

Bournheath Parish Council

Correspondence to:

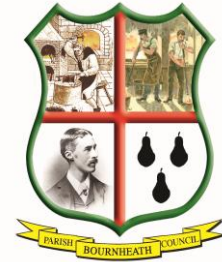
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NOTICE OF MEETING

Members of Bournheath Parish Council are duly required to attend the
Annual Parish Council meeting to start after the Annual Parish Meeting
on Wednesday 29th May 2013 starting at 7pm

At Bournheath Village Community Centre, Claypit Lane B61 9LA

The meeting is open to all members of the public and the press. Residents of Bournheath civil parish are invited to attend and can address the meeting if required during agenda item 5

AGENDA

1. **Election of Chairman**
2. **Apologies:** To receive apologies and approve reasons for absence
3. **Declaration of Interests:** With reference to items on the agenda, members are reminded of their obligation to declare any interests as defined in the Members' Code of Conduct and to update their entry in the Register of Interests if necessary
4. **Election of Vice-Chairman**
5. **Public Participation / Question Time:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this Agenda or raise issues for future consideration. (Time allowed up to 15 min)
6. **Annual Review as per Standing Order 2j** (copy attached) including:
 - acceptance of the minutes of the last ordinary parish council meeting, held 30/04/2013 (copy attached)
 - Review of delegation arrangements as per Scheme of Delegation to the Clerk adopted April 2011.
 - Review and adoption of appropriate standing orders and financial regulations is to be deferred until notification of the revised NALC model later this year.
 - Review of representation on or work with external bodies and arrangements for reporting back:
 - *Members of Bournheath Parish Council (BPC) are entitled to attend Bromsgrove Area Committee meetings of Worcestershire County Association of Local Councils (CALC) at which 2 BPC members are entitled to vote: report back to the following BPC meeting;*
 - *Representation on Bournheath Village Community Centre management committee: representative to provide a monthly report;*
 - *Attendance at PACT meetings or equivalent: to report back to next meeting;*
 - *Joint Parish Council meetings: to report back to next meeting*
 - Review of inventory of land and assets including buildings and office equipment. *As per asset register, reviewed 30/04/2013, minute no. 13/04/19*
 - Review and confirmation of arrangements for insurance cover in respect of all insured risks. *Insurance cover due for renewal June 2013 as attached*

- Review of the Council's and/or employees' memberships of other bodies. *The Council is a member of NALC (National Association of Local Councils) / Worcestershire CALC membership is renewed annually in April; the clerk is a member of The Society of Local Council Clerks (SLCC) and the Institute of Local Council Managers, cost of which is proportionally split with Catshill & North Marlbrook PC.*
 - Review of the Council's complaints procedure; *as attached*
 - Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. *All requests or enquiries should be forwarded to the Clerk; procedure attached.*
 - Reviewing the Council's policy for dealing with the press/media; *policy attached.*
 - Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.
7. **Progress Reports from the Clerk** relating to ongoing matters and to answer any queries, to include: arrangements for replacement bench, Doctors Hill
8. **Planning:** plans, if any, to be seen via projector at the meeting
- a) Ex-parish (Belbroughton PC): Worcestershire County Council reference no. 13/000027/CM Veolia, Sandy Lane Fairfield – Construction and operation of an Incinerator Bottom Ash (IBA) Recycling Facility accepting 120,000 tonnes per annum along with ancillary/welfare facilities and operation of mobile equipment on site. Comments required by 12/06/2013
 - b) To be updated on any relevant plans and planning matters (information attached)
9. **Environmental improvements**
- a) To confirm quantity and planting sites of spring bulbs to be purchased in partnership with Catshill and North Marlbrook Parish Council
 - b) Rota of assistance for watering of roadside planters
10. **Severn Trent Water public consultation**
- To consider comment to consultation launched on 17th Apr 2013, as per Press Release ...
[A personal appeal from Severn Trent's chief executive](#) Tony Wray has made a personal appeal to customers to come forward and share their views now on how they would like to see their money being invested during STW's next business plan for 2015-2020.
11. **Correspondence:** as per schedule provided by the clerk, items will be available at the meeting
12. **Finance:**
- a) To be advised of current financial situation (information attached)
 - b) To agree payments as per schedule
13. **To resolve to close the meeting to the public and press for discussion of items that would be prejudicial to the public interest by reason of the confidential business to be transacted at agenda item 14, as per Public Bodies (Admission to Meetings) Act 1960.**
14. **Annual Review of Clerk's salary and employment arrangements**
15. **Items for next agenda:** members' opportunity to mention items for consideration next time
16. **Date, time and venue of next Parish Council meeting: to be arranged**

Gill Lungley, MILCM, 17th May 2013
 Clerk to Bournheath Parish Council