



BROMSGROVE DISTRICT COUNCIL

PARISH COUNCILS' FORUM

TUESDAY, 6TH JANUARY 2009,
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

AGENDA

1. Apologies for absence
2. Minutes of the last meeting of the Parish Councils' Forum held on 30th September 2008 and matters arising (Pages 1 - 4)
3. Training Programme for Parish Councillors (Pages 5 - 8)
4. Planning issues

The following items have been placed on the agenda for the meeting at the request of the Area Committee of CALC (County Association of Local Councils):-

- (a) Planning Consultations
 - (b) Certificate of Lawfulness Applications
 - (c) Public Speaking at Planning Committee - Parish Councils
5. District / Parish Concordat

This item has been placed on the agenda for the meeting at the request of the Area Committee of CALC (County Association of Local Councils)
 6. Local Neighbourhood Partnerships

This item has been placed on the agenda for the meeting at the request of the Area Committee of CALC (County Association of Local Councils)
 7. Electoral Matters - Briefing Notes (Pages 9 - 16)

8. Dates of Future Forum Meetings (Pages 17 - 18)

K DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

31st December 2008

Agenda Item 2

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE PARISH COUNCILS' FORUM

TUESDAY, 30TH SEPTEMBER 2008

AT 6.30 P.M.

PRESENT: Councillor R. Hollingworth (Chairman)

<u>Parish</u>	<u>Representative(s)</u>
Alvechurch	Mr. J. Cypher
Barnt Green	Mrs. J. Jagger (Chairman) Mr. R. Westbury (Executive Officer)
Belbroughton	Mrs. C. Limm (Clerk)
Beoley	Mr. B. J. Somner (Chairman) Miss P. Harrison (Clerk)
Cofton Hackett	Mr. B. Hodgson (Clerk) Mr. K. Duncan
Dodford with Grafton	Mr. R. Harper (Chairman) Mrs. C. Limm (Clerk)
Hunington	Mr. J. Peeney (Chairman)
Lickey and Blackwell	Mrs. J. A. Casey (Clerk) Mrs. G. Harvey Mr. K. Woolford
Lickey End	Mr. C. W. Bateman
Romsley	Mr. I. A. Hodgetts (Chairman)
Stoke	Mr. K. Strawbridge (Chairman) Mr. P. D. Callaway (Clerk) Mr. M. Keary
Tutnall and Cobley	Mrs. H. Davies (Clerk)
Wythall	Mr. L. J. Turner (Chairman) Miss P. Harrison (Clerk)

In attendance: Mrs. J. Maturi (County Association of Local Councils)

Officers: Mr. P. Street, Mrs. C. Felton, Mr. D. Hammond, Mrs. D. Warren, Mrs. S. Sellers, Mr. D. M. Birch, Mr. A. C. Stephens

1/08

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr. J. Bradley and Mr. C. R. Scurrall (Belbroughton Parish Council), Mrs. R. Mullett (Hunington Parish Council and Romsley Parish Council) and Mrs. S. J. Baxter (Wythall Parish Council)

2/08 **MINUTES OF THE LAST MEETING OF THE PARISH COUNCILS' FORUM
HELD ON 24TH JUNE 2008 AND MATTERS ARISING**

The Minutes of the meeting of the Parish Councils' Forum held on 24th June 2008 were submitted.

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

3/08 **CONSULTATION WITH PARISH COUNCILS**

(a) Certificates of Lawfulness

Mrs. C. Felton, the Council's Head of Legal, Equalities and Democratic Services detailed the processes and procedures relating to applications for Certificates of Lawfulness for existing uses or development (CLEUDs). She explained that, whilst the relevant legislation did not specifically require the Council to consult with the parish councils in respect of CLEUD applications, the Council recognised that the parish councils were seeking to take part in the planning process.

In order for the parish councils to participate in the CLEUD process, it was proposed that information about applications received could be placed on the Council's website so that the parishes could stay informed as to the current CLEUD applications. In addition, the Head of Planning and Environment Services stated that the Council's Enforcement Officer could also inform the parish councils of the details relating to each application as and when a decision is made on a CLEUD application. However, he drew attention to the differences between applications for CLEUDs and applications for Certificates of Lawfulness for Proposed Use or Development (CLOPUDs).

Mrs. Felton added that the Council was not legally obliged to inform the parish councils of applications for CLEUDs but stated that, in the interests of working together with the parishes, the Council were seeking a way in which they could be notified. She also stated that each parish council would need to appoint up to three members who would act as a contact with the District Council in order for comments to be forwarded, and that a trial period for this mechanism of, for example, six months would enable both the District Council and the parish councils determine whether this arrangement would adequately address the issues raised.

