



Annual Meeting of **Clent Parish Council** held at **7:00pm on Monday 20th May 2019** at
Clent Parish Hall, 40 Church Ave, Clent, Stourbridge DY9 9QT

Minutes

Present: Kevin Smith (Chairman for Item 1), Cllr Nick Sugden (Chairman from Item 2), Cllr Peter Bates, Cllr Drew Beaumont, Cllr Ed Sheppard, Cllr Andrew Sherrey and Cllr Mrs Margaret Sherrey.

In attendance: Cllr Karen May (County Councillor), Nick Farress (Temporary Clerk), members of the public.

On opening the meeting, Kevin Smith, the outgoing Chairman, congratulated those Councillors who had been re-elected and those who were newly elected and wished the Council well for the future.

4955 Election of Chairman

It was **resolved** to elect Councillor Nick Sugden as Chairman of the Council for the municipal year 2019/20.

4956 Election of Deputy Chairman

It was **resolved** to elect Councillor Ed Sheppard as the Vice Chairman of the Council for the municipal year 2019/20.

4957 Apologies for absence

Apologies were received from Cllr Mrs Caroline Howard.

4958 Declarations of interest

There were none. Councillors were reminded that they need to submit their Register of Interest forms to Bromsgrove DC as soon as possible.

4959 Dispensations

There were none.

Open session

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

Members of the public raised the following issues:

- The way that the Council's accounts are presented is confusing and needs to be made clearer and produced in a consistent format.
- Access to the new toilets at the cricket ground for members of the public. This will be via a coded entry system as the facilities are not "public" but the code can be given to villagers on application to the parish clerk.

County Councillor Karen May provided the following update:

- Cllr May updated the Parish Council on the activities of the County Council over the last month
- Walton Pool drain jetting
- Welcome to Clent sign now in place
- The Parish Council need to decide where the set of village entry "gates" should be located. They cannot be located in a 60mph zone
- The A451 traffic assessment continues
- Cllr May is happy to pay for the installation of a new grit bin at Holy Cross Green after the previous one was damaged by a lorry
- Discussions continue in relation to parking at Clent Nurseries

District Councillor Margaret Sherrey provided the following update:

- The district local plan review continues with a call for sites and Green Belt review in progress.
- Cllr Sugden asked that recent activity at Land South of Summerfield Road, Holy Cross is monitored for a possible planning application. It is designated green belt land and has a blanket TPO on the trees on the site. Cllr Sherrey agreed to keep an eye on this.

4960 Youth Council

There was no Youth Council representative available. However, a recent discussion has taken place amongst the Youth Council about a "boggy" area behind the goals in the park which may have been caused by a blocked drainage pipe. Cllr Sheppard will investigate this.

4961 Minutes

It was **resolved** that the minutes of the Parish Council Meeting held on 15th April 2019 be agreed as a true record of the proceedings and signed by the Chairman.

4962 Appointment to Committees and Working Groups

It was **resolved** to appoint Councillors to the Council's Committees and Working Groups as follows:

- (a) Staffing Committee – Cllrs Nick Sugden, Ed Sheppard and Mrs Margaret Sherrey.
- (b) Planning Lead Councillors – Cllrs Andrew Sherrey and Ed Sheppard.
- (c) Website and Communications – It was agreed to retain the services of Richard Price to look after IT issues who would provide this free of charge.

(d) Grounds Maintenance Working Group – It was agreed that Full Council should consider issues relating to grounds maintenance.

4963 Appointment to Outside Bodies

It was **resolved** to appoint Councillors to outside bodies as follows:

- (a) CALC Area Committee – Cllr Sugden
- (b) Clent Hills Advisory Body – Cllr Sheppard
- (c) Parish Tree Officer – Cllr Sheppard

4964 Annual Review of Policy Documents and Schedules

It was **resolved** to approve the following schedules and policy documents with no amendments:

- (a) Standing Orders (based on NALC model)
- (b) Code of Conduct
- (c) Financial Regulations
- (d) Internal Financial Control Policy
- (e) Corporate and Financial Risk Assessment

4965 Insurance Policy

It was **resolved** to agree that the Council's current insurance arrangements are adequate and would be reviewed again at the renewal date in October.

4966 Finance

It was **resolved** to approve the following payments and that Cllrs Beaumont and Sheppard would sign the cheques:

- (a) Worcestershire CALC Subscription - £740.23
- (b) N Farress Temporary Clerk Fees - £175.50
- (c) JRB Enterprise Ltd (Dog Bags) £149.70

(d) It was **resolved** to apply the 2019/20 National Joint Council's pay award with effect from the 1st April 2019. The new scales will be used when setting the salary for the permanent clerk.

(e) The bank balance as at 25/4/19 of £54,469.21 was noted. Cllr Bates (acting RFO) reported that he had queries in relation to BT's charges and that he will ask the Council's maintenance contractor to supply monthly invoices for £450 for audit purposes going forward. Cllr Bates and the Clerk would discuss the setting up of online banking following the resolution at the meeting in April to move away from cheques.

(f) It was noted that the internal audit was complete, and the auditor would contact Cllr Bates directly.

4967 Lengthsman Agreement 2019/20

The Council does not currently have a Lengthsman in place. It was agreed that Councillors would meet informally to discuss this matter and whether the Council would continue with the scheme.

4968 Planning Applications

There were no planning applications to consider.

4969 Parish Magazine

It was **resolved** that Cllr Sugden would produce this month's entry into the parish newsletter.

4970 Party in the Park

It was **resolved** not to hold this event in 2019 due to a difficulty in securing a suitable date.

4971 Litter Pick

It was agreed that Cllrs Bates and Mrs Howard would meet to discuss whether to recommend an additional litter pick event including the purchase of equipment and report back to the next meeting.

4972 Vehicle Activated Sign (VAS) - Belbroughton Road

Cllr Sheppard advised that this was in progress and would report back to the next meeting.

4973 Beacon and Oak Tree Planting

Cllr Sheppard advised that this was in progress and would report back to the next meeting.

4974 Play Equipment Annual Inspection

Cllr Sugden would send around the RoSPA report to Councillors which identified some minor works that were required. Cllr Sheppard agreed to liaise with the Council's maintenance contractor to address the issues identified.

4975 Parish Maintenance

Cllr Bates reported that he had arranged for urgent works to the cherry trees on the Centenary Field to be carried out.

4976 New Toilets at Cricket/Boules Pitch

Cllr Sheppard advised that the ceiling and plasterboards have almost been removed ready for the electrician to start the re-wiring.

4977 Councillor Updates and Items for Future Agendas

(a) Council accounts system to be discussed at the next meeting. In the meantime, Cllr A Sherrey would investigate the “pros and cons” of using Quickbooks vs Excel.

4978 Exclusion of Press and Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960s1(2) it was **resolved** to exclude members of the public and press from the meeting in order to discuss matters of a confidential nature.

4979 Appointment of Clerk/RFO

It was **resolved** to ask Nick Farress to continue in the role of Temporary Clerk for the next three months - June to August - pending the completion of the recruitment process for a permanent Clerk and RFO. The Staffing Committee would arrange a meeting to discuss the permanent position in due course.

Date of Next Meeting

The date of the next Parish Council Meeting is the **17th June 2019** at 7.00pm

The meeting closed at 8.35pm

Signed as a true record:

Chairman
17th June 2019

Produced by



Nick Farress
Temporary Clerk
Clent Parish Council