



Bournheath Parish Council
Annual Parish Council Meeting
Wednesday 28th May 2014, 8.50pm
Bournheath Village Community Centre,
Claypit Lane, Bournheath

Councillors present Karen May (Chairman), Stuart Hall (Vice-chairman), Keith Drew, Hazel Feeney
Brian Lodge, Stephen Westwood

In attendance Two members of the public
Clerk: Gill Lungley

- 14/05/01 Election of Chairman**
Cllr Karen May was re-elected as Chairman.
- 14/05/02 Election of vice-Chairman**
Cllr K Drew and Cllr S Hall were nominated. A ballot was requested, the result of which saw Cllr S Hall re-elected to the position of vice-Chairman.
- 14/05/03 Apologies**
Cllr Carolyn Marshall
- 14/05/04 Declarations of interest**
None
- 14/05/05 Public Participation / Question Time**
None
- 14/05/06 To confirm the accuracy of the minutes of the meeting held 29/04/2014**
The minutes of the meeting held 29/04/2014 were accepted as a true and accurate record of what took place and signed.
- 14/05/07 Annual Business as per Standing Order 5:**
- i. Review of delegation arrangements to staff, scheme attached. **Accepted**
 - ii. Review and adoption of appropriate standing orders and financial regulations. **Accepted**
 - iii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
It was noted that the Worcestershire Agreement may need review following WCC's move towards becoming a commissioning body. Lengthsman Scheme continues and is supported.
 - iv. Review of representation on or work with external bodies and arrangements for reporting back:
Bournheath Village Community Centre – Cllr K Drew
Wildmoor Residents Group – Cllr H Feeney
Bromsgrove Area Committee Worcestershire CALC – Cllr K May and Cllr S Hall
 - v. Review of inventory of land and assets including property and office equipment. **Agreed**

- vi. Confirmation of arrangements for insurance cover in respect of all insured risks; **Accepted.** It was noted BVCC require a copy of parish council's insurance schedule.
- vii. Review of the council's and/or staff subscriptions to other bodies (Worcestershire County Association of Local Councils, Society of Local Council Clerks) **Agreed**
- viii. Review of the council's complaints procedure, copy attached **Agreed**
- ix. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (two separate policies) **Agreed**
- x. Review of the council's policy for dealing with the press/media. **Agreed**
- xi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council. The dates were **agreed** as the last Tuesday of June, July, September, October, November 2014 and January, February, March, April 2015. Annual Meeting of the Parish and the Annual Parish Council meeting to be on Wednesday 20th May 2015 (election year).

14/05/08 Chairman's Report

The Chairman, vice-Chairman and Clerk had met with representatives of the Environment Agency and WCC along with members of Belbroughton Parish Council and Wildmoor residents to discuss the Ballast Phoenix application for an incinerator bottom ash facility at Veolia quarry, Sandy Lane.

14/05/09 Progress reports from the Clerk:

1. Ballast Phoenix permit application to Environment Agency for use of Veolia Quarry & Landfill, Sandy Lane as incinerator bottom ash plant – public consultation closes 5/6/14; The Clerk provided a report and members agreed to talk to Bournheath residents about the application; information would be available via the MyParish page on WCC website.
2. New website www.bournheath-pc.gov.uk is under construction. Members agreed to the suggested pages.
3. Parish Lengthsman: no replacement has yet been appointed.
4. Annual Newsletter: this would be put together using items suggested by members and circulated for approval prior to printing.
5. Poppy seeds: the Clerk had purchased 9 packets of seeds which were given to three parish councillors – Cllr H Feeney, S Hall, K May for scattering in the parish.
6. Broadband connections: those wishing to access faster broadband must sign up for it, via www.superfastworcestershire.com.
7. Parish councillor allowances: the Bromsgrove District Remuneration Panel had issued the latest guidance on councillor allowances, which has not changed from previous years. Travel allowance is the HMRC rate, £0.45 per mile.
8. Independent internal audit: Diane Malley has completed the independent internal audit and her report is attached. The parish council's accounts are now open for public perusal and at the date of this meeting there has been no request to view.

Items of correspondence

Catshill Post Office consultation proposed move to Spar shop, Golden Cross Lane
 Thanks from Eve Appeal for hosting the recent fund-raising coffee morning
 Redditch Borough Council is hosting the Tour Series 2014,

Litter bin on Tuppenny Cake: the Clerk was asked to chase up the replacement bin.

14/05/10 Wildmoor Report – Cllr H Feeney provided a report earlier via the Annual Parish Meeting.

14/05/11 Bournheath Village Community Centre Report – Cllr K Drew

The Quiz held on 16/05/2014 was well attended.

The management committee will be meeting 02/06/14

No forward progress to report on more open use of the hall for parish council meetings.

Advice is being sought from Community First village halls' adviser regarding progress on purchase / renewal of the lease.

14/05/12 Planning

Application reference 14/0150 Badgers Bank Farm, New Road B61 9LP: Residential dwelling without conditions imposed by B13140. Local Planning Authority Decision: Refused.

14/05/13 Environmental Improvements

It was agreed to purchase of bulbs up to £250 via Cllr S Hall.

Sites for planting would be Tuppenny Cake and infilling current sites.

On the subject of planting of the flower boxes, it was agreed that Cllr Hall will liaise with Bumble Hole Foods to expedite.

14/05/14 To consider the following purchases

- a) Worcestershire Flags cost from £36 for a 3ft flag; the height of the flagpole would be checked and **it was agreed** to purchase a Worcestershire flag if less than £100
- b) Community defibrillator costs from £1,750 + cabinet. Members decided to defer this item and ask District Councillor if he would consider using his portion of the precept subsidy grant towards this project.

14/05/15 To consider future use of Dodford Road telephone box

There was a query about the use of the telephone box in Dodford Road and whether it could be put to alternative use. The Clerk would make enquiries.

14/05/16 Invitation to attend a day's training on parish council finances, 19/06/2014

It was suggested Cllr Hall could attend; the Clerk will forward the day's agenda.

14/05/17 Finance

- a) The Clerk circulated an update on the council's current financial situation.
- b) The payments as per schedule were agreed.

14/05/18 Items for next agenda and for general consideration

Defibrillator

Noticeboard at top of Doctors Hill

Cllr May to feedback on meeting to be held 19/06/14 regarding local quarries
Road closure in Rocky Lane

14/05/19 Date and time of next meeting

Parish Council meeting Tuesday 24/06/2014, 7.30pm
(Cllr H Feeney submitted advance apologies)

This meeting ended at 10:25pm.

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Chairman, Bournheath Parish Council

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Date

Bournheath Parish Council

Payment Schedule, May 2014

V no	Name and reason	Income	Chq no.	Exp Total
1	Mr A Farnsworth - lengthsman, March		300155	176.00
2	Salary		s/o	313.58
3	Mr S Hall - parish maps		300156	10.90
4	Worcestershire CALC		300157	206.21
5	HCI Data Ltd - website hosting & name		300158	130.80
6	JDL:Designs - website creation, deposit		300159	127.50
7	The Broker Network - Came & Co Insurance		300160	278.95
8	Diane Malley - independent internal audit		300161	60.00
9	Salary		s/o	279.98