



## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH COUNCILS' FORUM**

**TUESDAY 5TH JANUARY 2010**  
**AT 6.30 P.M.**

**COUNCIL CHAMBER, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

Copies of the Parish Councils' Forum Agendas, Reports and Minutes are available on the Council's web-site at [www.bromsgrove.gov.uk/pcf](http://www.bromsgrove.gov.uk/pcf)

### **AGENDA**

1. To receive apologies for absence
2. Minutes of the last meeting of the Parish Councils' Forum held on 22nd September 2009 and matters arising (Pages 1 - 6)
3. Electoral Services / Parish Council Casual Vacancies (Pages 7 - 12)
  1. The Casual Vacancy Summary (as at 15th December 2009) is attached.
  2. The annual canvass for the Register of Electors has been completed (a 95% response, which was the same as last year) and the new register was published on 1st December 2009.

If you require a copy of the register for your electoral area, please contact your Parish Clerk or the Electoral Services Office for a request form.

A schedule of the Electorate shown listed by Parish Area and Polling District is attached for information.

4. Forward Plan (1st January to 30th April 2010)

The Cabinet's Forward Plan for the period from 1st January to 30th April 2010 is available on the Council's website at:

[www.bromsgrove.gov.uk/forwardplan](http://www.bromsgrove.gov.uk/forwardplan)

Paper copies can be made available upon request.

5. Parish Councils' Charter - update (Pages 13 - 14)

(An update in respect of the proposed Parish Charter was also requested for inclusion on the Agenda by the Area Committee of CALC.)

6. Questions raised by the Area Committee of CALC

1. Would it be possible, if the parishes wanted to do so, to include an explanatory paragraph / small leaflet about the parish precept in the mailing sending out the Council Tax bills?
2. Hugh Bennett had made a presentation about the Older Persons Task Group at the last meeting and the parishes had been asked to submit comments. Did he receive any feed back and has a report emerged yet?
3. News on the Core Strategy?
4. Shared services with Redditch - are there likely to be any disadvantages (Redditch has little experience with working with parishes)?
5. What impact will there be on the parishes arising from cuts in funding to the District Council?
6. Provision of training for the parishes by the District Council on:-
  - planning issues
  - the Code of Conduct

7. Dates of Parish Councils' Forum Meetings (2010) (Pages 15 - 16)

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

30th December 2009

# Agenda Item 2

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE PARISH COUNCILS' FORUM

TUESDAY, 22ND SEPTEMBER 2009

AT 6.30 P.M.

PRESENT: Councillors R. Hollingworth (Chairman) and Mrs. M. A. Sherrey JP

<b>Representative(s)</b>	<b>Parish</b>
Mr. J. Cypher (Chairman)	Alvechurch
Mrs. J. Jagger (Chairman)	Barnt Green
Mr. R. Westbury (Executive Officer)	
Mrs. C. Limm (Clerk)	Belbroughton
Mr. C. R. Scurrall	
Mr. B. J. Somner (Chairman)	Beoley
Miss P. Harrison (Executive Officer)	
Mr. G. F. Witcomb (Chairman)	Catshill and North Marlbrook
Mrs. G. Lungley (Clerk)	
Mr. E. Sheppard (Chairman)	Clent
Mr. B. Bridgewater	Cofton Hackett
Mrs. C. Limm (Clerk)	Dodford with Grafton
Mr. D. J. Prescott (Chairman)	Finstall
Mr. S. Colella (Chairman)	Hagley
Mr. G. V. Cole	
Mrs. J. A. Casey (Executive Officer)	Lickey and Blackwell
Mrs. J. Johnson	
Mr. C. W. Bateman	Lickey End
Mr. I. A. Hodgetts (Chairman)	Romsley
Mr. K. Strawbridge (Chairman)	Stoke
Mr. G. P. Whitehouse (Chairman)	Tutnall and Cobley
Mrs. H. S. Davies (Clerk)	
Mrs. S. J. Baxter (Chairman)	Wythall
Miss P. Harrison (Executive Officer)	

Officers: Mr. T. Beirne, Mr. H. Bennett, Mrs. S. Mould, Mr. J. Turner,  
Mr. P. Murphy and Mr. A. C. Stephens

#### 8/09 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr. R. Harper (Chairman, Dodford with Grafton Parish Council) and Mrs. R. Mullett (Clerk to Clent, Hunnington and Romsley Parish Councils).

