



Bournheath Parish Council  
Parish Council Meeting  
Tuesday 27<sup>th</sup> January 2015, 7.30pm  
Bournheath Village Community Centre,  
Claypit Lane, Bournheath

**Councillors present** Karen May (Chairman)\*, Stuart Hall (vice-Chairman), Keith Drew, Brian Lodge, Carolyn Marshall, Steve Westwood

**In attendance** Clerk: Gill Lungley

**Vice-Chairman Cllr Stuart Hall chaired the start of the meeting** until the arrival of Cllr Karen May\*.

- 15/01/01 Apologies**  
Apologies for absence Cllrs Hazel Feeny  
Apology for lateness, Cllr Karen May (arrived at minute no. 15/01/09b)
- 15/01/02 Declarations of interest**  
None
- 15/01/03 Dispensations**  
None requested
- 15/01/04 Public Participation / Question Time**  
None
- 15/01/05 County Councillor and District Councillor Reports**  
Sheila Blagg had provided a written report which had been circulated to members prior to the meeting.  
Brian Lewis No report
- 15/01/06 Parish Footpath Warden / Lengthsman / Neighbourhood Watch Reports**  
No report from either representative; the Clerk was asked to follow up the concerns relating to footpath 510.
- 15/01/07 To confirm the accuracy of the minutes of the meeting held 25/11/2014**  
The minutes of the council meeting held 25/11/2014 were accepted as a true and accurate record of what took place and signed.
- 15/01/08 Chairman's Report: Cllr K May**  
Members agreed to defer this item until after the Clerk's report.
- 15/01/09 Progress reports from the Clerk:**
- Gate between playing field and footpath no. 507, BDC confirm the gate belongs to them, they have no intention of locking it and they intend to maintain access throughout the year.
  - Community Speed Watch – this scheme allows for members of the public to be trained to monitor travel speeds within the parish and refer speeding traffic to the police; there is limited availability of training and a long waiting list. Members are keen to be involved.  
Cllr K May arrived and took the Chair.
  - Lengthsman has reported on weekly visits in the parish to check the drains, clear moss from pavements and keeping the kerbs tidy and clear. The VAS in Rocky Lane has reported 170 readings in one week but the readings have drastically reduced indicating a fault with the battery and the Lengthsman suggests replacing both batteries.

- d) Carol Singing event 12/12/2014 – members reviewed this event which was not as well attended as the previous year. It was thought there had been confusion about the venue. It was agreed to hold again this year, to aim to be outside at Bournheath Village community centre (BVCC) not at Tuppenny Cake (place a sign on Tuppenny Cake), advertise earlier via newsletter and encourage participation. The Chairman thanked all involved in the event.
- e) Highway directional signs to BVCC – WCC had confirmed siting of the dual-sided signs to be at junction of Claypit Lane with Stourbridge Road and junction of Claypit Lane with Fairfield Road. Members confirmed the signs are to say ‘Community Centre’. The cost is £370.43. The BVCC management committee will be required to change the name plate outside the centre that currently states ‘village hall’.
- f) Parish Council newsletter, 2014 – this was delivered to all parish residents Nov/Dec 2014
- g) Community use defibrillator – BT have confirmed completion of the consultation procedure and that the parish council can adopt the Dodford Road KX100 telephone kiosk for £1.00 with the intention of housing a community –use defibrillator in it. BT will provide the energy to the box for the next 7 years. The Chairman and Clerk would sign the contract and the Clerk will progress the acquisition of the defibrillator and cabinet and arrange the appropriate first-aid training programme.
- h) Cross Party working group for New Homes Bonus (01/12/14) – it is believed that Bromsgrove District Council (BDC) are near to approving a scheme for sharing out the government grant paid for each new home in the district (New Homes Bonus).
- i) A new Union Flag has been purchased to replace the frayed flag, and passed on to the flag manager.
- j) 250 x ‘30mph’ roundel stickers for wheelie bins have been purchased. Residents in Wildmoor Lane 30mph zone have been given their stickers and members agreed to distribute others in Bournheath.

Items carried forward: outdoor exercise equipment.

Correspondence included an approach from ‘Oil Buying Club’, a new venture for people in rural areas who heat their homes using heating oil; news of a jobs fair organised by Sajid Javid, MP, to be held on 13/02/2015 at BDC; weekly Worcs CALC reports, weekly WCC road-works reports; weekly planning lists (BDC); updates from Rural Services Network; Safer Neighbourhoods team monthly updates; Police and Crime Commissioner weekly report.

