



Bournheath Parish Council
Annual Parish Council Meeting
Wednesday 12th May 2021, 7.30pm

Held at Bournheath Village
Community Centre

Councillors present Louise Colley, Matthew Guest, Sara Ffoulkes, Andrew Hewston, Karen May, Peter Trueman

In attendance Clerk: Angela Barnes, no members of the public

1 Election of Chairman

Cllr K May proposed and Cllr P Trueman seconded, and all re-elected Cllr Andrew Hewston as Chairman. The Chairman's Declaration of Acceptance of Office was signed and witnessed.

2 Election of Vice-Chairman

Cllr A Hewston proposed, and Cllr M Guest seconded, and all elected Cllr Louise Colley as Vice-Chairman. The Vice-Chairman's Declaration of Acceptance of Office was signed and witnessed.

3 Apologies

Apologies were noted from Cllr Steve Westwood and County Cllr S Webb

4 Declarations of Interest

No declarations of interest were made at this time.

5 Public Participation / Question Time

No members of the public attended the meeting.

6 County and District ward members reports

Cllr K May reported that following the Worcestershire County Council Elections the majority of seats was won by the Conservative Party, 45 out of 57. Karen May had been re-elected as Leader. A review of 400 sites is underway, following the "Call for Sites" for housing developments. **Bromsgrove on demand** is to be launched, using an App, rail users arriving at Bromsgrove Station, will be able to call a minibus to take them wherever they need to go. For many the fare will be cheaper than the car parking charge. The aim is to get more cars off the road.

7 To confirm within a meeting the accuracy of the minutes of the previous meeting

The minutes of the meeting held 10/03/2021 were accepted as a true and accurate record of what took place. They were signed by the Chairman.

8 Annual Business as per Standing Order 5:

- a. Review of delegation arrangements to staff. **Accepted**, no issues
- b. Review and adoption of appropriate standing orders. **Accepted**
- c. Review and adoption of financial regulations. **Accepted** after the insertion of "**A minimum of**" 3 signatories on the bank mandate
- d. Review of representation on or work with external bodies and arrangements for reporting back:
Bournheath Village Community Centre – Cllr L Colley
Wildmoor Residents Association – Cllr K May
Bromsgrove Area Committee Worcestershire CALC – all members are welcome to attend these meetings, with Cllr A Hewston and Cllr L Colley to be this council's voting members.
- e. Review of inventory of assets including property and office equipment. **Agreed**

- f. Confirmation of arrangements for insurance cover in respect of all insured risks.
Agreed - No change of insurer (Zurich)
 - g. Review of the council's subscriptions to other bodies: Worcestershire County Association of Local Councils Agreed - annual subs £ 332.48 (£340.19 in 2020)
 - h. Review of the council's complaints procedure **Agreed**
 - i. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and General Data Protection Regulation **Agreed**
 - j. Review of the council's policy for dealing with the press/media. **Agreed**
 - k. The date, time and place of ordinary meetings of the full council up to and including the next annual meeting of full council were **Agreed** as the second Wednesday of each month except for August and December (when no meeting). The Annual Meeting of the Parish to be Wednesday 11th May 2022 at 7.00pm and followed immediately after by the Annual Parish Council meeting. All meetings to take place in Bournheath Village Community Centre, meetings start at 7.30pm unless otherwise indicated.
 - l. Review of the council's Risk Assessment. **Agreed**
- 9 **Chairman's Report**
The Chairman thanked everyone for their voluntary work, supporting residents during the pandemic, for their patience and for adapting to a new way of working via zoom. Cllr S Ffoulkes thanks the Chairman for providing eggs to the community and donating all the funds to local charities.
- 10 **Progress reports from the Clerk**
Correspondence of note Cllrs May and Trueman to attend the Sandy Lane Quarry to discuss the new proposed application.
- 11 **Wildmoor Report**
Cllr K May advised that the Wildmoor Residents Association had not met for 12 months due to the pandemic.
- 12 **Neighbourhood Watch Report**
Cllr M Guest reported that there had been three attempted break ins to the same house in Dodford Road. Elsewhere vans were being targeted. Following the death of the long-standing Neighbourhood Watch Co-ordinator Bryan Hewett, it was suggested that a plaque be placed on his favourite bench at Five Ways junction.
- 13 **Parish Footpaths Report**
Cllr P Trueman reported that he had walked the 29 parish footpaths and found that 16 needed work with 8 having serious issues, these were reported in January to WORCS County Council via their online portal. The biggest general problem is overgrown undergrowth.
- 14 **Bournheath Village Community Centre Report**
Cllr L Colley reported: Over the past year, income has been significantly reduced because of Covid, and, along with all other similar venues, we have been supported by government grants. We have taken measures to ensure that the hall is Covid-safe, creating new Risk Assessments, conditions of hire, signage, cleaning routines etc.
The lockdowns did give us the opportunity to carry out some improvements to the hall without disrupting hirers' activities. In the summer of 2020, the building was rewired, and the main hall redecorated. This year the toilets have been reconfigured and refurbished, and we now have much more modern and hygienic facilities. There is one large room which is a fully equipped disabled facility and also contains a baby-change unit, and two separate self-contained gender-neutral cubicles (each with own sink/hand-drier to ensure

privacy). It is hoped that the new facilities will make the building much more attractive to hirers, especially to people in the local community.

