

## **Minutes of the Meeting of Belbroughton and Fairfield Annual Parish Council held by video conference on 4<sup>th</sup> May 2021.**

**Present:** Cllrs. B Allington, J Boswell, S Danks, A Hood, G Ingram, A Mabbett, Dr R Morgan, S Nock and, S Pawley. Clerk J Farrell. 3 members of the public.

### **124/21 Election of Chairman**

Cllr. Dr. R Morgan was elected and verbally accepted the Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct. The signed Declaration to be returned by post.

### **125/21 Election of Vice Chairman**

Cllr. S Nock was elected and verbally accepted the Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct. The signed Declaration to be returned by post.

### **126/21 Apologies**

Apologies were received and accepted from Cllr. Patchell.  
Bromsgrove District Cllrs. K. May and M Sherry had sent their apologies.

**127/20 Declarations of Interest** None.      **128/20 Dispensations** None requested.

*The meeting adjourned, with Standing Orders suspended, for: 'Open Surgery' to listen to members of the public identifying matters of concern relating to the evening's agenda or any other issues.*

### **129/20 Minutes**

Council approved the minutes of the Council Meeting of 12th April 2021.

### **130/20 Reports**

#### *Planning Committee report:*

Council noted the draft minutes of the meeting held 26<sup>th</sup> April 2021.

#### *Financial Committee report:*

Council noted the draft minutes of the meeting held 26<sup>th</sup> April 2021.

#### *Clerk's Report:*

1. Lengthsman, Nigel Williamson has verbally accepted the contract to continue in the role for the 12 months to 31/3/2022. (The scheme funded by W.C.C. at £3,148 p.a. is normally renewed each year and this is the case for 2021/22.).
2. Greenaways have advised that reseeded has taken place at the requested areas in both Belbroughton and Fairfield.
3. Belbroughton churchyard: we have received a copy of correspondence which has been circulated to members, between the P.C.C. and the resident who had complained over footpath fencing issues.
4. The Green, Belbroughton: the contractor is due onsite imminently for the millstones installations and bench replacements.

5. A meeting is being set up with the developers of the new housing at Hartle Lane to ensure a communication line exists for discussing of details to the designs of the surrounding perimeter fencing and any other issues that may affect the Village Green.
6. Financial year end processes were almost complete, and the quarterly VAT return had been sent to H.M.R.C.

*District Cllrs:*

No Reports.

**131/21 Meetings 2021**

Council confirmed that the remaining 2021 Council and Committee meetings would continue to be held monthly on the first and third Monday evenings, respectively. (Excepting August when there are no meetings).

Members currently remained uncomfortable in attending future meetings face to face notwithstanding the apparent legality issues in holding meetings via video conference after 7<sup>th</sup> May 2021.

Council decided that it would continue to hold Committee and Council meetings via video conference during May and June. This policy would be reviewed by the Chairman at the end of June.

Council approved that if required the first face to face Council meeting which is held since the pandemic would consider a resolution confirming as valid all minutes duly recorded following prior Council and Committee meetings held by video conference.

The Chairman proposed and Council approved that in view of not now formally confirming minutes until a face to face meeting later in the year that as 'Urgent Business' the Council should consider additional agenda items at this meeting relating to the Annual Governance and Accountability Return.

**132/21 Parish Council Governance**

Council noted the previously circulated policy and procedure documents and approved adopting the following for the coming 12 months:

Standing Orders, Scheme of Delegation, Code of Conduct, Financial Regulations, Complaints Procedures, Freedom of Information Policy, Press and Media Policy, Filming and Recording Procedures, Data Protection Policy (G.D.P.R.), Equality-Diversity Policy, Health & Safety Policy, Publications Scheme and Death of National Figure Procedures.

Council would conduct an interim review the policies and procedures in six months.

Cllr. Hood joined the meeting.

### **133/21 Membership of Committees, Working Groups and, appointment of members to outside bodies.**

Council agreed the following memberships, which were unchanged, for the next 12 months:

**Planning Committee:** Cllrs. Allington, Boswell, Danks, Ingram, Patchell and, Pawley.

**Finance Committee:** Cllrs. Homer, Hood, Ingram, Mabbett, Morgan and, Nock.

**Agricultural Holdings Committee:** Cllrs. Hood.

#### **'Working Groups':**

The Green, Belbroughton: Cllrs. Allington, Homer, Nock, Patchell & Pawley.

