Bournheath Parish Council

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Parish Councillors:
L Colley (Vice Chair), G Davies (Chair), M Guest, P Hughes, K May, S Moir.

To Members of Bournheath Parish Council,

Notice is hereby given that the next meeting of the Parish Council is the Annual Parish Council Meeting to be held on Wednesday 14th May 2025, to follow on from the Annual Parish Meeting commencing at 7.00pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please see our policy on Recording at Meetings available on our website for further details (available from 16th May 2025).

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

AGENDA

1 Election of Chair

2 Election of Vice Chair

3 Apologies

To receive apologies and approve reasons for absence.

4 Declarations of interests

a) Register of Interests - Councillors are reminded of the need to update their Register of Interests
b) To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature
c) To declare any Other Disclosable Interests in items on the Agenda and their nature. Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5 Dispensations

Having declared a Disclosable Pecuniary Interest, members may apply for a dispensation, where appropriate, to wishing to stay in the meeting, and delivered to the Clerk before the start of the meeting; members will consider any dispensations so received at this point.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Chair. Residents are invited to air any views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes (Time allowed up to 15 min).

6 Planning

Planning decisions for April (2):

Reference	25/00220/HHPRIO
Application	24 Feb 2025
Address	4 Mount Road Fairfield Worcestershire B61 9LW
Proposal	Single storey rear extension with total projection of 7.9m from original rear wall. Height to ridge of 3.9m and eaves height of 2.7m.
Decision	Prior Approval Not Required
Decision Issued Date	1 Apr 2025

Reference	25/00143/CPE
Application	5 Feb 2025
Address	Bumble Hole Poultry Farm Bumble Hole Lane B61 9JA
Proposal	Certificate of Lawful Existing Use in respect of the occupation of Bumble Hole Poultry Farm for a continuous period in excess of 10 years and in breach of the Agricultural Occupancy Condition applied as condition (1) of Planning Permission (Ref: BU/483/68).

Decision C of L Existing Use - Approval
Decision Issued Date 2 Apr 2025

Planning applications for April (3):

Application ref	25/00290/FUL
Application type	Planning application
Consultee	Bournheath Parish Council
Date accepted	4 Apr 2025
Expiry date	16 May 2025
Location	Whiting Landscape Wildmoor Lane Catshill Worcestershire B61 0RJ
Proposal	Erection of single storey ancillary extensions to existing commercial offices
Applicant	Whiting Landscape Ltd

Application ref	25/00372/FUL
Application type	Planning application
Consultee	Bournheath Parish Council
Date accepted	27 Mar 2025
Expiry date	16 May 2025
Location	The Nailers Arms, 62 Doctors Hill Bournheath, B61 9JE
Proposal	Demolition of the existing covered yard and timber shed and replacement with a new timber building to create new restaurant area and internal alterations including the conversion of existing storage area to kitchen
Applicant	Mrs Palwinder Kaur

Application ref	25/00197/FUL
Application type	Reapplication for existing planning application
Consultee	Bournheath Parish Council
Date accepted	4 Apr 2025
Expiry date	26 May 2025
Location	28 Dodford Road Bournheath Worcestershire B61 9JR
Proposal	Erection of 1 no. self-build, 2-bed bungalow
Applicant	C Cottrill

7 County Councillor and District Councillor Reports

a) Worcestershire County Council Cllr M Dunkley
b) Bromsgrove District Council Cllr K May/Cllr S Nock

8 Approval of Minutes from 9th April 2025 Clerk/Chair

9 Annual Business as per Standing Order 5:

v	Review of delegation arrangements to Staff – *reviewed and approved November 2024*
ix	Review and adoption of appropriate Standing Orders and Financial Regulations
xi	External Bodies Review of representation on or work with external bodies and reporting arrangements: • Bournheath Village Community Centre • Neighbourhood Watch/Bournheath B61 (social media groups) • Footpath Warden (and North Bromsgrove Public Rights of Way)

	• Wildmoor Residents' Group • Bromsgrove Area Committee • Worcestershire CALC
xiii	Asset Register: Review of inventory of assets, including property and office equipment Review of Risk Management Policy *- reviewed and approved at Extra-ordinary meeting 11th December 2024.*
xiv	Insurance: Confirmation of arrangements for insurance cover in respect of all insured risks - Current policy due for renewal 1st June 2025
xv	Subscriptions - review of the Council's and or staff subscriptions to other bodies: Worcestershire County Association Local Councils (including National Council NALC) and Society of Local Councils (SILCA)
xvi	Review of the Council's Complaints Procedure
xvii	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
xviii	Review of the Council's Policy for dealing with Press and Media
xix	Review of the Council's Employment Policies
xxi	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council - *Agreed at ordinary meeting 9th April 2025*.

10 Chair's Report Cllr G Davies

11 Reports from community associates

a) Neighbourhood Watch Co-ordinator Cllr M Guest
b) Village Community Centre Cllr L Colley
c) Footpath's Warden Report Cllr G Davies

12 Project reports

a) Flood alleviation plan Clerk
b) Planters Clerk
c) Noticeboard Cllr M Guest
d) Summer Fair 2025 Cllr S Moir
e) Defibrillator (Dodford Road) Clerk

13 Clerk's Report

a) Lengthsman update
b) Traffic management
c) Adoption of new Recording at Meetings policy

14 Finance

a) Bank reconciliation - to approve bank reconciliation statement
b) Authorisation of payments - review and approval of monthly receipts and payments

Annual Governance and Accountability Return – 2024/2025

c) Internal audit update: to note the report from the Internal Auditor and consider any actions arising from the report
d) Annual Governance and Accountability Return 2024/25
– to approve the Annual Governance Statement for 2024/25
e) Annual Governance and Accountability Return 2024/25
– to consider and approve the End of Year Accounts and Accounting Statements for 2024/25

f) To agree the dates for the Public Inspection of the Accounts:
- commencing on 3rd June 2025 to 14th July 2025

g) As the Council's higher gross income did not exceed £25,000.00 in the year to 31st March 2025 to RESOLVE to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations 2015).

15 Reports from Parish Councillors

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. This item is not for debate or decision making but for future Council/community development.

16 Date, time and venue for next Parish Council Meeting

The next meeting is to be held on 11th June 2025 at 7.00pm, Bournheath Community Centre.

Ro Hardeman
Clerk and Responsible Financial Officer, Bournheath Parish Council
6 May 2025