

# 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 25<sup>th</sup> March 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 25/02/2014
8. **Chairman's Report:** Cllr K May including - report re Bromsgrove Area CALC meeting on 12/03/14 which was addressed by Richard Osborne, Principal Environmental Health Officer, NWWM; - Emergency action taken to reduce risk of flooding; - activity at Pinches quarry
9. **Progress Reports from the Clerk** relating to on-going matters; to answer any queries and list items of correspondence including:
  - Lengthsman report including damage to 2d Cake traffic island; litter; WCC contract 14/15
  - Grit bin update
  - Purchase of floodsax via NWWM
  - Response on Sandy Lane odours
  - Plans for Annual Parish Meeting on 28/05/2014 starting at 7pm
  - Highways Agency improvements to M5 j4a – j6 (central reserve and "Smart Motorway")
  - News of Western Power Distribution Community Chest 2014 (community funding)
  - Worcs CALC updates for March
  - Parish Online (parish mapping) updates
  - Invitation to Parish Conference and Information Market Place at County Hall – 30/04/2014
  - West Mercia Police Open Day at Kidderminster Police Station 08/06/2014 11am – 3pm

- Invitation to voluntary and community groups to local outreach meeting 25/03/2014
  - Droitwich CVS newsletter
  - Worcestershire VOICES e-bulletin
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.
    - b) To note application for lawful development certificate at Badgers Bank Farm
  13. **To award the Lengthsman contract for 2014** – Cllrs K May and S Hall to report
  14. **To defer review of Financial Regulations & Risk Assessment** due to receipt of new model
  15. **To note the consultation on a draft transparency code for parish councils with a turnover not exceeding £25,000** and consider a response (draft attached). To also note the implications of the Code for Bournheath parish council.
  16. **To consider expenditures as follows:**
    - a) **Purchase of outdoor fitness equipment** – report attached to previous agenda
    - b) **Purchase of maps for members** – copy of Definitive Map £40; OS Explorer £16.99
    - c) **Parish Council office mobile telephone** – to share cost of new smart phone, £10 pcm
    - d) **Grass cutting** – highways verges and traffic islands in parish (report attached)
  17. **To progress environmental improvements** – bench replacements, flower boxes
  18. **To consider content of next parish council newsletter**
  19. **Finance:**
    - a) To note External Auditor has appointed 16<sup>th</sup> June 2014 as the audit date; independent internal audit will take place between 02/05/2014 and 16/05/2014
    - b) To agree to the use of internet banking as from 1<sup>st</sup> April 2014 and arrange training
    - c) To be advised of the situation regarding Parish Councils' Council Tax Relief Grant 2014/15
    - d) 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 29<sup>th</sup> April 2014 at 7.30pm; in the Committee Room, Bournheath Village Community Centre

Gill Lungley MILCM, 19<sup>th</sup> March 2014  
Clerk to Bournheath Parish Council

Papers circulated to members with agenda:

- Draft minutes of meeting held 25/02/2014 (item 7)
- Consultation on draft code re annual audit (item 15)
- Grass cutting report (item 16d)

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

- County Councillor's report, February 2014 (item 5)
- New Model Financial Regulations (item 14) for consideration at next meeting