish all completely on the basis that they no longer provide any effective restrictions. NMM to be approached accordingly.



GAP1



GAP2



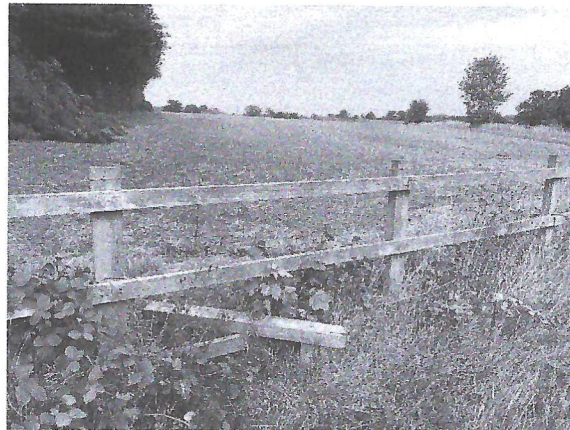
GAP3

M114. A diverted path from Diddington Lane to the A45. A result of HS2. No stiles.

M115. Meriden Road to Diddington Lane. A path that may well find favour once HS2 is up and running. There is no stile off the main road. Replace two stiles. One, KG8, just off Meriden Road, and KG9, on the border of the two fields. The exit to Diddington Lane has two metal kissing gates, but the area between them is heavily overgrown, and needs clearing. An adjacent farm gate provides access.



KG8



KG9

M116. Meriden Road to Old Station Road. A hardly used path that crosses rear gardens. The single stile directly off Meriden Road is unnecessary, noting that close by and similar M115 has no stile at roadside. It should be demolished, unless good reason exists to replace it with KG10.



KG10

M121. Shadowbrook Lane to High Street. Path through Hampton Manor grounds, part of which has had an alternative route laid, awaiting a formal diversion application. No stiles.

M121a. Short path from High Street to Fentham Road. No stiles.

M119. Short path connecting Fentham Road and Station Road railway bridge. No stiles.

M117. A mixed path connecting Station Road railway bridge to Corbetts Close. No stiles. Several separately owned sections have made maintenance of this path historically difficult. It is badly overgrown in places, and is not maintained by SMBC in terms of the bordering vegetation. A quotation to clear and remodel the awkward parts is included as part of this proposal.



Intrusive Holly bushes at edge of M117.

M118. A fragmented and winding path connecting the Station Road railway bridge to Meriden Road at Patrick Farm. No stiles. Affected by new housing developments.

M120. Station Road railway bridge to the railway bridge on lower Marsh Lane. No stiles.

M230a. The old Kenilworth Road path, now re-routed as a result of HS2. No stiles.

M124. Belle Vue Terrace to Eastcote Lane. Muddy in winter but no stiles.

M127. Marsh Lane towards Barston for a short section, continuing as M126. No stiles.

M126. Continuation of M127 to Barston. No stiles. Bridge over stream good.

M125. Belle Vue Terrace to Walsal End. One kissing gate has become overgrown, but has free access alongside. Replace the stile on the Barston side of the bridge over the stream with wooden KG12.

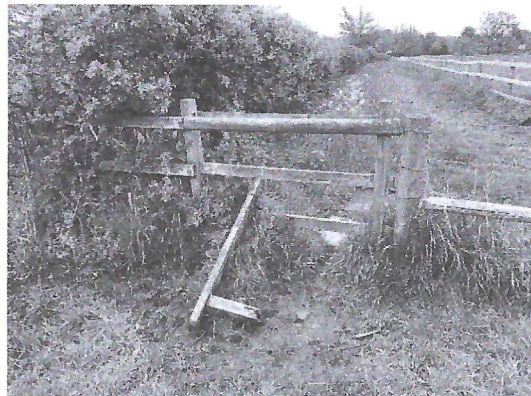


KG12

M129. Belle Vue Terrace towards the rear of Fentham Hall and linked to M128. One broken stile to be replaced with the single gate from the permissive path. A good stile exists alongside an open farm gate which is never locked. However, this stile is allowed for in this review as KG11.



KG11



SINGLE GATE

M128. Marsh Lane opposite Peel Close to bottom of Marsh Lane and lake. No stiles.

M135. Initial part of lakeside path from bottom of Marsh Lane after M128. No stiles.

The Packhorse Bridge.

An important highway, in need of urgent boardwalk repair. SMBC to be asked for action by Berkswell parish council.



The poor and dangerous condition of the Berkswell half of the boardwalk.

Map of the footpaths within the parish of Hampton-in-Arden

Public Rights of Way report for September 2025

M42 affected paths.

