# Bournheath Parish Council

**Parish Council Meeting Minutes:**
**Wednesday 14th January 2026, 7.00pm at Bournheath Village Community Centre**

Councillors (Cllr) present: Gary Davies, Louise Colley (Vice Chair), Phil Hughes, Sophie Moir, Maria Stepin and Simon Nock (District).

In attendance:
Clerk, Ro Hardeman and five members of the public.

1. **Apologies**
   Cllrs Matthew Guest, Karen May, and Mark Dunkley (County).

2. **Declarations of interest** – none.

3. **Dispensations requested** – none.

4. **Planning**
   No new applications to discuss.

5. **County Councillor and District Councillor Reports**
   a. Worcestershire County Council
      Cllr Dunkley – apologies submitted via email with no updates or issues to report.
      Cllr Moir asked for a follow-up to the requested review of traffic limits on Rocky Lane.
      *Clerk – to contact Cllr Dunkley and ask for the Rocky Lane decision to be reviewed as the road is subject to significant changes in usage due to the ongoing works at the reservoir. The Council believes the change in everyday road usage warrants a review of the current limits.*

   b. Bromsgrove District Council, Cllr May and Cllr Nock
      An update was presented to council, which is included as appendix item A.

6. **Approval of Minutes from 26th November** – approved.

7. **Chair's report**
   The Chair welcomed back Councillors and members of the public after the festive break. The Chair spoke of the recent adverse weather and the impact it had had on residents in Wildmoor, which resulted in the temporary closure of some roads.

   He also thanked the community for helping support a local resident who recently suffered a fall and broke their ankle whilst walking in the village.

   The Chair thanked Cllr Guest for the installation of the new Parish noticeboard; and an issue was raised in relation to the grit bin at the same location (crossroads of Doctors Hill/Dodford Road).
   *Clerk – to contact Highways to request that the damaged grit bin is replaced.*

8. **Reports from community associates:**
   a. Neighbourhood Watch - deferred due to Cllr absence

   b. Bournheath Village Community Centre (BVCC)
   BVCC is pleased to report that the recent Christmas Fair was a great success and they continue to see strong attendance (20-30 residents) for the coffee mornings, although the last session was cancelled due to the weather and the icy condition of the car park.

   BVCC AGM was held in December; the committee has gained a new member and an additional person to help support events and ad-hoc tasks.

   The 2026 Events calendar is starting to fill nicely and the first gathering will be a quiz night in February.

   c. Footpath Warden report
   The team has been busy working through routine tasks including the recent levelling and clearing of the entrance to the Valley Road/Rocky Lane path. The next focus will be working on clearing and reinstating the path between Rocky Lane and Catshill, this includes the repair and reinstallation of any fallen pathway signs.

9. **Community Project Reports**
   a. Woodland and Flood Prevention Plan
   Woodland – we're still waiting on County to confirm planting dates. The late autumn has impacted on the delivery schedule, and we now are experiencing further delays due to the ongoing cold weather and recent snow fall.

   Flood prevention
   All stakeholders are pleased to see the new scrapes in use and, the Council believes, they may be helping by holding water back from the Recreation Ground and the back of Fairfield Road. It has been noted that the Recreation Ground is not as saturated as it usually is for this time of year. Cllr Hughes asked if we still held any aqua sacks (one box is held at the BVCC) and requested that we notify residents of the availability of sacks and a guide on how to use them effectively.
   *Clerk – to add to the Spring Newsletter the availability of aqua sacks and information on how to use them.*

   b. VAS replacement for Doctors Hill
   The new VAS sign has been received and a request has been raised with Highways for installation.

   c. Doctors Hill/Dodford Road Noticeboard
   The new noticeboard has been installed. Our thanks to Cllr Guest for arranging for the replacement and installation of the new board. This project is now formally closed.

   d. Parish Flag for Tuppenny Cake – Parish Competition
   Cllr Moir has designed a template which will be sent to Cllr Colley for the Spring Fair where the competition will be formally launched. Details/teaser of the competition will be included in the next Parish newsletter, which will be issued prior to the Fair.
   *Clerk – to add Summer Fair (Saturday 13th June) to the next agenda, under Community Projects*
   *Clerk – to ask the hay bale supplier for provisional costs for hire (quantity to remain the same as 2025).*

**10. Clerk's Parish report and Finance review**

a. Lengthsman update
Wendy, the Parish lengthsman, continues to undertake tasks as designated in the guide. Her focus over the winter months will be keeping signs clear and checking that drains are not covered in debris. No new tasks were raised.

