Bournheath Parish Council

Parish Council Meeting Minutes:
Wednesday 11th February 2026, 7.00pm at Bournheath Village Community Centre

Councillors (Cllr) present: Gary Davies, Louise Colley (Vice Chair), Matthew Guest, Karen May, Sophie Moir, Maria Stepin, Simon Nock (District) and Mark Dunkley (County).

In attendance:
Clerk, Ro Hardeman and one member of the public.

1. **Apologies**
   Cllr Phil Hughes.

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

3. **Dispensations requested** – none.

4. **Planning**
   39 Parish Hill Bournheath Worcestershire B61 9JH
   Application ref 26/00077/A2, Article 21 Discharge of conditions
   Discharge condition 5 - materials, and condition 11 CEMP Construction and Environment Management Plan
   The following comments have been submitted via email to the Planning department:

   Bournheath Council has concerns with regards to the proposed site layout for the development works at 39 Parish Hill.

   We have already flagged issues about site entrance being located close to a blind bend with no footpath for pedestrians and we believe the new additions to the plan will increase risk to neighbours, residents, and road users.

   The location of the site welfare/office, wheel washes and operative parking is of concern for the following reasons:
   - Existing concerns regarding vehicles entering and exiting the site with limited visibility due to the narrow road and blind bend.
   - The council is yet to see any plans for traffic management and would suggest a banksman is required to ensure the safety of road users/pedestrians and workers on-site.
   - We have repeatedly expressed our concerns regarding the culvert located at 39 Parish Hill and believe the run-off from the wheel washing sites could flow into the culvert and contaminate the water. We also think any discharge from the wheel washing sites could affect the road surface, particularly in wintry weather and would ask the location of the wheel washing and any discharge is contained to the site and is moved away from the road and culvert.

   Furthermore, we would like for the developer to ensure regular road cleaning is undertaken, especially during the winter/earlier stages of the build. The council would like assurances that

any site debris does not run off into the culvert and that there is no accumulation of mud at the blind bend (creating adverse road conditions). We would like the developer to mitigate these risks at source as we have recently faced similar issues at the reservoir site on Rocky Lane, which has needed the Parish and District Councils to intervene to correct the problems.

We ask that the applicant considers moving the location of the site welfare/office, wheel washing and operative parking to another part of the site closer to the existing property (39 Parish Hill), away from the site entrance and the culvert to mitigate the issues raised above. We feel that there are more suitable locations within the development where the site welfare, wheel washing, and operative parking can be housed.

5. County Councillor and District Councillor Reports

a. Worcestershire County Council

i. County Council update:
The council is currently in the process of finalising the budget for next year with a proposed increase of 8.99% in County council tax. A request has also been made to central government for some emergency funding which is required to prevent County council having to enter a Section 114 notice (bankruptcy/unable to meet its financial obligations).

ii. Parish resident requests:

1. Cllr Dunkley has followed up the TRO request with Highways. He has added, to the initial query, a request to prevent HGV's turning right into Rocky Lane from Stourbridge Road. He also highlighted that residents regularly walk the route to access bus services therefore the current national speed limit (across the border in Catshill) is unsuitable for those on foot. The council also stressed that the road has materially changed in usage with the ongoing developments at the reservoir. The request is with Highways to review.

2. VAS installation at Doctors Hill, the request has been chased, installation should be complete before the next meeting. Council also asked about line painting on Doctors Hill which is an outstanding request from November 2024.
Cllr Dunkley – to speak to Highways for an update on line painting on Doctors Hill.

   Cllr Dunkley informed the council that our interim Highways Officer is being replaced soon. There is currently no start date for the new officer.

3. Claypit Lane – a resident request to ask if the original carriageway can be reinstated. Hedges have been trimmed rather than cut back to the boundary line.
Cllr Dunkley – to speak to Highways and ask for hedges to be cut back to the boundary of the original road width.

b. Bromsgrove District Council, Cllr May and Cllr Nock

i. District Council update:

1. The council is busy preparing for Local Government Reorganisation (LGR) and the 2026/2027 budget.
2. Several reserves have been established and funds have been allocated for LGR handover to help support local communities.
3. The new structure will be decided in early summer and the current options are One unitary or a north/south arrangement.
4. Budget will be ratified at the end of February; the proposed tax increase is 2.99%

for BDC residents.