The date for reopening of M122 and M123 is stated as November 2025.

The date for others is stated as January 2026.

PRoW review September 2025.

I have prepared a detailed survey and report, with recommendations.

I have submitted an application to the CIL Sub-committee to fund these improvements.

The improvements suggested are of an upgrade nature rather than maintenance, and in my opinion, therefore, fall outside of SMBC's legal responsibilities.

SMBC policy is to not replace existing stiles with metal gates unless the stiles are unrepairable. Even an application for a replacement gate in 2019 was refused as there was another gate nearby.

Other meetings relevant.

I attended an SMBC TEAMS meeting on Tuesday 9th September that was primarily associated with HS2 and affected PRoW. There is no immediate relevance to us at this time.

After the meeting, Richard Lloyd (Open Spaces representative and Berkswell councillor) and myself had a discussion with Paul Tovey regarding boardwalks. There are a number in the borough, and Paul expressed the view that the cost of substantial repair, or even replacement with some other materials, was beyond his financial resources. This is obviously relevant to the approaches to the Packhorse Bridge, particularly on the Berkswell side, where there are dangerous sections. This has been referred to Berkswell PC for action by them. The Hampton side is in good condition.

There is a suggestion that the HS2 Community and Environment Fund might be a useful resource, as HS2 evidently have not had many applications from the Solihull area. But they must come from a community group, not an official body. The Hampton Society and the Berkswell Society are possibilities, and I shall pursue this matter with them if we agree that this is appropriate. I have had some success with this HS2 funding on a modest scale, so know the ropes. However, it depends upon how we view the reluctance of SMBC to undertake major works such as this.

The present boardwalk was evidently built around the late 1980s, and so has suffered from the regular annual floodings that have weakened the wooden structures.

I seriously believe that it would now be better to rebuild the whole of the approaches to the packhorse bridge in a causeway of local stone. Not unsightly caged bags, but attractive solid stone that will last, and require little or no maintenance. If not the HS2 fund, then perhaps another CIL application to fund the necessary assessments, that will establish full costs. I ask for views on this.

Greener Hampton and Catney Working Group Report for September 2025

I understand that our working party members will provide a report on progress with this group, which I consider has now replaced the Climate Change Committee.

Cllr Roger Waring

10th September 2025.

Hampton-in-Arden Parish Council - CIL & Funding Committee Report - Sep 2025

CIL Summary to date

Received since inception of scheme in 2017 - **£504k**

Spent or earmarked - **£201k**

Available - **£303k**.

Commentary

- No new receipts since the last report.
- We have now settled the award to GFES for LED lighting.
- We have authorised/earmarked up to **£30k** for GFES IT equipment and are awaiting final costings.
- We are organising a CIL Meeting to review the following possible requests.
 - **40% funding for Hampton Padel Courts** – Request has been submitted.
 - **Upgrades to PROWs** – A request has been submitted by Roger Waring.
 - **Acquisition of Catney Village Hall** - We have received the survey/valuation and are considering next steps. A review paper has been drafted.
 - **Provision of a new Community Church Hall in Hampton** – Outline proposal suggests this *could be* a runner. Awaiting more detail. We understand that at present additional sources of funding are also being sought.
 - **Replacement Church Clock** – We understand there are more internal church procedures to be cleared before this might come forward.
 - **Church LED lighting** – Still early days.
 - **Security Cameras** – awaiting further clarification.

Approximate Estimates of Future Income

- Oak Farm £300k.
- Lugtrout North £170K
- Old Station Road £400k
- MSA - ???

The challenge remains the unpredictable nature and timing of the CIL funding.

Peter Green

Chair, CIL Subcommittee

Hampton in Arden Parish Council
Communications Committee Meeting
8 September 2025 at 1pm

In attendance

Chair Cllr C Sellars
Cllr T Beresford
Cllr P Green
Cllr R Waring

Clerk: Julie Barnes

No.	Notes	ACTION
1	Newsletter (including the review of distribution routes/number required) It was agreed the next Newsletter should be issued at the beginning of November to ensure inclusion of Remembrance Sunday information, with articles to be submitted no later than 10 October 2025. Distribution arrangements were discussed, including checking postal routes against the electoral roll and updating the list to include Ashtree Grove. Print numbers will need to increase, and more volunteers for the rounds will be sought via the Newsletter. Both the chair and clerk will review the distribution list in detail, and the chair will also investigate the option of using a delivery company for distribution purposes.	CS CLERK
2.	Website Review Committee members undertook an overview of the website with an agreement that a watching brief will be maintained. Once a year the clerk will carry out an audit of listed organisations and a report will be provided at the AGM.	Clerk
3	Any other business The clerk enquired where the Committee had reached in terms of progress on the Village Signage that had now been handed over to the Maintenance Committee. The Chair confirmed that she would send over the communication that had taken place with PH Design.	CS

