



Meeting of **Clent Parish Council** held at **7:00pm on Monday 17th June 2019** at
Clent Parish Hall, 40 Church Ave, Clent, Stourbridge DY9 9QT

Minutes

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

In attendance: Nick Farress (Temporary Clerk), members of the public.

4980 Apologies for absence

Apologies were received from County Councillor Karen May.

4981 Declarations of interest

- Cllr Bates advised that he had become a member of Clent Club.
- Cllr Ed Sheppard advised that he is a member of Clent Club and is the voluntary groundsman at Clent Cricket Club.

4982 Dispensations

There were none.

Open session

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

There were no public questions.

County Councillor Karen May provided a written report sharing general highlights from the County Council over the month. Cllr May also advised that she had visited Clent Nurseries about the parking issues and conversations about ways to deal with local concerns are ongoing.

District Councillor Margaret Sherrey provided the following update:

- Cllr Sherrey is going out with recycling officers to inspect green bins to provide education to residents about what can and cannot be recycled. One item that often contaminates recycling bins is black plastic. It was suggested that the Parish Council could provide some recycling information on its website and Cllr Sherrey would supply the relevant information to the Clerk.
- Cllr Sherrey reported that she is working with Cllr May in relation to the parking issues at Clent Nurseries.

4983 Youth Council

The Youth Council representative reported that the Council had discussed improvements to the football field including new goals, lining out and dealing with the waterlog issue at the goal mouth by potentially using some artificial grass. The Youth Council would provide more information about what is required, including costings, for the Parish Council to consider. It was suggested that New Homes Bonus funding could be used to pay for the improvements and Cllr Margaret Sherrey would investigate this.

The Youth Council had also discussed an additional litter pick and using collected waste plastics to make “eco bricks”.

4984 VE Day 75 – 8th May 2020

Sue Hindle addressed the Council on the VE Day 75 celebrations on the 8th May 2020. The celebrations would include country wide activities and is linked to the Armed Forces Charity. It was suggested that the Trench Raiders be booked for the evening of the 8th May and that Sue would book the Parish Hall for the event. The Parish Council would pay for the Hall hire. Another suggestion was that a Party in the Park could take place on Saturday 9th May. It was agreed that the Parish Council are happy to support the celebrations and that further discussions with all relevant parties would be held in due course.

4985 Minutes

- The Clerk advised that Cllr Mrs Howard was listed as present and as an apology and this was an administrative error. It was clarified that Cllr Mrs Howard was not present at the meeting.
- It was noted that Cllr Mrs Howard would continue to be the Parish Council’s liaison with the Youth Council.
- The Chairman would forward an additional resident who would like hard copies of the Agenda and Minutes sent to their home address as they are not online.

Noting the above points, It was **resolved** that the minutes of the Annual Parish Council Meeting held on 20th May 2019 be agreed as a true record of the proceedings and signed by the Chairman.

4986 Annual Governance and Accountability Return (AGAR) 2018/19: Annual Governance Statement

It was **resolved** to approve the 2018/19 Annual Governance Statement which is Section 1 on the AGAR and agree that the Chairman and Clerk sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations 2015.

4987 Annual Governance and Accountability Return (AGAR) 2018/19: Accounting Statements

It was **resolved** to approve the 2018/19 Accounting Statements which is Section 2 on the AGAR and agree that the Chairman and RFO sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations 2015.

4988 Correspondence – Grant Funding Request

Correspondence from Bluwave Community Transport requesting grant funding was considered. It was noted that Wyre Forest Dial-A-Ride had extended its services to the Clent area and the demand for a new service was unclear. It was **resolved** to write back to Bluwave Community Transport to ask them to provide evidence of the potential need and demand for this new service before the Council could consider grant funding. It was further agreed that the Council would be happy to promote the service to residents.

4989 Finance

It was **resolved** to approve the following payments and that Cllrs Mrs Howard and Sugden would sign the cheques:

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|--------------------------------------|---------|
| (a) Clent Parish Hall - | £71.25 |
| (b) N Farress Temporary Clerk Fees - | £209.00 |
| (c) John Benner (Internal Auditor) - | £290.00 |

(d) A receipt from WCC of £832.85 in relation to the Lengthsman Scheme from Sept-Dec 2018 was noted.

(e) It was **resolved** to approve the monthly budget monitoring report as presented by the Acting RFO.

(f) The balance of the current account at the end of May was £54,640.56. The reserves level as reported in the Annual Return 2018/19 was £30,597.00. It was agreed that this was an adequate level of reserves.

