

Minutes of the Meeting of Belbroughton and Fairfield Parish Council held at Fairfield First School on 1st November 2021.

Present:	Parish Council	County & District Council	Public
	Councillors: B Allington, J Boswell, S Nock, A Mabbett, Dr R Morgan, S Pawley	Councillors:	There were 8 members of public in attendance
	Clerk: C Powell		

187/21. Apologies

Apologies were received and accepted from Councillors S Danks, A Hood, A Homer, S Patchell, K May, M Sherrey and S Webb.

Meeting to adjourn for an 'Open Surgery' for up to 15 minutes to enable residents to discuss any issues with their councillors and identify matters of concern relating to the agenda

188/21. Members Declarations of Interest:

There were no Members Declarations of Interest.

189/21. Dispensations

There were no Dispensations.

190/21. Minutes.

Council approved the minutes of the meeting held on Monday 4th October 2021. The Chairman signed the minute book.

191/21. Reports - for information:

• **Chairman's Report.**

The Chairman thanked Councillors and members of the public for attending.

• **County and District Councillors.**

Due to illness, there was nothing reported.

- **Planning Committee meeting on 18th October 2021.**

Council noted the minutes of the Committee meeting held on 18th October 2021.

- **Finance Committee meeting on 20th September 2021.**

Councillor Mabbett could not agree the minutes of the Finance Committee held on the 20th September as he had not received them to date. On this occasion there was nothing to report as they had not been circulated. Councillor Mabbett also noted:-

- The budget setting process has started
- The cloud based version of Quick Books has been requested for Councillors Nock and Mabbett to review the Council's financial position. This is required by the Finance Committee next meeting on Monday 18th October 2021
- Instead of purchasing this year's Christmas Tree from Singleton's, it will be purchased by Conrad Palmer. The Parish Council will re-imburse this purchase.

- Councillors also requested a schedule of outstanding items from previous meetings are reviewed and discussed at subsequent meetings.

ACTION: The Parish Council requested the Clerk produce a table of outstanding items to be discussed and progress to be reported for December's meeting.

- Councillor Pawley requested an update on the parking issues at the Talbot. Councillor Nock stated Councillor May had discussed this with the owner of the Talbot. Councillors have requested an update from Councillor May is discussed at the next Full Council Meeting.

- Councillor Allington requested an updated on the roadworks at the top of Hartle Lane as members of the public had raised their concerns regarding safety. Councillor Nock stated a road closure notice was requested and would be in place in due course.

- **Clerks report on items not otherwise on the agenda.**

The Clerk discussed the data breach and the advice and guidance received from Worcestershire Calc and the Information Commissioner's Office (ICO).

Colleagues at the ICO confirmed this issue to be a data breach, however as no financial data had been circulated, the Parish and County Council work together and there is no risk to the individual, this would be categorised as a low risk breach.

Further, the ICO would not require any formal notification outlining this breach as long as a record of what stages have been carried out are documented internally, namely:-

1. Contacting the County/District Councillors to inform them of the data breach
2. Requesting the data is deleted from their electronic devices
3. Requesting confirmation of the deleted forms.

The Clerk stated the guidance had been followed and confirmation of the deletion of his data had been received by Councillors May and Webb.

192/21. Recruitment of Councillors

Councillor Morgan outlined the process the Parish Council would need to take to appoint new Councillors. This being each applicant has the opportunity to deliver a presentation up to 3 minutes on why they wish to join the Council, which can be based on the application form submitted.

Council will then take a vote on whom they wish to select and if successful they would be able to take their seat on the Council immediately, having signed the Declaration of Acceptance.

Following a secret ballot, it was noted that Ms. Baldwin, Mr. Clarke, Ms. Gibbs and Ms. Wilkes were successful and accepted as new Councillors to Belbroughton and Fairfield Parish Council.

193/21. Parking in Fairfield

This item was brought onto the agenda as matter raised by the public at the previous meeting held on the 4th October 2021. The main issues raised as matters of concern at this meeting were:-

- a. Access to surrounding lanes is compromised due to parking on the pavements.
- b. Access to footpaths and the recreation centre is compromised due to the growth of the football club
- c. The Parish Council arrange a walkthrough of the area on match days in order to understand the issues identified by the residents.