	<p>Cllr Green enquired who would draft up Minutes for the Committee Meetings. The clerk confirmed that she would be responsible for the preparation and distribution of the Minutes.</p>	
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Mrs Julie Barnes
Clerk & Financial Officer
Hampton in Arden Parish Council

PLANNING REPORT

Date	App. No.	Details	Outcome	Decision Level	Deadline Response	Case Officer
31/10/22	02283	104 Lugtrout Lane, erection of 5 dwellings and associated landscaping. ** FURTHER EMAIL SENT TO PLANNING BY PC **	Pending	PPFL	21/11/2022	Becky Matravers
12/06/24	00975	Land off Lapwing Drive, residential dwellings and infrastructure. ** EMAIL SENT TO PLANNING BY PC **	Pending	PPFL	03/07/2024	Matt Preece
01/08/24	00754	Land off Patrick Farm – Application for Alternative Development.	Pending	HS2LCA	22/08/2024	Benn Watkinson
16/02/25	02286	HS2 Request for approval in relation to conditions. ** EMAIL SENT TO PLANNING BY PC **	Pending	HS2DIS	-	Claire Bishop
16/02/25	02285	HS2 Request for approval in relation to conditions. ** EMAIL SENT TO PLANNING BY PC **	Pending	HS2DIS	-	Victoria Lane
28/02/25	00396	HS2 Request for approval in relation to conditions	Pending	HS2 DIS	-	Claire Bishop
10/03/25	00377	Diddington Hall – external works.	Pending	PPFL	31/03/2025	Rebecca Hadley
10/03/25	00378	Diddington Hall – Listed building Consent	Pending	LBC	31/03/2025	Rebecca Hadley
12/03/25	00367	Hampton in Arden Tennis – installation of two padel courts.	APPROVED 11/08/2025	PPFL	02/04/2025	Rebecca Hadley
27/03/25	00153	Land off the Grove demolition of redundant kennels	Pending	PPFL	17/04/2025	Benn Watkinson
27/03/25	00164	Heath Farm 26 Henwood Lane replacement existing bungalow.	Pending	PPFL	17/04/2025	Benn Watkinson
09/04/25	00606	Proposed Motorway Service Area – Variation of Conditions	Pending	VAR	30/04/2025	Lawrence Osborne.
25/04/25	00817	Hampton Manor. Listed Building Consent - Extension	Pending	LBC	16/05/2025	Matthew Heynes
25/04/25	00816	Hampton Manor – Proposed Extension ** EMAIL SENT TO PLANNING BY PC **	Pending	PPFL	16/05/2025	Matthew Heynes
25/04/25	00537	16 Lapwing Drive, fence work ** EMAIL SENT TO PLANNING BY PC **	REFUSED 18/09/2025	MinFHO	16/05/2025	Jess Coghlan
21/05/25	02987	Oak Farm, Hampton Lane, Reserved Matters Application ** EMAIL SENT TO PLANNING BY PC **	APPROVED 19/08/2025	PPRM	11/06/2025	Becky Matravers
04/06/25	01059	177 Old Station Road, single storey rear extension ** EMAIL SENT TO PLANNING BY PC ** 09/06/2025	WITHDRAWN	MinFHO	25/06/2025	Nikki Moore
04/06/25	00340	14 Lapwing Drive, Tree Works	APPROVED 31/07/2025	TPO	25/06/2025	Percival Worsley
06/06/25	01122	The Dell Bickenhill Lane replacement windows and doors	APPROVED 07/07/2025	MinFHO	27/06/2025	Lou Randall
24/06/25	01265	HS2 Schedule 17 Request	Pending	HS2 DIS	-	Claire Bishop

