



# Kingshurst Parish Council

c/o The Library, Marston Drive, Kingshurst, Birmingham B37 6BA

☎ 07865294345

Email [kingshurstparishcouncil@gmail.com](mailto:kingshurstparishcouncil@gmail.com)

Clerk to the Council: Paula Coyle

## Minutes of the meeting of

### Full Parish Council

on Thursday 15<sup>th</sup> May 2025 at 6.00pm,

at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

#### Council Members:

*Cllr D Cole (chair), Cllr B Donnelly, Cllr L Cole, Cllr S Daly, Cllr M Frampton, Cllr J Edwards, Cllr M Asante, Cllr J Kimberley, Cllr L Baillie, Cllr L Browning, Cllr M Brain (Vice-Chair), Cllr S Golby.*

#### Council Members Present:

*D Cole (chair), L Cole, M Frampton, Cllr L Baillie, Cllr L Browning, Cllr J Edwards, Cllr M Brain, Cllr S Daly, Cllr B Donnelly, Cllr Asante*

**In Attendance:** 1 Members of the public

Paula Coyle  
Clerk to Kingshurst Parish Council

#### Minutes

<b>Item</b>		<b>Action</b>
<b>1.</b>	<p><b>To receive apologies for absence</b></p> <p><i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i></p> <p><b>Resolved:</b> Apologies were accepted from Cllr Golby</p> <p><b>Resolved:</b> No apologies were received from Cllr Kimbrley</p>	

2.	<p><b>To receive members' declarations of disclosable (pecuniary and other) interests.</b></p> <p>None</p>	
3.	<p><b>To receive and consider member's dispensation requests, if any.</b></p> <p>None</p>	
4. 4.1.	<p>Confirmation and signing of minutes of Full Council meeting held on Thursday 13th March 2025</p> <p>That the Minutes be accepted and signed as a true record. 13/03/25.</p> <p><b>Resolved:</b> That the minutes of the last Full Council meeting held on 13<sup>th</sup> March 2025, were approved, and signed by the Chair as a true record.</p>	
5. 5.1.    5.2.  5.3.  5.4.	<p><b>Finance to receive and approve reports from the Finance committee.</b></p> <p>To approve: Payments for March 2025. Report has been circulated to all councillors.</p> <p>The Bank Balance as at 31/03/2025 was £44,813.43 For March, the expenditure was £5260.68 and the income was £1000.00.</p> <p><b>RFO report year ending 2024/25.</b> <b>Resolved: Parish Council Accounts</b> - Submission for Internal Audit <b>Noted:</b> The Parish Council accounts have been completed and have been sent to the Internal Auditor for review. The accounts will be shared with Cllrs once these have been returned from IA, towards the end of May/June.</p> <p><b>AGAR Timeline</b> – To publish the AGAR Notice paperwork online and have accounts available for public viewing (by appointment) at the library from 17/06/2025 to 28/07/2025. <b>Noted:</b> The AGAR Timeline</p> <p><b>To Note Asset register</b> <b>Noted:</b> the asset register has been updated</p> <p><b>To Note the Council insurance policy</b></p>	

