



Bournheath Parish Council

Parish Council Meeting

Wednesday 10th March 2021, 7.30pm

Held virtually by zoom due to the Coronavirus Lockdown

Councillors present:

Cllr Andrew Hewston (Chairman), Councillor Karen May (Vice Chairman), Cllr Louise Colley, Cllr Sara Ffoulkes, Cllr Peter Trueman, Country Cllr Shirley Webb, District Cllr Margaret Sherrey

In attendance:

No members of the public

Clerk: Angela Barnes

1. Apologies

Cllr Steve Westwood, Cllr Matthew Guest

2. Declarations of interest

None

3. Dispensations requested

None

4. Public Participation / Question Time

None

5. County Councillor and District Councillor reports

County Councillor Shirley Webb reported on the following:

Schools have re-opened and children age 12 years plus will be Covid tested in school the first week and then tested at home after that. Libraries are currently open for digital services and click and collect

District Cllr Margaret Sherrey reported on the following:

Local Planning Office has not reached a decision on the Perryfields housing development (505 homes) so the Applicant has gone for non-determination. Fly tipping is a big problem.

District Cllr Karen May reported on the following:

Reported Covid cases continue to decrease, 34% down in the past 7 days, full details are published weekly. Cllr Trueman asked if Cllr May had noticed any change in people's behaviour or is it just luck? Cllr May said that the vaccination program was definitely helping, that Worcestershire was operating at 97% capacity and up take of the vaccine was good. She did however have concerns over the number of visitors flocking to the Clent Hills and other beauty spots.

6. Reports from Community associates

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Chairman's initials

- a) **Neighbourhood Watch Co-ordinator:** Cllr Guest was unable to attend. Councillors discussed the theft of barriers from the village hall car park and 6 tonnes of hardcore stolen from Valley Road, where Severn Trent was installing new underground pipes. The Chairman agreed to collect Neighbourhood Watch signs from Claypit Lane so that they could be displayed around the village by the Lengthsman.
 - b) **Bournheath Village Community Centre (BVCC):** Cllr Colley advised that the repairs over the windows had not yet been carried out. Cllr May contacted Eric Jenkins. The toilet upgrade is progressing and should be completed within 6 weeks. Cllr Guest will be laying the new floor next week and then Kevin Rodgers can finish the decorating.
 - c) **Parish Footpaths:** Cllr Trueman advised that 9 of the paths reported to WCC are now on the interactive map – he will continue to monitor. A large tree trunk has now been placed over the hole that appeared in the field off Claypit Lane. It is believed that there was once a cottage there, with a well in the garden. Since Cllr Colley had experienced problems reporting the issue online and by telephone, Cllr Webb and Cllr May agreed to get WCC to investigate since they have a duty as owner of the field.
7. **To confirm the accuracy of the minutes of the Parish Council Meeting held 10/02/2021**
The minutes were accepted as a true and accurate record of what took place and would be signed by the Chairman ASAP.
8. **Chairman's Report**
The Chairman reported that he had been investigating the feasibility and cost of providing some mature trees (a mixture of evergreens) for the recreation ground.
9. **Progress reports from the Clerk:**
- a) The Clerk presented a selection of benches and costs for the Councillors to consider. Cllr Hewston and Cllr May agreed to seek Jan Hewett's approval.
 - b) **Any other items of correspondence:**
Councillors have been advised on emails received throughout the month, in particular the request to restart speed monitoring.
10. **Finance:**
- a) The meeting was advised of the current financial position as per bank reconciliation, copy attached, was **APPROVED**. Cllr May asked for a program of spend to be added to next month's Agenda.
 - b) A review of the current budget and spend to date was carried out, copy attached, was **APPROVED**
 - c) Council **AGREED** the payments as per list attached and cheque to be signed ASAP
11. **Planning:**
- a) **No new applications to considered: -**
Amendments to 21/00021/FUL – 42 Fairfield Rd and 20/01624/FUL – 77 Fairfield Rd
The Parish Councillors reviewed the additional documents submitted after the consultation deadline. The Clerk to speak to the Planning Officer.