Hampton-in-Arden



23/07/25	01344	Woodhouse Farm, change of use.	Pending	COU	13/08/2025	Benn Watkinson
23/07/25	01250	22 Fentham Road, tree works	APPROVED 04/08/2025	TCA	13/08/2025	Percival Worsley
24/07/25	01202	17 The Crescent, tree works	APPROVED 19/08/2025	TPO	14/08/2025	Percival Worsley
28/07/25	01306	The Hampton Manor – Tree Works	APPROVED 18/08/2025	TCA	18/08/2025	Percival Worsley
29/07/25	01404	Woodhouse Farm, Catherine de Barnes. Solar Farm ** Consultation on hold **	Pending	PPFL	19/08/2025	Lawrence Osborne
30/07/25	01279	165 Lugtrout Lane, extension and decorations	Pending	MinFHO	20/08/2025	Jess Coghlan
30/07/25	01324	Woodside, Solihull Road – extension works	Pending	PPFL	20/08/2025	Jess Coghlan
22/08/25	01572	Land west of Old Station Road. 130 dwellings ** EXTENSION OBTAINED TO 13/10/2025 ** Village Meeting to be held on 03/10/2025	Pending	PPOL	12/09/2025	Laura Taylor
02/09/25	01635	17 Hampton Green. Single Storey Extension	Pending	MinFHO	23/09/2025	Nikki Moore
10/09/25	00975	Land off Lapwing Drive, erecting of residential dwellings.	Pending	PPFL	01/10/2025	Matt Preece

Appeals & other planning matters affecting the Parish:		
2024/01917 M106 Variation and approval of new night flying policy	Birmingham Airport ** Approved **	
2015/51409 (PPOL) Motorway Service Area off Solihull Road		
PL/2024/00221/PHNAA – Prior Notification for enlargement of the existing dwelling by one additional story to the main property.	26 Henwood Lane, Catherine de Barnes	Prior approval required and granted on 28/03/2024
PL/2023/01954 – Construction of a Battery Storage Facility adjacent to Henwood Lane	Catherine de Barnes ** Appeal ** Reference: AP/2024/00053	APPEAL UPHELD
Land to the south of Destiny Cottage, Friday Lane, 2 new dwellings with access.	Catherine de Barnes ** Appeal **	Appeal Dismissed on 09/06/2025
National Planning Policy Framework Dec 24 – Solihull Local Plan.		
Enforcement Case – 20 Meriden Road	EN/2025/00020/TREE Wellingtonia Tree.	
PL/2025/00547 – Mell Square Hybrid Planning Application	Redevelopment of Mell Square and full application for the redevelopment of Phase 1 (adjacent to Morrisons Carpark).	Response submitted by the Parish Council on 27/05/2025
PL/2025/01472/PIP Development of 2 No. two storey	Land To The Rear Of 135 -137 Hampton Lane Solihull	Response submitted by the Parish Council on

houses at rear of 135/137 Hampton Lane.	B91 2RS	05/09/2025
Chestnuts Farm	<p>Appeals: Appeal A: APP/Q4625/C/22/3311154 (Enforcement appeal re skip hire use)</p> <p>Appeal B: APP/Q4625/W/22/3311153 (Planning appeal re Dovetail offices and parking)</p> <p>Appeal C: APPQ4625/C/22/3311155 (Enforcement appeal re Dovetail Office use and parking)</p> <p>Appeal D: APP/Q4625/C/22/3311058 (Enforcement appeal re hard surface track, bunds, and hard surface area)</p> <p>Appeal E: APP/Q4625/W/22/3311049 (Planning appeal re hard surface track, bunds, and hard surfaced area)</p>	<p>Several planning applications were made, and several Enforcement Notices were served in November 2022. In total, five appeals were made – two Section 78 appeals (ie Planning appeals) and three Section 174 appeals (ie Planning Enforcement appeals).</p> <p>The appeals have been considered separately by the Planning Inspectorate, but the decisions have all been included together on one decision notice (see copy enclosed). The Planning Inspector has explained their reasoning in depth but has also included a short conclusion for each appeal.</p> <p>The Inspector has included a full commentary on each case, but for ease of understanding, the main requirements are:</p> <p>Appeal A:</p> <p>It has been concluded that Appeal A and part of Appeal B should not succeed. This means that the Enforcement Notice is upheld. The Enforcement Notice compliance period for the skip hire use (ie 6 months) therefore commenced on the appeal decision date (ie 4th August), and the full requirements of the Enforcement Notice must be met by this deadline. The skip hire use must therefore cease, and all materials and fencing must be removed by this time.</p> <p>Appeal B & C:</p> <p>It has been concluded that Appeal C should not succeed, and that in respect of office and workshop</p>