5.5.	<b>Noted:</b> The Council insurance policy is in place.	
6.  6.1.	<p><b>Kingshurst Parish Council Policies and Procedures</b></p> <p><b>To Note:</b> the council's policies, procedures and practices in respect of its obligations. (available on website: <a href="http://www.kingshurstparishcouncil.org.uk">http://www.kingshurstparishcouncil.org.uk</a>)</p> <p><b>Noted: Kingshurst Parish Council Policies and Procedures</b> (available on website: <a href="http://www.kingshurstparishcouncil.org.uk">http://www.kingshurstparishcouncil.org.uk</a>)</p>	
7.  7.1  7.2.       7.3.	<p><b>Parish Council and Committee Reports</b> Consideration of the recommendations made by a committee.</p> <p><b>7.1 Community Christmas Lights: 2025.</b> <b>Resolved:</b> Christmas lights at a cost of £2,500, has been approved</p> <p><b>7.2. To approve</b> - The voluntary led Community group donations for the year 24/25.</p> <ul style="list-style-type: none"> <li>● DJ/Media workshop.</li> <li>● Knit and natter.</li> <li>● Church youth club.</li> <li>● Parish Junior Schools</li> <li>● Caterpillars</li> <li>● Mental Health group</li> </ul> <p>The Parish Council approved the annual donations for the following voluntary-led community groups for the year 2024/25: <b>Resolved:</b> Donations for the above groups were approved</p> <p><b>7.3. Grant application:</b> Lilys Tea parlour - Please find the attached application for help for this financial year.</p> <p>The Parish Council approved a grant application of £500 for Lily's Tea Parlour. <b>Resolved:</b> £500 grant awarded to Lily's Tea Parlour.</p>	
8.  8.1.	<p><b>Information items:</b> To receive and discuss items for information and comment/action if appropriate</p> <p><b>8.1. Training dates: Authorising.</b></p>	

	<ul style="list-style-type: none"> <li>● 5 June Councillor Training - <b>Cllr L Cole &amp; Cllr Golby</b></li> <li>● 18 June Chairs' Training - Alternative date for Cllr D Cole</li> <li>● 24 June Planning Nuts and Bolts - <b>Cllr Frampton, Cllr Edwards &amp; Cllr Donnelly</b></li> <li>● 10 July - Finance for Councillors - <b>Cllr Daly</b></li> </ul> <p><b>Resolved:</b> Training has been approved</p> <p><b>8.2. iPad Purchase for Councillor Daly</b> To agree to purchase an iPad or electronic device for Councillor Daly to support her in accessing Council emails. This follows her request for assistance due to a sight impairment, and the Council recognises the importance of ensuring all members can fully participate in Council business.</p> <p><b>Supporting Note:</b> In order to ensure all councillors are able to fully carry out their duties and access official correspondence, it is proposed that Cllr Daly receives support in setting up and using her Parish Council email address.</p> <p><b>8.2(a)</b> "That the Clerk arranges a date with Cllr Daly to implement her official Parish Council email address and provides basic training and guidance on accessing, reading, and sending emails in her role as Councillor."</p> <p><b>Resolved:</b> Cllr Daly has confirmed that she does not wish for the Parish Council to purchase an electronic device for her, nor does she wish to have an assisted app downloaded to her phone. She has requested that any emails sent out between meetings be printed and provided to her in hard copy.</p>	
<p><b>9.</b></p> <p><b>9.1.</b></p>	<p><b>Annual Parish Meeting 2025.</b> The Annual Parish meeting is not a council meeting. It is a meeting of the parish to take place between 1 March and 1 June. In practice these meetings often celebrate local activities and debate current issues in the community. The chairman of the council calls the Annual Parish Meeting and, if present, will chair it.</p> <p>Annual Parish Meeting 2025. <b>Thursday 22nd May 2025</b>, at 6pm to be held at the Seeds of Hope.</p> <p><b>Resolved:</b> Kingshurst Parish Council Vice Chair Cllr M Brain, shall preside.</p>	

10.	<p><b>Date of next Full Council meeting:</b>  <b>Thursday 12th June 2025 @ 6pm</b>  <b>Seeds of Hope</b></p>	
11.	<p><b>Private and Confidential:</b>  Exclusion of public and press To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960.</p> <p><b>Noted:</b>  Date of Hearing: 03 June 2025 (Preliminary Telephone Hearing)  Kingshurst Parish Council confirms that Peninsula has been authorised to represent the Council in this matter. The Council’s legal support policy agreement with Peninsula remains active and valid until November 2025.</p> <p><b>Meeting finished 7.00pm</b></p>	

Signed (Chair)

Date: