

Minutes of the Annual Meeting of Belbroughton and Fairfield Parish Council held at The Jubilee Room Belbroughton Recreation Centre on 14th May 2018.

Present: Cllrs. B Allington, J Bradley, J Boswell, A Hood, T Jones, A Mabbett, P Margetts, S MacDonald, Dr R Morgan, S Nock and, C Scurrall. **Clerk:** J Farrell, & nine members of the public.

133/18 Election of Chairman and Chairman's Declaration of Acceptance of Office.

Cllr. James Bradley was elected Chairman and duly completed the Declaration of Acceptance of Office

134/18 Election of Vice Chairman and Declaration of Acceptance of Office.

Cllr. Dr Robert Morgan was elected Vice - Chairman and duly completed the Declaration of Acceptance of Office

135/18 Apologies – Apologies were received and accepted from Cllrs. G Parsons and, S Pawley. Apologies were also received from County Cllr. K May

The meeting adjourned, with Standing Orders suspended, for the 'Open Surgery' and also to listen to members of the public identifying matters of concern relating to the evening's agenda.

The meeting re-opened.

136/18 Declarations of Interest - None. **137/18 Dispensations** - None requested.

138/18 Minutes

Council approved the minutes of the Council Meeting of 9th April 2018 and the Chairman signed the minute book.

139/18 Reports

Chairman's report:

Cllr. Bradley felt that the Annual Parish Meeting on 30th April had been well-attended and quite successful. Council should however review the length of the P.C. reports given out at future annual meetings.

Planning Committee report: Council noted the draft minutes of the Committee meeting held 16th April 2018

Financial Committee report: Council noted the draft minutes of the Committee Meeting held 16th April 2018.

Clerk's Report:

1. **Vacancies** - No applications have been received for the vacant councillor position in Fairfield.
2. **Quarries Meeting**

A reminder that the next meeting of the Liaison Group with the District Council is 2.00pm Weds 16th May at Parkside.

3. The Green Belbroughton

The Chairman and Vice Chairman on behalf of the Parish Council signed the Agreement with the Developer on 23rd April, we are now awaiting the Developer to sign and thus complete the contract.

4. Internal Audit

The internal audit has been completed by Mrs D Malley and all ten criteria have been met. Council 4th June will thus consider approval of the Annual Governance and Accountability Return which will be sent to the external auditors PKF.

5. 2nd July Council

Mr Richard Parton the owner of the Wildmoor Quarry has requested a slot to address the Council regarding his applications to W.C.C. regarding the Local Minerals Plan.

36.

6. G.D.P.R.

Subject to no House of Lords objection to a House of Commons amendment, Parish Councils will no longer have the legal requirement to appoint a Data Protection Officer under the new regulations currently working their way through parliament. Councils do remain subject to the new regulations.

140/18 Meetings 2018:

Council approved the schedule and venues for Council and Committee meetings for the remainder of 2018 which are detailed on the website, and would assess requirements for the remainder of the council year - to May 2019 - in November 2018 when it would be clear as to the ongoing availability and costs of local venues.

141/18 Parish Council Governance

Council noted the following policies and procedures documents and approved their adoption for the Council year: Council's Standing Orders, Scheme of Delegation, Code of Conduct, Financial Regulations, Complaints Procedures, Freedom of Information Policy, Press and Media Policy, Filming and Recording Procedures, and Data Protection Policy (G.D.P.R.), GDPR - Email Contact Privacy Notice, Equality and Diversity Policy, Health & Safety Policy and, The Publications Scheme.

Action: the clerk to upload the documents to the website.

Council noted that the consent form to be sent to the e mail database would be considered at the June Council. It also noted that a new form of Standing Orders would be assessed for adoption during the year.

142/18 Membership of Committees, Working Groups and, appointment of members to outside bodies

- a. Memberships of the Finance, Planning and Agricultural Holdings Committees were confirmed for the Council year as unchanged. The Chairmen of the Committees would be appointed by the said Committees at their next meetings.
- b. Council approved the following 'Working Groups' and 'lead' councillors. Members were requested to contact both the clerk and the individual 'leads' with their preferred memberships of the 'Working Groups':

Footway Lighting - Cllr. Hood	Traffic Calming - Cllr. Mabbett
Little Bell Hall Pool - Cllr. Morgan	Fairfield Recreation Ground - Cllr. Jones
Local Quarries - Cllr. Hood	Neighbourhood Planning - Cllr. Morgan
The Green Belbroughton Improvements - Cllrs. Margetts & Pawley	
W.W.1. Centenary - Cllr. Bradley.	

