



## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH COUNCILS' FORUM**

**TUESDAY, 8TH JANUARY 2008**  
**AT 6.30 P.M.**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

**❖ PLEASE NOTE CHANGE OF MEETING ROOM ❖**

### **A G E N D A**

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)

1. Apologies
2. Minutes of the last meeting of the Forum held on 25th September 2007 (attached - Enclosure No. 1)
3. Matters arising from the minutes of the last meeting
4. LifeLine Service - Presentation by Rachael McAndrews, CCTV and LifeLine Manager
5. Elections and Electoral Matters - Introduction to Sue Mould, Electoral Services Manager (Enclosure No. 2)
6. How can the Parishes and the District Council work better together and how can the Forum meetings be made to work better?

*(Item included on the agenda at the request of the Bromsgrove Area Committee of CALC)*

7. The street cleaning strategy and timetable.

*(Item included on the agenda at the request of the Bromsgrove Area Committee of CALC)*

8. Dates of future meetings (Enclosure No. 3)

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

3rd January 2008

**BROMSGROVE DISTRICT COUNCIL****PARISH COUNCILS' FORUM**

Tuesday, 25th September 2007, at 6.30 p.m.

PRESENT: Councillor Mrs. J. M. L. A. Griffiths (Chairman)

<b>Parish</b>	<b>Representative(s)</b>
Barnt Green	Mr. R. Westbury (Executive Officer) Mrs. S. M. Whitehand
Belbroughton	Mrs. C. Limm (Clerk)
Bentley Paucefoot	Mr. L. R. Teague (Chairman)
Bournheath	Mrs. S. J. Davies (Chairman) Mr. S. F. W. Hall
Catshill and North Marlbrook	Mr. G. F. Witcomb (Chairman)
Clent	Mrs. P. A. Harris (Clerk)
Cofton Hackett	Mr. B. Bridgewater
Dodford with Grafton	Mrs. C. Limm (Clerk) Mr. R. D. Harper
Hagley	Mr. R. H. Bache
Hunnington	Mr. P. J. Peeney (Chairman)
Lickey and Blackwell	Mr. M. J. Andrews (Chairman) Ms. J. D. Jones Mr. K. G. Woolford
Lickey End	Mr. C. W. Bateman (Councillor / Clerk)
Romsley	Mr. I. A. Hodgetts (Chairman) Mrs. P. L. Taylor (Clerk)
Stoke	Mrs. T. I. Roll (Chairman) Mr. K. C. Strawbridge
Tutnall and Cobley	Mrs. H. Davies (Clerk)
Wythall	Mr. R. S. Hall (Chairman)

Also in attendance: Mr. K. Dicks, Mr. P. Street, Mr. M. Bell, Mr. D. M. Birch, Mrs. S. Willetts and Mr. A. C. Stephens

1. **APOLOGIES**

Apologies for absence were received from Councillor R. Hollingworth and the following Parish representatives:-

<b>Parish</b>	<b>Representative</b>
Barnt Green	Mrs. J. M. Jagger (Chairman)
Beoley / Wythall	Miss P. Harrison (Clerk)
Catshill and North Marlbrook	Mrs. C. Russam (Clerk)
Clent	Mr. E. R. Sheppard (Chairman)

<b>Parish</b>	<b>Representative</b>
Hagley	Mr. S. R. Colella (Chairman)
Hunnington	Mrs. R. Mullett (Clerk)
Bromsgrove Area Committee of CALC	Mrs. S. J. Baxter

2. **MINUTES**

The Minutes of the Meeting of the Parish Councils' Forum held on 26th June 2007 were submitted.

It was **AGREED** that the Minutes be approved as a correct record.

3. **MATTERS ARISING**

(a) **Subdivision of fields with stabling**

Members of the Forum asked if any feedback had been received from the Government Office in connection with this matter following the discussion at the previous meeting. Mrs. Willetts reported that a letter had recently been sent to Belbroughton, Clent and Wythall Parish Council's concerning the subdivision of fields for stabling. She stated that a copy of the letter would be forwarded to the other parish councils within the District.

(b) **Motorways / Air Quality**

Mr. Street stated that the Air Quality Task Group had been established by the Council's Scrutiny Steering Board to review the effects of pollution which was thought to be caused as a result of the motorway network within the District. He added that the findings of the Task Group would be reported and made public in due course.