9/09 **MINUTES OF THE LAST MEETING OF THE PARISH COUNCILS' FORUM  
HELD ON 23RD JUNE 2009 AND MATTERS ARISING**

The minutes of the meeting of the Parish Councils' Forum held on 23rd June 2009 were submitted. There were no matters arising and it was

**RESOLVED** that the minutes be approved as a correct record.

10/09 **ELECTORAL SERVICES**

At the invitation of the Chairman, Mrs. S. Mould, Electoral Services Manager, addressed the meeting. She informed the Forum that the Council's Electoral Services had completed its merger with Redditch Borough Council's Electoral Services under the Shared Services initiative, and outlined how the Elections Team had been restructured.

In addition, Mrs. Mould referred to the following election/electoral matters which may have been of interest to the Forum:

- the Annual Canvass for the Register of Electors which had commenced at the beginning of September;
- the Annual Review of Polling Stations; and
- current Parish Council Casual Vacancies.

After answering questions raised by the Forum, the Chairman thanked Mrs. Mould for attending the meeting.

11/09 **OLDER PEOPLE TASK GROUP SCRUTINY EXERCISE**

At the invitation of the Chairman, Mr. H. Bennett, Assistant Chief Executive addressed the meeting and gave a brief presentation to the Forum about the work being undertaken as part of an Overview and Scrutiny exercise by the Older People Task Group.

He outlined how population projections indicated that there would be a likely increase in demand for different types of housing for older people, and how central government, together with local authorities, needed to understand and prepare for an ageing society. Mr. Bennett added that, although district councils do not have a statutory duty to provide for older people, plans needed to be established at an early stage so that the Council could play its part in providing the right services for the whole population.

Mr. Bennett referred to the Worcestershire Older People's Strategy but added that it was felt that the strategy for the whole County was too big and, therefore, the strategy was currently under review. He stated that a more localised strategy, focussing at a district level, would be likely to be more effective. In terms of present day services, Mr. Bennett outlined the current provision of services whereby older people were the target customers. Amongst others, these included the Shopmobility scheme, the over-60's swimming concession and the Lifeline service.

He went on to explain that the Overview and Scrutiny exercise would be looking at three key elements affecting the lives of older people within the District: (i) Housing; (ii) Health; and (iii) Income, Employment and Learning. Even at an early stage, there were a number of emerging recommendations from the Task Group; for example, giving greater publicity to existing services for older people, expanding the Lifeline service, continuing to ensure the provision of more housing for older people and to give the Worcestershire Older People's Strategy a more local, district dimension.

Mr. Bennett also referred to the week of events being promoted for UK Older People's Day on 1st October 2009, in which the Council had been involved. After answering a number of questions from members of the Forum, the Chairman thanked Mr. Bennett for his presentation.

**RESOLVED** that the Parish Councils members report back to their respective Parish Councils the questions raised during the presentation and provide feedback to the Older People Task Group in due course.

12/09 **DRAFT PARISH COUNCIL CHARTER**

At the invitation of the Chairman, Mr. T. Beirne, Executive Director - Services, addressed the meeting and formally presented the updated Parish Council Charter to the Forum. He stated that, following meetings in July 2009 of the Working Group established at the Forum meeting held on 23rd June 2009, the original draft Charter had been updated and refined to take account of issues raised at the last meeting and at the Working Group.

He stated that the Charter would continually be reviewed and developed further in the future but that, for the time being, he was eager to obtain agreement in principle to the basic framework of the document. Mr. Beirne added that he would act as the lead Senior Officer and that Councillor M. J. A. Webb would be the lead Portfolio Holder in respect of the Parish Councils.

It was anticipated that, by the start of the 2010/2011 financial year, all of the Parish Councils would have 'signed-up' to the document and that the Charter would have been approved by the District Council.

Members of the Forum raised a number of issues about the latest draft version but Mr. Beirne stated that the document was written in such a way that allowed for additional updating and amendment as the working relationship with the Parish Councils developed.