5. The Housing district plan is currently in production and further information will be available in June and December 2026.

ii. Parish resident updates:

1. BDC bins, bench for Orchard and Tuppenny Cake update – Leon is currently on holiday and a meeting will be arranged on his return.
   Item 2 has been added to item 1, item 3 is closed. The electricity supply should now be stable after National Grid replaced some plugs in the Bournheath area.

6. **Approval of Minutes from 14th January 2026** – approved.

7. **Chair's report**

The Chair expressed his thanks to the community for their support during the recent tree planting for the new community woodland. The County team, rangers and volunteers were fortunate to have a rare dry sunny day to undertake the work. The first phase was to plant saplings by the M5 motorway/reservoir to provide screening from the traffic and to dampen some of the sound from the motorway. The following week some larger trees were also planted. The progress has been amazing, and the Chair looks forward to Phase 2 and 3 of the project which is pencilled in for coming winter seasons.

Flooding remains a key concern for the village and the Chair was on hand to support the residents during the recent prolonged wet weather, which resulted in excess water flow from the reservoir site. It has been identified that an eroded bank is failing to hold water back and the resulting overflow is affecting the condition of Rocky Lane. The Chair has been in contact with Severn Trent and Forkers to ensure that the problem is being looked at and it will be addressed soon. The plan is to introduce some temporary features to help stem the water flow and Forkers will continue to clean the road if any debris comes away from the site. The Chair will be keeping an eye on the situation. Our thanks to Cllr May who spoke to the site manager (Forkers) and requested that all debris was removed from the road. As a result, a road sweeper was arranged by Forkers and the road was cleared.

Finally, the Chair thanked the District Council team for their actions on fly-tipping. He remarked that it was good to hear the plans to curtail the activity and the results of the recent enforcement and fines. Our thanks to Cllr May and Cllr Nock for driving this initiative.

8. **Reports from community associates:**

a. Neighbourhood Watch
   No issues to report, the community has had no incidents, although neighbouring villages are being affected by an increase in car key crime.

b. Bournheath Village Community Centre (BVCC)
   The Hall continues to see good attendance at the coffee mornings and the upcoming quiz has been a great success. The event is sold out with a waitlist in effect.

   Unfortunately, due to the availability of traders, the Spring Fair has been cancelled. A new event will be planned soon.

   The Hall is currently in the middle of being redecorated with a fresh coat of paint. The next project is to look at replacing the porch with a more permanent structure.

c. Footpath Warden report
The warden reported that the team has been busy clearing the path between Rocky Lane and Catshill. The next project will be to focus on access between Valley Road and Dodford, including the reinstatement of steps on the route.

9. Community Project Reports

a. Woodland and Flood Prevention Plan
Please refer to the Chair's report.

Flood prevention – the project with County and North Worcestershire Water Management (NWWM) has now been formally closed. The proposed scrapes have been installed and PC and County will continue to ensure drains are clear of debris and maintained (high priority drains in Dodford Road and Fairfiled Road are on a regular Highways maintenance schedule). The council continues to reserve funds for future culvert checks. In addition, I will be writing to residents (Spring Newsletter) to confirm the availability of aqua sacks and housekeeping rules for garden maintenance and disposal of garden waste.

There are still concerns about the Parish Hill culvert. I will contact NWWM to ask for an update on the current state of the culvert. Cllr May mentioned that there is an early warning system which can be purchased which will notify key people if the culvert water level is rising. I will investigate this system and come back to council with details of the system and costs.
Clerk – to contact NWWM to ask if the Parish Hill culvert has been checked as requested.
Clerk – to contact NWWM to ask about a culvert alarm system.

Gulleys and drainage: Yarnold Lane leading into Dodford Road/Doctors Hill has been flagged by Cllr May, excess water is bypassing the gulley and causing flooding on Doctors Hill (outside The Nailers Arms). It is believed that this is as result of road resurfacing works. Cllr Dunkley will raise this matter with Highways.
MD – to speak to Highways regarding water bypassing the gulley and drains on Yarnold Lane and flooding Doctors Hill.

b. Bournheath Village Community Centre (BVCC) lease
Before the BVCC consider the options available to them, they wish to seek legal/specialist advice about future trust structures. BVCC will provide an update once they have collated the required information.
Clerk – to speak to CALC to ask how the current budgeted figure(£5k) is treated in the next budget year and whether the project cost can be carried forward.

c. Village flowerboxes – spring planting
It was agreed that it is too cold for spring planting. Item deferred to the next meeting. Cllr Dunkley has kindly offered financial support for the replanting of the flowerboxes.
Clerk – to email Cllr Dunkley with a formal financial request for spring planting.

d. Parish Flag for Tuppenny Cake
With the Spring Fair being cancelled Cllr Moir will review how best to launch the competition and will liaise with Cllr Colley regarding next steps.

e. Bournheath Summer Fete (Saturday 13th June)
Cllr Moir has started the preparation work and is currently arranging the health and safety

review with District Council. The clerk has contracted East Lodge Farm for hay bale prices and is waiting on a response.

