Bournheath Parish Council

Correspondence to:
Ro Hardeman, Clerk and Responsible Financial Officer, e-mail:clerk@bournheath-pc.gov.uk

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 14th October 2026 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 (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).

4 Planning

No planning applications or decisions to report.

For information, no decision required:

Ref and Location	26/01172/A21, Whiting Landscape Wildmoor Lane, B61 0RJ
Application type	Article 21 Discharge of conditions
Expiry date	Sat 31 Oct 2026
Proposal	Details of surface water drainage - 1058.02.1016 Proposed Surface Drainage (Application for approval of Condition 4 of Application Reference: 25/00290/FUL)

5 County Councillor and District Councillor Reports

a) Worcestershire County Council — Cllr M Dunkley
   i) County Council update
   ii) Parish resident requests update
      (1) Traffic signs (speed and horse riding)
      (2) Update on Claypit Lane
         clearance of hedge debris, road cleaning (removal of silt) and flooding/drainage

b) Bromsgrove District Council — Cllr K May/Cllr S Nock
   i) District Council update
   ii) Parish resident requests update – no current issues

6 Approval of Minutes: 9th September 2026 — Cllr L Colley

7 Vice Chair's Report — Cllr L Colley

8 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

9 Project reports

a) Flood prevention — Clerk
b) Bournheath Village Community Centre lease — Clerk/Cllr L Colley
c) Remembrance Sunday – arrangements and PA system — All

10 Clerks Parish report and Finance review

a) Lengthsman update and Councillor requests
b) Authorisation of payments - review and approve for September
c) Bank reconciliation - to approve submitted statements for September
d) To consider and approve the draft Budget for 2027/2028 financial year
e) Office correspondence – no items for consideration

11 The role of Parish Councils in planning

To discuss the planning process and the Parish Council's place in this and what work the Parish Council can do within the planning framework.

12 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.

13 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: consider and approve office staff appraisal for August 2025-July 2026.

14 Date, time and venue for next Parish Council Meeting

The next meeting is to be held on 11th November 2026 at 7.00pm, Community Centre.

Signed (by electronic signature):
Ro Hardeman, Clerk and Responsible Financial Officer, Bournheath Parish Council
8th October 2026