Some repairs to the brickwork above the windows are needed – a builder has promised to complete this work.

Hirers can begin to book the hall again now for children's groups and education. Adult groups can begin again after May 17th. We are looking forward to getting activities running again, always ensuring that hirers can comply with the Covid-safe terms and conditions.

In terms of using the building for the community, we are hoping to re-open the hall for coffee mornings on 2nd June. We also intend to hold a Photographic competition in September, a Quiz in October, and a Christmas Fair in November if Covid-restrictions allow.

15 **Planning:**

No new applications or planning matters to be considered. Recent applications and decisions were reviewed.

16 **Finance:**

- a) The meeting was advised of the current financial situation, as per the attached schedule
- b) **Members noted** the 2020/21 report of the independent Internal Auditor and thanked the Clerk for collating the information required for Audit.
- c) **Members agreed** to re-appointment DM Payroll Services Ltd as Independent Internal Auditor for 2021/22 financial year.
- d) To note the end-of-year procedure and audit arrangements:
 - I. **Members noted and agreed** the Section 1 Annual Governance Statements and the form was signed by the RFO and the Chairman
 - II. **Members noted and agreed** the Section 2 Accounting Statements 2020/21 that had been signed by the RFO, the Chairman then signed it
 - III. **Members noted and agreed** the dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Monday 28th June 2021 to Friday 6th August 2021)
- e) **Members noted and agreed** that Bournheath Parish Council wishes to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and submit a completed Certificate of Exemption. CoE was signed by the RFO and the Chairman
- f) **Members noted and agreed** the insurance quotation schedule cost £273.96 for the coming year (£272.91 in 2020)
- g) **Members noted and agreed** the Grass Cutter's rate would increase to £70 per cut and the Lengthsman's rate £17 per hour for 2021/22
- h) **Members agreed** payments as per the attached schedule
- i) Review of the council's Grants and Donations Policy – **Agreed**

17 **Items for next agenda and for general consideration**

Litter-pick later in the month/year, items from April's cancelled meeting, BVCC lease, parking and destruction of verges

18 **Date and time of next meeting**

Parish Council meeting Wednesday 09/06/2021, 7.30pm

This meeting ended at 8:55pm.

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Chairman, Bournheath Parish Council

9/6/21.....
Date

Agenda items 16 (a) and 16 (h)

BANK RECONCILIATION as at 12/05/2021					
Opening balance at start of year	34,183.23		At Unity Trust Bank 12/05/2021		39,969.48
Add receipts	5,786.25				
	39,969.48				
Less payments	1,676.78		Less/add unrepresented		1,676.78
	38,292.70				38,292.70
					-
BUDGET COMPARISON					
To 12/05/2021					
	<u>Budget 20/21</u>		<u>Rec'd to date</u>		<u>u/p's</u>
<u>Receipts</u>					
Precept	10,680.00		5,340.00		
Funding - Compensation					
Lengthsman	1,900.00		446.25	300487	332.48
Interest	-			300488	259.02
From reserves/other	22,000.00			300489	319.50
VAT refund	600.00		-	300490	35.00
	35,180.00		5,786.25	300491	85.00
				300492	273.96
				300493	242.82
<u>Payments</u>	<u>Budget 20/21</u>		<u>Spent to date</u>	300494	129.00
Salary	3,750.00		485.64		
Clerical expenses (travel)	50.00		16.20		
Admin includes election costs	1,745.00		35.00		
Hall hire	205.00		-		1,676.78
Chairman's allowance	100.00		-		
Subs	300.00		282.04		
Insurance	300.00		273.96		
Audit	230.00		85.00		
Training	800.00		-		
Lengthsman	2,500.00		448.50		
Projects	22,000.00		-		
Grants	1,500.00		-		
Highways	1,100.00		-		
VAT	600.00		50.44		
	35,180.00		1,676.78		

V/R. No.	Name	Reason	Chq no.	Exp Total
001	WorcsCALC	Annual subscription	300487	332.48
002	Mrs A Barnes	Salary, April 2021 + Mileage DY14	300488	259.02
003	ND Williamson	Lengthsman, Feb & Mar 2021	300489	319.50
004	Mrs A Barnes	Black Cat Computers Inv.	300490	35.00
005	DM Payroll Services Ltd	Internal Audit Review Fee	300491	85.00
006	Zurich Municipal	Insurance	300492	273.96
007	Mrs A Barnes	Salary, May 2021	300493	242.82
008	ND Williamson	Lengthsman, April 2021	300494	129.00