(g) Cllr A Sherrey recommended that the Excel spreadsheet provided by the Clerk would be suitable for use as the Council's accounting system. It was **resolved** to accept this recommendation and begin to use the new Excel file with immediate effect. It was noted that the Council has login details for the HMRC Basic Payroll Tools system which can be used to process the payroll at no cost.

(h) Arrangements for the storage of Council records was discussed and it was agreed that this would be a task allocated to the new Clerk as and when appointed.

(i) Cllr Bates updated the Council on the potential implementation of internet banking. Cllr Bates in his capacity as Acting RFO recommended that the Council sign up for online banking in order for the Clerk and RFO to view real time statements but not to make payments. Cheques should continue to be used for payments. It was **resolved** to accept this recommendation.

Cllr Bates further reported that in communication received from HSBC, the Council had been advised that due to it being a public authority, its accounts would not be covered by the Financial Services Compensation Scheme. Cllr Bates had challenged this with HSBC as the Parish Council should not be classed as a "public authority" and therefore covered by the

Scheme. HSBC had now corrected the Council's designation on its system as a "small authority" and they had confirmed that the Council are in fact covered by the FSCS.

4990 Maintenance & Highway Matters and Lengthsman Scheme 2019/20

(a) It was **resolved** to continue with the Lengthsman Scheme with the current Lengthsman in the role at his prevailing hourly rate, and that the Clerk sign the relevant agreement with the County Council. There are around 5 outstanding jobs which Cllr Sheppard has allocated to the Lengthsman which would be sent to the Clerk. It was also agreed that the Lengthsman would complete and return regular timesheets to identify work carried out.

(b) It was **resolved** that the final set of white village boundary gates should be located on Broome Lane, Clent near to the roundabout where there is a Clent sign and flower box. This would need highways agreement and Cllr May would also need to be consulted.

(c) Cllr Sheppard advised that the Parish Council can no longer deal with gulley cleaning as a GPS reference is now required for each location.

4991 Grounds Maintenance & Play Areas

(a) Cllr Sheppard advised that he had spoken with Worcestershire Highways in relation to the boggy area that has developed on the playing field. The problem appears stem from a ruptured drainage pipe which needs digging up and repairing. Since the run off has come from the highway, Worcestershire Highways have agreed to look into the problem. Cllr Sheppard will provide an update at the next meeting.

(b) Cllr Sheppard reported that there were a number of jobs required to the play equipment following the RoSPA annual inspection including the replenishment of bark, cracked Tarmac and skate ramp railings. A full costings report will be available for the next meeting.

4992 Planning Applications

(a) **19/00623/FUL** - Loft conversion and associated elevational treatments - The Coppins, Mount Lane, Clent. It was **resolved** to raise **no objection**.

(b) **19/00696/FUL** - Proposed extensions and alterations to include: new rear dormer and single storey rear extension - 1 Camel Cottages, Holy Cross Green, Holy Cross. It was **resolved** to raise **no objection**.

4993 Parish Magazine

It was **resolved** that Cllr Nick Sugden would write this month's update for the parish magazine and this would take the form of a summary of the Minutes.

4994 Litter Pick

It was resolved to hold the village litter pick three times per year in March, June and September. There would also be a one off litter pick in July or August this year only as there is quite a lot of litter around. Cllrs Mrs Howard and Bates would report back to the next meeting with some costings in relation to purchasing some equipment to "top up" that provided by BDC.

4995 Vehicle Activated Sign (VAS) - Belbroughton Road

Cllr Sheppard advised that this was awaiting the services of the electrician.

4996 Beacon and Oak Tree Planting

The oak tree was now unavailable, and Cllr Sheppard would enquire with the National Trust as to whether they paid their contribution towards the beacon.

4997 Councillor Updates and Items for Future Agendas

(a) Cllr A Sherrey had been approached by a representative from the former RBS Belbroughton Branch which had folded due to low numbers. The resident would like to come and speak to the Parish Council about rejuvenating the Branch and Cllr Sherrey would arrange a visit in either July or September.

(b) Cllr A Sherrey would like the Chairman's Chain added to the next Agenda which was agreed.

4998 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.

4999 Appointment of Clerk/RFO

The Council discussed the next steps in the process of recruiting a new permanent Clerk and RFO. It was **resolved** to hold a recruitment event in August in place of the Council meeting.

Date of Next Meeting

The date of the next Parish Council Meeting is the **15th July 2019** at 7.00pm

The meeting closed at 9.05pm

Signed as a true record:

Chairman
15th July 2019

Produced by



Nick Farress
Temporary Clerk
Clent Parish Council