		<p>use, Appeal B should be dismissed. Again, this means that the Enforcement Notice compliance period for the Dovetail office/parking use (9 months) has commenced from the 4th August. The full requirements of the Enforcement Notice must be met within this deadline. The office and workshop use must therefore cease, along with the related parking.</p> <p>Appeal D & E:</p> <p>It has been concluded that Appeals D and E should be allowed, in part, but that the Enforcement Notice should also be upheld, in part. The Inspector found that very special circumstances do exist for the access track and bunds, and so these have been approved. However, the extra area of hard standing, and the fencing, have been found not to be acceptable, and the Enforcement Notice for these has been upheld.</p> <p>The Enforcement Notice has therefore been amended (with an amended plan) so as to require the removal of the extra area of hard surface, and the fencing. The compliance period of these works (6 months) also commenced on 4th August.</p> <p>Conclusions</p> <p>The Planning Inspector's decisions have now been received, with the result that most of the Enforcement Notice requirements have been upheld. The Enforcement Notice compliance periods have now started, and so these requirements must be met by the deadlines. Failure to do so would be a criminal offence, for which further enforcement action would be required.</p>
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Hampton-in-Arden



A handwritten signature in black ink, appearing to read 'Julie Barnes'.

Clerk and Financial Officer
Data Protection Officer
Julie Barnes

updated on 15/09/2025

Planning Report for PC Meeting 17th September 2025

To be read in conjunction with the running report

Planning report 24th July update

2024

00975 :awaiting decision new application form submitted 1/8/25 - strange!!

00754: awaiting decision last document posted 23/0/24

00221: approved 28/3/24

2025

00367: approved 11/8/25

00153: awaiting decision

00164:awaiting decision -issues concerning building irregularities - see mail from S Wilkinson SMBC

00816/7: awaiting decision

00537: awaiting decision

02987: Approved 13th August with exception of 3 storey canalside buildings which need to be redesigned and approved

01059:withdrawn 15/7/25

00340: approved 31/7/25

01122:approved 7/7/25

01344: awaiting decision

01250: approved 4//8/25

01954:Planning Inspector upheld appeal – to go ahead

00547: awaiting decision

01404 Solar Farm SMBC want an Environmental Impact Assessment (see my recent email to LO) we are submitting an objection

Peter will be able to answer questions

01472: 2 dwellings on land rear of 135/7 Hampton Lane- objection submitted

01572:up to 130 dwellings on land off Old Station Road – we will be submitting an objection -suggest Peter/ Tim best placed to provide latest news

Fw: Neighbourhood Plan Update for PC meeting 17/9/25

From Dave Cuthbert <dave.cuthbert@hamptoninardenparish.gov.uk>

Date Sat 06/09/2025 09:28

To Clerk <clerk@hamptoninardenparish.gov.uk>

Hi Julie

See email below for details of the NP update for the PC meeting - Peter has seen it and will answer any other queries on the night

Dave

Dave Cuthbert

Councillor

Hampton-in-Arden Parish Council

Telephone: [01675 442017](tel:01675 442017)

Website: www.hamptoninarden.org.uk

Clerk: Julie Barnes, clerk@hamptoninarden.org.uk

Address: The Parish Office, Fentham Hall, Marsh Lane, Hampton-in-Arden, Solihull, B92 0AH

Find us on Facebook: www.facebook.com/HamptonInArdenParishCouncil

From: Dave Cuthbert <dave.cuthbert@hamptoninardenparish.gov.uk>

Sent: 05 September 2025 14:07

To: Peter Green <peter.green@hamptoninardenparish.gov.uk>

Subject: Neighbourhood Plan Update for PC meeting 17/9/25

Hi Peter

Are you ok with this NP update below for the PC meeting ? If so I will send off to Julie on Saturday -
Thanks

Following the decision at the last PC meeting to continue the process, Peter has submitted a draft Basic Conditions document to Solihull for an informal view and is working on the last outstanding document . With regard to the plan itself.

I was having some reservations about the Grey Belt content and up until the planning meeting last week was mulling things over. However, at the meeting. Peter suggested we hold off until we see the results of the Call for Sites exercise held earlier in the year and based on what the outcome is regarding sites in the Parish are concerned, we would review our Grey Belt position then. We expect that information from SMBC Sept/Oct. Information re the interpretation of Grey Belt is still being issued by SMBC.

Peter will be able to add any further info if required I'm sure

Dave

Dave Cuthbert

Councillor

Hampton-in-Arden Parish Council

Telephone: [01675 442017](tel:01675 442017)

Chairman's Reports for the Parish Council Meeting to be held at The George Fentham Meeting Rooms on Wednesday 17 September at 7:30pm

Agenda Item 15

Parish Council Representative – George Fentham Trustee Update

The Parish Council has 3 representatives on The George Fentham Trust. Greg Lakin resigned from his position and a vacant position has been available for some time. On 8 September I resigned from my position as a Trustee and there are therefore now 2 available positions.

