



Meeting of **Clent Parish Council** held at **7:00pm on Monday 17<sup>th</sup> November 2025**  
at Clent Parish Hall, Church Ave, Clent, Stourbridge DY9 9QT

## **Minutes**

**Present:** Cllr Ed Sheppard, Cllr Andrew Sherrey, Cllr Margaret Sherrey, Cllr Sara ffoulkes, Cllr Drew Beaumont

**In attendance:** County & District Councillor Karen May, District Councillor Simon Nock, Nick Farress (Clerk), 3 members of the public.

### **5791 Apologies for absence**

George Kirkham (National Trust), Cllr Peter Bates

### **5792 Declarations of interest**

There were none.

### **5793 Dispensations**

There were none.

### **5794 Casual Vacancy**

The Chairman had received a resignation from Cllr David Mudie at the end of the last meeting. The Clerk had informed BDC and if an election is not called by 10+ residents by the 26<sup>th</sup> November 2025, the PC can co-opt a member to the council.

### **5795 Clent Youth Council**

The Chair of the Youth Council provided updates on the following:

- 2026 project list
- Hedge cutting around the cricket pitch needs to be done as it is looking untidy

### **ACTION - ES**

### **Public comments/questions:**

The following issues were raised by the public:

- No questions from the public.

### **County and District Councillor Updates**

Councillors Karen May and Simon Nock reported on the following from Bromsgrove DC and Worcestershire CC

- Bromsgrove Local Plan Review – 10,000 responses received.
- Devolution and unitary councils for Worcestershire.

- Drainage issues and gritting on Adams Hill – WCC will work with the NT to survey the drainage system and remove any blockages.
- Asset transfer of allotments to PC – Cllr May is trying to fast track this.
- Replacement VAS machine – unit is on order but installation will be delayed due to a change in personnel within highways.

#### 5796 Minutes

Three apologies were missed from the Minutes – Cllr M Sherrey, Cllr Bates and Cllr Karen May. These were added by hand and countersigned by the Chairman.

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 20th October 2025 be agreed as a true record of the proceedings and signed by the Chairman.

#### 5797 Correspondence

The following correspondence was considered:

(a) Bromsgrove CAB grant request – it was **RESOLVED** to grant £300 for financial year 2025/26.

##### **ACTION - NF**

#### 5798 Finance

(a) Bank Switch - the bank account switch to Unity Trust Bank had been completed and it was **RESOLVED** to adopt a new policy setting out the new system for making payments from the council's new current account via internet banking. This policy is appended to these Minutes at Appendix One.

(b) To ratify the payment of the following for Nov 2025 from the council's current account via the Unity Trust Bank internet banking system:

(i) Clerk salary & expenses	£902.28
(ii) HMRC PAYE	£89.77
(iii) WCC Street Lighting	£485.44
(iv) Clent Parish Hall	£86.25

(c) It was **RESOLVED** to approve the budget monitoring report (circulated previously)

(d) It was **RESOLVED** to approve the monthly bank reconciliation for October (circulated previously) noting a balance at 31/10/25 £101,505.31.

(e) Three Roses Homes Hamper – it was **RESOLVED** to provide the annual hamper to the Three Roses Homes residents in lieu of them maintaining the PROW adjacent to their property. The Clerk would ask former Chairman Nick Sugden to purchase the items for the hamper up to the value of £100 and deliver it to the home

##### **ACTIONS - NF**

#### 5799 General maintenance & highway matters

(a) Nimmings Car Park and highway improvements to discourage late night ASB (Cllr May/NT) – progress update on stopping up order and new TRO – this was with the NT currently but there will be changes to the staffing structure in the near future which may halt the process.

(b) Litter bin outside parish hall – quote from BDC (Cllr May) – this was with Cllr May.

(c) New VAS for Bromsgrove Rd – the Clerk had clarified the funding plan for the VAS including contributions from Cllr May and Cllr Nock and the unit was on order with WCC.