**RESOLVED:**

- (a) that, on the basis of the discussions, and in consultation with Mr. J. Cypher, the draft Parish Charter be further amended to refine particular areas of concern, together with the inclusion of a work programme of issues to be addressed in future (for example, finances, ICT strategy / arrangements, detailed planning guidance, review / development of the Charter, etc.); and
- (b) that the Parish Charter be forwarded to the Parish Councils for their consideration and to "sign-up" if considered appropriate.

13/09 **PLANNING ISSUES**

(i) **Enforcement**

At the invitation of the Chairman, Mr. J. Turner, Principal Planning Officer within Development Control Services, introduced himself to the Forum. He explained that his main role is concerned with enforcement of planning control, having started employment with the Council within the last month or so and, so far, much of his time had been spent identifying the workload and developing a strategy for dealing with the outstanding complaints.

Mr. Turner stated that he would be unable to address individual issues at the meeting but confirmed that he would be willing to deal with the backlog of enforcement complaints in the most convenient way at the suggestion of the Forum. He explained that the planning process sometimes meant that there could be lengthy delays between receipt of a complaint and the service / taking effect of an enforcement notice, and that this was an inevitable part of planning control which made it difficult to specify rigid timescales.

Arising out of the discussion, members of the Forum detailed the problems which had been experienced in the past and expressed hope that enforcement issues would be dealt with more actively in future. In addition, it was felt that more communication between the parish councils and the district council would also be useful, especially in terms of brief updates on enforcement cases.

**RESOLVED:**

- (a) that each parish council draw up a priority list of enforcement issues to assist officers within Development Control to try and reduce the backlog of complaints; and
- (b) that training events for individual parishes or, preferably, several parish councils at a time, be organised in respect of enforcement procedures, together with details of what the Council can and cannot do.

(ii) **Planning Consultations - Certificates of Lawfulness**

At the invitation of the Chairman, Mr. P. Murphy, Planning Business Support Administration Supervisor, addressed the meeting. In response to a question concerning consultation process for Certificates of Lawfulness, it was stated that parish councils would only be consulted for comments in respect of Certificates of Lawfulness for an Existing Use. For a Proposed Use, parish councils would not normally be consulted because the issue would be a planning matter.

Mr. Murphy also outlined the web-based 'Public Access' system which allowed members of the public to view planning application details on-line. He stated that guidance notes on the use of the system could be made available upon request or, if further help was required, an

appointment could be made for him to demonstrate the system and how it works.

Finally, in response to a question concerning the scale of plans displayed on screen, Mr. Murphy suggested that the Case Officer would be able to confirm plan scales, distances and other measurements.

**RESOLVED** that, in the event of parish councillors requiring further training on the 'Public Access' planning application system, officers be available to give training upon request, either individually, or to a group of parish representatives.

14/09 **FORWARD PLAN**

Consideration was given to the Cabinet's Forward Plan for the period 1st September to 31st December 2009, which had been included with the agenda for the meeting by way of information for parish council representatives.

**RESOLVED** that the Cabinet's Forward Plan be noted.

The meeting closed at 8.30 p.m.

Chairman

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## BROMSGROVE DISTRICT COUNCIL

### PARISH COUNCIL – CASUAL VACANCY SUMMARY 2009

<b>Date of Notice</b>	<b>Parish</b>	<b>Co-Option/Election Outcome</b>	<b>Appointment Notification</b>
<b>2008</b> 7 Oct	Lickey & Blackwell Lickey Grange Ward	Co-Option	
<b>2009</b> 29 Jan	Barnt Green	Co-Option	Yes
9 Feb	Bournheath	Co-Option	Yes
13 Feb	Stoke Stoke Prior Ward	Co-Option	Yes
26 Feb	Bentley Pouncefoot	Co-Option	Yes
27 Feb	Barnt Green	Co-Option	Yes
2 Mar	Hunnington	Co-Option	Yes
21 April	Alvechurch Rowney Green Ward	Co-Option	Yes
8 May	Lickey & Blackwell Shepley Ward	Co-Option	
12 May	Stoke Stoke Heath Ward	Co-Option	Yes
18 Jun	Barnt Green	Uncontested Election	Yes
30 Jun	Stoke Stoke Heath Ward	Co-Option	Yes
31 July	Catshill & North Marlbrook Catshill Village Ward	Co-Option	Yes
12 Aug	Belbroughton Belbroughton Ward	Co-Option	Yes
21 Aug	Stoke Stoke Prior Ward	Co-Option	
3 Sept	Alvechurch Alvechurch Ward	Co-Option	Yes
16 Sept	Tutnall & Cobley	Co-Option	
12 Oct	Stoke Stoke Heath	Co-Option	