#### 15/01/08 **Chairman’s Report: Cllr K May**

- .1) Noted improvements to the website and thanked the Clerk and JDL Designs for their help in making sure all relevant supporting documentation is now available.
- .2) Thanked all for helping at the Carol service and expressed disappointment at reduced numbers.
- .3) Had met with the Environment Agency (EA) with members of Wildmoor Residents Association, Belbroughton PC, County Councillor Sheila Blagg (chaired the meeting) and county officers for minerals and highways to be updated on the application to process incinerator bottom ash (IBA) at the (Veolia) disused quarry site next to the landfill site, Sandy Lane. EA will reach a ‘minded to’ decision at end February/early March when consultees will be asked for comments within 20 working days, therefore a decision can be expected by the end of March. The next meeting will be on 19/03/15.
- .4) Attended the Holocaust Memorial Day service at BDC that day.
- .5) Had contacted Highways Agency contact after concerns expressed by Wildmoor residents that the M5 would not be resurfaced with the quieter surfacing. HA confirmed the resurfacing will take place between junctions 3 and 4a in April 2015, after completion of the junction 4 improvements.
- .6) Would like the parish council to write to Severn Trent Water asking for a named contact who can be approached in the future following recent personnel changes.
- .7) Noted damage to Valley Road grass verge; Lengthsman to be asked to repair.
- .8) Noted the grit in the yellow highways grit bin is solid.

**15/01/10 Wildmoor Report –**

The Clerk apologised for not recording the report provided by Cllr H Feeny at the November meeting. Cllr H Feeny had provided a report for this meeting as follows:

- Wildmoor Lane continues to suffer from mud on the road and litter along the section between Sandy Lane and Top Road, not helped by the increased traffic as a result of the M5 junction 4 improvement works. (It was noted the Lengthsman visits this site regularly.)
- The number of cars on land near to Blue Cross appears to be growing; (the Clerk was asked to seek advice from BDC Planning Department).
- The motorway noise seems to be increasing and residents fear the new surfacing will not be laid along this section (see minute no 15/01/08 for Chairman’s comment).

**15/01/11 Bournheath Village Community Centre Report – Cllr K Drew**

The AGM on 28/11/2014 had been poorly attended.

The Christmas Fayre had been successful although visitor numbers were down.

There had been a minor rodent incursion before Christmas, now treated.

The officers’ roles had been sorted at the first meeting of the new committee in January but no one had volunteered for the role of secretary.

- **It was put to the meeting** that by way of grant-in-kind the parish council would provide a regular secretarial service to the BVCC management committee meetings via the Clerk on a temporary basis. Members agreed to this in principle and Cllr Drew would put the offer to the management committee and report back to the council at the next meeting.

Various events have been arranged for the coming year including a Bunny Hunt and Quiz Night.

**15/01/12 Councillors’ Reports**

- a) Cllr C Marshall - Residents’ Welcome Pack in progress.

**15/01/13 Planning**

Two applications were notified since the last meeting; as the consultation date fell short of this meeting, members’ comments were collated and forwarded to the planning authority.

Plan ref no.	Address	Proposal
14/0972	Meadow View, Wildmoor Lane	Garage Extension and alterations
PC Comment: members of the parish council do not have any particular concerns about this application but would agree that there are constraints on the amount of extensions allowable in the Green Belt that this will be likely to exceed		
14/0913	Stable Lodge, 129 Wildmoor Lane (Rear Of),	Change of use from stables to office (B1) and agricultural store to storage (B8) (retrospective)
PC Comment: The Parish Council is not aware of any concerns about the current arrangements, but does have concerns related to the type of goods that will be stored on site and the number of daily vehicle movements to and from the site, access to which is via a narrow shared driveway. Is it possible to restrict the type of goods that are stored here to ensure that they will not cause a nuisance and will be non-hazardous as the site is near to residences, and to ensure the number and size of daily vehicle movements do not create a nuisance?		