(b) Public Speaking at Planning Committee

The Head of Legal, Equalities and Democratic Services informed the Forum that the District Council was investigating the extension of public speaking at meetings of the Planning Committee to parish councils, and the comments of the parish representatives were being sought. The Head of Planning and Environment Services stated that a parish councillor or clerk would need to ensure that they speak with the

authority of the parish council they are representing and not speaking in a personal capacity.

It was proposed that a report be made to the Planning Committee seeking their approval to such a scheme, the details of which would be finalised at the end of the year.

4/08 **CO-OPTED MEMBERS OF CERTAIN PARISH COUNCIL COMMITTEES AND APPLICATION OF CODE OF CONDUCT**

Mrs. D. Warren, Senior Solicitor, stated that a query had been received in respect of the District Council's Standards Committee, as to whether co-opted members of the public and / or parish councillors are required to complete a Register of Interests declaration. In answer to the query, she stated that a form does indeed need to be completed if any person takes part in a decision making role.

Mrs. Warren also reminded the parish council representatives that the parish councillors are required to complete a Register of Interests declaration and each parish council needs to submit a copy of their respective Code of Conduct.

5/08 **UPCOMING CHANGES IN PLANNING PROCEDURES - INFORMATION FOR PARISH COUNCILS**

At the invitation of the Chairman, Mr. D. Birch, Area Planning Manager (West) addressed the Forum and detailed the changes to the Town and Country Planning Act General Development Order due to be implemented on 1st October 2008.

He explained the extension of the rights under Permitted Development, together with the major changes in the volume based approach to a new impact based system, and gave a brief overview of the different classes which would no longer require planning permission. The Head of Planning and Environment Services added that the Planning Portal (www.planning-portal.gov.uk) had an "interactive house" which he considered was a very useful and straightforward guide to the changes in planning legislation.

After answering a number of questions, the Chairman thanked Mr. Birch for his informative presentation.

6/08 **UPDATES**

(a) **Parish Council Concordat**

The Chairman reported that the draft Concordat was not quite ready for consideration at the meeting but anticipated that it would be available for consultation during mid-October 2008.

(b) Concurrent Functions

The County Association of Local Councils had raised a question in respect of the former concurrent functions arrangements. The Chairman responded that the District Council would work with the individual parish councils with a view to establishing service level agreements which could be incorporated within the Council's budget.

7/08 **PARISH COUNCIL CASUAL VACANCIES**

Mr. A. Stephens stated that the information relating to the parish councils casual vacancies had been included on the agenda for information only and that any questions should be referred to Mrs. S. Mould, the Elections Services Manager.

8/08 **LONGBRIDGE DEVELOPMENT IN THE CURRENT ECONOMY**

The Chairman reported that St. Modwen's Developments had temporarily suspended their work at Longbridge in view of the current economic situation. Mr. P. Street, Executive Director - Partnerships and Projects, added that the Area Action Plan process was still under way, comprising land in both the Bromsgrove area and in Birmingham.

An Inspector had been appointed in respect of the Area Action Plan who was considering the documentation, together with the comments and representations which had been submitted. He anticipated that the adopted Action Plan would be implemented in February 2009. Although St. Modwen's had submitted a planning application, Mr. Street stated that the developers would be waiting for an upturn in the economy before any building works commenced.

The Head of Planning and Environment Services gave further details about the planning infrastructure for the site, being dealt with by Birmingham City Council, Worcestershire County Council, Advantage West Midlands and the District Council. The Area Action Plan would also investigate the viability of the entire scheme, but it was reported that there would be a delay of up to two years before development commenced.

The meeting closed at 7.45 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

PARISH COUNCILS' FORUM

6TH JANUARY 2009

TRAINING PROGRAMME FOR PARISH COUNCILS

Responsible Portfolio Holder	Councillor Roger Smith
Responsible Head of Service	Claire Felton, Monitoring Officer
Non-Key Decision	

1. SUMMARY

To seek the views of the Parish Councils' Forum on the establishment of a training programme for the parish councils on ethical governance issues, together with the best method of delivery and priorities of such a training programme.

2. RECOMMENDATION

That, based on feedback received from the parish councils, officers draw up a training programme for the parish councils on ethical governance issues, for consideration at the next meeting of the Standards Committee.