Councillor Mabbett discussed some of the suggestions made at County level to alleviate parking within the village. This included double yellow lines and timed parking. Councillor Mabbett discussed the responses from County Council which covered the lack of political will for this to be reviewed and resolved thoroughly.

Councillor Morgan suggested a working group is convened to review previous analysis carried out by the Parish Council, with a view to providing other recommendations. It was also suggested a public meeting (in conjunction with the Community Association) is arranged to discuss parking issues. This would allow for members of the public to raise their concerns.

Councillor Pawley suggested parking is considered when reviewing Fairfield Villa Football Club's lease.

- ACTION:**
- (i) Full Council to consider Parking at its December meeting**
 - (ii) For a working group to be convened to review previous analysis carried out by the Parish Council, with a view to providing other recommendations. Membership to comprise:**
 - Councillor Mabbett (Chairman) as well as Councillors Baldwin, Clarke, Gibbs and Wilkes**
 - (iii) For a resident meeting to be arranged to discuss the issues around parking in the village;**
 - (iv) For a questionnaire (online) to be drafted and circulated to residents;**
 - (v) To review outcomes of the resident meeting; and**
 - (vi) For the outcomes to be prioritised for further review and discussion at**

County Council level.

194/21. Meetings

The Calendar of Meetings for 2022 were agreed with alternate meeting venues to be used throughout the year.


195/21. Councillors' Items

- i. Councillor Pawley noted the AGM of the Belbroughton Recreation Centre would be taking place on 4th November and would continue with in the role as Parish Council representative unless this was contested.
- ii. Councillor Pawley requested 2 more benches on the village green and for this to be considered and agreed by the Finance Committee.
- iii. Councillor Pawley also requested the replacement of the heritage light on the village green is revisited and the Parish Council is updated of its progress.
- iv. Councillor Allington requested the use of the High Visibility Jacket
- v. Councillor Allington requested an overgrown tree is reported to County Council for review.
- vi. Councillor Mabbett informed the Committee of the drainage issues at the recreation ground and the need to review options and next steps.
- vii. Councillor Mabbett requested co-ordination of a schedule of meetings for the review of Fairfield Villa Football Club lease. As part of the Parish Council's review of the lease Councillor Mabbett asked that a resident meeting is organised to understand how they wish the recreation ground to be used. A working group will then need to be arranged to propose whether there should be a renewed lease, if so, what would the revised terms and conditions of the lease contain. All proposals would need to be received at the Full Council Meeting in February 2022, with an item to be considered at the Finance Committee Meeting held on the 15th November 2021
- viii. Councillor Boswell informed the Parish Council that the new Vicar has responsibility for the Belbroughton United Charities

The Meeting closed at 20:46.

To be agreed as a true record by future Committee Meeting.

Signed: **Date:**

Minute Ref.	Agenda Item	Action Required	Correspondence Sent	Deadline	Status
N/A	Open Surgery	Post Office Closure to be reviewed and discussed at County Council level. Councillor May to be included in discussions. Working Group to be organised and membership to include Conrad Palmer, Julie Allen, Mary Gibbs and Sue Wilkes	N/A	06.12.21	In Progress
190/21.	Minutes.	To include an agenda item for Matters Arising To include a table of outstanding issues highlighting progress and actions taken	N/A	Ongoing	In Progress
193/21.	Parking in Fairfield	Working Group to be convened to review previous analysis carried out by the Parish Council, with a view to providing other recommendations. Membership to include Councillor Mabbett (Chairman) as well as Councillors Baldwin, Clarke, Gibbs and Wilkes	N/A	Ongoing	In Progress
195/21. ii	Councillors' Items	Councillor Pawley requested 2 more benches on the village green and for this to be considered and agreed by the Finance Committee.		Ongoing	In Progress
195/21. iii	Councillors' Items	Councillor Pawley also requested the replacement of the heritage light on the village green is revisited and the Parish Council is updated of its progress.		Ongoing	In Progress
195/21. v	Councillors' Items	Councillor Allington requested an overgrown tree is reported to County Council for review.	 RE_Assistance Required_Tree adjae Email Sent: 03 November 2021 09:43	08.12.21	In Progress

