Bournheath Parish Council

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

To Members of Bournheath Parish Council,

Notice is hereby given that the next meeting of Bournheath Parish Council is to be held on Wednesday 13th May 2026 commencing after the Annual Parish Meeting, approximately 7.30pm.

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 Election of Chairman

To elect a Chairman and for the Chairman to sign the Declaration of Acceptance of Office

2 Election of Vice Chair

To elect a Vice-Chairman and for them to sign the Declaration of Acceptance of Office

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. 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 (up to 15 minutes)

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. There is no expectation on the council to respond to any comments made at this time. Members of the public may not take part in the meeting itself. This period is not part of the formal meeting and will not form part of the minutes (time allowed 15 minutes).

6 Planning

No planning applications

Planning decisions

Application ref	26/00200/CPL
Location	Home Farm Mill Lane Wildmoor Worcestershire B61 0BX
Proposal	A detached garage
Decision	C of L of Proposed Use - Refusal

7 County Councillor and District Councillor Reports

a) Worcestershire County Council — Cllr M Dunkley

i) County Council update
ii) Parish resident requests:
(1) Rocky Lane – request for speed limit review/TRO (traffic regulatory order)
(2) VAS installation at Doctors Hill and new traffic signs (speed and horse riding).
(3) Flooding on Doctors Hill (The Nailers Arm)
(4) Claypit Lane reinstatement of original road width.

b) Bromsgrove District Council — Cllr K May/Cllr S Nock
i) District Council update
ii) Parish resident requests:
(1) BDC bins, bench placement for Orchard and village assets (including Tuppenny Cake)

8 Approval of Minutes from 11th March and 25th March 2026 — Clerk/Chair

9 Annual Business as per Standing Order 5:
To discuss/RESOLVE to approve the following:

1	Review of Delegation Arrangements to Staff
2	Review and adoption of appropriate Code of Conduct, Standing Orders and Financial Regulations
3	External Bodies Review of representation on or work with external bodies and reporting arrangements: • Bournheath Village Community Centre • Neighbourhood Watch/Bournheath B61 • Footpath Warden (and North Bromsgrove Public Rights of Way) • Wildmoor Residents' Group • Bromsgrove and Redditch CALC Area Committee • Worcestershire CALC
4	Asset Register: • Review of inventory of assets, including property and office equipment • Review of Risk Management Policy
5	Insurance: Confirmation of arrangements for insurance cover in respect of all insured risks
6	Subscriptions: Review of the Council's and or staff subscriptions to other bodies: • Worcestershire County Association Local Councils (including NALC) • Society of Local Clerks (SILCA)
7	Review of the Council's Complaints Procedure
8	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
9	Review of the Council's Policy for dealing with Press and Media
10	Review of the Council's Employment Policies
11	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council

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 prevention project	Clerk
b. Bournheath Village Community Centre lease	Clerk
c. Village flowerboxes – spring planting	All
d. Parish Flag for Tuppenny Cake	Cllr S Moir
e. Bournheath Summer Fete (Saturday 13th June)	Cllr S Moir

13 Clerks Parish report and Finance review (including AGAR approval)

a) Lengthsman update

b) Office correspondence:
   i) Elan City – extension of warranty
      (1) to review and approve the cost analysis report and agree on funding option

c) Bank reconciliation - to review the March transactions and end of year accounts:
   i) Authorisation of payments and Bank reconciliation for March
   ii) Authorisation of payments and Bank reconciliation for April

d) **Annual Governance and Accountability Return – 2025/2026**
   i) Internal audit: to review and approve the 2025/2026 Internal Audit report
   ii) Annual Governance and Accountability Return 2025/2026
      – to consider and approve the End of Year Accounts and Accounting Statements
   iii) To agree the dates for the Public Inspection of the Accounts:
      - commencing on Wednesday 3rd June 2026 to Tuesday 14th July 2026
   iv) As the Council's higher gross income did not exceed £25,000.00 in the year to 31st March 2026 to RESOLVE to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations 2015).

14 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.

15 Date, time and venue for next Parish Council Meeting

The next meeting is to be held on 10th June at 7.00pm, Bournheath Village Community Centre.

Ro Hardeman
Clerk and Responsible Financial Officer, Bournheath Parish Council
6 May 2026