3. BACKGROUND

- 3.1 As part of its statutory role the Standards Committee is responsible for promoting and maintaining high standards by Members (which includes both parish and district councillors) and co-opted Members of the authority. The Committee also assists Members and co-opted Members to observe the Members' Code of Conduct.
- 3.2 In carrying out these functions the Standards Committee ensures that Members are appropriately trained on the Members' Code of Conduct and associated ethical governance issues.
- 3.3 In addition to inviting parish council representatives to relevant training sessions at the Council House, some of which have been conducted as part of the Council's ongoing Member Development Programme, the district council's Monitoring Officer and Deputy Monitoring Officer have, when requested, held workshop sessions at parish councils on the Code of Conduct and declaring interests.

- 3.4 In order to build upon the training which has taken place to date, the Standards Committee is to consider developing a training programme for parish councils on ethical governance issues.
- 3.5 The views of both the Bromsgrove Area Committee of the Worcestershire County Association of Local Councils ("CALC") and the Parish Councils' Forum are therefore being sought as to the establishment of such a training programme, together with the content of any training and how this should be delivered.
- 3.6 At its meeting on 3rd December 2008 the Bromsgrove Area Committee of the Worcestershire CALC considered this matter and there was general enthusiasm for the development of a training programme. It was felt that it would be better for training to take place in the parishes, in clusters of three or so parish councils, and that a programme of visits should be established in order that those parish councillors who might miss local sessions could attend another session. The items which were deemed to be of particular interest were: personal and prejudicial interests - including the register of interests; dual-hatted Members; and pre-determination and bias.
- 3.7 A report detailing the views of both the Bromsgrove Area Committee of the Worcestershire CALC and the Parish Councils' Forum will be referred to the next meeting of the Standards Committee on 5th February 2009.

4. FINANCIAL IMPLICATIONS

As it is anticipated that any training for the parish councils will be conducted by either the Monitoring Officer or Deputy Monitoring Officer there are no financial implications associated with this report, other than officer time spent in preparing for and delivering any training.

5. LEGAL IMPLICATIONS

Sections 53-56 of Part III of the Local Government Act 2000 set out the requirements for standards committees. Section 50 of the said Act also introduced primary legislation to enable the implementation of a Members' Code of Conduct.

6. COUNCIL OBJECTIVES

This report is linked to Council objective 2 - Improvement.

7. RISK MANAGEMENT

7.1 The main risk associated with the details included in this report is:

- *the risk of complaints about elected Members.*

7.2 This risk is being managed as follows:

Risk Register: *Legal, Equalities and Democratic Services*

Key Objective Ref No: 3

Key Objective: *Effective ethical governance*

8. CUSTOMER IMPLICATIONS

None

9. EQUALITIES AND DIVERSITY IMPLICATIONS

None

10. VALUE FOR MONEY IMPLICATIONS

None

11. OTHER IMPLICATIONS

Procurement Issues - None
Personnel Implications - None
Governance/Performance Management - None
Community Safety including Section 17 of Crime and Disorder Act 1998 - None
Policy - None
Environmental - None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director - Partnerships and Projects	No
Executive Director - Services	No
Assistant Chief Executive	No
Head of Service	Yes

Head of Financial Services	No
----------------------------	----

Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards

14. APPENDICES

None

15. BACKGROUND PAPERS

None

CONTACT OFFICER

Name: Debbie Parker-Jones
Ethical Standards Officer
Email: d.parkerjones@bromsgrove.gov.uk
Tel: 01527 881411

Parish Forum – 6 January 2009

Electoral Briefing Note

Register of Electors - New Polling District Codes

The new Register of Electors was published on 1st December 2009 with changes to the polling district distinctive codes used to identify electors in association with their poll number. Please find attached list showing new and old codes with associated information of parish, ward, county division and polling station details for your use.

If any Parish Clerk or Parish Councillor wishes to apply for a copy of the new register please contact the Electoral Services office at the contact details below.

Elections in 2009

The Order has been passed for the County Council and European Parliamentary Elections for 2009 to be combined and held on Thursday 4th June 2009. I will brief the forum with further details regarding these elections as the election timetable progresses.

Casual Vacancies

I attach a summary report of casual vacancies during 2008.

I would like to refer Parish Clerks to the guidance provided earlier this year and the advice relating to the occurrence of a casual vacancy; this should be notified immediately to the Returning Officer who will provide the appropriate Notice of Casual Vacancy for publication in the Parish.

If any Parish Clerk would like further clarification on this matter I will be pleased to answer any questions, you can use the contact details below.