The village flowerboxes will require refreshing when the weather improves.
*Clerk – to add Flowerboxes to the next meeting agenda.*

It has been noted that traffic tracking markers have recently been seen on Doctors Hill.
*Clerk – to email County and Highways to ask why the traffic was being monitored and when the report will be made available to Cllrs.*

b. Authorisation of payments - all payments reviewed and approved.

c. Bank reconciliation – statements were approved and signed (appendix B).

d. Appointment of a third banking mandate holder – deferred until the next meeting when all councillors are available.

e. Budget and Precept approval - deferred to the February meeting due a change in some expenditure lines.
*Clerk – to notify BDC that the finalised precept figure will be emailed on the submission date (12/02/2026).*

f. Internal Auditor was approved by all, and the form was duly signed.
*Clerk – to return the signed form to the Internal Auditor.*

**11. Bromsgrove District Council and Dog Waste bins**

The two resident requests were reviewed, together with an evaluation of the placement of all council bins in the Parish and the following was agreed:

a. Recreation Ground boundary with Fairfield Road – the bin situated behind the residents' home will be removed due to the foul smell that is being emitted.
b. Recreation Ground boundary with Fairfield Road – the Dog Waste Bag dispenser will be removed as it has reached the end of its user life. A new Dog Waste Bag dispenser has been installed at the main entrance gate to the Recreation Ground and the Council will monitor the situation to see if a second bin is required.
c. Dodford Road – Doctors Hill Junction – the bin is located next to noticeboard and bench, a request to be made to move the bin further down Doctors Hill away from where residents may be seated.
d. No new bins to be ordered at this time.
*Clerk – to arrange for the (Recreation Ground) removal of the bin*
*Clerk – to arrange for the Doctor Hill bin to be moved away from the seating area*
*Clerk – to order more dog waste bags for the new dispenser*
*GD – to remove the old Dog Waste Bag dispenser.*

12. **Bournheath Village Community Centre (BVCC)**
    The submitted paper was reviewed and Cllrs agreed no further changes. There were two further questions which the Clerk will raise with CALC:
    a. Clarification around the definition of capital assets
    b. Best practice for community engagement for residents to be made aware of any changes to BVCC
    *Clerk – to contact CALC and ask for clarification regarding capital assets and community engagement.*

13. **Men in Sheds – new community bench**
    The Council is unanimous in acceptance of the offer from Men in Sheds, Cllr Colley will confirm to Men in Sheds on behalf of the Council. There was a question about site assessments, with the proposed location being on District Council land.
    *Clerk - to speak to BDC to check if a site assessment for the proposed location of the bench (Orchard).*

14. **Reports from Parish Councillors**
    Prior to the meeting, Cllr Guest asked if the council would be able to look at the recent issues with disruption in power to the village and the frequent power cuts being experienced by some residents.
    *Clerk – will follow this with Cllr May and Cllr Dunkley to raise residents' concerns about electricity supply and outages and whether any infrastructure assessments have been undertaken with the planned additions to local housing stock.*

The meeting concluded at 8.40pm.

_____ Date _____

Chair, Bournheath Parish Council

**Appendix A – Bromsgrove District Council update**

## Some Highlights of Work Activity at Bromsgrove District Council During 2025

- We have delivered to an incredibly tight timetable for Local Government Reorganisation, an options appraisal and a final LGR proposal to Government by the required deadline of 28th November 2025. This has been a significant collaborative effort that has been achieved by working with four other Worcestershire district councils including additional regular briefings to Bromsgrove District Council (BDC) Members and an additional extraordinary BDC Full Council meeting. Bromsgrove District Council led on the procurement for both sets of consultants (Mutual Ventures and KPMG) to support this important exercise.
- Our Lifeline team has ensured we are a digitally inclusive alarm provider ahead of the national target date of January 2027.
- Spadesbourne Homes Shareholders Committee is showing a net income on the rental of 37 new apartments at the former Parkside council offices site.
- Funding has been secured to provide additional services to families through an extended Social Prescribing Contract with the Primary Care Networks. The Family Hubs contract has been extended with additional funding and the youth service contract is delivering support to young people services.
- Our accounts for 2024/25 achieved the statutory deadline for submission of 30th June 2025
- From a planning perspective for Major applications, we have a target to determine 60% within 13 weeks (or within an agreed extended period). BDC is currently reported as determining 92.9% of applications in this period. For Minor applications we need to determine 70% of applications within 8 weeks (or within an agreed extended period). BDC is currently reported as determining 87.5% of applications.
- We have Invested in a number of key financial posts including Chief Accountant, an additional Senior Finance Business Partner, two new Finance Business Partners and backed filled the Deputy S151 Officer role to support the interim S151 Officer.
- We successfully delivered Worcestershire County Elections in May 2025, as the lead across the county area and completed the 2025 Electoral Canvass
- We've played an active part in securing £600k of Art Council funding across areas including our District.