**Continued Overleaf**

<b>Date of Notice</b>	<b>Parish</b>	<b>Co-Option/Election Outcome</b>	<b>Appointment Notification</b>
14 Oct	Alvechurch Alvechurch Ward	Co-Option	Yes
20 Nov	Wythall Wythall South Ward	Notice of Election – nomination closes noon 31 Dec	
24 Nov	Romsley	Co-Option	

**As at 15 December 2009**

Bromsgrove District Council

2010 Electorate shown listed by Parish Area and Polling District

PARISH AREA	POLLING DISTRICT	Electorate
ALVECHURCH (ALVECHURCH WARD)	ALA	2939
	<b>Sub-Total</b>	<b>2939</b>
ALVECHURCH (BORDESLEY WARD)	ALC	217
	<b>Sub-Total</b>	<b>217</b>
ALVECHURCH (HOPWOOD WARD)	ALD	693
	<b>Sub-Total</b>	<b>693</b>
ALVECHURCH (ROWNEY GREEN WARD)	ALE	133
	ALF	440
	<b>Sub-Total</b>	<b>573</b>
BARNT GREEN	HLA	1469
	<b>Sub-Total</b>	<b>1469</b>
BELBROUGHTON (BELBROUGHTON WARD)	FLA	1281
	<b>Sub-Total</b>	<b>1281</b>
BELBROUGHTON (FAIRFIELD WARD)	WOC	758
	<b>Sub-Total</b>	<b>758</b>
BENTLEY PAUNCEFOOT	TAA	301
	<b>Sub-Total</b>	<b>301</b>
BEOLEY	ALB	804
	<b>Sub-Total</b>	<b>804</b>
BOURNHEATH	WOA	398
	<b>Sub-Total</b>	<b>398</b>
CATSHILL & NORTH MARLBROOK (BARLEY MOW WARD)	MLA	1060
	<b>Sub-Total</b>	<b>1060</b>
CATSHILL & NORTH MARLBROOK (CATSHILL VILLAGE WARD)	CAA	3532
	<b>Sub-Total</b>	<b>3532</b>

Bromsgrove District Council

2010 Electorate shown listed by Parish Area and Polling District

PARISH AREA	POLLING DISTRICT	Electorate
<b>CATSHILL &amp; NORTH MARLBROOK (MARLBROOK WARD)</b>		
	MLC	851
	<b>Sub-Total</b>	<b>851</b>
<b>CLENT</b>		
	FLB	945
	FLC	1119
	<b>Sub-Total</b>	<b>2064</b>
<b>COFTON HACKETT</b>		
	HLB	1518
	<b>Sub-Total</b>	<b>1518</b>
<b>DODFORD WITH GRAFTON</b>		
	WOB	649
	<b>Sub-Total</b>	<b>649</b>
<b>FINSTALL</b>		
	TAB	539
	<b>Sub-Total</b>	<b>539</b>
<b>FRANKLEY</b>		
	UFA	94
	<b>Sub-Total</b>	<b>94</b>
<b>HAGLEY</b>		
	HAA	3789
	<b>Sub-Total</b>	<b>3789</b>
<b>HUNNINGTON</b>		
	UFB	461
	<b>Sub-Total</b>	<b>461</b>
<b>LICKEY &amp; BLACKWELL (LICKEY GRANGE WARD)</b>		
	MLB	671
	<b>Sub-Total</b>	<b>671</b>
<b>LICKEY &amp; BLACKWELL (LICKEY MONUMENT WARD)</b>		
	HLC	964
	<b>Sub-Total</b>	<b>964</b>
<b>LICKEY &amp; BLACKWELL (LINTHURST WARD)</b>		
	LTB	1138
	<b>Sub-Total</b>	<b>1138</b>
<b>LICKEY &amp; BLACKWELL (SHEPLEY WARD)</b>		
	LTC	606
	<b>Sub-Total</b>	<b>606</b>