Susan Mould
Electoral Services Manager

Helpline: 01527 881421
Email: elections@bromsgrove.gov.uk

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

REVISION OF POLLING DISTRICTS

NEW PD CODE	OLD PD CODE	District Ward	Polling District	Parish	Polling Station	County Division
ALA	LA	Alvechurch	Alvechurch	Alvechurch Alvechurch Ward	Alvechurch Baptist Church	Alvechurch
ALB	LF	Alvechurch	Beoley	Beoley	Beoley Village Hall	Alvechurch
ALC	LC	Alvechurch	Bordesley	Alvechurch Bordesley Ward	Brooklyn Citreon Garage	Alvechurch
ALD	LD	Alvechurch	Hopwood	Alvechurch Hopwood Ward	Hopwood Village Hall	Alvechurch
ALE	LB	Alvechurch	Lye Bridge	Alvechurch Rowney Green Ward	Brooklyn Citreon Garage	Alvechurch
ALF	LE	Alvechurch	Rowney Green	Alvechurch Rowney Green Ward	Rowney Green Peace Mem. Hall	Alvechurch
BEA	FA	Beacon	Rubery (Beacon Ward)		Youthworcs Rubery	Beacon
CAA	GA	Catshill	Catshill Village	Catshill & North Marlbrook, Catshill Village Ward	Catshill Village Hall	Woodvale
CHA	TA	Charford	Charford West		St. Andrews Church Hall	Bromsgrove South
CHB	TB	Charford	Charford East		The Salvation Army Hall	Bromsgrove South
DCA	PA	Drakes Cross & Walkers Heath	Drakes Cross	Wythall, Drakes Cross & Walkers Heath Ward	Woodrush Youth Centre	Wythall
DCB	PB	Drakes Cross & Walkers Heath	Drakes Cross & Headley Heath	Wythall, Drakes Cross & Walkers Heath Ward	Park Hall	Wythall
DCC	PC	Drakes Cross & Walkers Heath	Walkers Heath	Wythall, Drakes Cross & Walkers Heath Ward	Broadmeadow Junior School	Wythall
FLA	BA	Furlongs	Belbroughton	Belbroughton Belbroughton Ward	Belbroughton Recreation Centre	Clent Hills
FLB	BB	Furlongs	Clent	Clent	Clent Parish Hall	Clent Hills
FLC	BC	Furlongs	Hagley (Clent Parish)	Clent	Hagley Community Centre	Clent Hills
HAA	AA	Hagley	Hagley (Hagley Parish)	Hagley	Hagley Community Centre	Clent Hills
HLA	JA	Hillside	Barnt Green	Barnt Green	Friends Meeting House	Beacon
HLB	JC	Hillside	Cofton Hackett	Cofton Hackett	Cofton Hackett Village Hall	Beacon
HLC	JB	Hillside	Lickey Monument	Lickey & Blackwell, Lickey Monument Ward	Lickey Parish Hall	Beacon
HMA	NA	Hollywood & Majors Green	Hollywood	Wythall, Hollywood & Majors Green Ward	The Coppice Primary School	Wythall

BROMSGROVE DISTRICT COUNCIL

REVISION OF POLLING DISTRICTS

NEW PD CODE	OLD PD CODE	District Ward	Polling District	Parish	Polling Station	County Division
HMB	NB	Hollywood & Majors Green	Majors Green	Wythall, Hollywood & Majors Green Ward	Wake Green Afc Sports Pavilion	Wythall
LTA	KC	Linthurst	Burcot		Blackwell Methodist Church Hall	Bromsgrove East
LTB	KB	Linthurst	Linthurst	Lickey & Blackwell, Linthurst Ward	Blackwell Methodist Church Hall	Bromsgrove East
LTC	KA	Linthurst	Shepley	Lickey & Blackwell, Shepley Ward	Blackwell Methodist Church Hall	Bromsgrove East
MBA	HC	Marlbrook	Barley Mow	Catshill & North Marlbrook, Barley Mow Ward	Catshill Village Hall	Woodvale
MBB	HA	Marlbrook	Lickey Grange	Lickey & Blackwell, Lickey Grange Ward	St. Lukes Church Centre	Woodvale
MBC	HB	Marlbrook	Marlbrook	Catshill & North Marlbrook, Marlbrook Ward	St. Lukes Church Centre	Woodvale
MBD	HD	Marlbrook	South Marlbrook	Lickey End, South Marlbrook Ward	St. Lukes Church Centre	Woodvale
NTA	XA	Norton	Lickey End	Lickey End, Lickey End Ward	Lickey End First School	Bromsgrove Central
NTB	XB	Norton	Norton East		All Saints Church Hall	Bromsgrove Central
NTC	XC	Norton	Norton West		Mobile Barnsley Hall Drive	Bromsgrove Central
SDA	WA	Sidemoor	Sidemoor West		New Song Community Church	Bromsgrove West
SDB	WB	Sidemoor	Sidemoor East		Meadows First School	Bromsgrove West
SHA	SA	Stoke Heath	Stoke Heath	Stoke, Stoke Heath Ward	Mobile at Morrison's Supermarket	Bromsgrove South
SJA	YA	St. John's	St Johns West		Bromsgrove Market Hall	Bromsgrove Central
SJB	YB	St. John's	St Johns North		All Saints Church Hall	Bromsgrove Central
SJC	YC	St. John's	St Johns East		Ryland Centre	Bromsgrove Central
SLA	UA	Slideslow	Slideslow South		St. Godwalds Church Hall	Bromsgrove East
SLB	UB	Slideslow	Slideslow North		Mobile off Green Park Road	Bromsgrove East
SPA	RA	Stoke Prior	Stoke Prior	Stoke Prior, Stoke Prior Ward	Stoke Prior Village Hall	Bromsgrove South
TAA	MA	Tardebigge	Bently Pauncefoot	Bentley Pauncefoot	Tardebigge Church Hall	Bromsgrove East