(The Grants Working Group for 2018 had already been confirmed and is lead by Cllr. Mabbett as is the Liaison Group with lawyers on The Green, Belbroughton which is lead by Cllr. Bradley).
- c. Memberships to outside bodies were confirmed as unchanged from 2017/18.

Action: Details of the memberships would be placed on the website by the clerk.

143/18 Parish Action Plan

Council approved the draft action plan noting that following its launch and subsequent discussion by residents at the Annual Parish Meeting there had been no request for any changes to the draft.

Council agreed to review progress quarterly on the delivery the Plan.

Action: The Plan would be uploaded to the website.

144/18 Sylvester's Corner Belbroughton

Council agreed to consider this agenda item ahead of its position on the agenda due to members of the public's request to do so.

37.

- a. Council noted the chaotic appearance of the site due to the number of road signs. Council approved seeking County Council permission for amalgamating its signage onto one post enabling the other to be removed.
It also noted the occasional use of the site by estate agents' signage, Council would seek District Council policy on such signs.
The site would also be reviewed for possible soil movements, and planting of a replacement shrub or tree where a tree had died. The Parish Gardener would initially investigate.
Action: the clerk would contact WCC & BDC.
- b. Council approved the temporary siting of the First World War memorial, being an ironwork of a silhouette of a soldier, between the end of June and mid-November 2018.

145/18 Tidy Villages

- a. Council approved forming a Working Group to be lead by Cllr. Hood to assess areas for tidying in the centres of the two villages. A priority list of tasks would be drawn up and referred back to Council.
- b. Council approved organising a 'litter pick' after the hedgerows had been cleared by tractors in early Autumn, and would seek assistance from the District Council.
Council wished to check on the funding availability from the District Council which was said to have been unchanged in this council year.
Council agreed that it should request local public houses to ensure the frontages are kept tidy and free of litter.

Action: Cllr. Hood to report to a future Council.

146/18 State of Roads

Council noted that the County Council had attended to a number of pot holes and road repairs satisfactorily and wishes to record thanks to C.Cllr. May and the W.C.C. operatives.
It was noted that Stourbridge Rd Fairfield was due to have works carried out in the coming week. Council would seek a full resurface of the High St. Belbroughton and also request a written comment on current policy for road maintenance.

Action: the clerk to contact W.C.C.

147/18 Fairfield Recreation Ground

Following a request from Fairfield Community Association, advised by Cllr. Jones, Council approved the principle of the purchase and erection of 'dog fouling' warning signs with a budget of £150.

Action: the clerk and Cllr. Jones to implement.

148/18 Woodgate Way Belbroughton. Council decided to take no further action on the matter.

149/18 Clerk Salary

Council noted the National Association of Local Council's pay increase from 1st April 2018 of 2% for employees, which relates to the contracted terms of employment of the clerk.

150/18 Councillors' Items

Cllr. Margetts requested the fortnightly dates on which the parish area grass cutting takes place.

Action: the clerk will request the schedule from the contractor.

Cllr. Margetts requested that the County Council are requested to cut the grass on their land at Pinchers Close Belbroughton.

Action: the clerk will contact the W.C.C. Hub

Cllr. Boswell advised that on 22nd May a free lunches are being provided in Belbroughton Church Hall sponsored by 'The Nuns'.

38.

Cllr. Allington advised that an adjacent council had launched their 'Smartwater' scheme but were facing a requirement to deliver a high proportion of kits directly to their residents. Cllr. Jones advised that the June Council would be considering whether to proceed with the roll out of a scheme in this parish area.

Cllr. Allington requested that the double yellow lines should be repainted throughout Belbroughton.

Action: the clerk to check progress with W.C.C.

Cllr. Allington reminded Council that it had yet to address the flooding issue on the footpath at Fairfield Recreation Ground.

Action: Fairfield cllrs. to report proposed actions to Council.

Cllr. MacDonald confirmed that the footpath improvements Dordale Rd / Bradford lane were brilliant and it was good to record that a job initiated by the Parish Council had been done well. Cllr. MacDonald confirmed that C.Cllr. May was in discussion with Richard Clewer of W.C.C. Highways concerning the cutting back of trees at Woodcote Lane but this required chasing.

Action: the clerk to check progress.

Cllr. MacDonald requested that the W.C.C. Highways were asked to remove the ice warning signs still prevalent in the parish.

Action: the clerk to contact W.C.C. Highways.

The Meeting was closed at 9.10 p.m.

Signed Chairman