

**BELBROUGHTON AND FAIRFIELD PARISH COUNCIL
(BROMSGROVE DISTRICT)**

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To Members of Belbroughton and Fairfield Parish Council

Notice is hereby given that the next meeting of the Parish Council will be the Annual Meeting to be held on Monday 9th May 2022, 7.30pm at Belbroughton Church Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please see our policy on Recording at Meetings available on our website for further details.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

BUSINESS OF THE AGENDA

1. **ELECTION OF CHAIRMAN**
To elect a Chairman and for Chairman to sign the Declaration of Acceptance of Office
2. **ELECTION OF VICE CHAIRMAN**
To elect a Vice Chairman
3. **APOLOGIES**
Council to receive apologies and to approve the reason for absence

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

4. **DECLARATIONS OF INTERESTS**

- 4.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 4.2 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- 4.3 To declare any Other Disclosable Interests in items on the agenda and their nature
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. **DISPENSATIONS**

- 5.1 To consider any request for dispensation from a member who may have a DPI or ODI to allow them to stay/speak in the meeting during the consideration of the item

6. **MINUTES OF THE PREVIOUS MEETING**

- 6.1 To approve the Minutes of meeting held on 7th March 2022 **(Attached)**

7. **REPORT – FOR INFORMATION ONLY**

- 7.1 To receive Chairman's Report
- 7.2 To receive Planning Committee Report from meeting held on 25th April 2022 **(Minutes attached)**
- 7.3 To receive Finance Committee Report from meeting held on 25th April 2022 **(Minutes attached)**

8. **PARISH COUNCIL GOVERNANCE**

- 8.1 To review and consider adoption for the council year the Parish Council's: -
Standing Orders, Scheme of Delegation, Code of Conduct, Financial Regulations, Complaints Procedure, Freedom of Information Policy, Press and Media Policy, Filming and Recording Procedures and Data Protection Policy (GDPR), Equality-Diversity Policy, Health and Safety Policy, Publications Scheme and Death of a National Figure Procedures

9. **MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND APPOINTMENT OF MEMBERS TO OUTSIDE BODIES**

- 9.1 To agree membership of the Finance, Planning and Agricultural Holdings Committees
- 9.2 To agree membership of the Working Groups
- 9.3 To nominate representatives to outside bodies

10. **TO APPROVE THE RECOMMENDATIONS OF THE FINANCE COMMITTEE**

- 10.1 To accept the Quotation from Acer Trees of £780.00 for the removal of the fallen tree and debris at Bell Hall Pool
- 10.2 To allocate £250.00 Queen's Platinum Jubilee Grant Application to Friends for Lunch (Belbroughton) – Local Government Act 1972, s145
- 10.3 To allocate £50.00 Queen's Platinum Jubilee Grant Application to Holy Trinity Church – Local Government Act 1972, s145
- 10.4 To allocate £40.00 Minor Grant Application to Glyn Ashman – Local Government Act 1972, s145
- 10.5 To pay one year's subscription to the Plunkett Foundation of £200.00 plus VAT with regards Community Shop/Post Office – Local Government Act 1972, s139

11. **DISTRICT COUNCILLOR'S**

- 11.1 To receive report of District Councillor's – Cllr. May and Cllr. Sherrey

12. **COUNTY COUNCILLOR'S**

12.1 To receive report of County Councillor's – Cllr. May and Cllr Webb

13. **TO RECEIVE CLERK'S REPORT AND URGENT DECISIONS**

13.1 To receive Clerk's Outstanding Actions List and provide update (**Attached**)

13.2 Reports for parish magazine – to agree article

13.3 To agree venue for June, July and September Full Council as Belbroughton Church Hall is being refurbished

13.4 To **RESOLVE** to agree for Clerk to purchase a Declaration of Acceptance of Office bound book at a cost of £141.00 plus VAT

14. **HIGHWAYS/MAINTENANCE**

14.1 To **RESOLVE** to agree purchase of new Christmas lights and to agree location (**Attached**)

14.2 To discuss/**RESOLVE** to recommend to the Finance Committee replacement heritage LED lantern on Belbroughton Village Green at a cost of £2,051.65

14.3 To receive update on Parking in Fairfield Working Party

14.4 To receive update on Fairfield Post Office closure

14.5 Smartwater signage

14.6 Residents request to consider more planting, village maintenance and Precept explanation

14.7 To agree Action Plan with regards the removal of the pillar box at 81 Stourbridge Road, Fairfield

14.8 To discuss the removal of the large conifer Christmas Tree on Belbroughton Village Green and replacement with Platinum Queen's Jubilee Tree – Cllr. Hood

14.9 The height of the larger conifers corner of Wood House Orchard – Cllr. Hood

15. **PARISH COUNCIL WEBSITE**

15.1 To discuss and **RESOLVE** to agree updating the council website

16. **TO RECEIVE REPORT OF PARISH COUNCILLORS**

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise item for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

17. **RECRUITMENT OF NEW CLERK AND RFO**

17.1 To receive update on recruitment of new Clerk and Responsible Financial Officer

18. **DATE OF NEXT MEETING** – 23rd May 2022, 7.30pm which will be the Annual Parish Meeting to be held at Belbroughton Church Hall

19. To discuss/**RESOLVE** to agree that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting for the duration of the following item on the basis that the information disclosed will be prejudicial to the public interest by reason of the confidential nature of the business transacted: -

19.1 **FAIRFIELD VILLA LEASE NEGOTIATIONS**

To receive update on proposed one year extension to the existing Fairfield Villa Lease



Signed.....
Ruth Mullett, Acting Clerk to the Council
4th May 2022