BROMSGROVE DISTRICT COUNCIL

REVISION OF POLLING DISTRICTS

NEW PD CODE	OLD PD CODE	District Ward	Polling District	Parish	Polling Station	County Division
TAB	MC	Tardebigge	Finstall	Finstall	Finstall Village Hall	Bromsgrove East
TAC	MB	Tardebigge	Tutnall & Cobley	Tutnall & Cobley	Tardebigge Church Hall	Bromsgrove East
TAD	MD	Tardebigge	Wagon Works		Finstall Village Hall	Bromsgrove East
UFA	DB	Uffdown	Frankley	Frankley	St. Kenelms Church Hall	Clent Hills
UFB	DA	Uffdown	Hunnington	Hunnington	Romsley & Hunnington Cricket Club	Clent Hills
UFC	DC	Uffdown	Romsley	Romsley	St. Kenelms Church Hall	Clent Hills
WAA	EA	Waseley	Rubery North (Waseley Ward)		Holywell Primary School	Beacon
WAB	EB	Waseley	Rubery South (Waseley Ward)		Youthworcs Rubery	Beacon
WHA	VA	Whitford	Whitford West		Girl Guide Hut Kidderminstre Road	Bromsgrove West
WHB	VB	Whitford	Whitford East		Millfields Social Club	Bromsgrove West
WOA	CC	Woodvale	Bourneheath	Bourneheath	Bourneheath Village Hall	Woodvale
WOB	CA	Woodvale	Dodford	Dodford with Grafton	Dodford Village Hall	Woodvale
WOC	CB	Woodvale	Fairfield	Belbroughton Fairfield Ward	Fairfield Village Hall	Woodvale
WSA	QA	Wythall South	Wythall	Wythall, Wythall South Ward	Wythall Village Hall	Alvechurch

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

PARISH COUNCIL – CASUAL VACANCY SUMMARY 2008

Date of Notice	Parish	Co-Option/Election Outcome	Appointment Notification
2008 9 Feb	Catshill & North Marlbrook/Marlbrook	Co-Option	Yes
12 Feb	Beoley	Co-Option	Yes
21 Feb	Wythall	Co-Option	Yes
24 Mar	Finstall	Co-Option	Yes
7 April	Alvechurch/Hopwood	Election	Yes
15 May	Wythall/Drakes Cross & Walkers Heath	Co-Option	Yes
20 May	Stoke/Stoke Prior	Co-Option	Yes
4 June	Catshill & North Marlbrook/Catshill Village	Co-Option	Yes
17 June	Catshill & North Marlbrook/Marlbrook	Co-Option	
25 June	Hunnington	Co-Option	
8 July	Hunnington	Co-Option	
23 July	Belbroughton Fairfield	Co-Option	Yes
19 Sept	Lickey & Blackwell Shepley	Co-Option	
7 Oct	Lickey & Blackwell Lickey Grange	Co-Option	
21 Nov	Wythall Wythall South	Co-Option	
1 Dec	Stoke Stoke Heath	Co-Option	

As at 18 December 2008

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

PARISH COUNCILS' FORUM

6TH JANUARY 2009

1. DATES OF FUTURE FORUM 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 2009 will take place on:-

- Wednesday, 4th March 2009
- Wednesday, 3rd June 2009
- Wednesday, 2nd September 2009
- Wednesday, 2nd December 2009

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

- Tuesday, 24th March 2009
- Tuesday, 23rd June 2009
- Tuesday, 22nd September 2009
- Tuesday, 5th January 2010

Contact Officer

Name: Andy C. Stephens, Committee Services Officer

Tel: 01527 881410

email: a.stephens@bromsgrove.gov.uk

This page is intentionally left blank