(c) **Partnership working**

Mr. Dicks stated that Councillors R. Hollingworth, Mrs Griffiths and himself had held a meeting with a representative of the Area Committee of the County Association of Local Councils (CALC) with a view to establishing a Parish Charter for the Bromsgrove District. However, he added that the Council's main priorities would take precedence in terms of commitment of resources.

4. **LICKEY END PARISH COUNCIL**

Mr. Dicks informed the Forum of developments relating to the abolition of Lickey End Parish Council. Mr. Bateman, from the Parish Council, referred to the abolition of a parish council in the north-east of England and which may set a precedent for Lickey End Parish Council, especially bearing in mind that there is considered to be no public wish to have a parished area.

However, Mr. Dicks referred to a White Paper issued by the Department for Communities and Local Government which proposed the creation of more parish councils, and warned of the implications this may have for Lickey End Parish Council.

Mr Dicks stated that this would be progressed as soon as possible once the new Elections Manager was in post however the timescales around this may be affected if a general election were to be called.

5. **PLANNING APPLICATIONS - CONSULTATIONS AND REQUESTS FOR EXTENSION OF TIME FOR CONSIDERATION**

Mr. Birch stated that the Council received up to 1,500 planning applications per year which, in terms of obtaining responses from statutory consultees, meant that a balance had to be achieved in respect of notifying parish councils, personnel implications and postage costs.

He stated that the Council has a limited time for the determination of planning applications and, as a result, the timescales would always be rather tight, in order to meet Government targets and performance indicators.

The Chairman added that individual cases would be looked into if the respective parish councils contacted the planning case officer concerned.

6. **MINOR AMENDMENTS TO PLANNING APPLICATIONS**

Mr. Birch stated that minor amendments to planning applications could not always be reported to parish councils because of the timescales in which a decision has to be made.

However, it was stated that the District Council sought to work with the parish councils and, wherever possible, planning officers would seek to alert parish council Clerks to any minor amendments to planning applications which may be received.

Again, the Chairman stated that individual cases would be looked into if the respective parish councils contacted the planning case officer concerned.

7. **CERTIFICATES OF LAWFULNESS**

Mr. Dicks stated that the Council's Legal Services officers would endeavour to ensure that parish councils are notified of the receipt of applications for Certificates of Lawfulness.

This was noted.

8. **TREE PRESERVATION ORDERS**

The Forum was informed that copies of Tree Preservation Orders would be forwarded to the relevant parish council as and when they are made by the Council's Legal Services officers.

The Meeting closed at 7.10 p.m.

Chairman



**Legal, Equalities and Democratic Services**  
The Council House, Burcot Lane, Bromsgrove  
Worcestershire B60 1AA  
Main Switchboard: (01527) 873232  
Fax: (01527) 881414  
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To: All Parish Council Clerks

31 December 2007

**Introduction: Electoral Services Manager**

I would like to make contact with all the Parish Council Clerks within the Bromsgrove area; my name is Susan Mould and I was recently appointed as Electoral Services Manager with Bromsgrove District Council.

I have been involved with elections and electoral registration for twenty years at Redditch Borough Council, including a mayoral referendum, local, Parliamentary and European elections.

I will be attending the next Parish Council Forum at 6:30pm on Tuesday 8th January 2008 at the Council House when I will be pleased to meet any clerks.

Please feel free to contact me to discuss any electoral matters and I look forward to meeting you all at future events.

With best wishes for the New Year,

*S. A. Mould*

Susan Mould  
Electoral Services Manager  
Tel: 01527 881462  
Email: [elections@bromsgrove.gov.uk](mailto:elections@bromsgrove.gov.uk)



**BROMSGROVE DISTRICT COUNCIL**

**PARISH COUNCILS' FORUM**

**8TH JANUARY 2008**

1. **DATES OF FUTURE MEETINGS**

Future meetings of the Forum need to be arranged over the course of the next 12 months.

The Area Committee of CALC meets on a quarterly basis to, amongst other things, decide upon items for the agenda for meetings of the Forum. The Area Committee have indicated that their meetings during 2008 will take place on:-

- ✘ Wednesday, 5th March 2008
- ✘ Wednesday, 4th June 2008
- ✘ Wednesday, 3rd September 2008
- ✘ Wednesday, 3rd December 2008

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

- ✘ Tuesday, 1st April 2008
- ✘ Tuesday, 24th June 2008
- ✘ Tuesday, 30th September 2008
- ✘ Tuesday, 6th January 2009

**Contact Officer**

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3rd January 2008