The Trust have issued an advert for these positions, and the Parish Council have asked for sight of any applicants prior to the interview stage.

Agenda Item 16

Solihull Council, Streetcare, Update to Members

The adequacy and frequency of the street and pavement have reduced again. Pavement sweeps now appear to be done on an on request only basis, after an inspection from the Streetcare team, rather than on a set time. Road sweeps do not appear to be as regular as indicted by SMBC. We are currently monitoring with a view to discussing with our Ward Councillors.

Agenda Item 17

Road Closures (Solihull Road and Catherine de Barnes Lane)

Both Solihull Road and Catherine de Barnes Lane will close from 22 September 2025 until 23 January 2026 to enable remedial works to the steel structure to be undertaken. The Parish Council understands that Solihull Road will open over the festive period but will then be closed again until the works are complete.

The Parish Council have raised residents' concerns regarding these closures directly with National Highways.

Agenda Item 18

CCTV Proposal for Next Steps

Mr R Barnes, the Landlord for the Corner Shop has now confirmed that he has no objection to the installation of CCTV at the site subject to them having a final say on the actual siting of the signage and installation itself and a formal written agreement being put in place.

A copy of Mr Barnes' letter has been circulated to members for information purposes.

Quotes have been obtained and circulated to members.

Members will recall that a decision to proceed to investigate the costs and obtain the necessary permissions had been agreed in previous meetings. Members are now asked to consider whether they would wish to implement such a scheme. Funding of the scheme would then need to be considered further with an anticipated application to the CIL Fund should members agree.

Hampton-in-Arden Parish Council

A proposal and seconder will be required for this item.

Agenda Item 19

Remembrance Sunday Planning

Remembrance Sunday is 9 November 2025.

The Parish Council have booked Central Fast Response for the event and arranged for a PA System to be put in place. Cllr Sandells will lead the Parish Council's organisation of this event.

Members are asked to support the event by way of marshalling if available.

Agenda Item 20

Hampton in Arden Society – Showcase Event – Planning

The Parish Council has a stand at the upcoming Showcase Event. The event is scheduled to take place on Wednesday 24 September at Fentham Hall between 7 and 9pm.

Jane Humphrey's from the Hampton in Arden and Catney Greener Working Group has confirmed she will attend, and the clerk will arrange some photographs from the Conservation Group to be available.

Members are asked to support the event where possible.

ANALYSIS OF RECEIPTS AND PAYMENTS

FOR 5 MONTHS ENDING 31 AUGUST 2025

Opening bank and cash balances at 1 April 2025

	Account number	£
Nationwide & Lloyds Bank Fixed Saver Accounts		42,793.16
Investment Account, Lloyds Bank	7420002	304,803.21
Community Account, Lloyds Bank	932717	1727.69
Total		349,324.06

RECEIPTS for 5 months ending 31 August 2025

	<u>Budget</u> 2025/26	<u>Actual</u> 2025/26
Precept	52011.5	26,005.75
SMBC Support Grant	0	0.00
Rental income:	0	0
Sports Club	3380	1,690.00
Scouts and Guides Supporters Association	100	0.00
Allotments (inc. Orchard Water Supply Reimbursement)	990	20.00
Recreation Trust	735	0.00
Bank interest	500	2,468.87
-	0	0.00
Other Income:		
Football Training	0	180.00
Additional Cricket Cuts	0	0.00
Barrier Damage		520.00
Height Restricting Barrier Recharge	0	120.00
VAT refund from Customs and Excise	0.00	0.00
PC INCOME LESS CIL	57,716.50	31,004.62
CIL INCOME	0.00	178,294.20
	0	0.00
TOTAL INCOME	57,716.50	209,298.82

PAYMENTS for 5 months ending 31 August 2025

	<u>Budget</u> 2025/26	<u>Actual</u> 2025/26
Section 137	0.00	0.00
Cricket Pitch **recharge**	0	693.00
Scout and Guide Barrier Open **recharge**	0	120.00
Grass Cutting Hampton in Arden Parish	4888.50	2,473.00
Grass Cutting & Maintenance Catherine de Barnes Common	1700.00	300.00
Grass Cutting Hampton Church	1400.00	796.00
Remembrance Sunday & Christmas Light Switch	1278	0.00
Tree Works	2000	1,800.00
Parish Maintenance Works	8500.00	2,206.77
Clerk's Salary/Tax/NI and Pension	28000.00	11,180.26
WALC and NALC Subs	790.00	805.00
Office Expenses (inc. Email/Phone and Broadband)	1400.00	766.91
Website	150.00	60.00
Insurance	1600.00	0.00
Sundries and Parish Online	400.00	321.87
Audit and Legal Fees & Account Service Charges	400.00	4.25
Office Rental from the George Fentham Trust	1700.00	0.00
Additional Printing Costs	0.00	0.00
Parish Newsletter	2300.00	1,183.12
Training Expenses	200.00	35.00
GDPR fee	45.00	0.00

