



Meeting of **Clent Parish Council** held at **7:00pm on Monday 16th February 2026**
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, Cllr Mark Brocklebank, Cllr Peter Bates

In attendance: District Cllr Simon Nock

5817 Apologies for absence

County and District Councillor Karen May, Nick Farress (Clerk).

5818 Declarations of interest

There were none.

5819 Dispensations

There were none.

5820 Clent Youth Council

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

- Owing to many members being away for half term holidays meeting had been cancelled.
- The Board Game event was a success with 25 attending including all youth councillors. Clent Connect had settled Hall Hire. The PC would reimburse CC and take from grant already agreed by PC.
- There would be a litter pick in May.

Public comments/questions:

The following issues were raised by the public:

- No questions from the public.

County and District Councillor Updates

Councillor Simon Nock provided updates on the following:

- Cllr Nock advised that BDC were currently setting the budget. It would be a balanced budget for the next three years. The council tax would increase by 3.99% for 2026/27. WCC were increasing by 9%. No figures were available for the police and fire services.
- There were still had monies available for grants of up to £250 for litter bins etc. There were also monies available from District for larger projects.

5821 Minutes

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 19th January 2026 be agreed as a true record of the proceedings and signed by the Chairman.

5822 Correspondence

The following correspondence was considered:
There was no new correspondence.

5823 Finance

(a) Payments – January 2026 – it was **RESOLVED** to ratify the payment of the following from the council's current account via the Unity Trust Bank internet banking system:

Date	Supplier	Payments
15/01/2026	N Sugden (hamper)	89.56
19/01/2026	HMRC PAYE	89.57
19/01/2026	N Farress salary	817.49

- (b) It was **RESOLVED** to approve the budget monitoring report (circulated previously)
(c) It was **RESOLVED** to approve the monthly bank reconciliation for January (circulated previously) noting a balance at 31/01/26 £89,191.47
(d) It was **RESOLVED** to approve the draft IT policy as drafted by the Clerk and included at Appendix One below.

ACTIONS: NF

5824 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 have been changes to the staffing structure which has delayed progress.
(b) Litter bin outside parish hall – quote from BDC (Cllr May) – this was with Cllr May. The Clerk would ask for an update and also on the replacement bin required outside the church.
(c) New VAS for Bromsgrove Rd – the unit was on order with WCC and the invoice had been paid.

ACTIONS: KM/NF

5825 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) Play area new access gate – update on purchase and installation – Cllr Bates would provide an update at the next meeting.
(c) Pathway to new accessible roundabout – quotes had not yet been received.
(d) Play equipment 3 year plan – Cllrs Bates and ffoulkes would provide an updated proposal at the next meeting, including the “ring fencing” of reserves in order to deliver the project. The Clerk would be asked to contact Cllr May about future funding for play areas from BDC so that this can be included in the budget proposal.

ACTIONS: KM/ES/PB/SF/NF

5826 Planning

The following applications were considered:
There were no new applications.

5827 Parish Magazine

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

ACTION: NF

5828 Councillor updates and items for next Agenda.

(a) Play area 3 year plan budget update for March agenda.

Date of Next Meeting

The date of the next Meeting of the Parish Council is the 16th March 2026 at Clent Parish Hall.

The meeting closed at 7.30pm.

Signed as a true record:

Chairman: _____ **Date:** _____

APPENDIX ONE

IT and Cyber Security Policy

1. Introduction

Clent Parish Council has a duty to ensure the proper security and privacy of its computer systems and data. All users are responsible for protecting these assets.

The Parish Clerk is responsible for implementing and monitoring this policy.

2. General Principles

The Parish Clerk and all Members should remain vigilant about cybersecurity threats. Suspicious activity or emails should be reported to the Parish Clerk. Users should never share passwords via email and should be cautious of odd or inconsistent language in communications.

All users must comply with the council's Data Protection & Retention Policy. Council devices must have up-to-date antivirus software, which must not be disabled without authorisation from the Parish Clerk.

Unauthorised use, modification, or interference with computer systems or data breaches this policy and may also be an offence under the Computer Misuse Act 1990.

Only properly licensed software may be installed on council devices, with the Parish Clerk's approval.

3. Training and Guidance

The Parish Clerk will receive appropriate cybersecurity training to suit the duties of the role as and when required.

Members can be provided with a basic overview of cybersecurity measures when they join, if appropriate, and may receive further guidance as and when required.

4. Information Technology

Parish Clerk: - The Parish Clerk will be assigned a council email address for official correspondence. The Parish Clerk is responsible for safeguarding any council devices, data, or systems under their control.

Members: - Members are encouraged to use a dedicated e-mail account for all council-related communications. Emails relating to council business are considered council data and may be subject to disclosure under the Data Protection Act or Freedom of Information Act, even when sent from personal accounts.

All official parish council communication must only be sent from the Clerk's official e-mail account – clerk@clentparishcouncil.gov.uk.

Members not using webmail should configure email clients to retain copies of sent messages on the server. When using social media in a personal capacity, Members must make it clear they are not representing the Parish Council. Members must follow the Council's Code of Conduct when using social media. Personal devices used to access council systems must be password-protected and accessible only by the Member.

5. Websites and Social Media

The Parish Clerk shall ensure that the council website is accurate, up-to-date, and secure in partnership with the council's appointed website and e-mail host company.

Council social media accounts may be managed by the Parish Clerk and, where applicable, by the Chair of the Council or another Member appointed by the council.

Posts on council-operated social media must remain non-political, factual, and in the interests of the parish.

Creation of new websites or social media accounts for council use requires council approval.

6. Password Protection

All council systems must be secured with passwords. Two-factor authentication should be enabled where possible. Unattended devices must be locked or require password re-entry.

Passwords must be at least eight characters long, include uppercase and lowercase letters and at least one number or special character.

Generic/shared accounts should be avoided.

Access credentials must not be shared between users.

Unique passwords should be used across different systems and devices.

Passwords should be changed periodically.

Passwords must not be written down or stored in unsecured locations.

7. Portable Devices

All mobile devices (phones, tablets, laptops) used for council business must be protected using passcodes, passwords, or biometric locks.

Passwords and passcodes must be strong and not easily guessed.

Removable media (such as USB drives) must be encrypted or password protected when containing sensitive council data.

8. Incident Reporting

Any incidents that may compromise council data or systems must be reported to the Parish Clerk without delay. This includes lost or stolen devices, phishing attempts, shared or compromised passwords and suspected unauthorised access.

9. Misuse of IT

Misuse of IT systems may result in disciplinary or legal action.

Misuse includes but is not limited to accessing, creating or sending offensive or inappropriate content, sending defamatory or infringing material, distributing spam or malware, interfering with others' data or work, changing system settings without permission and using council devices for gaming during work-related activities.

Unauthorised access to or distribution of council systems, data or information is strictly prohibited.

This policy was adopted by the Council at its meeting held on 16th February 2026.