10. Clerk's Parish report and Finance review

a. Lengthsman update
The council will have a small surplus at year end which is earmarked for additional winter maintenance tasks. I will contact the lengthsman team to ask if the following additional tasks can be undertaken, before year end, in addition to the contracted 8 hours per month:
   1. Review Parish Hill and undertake any foliage clearance
   2. Clear Claypit Lane of any debris and check drain surfaces
   3. Bottom of Doctors Hill – foliage to be cut back from the road sign and to be cleaned
   4. All road signs to be cleaned (including Wildmoor)
   5. M5 bridge and paths in Wildmoor – to clean and remove any debris.

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

c. Bank reconciliation – statement was approved and signed (appendix A).

d. Appointment of a third banking mandate holder
Cllr Stepin has kindly agreed to become a banking mandate holder.
Clerk – to arrange for Cllr Stepin to be added to the bank account signatories.

e. To consider and approve the 2026/2027 Council meeting schedule
The proposed schedule was unanimously approved.

f. Parish requests:
   i. Contact Highways to request that the damaged grit bin is replaced
   Closed – the bin has been replaced and filled with grit.
   ii. Spring Newsletter - to add to the availability of aqua sacks and information on how to use them
   The newsletter is currently in production and due to be issued early March.
   iii. Summer Fete – to contact the hay bale supplier for provisional costs for hire (2025, 30 bales for £180)
   The supplier has been contacted and we're still waiting on a response. To be carried forward.

11. Exclusion of Public and Press to pass a resolution to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960, to discuss the following confidential matters:

To consider and approve office and staffing costs for 2026/2027 budget.
The following was approved:
1. The council approved to adopt the CALC recommended hourly rate.
2. Council approved that the new rate would take immediate effect.
3. Decision deferred until year end - to consider and approve CiLCA training.
4. Council approved funding of the SLCC membership subscription.

12. Budget 2026/2027 and Precept 2026/2027 approval:

a. to consider and approve the Budget for 2026/2027 budget year:
   The council voted unanimously to approve the submitted 2026/2027 budget.

b. based upon the precept figure stated in the approved 2026/2027 Budget; to consider and approve the Precept request to Bromsgrove District Council for 2026/2027:
   The council voted unanimously for a 5% increase to the cover inflation and cost of services increases.
   Clerk – to notify BDC of the approved precept figure.

13. Local Heritage List Nominations - Bournheath Parish

Cllr Colley has been liaising with the Mark Fennell (Heritage Team) to understand the process further. The following was agreed:

a. Cllr Colley to find out the timescales for deadlines for application submissions
b. Dependent on the submission dates – information on the Hertiage List to be included in the Spring Newsletter and to be added to the social media channels (including the B61 Whatsapp group) and an article on the Parish website
c. Cllr Colley to look at the possibility of a history event (shared history afternoon).

14. Reports from Parish Councillors

No items to report.

The meeting concluded at 9.42pm.

_____ Date _____

Chair, Bournheath Parish Council

Appendix A – January 2026 Bank Reconciliation Statement

Opening date			**01/01/2026**	
to closing date			**31/01/2026**	
Ref	**Current a/c at start of period:**		**01/01/2026**	**£ 25,829.42**
57	Chairs allowance - Xmas Lights for village tree			-£ 36.09
58	Clerk salary - January			-£ 654.59
59	HMRC - NI employers - January			-£ 35.64
60	BDC Lengthsman November			-£ 153.60
61	BDC Lengthsman December			-£ 172.80
62	Elan City VAS equipment - Doctors Hill			-£ 2,880.00
63	CALC training - new cllr training (1/3)			-£ 48.00
64	Unity bank monthly charge - December			-£ 6.00
equ	**balance C/F:**		**31/01/2026**	**£ 21,842.70**

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)		£ 19,743.11
Equ closing balance	**31/01/2026**	**£ 21,842.70**