Bournheath Parish Council

Parish Council Meeting Minutes:
Wednesday 13th May 2026, 7.30pm at Bournheath Village Community Centre

Councillors (Cllr) present: Gary Davies, Louise Colley (Vice Chair), Matthew Guest, Sophie Moir, and Maria Stepin.

In attendance:
Clerk, Ro Hardeman.

1. Election of Chair
   Cllr Davies was re-elected to the post of Chair.

2. Election of Vice Chair
   Cllr Colley was re-elected to the post of Vice Chair.

3. Apologies
   Cllr Phil Hughes, Karen May, Simon Nock (District Cllrs) and Mark Dunkley (County Cllr).

4. Declarations of interest – none.

5. Dispensations requested – none.

6. Planning – no applications to report.

7. County Councillor and District Councillor Reports
   a. Worcestershire County Council, update submitted by e-mail:
      Apologies, I am unable to attend this Annual meeting.

      I would like to take this opportunity to thank all Parish Councillors for their hard work and commitment over the past year, it's been a pleasure for me as County Councillor to work alongside you, helping with projects and improvements for the residents of Bournheath. I look forward to continuing to support the Parish in the year ahead.

      I can report. My request for street lighting on Rocky Lane has been rejected due to cost, apparently a full ecological survey must be carried out to assess the impact on wildlife before any lighting could be installed. A speed reduction request on this road has also been denied. I will be arranging a meeting with my Highways Liaison officer to discuss measures to improve safety for pedestrians using this Road.

   b. Bromsgrove District Council, Cllr May, and Cllr Nock
      Due to mandatory training, Cllr May and Cllr Nock were unable to attend.

8. Approval of Minutes from 11th March and 25th March 2026 – approved.

9. Annual Business as per Standing Order 5: the following was discussed and resolved:

    1. Delegation Arrangements to Staff – approved

    2. Review and adoption of appropriate Code of Conduct, Standing Orders and Financial Regulations – all listed policies were approved. Standing Orders approved subject to a minor amendment, Section 3 (f) to be remove reference to laminate cards.

    3. External Bodies - review of representation on or work with external bodies and reporting arrangements:
        - Bournheath Village Community Centre – Cllr L Colley
        - Neighbourhood Watch/Bournheath B61 – Cllr M Guest
        - Footpath Warden (and North Bromsgrove Public Rights of Way) - team member, Cllr G Davies
        - Wildmoor Residents' Group - TBC
        - Bromsgrove and Redditch CALC Area Committee – Cllr G Davies and Clerk
        - Worcestershire CALC – Cllr G Davies and Clerk

    4. Asset Register:
        - Review of inventory of assets, including property and office equipment – approved
        - Review of Risk Management Policy – approved

    5. Insurance: Confirmation of arrangements for insurance cover in respect of all insured risks – approved

    6. Subscriptions: Review of the Council's and or staff subscriptions to other bodies:
        - Worcestershire County Association Local Councils (including NALC) – approved
        - Society of Local Clerks (SILCA) – approved

    7. Review of the Council's Complaints Procedure – approved

    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 – all listed policies were approved

    9. Review of the Council's Policy for dealing with Press and Media – approved

    10. Review of the Council's Employment Policies– approved

    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 – approved

10. Chair's report

    Welcome all to this Annual Parish meeting.
    Highlights from last 12 months

    Road safety continues as a key focus. 2 new Solar powered VAS signs have been installed. Traffic and pedestrian concerns have been strongly highlighted, where applicable in planning responses. And Maria Murphy and Terrry Colley have got the speedwatch teams motivated for the summer.

Flood prevention will always be a priority. Drains and gullies continue to be closely monitored, with help from Wendy our Lengthsperson. The Water management team have also visited to talk about an initiative to create independent flood prevention teams in Parishes, which they will support. Scrapes have been dug in field next to park which appears to be keeping the rec dry, which is good because the new goals are getting plenty of use. We have Aqua sacks available if anyone feels they would like to have any in the house, there were instructions in the newsletter regarding bets method of use.