- The consultation exercise around the Local Plan saw an unprecedented number of responses which included the use of a now expanded range of consultation methods.
- We commissioned the Planning Advisory Services to review how we approach development management and local planning matters. The outcome of which will be considered in the New Year.
- We have been delivering against our regeneration scheme commitments through projects such as Nailers Yard and Windsor Street.
- A tender for the new food waste service is being procured.
- 30% of our power tools (e.g. strimmers) used by the Place team, which previously used two-stroke fuel have been replaced by battery powered ones.
- Since Worcestershire Regulatory Services took over the enviro-crime functions on behalf of Bromsgrove officers have issued 37 Fixed Penalty Notices and 12 Closure Orders and a 1 section 215 (T&CPA) notice demonstrating our commitment to enforcement where this is necessary.
- We've delivered our first burial strategy for the district.
- Our work with the Homes for Ukraine continues in our communities.
- We've received four new 26 tonne Refuse Collection Vehicles (RCVs) and one new 18 tonne RCV, with a further ten 26tonne RCV's scheduled by the end of January 2026 and midway through 2026 a further 18t RCV are scheduled for arrival supporting the 2,309,400 grey and green waste collections we make and the 400,000 garden waste collections made a year

The above list represents some highlights within a busy day job for our officers which includes activity such as operating our CCTV service, Customer Services, keeping our streets clean and our parks and open spaces well maintained. Beyond this there are also many unsung heroes in Democratic Services, Finance and ICT etc who work tirelessly often in the background.

Next year will provide opportunities and challenges as we continue to strive to deliver the best services possible for the residents of Bromsgrove. As we approach 2026, we are resolute in always endeavouring to meet the needs, aspirations and priorities of Members and the communities we all serve.

# Appendix B - November and December 2025 Bank Reconciliation Statements

## Bank Reconciliation Statement

| | | | |
|---|---|---|---|
| **Opening date** | | **01/11/2025** | |
| **to closing date** | | **30/11/2025** | |
| **Ref** | **Current a/c at start of period:** | **01/11/2025** | **£ 28,790.69** |
| 10 | WCC September LMS repay | | £ 172.80 |
| 45 | JRB Enterprise - dog bin and bags | | -£ 144.78 |
| 46 | Clerk salary - November | | -£ 654.59 |
| 47 | HMRC - NI employers - November | | -£ 35.64 |
| 48 | Unity bank monthly charge - October | | -£ 6.00 |
| equ | **balance C/F:** | **30/11/2025** | **£ 28,122.48** |

| | | |
|---|---|---|
| **Opening Balance as at 01/04/2025** | | **£ 22,724.01** |
| Add receipts for period (2025/2026) | | £ 18,861.80 |
| **Total** | | **£ 41,585.81** |
| Less payments for period (2025/2026) | | £ 13,463.33 |
| **Equ closing balance** | **30/11/2025** | **£ 28,122.48** |

Chairman ..... Date .....

RFO ..... Date .....

## Bank Reconciliation Statement

| | | | |
|---|---|---|---|
| **Opening date** | | **01/12/2025** | |
| **to closing date** | | **31/12/2025** | |
| **Ref** | **Current a/c at start of period:** | **01/12/2025** | **£ 28,122.48** |
| 49 | ASC Electrical Installations - Defib installation | | -£ 240.00 |
| 50 | S J Rudge - Grass cutting | | -£ 420.00 |
| 51 | BDC Lengthsman October | | -£ 153.60 |
| 52 | HP Inc UK - laptop purchase | | -£ 662.39 |
| 53 | Software purchase - Previous clerk | | -£ 120.84 |
| 54 | Clerk salary - December | | -£ 654.59 |
| 55 | HMRC - NI employers - December | | -£ 35.64 |
| 56 | Unity bank monthly charge - November | | -£ 6.00 |
| equ | **balance C/F:** | **31/12/2025** | **£ 25,829.42** |

| | | |
|---|---|---|
| **Opening Balance as at 01/04/2025** | | **£ 22,724.01** |
| Add receipts for period (2025/2026) | | £ 18,861.80 |
| **Total** | | **£ 41,585.81** |
| Less payments for period (2025/2026) | | £ 15,756.39 |
| **Equ closing balance** | **31/12/2025** | **£ 25,829.42** |

Chairman ..... Date .....

RFO ..... Date .....