20/001129/FUL - 9 Parish Hill has been called into Full Committee
 - b) **No Enforcement matters to consider.**
12. **Review of the council's Action Plan**
Cllr May asked for the following to be added:
Program of work for the Lengthsman (after an assessment walk by Cllr May and the Clerk)
Document Archiving (once Covid restrictions are lifted)

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13. Review of the council's Risk Assessment – AGREED

14. Newsletter – Members discussed the draft produced by Cllr L Colley and Cllr Hewston agreed to confirm the amount raised for charity from the egg sales and Cllr May agreed to write a few words about the late NW co-ordinator.

15. Purchase of Lease – Cllr Sherrey advised that a meeting still needs to be arranged with BDC Legal Team regarding the impasse over the BVCC lease.

16. Matters for consideration at next meeting

Review of Emergency Plan, Program of Spend

Members to email the Clerk with suggestions.

17. Date and time of next meeting

A virtual Parish Council Meeting was scheduled for Wednesday 14/04/2021 at 7.30pm via ZOOM

This meeting ended at 9pm.

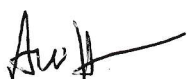
 Chairman

12/5/21 Date

Agenda items 10 a, b & c

Bournheath Parish Council: bank reconciliation and budget comparison to 10/03/2021

See below



| BANK RECONCILIATION as at 10/03/2021 | | | | | |
|--------------------------------------|---------------------|--|--------------------------------|--------|-----------|
| Opening balance at start of year | 30,952.54 | | At Unity Trust Bank 10/03/2021 | | 35,290.74 |
| Add receipts | 11,958.55 | | | | |
| | 42,911.09 | | | | |
| Less payments | 8,709.86 | | Less/add unrepresented | | 1,089.51 |
| | 34,201.23 | | | | 34,201.23 |
| | | | | | - |
| | | | | | |
| BUDGET COMPARISON | | | | | |
| To 10/03/2021 | | | | | |
| | <u>Budget 20/21</u> | | <u>Rec'd to date</u> | | u/p's |
| <u>Receipts</u> | | | | | |
| Precept | 10,680.00 | | 10,680.00 | | |
| Funding - Compensation | | | | | |
| Lengthsman | 1,900.00 | | 850.50 | 300483 | 476.25 |
| Interest | - | | | 300484 | 188.64 |
| From reserves/other | 20,000.00 | | | 300485 | 242.82 |
| VAT refund | 600.00 | | 428.05 | 300486 | 181.80 |
| | 33,180.00 | | 11,958.55 | | |
| | | | | | |
| | | | | | |
| <u>Payments</u> | <u>Budget 20/21</u> | | <u>Spent to date</u> | | |
| Salary | 3,700.00 | | 3,691.92 | | |
| Clerical expenses (travel) | 50.00 | | - | | |
| Admin includes election costs | 1,673.00 | | 221.45 | | |
| Hall hire | 277.00 | | - | | 1,089.51 |
| Chairman's allowance | 100.00 | | 20.83 | | |
| Subs | 300.00 | | 288.47 | | |
| Insurance | 300.00 | | 272.91 | | |
| Audit | 230.00 | | 85.00 | | |
| Training | 800.00 | | - | | |
| Lengthsman | 2,500.00 | | 1,379.25 | | |
| Projects | 20,000.00 | | 1,817.20 | | |
| Grants | 1,500.00 | | 75.00 | | |
| Highways | 1,100.00 | | 420.00 | | |
| VAT | 600.00 | | 437.83 | | |
| | 33,130.00 | | 8,709.86 | | |
| | | | | | |

| V/R. No. | Name | Reason | Chq no. | Exp Total | |
|----------|--------------------|------------------------------------|---------|-----------|--------|
| 031 | ND Williamson | Lengthsman, Nov 2020 -Jan 2021 | 300483 | 476.25 | |
| 032 | Flagpole Express | Union Jack Flag | 300484 | 55.68 | |
| 033 | GeoXsphere Ltd | Parish Online annual subscriptio | 300484 | 36.00 | |
| 034 | McAfee requested r | Anti Virus Software to 05 Apr 2022 | | | |
| 035 | Mrs A Barnes | SLCC annual fee + postage | 300484 | 39.96 | |
| 036 | Mrs A Barnes | Microsoft 365 software 15 mths | 300484 | 57.00 | 188.64 |
| 037 | Mrs A Barnes | Salary, Mar 2021 | 300485 | 242.82 | |
| 038 | HMRC | PAYE and NI for final quarter | 300486 | 181.80 | |

AK