Neighbourhood Plan Amendments	300.00	0.00
Allotments (Maintenance Costs and Lease fee)	600.00	347.68
Election year expenses	0.00	0.00
VAT	0.00	2075.66
Barrier Damage (recovered from responsible party)		520.00
Expenditure Less CIL	57,651.50	25,688.52
CIL EXPENDITURE	0.00	100,456.00
Transfer to allocated reserves	0.00	0.00
TOTAL EXPENDITURE	57,651.50	126,144.52
	<u>0.00</u>	<u>0.00</u>

TOTAL	57,651.50	126,144.52
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Cash Book Reconciliation

Opening Balance		349,324.06
Add receipts for 5 months to 31 August 2025 (including any CIL Payments)		209,298.82
Less payments for 5 months to 31 August 2025		126,144.52
TOTAL		432,478.36

Bank Account Reconciliation

Balance due from fixed term high interest a/c Virgin Banking at 31/08/2025		21,839.00
Balance due from fixed term high interest a/c Lloyds Banking Group at 31 August 2025		20,953.41
Balance due from investment a/c per bank statement at 31 August 2025		27,060.01
Balance due from current/community a/c per bank statement at 31 August 2025		28177.27
CIL 32 Notice Account		334448.67
TOTAL		432,478.36
Reserves		98,029.69

<u>Payee</u>	<u>Less VAT</u>	<u>VAT</u>	<u>Details</u>	<u>Date</u>
<u>Payment Entries out through Bank Account since 1 July 2025</u>				
Inktree	37	0	A3 Poster Climate Change Initiative	04/07/2025
Severn Trent Water	162.5	20	Application for Water Supply Fentham Allotments	04/07/2025
Dawsons Groundcare	958	191.6	Grass Cut all Areas/Church and Allotments	04/07/2025
A Ewing (Mr Stevens)	15	0	Graffiti Removal Kit Contribution	04/07/2025
Inktree	146.91	29.38	Replacement Signage	09/07/2025
George Fentham Endo	25008.5	0	CIL PAYMENT - LED Lighting	16/07/2025
Water Plus	48.93	9.79	Water Plus Allotments	16/07/2025
West Midlands Pension	357.17	0	Employer and Employee Pension Contributions	18/07/2025
J Barnes	8.04	0	Sundries	18/07/2025
J Barnes	1444.53	0	Clerk's July Salary	20/07/2025
HMRC	359.06	0	Tax and NI Contributions	20/07/2025
Tracey Draper/Lavender	100	0	July pruning and weeding and new green plants	21/07/2025
Virgin Money Fixed Te	21839	0	Fixed Term Deposit Account Virgin	22/07/2025
Dawsons Groundcare	520	104	Repairing the Height Barrier at Recreational Ground	29/07/2025
PH Design	170	0	Newsletter Design	29/07/2025
EON	99.5	4.97	EON Feeder Pillar	29/07/2025
DM Payroll Services	135	27	Administration of Payroll	14/08/2025
Dawsons Groundcare	958	191.6	Grass Cutting Services	14/08/2025
Inktree	421.56	0	August Newsletter Print Run	14/08/2025

Water Plus	49.2	9.84	Water Plus Allotments	18/08/2025
West Midlands Pension	414.32	0	Tax and NI Contributions	18/08/2025
J Barnes	1628.84	0	Clerk's August Salary and Backpay	20/08/2025
HMRC	359.06	0	Tax and NI Contributions	21/08/2025

Payment Entries in through Bank Account since 1 July 2025

Mr Singh	520	0	Barrier Damage Refund	03/07/2025
Lloyds Banking Group	167.59	0	Interest	09/07/2025
Lloyds Banking Group	904.94	0	Interest returned (taken in error)	11/07/2025
A Lee Football	30	0	Recreational Ground Rent Football	28/07/2025
Lloyds Banking Group	27.76	0	Interest	11/08/2025
Mr J Hunt	20	0	Allotment Rent (plot takeover)	29/08/2025

