



Meeting of **Clent Parish Council** held at **7:30pm on Thursday 13th May 2021**
at Clent Parish Hall, Church Ave, Clent, Stourbridge DY9 9QT

Minutes

Present: Cllr Nick Sugden (Chairman), Cllr Peter Bates, Cllr Drew Beaumont, Cllr Ed Sheppard, Cllr Andrew Sherrey, Cllr Margaret Sherrey and Cllr David Mudie.

In attendance: Nick Farress (Clerk)

5231 Apologies for absence

County Councillor Karen May

5232 Declarations of interest

Cllr Sheppard declared a Disclosable Pecuniary Interest in Minute 5241(a)(iii) as he is the temporary parish Lengthsman. Cllr Sheppard did not vote on this item or sign the cheque.

5233 Dispensations

There were none.

5234 Election of Chairman and Vice Chairman

(a) Cllr Nick Sugden was duly elected to the office of Chairman for the 2021/22 council year.

(b) Cllr Ed Sheppard was duly elected to the office of Vice Chairman for the 2021/22 council year.

Open session

The meeting was adjourned for the open session and the following reports/updates were noted.

Public comments/questions

There were no public questions.

District Councillor Margaret Sherrey provided updates on the following:

- The district council were currently in discussions with government in relation to green and food waste collections.
- The district council now has 1 fully electric vehicle in its fleet.
- The New Homes Bonus scheme is going to be opening for applications soon. Cllr Sherrey would share the details with the Clerk for onward circulation.
- Cllr Karen May had been re-elected to the county council.

5235 Minutes

In relation to Minute 5223, Cllr Bates asked who had stated that the parish hall was the “preferred location” for the new community hub. It was clarified that Cllr May had relayed this information as it was felt that this location was most suitable in planning terms. It was agreed to clarify this and provide an update at the next meeting.

Notwithstanding the above, it was **resolved** that the minutes of the Parish Council Meeting held on 19th April 2021 be agreed as a true record of the proceedings and signed by the Chairman.

5236 Correspondence

An e-mail was received from a football field user asking if the council could install a net at either end of the field to stop footballs from landing in the adjacent field or in the pond. It was agreed that the Clerk look into the potential costs of this.

5237 Policies and Procedures

It was **resolved** to approve the following governance documents for the 2021/22 council year as presented by the Clerk and circulated prior to the meeting:

- (a) Financial Regulations
- (b) Standing Orders
- (c) Risk Schedule
- (d) Asset Register (it was agreed to review the amount the war memorial was insured for at the next renewal).

5238 Internal Auditor’s Report

The internal auditor’s report on the 2020/21 account was circulated at the meeting and no issues were raised by the auditor or councillors. It was **resolved** to accept the report.

5239 Annual Governance and Accountability Return (AGAR) 2020/21: Annual Governance Statement

It was **resolved** to approve the 2020/21 Annual Governance Statement which is Section 1 on the AGAR and that the Chairman and Clerk sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations for parish councils.

5240 Annual Governance and Accountability Return (AGAR) 2020/21: Accounting Statements

It was **resolved** to approve the 2020/21 Accounting Statements which is Section 2 on the AGAR and that the Chairman and RFO sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations for parish councils.

5241 Finance

- (a) It was **resolved** to pay the following for May 2021:
- | | |
|---------------------------------|--------------------------|
| (i) Clerk salary & expenses | £695.12 |
| (ii) HMRC PAYE May 2021 | £3.40 |
| (iii) Mr Ed Sheppard Lengthsman | £300.00 |
| (iv) Cllr Ed Sheppard Expenses | £629.00 (incl. strimmer) |

(v) Clent Cricket Club (grass cutting)	£350.00
(vi) CALC Annual Subscription	£780.76
(vii) Mr John Benner (Internal Audit)	£290.00

(b) It was **resolved** to approve the budget monitoring report dated 30/04/2021 prepared by the Clerk.