##### **ACTIONS: KM**

#### 5800 Field Maintenance & Play Areas

- (a) Trim Trail field lease – update re potential asset transfer. This is with the BDC legal department and Cllr May is attempting to “fast track” the process.
- (b) New play equipment purchased and installed with the BDC Community Grant – the installation date was now scheduled to be 27<sup>th</sup> November 2025.
- (c) Play area new access gate – update on purchase and installation – Cllr Bates was absent so no update was available.
- (d) Pathway to new accessible roundabout – the Chairman has asked Birmingham Pavements for a quote as they have been recommended by Romsley PC who have recently used them.
- (e) Flower planter – Cllr Sheppard had planted up one of the boxes at the village gateway.

**ACTIONS: PB/ES/KM**

**5801 Planning**

There were no new planning applications to consider.

The only application was for a “new” café at the Nimmings car park by the NT. The PC would not object to this.

**5802 Parish Magazine**

There were no specific items for the January issue, so the Clerk would write a general update..

**ACTION: NF**

**5803 Councillor updates and items for next Agenda.**

There were no further updates.

**Date of Next Meeting**

The date of the next Meeting of the Parish Council is the 19th January 2026 at Clent Parish Hall.

*The meeting closed at 8.00pm.*

**Signed as a true record:**

Chairman:\_\_\_\_\_ Date:\_\_\_\_\_

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# Internet Banking Policy

## Clent Parish Council

### 1. Introduction

The purpose of this policy is to provide clear guidance for the use of internet banking by Clent Parish Council. The policy ensures that the Council's financial transactions are conducted securely, transparently, and in accordance with best practice and statutory requirements.

### 2. Scope

This policy applies to all councillors, employees, and authorised signatories involved in the management and operation of the Council's bank accounts via internet banking facilities.

### 3. Objectives

To protect the Council's funds from fraud, error, or misuse

To ensure compliance with current legislation and the Council's Financial Regulations

To provide a framework for the secure and efficient use of internet banking

### 4. Setting Up Internet Banking

The Parish Council shall approve the use of internet banking by formal resolution, recorded in the minutes.

The Clerk and Responsible Financial Officer (RFO) will complete the necessary registration and ensure appropriate authorisation levels are set up, including triple authorisation.

Any changes to user access must be approved by the Council and recorded in the minutes.

### 5. Authorised Users

Only councillors and staff formally authorised by a resolution of the Parish Council may access and operate the Council's internet banking facilities.

User credentials (usernames, passwords, PINs, etc.) must be kept confidential and not shared.

The RFO will only be able to create payments and not authorise them.

Councillors will only be able to authorise payments and not create them.

Any changes to the access levels, signatories and administration of the account will only be authorised by TWO mandate signatories. The RFO will NOT be a mandate signatory.

### 6. Making Payments

All payments must be approved by the Council or, in cases of urgency, by delegated authority in accordance with the Council's Financial Regulations.

Where internet banking is used, payments will be CREATED by the RFO and AUTHORISED by TWO councillors (triple authorisation). The RFO will NOT have the ability to authorise payments and councillors will NOT have the ability to create payments.

Payment details must be checked against invoices and supporting documentation before authorisation. Invoices will be sent to all councillors when received, and once the RFO has checked the details and created the payment online.

A record of all internet banking transactions must be retained and presented to Council at the next meeting for ratification.

#### 7. Security Measures

User credentials must be kept secure and never written down or shared.

Access to internet banking should only occur on secure, password-protected devices with up-to-date antivirus software.

Regular password changes are required, at least every six months.

Any suspected security breach must be reported immediately to the Clerk/RFO and Chair of the Council.

#### 8. Monitoring and Reporting

The RFO is responsible for regularly reconciling bank statements and reporting any discrepancies to the Council without delay.

Bank statements and reconciliations will be sent to all councillors for checking and approval at each meeting of the parish council.

All internet banking activity must be auditable and subject to internal and external audit as required.

#### 9. Review of Policy

This policy will be reviewed if and when significant changes to banking arrangements or legislation occur. Amendments must be approved by the Council and recorded in the minutes.

#### 10. Adoption

This Internet Banking Policy was adopted by resolution of Clent Parish Council at its meeting held on 17<sup>th</sup> November 2025.

For further information or clarification, please contact the Clerk/Responsible Financial Officer.