Bromsgrove District Council

2010 Electorate shown listed by Parish Area and Polling District

PARISH AREA	POLLING DISTRICT	Electorate
<b>LICKEY END (LICKEY END WARD)</b>		
	NTA	1333
	<b>Sub-Total</b>	<b>1333</b>
<b>LICKEY END (SOUTH MARLBROOK WARD)</b>		
	MLD	846
	<b>Sub-Total</b>	<b>846</b>
<b>ROMSLEY</b>		
	UFC	1358
	<b>Sub-Total</b>	<b>1358</b>
<b>STOKE (STOKE HEATH WARD)</b>		
	SHA	1975
	<b>Sub-Total</b>	<b>1975</b>
<b>STOKE (STOKE PRIOR WARD)</b>		
	SPA	1764
	<b>Sub-Total</b>	<b>1764</b>
<b>TUTNALL &amp; COBLEY</b>		
	TAC	631
	<b>Sub-Total</b>	<b>631</b>
<b>WYTHALL (DRAKES CROSS &amp; WALKERS HEATH WARD)</b>		
	DCA	2116
	DCB	1147
	DCC	683
	<b>Sub-Total</b>	<b>3946</b>
<b>WYTHALL (HOLLYWOOD &amp; MAJORS GREEN WARD)</b>		
	HMA	2788
	HMB	870
	<b>Sub-Total</b>	<b>3658</b>
<b>WYTHALL (WYTHALL SOUTH WARD)</b>		
	WSA	1942
	<b>Sub-Total</b>	<b>1942</b>
<b>Total</b>	<b>38</b>	<b>44822</b>

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# Agenda Item 5

## BROMSGROVE DISTRICT COUNCIL

### PARISH COUNCILS' FORUM

5TH JANUARY 2010

#### PARISH CHARTER STATUS REPORT (AS OF JANUARY 2010)

PARISH	STATUS
ALVECHURCH	9th November 2009 - ADOPTED
BARNT GREEN	26th October 2009 - ADOPTED
BELBROUGHTON	20th November 2009 - ADOPTED
BENTLEY PAUNCEFOOT	Decision to be confirmed
BEOLEY	Decision to be confirmed
BOURNHEATH	Decision to be confirmed
CATSHILL AND NORTH MARLBROOK	Not signing up
CLENT	17th November 2009 - ADOPTED
COFTON HACKETT	16th November 2009 - ADOPTED
DODFORD WITH GRAFTON	20th November 2009 - ADOPTED
FINSTALL	Not signing up
FRANKLEY	Decision to be confirmed
HAGLEY	21st December 2009 - ADOPTED
HUNNINGTON	25th November 2009 - ADOPTED
LICKEY AND BLACKWELL	2nd November 2009 - ADOPTED
LICKEY END	Not signing up
ROMSLEY	9th November 2009 - ADOPTED
STOKE	2nd November 2009 - "ENDORSED"
TUTNALL AND COBLEY	8th December 2009 - ADOPTED
WYTHALL	Decision to be confirmed

Issues for discussion:-

1. Any feedback from the Parish Councils that have not signed the Charter;
2. Recommendation that the Charter be adopted subject to 70% (14 Parish Councils) signing up; and
3. That the membership of the Sub-Group be agreed at the next meeting of the Forum, subject to the adoption of the Charter.

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## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH COUNCILS' FORUM**

**5TH JANUARY 2010**

#### **DATES OF PARISH COUNCILS' FORUM MEETINGS (2010)**

The Area Committee of CALC meets on a quarterly basis to, amongst other things, decide upon items they would like raised at meetings of the Forum. The dates for the Area Committee meetings during 2010 are 3rd March, 2nd June, 1st September and 1st December (Wednesday's).

Therefore, it is suggested that the next meetings of the Forum be arranged for the following dates:-

- Tuesday, 30th March 2010
- Tuesday, 29th June 2010
- Tuesday, 28th September 2010
- Tuesday, 21st December 2010

**Contact officer:**

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email: [a.stephens@bromsgrove.gov.uk](mailto:a.stephens@bromsgrove.gov.uk)

Tel.: 01527 881410

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