

Bournheath Parish Council

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NOTICE OF MEETING

Members of Bournheath Parish Council are duly required to attend the
Parish Council meeting on Tuesday 25th February 2014 starting at 7.30pm
In the Committee Room, 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 4. If attending please note the main hall will also be in use by a different group who are aware of the requirement to allow public access to the Committee Room

AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence
2. **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
3. **Dispensations:** to consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote
4. **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)
5. **County Councillor and District Councillor Reports:** to receive updates from the elected ward representatives for Woodvale. Written report from Sheila Blagg received.
6. **Reports from the Parish Footpath Warden & Neighbourhood Watch Co-ordinator,** if present
7. **Previous minutes:** to approve the minutes of the Parish Council Meeting held 29/01/2014
8. **Chairman's Report:** Cllr K May, including note of Bournheath Parish Council's 20th anniversary
9. **Progress Reports from the Clerk** relating to on-going matters; to answer any queries and list items of correspondence including:
 - Replacement of Insp Sharron Cannings (now Chief Inspector) on Safer Neighbourhoods Team
 - Damage to Tuppenny Cake traffic island (part-rectified by Lengthsman)
 - Request for grit bin to be refilled (corner of Fairfield Road with Dodford Road)
 - News from BDC relating to use of litter bins for dog-waste
 - Offer of free fire safety lessons to vulnerable members of the community (for newsletter)
 - NWWM flooding and drainage support information via Fiona McIntosh
 - Worcs CALC updates for February
 - Parish Online (parish mapping) updates
 - BDC Civic Head's invitation to Civic Charity Dinner Dance 11/04/2014
 - Invitation to Parish Conference and Information Market Place at County Hall - 30th April 2014
 - Bromsgrove Community Safety Secure Homes Scheme -
10. **Wildmoor report**
11. **Bournheath Village Community Centre report** (including update on notice board repair)

12. **Planning:**
 - a) Plans, if any, to be seen via projector at the meeting and members will be updated on any decisions made by the Planning Authority/Planning inspector to previous applications and appeal notifications
13. **To decide the date of the Annual Parish Meeting** – report attached
14. **To award the Lengthsman contract for 2014** – report attached
15. **To consider review Financial Regulations** as e-mailed to members
16. **To consider Annual Risk Assessment matrix** – as e-mailed to members
17. **To consider expenditures as follows:**
 - a) **Purchase of outdoor fitness equipment** – report attached
 - b) **Provision of grant to Bromsgrove Citizens' Advice Bureau** - letter attached
 - c) **Purchase of floodsax** to store for use in emergencies – report attached
18. **To progress environmental improvements** – bench replacements, flower boxes, grass cutting
19. **Finance:**
 - a) To agree appointment and remit of Independent Internal Auditor (as attached)
 - b) To record the internal accounts review by Cllrs K May and C Marshall on 05/02/2014
 - c) To be updated on the repeal of LGA 1972 s150 (5) (requirement for 2 signatories to every payment)
 - d) To be advised of current financial situation - report attached
 - e) To agree payments as per schedule to be circulated at the meeting
20. **Items for next agenda:** members' opportunity to mention items for consideration next time
21. **Date, time and venue of next Parish Council meeting:** Tuesday 25th March 2014 at 7.30pm; in the Committee Room, Bournheath Village Community Centre

Gill Lungley MILCM, 18th February 2014
Clerk to Bournheath Parish Council

Papers circulated to members with agenda:

- Draft minutes of meeting held 29/01/2014 (item 7)
- Invitation to Parish Conference at County Hall 30/04/14 (agenda item 9)
- Information about Bromsgrove Community Safety Secure Homes Scheme (AI 9)
- Date of Annual Parish Meeting (AI 13)
- Lengthsman Contract (AI 14)
- Introduction letter to outdoor fitness equipment (item 17a)
- Grant request letter from Bromsgrove CAB (item 17b)
- Information on floodsax (item 17c)
- Appointment letter to Independent Internal Auditor (item 19a)
- Current financial situation (AI 19d)

Items circulated to members via e-mail, paper copies available on request:

- County Councillor's report, February 2014 (item 5)
- Financial Regulations (item 15)
- Risk Management matrix (item 16)
- Information about outdoor fitness equipment (item 17)