A new Defibrillator has been installed on Dodford Road in the phone box.

Community Orchard is looking good, thanks for watering help last summer.

Great to see tree planting has started.

We are keeping in close contact with Severn Trent, with support from Karen while work is ongoing.

There's another Fete on 13th of June. last years was really well attended, thanks Sophie for organising. Fingers crossed for weather.

Finally thanks to Parish council team particularly our Clerk Ro for their hard work this year.

And thanks to District and County Councillors for all their help and financial support.

11. Reports from community associates:

1. Neighbourhood Watch Co-ordinator
   There has been no reported activity in Bournheath, however neighbouring villages have experienced a rise in car key crime.

2. Village Community Centre
   The following report was circulated to Councillors prior to the meeting:
   Update for Annual Parish Meeting and/or Annual Parish Council Meeting

   Since the last Annual Parish Meeting and Annual Parish Council Meeting in May 2025, Bournheath Village Community Centre has had a successful year, both in terms of people attending activities and financially.

   Events have included the usual Pumpkin Trail in October, Christmas Fair in November, and a Quiz Night. A summer quiz and (probably) a Christmas Quiz are also planned for this year. The hall has been used for some interesting one-off activities by some outside hirers, which have provided opportunities for residents, such as felt wreath-making, a charity horse-tack sale, and a Temple Spa experience afternoon. Regular activities have continued to be well-supported – the fortnightly coffee mornings and table-tennis evenings offering opportunities for community engagement (and fun). Pilates, Dance fitness, Key Stage One Dance, two Art groups, Leg, Bums and Tums, Chair Yoga and Tai Chi have all grown in terms of participation, and we have been pleased that these activities have been embraced by residents.

New security lights were installed in the summer, the hall and foyer have been repainted (with plans to do the kitchen, side-room and rear storage areas later in the year). Other maintenance work such as gutter/drain clearance has been carried out. We did have some vandalism last summer – with, for example, the padlocks being damaged and security lights being smashed – and the police offered to increase patrols in the area. It is to be hoped that this damage is not repeated, although we are aware that it is a frequent occurrence at many community buildings.

Two additional people have joined the committee (and we receive invaluable help from residents who will do various jobs for us – thanks, particularly, to Kevin Rodgers and Richard Tromans), but we would still be very pleased to have other people on board, particularly if anyone has the skills to update and manage our website, or if anyone would like to start up any specific activity at the hall.

Thanks to everyone who has supported us by attending events or activities, taking part in the monthly lottery, carrying out practical tasks, or helping out in any other way.

3. Footpath's Warden Report
Work around the area including installation of steps on a path off Perryfield Road and some additional work in Clent. The sign which had fallen by the The Gate pub is still wating to be replaced and the team will follow-up.

12. Community Project Reports

a) Flood Prevention
Update from Fiona McIntosh following the meeting on March 31st:
Parish Hill culvert
I wrote to the landowner on 13th, asking that they undertake maintenance to the inlet of the culverts within 28 days; this takes us to next Friday (10th) so I'll arrange to do a follow up inspection shortly after this date. If there's been no maintenance/no contact, I hope to be able to use the CPW/CPN tools but just waiting on a training date to be set for this.

Parish Hill watercourse (near to Fairfiled Road junction)
I'll drop a friendly letter regarding maintenance of the watercourse at Parish Hill; if it helps I'm happy to meet them to discuss what is required.

Reservoir washout outfall (Valley Road)
I can confirm that we haven't issued a consent for the works done here; temporary works consent (for the actual installation work) would have been required. I'll need to look closer to see if permanent consent (for the structures installed) would have been needed – consent is required if the capacity of the channel is altered, which it may have been. The Flood Risk Assessment suggests that the existing outfall would be utilised with no new outfall being created. I will follow this up with Severn Trent and will discuss the fencing with them too. I can't find anything in the FRA regarding the washout volumes, I presume this was part of their permitted rights and therefore wasn't included as part of the planning process but will look into it more.