**HAMPTON IN ARDEN PARISH COUNCIL- NEIGHBOURHOOD COMMUNITY
INFRASTRUCTURE LEVY - INCOME TO DATE**

DATE	PAYMENT	TOTAL	Fund Expiry
April 2017	£2,308.00	£2,308.00	April 2022
October 2017	£5,356.50	£5,356.50	October 2022
April 2018	£5,692.50	£5,692.50	April 2023
April 2020	£61,471.17	£61,471.17	April 2025
October 2020	£30,735.59	£30,735.59	October 2025
April 2021	£30,725.59	£30,725.59	April 2026
December 2022	£2,925.34	£2,925.34	December 2027
April 2024	8,556.08	£8,556.08	April 2029
November 2024	178,294.20	£178,294.20	November 2029
July 2025	178,294.20	£178,294.20	July 2030
TOTAL		£504,359.17	

PAYMENTS MADE FROM CIL FUNDS

DATE	PAYMENT	TOTAL
02/10/2019	Church Clock Repair Contribution	£163.99
14/01/2021	Catney Residents Associations – Defibrillator	£1,532.00
20/02/2021	George Fentham Endowed School – Dining Tables	£7,650.00
31/03/2021	Catherine de Barnes Village Hall – Double Glazing	£7,278.00
28/06/2022	Festival Committee – New Marquee	£2,200.00
09/09/2022	Catherine de Barnes Village Hall Trust – Play Area	£36,000
16/01/2023	George Fentham Endowed School – Play Equipment	3,000.00
12/09/2023	Hampton in Arden Parish Council (Play Area Updates	7,800.00

	– Bonded Rubber Mulch)	
20/12/2023	George Fentham Endowed School – Sensory Equipment.	£2,500.00
27/03/2025	Catherine de Barnes Village Hall - Survey	£2,500
27/03/2025	Village Tidy Equipment	467.49
25/04/2025	Hampton in Arden Village Surgery	£75,000
16/07/2025	George Fentham Endowed School – LED Lighting	£25,008.50
TOTAL		£171,099.98

Remaining CIL total: £333,259.19

Interest accrued £1,189.48

Balance of CIL Notice Account £334,448.67

Updated on 11/09/2025

Section 3 - External Auditor Report and Certificate 2024/25

In respect of

Hampton in Arden Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 16(1) of the Accounts and Audit Regulations 2015 requires the Notice of Conclusion of Audit to be published on the authority's website. In future, the council should ensure that this notice is available on their website alongside the signed external audit report and the audited AGAR.

The minute reference per Section 2 of the AGAR is 26/33. A copy of the minutes were found on the parish council's website that clearly show that Section 2 of the AGAR was actually approved at minute reference 26/23. As such, this minute reference has been misreported. We would expect any future minute references to match back to the reference provided in those minutes. The External Auditors noted a similar issue on the 2023/24 audit report. The council therefore should have answered 'No' to Assertion 7 of Section 1 of the Annual Governance and Accountability Return which relates to taking appropriate action on matters reported from internal and external audit as this issue was repeated this year.

Other matters not affecting our opinion which we draw to the attention of the authority:

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

As part of our intermediate testing, it was not clear from the evidence provided if the council undertakes a review of their internal controls within the financial year, as is required by the Accounts and Audit Regulations 2015 Section 6 Paragraph 1 and the JPAG Practitioners Guide 2024 at Paragraph 1.20. In future, the council should ensure that its reviews are clearly documented within the minutes of their meetings.

On review of the council's notice of public rights, we have noted that the notice refers to the accounting year end 31 March 2024. We believe this is a human error on completion and that the requirements to publish the notice of public rights was made correctly.

We identified during our review of the Annual Governance and Accountability Return that boxes 7 and 8 of the prior year column (2024) on Section 2 - Accounting Statements did not agree to the figures provided on last year's form by £1. In revising box 7 for the comparative year, boxes 1-6 no longer cast down to the figure in box 7 by £1.

The council have confirmed that they did not review their Standing Orders or Financial Regulations in more recent years. Per paragraph 1.14 of the JPAG Practitioners Guide 2024 this is required to be done regularly. We note that the council have reviewed both documents in July-25 so we have no further concerns on this point, but we would recommend that where the council do not review these annually, they document the timetable for their reviews. Best practice would be to include the Code of Conduct in this timetable, as the document itself notes an annual review will be carried out by the LGA therefore the council should check for updates and document this fact, whether or not updates are required.

The Internal Auditor has provided a 'Yes' response to control objective N on the Annual Internal Audit Report but as we have noted that the notice of conclusion of the 2023/24 audit is not on the council's website following the 2023/24 Limited Assurance Review process, this control objective should have been answered 'No'.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'Moore'.

Date

18/08/2025