(c) It was **resolved** to approve the April 2021 bank reconciliation noting a balance of £95,082.58 as at 30th April 2021. This includes the first precept instalment.

5242 General Maintenance and Highway Matters

The following items were discussed:

- (a) It was **resolved** to purchase 21 new verge markers for the area around Amphlette House at a cost of £451 (net of VAT). Cllr Sheppard would progress this.
- (b) Cllr Sheppard would look to pressure wash the parish council benches over the next fortnight.
- (c) Holy Cross Green was due to be strimmed in the next week.

5243 Field Maintenance and Play Areas

The following items were discussed:

(a) The state of the village pond was of continuing concern. An idea was put forward to reconfigure the drainage in and around the pond to avoid road water draining into the pond and causing potential contamination. It was considered that this would be a very expensive project and if the silt trap was cleaned out regularly by WCC and was doing its job, re-routing the pipes would be unnecessary. It was agreed to wait until the work had been carried out by WCC and the pond area cleaned up to see how this improved the situation. More regular emptying of the silt trap should be carried out by WCC to prevent future build ups.

(b) It was resolved to spend £225 on repairs to the seesaw as recommended by the RoSPA inspection. Cllr Sheppard would organise this.

(c) The dog bag dispensers were often empty and attracted complaints from parishioners. It was felt that the facility was important to help keep the field tidy, but it needed more regular monitoring to ensure there were bags available. It was also noted that dog owners should carry their own bags and not rely on the parish council's supply. The Clerk would contact the person who fills them up for the parish council to ask if he could check the dispensers at least once a fortnight.

5244 Planning

The following applications were considered by the council in its role as consultee:

- (a) 21/00542/FUL - Widening of existing vehicular access to provide 1 additional on site parking space, in addition to engineering operations and raised balcony pavilion - Cross Ways, Bromsgrove Road – It was **resolved** to raise **no objection**.
- (b) 21/00553/FUL - Walton Farm, Walton Pool - Proposed conversion of existing vacant barn and outbuildings to form five residential dwellings, plus annexes for storage and agricultural use at Walton Farm. It was **resolved** to raise **no objection**.

5245 Parish Magazine

The Clerk would submit the annual finance report for the July magazine (attached to these minutes at Appendix A).

Date of Next Meeting

The date of the next ordinary meeting of the Parish Council is the **21st June 2021** at 7.00pm at Clent Parish Hall.

The meeting closed at 8.20pm.

Signed as a true record:

Chairman:

Date:

APPENDIX A

FINANCE – Summary of 2020/21 Accounts and 2021/22 Budget

The Council's total income for 2020/21 was £57,898.82. Of this, £49,850.00 came from the Parish precept with the other major elements coming from grant income and rents.

Spending to the end of the financial year amounted to £45,868.39. The balance in credit was due to uncleared cheques at the end of the year and a general reduction in salary and general admin costs.

A comparative summary of income and expenditure is provided in the table below.

	2019/20	2020/21	2021/22 Budget
INCOME			
Precept	£49,850.00	£49,850.00	£49,850.00
Bank Interest/Charity Income/Rent	£400.00	£400.00	£400.00
Grants	£3,176.15	£7,739.82	£2,518.00
Other/Misc/VAT	£2,462.40	£0.00	£125.00
TOTAL INCOME	£55,888.55	£57,989.82	£52,893.00
EXPENDITURE			
Administration (inc insurance, elections, salaries)	£13,044.93	£16,162.27	£18,900.00
Open Spaces	£12,862.59	£16,583.57	£18,493.00
Highways	£1,403.00	£3,710.97	£4,500.00
Public Lighting	£0.00	£3,696.14	£6,000.00
Community Grants	£0.00	£5,715.44	£5,000.00
Equipment	£550.96	£0.00	£0.00
TOTAL EXPENDITURE	£27,861.48	£45,868.39	£52,893.00
END OF YEAR BALANCE	£58,624.35	£70,985.78	-