Traffic Calming: Cllr. Mabbett.

Little Bell Hall Pool – Cllrs. Allington, Homer, Hood, Nock, Patchell & Pawley.

Local Quarries - Cllrs. Hood and Danks.

#### **Outside Bodies:**

Worcs. Calc. - Cllrs. Morgan and Nock.

Belbroughton Recreation Centre – Cllr. Pawley.

Belbroughton United Charities – Cllr. Boswell.

Wildmoor Residents Association – Cllr. Hood.

### **134/21 New Clerk**

Cllr. Morgan on behalf of the Staffing Working Group advised Council that Cheryl Powell was set to join as the new clerk, subject to formalities being successfully completed.

He thanked the Working Group for their actions during the recruitment process.

The current clerk John Farrell would remain in post for a number of weeks agreeing to assist with a smooth handover of the role.

### **135/21 Fairfield Recreation Ground**

a. Council approved instructing Kelbec Civils Ltd to carry out the drainage improvement works in line with the detailed specifications set out by North Worcestershire Water Management. The company is a preferred supplier for the District Council for works in this sector.

Council approved accepting the quote of £10,556 without receiving further tenders (under the Parish Council Financial Regulations) since it had been seeking such tenders for over 12 months without success.

**Action:** the clerk to instruct the contractor.

b. Council agreed in principle to the refurbishment of up to three benches.

### **136/21 Fairfield Traffic Calming**

Cllr Mabbett updated council on outstanding issues:

The reduced speed limit Traffic Regulation Order on the Stourbridge Rd. from Stoneybridge island to the Fairfield village boundary had gone through its consultation process and should be implemented very soon along with painting of fresh white lining on the road surface.

Despite the offer from C.Cllr. Webb to fund white entrance gates on the Stourbridge Rd as a traffic calming measure it was felt that these would not be of great use in reducing speed.

An upgrading of the speed activation signs was felt more appropriate. Council agreed and approved researching suitable products to replace the current V.A.S. setups.

**Action:** Cllr. Mabbett to assess replacement products.

### **137/20 Volunteer Footpath Warden**

Council noted that Paul Hardcastle would shortly be retiring from the role which is managed by the County Council.

The Council wishes to record their thanks for his excellent work during his ten years in post. Council agreed to advertise the volunteer position on the website, notice boards and the Parish Magazine.

**Action:** the clerk to place the advertisements.

### **138/20 Neighbourhood Plan**

Council agreed that it should return to considering developing a Neighbourhood Plan but acknowledged that this would need significant professional input.

Research would be required into the costs, timescale and usefulness of a plan.

It agreed to review in September what actions are needed by when it felt that the implications of the National Government's review of planning procedures should be clearer since these would impact on the 'strength' of a Neighbourhood Plan.

### **139/21 Councillors Items** None.

### **140/21 Internal Audit**

Council noted the previously circulated internal auditor's report compiled by Mr John Benner, Chartered Management Accountant, and agreed that it was an entirely satisfactory report. Council thanked the clerk for his work on managing the finances of the Parish Council.

### **141/21 Annual Governance and Accountability Return 2020/21**

Council agreed the Annual Governance Statement for 2020/21 and further agreed that the Chairman and clerk should sign 'Section 1' of the 'Return' on behalf of the Parish Council.

### **142/21 Annual Governance and Accountability Return 2020/21**

Council approved the Accounting Statements for 2020/21 and agreed that the Chairman should sign 'Section 2' of the 'Return' on behalf of the Parish Council.

### **143/21 The Deli, Belbroughton**

Council had agreed to move this agenda item to the end of the meeting.

*( Due to the commercial sensitivity of this item the public and press were excluded)*

Council noted a request from the tenants for an extension to the term of the present lease. Council approved in principle an extension to the lease and delegated the specific details to the next Finance Committee to consider and recommend suitable terms and conditions.

The Chairman thanked the Council members and the clerk for their support during the previous 12 months.

**The meeting was closed at 8.25pm**

To be Confirmed by future Council Minute.

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