Bournheath Parish Council

Correspondence to:
Ro Hardeman, Clerk
e-mail: clerk@bournheath-pc.gov.uk, mobile: 07960 424668, website: www.bournheath-pc.gov.uk

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 Bournheath Parish Council is to be held on Wednesday 8th October 2025 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.

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

AGENDA

1 Apologies

To receive apologies and approve reasons for absence.

2 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.

3 Dispensations

Having declared a Disclosable Pecuniary Interest, members may apply for a dispensation. A completed dispensation form must be 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).

4 Planning

Applications:

Application ref	22/01492/FUL
Application type	Section 73 Application
Date accepted	Wed 10 Sep 2025
Expiry date	Fri 10 October 2025
Location	Land To The North Of Bournheath Distribution Service Reservoir Rocky Lane Bournheath Worcestershire B61 9HU
Proposal	Variation of Condition 2 and Removal of Condition 7 of Planning Permission

Decisions:

Application ref	25/00760/CPL
Location	4 Mount Road Fairfield Worcestershire B61 9LW
Proposal	Single storey side extension with 4.7m width. Height to ridge of 3.9m
Decision	C of L Proposed Use - Approval

5 County Councillor and District Councillor Reports

a) Worcestershire County Council — Cllr M Dunkley
   i) County Council update
   ii) Parish Highways requests update

b) Bromsgrove District Council — Cllr K May/Cllr S Nock

i) District Council update
ii) Parish resident requests update

6 Approval of Minutes: 10th September 2025 Chair

7 Co-option of Councillor
To discuss/RESOLVE to co-opt new Councillor for Bournheath Ward

8 Chair's Report Cllr G Davies

9 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

10 Project reports

a)	Woodland and flood prevention project	Clerk
b)	Planters	Cllrs PH, MG, GD
c)	Doctors Hill/Dodford Road Noticeboard	Cllr M Guest
d)	Defibrillator (Dodford Road)	Clerk
e)	Autumn 2025 Newsletter	All
f)	Dog waste bags/dispensers	Clerk

11 Clerks Parish report and Finance review
a) Lengthsman update
b) Authorisation of payments - review and approval of monthly receipts and payments
c) Bank reconciliation - to approve bank reconciliation statement
d) NALC Pay scales for 2025/26 backdated to 1st April 2025.
Note from NALC: We recommend that Council's note the new increase in pay for employees. There is no need to formally agree to the pay increase as it is an existing contractual obligation This will result in a back pay payment for the Clerk.
The new pay scales can be found on our website along with the latest information from NALC.

12 Remembrance Day
To agree how the Parish Council will support community events to mark Remembrance Day (Tuesday 11th November/Sunday 9th November 2025).

13 Flood Action Group
To discuss an invite from North Worcestershire Water Management on whether the Bournheath Community would like to form a community flood action group. Details as follows:
'National Flood Forum have a few small flood action groups in our areas; these are made up of residents who are keen to understand, address or plan for flooding in their community. The NFF asked about any new areas we think might benefit from a group.

The flood groups are residents only. Occasionally the NFF will then facilitate multi-agency meetings for the residents and risk management authorities, such as my team, Highways, Severn Trent, etc. In some areas the group also lead on pushing for NFM locally'

14 Parish flag for Tuppenny Cake
Following a suggestion at the June meeting, Cllrs to discuss the introduction of a village flag to fly on Tuppenny Cake.

15 Discussion and approval of IT changes and new social media and communication policy

a) To review the issued draft social media and communication policy, to discuss any amendments required and approve document
b) Update on changes to annual audit and the introduction of Assertion 10
   i) Assertion 10 overview
   ii) Update on the change in .gov.uk provider (existing provider is withdrawing the service)
   iii) Authorisation for new gov.uk host
c) Authorisation for replacement of Council laptop and PC software

16 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.

17 Date, time and venue for next Parish Council Meeting

The next meeting is to be held on 12th November 2025 at 7.00pm, Bournheath Community Centre.

Ro Hardeman
Clerk and Responsible Financial Officer, Bournheath Parish Council
1st October 2025