**15/01/14 Consultations:**

- a) **Parish Polls:** Consultation ended 20/01/2015

The Clerk responded individually to ask for greater clarity on the subject that will trigger the poll and the proposed number of electors required to call a poll. Government response will be available online February 2015.

b) **Transparency Code for Smaller Authorities: Consultation ended and Code published.**

The Code has been drafted in response to the abolition of the Audit Commission and removal of the external audit requirement for Smaller Authorities, the Code is due to be mandatory 'by end March 2015' for parish councils with a turnover of less than £25,000pa. Bournheath PC will therefore be required to comply with the Code and will be obliged to publish:

- All items of expenditure above £100
- End of year accounts
- Annual Governance Statements
- Internal Audit Report
- List of councillor member responsibilities
- Location of public land and building assets
- Minutes, agendas and papers of formal meetings

To help with mandatory publications the website has been slightly amended to allow easier uploading of documents by the Clerk for which there is an annual charge of £12pa.

Members noted the new regulations which are available on the website

<http://www.bournheath-pc.gov.uk/documents/meetings/> and approved the additional annual website hosting charge.

- c) **Local Council Award Scheme: Consultation ended and scheme published.** This scheme replaces the Quality Parish scheme and encourages parish councils to reach a basic standard, known as the Foundation Award with the option of proceeding to the Quality Award then to the Quality Gold Award. Members will be issued with a paper copy of the scheme with a view to applying in the future.

15/01/15 **Elections 7<sup>th</sup> May 2015 and Meetings Calendar**

Members noted their 4-year period of office would end on 11/05/2015. The date of the Annual Parish Council meeting would be on Tuesday 26<sup>th</sup> May 2015 (Local Government Act 1972, s243) Members noted the potential cost of an election could be £2 per elector (£3 each postal vote).

Members approved the calendar of meetings for 2015 save for the date of the Annual Parish Meeting which has yet to be confirmed as either 28<sup>th</sup> or 29<sup>th</sup> April.

15/01/16 **Finance:**

a) **Preparation of financial budget for 2015/16 and precept**

Bromsgrove DC have confirmed they will pass on DCLG funding of £367 for the purpose of reducing the council tax burden, thereby reducing the precept from the amount proposed in November (£10,700) to £10,333.

The council tax base has been confirmed by Bromsgrove DC as 211.43 meaning the average Band D council tax contribution to the precept of £10,333 will be £48.87.

Members are asked to agree to the revised precept requirement.

b) **Expenditure: Members approved –**

- Two new batteries for the Vehicle Activated Signs @ £120 total cost
- Annual Grant to Bromsgrove and District Citizens Advice Bureau £75
- Payments schedule, see below

c) **Quarterly Report**

Members noted the financial position to 31/12/2014.

15/01/17

**Closure of Meeting**

**Members resolved to exclude the press and the public during item 18 as per Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential staff-related matters.**

**15/01/18 NALC/SLCC 2014-2016 National Salary Award**

Members noted the details of the recent national salary award and approved its adoption so that the two non-consolidated payments would be applied (December 2014 and April 2015) along with the new salary scale from 1<sup>st</sup> January 2015.

**15/01/19 Items for the next agenda**

Review of policies and risk schedule,  
Neighbourhood Planning,  
electronic v paper agenda  
Elections – procedure and notable dates  
ICE Health checks and cessation of smoking  
Parish newsletter in advance of elections

**15/01/20 Date and time of next meeting**

Tuesday 24/02/2015, 7.30pm

This meeting ended at 22:10 hrs.

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**Chairman, Bournheath Parish Council**

.....  
**Date**

**Payment Schedule, December 2014 and January 2015**

<b>Reason for payment</b>	<b>Chq no</b>	<b>Amount</b>	<b>VAT recoverable</b>
034, Xmas trees (2) and Carol singing event expenses	300179	93.90	
035, Chairman's allowance – event support	300180	25.00	
036, Salary, December	s/o	279.98	
037, Brass band donation – event support	300181	50.00	
038, Union Flag – replacement	300182	81.60	13.60
<b>Total payments for December</b>		<b>530.48</b>	<b>13.60</b>
039, Lengthsman services, December (and V043)	300183	294.50	
040, Website hosting (min. no. 15/01/14b)	300184	12.00	
041, Wheelie bin stickers and ...	300185	135.00	
041, ...Assorted expenditure re admin, postage, event	300185	68.38	6.12
042, Salary, January	s/o	279.98	
043, Lengthsman services, January (and V39)	300183	227.70	
044, Online mapping services, annual charge	300186	33.60	
045, BT Kiosk adoption	300187	1.00	
046, Replacement batteries for VAS (min. no. 15/01/16b)	300188	120.00	20.00
047, Directional signs to Community Centre	300189	370.43	61.74
<b>Total payments for January 2015</b>		<b>1,542.59</b>	<b>87.86</b>