

Bournheath Parish Council
Meeting held 30th March 2011, 7.30pm
Bournheath Village Hall, Claypit Lane, Bournheath

Present Cllrs K May (Chairman), S Davies, H Feeney, S Hall, S Westwood

In attendance Clerk: Gill Lungley
There were no members of the public present

11/03/01 Apologies Cllrs G Davies, B Lodge; apologies for absence were accepted

11/03/02 Declarations of interest There were no declarations of interest

11/03/03 Public Participation / Question Time No members of the public were present.

11/03/04 Ward Representative Reports

County Councillor Sheila Blagg – apologised for absence; report provided for the Annual Parish Meeting (this to be held 25/05/2011)

District Councillor Brian Lewis – apologised for absence; report provided verbally to the Clerk as follows:

- Bromsgrove District Core Strategy – development will depend on the economic situation;
- Speeding vehicles – police are to arrange speed tests in the ward with BL attending;
- Pub-related anti-social behaviour – to report recurrent instances to BL who can then refer to the Licensing Committee;
- BDC Planning Enforcement – a new enforcement officer, Ian McKay, has been appointed;
- Fairfield/Wildmoor notice-board – due to possible split of Belbroughton Parish Council to create a separate parish council for Fairfield then it may be prudent to delay siting a notice board as suggested at last meeting;
- Quarries – a number of companies is involved, seemingly under the control of one that is based in Wolverhampton. The signs in Sandy Lane are to be removed.

Members responded –

- Speeding vehicles – pc members would like to be allowed to attend and to know the intended sites for testing;
- Notice board – to seek alternative site for this, possibly outside Blue Cross in Wildmoor Lane.

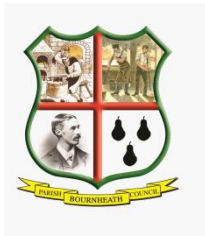
11/03/05 Police / PACT reports No report

11/03/06 Minutes of previous meeting

It was agreed to accept the minutes of the meeting held 23/02/2011.

11/03/07 Chairman's Report

- a) Environment Agency – the EA had been seen investigating the culvert at the junction of Rocky Lane with Doctor's Hill; the Clerk was asked to contact the EA to find out more.



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- b) M5 pedestrian access off Wildmoor Lane – the Highways Agency are to install fencing.
- c) Village Hall gate – this is now operational under the control of three local volunteers.
- d) New Clerk – Chairman and Clerk meet every two weeks.
- e) Parish Forum – this met in Bromsgrove on 21/03/2011 where the Elections Officer detailed the elections timetable.
- f) Parish Conference – this is to be held on 12/04/2011. The Chairman will be attending; details are provided in the weekly CALC updated.
- g) Late night revelry – concerns had been expressed about a late night party at a local pub but it was considered this was a one-off occurrence.

11/03/08 **Progress Reports**

- a) **Flooding, drainage and sewage issues** As above, min 06(a) **GL**
- b) **Speeding Vehicles / pub notices** The pubs would prefer the parish council to pay for the notices; the clerk would find out costs. **GL**
- c) **Rocky Lane speeds** Highways (WCC) had carried out speed checks (cables across the road) near to Bumble Hole Foods driveway and had found no significant cause for concern. Members suggested Rocky Lane should be included in the next speeding survey (as per min. 04 above) and would like to know when the county's 'speeding review' of A and B roads is to be carried out. **GL**
- d) **Village Hall barrier and related signs** The signs are now up and the keys, key fobs and mini torches have been passed on to the relevant volunteer.
- e) **New Notice Board** As above, min no. 04
- f) **Hedgerow, corner of Bournheath Road** The residents are now aware of the requirement to maintain the hedge and will act as necessary.
- g) **Footpaths audit** WCC have asked for all parishes to carry out an audit of their footpaths to ascertain a maintenance schedule; SW offered to undertake this task in the absence of the footpath officer who is on holiday. **SW**
- h) **Subsidised public transport services consultation** It was believed this review would not impact on this parish council and it was agreed not to respond.

11/03/09 **Planning**
No new applications had been notified.

11/03/10 **Lengthsman**

It was agreed to renew the contract with the Lengthsman (Allen Farnsworth) and with Worcestershire County Council for delegated services for the next 12 months.



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11/03/11 Clerk's report

- a) Election and Referendum: for the first time BDC will be holding elections for district and parish councillors at the same time as a national referendum (changes to the voting system), to be held on 05/05/2011. All those interested in standing for office were advised closing date/time was 04/04/2011 at 12pm.
- b) Members' Code of Conduct and Register of Interests – with the proposed abolition of the Standards Board for England there is uncertainty about the future of the district's Standards Committee and the requirement to have a Code of Conduct / Register of Members' Interests. In the meantime members will continue to be asked to complete the existing forms.
- c) Parish Website – basic details have now been included on the MyParish website via Worcestershire County Council's website; members were in favour of establishing a separate parish council dedicated website.
- d) Participatory Budgeting – the clerk had attended a recent seminar on this subject; members asked for it to be included on the next agenda.
- e) Flag-flying days – this information was circulated for information.

11/03/12 Clerk's contract and salary

This item was considered at this point in the meeting with no members of the public present.

It was agreed to use the NALC model employment contract; KM and SD to review. **KM, SD**

It was agreed to pay the clerk's salary based on the NALC/SLCC agreed scales, starting at SCP26 with annual increments; to be paid monthly via standing order.

11/03/13 Clerk's delegation and task sheets

It was agreed to adopt the Scheme of Delegation.

With no petty cash allocation, cash payments would be kept to a minimum; the clerk would establish a credit account for stationery items and obtain a post office cheque authority card for stamps.

Members would complete task sheets and forward them to the clerk for action.

11/03/14 Correspondence - as per list

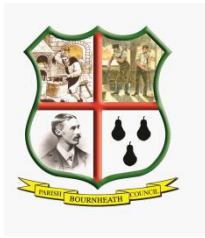
WCC Waste Core Strategy consultation – prompted concerns about the local quarries and accumulations of extra rubbish/fly tipping. HF and KM will contact local quarry / C Hall.

KM, FH

11/03/15 Finance

- a) Current financial situation and payments – approved.
- b) Budget comparison – accepted.
- c) Independent internal auditor – members approved the re-appointment of Diane Malley to this role; the internal audit would be carried out after 18/04/11; the draft end-of-year accounts were circulated.

GL



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- d) Asset Register – this would be updated to include the Village Hall gate. The clerk would arrange for PAT testing of the portable electrical items. **GL**
- e) A letter confirming the appointment of the new clerk would be sent to the bank along with new address details etc., authorising the clerk to operate the account only without being a signatory. **GL**
- f) All parish councils are being advised to set up HMRC accounts for PAYE and NI records irrespective of amount earned; this will be done here in any case due to the obligation on the employer to ensure all earnings and any consequent taxes are declared and paid.
- g) The Council's system of internal control was discussed; a revised version will be implemented in May 2011. **GL**
- h) **It was agreed** to purchase a further supply of dog-waste bags to be available to the public via the dispensers at the playing field.

11/03/16 **Future Events** – to be advised.

11/03/17 **Items for next agenda** –

- Pavement outside Nailer's Arms has never been properly surfaced.
- Sharing of parish council resources with Catshill and North Marlbrook Parish Council.

11/03/18 **Date, time and venue of next meeting**

Wednesday 27th April 2011, 7.30pm Bournheath Village Hall

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Chairman, Bournheath Parish Council

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Date