The field at Valley Road
Having briefly spoke to the land owner this morning, I'll drop him a letter / give him a call to arrange a site visit in a couple of weeks to discuss the various issues, including the new headwall, the maintenance of the fence, and the issues with the watercourse through his land. I'll try and get someone from Severn Trent to join me.

Public communications and awareness
I'll send over a map of the watercourses in the Parish for a future newsletter.

b) Bournheath Village Community Centre (BVCC) lease – carried forward to the next meeting.

c) Village flowerboxes – spring planting
Cllr Stepin has replanted the Dordale Road planter. The planters on Rocky Lane and Fairfield Road will be updated soon.

d) Parish Flag for Tuppenny Cake
Details of the flag competition are not yet finalised and will be discussed at a later date.

e) Bournheath Summer Fete (Saturday 13th June)
Preparation work continues, and the band has agreed to play again this year. Cllr Moir will send the flyer to the Clerk for circulation.

13. Clerk's Parish report and Finance review (including AGAR approval)

a) Lengthsman update
2026/2027 lengthsman contract has been agreed with BDC at a minimum of 9 hours per month and an hourly rate of £20. The WCC/Bournheath lengthsman spend is confirmed at £2,497.16.

b) Office correspondence:
Elan City – extension of warranty – the Council approved option 1, to self-finance any repairs and maintenance by creating a designated reserve for Highways.

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

d) Annual Governance and Accountability Return – 2025/2026
   i. Internal audit: to review and approve the 2025/2026 Internal Audit report – approved
   ii. Annual Governance and Accountability Return 2025/2026
   - to consider and approve the End of Year Accounts and Accounting Statements - approved and AGAR signed

iii. To agree the dates for the Public Inspection of the Accounts:
- commencing on Wednesday 3rd June 2026 to Tuesday 14th July 2026 – approved

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) – resolved and AGAR signed.

14. Reports from Parish Councillors

No items to report.

The meeting concluded at 9.00pm.

_____ Date _____

Chair, Bournheath Parish Council

Bank Reconciliation Statement

Opening date			**01/03/2026**	
to closing date			**31/03/2026**	
Ref	**Current a/c at start of period:**		**01/03/2026**	**£ 22,344.07**
12	Cllr Ward fund - KM/District			£ 512.73
13	WCC Oct/Jan/Feb/Mar LMS repay			£ 739.20
14	WCC grant - ward fund			£ 500.00
73	BDC Lengthsman February			-£ 268.80
74	BDC Lengthsman March			-£ 144.00
75	Clerk salary - March			-£ 654.59
76	HMRC - NI employers - March			-£ 35.64
77	Expenses Qtr 2,3 and 4			-£ 739.61
78	CALC training - invoice 9966			-£ 40.00
79	Unity bank monthly charge - February			-£ 7.00
equ	**balance C/F:**		**31/03/2026**	**£ 22,206.36**

Opening Balance as at 01/04/2025		**£ 22,724.01**
Add receipts for period (2025/2026)		£ 22,140.13
Total		**£ 44,864.14**
Less payments for period (2025/2026)		£ 22,657.78
Equ closing balance	**31/03/2026**	**£ 22,206.36**

Bournheath Parish Council
Bank Reconciliation Statement

Opening date			**01/04/2026**	
to closing date			**30/04/2026**	
	Current a/c opening balance:		**01/04/2026**	**£ 22,206.36**
add	BDC precept 1 of 2			£ 8,780.63
add	BDC SN and KM Grant			£ 475.00
less	Unity Trust Bank charge			-£ 7.00
equ	balance C/F			**£ 31,454.99**

Opening Balance	**as at 01/04/2026**	**£**	**22,206.36**
Add receipts for period		£	9,255.63
Less payments for period		-£	7.00
Equ closing balance	**30/04/2026**	**£**	**31,454.99**

Bank balance	£	31,454.99